

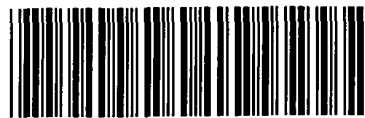
Registered Charity No. 1123488
Registered Company No. 6428264

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

ACCOUNTS FOR THE YEAR ENDED

31 MARCH 2017

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ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

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LEGAL AND ADMINISTRATIVE INFORMATION FOR THE YEAR ENDED 31 MARCH 2017

Trustees:

Margreet Armitstead
Helen Foreman
David Henwood (until 7/10/2016)
Bryan Keen
John McLintock (Treasurer)
Jennifer Pegg
Carole Smith (Chair until 7/10/2016)
Sue Tanner (Secretary)
Margaret Wareing (from 7/10/2016)
Peter Wilkinson (Chair from 7/10/2016)

Registered Office:

Rose Hill Community Centre
Carole's Way
Rose Hill
Oxford
OX4 4HF

Independent examiner:

Jackie Layzell

Bankers:

Unity Trust Bank
Nine Brindleyplace
Birmingham
B1 2HB

Registered Charity number:

1123488

Registered Company number:

6428264

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2017

The Trustees present their report together with the financial statements of the charity for the year ended 31 March 2017. The accounts have been prepared in accordance with the Charities Act 2011, the Companies Act 2006, the company's Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective January 2015).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Rose Hill and Donnington Advice Centre Limited is a company limited by guarantee and registered as a charity under the Charities Act. The charitable company is governed by its Memorandum and Articles of Association. Rose Hill and Donnington Advice Centre Limited was incorporated as a company on 15 November 2007 (registered company number 6428264) and registered by the Charity Commission on 7 April 2008 (charity number 1123488).

The charity is managed by the trustees who meet as and when required but usually at least six times a year. The trustees do not receive remuneration or expenses.

New Trustees are appointed either to fill a casual vacancy or by way of addition to the Board. Particular emphasis is placed upon the appointment of Trustees with knowledge and experience relevant to the charity's activities. When new Trustees are appointed they are given an introduction to the work of the charity and provided with the information they need to fulfil their roles, which includes information about the role of the Trustees and their responsibilities under the Charities and Companies Acts.

Internal controls of the charity's resources are based principally on the requirement for two signatories for expenditure. Where the charity acts as a recipient of grants from other charities, for example for furniture or other essential household equipment, the funds are handled through a bank account separate from that used for the charity's own requirements. Appropriate insurance has been effected where available.

The trustee directors set out below held office during the whole of the year except where otherwise stated. The company has no share capital and the directors have no interests in it.

Margreet Armitstead
Helen Foreman
David Henwood (until 7th October 2016)
Bryan Keen
John McLintock (Treasurer)
Jennifer Pegg
Carole Smith (Chair until 7th October 2016)
Sue Tanner (Secretary)
Margaret Wareing (from 7th October 2016)
Peter Wilkinson (Chair from 7th October 2016)

The Trustees would also like to express their thanks to all those who supported the centre during the year, whether financially, by volunteering their time or in other ways.

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2017 (CONTINUED)

The Trustees have identified and considered the major risks to which the charity is exposed and have established systems and procedures to manage those risks. The principal risk associated with the charity's operation remains the availability of operational grants.

OBJECTIVES AND ACTIVITIES

The objects of the charity are to relieve poverty in Rose Hill and Donnington and the surrounding area who are in conditions of need, hardship or distress, in particular by the provision of information, advice and assistance on all matters relating to welfare benefits and City and County and national services at both statutory and voluntary level.

The trustees have had regard to the requirement to demonstrate Public Benefit. They are satisfied that the charity's activities are available to all members of the public in the charity's geographical area of operation and that all its activities are demonstrably for the benefit of those members of the public who seek to avail themselves of its services.

The charity's activities have as a principal public benefit assisting individuals, often elderly and/or disabled, and families to continue to live in their own homes. This provides a major social benefit for the community as well as for the individuals and families assisted; it also makes a major contribution to reducing the demands made on the County and City Councils' services, for example support in rescheduling debt can prevent homelessness. This reduces the likelihood of children being taken into care by the County Council and removes any requirement for the City Council to provide emergency housing.

ACHIEVEMENTS AND PERFORMANCE

The Advice Centre dealt with over 400 different individuals or families during the year, 171 of whom were completely new to us. Over 60% of our clients are women, 60% are from the Rose Hill ward and over 50% are White British. The charity dealt with many issues: benefits, debt and housing were the most common. A small number of clients were referred on to other appropriate agencies. The trustees remain very grateful for the continued commitment of the staff.

The Centre helped clients to access charity and other one-off grants of almost £24,000 and additional, continuing benefits amounting to almost £300,000 at least per year (not all clients report back to us on successful claims). We helped clients to write-off debts of £124,000.

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2017 (CONTINUED)

FINANCIAL REVIEW

The Charity has a policy of retaining sufficient unrestricted reserves to finance its planned programme and meet its future financial obligations. For this purpose, the Trustees monitor financial performance and forecast future commitments and reserves for a minimum of 18 months ahead.

The charity's activities continue to be funded substantially by the grant received from the Oxford City Council. The trustees are very grateful for this continued essential funding and for the significant support offered by local and other charities in the fulfilment of the charity's objects. In the event that local authority funding is greatly reduced, the Trustees are confident that, with the continuing support of the staff, a revised level of service would be possible.

Approved by the Trustees and signed on their behalf by:


Trustee

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ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2017

TRUSTEES' RESPONSIBILITIES

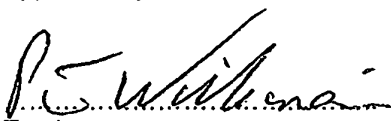
The charity trustees, who are also directors for the purposes of company law, are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charitable company at the end of the financial year and of its surplus or deficit for that year. In doing so the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 6th September 2017 and signed on their behalf by:



Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED**

I report on the accounts of the Charity for the period ended 31 March 2017, which are set out on pages 8 to 13.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under Part 16 of the Companies Act 2006 and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiners' report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiners' statement

In connection with my examination, no matter has come to my attention:

1) which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed

J A Layzell

Jacqueline Ann Layzell FCA

3rd October 2017

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2017**

	Note	Unrestricted £	Restricted £	Total 2017 £	Total 2016 £
INCOMING RESOURCES					
Income from activities for generating funds		862	-	862	3,621
Incoming resources from charitable activities		93,343	10,642	103,985	120,036
		94,205	10,642	104,847	123,657
RESOURCES EXPENDED					
Costs of charitable activity:					
Provision of advisory service	2	100,016	10,622	110,638	112,989
Governance costs	3	1,380	-	1,380	-
		101,396	10,622	112,018	112,989
NET INCOMING RESOURCES					
		-7,191	20	-7,171	10,668
Transfers between funds		-	-	-	-
MOVEMENT IN FUNDS					
		-7,191	20	-7,171	10,668
BALANCE AT 1 APRIL 2016		21,353	25,604	46,957	36,289
BALANCE AT 31 MARCH 2017		14,162	25,624	39,786	46,957

The notes on pages 10 to 13 form part of these accounts.

All activities are continuing. There are no gains or losses other than those recognised through the Statement of Financial Activities. The Statement of Financial Activities incorporates the income and expenditure.

As a company limited by guarantee and with charitable objects, a "reconciliation of shareholders' funds" is not considered appropriate.

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED
(Registration number 06428264)

BALANCE SHEET
AS AT 31 MARCH 2017

	Note	2017 £	2016 £
FIXED ASSETS	4	nil	nil
CURRENT ASSETS			
Debtors	5	nil	861
Cash at bank		47,543	52,580
		<u>47,543</u>	<u>53,441</u>
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	6	7,757	6,484
		<u>39,786</u>	<u>46,957</u>
NET CURRENT ASSETS			
		<u>39,786</u>	<u>46,957</u>
NET ASSETS		<u>39,786</u>	<u>46,957</u>
FUNDS	8		
Unrestricted funds		14,162	21,353
Restricted fund		25,624	25,604
		<u>39,786</u>	<u>46,957</u>

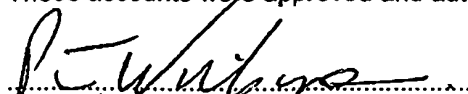
For the financial year ending 31 December 2016 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and
 - The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.
- These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies' regime within Part 15 of the Companies Act 2006.

The notes on pages 10 to 13 form part of the accounts.

These accounts were approved and authorised for issue by the Board of Trustees on 6 September 2017


Trustee

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2017**

1 ACCOUNTING POLICIES

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 1021A) and the Companies Act 2006.

The accounts are prepared under the historical cost convention.

b) Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Where a donor has specified a particular purpose for a donation, the income is shown as restricted income in the Statement of Financial Activities. Any such income unexpended at the year end is shown as a restricted fund in the balance sheet. Any expenditure in anticipation of restricted income is carried forward as a negative balance on the restricted fund.

c) Incoming resources

Donations, grants, legacies and similar incoming resources are included in the year in which they are receivable, which is when the charity becomes entitled to the resource.

d) Resources expended

Resources expended are accounted for on an accruals basis and gross of any related income. Costs that specifically relate to costs of generating funds and governance costs are charged to those expense categories. All other costs form part of the costs of the charitable activity. Governance costs include those costs, such as statutory audit and legal and professional fees, associated with constitutional and statutory requirements.

e) Fixed assets

Tangible fixed assets are stated at historical cost less depreciation. Depreciation is provided using the following rates which reflect the anticipated useful lives of the assets:

Computer equipment	4 years on a straight line basis
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f) Leasing commitments

Rentals applicable to operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged to the revenue account on a straight line basis.

g) Transition to FRS 102

No restatement of the figures was required on the transition to FRS 102.

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2017 (continued)**

2 COST OF CHARITABLE ACTIVITY
(Provision of advisory service)

	2017	2016
	£	£
Salaries	87,138	89,363
Social security costs	7,846	7,742
Office equipment costs including maintenance	4,403	1,488
Equipment hire	279	2,440
Stationery	541	336
Telephone	2,683	1,888
Postage	517	509
Travel	419	-
Training	1,939	1,530
Bank charges	249	63
Insurance	551	1,277
Memberships	389	697
Rent	3,000	3,000
Office Removals	0	887
Depreciation	0	339
Miscellaneous/Other	684	869
Cleaning	0	561
	<u>110,638</u>	<u>112,989</u>

5 staff members were employed during the year. No employee was paid in excess of £60,000 and no pension contributions were made.

3 GOVERNANCE COSTS

	2017	2016
	£	£
Independent examiner's remuneration	-	-
Legal and professional fees	1,380	-
	<u>1,380</u>	<u>nil</u>

4 FIXED ASSETS

	Fixtures, fittings & equipment
Cost	
At 31 March 2016 & 31 March 2017	<u>4,068</u>
Depreciation	
At 31 March 2016 & 31 March 2017	<u>4,068</u>
Net Book Value	
At 31 March 2016 & 31 March 2017	<u>0</u>

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2016 (continued)**

5 DEBTORS

	2017	2016
	£	£
Other debtors and prepayments	nil	861

6 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017	2016
	£	£
Accruals	62	283
Deferred income	6,000	6,000
Other creditors	1,695	201
	7,757	6,484

7 DEFERRED INCOME

	£
At 1 April 2016	6,000
Released in year	-
Deferred income in year	-
At 31 March 2017	6,000

8 FUNDS

	Unrestricted Fund	Lotto	Restricted Funds Green Square	Thames Water	Staff Welfare	Total
	£	£	£	£	£	£
Funds at 1 April 2016	21,353	-	-	-	25,604	46,957
Incoming resources	94,205	5,496	1,000	4,126	20	104,847
Resources expended	(101,396)	(5,496)	(1,000)	(4,126)	-	(112,018)
Funds at 31 March 2017	14,162	-	-	-	25,624	39,786
Represented by:						
Fixed assets	-	-	-	-	-	-
Current assets	21,919	-	-	-	25,624	47,543
Current liabilities	(7,757)	-	-	-	-	(7,757)
	14,162	-	-	-	25,624	39,786

Staff Welfare Fund is a provision for the cost of Redundancies in the event of the winding up of the Advice Centre.

Lottery and Green Square & Thames Water funding were contributions towards additional staff.

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2017 (continued)**

9 OPERATING LEASE COMMITMENTS

As at 31 March 2017 the charity had annual commitments under non-cancellable operating leases regarding office equipment as follows:

	2017	2016
	£	£
Within 1 year	-	1,152
Within 2-5 years	-	-
Over 5 years	-	-
	<hr/>	<hr/>
	nil	1,152
	<hr/>	<hr/>

10 TRUSTEES

No trustees received any remuneration or reimbursement of expenses in the year.

11 STATUS OF THE COMPANY

Rose Hill and Donnington Advice Centre Limited is a charitable company limited by guarantee. The liability of the members in the event of the charitable company being liquidated is limited to £1 per member.