

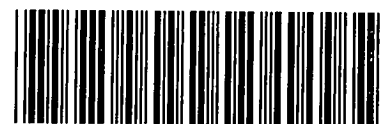
---

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

---

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2014**

THURSDAY



\*A3KLKF6Y\*

A18

13/11/2014

#198

COMPANIES HOUSE

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

**CONTENTS**

	Page
<b>Reference and administrative details of the charity, its trustees and advisers</b>	<b>1</b>
<b>Trustees' report</b>	<b>2 - 4</b>
<b>Independent examiner's report</b>	<b>5 - 6</b>
<b>Statement of financial activities</b>	<b>7</b>
<b>Balance sheet</b>	<b>8</b>
<b>Notes to the financial statements</b>	<b>9 - 14</b>

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

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 MARCH 2014**

**Trustees**

Mr Michael J Burrell  
Mrs Janet Johnson  
Mr James C Penberthy  
Rev Janet E Sowerbutts  
Mrs Karen Parker (appointed 25 June 2013, resigned 31 August 2014)  
Mrs Janice Walshe (appointed 25 June 2013)

**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 & Co  
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)**  
**(A company limited by guarantee)**

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2014**

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 2014. 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) "Accounting and Reporting by Charities" issued in March 2005.

**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**

The charity has developed a holistic approach to its programmes for those disadvantaged by drug and alcohol misuse and provides one to one support for those challenged by addictions, offending behaviour and homelessness. The programme is based on Circle of Change, Motivational Interviewing and BETI Mapping.

The charity has recently been designated as the referral route for the winter night shelter for Horsham Churches Together.

The charity works successfully with many agencies, such as the police and probation service. The charity also provides training and placement opportunities for social work students.

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

**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2014**

**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.

● **RESERVES POLICY**

The Trustees have determined that, in line with their belief that God provides for the work to which He calls His people, the charity does not build reserves beyond those necessary for the regular work of the charity. The charity is aiming to rent a property in the future to provide services over more days and for longer hours and is increasing reserves to facilitate a lease commitment.

**Plans for the future**

● **FUTURE DEVELOPMENTS**

The charity is applying for funding from various sources in order that it can provide active support to its clients and help them and their families move forward and become part of the community again.

In line with the charity's desire to expand provision for its clients, the charity is also looking for a building to rent in the future.

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

**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2014**

**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).

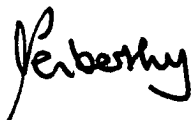
Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources 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 28 October 2014 and signed on their behalf by:



**Mr James C Penberthy**

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

**INDEPENDENT EXAMINER'S REPORT  
FOR THE YEAR ENDED 31 MARCH 2014**

**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 2014 which are set out on pages 7 to 14.

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)**  
**(A company limited by guarantee)**

**INDEPENDENT EXAMINER'S REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2014**

**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: 28 October 2014

Nicholas M Baldwin BA(Econ) DChA FCA

**BALDWIN SCOFIELD & CO**

Chartered Accountants

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



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

**STATEMENT OF FINANCIAL ACTIVITIES**  
(incorporating income and expenditure account)  
**FOR THE YEAR ENDED 31 MARCH 2014**

	Note	Restricted funds 2014 £	Unrestricted funds 2014 £	Total funds 2014 £	Total funds 2013 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds:					
Voluntary income	2	26,850	31,753	58,603	28,661
Activities for generating funds	3	-	2,708	2,708	2,893
Investment income	4	-	12	12	-
<b>TOTAL INCOMING RESOURCES</b>		<b>26,850</b>	<b>34,473</b>	<b>61,323</b>	<b>31,554</b>
<b>RESOURCES EXPENDED</b>					
Charitable activities		14,550	27,875	42,425	23,147
Governance costs	6	-	1,140	1,140	360
<b>TOTAL RESOURCES EXPENDED</b>	9	<b>14,550</b>	<b>29,015</b>	<b>43,565</b>	<b>23,507</b>
<b>MOVEMENT IN TOTAL FUNDS FOR THE YEAR - NET INCOME FOR THE YEAR</b>		<b>12,300</b>	<b>5,458</b>	<b>17,758</b>	<b>8,047</b>
<i>Total funds at 1 April 2013</i>		-	14,644	14,644	6,597
<b>TOTAL FUNDS AT 31 MARCH 2014</b>		<b>12,300</b>	<b>20,102</b>	<b>32,402</b>	<b>14,644</b>

The notes on pages 9 to 14 form part of these financial statements.

**THE ARK (HORSHAM)**  
**(A company limited by guarantee)**  
**REGISTERED NUMBER: 07558405**

**BALANCE SHEET**  
**AS AT 31 MARCH 2014**

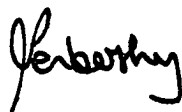
	Note	£	2014 £	2013 £
<b>CURRENT ASSETS</b>				
Debtors	13	493	684	
Cash at bank		33,584	15,132	
		<u>34,077</u>	<u>15,816</u>	
<b>CREDITORS:</b> amounts falling due within one year	14	(1,675)	(1,172)	
<b>NET CURRENT ASSETS</b>			<u>32,402</u>	<u>14,644</u>
<b>NET ASSETS</b>			<u>32,402</u>	<u>14,644</u>
<b>CHARITY FUNDS</b>				
Restricted funds	15	12,300	-	
Unrestricted funds	15	20,102	14,644	
<b>TOTAL FUNDS</b>			<u>32,402</u>	<u>14,644</u>

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 2014 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 April 2008).

The financial statements were approved by the Trustees on 28 October 2014 and signed on their behalf, by:



**Mr James C Penberthy**

The notes on pages 9 to 14 form part of these financial statements.

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

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2014**

**1. ACCOUNTING POLICIES**

**1.1 Basis of preparation of financial statements**

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in March 2005, applicable accounting standards and the Companies Act 2006.

**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 Incoming resources**

All incoming resources are included in the Statement of financial activities when the charity has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

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)**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2014**

**1. ACCOUNTING POLICIES (continued)**

**1.5 Resources expended**

Expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

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.

**2. VOLUNTARY INCOME**

	<b>Restricted funds 2014 £</b>	<b>Unrestricted funds 2014 £</b>	<b>Total funds 2014 £</b>	<b>Total funds 2013 £</b>
Donations	-	29,673	29,673	23,661
Grants	26,850	-	26,850	5,000
Similar incoming resources	-	2,080	2,080	-
	<u>26,850</u>	<u>31,753</u>	<u>58,603</u>	<u>28,661</u>
Voluntary income	<u>26,850</u>	<u>31,753</u>	<u>58,603</u>	<u>28,661</u>

**3. FUNDRAISING INCOME**

	<b>Restricted funds 2014 £</b>	<b>Unrestricted funds 2014 £</b>	<b>Total funds 2014 £</b>	<b>Total funds 2013 £</b>
Fundraising	-	2,708	2,708	2,893
	<u>-</u>	<u>2,708</u>	<u>2,708</u>	<u>2,893</u>

**4. INVESTMENT INCOME**

	<b>Restricted funds 2014 £</b>	<b>Unrestricted funds 2014 £</b>	<b>Total funds 2014 £</b>	<b>Total funds 2013 £</b>
Investment income - local cash	-	12	12	-
	<u>-</u>	<u>12</u>	<u>12</u>	<u>-</u>

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2014**

**5. GRANTS TO INSTITUTIONS**

	<b>Restricted funds 2014 £</b>	<b>Unrestricted funds 2014 £</b>	<b>Total funds 2014 £</b>	<i>Total funds 2013 £</i>
Grants to institutions	-	710	710	-

**6. GOVERNANCE COSTS**

	<b>Restricted funds 2014 £</b>	<b>Unrestricted funds 2014 £</b>	<b>Total funds 2014 £</b>	<i>Total funds 2013 £</i>
Independent examination	-	1,140	1,140	360

**7. DIRECT COSTS**

	<b>Total 2014 £</b>	<i>Total 2013 £</i>
Food and subsistence	5,069	6,594
Events expenditure	2,672	4,808
Insurance	673	825
Travel costs	1,807	426
Sundry expenses	724	321
Rent	5,526	2,400
Computer expenses	-	444
Telephone	1,069	362
Fundraising expenses	330	224
Training expenses	966	-
Wages and salaries	18,515	5,500
	37,351	21,904

**8. SUPPORT COSTS**

	<b>Total 2014 £</b>	<i>Total 2013 £</i>
Printing, stationery and postage	1,398	256
Professional fees	1,929	987
Miscellaneous	416	-
Bank charges	142	-
Advertising and promotions	479	-
	4,364	1,243

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2014**

**9. ANALYSIS OF RESOURCES EXPENDED BY EXPENDITURE TYPE**

	<b>Staff costs 2014 £</b>	<b>Other costs 2014 £</b>	<b>Total 2014 £</b>	<b>Total 2013 £</b>
Costs of charitable activities	18,515	23,910	42,425	23,147
Governance	-	1,140	1,140	360
	<u>18,515</u>	<u>25,050</u>	<u>43,565</u>	<u>23,507</u>

**10. ANALYSIS OF RESOURCES EXPENDED BY ACTIVITIES**

	<b>Activities undertaken directly 2014 £</b>	<b>Grant funding of activities 2014 £</b>	<b>Support costs 2014 £</b>	<b>Total 2014 £</b>	<b>Total 2013 £</b>
Costs of charitable activities	37,351	710	4,364	42,425	23,147

**11. NET INCOME**

This is stated after charging:

	<b>2014 £</b>	<b>2013 £</b>
Independent examination	<u>1,140</u>	<u>360</u>

During the year, no Trustees received any remuneration (2013 - £NIL).  
During the year, no Trustees received any benefits in kind (2013 - £NIL).  
During the year, no Trustees received any reimbursement of expenses (2013 - £NIL).

**12. STAFF COSTS**

Staff costs were as follows:

	<b>2014 £</b>	<b>2013 £</b>
Wages and salaries	<u>18,515</u>	<u>5,500</u>

The average monthly number of employees during the year was as follows:

	<b>2014 No.</b>	<b>2013 No.</b>
	<u>3</u>	<u>2</u>

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

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2014**

**12. STAFF COSTS (continued)**

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

**13. DEBTORS**

	2014 £	2013 £
Other debtors	100	170
Prepayments and accrued income	393	514
	<u>493</u>	<u>684</u>

**14. CREDITORS:  
Amounts falling due within one year**

	2014 £	2013 £
Accruals and deferred income	1,675	1,172
	<u>1,675</u>	<u>1,172</u>

**15. STATEMENT OF FUNDS**

	Brought Forward £	Incoming resources £	Resources Expended £	Carried Forward £
<b>Unrestricted funds</b>				
General Funds	14,644	34,473	(29,015)	20,102
	<u>14,644</u>	<u>34,473</u>	<u>(29,015)</u>	<u>20,102</u>
<b>Restricted funds</b>				
Grants	-	26,850	(14,550)	12,300
	<u>-</u>	<u>26,850</u>	<u>(14,550)</u>	<u>12,300</u>
Total of funds	<u>14,644</u>	<u>61,323</u>	<u>(43,565)</u>	<u>32,402</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	14,644	34,473	(29,015)	20,102
Restricted funds	-	26,850	(14,550)	12,300
	<u>14,644</u>	<u>61,323</u>	<u>(43,565)</u>	<u>32,402</u>

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

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2014**

**16. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>Restricted funds 2014 £</b>	<b>Unrestricted funds 2014 £</b>	<b>Total funds 2014 £</b>	<i>Total funds 2013 £</i>
Current assets	12,300	21,779	34,079	15,817
Current liabilities	-	(1,677)	(1,677)	(1,173)
	<u>12,300</u>	<u>20,102</u>	<u>32,402</u>	<u>14,644</u>