

REGISTERED COMPANY NUMBER: NI 042091 (Northern Ireland)  
REGISTERED CHARITY NUMBER: XR54360

Report of the Trustees and  
Financial Statements for the Year Ended 31 March 2013  
for  
Colin Neighbourhood Sure Start Project

Lynn Drake & Co Ltd  
Statutory Auditors  
1st Floor  
34 B-D Main Street  
Moirá  
Co. Armagh  
BT67 0LE



**Colin Neighbourhood Sure Start Project**

**Contents of the Financial Statements**  
**for the Year Ended 31 March 2013**

	Page
Report of the Trustees	1 to 3
Report of the Independent Auditors	4 to 5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Financial Statements	8 to 13
Detailed Statement of Financial Activities	14

## **Colin Neighbourhood Sure Start Project**

### **Report of the Trustees** **for the Year Ended 31 March 2013**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2013. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Company number**

NI 042091 (Northern Ireland)

##### **Registered Charity number**

XR54360

##### **Registered office**

Unit 21  
Dairy Farm Complex  
Stewartstown Road  
Dunmurry  
Co. Antrim  
BT17 0AW

##### **Trustees**

Theresa Brady	(Joint-Chairperson)
Maureen Jamison	(Joint-Chairperson)
Ann McLarnon	(Secretary)
Anthony McCabe	
Kyra Pauley	
Lorraine Coulter	
Brenda McDaniel	
Lynda Vladeanu	

##### **Company Secretary**

Ann McLarnon

##### **Auditors**

Lynn Drake & Co Ltd  
Statutory Auditors  
1st Floor  
34 B-D Main Street  
Moirá  
Co. Armagh  
BT67 0LE

##### **Bankers**

Bank of Ireland  
202 Andersonstown Road  
Belfast  
Co. Antrim  
BT11 9EB

## **Colin Neighbourhood Sure Start Project**

### **Report of the Trustees** **for the Year Ended 31 March 2013**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

##### **Governance of the Charity**

During the period under review the directors met monthly. Trustees/directors are appointed by nominations made in writing by any existing director. At the General Meeting nominated directors are appointed by election.

##### **Risk management**

The directors have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that the systems are in place to mitigate any exposure to the major risks.

#### **OBJECTIVES AND ACTIVITIES**

##### **Principle Activities and Future Development**

The Company encompasses the following activities:

To enhance the development and education of children below statutory age

and

To relieve poverty, sickness and distress among those in necessitous circumstances in Colin Neighbourhood.

#### **FINANCIAL REVIEW**

##### **Reserves policy**

The Charity is funded by the Eastern Health and Social Services Board through the Down Lisburn Trust.

On Occasion the charity also receives restricted income from other funders. The Charity has to monitor its compliance with the policy of funding on a regular basis.

##### **Principle funding sources**

Principle funders are:

- Eastern Childcare Partnership
- Public Health Agency

## **Colin Neighbourhood Sure Start Project**

### **Report of the Trustees** **for the Year Ended 31 March 2013**

#### **STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees (who are also the directors of Colin Neighbourhood Sure Start Project for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

#### **AUDITORS**

The auditors, Lynn Drake & Co Ltd, will be proposed for re-appointment at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

#### **ON BEHALF OF THE BOARD :**

Ann McLarnon Secretary



13 December 2013

**Report of the Independent Auditors to the Members of  
Colin Neighbourhood Sure Start Project**

We have audited the financial statements of Colin Neighbourhood Sure Start Project for the year ended 31 March 2013 on pages six to thirteen. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of trustees and auditors**

As explained more fully in the Statement of Trustees Responsibilities set out on page three, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors, including APB Ethical Standard - Provisions Available for Small Entities (Revised), in the circumstances set out in note 15 to the financial statements

**Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2013 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

**Report of the Independent Auditors to the Members of  
Colin Neighbourhood Sure Start Project**

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Report of the Trustees.



Billy Drake (Senior Statutory Auditor)  
for and on behalf of Lynn Drake & Co Ltd  
Statutory Auditors  
1st Floor  
34 B-D Main Street  
Moirra  
Co. Armagh  
BT67 0LE

13 December 2013

**Colin Neighbourhood Sure Start Project****Statement of Financial Activities  
for the Year Ended 31 March 2013**

	Notes	Unrestricted fund £	Restricted funds £	31.3.13 Total funds £	31.3.12 Total funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from charitable activities</b>	2				
Colin		-	813,217	813,217	773,800
Public Health Agency		-	3,500	3,500	4,021
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total incoming resources</b>		-	816,717	816,717	777,821
 <b>RESOURCES EXPENDED</b>					
<b>Charitable activities</b>	3				
Colin		-	505,347	505,347	440,845
South Eastern Trust		-	291,754	291,754	336,498
Public Health Agency		-	3,500	3,500	911
<b>Governance costs</b>	4	-	10,250	10,250	5,702
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total resources expended</b>		-	810,851	810,851	783,956
		<hr/>	<hr/>	<hr/>	<hr/>
<b>NET INCOME/(EXPENDITURE) FOR THE YEAR</b>		-	5,866	5,866	(6,135)
 <b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		-	21,104	21,104	27,239
		<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS CARRIED FORWARD</b>		-	26,970	26,970	21,104
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

The notes form part of these financial statements



**Colin Neighbourhood Sure Start Project**

**Balance Sheet**

**At 31 March 2013**

	Notes	31.3.13 £	31.3.12 £
<b>CURRENT ASSETS</b>			
Debtors	9	4,046	2,343
Prepayments and accrued income		19	-
Cash at bank and in hand		30,268	24,778
		<hr/>	<hr/>
		34,333	27,121
 <b>CREDITORS</b>			
Amounts falling due within one year	10	(7,363)	(6,017)
		<hr/>	<hr/>
<b>NET CURRENT ASSETS</b>		26,970	21,104
		<hr/>	<hr/>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		26,970	21,104
		<hr/>	<hr/>
<b>NET ASSETS</b>		26,970	21,104
		<hr/>	<hr/>
 <b>FUNDS</b>	12		
Restricted funds		26,970	21,104
		<hr/>	<hr/>
<b>TOTAL FUNDS</b>		26,970	21,104
		<hr/>	<hr/>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 13 December 2013 and were signed on its behalf by:

  
Ann McLarnon -Trustee

  
Theresa Brady -Trustee

The notes form part of these financial statements

## **Colin Neighbourhood Sure Start Project**

### **Notes to the Financial Statements** **for the Year Ended 31 March 2013**

#### **1. ACCOUNTING POLICIES**

##### **Basis of preparing the financial statements**

The accounts are prepared on the going concern basis.

##### **Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

##### **Exemption from preparing a cash flow statement**

Exemption has been taken from preparing a cash flow statement on the grounds that the charitable company qualifies as a small charitable company.

##### **Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

##### **(i) Grants**

Grants represented all amounts received and receivable during the year. Grants that relate to specific capital expenditure are treated as restricted income which is credited to the Statement of Financial Activities. Revenue grants are credited to the Statement of Financial Activities in the same year as the related expenditure is incurred.

##### **(ii) Donations**

This comprises amounts received during the year.

##### **(iii) Other income**

This includes all other income received and receivable during the year.

##### **Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### **(i) Direct Charitable Expenditure**

This represents all expenditure directly attributable to charitable causes.

##### **(ii) Governance Costs**

This includes all other expenditure not directly allocated above and a proportion of the overheads costs attributable to the management and administration of the company.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Equipment	- 25% Straight Line
-----------	---------------------

## Colin Neighbourhood Sure Start Project

### Notes to the Financial Statements - continued for the Year Ended 31 March 2013

#### 1. ACCOUNTING POLICIES - continued

##### **Taxation**

The charity is a registered charity and so such is entitled to certain tax exemptions on income and profits from investments and surpluses on any trading activities carried on in furtherance of the charity's primary objectives, if these profits and surpluses are applied solely for charitable purposes.

##### **Fund accounting**

The Charity has various types of funds for which it is responsible, and which require separate disclosure. These are as follows:

##### **(i) Restricted Funds**

Grants or donations received, which are earmarked by the donor for specific purposes within the overall aims of the organisation

##### **(ii) Unrestricted Funds**

Funds which are expendable at the discretion of the Directors in furtherance of the objects of the charity. Such funds may be held in order to finance capital investment and working capital

#### 2. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Activity	31.3.13 £	31.3.12 £
Grants	Colin	813,217	773,800
Grants	Public Health Agency	3,500	4,021
		<u>816,717</u>	<u>777,821</u>

Grants received, included in the above, are as follows:

	31.3.13 £	31.3.12 £
Eastern Childcare Partnership	813,217	773,800
Public Health Agency	3,500	4,021
	<u>816,717</u>	<u>777,821</u>

#### 3. CHARITABLE ACTIVITIES COSTS

	Direct costs £	Totals £
Colin	505,347	505,347
South Eastern Trust	291,754	291,754
Public Health Agency	3,500	3,500
	<u>800,601</u>	<u>800,601</u>

**Colin Neighbourhood Sure Start Project**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2013**

**4. GOVERNANCE COSTS**

	31.3.13	31.3.12
	£	£
Staff Recruitment and Adverts	4,818	2,220
Outsource finance	3,326	-
Legal / Professional fees	126	1,562
Auditors' remuneration	1,980	1,920
	<u>10,250</u>	<u>5,702</u>

**5. NET INCOMING/(OUTGOING) RESOURCES**

Net resources are stated after charging/(crediting):

	31.3.13	31.3.12
	£	£
Auditors' remuneration	<u>1,980</u>	<u>1,920</u>

**6. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2013 nor for the year ended 31 March 2012.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2013 nor for the year ended 31 March 2012.

**7. STAFF COSTS**

	31.3.13	31.3.12
	£	£
Wages and salaries	<u>442,863</u>	<u>437,929</u>

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

31.3.13	31.3.12
<u>21</u>	<u>23</u>

No employees received emoluments in excess of £60,000.

**Colin Neighbourhood Sure Start Project**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2013**

**8. TANGIBLE FIXED ASSETS**

	Equipment £
<b>COST</b>	
At 1 April 2012 and 31 March 2013	21,932
<b>DEPRECIATION</b>	
At 1 April 2012 and 31 March 2013	21,932
<b>NET BOOK VALUE</b>	
At 31 March 2013	-
At 31 March 2012	-

**9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.13	31.3.12
	£	£
Owed by Groups / Partners	4,046	2,343

**10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.13	31.3.12
	£	£
Accruals and deferred income	7,363	6,017

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

	Unrestricted fund £	Restricted funds £	31.3.13 Total funds £	31.3.12 Total funds £
Current assets	-	34,333	34,333	27,121
Current liabilities	-	(7,363)	(7,363)	(6,017)
	-	26,970	26,970	21,104

## Colin Neighbourhood Sure Start Project

### Notes to the Financial Statements - continued for the Year Ended 31 March 2013

#### **12. MOVEMENT IN FUNDS**

	At 1/4/12 £	Net movement in funds £	At 31/3/13 £
<b>Restricted funds</b>			
Eastern Childcare Partnership	14,758	5,866	20,624
Public Health Agency	6,346	-	6,346
	<hr/>	<hr/>	<hr/>
	21,104	5,866	26,970
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>21,104</u>	<u>5,866</u>	<u>26,970</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Restricted funds</b>			
Eastern Childcare Partnership	813,217	(807,351)	5,866
Public Health Agency	3,500	(3,500)	-
	<hr/>	<hr/>	<hr/>
	816,717	(810,851)	5,866
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>816,717</u>	<u>(810,851)</u>	<u>5,866</u>

#### **13. CONTINGENT LIABILITIES**

A contingent liability exists to repay grants received should certain conditions not be fulfilled by the charity.

#### **14. RELATED PARTY DISCLOSURES**

The South Eastern Health & Social Care Trust paid the Colin Neighbourhood Sure Start Project £117,956 in the year ended 31 March 2013 (2012: £149,623) with regard to salaries and wages for staff seconded to the CNSSP.

Payments were also made on behalf of CNSSP by the South Eastern Health & Social Care Trust to the CNSSP Partners. Total partner spend in the year ended 31 March 2013 was £172,866 (2012: £183,304). A service level agreement has been agreed between CNSSP and each specific partner before processing of these payments.

**Colin Neighbourhood Sure Start Project**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2013**

**15. APB ETHICAL STANDARD - PROVISIONS AVAILABLE FOR SMALL ENTITIES**

In common with many other businesses of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements.

**Colin Neighbourhood Sure Start Project****Detailed Statement of Financial Activities**  
**for the Year Ended 31 March 2013**

	31.3.13 £	31.3.12 £
<b>INCOMING RESOURCES</b>		
<b>Incoming resources from charitable activities</b>		
Grants	816,717	777,821
<b>Total incoming resources</b>	816,717	777,821
<b>RESOURCES EXPENDED</b>		
<b>Charitable activities</b>		
Salaries and Pensions	442,863	437,929
Travel	4,792	4,132
Direct Running Costs	21,204	23,290
Training and Development	15,401	11,056
Programme Costs - Outreach	5,232	5,366
Programme Costs - Toys	6,680	4,191
Grants to Other Partners/Group	199,946	185,744
Repairs and Maintenance	7,789	3,484
Rent	24,640	21,657
Publications and Resources	5,218	5,179
Printing, Stationery & Postage	9,170	6,093
Direct Development Project Cos	38,394	51,597
Sundry Expenses	19,272	18,536
	800,601	778,254
<b>Governance costs</b>		
Staff Recruitment and Adverts	4,818	2,220
Outsource finance	3,326	-
Legal / Professional fees	126	1,562
Auditors' remuneration	1,980	1,920
	10,250	5,702
<b>Total resources expended</b>	810,851	783,956
<b>Net income/(expenditure)</b>	5,866	(6,135)

This page does not form part of the statutory financial statements