

**Family Equip
(A Company Limited by Guarantee)**

Registered number 5596057
Charity number 1112769

Report and Financial Statements

For the Year Ended 31 March 2011

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**FAMILY EQUIP
(A COMPANY LIMITED BY GUARANTEE)**

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**FAMILY EQUIP
(A COMPANY LIMITED BY GUARANTEE)**

**STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME EXPENDITURE ACCOUNT) FOR YEAR ENDED 31 MARCH 2011**

Legal and Administrative Details

Charity Name	Family Equip
Address of Charity	2 Rollswood Drive Solihull B91 1NL
Company Registration No	5596057
Charity Registration No	1112769
Trustees	Peter English (Chairman) Stephen Bates (Secretary) Bruce Hipwell (Treasurer) Anne Daka
Advisors	Rachel Ievins Laura Bates Marilynn Wort Anne Daka
Manager	David Wort (Voluntary)
Bankers	Santander Business Banking Accounts Management Bridle Road Bootle Merseyside G1R 0AA
Solicitors	Lawson Lewis & Co 37 Brassey Avenue Hampden Park Eastbourne East Sussex BN22 9QD
Reporting Accountants	Dains LLP Third Floor Fort Dunlop Fort Parkway Birmingham B24 9FD

**FAMILY EQUIP
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**STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME EXPENDITURE ACCOUNT) FOR YEAR ENDED 31 MARCH 2011**

STRUCTURE/ GOVERNANCE AND MANAGEMENT

Family Equip was registered as a company limited by guarantee in October 2005 and this company was registered as a charity in January 2006. A team of Trustees, Advisors and one voluntary member of staff manages the charity. We pay two sessional workers who supervise play activities in our therapeutic clubs.

The company was constituted under a Memorandum and Articles of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

All trustees and volunteers adhere to the faithworks charter. Part of this charter states:

We will develop a professional approach to management, practice and funding by:

- 1 Implementing a management structure, which fosters and encourages participation by staff at all levels to facilitate the vision of Family Equip
- 2 Setting and reviewing measurable outcomes regularly evaluating our management structure. We will recognise the need for organisational flexibility and the good stewardship of resources
- 3 Doing all we can to ensure that we are not over dependant on any one source of funding
- 4 Implementing best practice in terms of Health and Safety and Child Protection in order to protect our staff and volunteers and clients
- 5 Handling our funding in a transparent and accountable way and to give relevant people from outside Family Equip reasonable access to our accounts

RISK MANAGEMENT

Family Equip has given particular attention to our Child Protection Policy and the obtaining of Criminal Record Bureau checks for all volunteers.

As more volunteers undertake family support work we will need to give attention within our training to lone working and health and safety matters. All volunteers will be reminded of our personal responsibilities when transporting children or adults in our cars.

Family Equip takes out annual insurance from Howden Professionals. This covers public liability, professional indemnity, libel and slander and any civil liability other than as described above.

Indemnity Limit £1,500,000

Professional Services covered are our Counselling, Support, Advocacy, Stress Management and Therapeutic Groups.

Including, where applicable, the provision of supervision and training in these activities.

Cover is provided by Dual Corporate Risks Limited acting for Arch Insurance Company (Europe).

A resolution was signed on the 10th April 2006 requiring all cheques to require two signatures for sums over £50.

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In the Summer of 2010 Family Equip advertised 2 sessional worker posts to assist with the therapeutic clubs. The sessional workers, who are self employed, have taken on responsibilities for various aspects of the planning and supervision of the clubs, and therefore lessened the responsibility of the Manager.

RECRUITMENT AND APPOINTMENT OF TRUSTEES

The Trustees of the charity are also charity trustees for the purpose of charity law. Trustees are appointed by consideration of their expertise in their field and their known contribution to the objects of the charity. Appointments are considered by the full Board and the skills mix of the Board is kept under regular review. The Board of Trustees are supported by a team of advisors whose skills are complementary to the Trustees.

OBJECTS OF CHARITY

The purpose of our charity is to preserve and protect the health and advance the education of families with mental health problems, development disorders and behaviour difficulties. We do this through a variety of voluntary activities.

ACTIVITIES

- Telephone Helpline
- Family support work
- Therapeutic clubs
- Working with schools
- Support group for parents and parenting training

SUMMARY OF DEVELOPMENTS April 2010 to March 2011

In January 2010 we applied to BBC Children in Need for a grant to further support the development of our therapeutic clubs and pay sessional workers from those clubs. We received a grant for 3 years, paid quarterly. These payments started in August 2010. The money from BBC Children in Need has doubled our previous income. The advert for the sessional workers produced a lot of interest from people who volunteered to assist in the therapeutic clubs. As a result, we have increased our volunteer base considerably. The funding acquired has enabled us to expand the therapeutic work so that we have provided 78 groups between August 2010 and July 2011.

Other significant grants during this financial year were

- £500 from Bryant Trust
- £1,330 from Solihull MBC providing one school with support through the targeted mental health project in schools Tahms
- £600 through the Charity Aid foundation from the national grid employees scheme

The number of families seeking help continued to grow. We now have over 200 families on our data base. The helpline continues to serve parents and their main request is for information about the children's clubs.

As our number of volunteers has grown so we have been able to expand therapeutic work for some children on a one to one basis and in groups.

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The manager and volunteers continue to experiment with materials which help the young people develop their emotional intelligence, social skills, self awareness and esteem. These are used in the four clubs

- Boys with Aspergers 12-17 years old
- Boys with Aspergers 8-12 years old
- Girls with Aspergers 11-16 years
- Siblings of these children

In 2011 we will be developing an understanding anger course for small groups of children

FINANCE REVIEW

Currently money is not spent until it is received. Most money received has been designated for a particular project. Our accounts therefore are coded so we can monitor expenditure from each budget. Budget headings are as follows

- Therapeutic Clubs
- Family Support Services

We also have to provide accounts for children in need explaining each year's expenditure. The first report will be required on 1 August 2011

TRUSTEES' RESPONSIBILITIES

The Trustees (who are also directors of Family Equip 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 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 the year. In preparing these financial statements, the Trustees 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 charitable company will continue in operation

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and 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

Approved by the Board of Trustees and signed on its behalf by

Peter English
Trustee



30 November 2011

**FAMILY EQUIP
(A COMPANY LIMITED BY GUARANTEE)**

**STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME EXPENDITURE ACCOUNT) FOR YEAR ENDED 31 MARCH 2011**

Independent Examiner's Report to the Trustees of Family Equip

I report on the accounts of the company for the year ended 31 March 2011 which are set out on pages 6 to 10

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 43(2) of the Charities Act 1993 (the 1993 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 43 of the 1993 Act,
- follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the Act, as amended), and
- state whether particular matters have come to my attention.

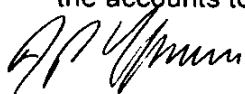
Basis of independent examiner's statement

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 presented 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 accounts 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 Charitieshave not been met, or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



A P Morris FCA
Dains LLP
Chartered Accountants

Date 15 December 2011

FAMILY EQUIP
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STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME EXPENDITURE ACCOUNT) FOR YEAR ENDED 31 MARCH 2011

	Restricted Funds 2011 £	Unrestricted Funds 2011 £	Total Funds 2011 £	Total Funds 2010 £
INCOMING RESOURCES				
<i>Incoming resources from generated fund</i>				
Voluntary income				
Donations and grants	-	3,254	3,254	3,560
<i>Incoming resources from charitable activities</i>				
Grants and contracts	6,080	-	6,080	-
Interest received	<u>-</u>	<u>2</u>	<u>2</u>	<u>3</u>
TOTAL INCOMING RESOURCES	<u>6,080</u>	<u>3,256</u>	<u>9,336</u>	<u>3,563</u>
RESOURCES EXPENDED				
Charitable activities				
Therapeutic clubs	5,515	1,041	6,556	2,833
Family support services	-	2,381	2,381	1,818
Governance costs	<u>-</u>	<u>15</u>	<u>15</u>	<u>105</u>
TOTAL RESOURCES EXPENDED	<u>5,515</u>	<u>3,437</u>	<u>8,952</u>	<u>4,756</u>
NET (OUTGOING)/INCOMING RESOURCES	<u>565</u>	<u>(181)</u>	<u>384</u>	<u>(1,193)</u>
Total funds brought forward	<u>-</u>	<u>5,703</u>	<u>5,703</u>	<u>6,896</u>
Total funds carried forward	<u>565</u>	<u>5,522</u>	<u>6,087</u>	<u>5,703</u>

The statement of financial activities includes all gains and losses recognised in the year

The notes on pages 8 and 10 form part of these financial statements

FAMILY EQUIP
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BALANCE SHEET AS AT 31 MARCH 2011

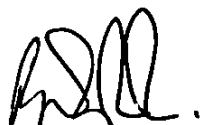
	Note	2011 £	2010 £
Fixed Assets - Tangible	5	<u>90</u>	<u>296</u>
Cash at bank		7,213	5,407
Creditors – deferred income		<u>1,216</u>	<u>-</u>
Net Assets		<u>6,087</u>	<u>5,703</u>
Charity Funds			
Unrestricted Funds		5,522	5,703
Restricted fund	6	<u>565</u>	<u>-</u>
Total Funds		<u>6,087</u>	<u>5,703</u>

For the year ending 31 March 2011 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies

Directors' responsibilities

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

Approved and authorised for issue by the Board of Trustees on 30 November 2011



Peter English
Trustee
Company Registration Number 5596057

The notes on pages 8 and 10 form part of these financial statements

**FAMILY EQUIP
(A COMPANY LIMITED BY GUARANTEE)**

BALANCE SHEET AS AT 31 MARCH 2011

1. Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the period.

a. Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with the Companies Act 2006 and the Statement of Recommended Practice Accounting and Reporting by Charities issued in March 2005.

b. Fund accounting

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

c. Restricted funds

Restricted funds are to be used for specific purposes laid down by the grant making body or donor.

d. 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 including donations and grants that provide core funding or are of a general nature are recognised when there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Such income is only deferred when
 - The donor specifies that the grant or donation must only be used in future accounting periods, or
 - The donor has imposed conditions which must be met before the charity has unconditional entitlement.
- The value of services provided by volunteers has not been included in these accounts.

e. Resources expended

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

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Administration expenditure includes overhead costs incurred in operating the charity. They include insurance, telephone and accounting costs.

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BALANCE SHEET AS AT 31 MARCH 2011

f. Tangible fixed assets

Tangible fixed assets are depreciated on a straight line basis over their estimated useful lives, commencing in the year of acquisition, as follows

Equipment 25%

2. Related Party Transactions

The charity Trustees were not paid or reimbursed expenses during the period and no charity Trustee received any emolument or payment for professional or other services

3. Trustee Remuneration and Expenses

No remuneration or expenses directly or indirectly out of the funds of the charity were paid or payable for the year to any trustee or to any person or person known to be connected to them

4. Taxation

The company is a regulated charity and no provision is considered necessary for taxation

5. Tangible Fixed Assets

	Equipment £
Cost	
As at 1 April 2010	825
Additions	<u>—</u>
As at 31 March 2011	<u>825</u>
Depreciation	
As at 1 April 2010	529
Change for the year	<u>206</u>
As at 31 March 2011	<u>735</u>
Note book value	
As at 31 March 2011	<u>90</u>
As at 31 March 2010	<u>296</u>

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BALANCE SHEET AS AT 31 MARCH 2011

6. Statement of Funds

	Brought Forward £	Income Resources £	Resources Expanded £	Carried Forward £
Unrestricted funds	5,703	3,256	(3,437)	5,522
Restricted funds				
Children in Need	-	<u>6,080</u>	<u>(5,515)</u>	<u>565</u>
Total funds	<u>5,703</u>	<u>9,336</u>	<u>8,952</u>	<u>6,087</u>

Restricted funds - Children in Need

A three year grant has been provided to fund two part time play workers and non salary costs to further support the development of the therapeutic clubs

7. Analysis of net assets between funds

	Restricted Funds £	Unrestricted Funds £	Total Funds £	Total Funds £
Tangible fixed assets	-	90	90	296
Cash at bank	1,781	5,432	7,213	5,407
Creditors				
Deferred income	<u>(1,216)</u>	-	<u>(1,216)</u>	-
Total funds	<u>565</u>	<u>5,522</u>	<u>6,087</u>	<u>5,703</u>

8. Legal status

Family Equip is a company limited by guarantee and has no share capital The liability of each member in the event of winding up is limited to £1