

Registered Charity No. 1123488  
Registered Company No. 6428264

**ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED**

**ACCOUNTS FOR THE YEAR ENDED**

**31 MARCH 2019**



# ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

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**LEGAL AND ADMINISTRATIVE INFORMATION  
FOR THE YEAR ENDED 31 MARCH 2019**

**Trustees:**

Margreet Armitstead  
Helen Foreman  
Bryan Keen  
Michael Starks  
Sue Tanner  
Keith Taylor (co-opted 26.9.2018)  
Margaret Wareing  
Peter Wilkinson (Chair)

**Treasurer:**

John McLintock

**Registered Office:**

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

**Independent examiners:**

Stuart Bates FCA CTA  
10 Broad Street  
Abingdon  
Oxon  
OX14 3LH

**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

(Including Directors' Report)  
FOR THE YEAR ENDED 31 MARCH 2019

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document; the Charities Act 2011 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 published on 16 July 2014 (as amended by Update Bulletin 1 published on 2 February 2016)

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

Rose Hill and Donnington Advice Centre Limited is a private company limited by guarantee and registered in England and Wales 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 directors of the charitable company are its trustees for the purpose of charity law.

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  
Bryan Keen  
Michael Starks  
Sue Tanner  
Keith Taylor (co-opted 26.9.2018)  
Margaret Wareing  
Peter Wilkinson (Chair)

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 2019 (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 object of the charity is the relief of poverty of persons resident in Rose Hill and Donnington and the surrounding areas who are in conditions of need, hardship and distress, and 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 level of activity of the charity and its staff increased in scope and complexity during the year, reflecting the continuing impact of the economic downturn. The trustees remain very grateful for the continued commitment of the staff in the face of the increasing workload.

The Centre recorded almost 4,400 client contacts and saw a total of 344 different individuals or families, 119 of whom were new to us. Of those 344, 210 were female and 134 were male. The three most common ethnic origins among our clients were: White British 198; Pakistani and African both 28.

The Charity dealt with many issues, including benefits, debts, housing, family, health, employment, legal and general contract. A small number of clients were referred on to other appropriate agencies.

The Centre made clients more than £503,440 better off in 2018-19 through helping them to:

- obtain benefits to which they were entitled
- obtain grants and one-off payments from charities and other sources, and
- get debts written off.

**ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED**

**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2019 (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:

*S.G. Tanner*

Sue Tanner  
Chair of the Board of Trustees

## **ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED**

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019**

#### **TRUSTEES' RESPONSIBILITIES**

The trustees (who are also directors of Rose Hill and Donnington Advice Centre Limited for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the 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 financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102);
- 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 financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements 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.

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

I report to the charity trustees on my examination of the accounts of the company for the year ended 31<sup>st</sup> March 20<sup>19</sup> which are set out on pages 8 to 13

### Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

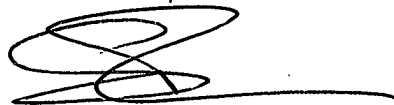
Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Stuart Bates FCA CTA

10 Broad Street  
Abingdon  
Oxon  
OX14 3LH

19<sup>th</sup> December 2019



**ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES  
Including Income and Expenditure Account  
FOR THE YEAR ENDED 31 MARCH 2019**

	Note	Unrestricted £	Restricted £	Total 2019 £	Total 2018 £
<b>INCOMING RESOURCES</b>					
Income from activities for generating funds		-	-	-	-
Incoming resources from charitable activities		115,749	18,322	134,071	99,367
		<u>115,749</u>	<u>18,322</u>	<u>134,071</u>	<u>99,367</u>
<b>RESOURCES EXPENDED</b>					
<b>Costs of charitable activity:</b>					
Provision of advisory service	2	93,557	20,473	114,030	95,005
		<u>93,557</u>	<u>20,473</u>	<u>114,030</u>	<u>95,005</u>
<b>NET INCOMING RESOURCES</b>		22,192	(2,151)	20,041	4,362
Transfers between funds		-	-	-	-
<b>MOVEMENT IN FUNDS</b>		22,192	(2,151)	20,274	4,362
<b>BALANCE AT 1 APRIL 2018</b>		34,119	13,393	47,512	39,786
<b>BALANCE AT 31 MARCH 2019</b>		<u>56,311</u>	<u>11,242</u>	<u>67,553</u>	<u>44,148</u>

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 2019**

	Note	2019 £	2018 £
<b>CURRENT ASSETS</b>	4		
Debtors		965	1,930
Cash at bank		72,765	54,552
		<u>73,730</u>	<u>56,482</u>
<b>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	5	6,177	12,334
<b>NET CURRENT ASSETS</b>		<u>67,553</u>	<u>44,148</u>
<b>NET ASSETS</b>		<u>67,553</u>	<u>44,148</u>
<b>FUNDS</b>	7		
Unrestricted funds		56,311	34,119
Restricted fund		11,242	10,029
		<u>67,553</u>	<u>44,148</u>

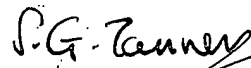
The directors consider that for the year ended 31 March 2018 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. No member or members have deposited a notice requesting an audit for the current financial year under section 476 of the Act.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 and preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its surplus or deficit for the financial year in accordance with the requirements of sections 394 and 395, and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small charitable companies.

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 19<sup>th</sup> December 2019



Sue Tanner  
Chair of the Board of Trustees

# ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019

### 1 ACCOUNTING POLICIES

#### a) General Information and basis of preparation

The charity has applied Update Bulletin 1 as published on 2<sup>nd</sup> February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A, the financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity to the nearest £1 and the significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless stated otherwise.

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) issued on 16th July 2016. Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Rose Hill and Donnington Advice Centre Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction values unless otherwise stated in the relevant accounting policy notes.

#### 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) 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.

#### f) Accounting Policy

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price.

# ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019 (continued)

### 2 COST OF CHARITABLE ACTIVITY (Provisions of advisory service)

	2019 Unrestricted £	2019 Restricted £	2019 Total £	2018 Total £
Salaries	70,837		70,837	71,996
Social security costs & Pensions	4,219		4,219	6,370
Office equipment costs including maintenance	4,974		4,974	6,513
Equipment hire	965		965	1,126
Stationery	829		829	524
Telephone	2,876		2,876	2,805
Postage	249		249	424
Travel	464		464	56
Training	1,142		1,142	668
Bank Charges	310		310	307
Insurance	569		569	565
Memberships	568		568	295
Rent	3,000		3,000	3,000
Miscellaneous/Other	2,388		2,388	356
Cleaning	167		167	0
Charity Grants	0	20,473	20,473	0
	<u>93,557</u>	<u>20,473</u>	<u>114,030</u>	<u>95,005</u>

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

For 2019 expenditure has been split into unrestricted and restricted elements. Restricted elements are comprised of charitable grants the use of which is designated to a specific client. Unrestricted elements are funds which are used for the general running of the Advice Centre. Funds were not shown separately in the 2018 accounts.

### 3 GOVERNANCE COSTS

	2019 £	2018 £
Independent examiner's remuneration	-	-
Legal and professional fees	-	-
	<u>-</u>	<u>-</u>

# ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2019 (continued)

### 4 DEBTORS

	2019 £	2018 £
Other debtors and prepayments	965	1,930

### 5 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019 £	2018 £
Accruals	-	62
Deferred income	6,000	10,309
Other creditors	177	1,963
	6,177	12,334

### 6 DEFERRED INCOME

	£
At 1 April 2018	10,309
Released in year	4,309
Deferred income in year	-
At 31 March 2019	6,000

### 7 FUNDS

	Unrestricted Fund Staff Welfare		Lotto	Restricted Funds Green Square		Charity	Staff Welfare	Total
	£	£	£	£	£	£	£	£
Funds at 1 April 2018	18,495	15,624	-	-	3,364	10,029	47,512	
Incoming resources	112,034	51	3,664	-	18,288	34	134,071	
Resources expended	(89,427)	-	(3,664)	-	(20,473)	-	(113,564)	
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Funds at 31 March 2019	41,102	15,675	-	-	1,179	10,063	67,553	
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Represented by:								
Fixed assets	-	-	-	-	-	-	-	
Current assets	62,488	-	-	-	1,179	10,063	73,730	
Current liabilities	(6,177)	-	-	-	-	-	(6,177)	
<hr/>								
	56,311	-	-	-	1,179	10,063	67,553	

There have been no transactions with Trustees or their families.

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

**ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED**

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2019 (continued)**

**8 OPERATING LEASE COMMITMENTS**

As at 31 March 2019 the charity had annual commitments under non-cancellable operating leases regarding office equipment as follows:

	2019	2018
	£	£
Within 1 year	-	-
Within 2-5 years	-	-
Over 5 years	-	-
	<u>nil</u>	<u>nil</u>

**9 TRUSTEES**

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

**10 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.