

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED
ACCOUNTS FOR THE YEAR ENDED
31 MARCH 2011

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Registered Charity No 1123488
Registered Company No 6428264



ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION FOR THE YEAR ENDED 31 MARCH 2011

Trustees	Margreet Armitstead Helen Foreman Isobel Holt (to 27 2 11) Bryan Keen Patrick Lawrence Mark Phythian-Adams (to 20 10 10) Stephen Richardson Sue Tanner Laura Wilson
Treasurer	John McLintock (since 17 11 10)
Registered Office	60 Ashurst Way Rose Hill Oxford OX4 4RF
Independent examiners	Critchleys LLP Greyfriars Court Paradise Square Oxford OX1 1BE
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 2011

The Trustees present their report along with the financial statements of the charity for the period ended 31 March 2011. The accounts for the period ended 31 March 2011 have been prepared in accordance with the revised Statement of Recommended Practice issued in 2005 (SORP 2005) and comply with the charity's governing document.

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 seven 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
Isobel Holt (until 27 February 2011)
Bryan Keen
Patrick Lawrence
Mark Phythian-Adams (until October 2010)
Stephen Richardson
Sue Tanner
Laura Wilson

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 2011 (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 and to provide 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 year to 31 March 2011 was the second year of the charity's activities, after the transfer of the activity, together with the related assets and liabilities, in 2008, from the unincorporated Rose Hill and Donnington Advice Centre.

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. There were 1489 client contacts during the year, an increase of 18% on 2009/10. Approximately 57% of clients were women and 34% were living with a disability or long-term illness. Nearly 80% described themselves as White British, 5% as black, nearly 9% as Asian and 4% as White non-British. The charity dealt with many issues, including benefits, debt, housing, family, health, employment, legal and general contract. A small number of clients were referred on to other appropriate agencies.

The Centre helped clients to access charity grants of £25,300 and additional, continuing benefits amounting to at least £37,870 pa. We helped clients to achieve debt write-off of £313,460.

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2011 (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 grants received from the Oxford City Council and Oxfordshire County 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 a revised level of service, with the continuing support of the staff, would be possible.

Approved by the Trustees and signed on their behalf by



Trustee **PATRICK LAWRENCE**

9 September 2011

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2011****TRUSTEES' RESPONSIBILITIES**

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,
- Make sound judgements and estimates that are reasonable and prudent, and
- 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 9 September 2011 and signed on their behalf by



Trustee

Patrick Lawrence

INDEPENDENT EXAMINER'S REPORT ON THE UNAUDITED FINANCIAL STATEMENTS TO THE TRUSTEES OF ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

We report on the accounts of the Charity for the period ended 31 March 2011, which are set out on pages 7 to 12

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under Part 16 of the Companies Act 2006 and that an independent examination is needed.

It is our responsibility to

- examine the accounts (under section 43(3)(a) of the Charities Act 1993),
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act), and
- to state whether particular matters have come to our attention

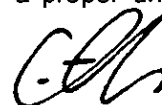
Basis of independent examiners' report

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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, we do not express an audit opinion on the view given by the accounts.

Independent examiners' statement

In connection with our examination, no matter has come to our attention

- which gives us reasonable cause to believe that, in any material respect, the requirements
 - (a) to keep accounting records in accordance with s386 of the Companies Act 2006, and
 - (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Companies Act 2006 and the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005) have not been met, or
- to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached



Critchleys LLP
Greyfriars Court
Paradise Square
Oxford
OX1 1BE

27 September 2011

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2011**

	Note	Unrestricted Fund £	Restricted Fund £	Total Funds 2011 £	Total Funds 2010 £
INCOMING RESOURCES					
Income from activities for generating funds		14,721	-	14,721	13,345
Incoming resources from charitable activities		<u>89,033</u>	<u>6,070</u>	<u>95,103</u>	<u>95,103</u>
		103,754	6,070	109,824	108,448
RESOURCES EXPENDED					
Costs of charitable activity					
Provision of advisory service	2	95,395	4,850	100,245	102,675
Governance costs	3	<u>1,043</u>	<u>-</u>	<u>1,043</u>	<u>2,161</u>
		96,438	4,850	101,288	104,836
NET INCOMING RESOURCES		7,316	1,220	8,536	3,612
Transfers between funds		<u>1,220</u>	<u>(1,220)</u>	<u>-</u>	<u>-</u>
MOVEMENT IN FUNDS		8,536	-	8,536	3,612
BALANCE AT					
1 April 2010		<u>10,988</u>	<u>-</u>	<u>10,988</u>	<u>7,376</u>
BALANCE AT					
31 March 2011		<u>19,524</u>	<u>-</u>	<u>19,524</u>	<u>10,988</u>

The notes on pages 9 to 12 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
(REGISTERED COMPANY NUMBER 06428264)
BALANCE SHEET
AS AT 31 MARCH 2011

	Note	2011 £	2010 £
FIXED ASSETS	4	1,149	284
CURRENT ASSETS			
Debtors	5	2,920	2,548
Cash at bank		<u>41,656</u>	<u>26,057</u>
		44,576	28,605
CREDITORS AMOUNTS FALLING DUE WITHIN ONE YEAR	6	<u>(26,201)</u>	<u>(17,901)</u>
NET CURRENT ASSETS		18,375	10,704
NET ASSETS		<u>19,524</u>	<u>10,988</u>
FUNDS			
Unrestricted funds	8	<u>19,524</u>	<u>10,988</u>


The directors consider that for the year ended 31 March 2011 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 accounts are prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The notes on pages 9 to 12 form part of the accounts.

These accounts were approved and authorised for issue by the Board of Trustees on 9 September 2011


Trustee / Director
PATRICK LAWRENCE

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011

1 ACCOUNTING POLICIES

a) Accounting conventions

In preparing the accounts the charity has followed best practice as laid down in the Charities Act 1993 (as amended by the Charities Act 2006) and the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (Revised 2005). The accounts are prepared under the historical cost convention, and in accordance with all applicable accounting standards.

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 lesser are charged to the revenue account on a straight line basis.

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2011 (continued)

2	COST OF CHARITABLE ACTIVITY	2011	2010
	(Provision of advisory service)	£	£
	Salaries	81,906	81,828
	Social security costs	7,553	7,554
	Office equipment costs including maintenance	551	182
	Equipment hire	1,689	1,110
	Stationery	597	489
	Telephone	1,397	1,206
	Postage	325	279
	Travel	142	-
	Training	47	-
	Bank charges	34	91
	Insurance	653	1,640
	Memberships	732	355
	Rent	3,000	2,751
	Depreciation	415	95
	Miscellaneous	110	138
	Cleaning	1,094	665
	Office moving costs	-	4,292
		<u>100,245</u>	<u>102,675</u>
	4 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	2011	2010
		£	£
	Independent examiner's fees	743	1,035
	Legal and professional	<u>300</u>	<u>1,126</u>
		<u>1,043</u>	<u>2,161</u>
4	FIXED ASSETS	Fixtures, fittings & equipment	
		£	
	Cost		
	At 1 April 2010	579	
	Additions	<u>1,280</u>	
	At 31 March 2011	<u>1,859</u>	
	Depreciation		
	At 1 April 2010	295	
	Charge for the year	<u>415</u>	
	At 31 March 2011	<u>710</u>	
	Net Book Value		
	At 31 March 2011	<u>1,149</u>	
	At 1 April 2010	<u>284</u>	

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2011 (continued)

5	DEBTORS		2011 £	2010 £		
	Prepayments and other debtors		<u>2,920</u>	<u>2,548</u>		
6	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		2011 £	2010 £		
	Accruals		720	1,035		
	Deferred income		24,869	15,558		
	Other creditors		<u>612</u>	<u>1,308</u>		
			<u>26,201</u>	<u>17,901</u>		
7	DEFERRED INCOME			£		
	At 31 March 2010			15,558		
	Released in year			(15,558)		
	Deferred income in year			<u>24,869</u>		
	At 31 March 2011			<u>24,869</u>		
8	FUNDS					
		Unrestricted Fund £	Restricted Fund Oxfam £	Restricted Fund OCC Money Advice Project £	Restricted Fund OCC Computers £	Total £
	Funds at 1 April 2010	10,988	-	-	-	10,988
	Incoming resources	103,754	3,000	1,850	1,220	109,824
	Resources expended	(96,438)	(3,000)	(1,850)	-	(101,288)
	Transfers	<u>1,220</u>	<u>-</u>	<u>-</u>	<u>(1,220)</u>	<u>-</u>
	Funds at 31 March 2011	<u>19,524</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>19,524</u>
	Represented by					
	Current assets	44,576	-	-	-	44,576
	Current liabilities	(26,201)	-	-	-	(26,201)
	Fixed assets	<u>1,149</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,149</u>
		<u>19,524</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>19,524</u>

The Oxfam Fund comprises monies provided for specific youth projects by Oxfam

The Oxford City Council Money Advice Project Fund comprises monies provided by the Council for work performed in co-operation with the Probation Service

The Oxford City Council Computers Fund represents a grant from the Council to purchase new IT equipment. No restrictions have been placed on the use of this equipment after its purchase

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2011 (continued)**

9 OPERATING LEASE COMMITMENTS

As at 31 March 2011 the charity had annual commitments under non-cancellable operating leases regarding office equipment as follows

	2011 £	2010 £
Within 1 year	-	1,128
Within 2-5 years	5,004	4,124
Over 5 years	<u>-</u>	<u>-</u>
	<u>5,004</u>	<u>5,252</u>

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.