

**GREAT YARMOUTH AND WAVENEY CONTACT
FOR SPECIAL NEEDS HELP**

Registered Charity No. 1111097
Company Registration No. 0540276

5405276

**FINANCIAL STATEMENTS FOR THE YEAR ENDED
31st MARCH 2008**

INDEX

	page
Trustees' / Directors' Report	1 to 2
Independent Accounts Examiner's Report	3
Statement of Financial Activities	4
Balance Sheet	5
Notes to the Accounts	6 to 8

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**GREAT YARMOUTH AND WAVENEY CONTACT FOR SPECIAL NEEDS HELP
REPORT OF THE COMMITTEE
FOR THE YEAR ENDED 31st MARCH 2008**

Charity Registration Number 1111097

Company Registration Number 540276

Governing Document

Great Yarmouth and Waveney Contact for Special Needs Help is a Registered Charitable Company, limited by guarantee. The liability of members is limited to £1 each.

Its governing document is its Memorandum and Articles of Association.

Address of Charity Registered Office

Alpha Centre, Alpha Road, Great Yarmouth, Norfolk, NR30 0LG

Objectives

The aim of the Charity is to relieve and promote the welfare of children of all ages with special needs arising from mental, physical, behavioural or educational difficulties; residing in the county of Norfolk and the Waveney area; by providing advocacy, advice and assistance for the parents and/or carers of such children, through home visits, a befriending support network, and liaising with Social Services, Health, Education and other bodies.

Activities

The Charity provides the following in order to achieve its aims:

Weekly Parent Support Group; Weekly Parent and Toddler Group; Home visits, Advocacy; Statementing support; Respite Care; One to One support; Youth Club; and Holiday Play schemes; together with a free and confidential support service.

This is staffed by a senior manager, Family Support Worker, Finance / Admin officer and other staff and volunteers.

Trustees and Directors

The following were appointed and served as Trustees during the year:-

Mrs S. Loades	Chairperson	Dr L. Eastwood	Vice-chairperson
Mrs G. Budworth		Ms T. Rawling	resigned Mar.08
Mr T Agnew	resigned Dec 2007	Mrs L. Bendit	
Mrs A. Valentine		Mr K. Pull	Treasurer appointed Dec. 2007
Mrs J. Dibden			

The following were appointed and served as Company Directors during the year:-

Mr K. Dunphy	resigned Dec 2007	S. Loades	appointed Dec. 2007
G. Budworth	appointed Dec. 2007	A. Valentine	appointed Dec. 2007

Company Secretary Mrs S. Jarvis

Committee members and Directors are appointed annually at the Annual General Meeting in accordance with the Articles of Association. The Committee has the power to co-opt a Trustee to fill a vacancy.

The Charity operates a formal Induction Programme for new Trustees which includes;

- * Meetings with current trustees and the senior manager;
- * A Trustee pack of previous minutes, accounts, business plans, Code of Conduct, Eligibility declaration, Memorandum of understanding, Organisation history, staffing structure and current activities.

Responsibilities of the Trustees and Directors

The Directors and Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time, the financial position of the Charity and to enable them to ensure the accounts comply with the disclosure regulations. They are responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Company law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of the Companies affairs and the results for that year. In preparing those accounts the Trustees are required to:

- select suitable accounting policies and apply them consistently;
 - make judgements and estimates that are reasonable and prudent;
 - comply with relevant accounting requirements and Statements of Recommended Practice.
- Prepare the accounts on a Going Concern Basis unless it is inappropriate to presume that the Company will continue to operate.

GREAT YARMOUTH AND WAVENEY CONTACT FOR SPECIAL NEEDS HELP
REPORT OF THE COMMITTEE (continued)
FOR THE YEAR ENDED 31st MARCH 2008

Independent Examiner

J.W.Gallop FCCA, Chartered Certified Accountant, was appointed Independent Accounts Examiner for the financial year under review. He has indicated his willingness to continue to act for the ensuing year.

Financial Review

The Charity's operations are funded largely from Local Authority Grants, which are supplemented from voluntary gifts, Grants from Trusts and other income. Total income in the year was £140,704. This is down on the previous year in which there was greater activity in the Restricted Funds. Expenditure amounted to £139,822 in total ; but it should be noted that the General Fund had a net excess of expenditure of £5,349 before the credit of £7,647 which arose on the revaluation of fixed assets (see note 2 to the accounts).

The Grant from the Lottery Fund is being repaid as the intended project has become defunct.

Future Plans

Professional Fundraising has been dispensed with as it is considered that the costs thereof will be saved and the function covered by in-house resources following training received.

The Trustees are actively seeking alternative accommodation in view of the problems arising with the present premises. It is hoped to purchase suitable premises financed by grants, donations and own resources.

Reserves Policy

The Trustees policy is to maintain sufficient funds for the replacement of equipment and to finance operations for at least six months.

Investment Policy

The Trustees investment policy is short term deposits with low risk and good returns.

Risk Analysis

The Trustees have undertaken some risk assessment during the year, in particular an asbestos survey, Health and Safety issues are regularly considered; and the Company operates a policy of carrying out a criminal record search on all staff and Trustees. Financial risks are regularly considered by the administrator and treasurer and brought to the attention of the committee at the bi-monthly meetings.

General View of Finances

Despite general operating expenditure exceeding incoming resources during the year, the Trustees are satisfied with the financial situation of the Charity; but are ever conscious of the continuing need to generate income.

Exemption Report

This Directors' / Trustees' Report has been prepared using the special exemptions of part VII of the Companies Act 1985 relating to small companies.

Mrs S. Jarvis

Secretary

Mr K. Pull

Treasurer

**GREAT YARMOUTH AND WAVENEY CONTACT FOR SPECIAL NEEDS HELP
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
FOR THE YEAR ENDED 31st MARCH 2008**

I report on the accounts and notes of the above, set out on pages 4 to 8, for the year ended 31st March 2008.

Respective Responsibilities of Trustees and Examiner

As the charity's trustees you are responsible for the preparation of the accounts and consider that the audit requirement of section 43(2) of the Charities Act 1993 does not apply. It is my responsibility to state, on the basis of procedures specified in the general Directions given by the Charity Commissioners under section 43 (7)(B) of the Act, whether particular matters have come to my attention.

Basis Of Independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 I do not express an audit opinion on the view given in the accounts.

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
 - a. To keep accounting records in accordance with section 41 of the Act; and
 - b. To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act.

have 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.

J.W. GALLOP F.C.C.A.
Chartered Certified Accountant
41, St Edmunds Road,
ACLE, Norfolk.

8th July 2008

GREAT YARMOUTH AND WAVENEY CONTACT FOR SPECIAL NEEDS HELP
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31st MARCH 2008

	NOTE	Unrestricted General Funds	Restricted Funds	TOTAL FUNDS 2008	TOTAL FUNDS 2007
INCOMING RESOURCES					
Incoming Resources from generated funds					
Voluntary Income	3	75,831	15,381	91,212	109,231
Activities for generating funds	4	3,035		3,035	3,417
Investment Income	5	4,939	7,029	11,968	9,383
Incoming resources from charitable activities	6	34,489		34,489	40,521
Total Incoming Resources		118,294	22,410	140,704	162,552
RESOURCES EXPENDED					
Costs of generating funds	7	4,972		4,972	5,216
Charitable activities costs	8	45,895	16,179	62,074	65,001
Governance costs	9	72,776		72,776	55,370
Total Resources Expended		123,643	16,179	139,822	125,587
NET INCOMING / -OUTGOING RESOURCES BEFORE OTHER RECOGNISED GAINS & LOSSES					
		-5,349	6,231	882	36,965
Other recognised gains	2	7,647		7,647	0
Other recognised losses		0		0	0
NET MOVEMENT IN FUNDS		2,298	6,231	8,529	36,965
BALANCE brought forward		86,193	150,931	237,124	200,159
BALANCE carried forward		£88,491	£157,162	£245,653	£237,124

There were no other realised gains or losses other than the net incoming resources.

The notes on pages 6 to 8 form part an integral of these accounts.

GREAT YARMOUTH AND WAVENEY CONTACT FOR SPECIAL NEEDS HELP
BALANCE SHEET AS AT 31st MARCH 2008

	note	2008	2007
TANGIBLE FIXED ASSETS			
Toys, Furniture, and Office Equipment	10	10,221	3,650
CURRENT ASSETS			
Debtors and Prepayments	11	4,579	
Short Term Deposit - Luke Fund		140,906	133,877
Bank and Cash		92,419	100,838
		<u>237,904</u>	<u>234,715</u>
LIABILITIES : amounts falling due within one year.			
Sundry Creditors and Accruals	12	<u>2,472</u>	<u>1,241</u>
NET CURRENT ASSETS		<u>235,432</u>	<u>233,474</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>245,653</u>	<u>237,124</u>
TOTAL NET ASSETS		<u><u>£245,653</u></u>	<u><u>£237,124</u></u>
FUNDS			
Unrestricted General Funds	Page 4	88,491	86,193
Restricted Funds	Page 4	<u>157,162</u>	<u>150,931</u>
TOTAL ACCUMULATED FUNDS	13	<u><u>£245,653</u></u>	<u><u>£237,124</u></u>

For the period in question, the Company was entitled to exemption from an audit under section 249A(1) of the Companies Act 1985.

No notice has been deposited under section 249B(2) of the Act in relation to the accounts for the financial period.

The Directors acknowledge their responsibilities for :-

- a) ensuring that the Company keeps accounting records which comply with Section 221 of the Companies Act 19985 ; and
- b) Preparing accounts which give a true and fair view of the state of affairs of the Company as at 31st March 2008 and of its net incoming resources for the financial year then ended, in accordance with the requirements of the Companies Act 1985 relating to accounts , so far as is applicable to the company.

The Directors have taken advantage in the preparation of these accounts of the special provisions of the Financial Reporting Standards for Smaller Entities (Effective January 2007).

The financial statements set out on pages 4 to 8 in respect of the year ended 31st. March 2008 were approved by the Trustee Committee on 8th. July 2008 and signed on its behalf by:-

Mrs S. Loades

Chairperson

Mr K. Pull

Treasurer

The notes on pages 6 to 8 form an integral part of these financial statements

GREAT YARMOUTH AND WAVENEY CONTACT FOR SPECIAL NEEDS HELP
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2008

1. ACCOUNTING POLICIES

The principal accounting policies are set out below.

a) Basis of Accounting

These financial statements have been prepared under the historic cost convention, as modified for the inclusion of fixed assets at market value, and in accordance with current applicable Accounting Standards and the Statement of Recommended Practice on Accounting and Reporting by Charities.

b) Fund Accounting

Various Funds exist and require separate disclosure as follows:

Unrestricted General Fund:	Funds available for use at the discretion of the committee in furtherance of the general objectives of the Charity.
Restricted Funds:	Funds subject to restrictions on their expenditure imposed by the Donor or through the terms of an appeal.

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 included in full when receivable.
- * Grants, where entitlement is not conditional on a specific performance, are recognised on unconditional entitlement.
- * Legacies are included when the Charity becomes aware of entitlement and the amount can be quantified.
- * Donated services and facilities are included at the value to the charity when quantifiable.
- * The value of services provided by volunteers is not included in the accounts.
- * Investment income is included when receivable.
- * Incoming resources from charitable trading activities are accounted for when earned.
- * Other significant non cash donations are included at the committee's estimate of market value when received.
- * Cash collected at special fundraising events are included before deduction of directly incurred expenditure.

d) Expenses Expended

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for 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 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 Independent Examination fees and costs linked to the strategic management of the Charity.

e) Fixed Assets

Fixed assets are stated at cost or valuation less accumulated depreciation.

Depreciation is provided at rates calculated to write off the cost or valuation less estimated residual value, of each asset over its anticipated remaining working life using the following rates :-

Toys	15%	Reducing Balance
Computers	25%	straight line
Office Equipment and Furniture	15%	Reducing Balance
Photocopier	20%	straight line

2. REVALUATION OF FIXED ASSETS

In order to comply with current Accounting Standards and Practise; fixed assets, the cost of which had previously been written off in the year of acquisition; have been brought into account at a current market valuation based on an inventory of all assets existing at 31st March 2008; and are being depreciated as per the policy stated above. The amount of £7,647 generated from this revaluation has been credited to the General Fund (see page 4)

GREAT YARMOUTH AND WAVENEY CONTACT FOR SPECIAL NEEDS HELP
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2008

	Unrestricted	Restricted Funds			2008	2007
	General Fund	Lottery Fund	Lakes Fund	Family Support	total funds	total funds
3. Voluntary Income						
Donations and Gifts	9,636			15,381	25,017	44,334
Council Grants	66,195				66,195	64,897
	<u>75,831</u>	<u>0</u>	<u>0</u>	<u>15,381</u>	<u>91,212</u>	<u>109,231</u>
4. Activities for Generating Funds						
Room Rent	2,274				2,274	3,417
Fundraising	761				761	
	<u>3,035</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,035</u>	<u>3,417</u>
5. Investment Income						
Interest Receivable	4,939		7,029		11,968	9,383
6. Income from Charitable Activities						
Salary Recharges : Surestart	7,318				7,318	22,658
Seagulls	12,950				12,950	
Fees Charged : Management Fees	3,566				3,566	5,775
One-to-One	2,275				2,275	
Respite	7,194				7,194	9,450
Youth Club	852				852	
Playgroup	245				245	
Other Income	89				89	2,638
	<u>34,489</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>34,489</u>	<u>40,521</u>
7. Fundraising Costs						
Professional Fees	4,495				4,495	4,762
Expenses	477				477	454
	<u>4,972</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,972</u>	<u>5,216</u>
8. Charitable Activities Costs						
Salaries : Seagulls	13,966				13,966	24,023
Outreach	1,518				1,518	
Respite	11,796				11,796	8,931
Youth Club	2,059				2,059	1,389
Holiday Playscheme	2,627				2,627	6,714
Family Support Worker				16,179	16,179	12,702
Travel and Entertainments	723				723	
Staff Travel Expenses	811				811	3,588
Staff Telephone Expenses	360				360	
Refreshments	1,095				1,095	617
Respite Expenses	160				160	
Toy Replacements and Repairs	503				503	749
Centre Costs : Rent and Storage	603				603	300
Utilities	2,472				2,472	2,432
Repairs & Maintenance	2,427				2,427	2,312
Property Insurance	1,530				1,530	1,244
Planning Fees	405				405	
Equipment Depreciation	2,617				2,617	
Newsletter	223				223	
	<u>45,895</u>	<u>0</u>	<u>0</u>	<u>16,179</u>	<u>62,074</u>	<u>65,001</u>
9. Governance Costs						
Administration Salaries	56,636				56,636	45,052
Training Costs	1,660				1,660	
Recruitment Advertising	1,285				1,285	97
Professional Fees	7,996				7,996	6,068
Secretarial Expenses	350				350	3,552
Telephone, Internet and Postage	1,349				1,349	
Printing Stationary and Photocopying	1,423				1,423	
General Expenses and Uniforms	865				865	601
Provision for Doubtful Debts	715				715	
Subscriptions and CRB's	497				497	
	<u>72,776</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>72,776</u>	<u>55,370</u>

GREAT YARMOUTH AND WAVENEY CONTACT FOR SPECIAL NEEDS HELP
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2008

10. Tangible Fixed Assets

		Toys	Office Equipment	TOTAL
COST OR VALUATION	At 1st January		3,650	3,650
	Additions at Cost	655	886	1,541
	Revaluation of Items (see note 2)	3,588	4,059	7,647
	At 31st December	4,243	8,595	12,838
DEPRECIATION	At 1st January			0
	Charge for year	538	2,079	2,617
	At 31st December	538	2,079	2,617
WRITTEN DOWN VALUE	At 31st December 2008	£3,705	£6,516	£10,221
	At 31st December 2007	£0	£3,650	£3,650

All the net book values above relate to fixed assets used for direct charitable purposes.

11. Debtors and Prepayments - amounts falling due within one year

	2008	2007
Sundry Debtors	3,914	
Prepayments	665	
	<u>£4,579</u>	<u>£0</u>

12. Creditors and Accruals - amounts falling due in one year.

	2008	2007
Income received in Advance	530	
Sundry creditors	854	
Accruals	1,088	1,241
	<u>£2,472</u>	<u>£1,241</u>

13. Analysis of Funds

	General Fund	Lukes Fund	Lottery Fund	Family Support	TOTAL FUNDS
	unrestricted	restricted	restricted	restricted	
Balance brought forward	86,193	133,877	16,256	798	237,124
Net movement for year.	2,298	7,029		-798	8,529
Balance at 31.3.2008 carried forward	£88,491	£140,906	£16,256	£0	£245,653
represented by:					
Tangible Fixed Assets	10,221				10,221
Short term Deposit		140,906			140,906
Debtors and Prepayments	4,579				4,579
Cash and Bank	76,163		16,256		92,419
Current Liabilities	-2,472				-2,472
	£88,491	£140,906	£16,256	£0	£245,653

14. Commitments under Operating Leases

At 31st. March 2008 there were no commitments under an operating lease. The Lease for the premises currently used by the Charity ceased on 31st March 2008. An extension of one year has recently been granted.

15. Committee Members' Transactions

During the year one member of the Committee of Trustees received remuneration. The permission of the Charity Commissioners has been obtained in order for this to be done.

No other Trustee received any remuneration or expenses during the year.

16. Employees

During the year there were 13 employed staff and 8 volunteers (2007 14 & 4).

Total remuneration paid to the employees was £104,781 (2007 £98,811).