



HOP SKIP AND JUMP (WEST SUSSEX)

**Registered Company Number: 07189284 (England and Wales)
Registered Charity Number: 1135618**

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JANUARY 2016

HOP SKIP AND JUMP (WEST SUSSEX)

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YEAR ENDED 31 JANUARY 2016**

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HOP SKIP AND JUMP (WEST SUSSEX)

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 is an Ofsted 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

HOP SKIP AND JUMP (WEST SUSSEX)

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

PURPOSES AND ACTIVITIES

The objects of the Charity are to provide day respite care to children with life limiting or threatening illnesses or any special needs and to provide support to their families within the West Sussex 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 and grants. The Charity will continue to raise money for the new facility in West Sussex once a suitable venue has been acquired.

The Trustees are fully committed to establishing a service to provide day respite care and support to children and their families with life limiting or threatening illnesses or any special needs within the West Sussex area, and on this basis the financial statements are prepared on a going concern basis.

The Charity has a surplus arising for the year of £4,064 (2015 £10,000)

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 as no centre is yet up and running the level of reserves required are minimal and should be built up to support the running costs of a new centre in the future.

The current level of unrestricted free reserves is £17,365 (2015 £6,801)

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 (West Sussex)
CHARITY NUMBER	1135618
COMPANY NUMBER	07189284
PRINCIPAL ADDRESS and REGISTERED OFFICE	Avening Park Avening Tetbury Gloucestershire GL8 8NE
TRUSTEES	Clarissa Mitchell (Founder) The Reverend Celia Carter MBE (Chair)
INDEPENDENT EXAMINER	T J Watkins FCA Randall & Payne LLP Chargrove House Shurdington Road Cheltenham Glos GL51 4GA

HOP SKIP AND JUMP (WEST SUSSEX)

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

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 (West Sussex) (“the Charity”) is governed by a Memorandum and Articles of Association dated 15 March 2010.

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 2.

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.

Recruitment and appointment of new trustees

New members of the Board can be appointed at any time either 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 (West Sussex).

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.

HOP SKIP AND JUMP (WEST SUSSEX)

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

Related parties

The trustees of Hop, Skip and Jump (West Sussex) are also trustees of the following charities:

- The Rev C Carter
 - Hop, Skip and Jump (Cotswold)
 - Hop, Skip and Jump (South West)
 - Hop Skip & Jump Foundation
 - Hop Skip and Jump (Swindon)
 - Hop Skip and Jump (Wigan) Ltd

- Mrs C Mitchell
 - Hop, Skip and Jump (Cotswold)
 - Hop, Skip and Jump (South West)
 - Hop Skip & Jump Foundation
 - Hop Skip and Jump (Swindon)
 - Hop Skip and Jump (Wigan) Ltd

Details of all monies transferred and owed between Hop, Skip and Jump (West Sussex) and the other charities are shown separately in the financial statements.

ON BEHALF OF THE BOARD

.....
Mrs C Mitchell
(Trustee)

Date.....

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF

**HOP SKIP AND JUMP (WEST SUSSEX)
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 8 to 12.

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
 Shurdington Road
 Cheltenham
 Glos
 GL51 4GA

Date:

HOP SKIP AND JUMP (WEST SUSSEX)

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

	Notes	Unrestricted funds £	Restricted funds £	Total 31 Jan 16 £	Total 31 Jan 15 £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income					
Donations		3,420	-	3,420	10,000
Grants		57,906	-	57,906	193
Incoming resources from charitable activities					
Fees		3,002	-	3,002	-
Total incoming resources		64,328	-	64,328	10,193
RESOURCES EXPENDED					
Costs of generating funds:					
Charitable activities:	2	-	-	-	180
Running costs of centre	2	47,974	-	47,974	-
Grants paid	2	12,290	-	12,290	-
Governance	3	-	-	-	13
Total resources expended		60,264	-	60,264	193
NET INCOME/(EXPENDITURE) FOR THE PERIOD		4,064	-	4,064	10,000
RECONCILIATION OF FUNDS					
Total funds brought forward		6,801	6,500	13,301	3,301
Transfers between funds		6,500	(6,500)	-	-
TOTAL FUNDS CARRIED FORWARD	6	17,365	-	17,365	13,301

The surplus for the period for Companies Act purposes is net movement in funds of £4,064 (2015 surplus of £10,000).

HOP SKIP AND JUMP (WEST SUSSEX) (REGISTERED NUMBER: 07189284)

**BALANCE SHEET
AS AT 31 JANUARY 2016**

	Notes	31 Jan 2016 £	31 Jan 2015 £
FIXED ASSETS	5	18,805	-
CURRENT ASSETS			
Bank current account	-		14,741
		<u>-</u>	<u>14,741</u>
CREDITORS			
Amounts falling due within one year	6	<u>1,440</u>	<u>1,440</u>
NET CURRENT (LIABILITIES)/ASSETS		<u>(1,440)</u>	<u>13,301</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u><u>17,365</u></u>	<u><u>13,301</u></u>
 FUNDS OF THE CHARITY			
Unrestricted funds		17,365	6,801
Restricted funds	7	<u>-</u>	<u>6,500</u>
		<u><u>17,365</u></u>	<u><u>13,301</u></u>

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 of Directors on and were signed on its behalf by:

.....
Mrs C Mitchell
(Director)

.....
Rev C Carter
(Director)

The notes set out on pages 8 to 12 form part of these financial statements.

HOP SKIP AND JUMP (WEST SUSSEX)

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 voluntary income 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.

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:-

Improvements to property – 15% reducing balance

HOP SKIP AND JUMP (WEST SUSSEX)

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 JANUARY 2016

1. ACCOUNTING POLICIES

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	COSTS OF GENERATING VOLUNTARY INCOME	31 Jan 16 £	31 Jan 15 £
	Other fundraising expenses	-	180
		<u>-</u>	<u>180</u>
	RUNNING COSTS OF CENTRE		
	Salaries	44,070	-
	Light & heat	524	-
	Stationery, postage & advertising	40	-
	Depreciation	3,318	-
	Cleaning	22	-
		<u>47,974</u>	<u>-</u>
	GRANTS PAID		
	Hop Skip & Jump Foundation	9,155	-
	Hop Skip and Jump (Swindon)	3,000	-
	Hop, Skip and Jump (South West)	135	-
		<u>12,290</u>	<u>-</u>
3	GOVERNANCE	31 Jan 16 £	31 Jan 15 £
	Legal and professional fees	-	13
		<u>-</u>	<u>13</u>

HOP SKIP AND JUMP (WEST SUSSEX)

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 JANUARY 2016

4 STAFF COSTS

	31 Jan 2016 £	31 Jan 2015 £
Salaries	43,114	-
Social security costs	<u>956</u>	<u>-</u>
	<u>44,070</u>	<u>-</u>

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

Trustees received no remuneration for their services in either period. No payments were made in this period.

The average number of employees employed by the charity during the period was:

Care staff	<u>3</u>	<u>-</u>
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5 FIXED ASSETS

	Leasehold improvements £	Total £
COST		
At 1 February 2015	-	-
Additions	22,122	22,122
	<u>22,122</u>	<u>22,122</u>
At 31 January 2016	<u>22,122</u>	<u>22,122</u>
DEPRECIATION		
At 1 February 2015	-	-
Charge for the year	3,318	3,318
	<u>3,318</u>	<u>3,318</u>
At 31 January 2016	<u>3,318</u>	<u>3,318</u>
NET BOOK VALUE		
At 31 January 2016	<u>18,804</u>	<u>18,804</u>
At 31 January 2015	<u>-</u>	<u>-</u>

HOP SKIP AND JUMP (WEST SUSSEX)

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 JANUARY 2016

	31 Jan 2016 £	31 Jan 2015 £
6 CREDITORS		
Other creditors and accruals	<u>1,440</u>	<u>1,440</u>

7 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 31 Jan 2015 £	Income £	Expenditure / Transfer £	Balance at 31 Jan 2016 £
Capital grants	<u>6,500</u>	-	<u>(6,500)</u>	-

The above restricted fund relates to monies donated by various donors towards the establishment of a Centre in West Sussex. This money will be spent once a suitable location has been found

8 ANALYSIS OF NET ASSETS BETWEEN FUNDS

Fund balances at 31 January are represented by:

	Unrestricted Funds £	Restricted Funds £	2016 Total £
Fixed assets	18,805	-	18,805
Current Assets	-	-	-
Current Liabilities	<u>(1,440)</u>	<u>-</u>	<u>(1,440)</u>
	<u>17,365</u>	<u>-</u>	<u>17,365</u>

HOP SKIP AND JUMP (WEST SUSSEX)

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 JANUARY 2016

9 RELATED PARTY TRANSACTIONS

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

The Rev C Carter

Hop, Skip and Jump (Cotswold)
Hop, Skip and Jump (South West)
Hop Skip & Jump Foundation
Hop Skip and Jump (Swindon)
Hop Skip and Jump (Wigan) Ltd

Mrs C Mitchell

Hop, Skip and Jump (Cotswold)
Hop, Skip and Jump (South West)
Hop Skip & Jump Foundation
Hop Skip and Jump (Swindon)
Hop Skip and Jump (Wigan) Ltd

9 RELATED PARTY TRANSACTIONS

The following income was received from related parties:

	31 Jan 2016 £	31 Jan 2015 £
Grants received:		
Hop Skip & Jump Foundation	33,309	193
Hop Skip and Jump (Swindon)	1,324	-
Hop, Skip and Jump (Cotswold)	19,545	-
Hop Skip and Jump (Wigan) Ltd	3,550	-
	<u>178</u>	<u>-</u>
	<u>57,906</u>	<u>193</u>
Grants paid:		
Hop Skip & Jump Foundation	9,155	-
Hop Skip and Jump (Swindon)	3,000	-
Hop, Skip and Jump (South West)	135	-
	<u>12,290</u>	<u>-</u>

HOP SKIP AND JUMP (WEST SUSSEX)

**INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 JANUARY 2016**

	31 Jan 16 £	31 Jan 15 £
Income		
Donations	3,420	10,000
Grants	43,459	193
Fees	<u>3,002</u>	<u> </u>
	<u>49,881</u>	<u>10,193</u>
Expenditure		
Grants paid	5,556	
Wages	36,358	-
Advertising	40	131
Light and heat	524	-
Cleaning	22	-
Depreciation	3,318	-
Sundry expenses	-	13
Motor and travelling expenses	<u>-</u>	<u>49</u>
	<u>45,818</u>	<u>193</u>
Surplus for the period	<u><u>4,063</u></u>	<u><u>10,000</u></u>

This page does not form part of the financial statements