

Registered Charity No. 1123488  
Registered Company No. 6428264

**ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED**

**ACCOUNTS FOR THE YEAR ENDED**

**31 MARCH 2016**

TUESDAY



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COMPANIES HOUSE

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

## **CONTENTS**

<b>Legal and administrative information</b>	<b>Page 2</b>
<b>Trustees' Report</b>	<b>3-5</b>
<b>Trustees' Responsibilities</b>	<b>6</b>
<b>Independent Examiners' Report</b>	<b>7</b>
<b>Statement of Financial Activities</b>	<b>8</b>
<b>Balance Sheet</b>	<b>9</b>
<b>Notes to the Accounts</b>	<b>10-13</b>



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

### **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2016**

The Trustees present their report along with the financial statements of the charity for the period ended 31 March 2016 *which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes. The financial statements comply with the Charities Act 2011, the Companies Act 2006, the 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 for Smaller Entities.*

#### **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  
Carole Smith (Chair)  
Helen Foreman  
Bryan Keen  
Jennifer Pegg  
David Henwood (from 09.10.2015)  
Sue Tanner (Secretary)  
Peter Wilkinson

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 2016 (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 with a smaller amount from 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, 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:

*Susan G. Tanner*  
.....  
Sue Tanner  
Trustee

*6th October 2016*  
.....

**ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2016**

**TRUSTEES' RESPONSIBILITIES**

*The charity trustees (who are also the 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;
- 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 3 September 2016 and signed on their behalf by:

*Susan G. Tanner*

*Sue Tanner*  
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 2016, 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:

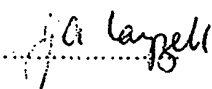
1) which gives me reasonable cause to believe that, in any material respect, the requirements:

- 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 (revised 2005)

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 .....

  
Jacqueline Ann Layzell FCA

**ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 MARCH 2016**

	Note	Unrestricted £	Restricted £	Total 2016 £	Total 2015 £
<b>INCOMING RESOURCES</b>					
Income from activities for generating funds		3,621	-	3,621	1,413
Incoming resources from charitable activities		105,340	14,696	12,0036	121,787
		108,961	14,696	123,657	123,200
<b>RESOURCES EXPENDED</b>					
<b>Costs of charitable activity:</b>					
Provision of advisory service	2	98,328	14,661	112,989	121,484
Governance costs	3	-	-	-	1,260
		98,328	14,661	112,989	122,744
<b>NET INCOMING RESOURCES</b>					
		10,633	35	10,668	456
Transfers between funds		(5,500)	5,500	-	-
<b>MOVEMENT IN FUNDS</b>					
		5,133	5,535	10,668	456
BALANCE AT 1 APRIL 2015		16,220	20,069	36,289	35,833
<b>BALANCE AT 31 MARCH 2016</b>		<b>21,353</b>	<b>25,604</b>	<b>46,957</b>	<b>36,289</b>

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.

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 2016**

	Note	2016 £	2015 £
<b>FIXED ASSETS</b>	4	-	339
<b>CURRENT ASSETS</b>			
Debtors	5	861	1,710
Cash at bank		52,580	41,920
		<u>53,441</u>	<u>43,630</u>
<b>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	6	6,484	7,680
<b>NET CURRENT ASSETS</b>		<u>46,957</u>	<u>35,950</u>
<b>NET ASSETS</b>		<u>46,957</u>	<u>36,289</u>
<b>FUNDS</b>	8		
Unrestricted funds		21,353	16,220
Restricted fund		25,604	20,069
		<u>46,957</u>	<u>36,289</u>

*These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with the Financial Reporting Standard for Smaller Entities (effective 2015).*

The directors consider that for the year ended 31 March 2016 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 trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.*

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 3<sup>rd</sup> September 2016

*Susan G. Tanner*  
.....  
Sue Tanner  
Trustee

**ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED**

**NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2016**

**1 ACCOUNTING POLICIES**

**a) Accounting conventions**

*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 for Smaller Entities published on 16/07/14, the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006.*

**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.

**ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED**

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

**2 COST OF CHARITABLE ACTIVITY**  
(Provision of advisory service)

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Salaries	89,363	98,391
Social security costs	7,742	8,363
Office equipment costs including maintenance	1,488	2,045
Equipment hire	2,440	1,816
Stationery	336	918
Telephone	1,888	1,536
Postage	509	556
Travel		
Training	1,530	1,175
Bank charges	63	41
Insurance	1,277	946
Memberships	697	304
Rent	3,000	3,000
Office Removals	887	-
Depreciation	339	616
Miscellaneous/Other	869	512
Cleaning	561	1,265
	<hr/>	<hr/>
	<b>112,989</b>	<b>121,484</b>

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**

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Independent examiner's remuneration	-	-
Legal and professional fees	-	1,260
	<hr/>	<hr/>
	<b>nil</b>	<b>1,260</b>

**4 FIXED ASSETS**

	<b>Fixtures, fittings &amp; equipment</b>
	<b>£</b>
<b>Cost</b>	
At 1 April 2015	4,068
Additions	-
	<hr/>
At 31 March 2016	4,068
<b>Depreciation</b>	
At 1 April 2015	3,729
Charge for year	339
	<hr/>
	4,068
<b>Net Book Value</b>	
At 31 March 2016	-
	<hr/>
At 1 April 2015	nil

**ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED**

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

**5 DEBTORS**

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Other debtors and prepayments	861	1,710

**6 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Accruals	283	456
Deferred income	6,000	6,000
Other creditors	201	1,224
	<b>6,484</b>	<b>7,680</b>

**7 DEFERRED INCOME**

	<b>£</b>
At 1 April 2015	6,000
Released in year	-
Deferred income in year	-
At 31 March 2016	<b>6,000</b>

**8 FUNDS**

	<b>Unrestricted Fund</b>	<b>Lotto</b>	<b>Restricted Funds Green Square</b>	<b>Thames Water</b>	<b>Staff Welfare</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Funds at 1 April 2015	16,220	-	-	-	20,069	36,289
Incoming resources	108,961	6,793	5,000	2,868	35	123,657
Resources expended	(98,328)	(6,793)	(5,000)	(2,868)	-	(112,989)
Transfers	(5,500)	-	-	-	5,500	-
Funds at 31 March 2016	<b>21,353</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,604</b>	<b>46,957</b>
Represented by:						
Fixed assets	-	-	-	-	-	-
Current assets	27,837	-	-	-	25,604	53,441
Current liabilities	(6,484)	-	-	-	0	(6,484)
	<b>21,353</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,604</b>	<b>46,957</b>

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 2016 (continued)**

**9 OPERATING LEASE COMMITMENTS**

As at 31 March 2015 the charity had annual commitments under non-cancellable operating leases regarding office equipment as follows:

	2015	2014
	£	£
Within 1 year	-	1,152
Within 2-5 years	-	-
Over 5 years	-	-
	<u>nil</u>	<u>1,152</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.