



HOP SKIP AND JUMP (WIGAN) LTD

**Registered Company Number: 08703651 (England and Wales)
Registered Charity Number: 1154216**

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JANUARY 2016**

HOP SKIP AND JUMP (WIGAN) LTD

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YEAR ENDED 31 JANUARY 2016**

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HOP SKIP AND JUMP (WIGAN) LTD

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 (WIGAN) LTD

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 special needs and to provide support to the parents/carers and their families. The Charity also provides social evenings for adults with special needs. No beneficial area has been defined for the exercise of these objects although in practice this is likely to be Wigan.

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, 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 £1,050 (2015 surplus of £1,050).

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 that are being planned but not yet requiring immediate expenditure. Specifically the Charity will continue to develop facilities for support and complementary therapy.
- b) to cover six months' operating costs of the centre in Cheltenham. This amounts to approximately £100,000 (2015 - £100,000)
- c) to replace assets as necessary.

The current level of unrestricted reserves is £nil (2015 £1,050).

Investment Policy

The Trustees consider that the most appropriate policy for investing any surplus funds would be a high interest bank deposit account as this gives maximum security with instant access.

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 minimize these risks and to keep them under continual review.

REFERENCE AND ADMINISTRATIVE DETAILS

CHARITY NAME	Hop Skip and Jump (Wigan) Ltd
CHARITY NUMBER	1154216
COMPANY NUMBER	08703651
PRINCIPAL ADDRESS and REGISTERED OFFICE	The Main Workshop Avening Park Avening Tetbury Gloucestershire GL8 8NE

HOP SKIP AND JUMP (WIGAN) LTD

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

DIRECTORS/TRUSTEES Clarissa Mitchell (Founder)
The Reverend Celia Carter MBE (Chair)

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 (Wigan) (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 3.

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 Foundation ("the Foundation"), a related party as disclosed above.

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.

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.

HOP SKIP AND JUMP (WIGAN) LTD

**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 (Wigan) are also trustees of the following registered charities, all of which are companies limited by guarantee.

	Registered numbers	
	Company	Charity
Hop Skip & Jump Foundation	04013026	1081810
Hop, Skip and Jump (South West)	04013046	1081811
Hop Skip and Jump (Swindon)	07189580	1135620
Hop Skip and Jump (West Sussex)	07189284	1135618
Hop, Skip and Jump (Cotswold)	04215495	1088173

ON BEHALF OF THE BOARD

.....
Mrs C Mitchell
(Trustee)

Date:

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF

**HOP SKIP AND JUMP (WIGAN) LTD
YEAR ENDED 31 JANUARY 2016**

I report on the accounts of the company for the period ended 31 January 2016 which are set out on pages 8 to 10.

Respective responsibilities of trustees and examiner

The trustees (some of whom 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 period 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 (WIGAN) LTD

**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		39,134	-	39,134	1,063
Total incoming resources		<u>39,134</u>	<u>-</u>	<u>39,134</u>	<u>1,063</u>
RESOURCES EXPENDED					
Costs of generating funds:		-	-	-	13
Charitable activities:					
Running costs of centre	2	40,184	-	40,184	-
Total resources expended		<u>40,184</u>	<u>-</u>	<u>40,184</u>	<u>13</u>
NET INCOME/(EXPENDITURE) FOR THE PERIOD		(1,050)	-	(1,050)	1,050
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>1,050</u>	<u>-</u>	<u>1,050</u>	<u>-</u>
TOTAL FUNDS CARRIED FORWARD	3	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>1,050</u></u>

The surplus for the period for Companies Act purposes is net movement in funds of £nil (2015 £1,050).

The notes set out on pages 8 to 10 form part of these financial statements.

HOP SKIP AND JUMP (WIGAN) LTD (REGISTERED NUMBER: 08703651)

**BALANCE SHEET
AS AT 31 JANUARY 2016**

	Notes	31 Jan 2016 £	31 Jan 2015 £
CURRENT ASSETS			
Bank current account	-		1,050
		<u> </u>	
	-		1,050
CREDITORS			
Amounts falling due within one year	-		
		<u> </u>	
NET CURRENT ASSETS			
		<u> </u>	<u>1,050</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u> </u>	<u>1,050</u>
FUNDS OF THE CHARITY			
Unrestricted funds		-	1,050
Restricted funds		<u> </u>	<u> </u>
	4	<u> </u>	<u>1,050</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:

.....
Rev C Carter
(Trustee)

.....
Mrs C Mitchell
(Trustee)

The notes set out on pages 8 to 10 form part of these financial statements.

HOP SKIP AND JUMP (WIGAN) LTD

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

No material uncertainties that may cast significant doubt about the ability of the company to continue as a going concern have been identified by the directors.

b) 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 included 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 included 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 included when receivable.

c) 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.

d) 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.

HOP SKIP AND JUMP (WIGAN) LTD

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 JANUARY 2016

2 RUNNING COSTS OF CENTRE

	2016 £	2015 £
Salaries	12,999	
Grants paid	26,337	
Sundry expenses	<u>848</u>	<u>13</u>
	<u>40,184</u>	<u>13</u>

3 STAFF COSTS

	2016 £	2015 £
Salaries		
Social Security		
	<u>-</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 year was:

	2016	2015
Care workers	<u>1</u>	<u>-</u>

4 ANALYSIS OF NET ASSETS BETWEEN FUNDS

Fund balances at 31 January are represented by:

	Unrestricted Funds £	Restricted Funds £	2016 Total £
Current Assets	-	-	-
Current Liabilities	<u>-</u>	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>	<u>-</u>

HOP SKIP AND JUMP (WIGAN) LTD

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 JANUARY 2016

5 RELATED PARTY TRANSACTIONS

The trustees of Hop Skip and Jump (Wigan) Ltd 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 (West Sussex)

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 (West Sussex)

The following income was received from related parties:

	31 Jan 2016 £	31 Jan 2015 £
Grants received:		
Hop Skip & Jump Foundation	11,686	63
Hop, Skip and Jump (South West)	1,101	-
Hop, Skip and Jump (Cotswold)	10,000	-
Hop Skip and Jump (West Sussex)	3,550	-
	<u>26,337</u>	<u>63</u>
Grants paid:		
Hop Skip & Jump Foundation	8,321	-
Hop, Skip and Jump (South West)	38	-
	<u>8,359</u>	<u>-</u>

HOP SKIP AND JUMP (WIGAN) LTD

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

	31 Jan 16 £	31 Jan 15 £
Income		
Donations	1,300	1,000
Grants	37,228	63
Fees	<u>606</u>	<u>-</u>
	<u>39,134</u>	<u>1,063</u>
Expenditure		
Wages	12,999	-
Grants paid	26,337	-
Sundry expenses	<u>848</u>	<u>13</u>
	<u>40,184</u>	<u>13</u>
Surplus/(deficit) for the period	<u><u>(1,050)</u></u>	<u><u>1,050</u></u>

This page does not form part of the financial statements