
THE ARK (HORSHAM)
(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016



THE ARK (HORSHAM)
(A company limited by guarantee)

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THE ARK (HORSHAM)
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2016**

Trustees

Mr James C Penberthy
Mr Simon Worley
Mrs Ruth Worley
Mr Neil Currie (resigned 31 May 2016)
Mr Brian Carter (appointed 18 June 2015)
Mrs Rosemary Carter (appointed 18 June 2015)

Company registered number

07558405

Charity registered number

1143333

Registered office

Unit 3 Newhouse Business Centre
Old Crawley Road
Horsham
West Sussex
RH12 4RU

Chief executive officer

Mrs Lisa Burrell

Accountants

Baldwin Scofield Accountancy LLP
Chartered Accountants
3 Newhouse Business Centre
Old Crawley Road
Horsham
West Sussex
RH12 4RU

Bankers

The Co-operative Bank plc
1 Balloon Street
Manchester
M60 4EP

THE ARK (HORSHAM)
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TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2016

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the financial statements of The Ark (Horsham) (the charity) for the year ended 31 March 2016. The Trustees confirm that the Annual report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (effective 1 January 2015).

Since the charity qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

Structure, governance and management

● **CONSTITUTION**

The charity is constituted under a Memorandum of Association dated 9/3/2011 and is a registered charity number 1143333.

The principal object of the charity is to provide housing, support and care for people in need through homelessness, sickness, poverty, disability, old age, alcoholism, drug addiction, offending or life controlling behaviour or any other mental or physical infirmity.

● **METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES**

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association.

● **ORGANISATIONAL STRUCTURE AND DECISION MAKING**

The Trustees delegate the day to day operations of the charity to Mrs Lisa Burrell, the chief executive.

Objectives and Activities

● **POLICIES AND OBJECTIVES**

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the charity commission relating to public benefit and in particular to its supplementary public benefit guidance.

The Trustees consider that the activities more fully described below are in accordance with its principal object and are in the public benefit.

Achievements and performance

● **REVIEW OF ACTIVITIES**

With our CEO, Lisa Burrell, being ill, the Trustees decided at a meeting on 23 November 2015 to suspend operations of the Charity. The relevant partner bodies were informed as well as the volunteers, the beneficiaries, and the donors.

This decision followed the lease with the URC ending on 4 September 2015 and no other satisfactory premises being found. Until then the Charity had successfully run three drop-in sessions every week, serving hot food and

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2016

providing shelter to a hundred or so vulnerable people at various times.

A decision will be made during the year 2016/17 about the long-term future of the Charity.

Financial review

● **GOING CONCERN**

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

Plans for future periods

TRUSTEES' RESPONSIBILITIES STATEMENT

The Trustees (who are also directors of The Ark (Horsham) for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

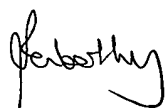
Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources 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 judgments and accounting estimates that are reasonable and prudent;
- 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 are sufficient to show and explain the charitable company's transactions and 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.

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Trustees on 8 July 2016 and signed on their behalf by:



Mr James C Penberthy

THE ARK (HORSHAM)
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**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2016**

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE ARK (HORSHAM)

I report on the financial statements of the charity for the year ended 31 March 2016 which are set out on pages 8 to 15.

This report is made solely to the charity's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

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 financial statements. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under charity or company law and is eligible for independent examination, it is my responsibility to:

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

BASIS OF INDEPENDENT EXAMINER'S 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 financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking 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 financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

THE ARK (HORSHAM)
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INDEPENDENT EXAMINER'S REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2016

INDEPENDENT EXAMINER'S 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 financial statements which accord with the accounting records and 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 financial statements to be reached.

Signed:



Dated: 8 July 2016

..Nicholas M Baldwin BA(Econ) DChA FCA

BALDWIN SCOFIELD ACCOUNTANCY LLP

Chartered Accountants

3 Newhouse Business Centre
Old Crawley Road
Horsham
West Sussex
RH12 4RU

THE ARK (HORSHAM)
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**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2016**

	Note	Restricted funds 2016 £	Unrestricted funds 2016 £	Total funds 2016 £	Total funds 2015 £
INCOME FROM:					
Donations and legacies	2	-	30,402	30,402	65,289
Other trading activities	3	-	-	-	701
Investments	4	-	48	48	77
TOTAL INCOME		-	30,450	30,450	66,067
EXPENDITURE ON:					
Charitable activities	5	13,200	14,524	27,724	53,221
TOTAL EXPENDITURE	8	13,200	14,524	27,724	53,221
NET INCOME / (EXPENDITURE)		(13,200)	15,926	2,726	12,846
NET MOVEMENT IN FUNDS		(13,200)	15,926	2,726	12,846
RECONCILIATION OF FUNDS:					
Total funds at 1 April 2015		18,141	27,105	45,246	32,400
TOTAL FUNDS AT 31 MARCH 2016		4,941	43,031	47,972	45,246

The notes on pages 10 to 15 form part of these financial statements.

THE ARK (HORSHAM)
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REGISTERED NUMBER: 07558405

BALANCE SHEET
AS AT 31 MARCH 2016

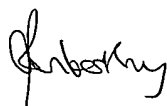
	Note	£	2016 £	£	2015 £
CURRENT ASSETS					
Debtors	12	-		393	
Cash at bank and in hand		49,272		51,840	
		<u>49,272</u>		<u>52,233</u>	
CREDITORS: amounts falling due within one year	13	(1,300)		(6,987)	
NET CURRENT ASSETS			47,972		45,246
NET ASSETS			47,972		45,246
CHARITY FUNDS					
Restricted funds	14		4,941		18,141
Unrestricted funds	14		43,031		27,105
TOTAL FUNDS			47,972		45,246

The Trustees consider that the charity is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the charity to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and for preparing financial statements which give a true and fair view of the state of affairs of the charity as at 31 March 2016 and of its net incoming resources for the year in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charity.

The financial statements have been prepared in accordance with the provisions applicable to small companies within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Trustees on 8 July 2016 and signed on their behalf, by:



Mr James C Penberthy

The notes on pages 10 to 15 form part of these financial statements.

THE ARK (HORSHAM)
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

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 July 2014, the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

1.2 Company status

The charity is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

1.3 Fund accounting

General funds are unrestricted funds which 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 are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

1.4 Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

THE ARK (HORSHAM)
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016

1. ACCOUNTING POLICIES (continued)

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to the applicable expenditure headings.

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment, but not accrued as expenditure.

1.6 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

1.7 Debtors

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount repaid net of any trade discounts due.

1.8 Cash at Bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.9 Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

1.10 Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016**

2. VOLUNTARY INCOME

	Restricted funds 2016 £	Unrestricted funds 2016 £	Total funds 2016 £	Total funds 2015 £
Donations	-	27,402	27,402	32,839
Grants	-	3,000	3,000	32,450
	<hr/>	<hr/>	<hr/>	<hr/>
Total donations and legacies	-	30,402	30,402	65,289
	<hr/>	<hr/>	<hr/>	<hr/>

In 2015, of the total income from donations and legacies, £ 32,839 was to unrestricted funds and £ 32,450 was to restricted funds

3. FUNDRAISING INCOME

	Restricted funds 2016 £	Unrestricted funds 2016 £	Total funds 2016 £	Total funds 2015 £
Fundraising	-	-	-	701
	<hr/>	<hr/>	<hr/>	<hr/>

In 2015, of the total fundraising income, £ 701 was to unrestricted funds and £ NIL was to restricted funds.

4. INVESTMENT INCOME

	Restricted funds 2016 £	Unrestricted funds 2016 £	Total funds 2016 £	Total funds 2015 £
Investment income - local cash	-	48	48	77
	<hr/>	<hr/>	<hr/>	<hr/>

In 2015, of the total investment income, £ 77 was to unrestricted funds and £ NIL was to restricted funds.

5. GOVERNANCE COSTS

	Restricted funds 2016 £	Unrestricted funds 2016 £	Total funds 2016 £	Total funds 2015 £
Independent examination	-	1,500	1,500	1,291
	<hr/>	<hr/>	<hr/>	<hr/>

THE ARK (HORSHAM)
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016**

6. DIRECT COSTS

	Total 2016 £	<i>Total 2015 £</i>
Food and subsistence	1,597	4,679
Events expenditure	2,359	3,930
Insurance	393	677
Travel costs	758	2,950
Sundry expenses	827	1,221
Rent	1,626	3,252
Computer expenses	110	127
Telephone	836	959
Fundraising expenses	-	205
Training expenses	-	1,260
Wages and salaries	13,200	26,609
	21,706	45,869

7. SUPPORT COSTS

	Total 2016 £	<i>Total 2015 £</i>
Printing, stationery and postage	1,211	1,445
Professional fees	3,091	2,879
Miscellaneous	216	216
Advertising and promotions	-	667
	4,518	5,207

8. ANALYSIS OF RESOURCES EXPENDED BY EXPENDITURE TYPE

	Staff costs 2016 £	Other costs 2016 £	Total 2016 £	<i>Total 2015 £</i>
Costs of charitable activities	13,200	13,024	26,224	51,930
Expenditure on governance	-	1,500	1,500	1,291
	13,200	14,524	27,724	53,221

THE ARK (HORSHAM)
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016**

9. ANALYSIS OF RESOURCES EXPENDED BY ACTIVITIES

	Activities undertaken directly 2016 £	Support costs 2016 £	Total 2016 £	Total 2015 £
Direct costs	21,706	4,518	26,224	51,930

10. NET INCOMING RESOURCES/(RESOURCES EXPENDED)

This is stated after charging:

	2016 £	2015 £
Independent examination	1,500	1,291

During the year, no Trustees received any remuneration (2015 - £NIL).

During the year, no Trustees received any benefits in kind (2015 - £NIL).

During the year, no Trustees received any reimbursement of expenses (2015 - £164).

11. STAFF COSTS

Staff costs were as follows:

	2016 £	2015 £
Wages and salaries	13,200	26,609

The average monthly number of employees was: 1 (2014: 3) and the average monthly number of employees during the year expressed as full time equivalents was as follows (including casual and part-time staff):

	2016 No.	2015 No.
	1	3

No employee received remuneration amounting to more than £60,000 in either year.

12. DEBTORS

	2016 £	2015 £
Prepayments and accrued income	-	393

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016**

13. CREDITORS:
Amounts falling due within one year

	2016 £	2015 £
Other taxation and social security	-	105
Other creditors	279	994
Accruals and deferred income	1,021	5,888
	<u>1,300</u>	<u>6,987</u>

14. STATEMENT OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Carried Forward £
Unrestricted funds				
General Funds	27,105	30,450	(14,524)	43,031
	<u>27,105</u>	<u>30,450</u>	<u>(14,524)</u>	<u>43,031</u>
Restricted funds				
Grants	18,141	-	(13,200)	4,941
	<u>18,141</u>	<u>-</u>	<u>(13,200)</u>	<u>4,941</u>
Total of funds	<u>45,246</u>	<u>30,450</u>	<u>(27,724)</u>	<u>47,972</u>

Restricted funds: Grants - These funds are to support the personnel salary payments of the charity.

SUMMARY OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Carried Forward £
General funds	27,105	30,450	(14,524)	43,031
Restricted funds	18,141	-	(13,200)	4,941
	<u>45,246</u>	<u>30,450</u>	<u>(27,724)</u>	<u>47,972</u>

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted funds 2016 £	Unrestricted funds 2016 £	Total funds 2016 £	Total funds 2015 £
Current assets	4,941	44,331	49,272	52,233
Current liabilities	-	(1,300)	(1,300)	(6,987)
	<u>4,941</u>	<u>43,031</u>	<u>47,972</u>	<u>45,246</u>