

Registered Company Number: 04013046 (England and Wales) Registered Charity Number: 1081811

FINANCIAL STATEMENTS
FOR THE YEAR 31 JANUARY 2016



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# REPORT OF THE TRUSTEES YEAR ENDED 31 JANUARY 2016

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ending 31 January 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 (effective January 2015)

#### **CHAIRS REPORT (incorporating Achievements and Performance)**

It is always a time of relief and satisfaction when I am asked to write this report knowing that, once again we have completed a further 12 months in the story of this charity which remains the only flexible and immediate provision for the families we serve day by day

This has been a year of both expansion and consolidation in preparation for year 3 (2016) of the five year plan put into place by a sponsored business consultant when the appointment of an Executive Director is to be made and Clarissa Mitchell is to move to an Ambassadorial Role. Part of this plan is to merge all the charities into one bank account with subsidiary accounts to be put in place for each centre, and to move the account to CAF Bank. Each centre will remain a Company limited by guarantee which Ofsted is an requirement. This was agreed at the last AGM, but has been appallingly delayed by Lloyds Bank so we will now achieve this by the middle of next year. The Care in the High Street project is still evolving, with Samantha Cameron launching the one in Horsham in September. Also the Wigan Centre was opened by Louise Minchin in November. The building is on the side of the Youth Zone in the town and was built and equipped thanks to the marvellous generosity of David Whelan and Martin Ainscough.

Hans and Julia Rausing generously enabled us to considerably extend the space at the Cotswold Centre and to make other refurbishments. This has given the Centre a room for the Teenagers, more dining space and a covered walkway linking both cabins.

Our South West Centre in Bristol has successfully launched their Alternative Education Programme. They work in partnership with Bristol Education who is now referring children to us. This respite provision is also recognised by the Emergency services so that they drop off children at any time of the day. During this financial year we have successfully re-integrated 15 children into mainstream education and prevented them being taken into care, saving the taxpayer well over £2,250,000.

Our Swindon Centre won a Pride of Swindon Award for our work within the Community. Our staff teams are highly trained in many aspects of care ranging from paediatric first aid to de-escalation of crisis behaviour. The breadth of our Respite Care Provision is widening as our spaces are so flexible and very well equipped.

Earlier in the year we promoted one of our supervisors, Hayley Stone, a Great Ormond Street trained nurse with SENco and NNEB qualifications, to be Care Standards Officer and this is proving very successful. We are developing new programmes with prisoner's families and adoptive families. Bristol's partnership with CCS Adoption group has really taken off and the group visits the centre now on a weekly basis to enable the parents to bond with their children and others to prepare and be assessed for adopting.

We won another intern from the Rank Foundation. Katie Baggeley, having got a degree in Geography, enabled us to be up to date with important statistics that showed the massive need for our provision and the deprivation of so many families caring for dependents with complex disabilities.

Myself and Clarissa Mitchell were nominated by Samantha Cameron as women whom she admires, and this was featured in an article by Glamour Magazine in celebration of International Women's Day!!

As always, we know for certain that nothing can be achieved without the trust and generosity of our donors and supporters to whom everyone involved and served by Hop Skip and Jump, remain eternally grateful.

Reverend Celia Carter MBE. JP, Chair

# REPORT OF THE TRUSTEES YEAR ENDED 31 JANUARY 2016

#### **PURPOSES AND ACTIVITIES**

The objects of the Charity are to provide day respite care to children with special needs and to provide support to the parents/carers and their families within Bristol and the South West area.

The Trustees are aware of the Public Benefit provisions of the Charities Act 2006 and of the guidance on them published by the Charity Commission. They are satisfied that the objects of the Charity and the activities of the Charity are within the definitions of Charitable Purposes as set down in the Act. The Trustees are not aware of any public detriment caused by the Charity's objects or activities, and nor are they aware of anyone receiving any private benefit from the Charity's activities

#### **FINANCIAL REVIEW**

The principal funding sources of the Charity have been from donations, fundraising, membership fees and grants. Since the key objective of the Charity is to provide day respite care to children with special needs, the charity aims to have accumulated reserves which are sufficient to ensure that the centres can be operated as going concerns for the foreseeable future and can be maintained at its current or a better level. The Charity had a net deficit for the year of £10,895 (2015 deficit of £7,693).

#### Reserves policy

Reserves are the resources the Charity has or can make available to spend, for any or all of the Charity's purposes, once it has met its commitments and covered its other planned expenditure.

The Trustees consider that unrestricted funds are needed:

- a) to provide funds which can be designated to specific projects to enable those projects to be undertaken at short notice.
- b) to cover six months' operating costs. This amounts to approximately £55,000 (2015: £55,000)
- c) to replace assets as necessary.

The balance of £30,000 of unrestricted money included within the designated fund is intended for any general building repairs in the coming years.

The current level of unrestricted reserves is £(5,979) (2015 £4,916).

#### Risk review

The Trustees acknowledge their responsibility to assess and mitigate the major risks to which the Charity is exposed. These are considered to be a lack of funding, health and safety and childcare issues. Procedures are in place to minimise these risks and to keep them under continual review.

#### REFERENCE AND ADMINISTRATIVE DETAILS

CHARITY NAME Hop, Skip and Jump (South West)

CHARITY NUMBER 1081811

COMPANY NUMBER 04013046

PRINCIPAL ADDRESS and Hop, Skip and Jump (South West)

REGISTERED OFFICE The Main Workshop

West End Avening Tetbury Glos GL8 8NE

**DIRECTORS/TRUSTEES**Mrs Clarissa Mitchell (Founder)

The Reverend Celia Carter MBE. JP, (Chair)

Mrs Sarah Addison (Director) Mrs Lucy Koshiw (Trustee)

# REPORT OF THE TRUSTEES (continued) YEAR ENDED 31 JANUARY 2016

**INDEPENDENT EXAMINER** T J Watkins FCA

Randall & Payne LLP Chargrove House Shurdington Road Cheltenham Gloucestershire GL51 4GA

**SOLICITORS** Charles Russell

5 Fleet Place London EC4M 7RD

**BANKERS** Lloyds Bank Plc

14 Castle Street Cirencester Gloucestershire GL7 1DQ

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Governing document

Hop, Skip and Jump (South West) (the "Charity") is governed by a Memorandum and Articles of Association.

Members of the Board, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are shown on page 1.

New members of the Board can be appointed at any time to fill a casual vacancy or to add to the Board. Appointment is made by the collective decision of the Trustees of Hop, Skip and Jump (South West).

Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up.

The charity is run through a management committee which meets every month.

# Trustee induction and training

The Trustees, having founded the Charity, are familiar with its practical work. Should any new Trustee be appointed to the Board, they would be invited and encouraged to attend a series of short training sessions to familiarise themselves with the Charity and the context within which it operates. These sessions would be led by the Chair of the Trustees and cover:

- · The obligations of the Board of Trustees.
- The main documents which set out the operational framework for the charity including the Memorandum and Articles.
- Resourcing and the current financial position as set out in the latest published accounts.
- · Future plans and objectives.

A Question and Answer pack would also be prepared drawing information from the various Charity Commission publications signposted through the Commission's guide "the Essential Trustee" as a follow up to these sessions. This would be distributed to new trustees along with the Memorandum and Articles and the latest financial statements.

# REPORT OF THE TRUSTEES (continued) YEAR ENDED 31 JANUARY 2016

#### Responsibilities of the management committee

The trustees (who are also directors of the charity 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 directors to prepare financial statements for each financial year, which give a true and fair view of the state of the charitable company and of the incoming resources and application of resources, including income and expenditure, of the charitable company for the year. In preparing these financial statements, the directors 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 Charity will continue in operation.

#### **Related parties**

The Trustees of Hop, Skip and Jump (South West) are also trustees of the following registered charities, all of which are companies limited by guarantee.

	Registered numbers Company Charity	
Hop Skip & Jump Foundation Hop, Skip and Jump (Cotswold) Hop Skip and Jump (Swindon) Hop Skip and Jump (West Sussex) Hop Skip and Jump (Wigan) Ltd	04013026 04215495 07189580 07189284 08703651	1081810 1088173 1135620 1135618 1154216
ON BEHALF OF THE BOARD		

Mrs C Mitchell (Trustee)		
Date:		

#### INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF

#### HOP, SKIP AND JUMP (SOUTH WEST) YEAR ENDED 31 JANUARY 2016

I report on the accounts of the company for the year ended 31 January 2016 which are set out on pages 6 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 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 an audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 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 statement

My examination was carried out in accordance with 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 with those records. It also includes consideration of any unusual items or disclosures in the accounts, 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 accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

#### **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, 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.

T J Watkins FCA
Randall & Payne LLP
Chartered Accountants
Chargrove House
•
0201 1071
Date:
Shurdington Road Gloucestershire GL51 4GA Date:

# STATEMENT OF FINANCIAL ACTIVITIES (Incorporating an Income and Expenditure account) YEAR ENDED 31 JANUARY 2016

		Unrestricted	Restricted	Total	Total
	Notes	funds £	funds £	2016	2015
INCOMING RESOURCES		£	Ĺ	£	£
Incoming resources from generated f	unds				
Voluntary income					
Donations and gifts		7,424	-	7,424	27,930
Grants		62,523	-	62,523	59,519
Activities for generating funds		70		70	
Fundraising Incoming resources from charitable a	octivitios	. 70	-	70	-
Fees	ictivities	90,795	_	90,795	40,214
1 000		30,730		30,730	40,214
Total incoming resources		160,812		160,812	127,663
RESOURCES EXPENDED					
Costs of generating voluntary income	2				
Fundraising costs	•	_	_	_	144
Charitable activities:					
Running costs of centre	2	156,092	-	156,092	129,515
Grants paid	2	14,122	-	14,122	3,551
Governance	3	1,493		1,493	2,146
Total resources expended		171,707		171,707	135,356
NET (OUTGOING)/INCOMING RESOU	RCES				
BEFORE TRANSFERS	NOLO	(10,895)	-	(10,895)	(7,693)
Transfers between funds	7	-	-	-	-
NET MOVEMENT IN FUNDS		(10,895)		(10,895)	(7,693)
Total funds brought forward		4,916	2,500	7,416	15,109
TOTAL FUNDS CARRIED FORWARD		(5,979)	2,500	(3,479)	7,416

The deficit for the year for Companies Act purposes is net movement in funds of £10,895 (2015 deficit £7,693.)

The notes set out on pages 8 to 13 form part of these financial statements.

#### HOP, SKIP AND JUMP (SOUTH WEST) (REGISTERED NUMBER: 04013046)

#### BALANCE SHEET AS AT 31 JANUARY 2016

	Notes	2016 £	2105 £
FIXED ASSETS Tangible assets	5	1,270	10,416
CURRENT ASSETS Debtors Cash at bank and in hand	98		4,339 590
CREDITORS	98		4,929
Amounts falling due within one year	6 4,847		7,929
NET CURRENT LIABILITIES		(4,749)	(3,000)
TOTAL ASSETS LESS CURRENT LIABILITIES		(3,479)	7,416
FUNDS OF THE CHARITY	7		
Unrestricted funds General funds Designated funds Restricted funds	0	(35,979) 30,000 2,500	(25,084) 30,000 2,500
	8	(3,479)	7,416

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 January 2016.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 January 2016 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each 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 financial statements, so far as applicable to the company.

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

The financial statements were approved by the Board signed on its behalf by:	of Directors onand were
Mrs C Mitchell (Director)	Rev C Carter (Director)

The notes set out on pages 8 to 13 form part of these financial statements.

#### NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 JANUARY 2016

#### 1. ACCOUNTING POLICIES

#### a) Basis of preparing the financial statements

The accounts 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. The charity has taken advantage of Paragraph 3 (3) of Schedule 4 of the Companies Act and adapted the Companies Act formats to reflect the special nature of the charity's activities. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note

#### b) Going concern

The current economic climate has meant that raising funds has been a challenge. The Trustees are aware that the future may hold similar difficulties and have implemented a plan to increase revenue and review costs. Based on current expectations the trustees believe that the charity can continue to operate. Accordingly, they continue to adopt the going concern basis in preparing the financial statements.

#### c) Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is recognised in full in the Statement of Financial Activities when receivable. Grants, where entitlement is conditional on the delivery of a specific performance by the Charity, are recognised when the Charity becomes unconditionally entitled to the grant.
- Donated services and facilities are recognised at the value to the Charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Investment income is recognised when receivable.
- Legacy income is recognised when it is certain that the monies are receivable

#### d) Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes VAT which cannot be recovered, and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income and fundraising event costs.
- Charitable expenditure comprises those costs incurred by the Charity in the delivery of its
  activities. Grants payable are included when the award is agreed. It includes both costs that
  can be allocated directly to such activities and those costs of an indirect nature necessary to
  support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the Charity and include the accountancy fees and costs linked to the strategic management of the Charity.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly. Support costs are considered insignificant and are allocated in full to the charitable activity.

#### NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 JANUARY 2016

#### e) Tangible fixed assets

Fixed assets are included at cost, or, where donated, at valuation with a corresponding credit to income. Fixed assets have been depreciated on the following bases:-

Play area – 10% straight line Play equipment – 33% straight line

The main building of the Charity is owned by Hop, Skip and Jump Foundation. Hop, Skip and Jump (South West) owns the playground and associated equipment and fittings.

#### f) Fund Accounting

Unrestricted funds are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and have not been designated for any other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors. The aim and use of each restricted fund is set out in the notes to the financial statements.

2	RUNNING COSTS OF CENTRE	Unrestricted Funds	Restricted Funds	Total 2016	Total 2015
		£	£	£	£
	Activities	-	-	-	962
	Bank charges	268	-	268	533
	Cleaning and waste disposal	1,389	-	1,389	1,888
	Depreciation	11,051	-	11,051	10,727
	Light and heat	2,321	-	2,321	4,505
	Motor and travel	5,419	-	5,419	4,951
	Professional fees	240	-	240	906
	Repairs and maintenance	744	-	744	13,762
	Salaries (note 4)	129,915	-	129,915	88,610
	Stationery, postage and telephone	620	-	620	1,098
	Sundry expenses	1,749	-	1,749	1,446
	Training	1,870	-	1,870	-
	Water rates	506		506	127
		156,092		156,092	129,515
	GRANTS PAID				
	Hop Skip & Jump Cotswold	676	-	676	88
	Hop Skip & Jump Foundation	13,230	-	13,230	1,700
	Hop Skip & Jump (West Sussex)	178	-	178	-
	Hop Skip and Jump (Swindon)	38		38	1,763
		14,122		14,122	3,551

#### NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 JANUARY 2016

3	GOVERNANCE	Total 2016 £	Total 2015 £
	Independent examiner's fees	1,493	2,146
4	STAFF COSTS	2016 £	2015 £
	Salaries Social security costs	124,433 5,482 129,915	85,795 2,815 88,610

No employee received remuneration in excess of £60,000 in either this or the last financial year.

Trustees received no remuneration for their services nor were they reimbursed expenses in either this or the last financial year.

The average number of employees employed by the Charity during the year (excluding directors)

	2016	2015
	No.	No.
Playworkers	10	6
Centre Manager	1_	1
	11_	7

## NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 JANUARY 2016

# 5 FIXED ASSETS

Ü		Play area £	Equipment £	Total £
	COST			
	At 1 February 2015 Additions	107,275 -	148,958 1,905	256,233 1,905
	At 31 January 2016	107,275	150,863	258,138
	DEPRECIATION			
	At 1 February 2015	96,859	148,958	245,817
	Charge for the year	10,416	635	11,051
	At 31 January 2016	107,275	149,593	256,868
	NET BOOK VALUE			
	At 31 January 2016		1,270	1,270
	At 31 January 2015	10,416		10,416
6	CREDITORS		2016	2015
			£	£
	PAYE and National Insurance		2,570	2,878
	Trade creditors		476	3,251
	Accruals		1,800	1,800
			4,846	7,929

#### NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 JANUARY 2016

#### 7 FUNDS

#### **Restricted funds**

The income funds of the Charity include restricted funds comprising the following unexpended balances of donations and grants held on trusts to be applied for specific purposes:

	Balance at 1 February 2015	Income	Expenditure/ Transfer	Balance at 31 January 2016
	£	£	£	£
Hop Skip & Jump Swindon Mums and babies	500 2,000			500 2,000
	2,500			2,500

# **Designated funds**

Due to the size and nature of the property the Trustees have set up a designated fund to provide for significant expected or unexpected repairs and maintenance. No change to the fund balance of £30,000 has been made this year.

#### 8 ANALYSIS OF NET ASSETS BETWEEN FUNDS

Fund balances are represented by:

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total £
Fixed Assets	1,905		-	1,905
Current Assets Current Liabilities	(32,402) (4,847)	30,000	2,500 	98 (4,847)
	(35,344)	30,000	2,500	(2,844)

#### NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 JANUARY 2016

# 9 RELATED PARTY TRANSACTIONS

The trustees of Hop Skip & Jump (South West) are also trustees of the following charities:

The trustees of hop skip & Junip (South West) are also trustees of the	Tollowing Charl	ies.
The Rev C Carter Hop Skip & Jump Foundation Hop, Skip and Jump (Cotswold) Hop Skip and Jump (Swindon) Hop Skip and Jump (West Sussex) Hop Skip and Jump (Wigan) Ltd		
Mrs C Mitchell Hop Skip & Jump Foundation Hop, Skip and Jump (Cotswold) Hop Skip and Jump (Swindon) Hop Skip and Jump (West Sussex) Hop Skip and Jump (Wigan) Ltd		
	2016 £	2015 £
Grants received by the charity from:		
Hop, Skip and Jump (Cotswold) Hop Skip and Jump (Swindon) Hop Skip & Jump Foundation Hop Skip and Jump (Wigan) Ltd Hop Skip and Jump (West Sussex)	7,849 13,021 40,417 1,101 135 62,523	7,754 14,713 26,467 - - 48,934
Grants paid by the Charity to:		
Hop Skip & Jump Foundation Hop Skip and Jump (Cotswold) Hop Skip and Jump (Swindon) Hop Skip and Jump (Wigan) Ltd Hop Skip and Jump (West Sussex)	13,230 676 - 38 178	1,700 88 1,763 - -

14,122

3,551

## NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 JANUARY 2016

# **INCOME AND EXPENDITURE ACCOUNT**

		2016 £	2015 £
Income			
Donations		7,424	27,930
Fundraising		70	-
Grants		62,523	59,519
Fees	-	90,795	40,214
	_	160,812	127,663
Expenditure			
Accountancy	1,493		2,146
Activities	-		962
Bank charges	268		533
Cleaning and waste disposal	1,389		1,888
Depreciation	11,051		10,727
Fundraising	-		144
Grants paid	14,122		3,551
Light and heat	2,321		4,505
Motor and travel	5,419		4,951
Professional fees	240		906
Repairs and maintenance	744		13,762
Staff and social security costs	129,915		88,610
Stationery, postage and telephone	620		1,098
Sundry expenses	1,749		1,446
Training	1,870		-
Water rates	506		127_
	-	171,707	135,356_
Deficit for the year	=	(10,895)	(7,693)

This page does not form part of the financial statements