

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

ACCOUNTS FOR THE YEAR ENDED

31 MARCH 2022

Registered Charity No. 1123488

Registered Company No. 6428264

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ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

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ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION FOR THE YEAR ENDED 31 MARCH 2022

Directors & Trustees:	Margaretha Catharina Maria Armitstead Nikolaj Christensen Suzanna Rose Drohan Jennifer Shereen Karmali (from 20.10.21. Vice Chair from 24.11.21) Bryan Claude Keen (to 3.3.22) Gillian Ann Sanders (to 10.11.21) Gianni Spinelli Susan Georgina Tanner (chair) Keith Taylor (Vice Chair to 24.11.21) (Resigned 17.06.22) Margaret Wareing (Secretary from 24.11.21) Peter Wilkinson (to 10.11.21) Nasreen Hussain (from 03.03.22)
Treasurer:	John McLintock (to 10.11.21) Keith Taylor (from 10.11.21)
Registered Office:	Rose Hill Community Centre Carole's Way Rose Hill Oxford OX4 4HF
Independent examiners:	Wenn Townsend Victoria House 10 Broad Street Abingdon OX14 3LH
Bankers:	Unity Trust Bank Nine Brindley Place 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 2022

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the Charities Statement of Recommended Practice ("Charities SORP") (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland; FRS 102) issued in October 2019

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.

Margaretha Catharina Maria Armitstead
Nikolaj Christensen
Suzanna Rose Drohan
Jennifer Shereen Karmali (from 20.10.21. Vice Chair from 24.11.21)
Bryan Claude Keen (to 3.3.22)
Gillian Ann Sanders (to 10.11.21)
Gianni Spinelli
Susan Georgina Tanner (chair)
Keith Taylor (Vice Chair to 24.11.21) (to 17.06.22)
Margaret Wareing (Secretary from 24.11.21)
Peter Wilkinson (to 10.11.21)
Nasreen Hussain (from 03.03.22)

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 2022

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 year was again affected by the Covid-19 pandemic which meant that we could not use our Community Centre office for part of the year. Again, our staff continued to serve clients throughout the year from their own homes when we could not use the office. We gradually re-introduced sessions in the centre, which were particularly useful for some of our most vulnerable clients. We are again grateful for the staff's flexibility, commitment and teamwork throughout the year.

During the year we dealt with 3,725 individual contacts. The number of different clients helped was 522, which is an increase of nearly 30% on the previous year, and 178 of them were new clients. Of the total, the vast majority were of working age. The most common ethnic origins were White British and Asian background other than the Indian sub-continent. 168 clients had a disability or life-limiting long-term illness.

The Charity dealt with many issues, including benefits, debts and housing. A small number of clients were referred on to other appropriate agencies. Our staff helped 272 clients to access charity grants and foodbank vouchers.

The Centre made clients nearly £517,534 better off in 2021/2022 through helping them to obtain benefits to which they were entitled, obtain grants and one-off payments from charities and other sources including City Council grants designed to support people through the pandemic, and get debts written off. That is an increase of 50% on the previous year.

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

**REPORT OF TRUSTEES (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022**

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

12th September 2022

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

TRUSTEES' RESPONSIBILITIES FOR THE YEAR ENDED 31 MARCH 2022

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). The report and accounts have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies

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;
- 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.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

INDEPENDENT EXAMINERS' REPORT FOR THE YEAR ENDED 31 MARCH 2022

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st March 2022 which are set out on pages 7 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

20th September 2022

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2022

		Unrestricted	Restricted	Total 2022	Total 2021
	Note	£	£	£	£
INCOMING RESOURCES					
Income from activities for generating funds		-	-	-	-
Incoming resources from charitable activities	2a)	108,884	32,190	141,074	140,616
Investment Income		-	14	14	26
		108,884	32,204	141,088	140,642
RESOURCES EXPENDED					
Costs of charitable activity:					
Provision of advisory service	2b)	92,844	39,738	132,582	151,029
Net income/(expenditure)		16,040	(7,534)	8,506	(10,387)
Transfer		(4,875)	4,875	-	-
Net Movement in Funds		11,165	(2,659)	8,506	(10,387)
BALANCE AT 1 APRIL 2021		50,476	23,191	73,667	84,054
BALANCE AT 31 MARCH 2022		61,641	20,532	82,173	73,667

The notes on pages 9 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

BALANCE SHEET FOR THE YEAR ENDED 31 MARCH 2022

	Note	2022 £	2021 £
CURRENT ASSETS			
Debtors	4	-	3,250
Cash at bank		97,081	70,865
		<u>97,081</u>	<u>74,115</u>
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	5	14,908	448
NET CURRENT ASSETS		<u>82,173</u>	<u>73,667</u>
NET ASSETS		<u>82,173</u>	<u>73,667</u>
FUNDS			
Unrestricted funds	7	61,641	50,476
Restricted fund	7	20,532	23,191
		<u>82,173</u>	<u>73,667</u>

The directors consider that for the year ended 31 March 2022 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 9 to 13 form part of the accounts.

These accounts were approved and authorised for issue by the Board of Trustees on 12th September 2022

P. G. Tanner

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 2022

1 ACCOUNTING POLICIES

a) General Information and basis of preparation

The financial statements have been prepared in accordance with the 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 in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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 value 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 2022

2a) INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted £	Restricted £	Total £
Charitable activities:			
Local authority grants	93,048	-	93,048
Fundraising	10,672	-	10,672
Other charitable activities	5,164	-	5,164
Charity grant	-	6,690	6,690
CWSG	-	25,500	25,500
Total charitable activities	108,884	32,190	141,074
Investment activity	-	14	14
Total income	108,884	32,204	141,088

	Unrestricted £	Restricted £	Total £
Year end 31 March 2021	115,225	25,417	140,642

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

	2022 Unrestricted £	2022 Restricted £	2022 Total £	2021 Total £
Salaries	70,294	-	70,294	100,197
Social security costs & pensions	2,137	-	2,137	3,357
Office equipment inc. maintenance	2,432	-	2,432	8,627
Stationery	498	-	498	664
Telephone	5,231	-	5,231	5,518
Postage	245	-	245	500
Travel	-	-	-	216
Training	1,385	-	1,385	1,248
Bank Charges	367	-	367	635
Insurance	671	-	671	1,035
Memberships	4,395	-	4,395	1,514
Rent	3,070	-	3,070	3,000
Misc/Other/Professional	2,119	-	2,119	9,827
Charity Grants	-	5,812	5,812	11,478
City Winter Support Grants	-	33,926	33,926	3,213
	92,844	39,738	132,582	151,029

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

2b) COST OF CHARITABLE ACTIVITY (CONTINUED) (Provisions of advisory service)

8 staff members (2021 – 5) were employed during the year. No employee was paid in excess of £60,000.

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.

3 GOVERNANCE COSTS

	2022	2021
	£	£
Independent examiner's remuneration	870	-
	<u>870</u>	<u>-</u>

4 DEBTORS

	2022	2021
	£	£
Other debtors and prepayments	-	3,250
	<u>-</u>	<u>3,250</u>

5 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Other creditors	14,908	448
	<u>14,908</u>	<u>448</u>

6 DEFERRED INCOME

	£
At 1 April 2021	-
Released in year	-
Deferred income in year	-
	<u>-</u>
At 31 March 2022	<u>-</u>

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

7 FUNDS 2021/22

	Unrestricted Fund		Restricted Funds			Total
	General	Staff welfare	WSG	Charity	Staff Welfare	
	£	£	£	£	£	£
Funds at 1 April 2021	37,720	12,756	8,426	4,654	10,111	73,667
Incoming resources	108,884	-	25,500	6,690	14	141,088
Resources expended	(92,844)	-	(33,926)	(5,812)	-	(132,582)
Transfers	7,881	(12,756)	-	-	4,875	-
Funds at 31 March 2022	61,641	-	-	5,532	15,000	82,173
Represented by:						
Current assets	76,549	-	-	5,532	15,000	97,081
Current liabilities	(14,908)	-	-	-	-	(14,908)
	61,641	-	-	5,532	15,000	82,173

FUNDS 2020/21

	Unrestricted Fund		Restricted Funds			Total
	General	Staff welfare	WSG	Charity	Staff Welfare	
	£	£	£	£	£	£
Funds at 1 April 2020	55,488	15,740	-	2,725	10,101	84,054
Incoming resources	115,209	16	12,000	13,407	10	140,642
Resources expended	(135,977)	-	(3,574)	(11,478)	-	(151,029)
Transfers	3,000	(3,000)	-	-	-	-
Funds at 31 March 2021	37,720	12,756	8,426	4,654	10,111	73,667
Represented by:						
Current assets	38,168	12,756	8,426	4,654	10,111	74,115
Current liabilities	(448)	-	-	-	-	(448)
	37,720	12,756	8,426	4,654	10,111	73,667

Staff Welfare Fund is a provision for the cost of Redundancies in the event of the winding up of the Advice Centre. The Board has agreed to place the cost under restricted funds. The redundancy cost is reviewed and updated annually to ensure that the provision is sufficient to meet projected costs to 31 March 2023.

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

Winter Support Grant (WSG) was a grant from Oxford City Council to but used to give client food vouchers, clothes vouchers or payments towards their gas and electric bills.

Charity accounts are specific grants form local charities that have been applied for on behalf of our clients for a specific item.

8 OPERATING LEASE COMMITMENTS

As at 31 March 2022 the charity had annual commitments under non-cancellable operating leases regarding office equipment as follows:

	2022	2021
	£	£
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.