THE BRISTOL CHILDREN'S HELP SOCIETY (A COMPANY LIMITED BY GUARANTEE)

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DIRECTORS REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2005

Registered Charity Number: 1092921 Company Registered Number: 4463732

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## LEGAL AND ADMINISTRATIVE INFORMATION For the year ended 31 December 2005

#### **Directors**

A Colman
B Hall
D J Dimmer - resigned 6th October 2005
J W Lamus
K J Dilley
M J Hardwick
Mrs B R Pendle
Mrs W P Tipple

#### **Company Registered Number**

4463732

#### **Charity Registered Number**

1092921

#### **Company secretary**

**Ovalsec Limited** 

#### **Registered Office and Operation Address**

Barton Childrens Centre, Barton, Winscombe, BS25 1DY.

#### **Bankers**

National Westminster Bank plc, 32 Corn Street, Bristol, BS99 4UG.

#### **Solicitors**

Osborne Clarke, 2 Temple Back, East Temple Quay, Bristol, BS1 6EG.

#### **Auditors**

Bentley Jennison Chartered Accountants, Howard House, Queens Avenue, Bristol, BS8 1QT

## DIRECTORS' REPORT For the year ended 31 December 2005

The Directors submit their annual report and the financial statements of The Bristol Children's Help Society for the year ended 31 December 2005.

#### **Activities**

The company is a charity and its main activity continues to be the provision of free or subsidised holidays for children of primary school age at its residential centre.

#### **Status**

The organisation is a charitable company limited by guarantee, incorporated on 18 June 2002 with registration number 4463732.

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

#### Reference and Administrative Details

The Society is run by its President and a voluntary Board of Directors:

J C T Harvey - President

M J Hardwick - Chairman, A Colman, K Dilley, B Hall, J Lamus, B Pendle and W Tipple

#### Structure, Governance and Management

The Directors meet formally six times a year to determine matters relating to the strategic and day to day running of the Society and centre. This is supported by fund raising, building / health & safety, membership and domestic sub-committees. Special meetings are called to discuss and decide on issues of major import.

Normal practice for the introduction of new trustees is:

Six to twelve months work with the organisation before being considered, by the trustees, for adoption as a trustee.

A declaration, by the individual, that they are not aware of any reason that would either disbar them or make them unsuitable to become a trustee.

Obtain Criminal Records Bureau clearance.

Although not mandatory it is the policy of the Charity, in order to ensure sound financial practice, to have its annual accounts independently audited.

#### Results

The net resources expended for the year were £54,238
Last year the net resources expended were £31,414
The charitable company's general reserves were £1,227,773 (2004 - £1,282,011).

### DIRECTORS' REPORT For the year ended 31 December 2005

#### Financial and Reserves Policies

To hold at any given time the equivalent of one years total annual running costs. This ensures sufficient funds are available to finance the following twelve months commitment to free and subsidised holidays. It will also enable the charity to maintain the site in the event of forced closure resulting from events outside of the charity's control (e.g. The restrictions that were imposed during the most recent outbreak of foot and mouth).

This represents a change to our previous policy of holding in reserve, the equivalent of two years annual running costs.

This decision has been taken to supplement funding for what is a circa £1million capital investment project to renovate existing premises, improve energy efficiency and increase the number of children we can help.

All reserves to be invested to ensure total security of the invested capital, whilst still producing an income. This is currently achieved through the use of high interest bank accounts and placing appropriate sums on the shorter term money market.

Current free funds, in excess of the one-year financial security requirement, will be allocated as part funding for the current five-year refurbishment and development project.

#### Risk

The charitable company carries out risk assessments and has a series of published policies, which are designed to minimise risks to its guests and property. These documents are continually monitored and updated to reflect changes in legislation and to the facilities provided at the centre.

The assets and possible third party liabilities are protected by insurance, which is regarded as adequate. A full review of insurances will be carried out, with our insures, in 2006.

#### Review of progress and achievements

The number of children using the centre continues to be 1,500 per year. Through careful planning it is our intention to maintain this level whilst renovation and improvement works are undertaken. Subsequent to this work being completed we plan a steady increase in the number of children we can help each year.

During the twelve months to the 31st December 2005, the Charity has focused on ensuring the long-term viability of its main assets, the site and buildings used to provide breaks for children. Following surveys of the buildings, we have put in place plans to re-roof the dormitories and the sports hall. In addition we have also installed new sewage treatment facilities to enable increased use of the site and ensure we satisfy environmental legislation.

A major capital fundraising project will commence in 2006, to raise sufficient funds to bring all current buildings to a good standard and increase the capacity of the study centre. This is a long-term project, which, in addition to increasing the number of children using the centre, forms the major part of our current five-year business plan.

## DIRECTORS' REPORT For the year ended 31 December 2005

Many of the works planned are intended to improve all weather facilities at the centre. This will, in turn, increase the number of subsidised holiday weeks we can offer. As the majority of the Society's costs are site related rather than usage related this will, in the long-term also result in a closing of the Society's funding gap on running costs.

In the interim fundraising activity, to cover running costs, will also be increased during 2006.

#### **Auditors**

Bentley Jennison were appointed as the charitable company's auditors during the year and have expressed their willingness to continue in that capacity.

This report as been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities and in accordance with the special provision of Part VII of the Companies Act 1985 relating to small entities.

Approved by the Board of Directors on

Signed on its behalf by

M J Hardwick Chairman

# INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF BRISTOL CHILDREN'S HELP SOCIETY For the year ended 31 December 2005

We have audited the financial statements on pages 6 to 12 which have been prepared on the basis of the accounting policies set out on page 8.

This report is made solely to the company's members, as a body, in accordance with S.235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

#### Respective Responsibilities of the Board and Auditors

As described on page 3, the members of the board, who are directors for the purpose of company law and trustees for the purpose of charity law, are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

#### **Basis of Opinion**

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the judgements made by the management committee in the preparation of financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

#### **Opinion**

In our opinion the financial statements give a true and fair view of the charitable company's state of affairs as at 31 December 2005 and of the incoming resources and application of resources, including its income and expenditure, for the year ended and have been properly prepared in accordance with the Companies Act 1985.

Bentley Jennison Chartered Accountants

Registered Auditors Howard House

Queens Avenue

Clifton Bristol

**BS8 1QT** 

Date ... 17 9 06

## STATEMENT OF FINANCIAL ACTIVITIES For the year ended 31 December 2005

	Notes	Fund	Unrestricted Funds	Total Funds	Total Funds
	Notes	2005	2005	2005	2004
Incoming Resources					
Donations and gifts	2	-	26,604	26,604	54,828
Holiday rents	3	-	25,875	25,875	30,790
Other rent	4	-	13,079	- 13.070	- 14,462
Bank interest Investment income	4 4	-	13,079	13,079	14,402
Income from Society activities	7		-	- -	<del>.</del>
Membership subscriptions		-		-	-
Total Incoming Resources	-		65,558	65,558	100,080
Resources Expended					
Direct charitable expenditure  Management and administration	5	-	116,259	116,259	123,761
of the charity	5	<u>-</u>	3,537	3,537	7,733
Total Resources Expended	-	_	119,796	119,796	131,494
Net Incoming Resources / (Resources expended)		-	(54,238)	(54,238)	(31,414)
Net Movement in Funds for the Year	-	-	(54,238)	(54,238)	(31,414)
Total Funds At 1 January 2005		83,220	1,198,791	1,282,011	1,313,425
Total Funds At 31 December 2005	-	83,220	1,144,553	1,227,773	1,282,011

The Statement of Financial Activities includes all gains and losses recognised in the year.

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

## BALANCE SHEET As at 31 December 2005

Fixed assets	Notes		2005	2004
Tangible fixed assets Investments	8 9	_	801,963 1 801,964	770,390 1 770,391
Current assets				
Debtors Cash at bank and in hand	10	7,005 421,361 428,366		6,341 512,192 518,533
Creditors				
Amounts falling due within one year	11 _	(2,557)	425,809	<u>(6,913)</u> 511,620
Net assets		- -	1,227,773	1,282,011
Funds				
Unrestricted	13		1,144,553	1,198,791
Restricted	13		83,220	83,220
		_	1,227,773	1,282,011

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002).

The financial statements were approved by the Board on

and signed on their behalf by

J Lamus Director

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

### NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 December 2005

#### 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 June 2002). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in October 2000, applicable accounting standards and the Companies Act 1985.

#### 1.2 Company status

The Charity is a company limited by guarantee. The members of the company are the Directors 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 Income resources

Income is recognised in the statement of financial resources on a receivable basis except that income tax recoverable is accrued to the accounting date and included in incoming resources and debtors. Income applicable to VAT is included net.

#### 1.4 Resources expended

Expenditure is included net of VAT where applicable in the statement of financial activities. Direct charitable expenditure relates to the cost of running and maintaining the Society's freehold property for the provision of holiday accommodation and the cost of other services provided for the care of necessitous children in accordance with the objects of the Society's Constitution.

#### 1.5 Depreciation

Depreciation is provided on tangible fixed assets at the following annual rates in order to write-off the assets over their estimated useful lives:

**Buildings** 

2% on cost

Equipment, fittings etc

15% on written down value

#### 1.6 Fixed assets

Tangible fixed assets represent those assets, the cost of which has been incurred and capitalised by the charity.

Fixed asset investments are stated at market value at the balance sheet date.

Realised and unrealised gains and losses on these assets are included in the Statement of Financial Activities.

#### 1,7 Cash flow statement

The accounts do not include a cash flow statement because the Society, as a small entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 Cash Flow Statements and Statement of Recommended Practice - Accounting by Charities.

## NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 December 2005

_						
2	Donations, Legacies and Similar Inc	oming Res	sources			
			Restricted	Unrestricted	Total	Total
			Fund	Funds	Funds	Funds
			2005	2005	2005	2004
	Donations	-	-	26,604	26,604	54,828
3	Incoming Resources From Activities	in Furthe	rance of the (	Charitv's Obled	ets	
				•		<b>-</b>
				Unrestricted	Total	Total
			Fund 2005	Funds 2005	Funds 2005	Funds 2004
		_	2003	2003	2005	2004
	Holiday rents	-		25,875	25,875	30,790
4	Other Incoming Resources					
			Restricted	Unrestricted	Total	Total
			Fund	Funds	Funds	Funds
			2005	2005	2005	2004
	Bank interest receivable Investment income		-	13,079 -	13,079 -	14,462 -
		-	0	13,079	13,079	14,462
5	Analysis of Resources Expended by	Expenditu	ıre Type			
		Staff	Other	Depre-	Total	Total
		costs	costs	ciation		
		2005	2005	2005	2005	2004
	Cost of activities in futherance of charity's objects:					
	Children's holiday accommodation services	1,080	96,395	18,784	116,259	123,761
	-	1,080	96,395	18,784	116,259	123,761
	Other expenditure :					
	Audit and accountancy charges		2,000		2,000	4,700
	Bank charges		32		32	18
	General administration expenses		1,505		1,505	3,015
	=		3,537	<u> </u>	3,537	7,733
6	Net Incoming Resources					
	This is stated after charging:				2005	2004
	Depreciation of tangible fixed assets				18,784	17,933
	Auditors remuneration			-	2,000	4,700
				=	20,784	_22,633

#### NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 December 2005

7	Staff Costs and Numbers	2005	2004
	Wages and salaries	1,080	1,080

The average number of employees for the period was one. No employee received remuneration amounting to more than £50,000 in the period. During the year no Directors received any remuneration.

#### 8 Tangible fixed assets

	Land, Buildings & Improvements	Furniture fittings & equipment	Totaí
Cost	·		
At 1 January 2005 Additions Disposals	789,017 49,076	16,719 1,281	805,736 50,357
At 31 December 2005	838,093	18,000	856,093
Depreciation			
At 1 January 2005 Charge for the year On disposals	30,828 16,762	4,518 2,022	35,346 18,784
At 31 December 2005	47,590	6,540	54,130
Net book value			
At 31 December 2005	790,503	11,460	<u>80</u> 1,963
At 31 December 2004	758,189	12,201	770,390

The tangible fixed assets were given to the company by Bristol Childrens Help Society on 1 Apirl 2003.

The original freehold land and buildings were donated in 1890 and were never valued in the accounts. Therefore there is no value included in these accounts for the freehold land owned by the charity.

The cost of the original development at Barton Camp did not include labour costs as they were financed by the Man Power Services Commission. The recent development of the Activity Centre and refurbishment of the swimming pool have been included at cost.

All tangible assets are used for direct charitable purposes.

#### NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 December 2005

9	Fixed asset investments  Cost Additions At 31 December 2005	Shares in group undertakings 1	Total 1
	Subsidiary undertaking		
	The following was a subsidiary undertaking of the compa	ny:	
	Peak Teambuild Limited		
	The aggregate of the share capital and reserves as at 31 for the year ended on the date for the subsidiary undertain		f the profit or loss
		Aggregate of share capital and reserves	Profit / (loss)
	Peak Teambuild Limited		-
10	Debtors Due Within One Year	2005	2004
	Trade debtors	5,146	1,821
	Other debtors Income tax recoverable VAT recoverable	1,859	760 1,859 1,901
		7,005	3,760
11	Creditors Due Within One Year	2005	2004
	Trade creditors VAT Liability Amounts owed to group undertakings	556 1	<b>212</b> 1
	Accruals and deferred income	2,000	6,700

2,557

6,913

#### NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 December 2005

	Brought Forward	Incoming	Resources	Carried
	Forward	Resources	Expended	Forward
General Funds				
General Funds	1,198,791	65,558	119,796	1,144,553
-	1,198,791	65,558	119,796	1,144,553
Restricted Funds				
President's Anneal Fund	83 220		_	83 220

President's Appeal Fund	83,220		-	83,220
	83,220	-		83,220
Total of Funds	1,282,011	65,558	119,796	1,227,773

Summary of Funds				
General Funds	1,198,791	65,558	119,796	1,144,553
Restricted Funds	83,2 <u>2</u> 0	<u>-</u>	•	83,220

65,558

119.796

1,227,773

1,282,011

#### 13 Analysis of net assets between funds

	Restricted Fund 2005	Unrestricted Funds 2005	Total Funds 2005	Total Funds 2004
Tangible fixed assets Investments Current assets Current liabilities		801,963 1 428,366 (2,557)	801,963 1 428,366 (2,557)	770,390 1 518,533 (6,913)
	-	1,227,773	1,227,773	1,282,011

Purpose of restricted funds

President's Appeal Fund:

Redevelopment of Study Centre at Barton Camp.

#### 14 Taxation

12

Statement of Funds

As a registered charity it is understood that the company is entitled to exemption from taxation on profits derived from its charitable activities. No such profits arose in the year to 31 December 2005.

#### 15 Subsidiary company

The Bristol Children's Help Society owns the whole of the issued share capital of Peak Teambuild Limited, a company registered in England and Wales. During the year, Peak Teambuild Limited was dormant.