# **COMPANY REGISTRATION NUMBER 1794133**

# REGISTRAR OF COMPANIES

# RISING SUN DOMESTIC VIOLENCE PROJECT COMPANY LIMITED BY GUARANTEE FINANCIAL STATEMENTS FOR 31 MARCH 2011

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**Charity Number 289253** 



# **BURGESS HODGSON**

Chartered Accountants & Statutory Auditor
Camburgh House
27 New Dover Road
Canterbury
Kent
CT1 3DN

# FINANCIAL STATEMENTS

# YEAR ENDED 31 MARCH 2011

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## MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

Registered charity name

Rising Sun Domestic Violence Project

**Charity number** 

289253

Company registration number

1794133

Principal address

265 Sturry Road

Canterbury

Kent CT1 1DS

Registered office

27 New Dover Road

Canterbury

Kent CT1 3DN

**Trustees** 

P Edwards M Anwell J Henley A Cosgrove N Marley H Perkins

Secretary

M Anwell

**Auditor** 

Burgess Hodgson Chartered Accountants & Statutory Auditor Camburgh House 27 New Dover Road

Canterbury

Kent CT1 3DN

**Bankers** 

National Westminster plc

11 The Parade Canterbury

Kent CT1 2DT

#### TRUSTEES ANNUAL REPORT

#### YEAR ENDED 31 MARCH 2011

The trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the financial statements of the charity for the year ended 31 March 2011

#### REFERENCE AND ADMINISTRATIVE DETAILS

Reference and administrative details are shown in the schedule of members of the board and professional advisers on page 1 of the financial statements

#### THE TRUSTEES

The trustees who served the charity during the period were as follows

P Edwards

M Anwell

J Henley

A Cosgrove

N Marley

H Perkins

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

The Rising Sun Domestic Violence Project is a charity constituted by the Memorandum and Articles of Association. The charity's registered number is 289253 and the company number is 1794133. The company's registered office is 27 New Dover Road, Canterbury, Kent CT1 3DN.

The trustees are appointed in line with the Memorandum and Articles of Association. On appointment new trustees are given full details of the Policies and Procedures of the Rising Sun Domestic Violence Project and an overview of the key issues surrounding Domestic Violence and its impact on women and children. The policies and procedures of the Rising Sun Domestic Violence Project have been revised and updated this year. New trustees are encouraged to visit the project and become familiar with staff and their roles within the project. Trustees with particular skills in personnel or other relevant knowledge are particularly welcome on the committee.

The trustees hold meetings at approximately 6 weekly intervals where an agenda is followed and a report from the Coordinator and Team Manager presented at each meeting. There is a small finance sub-committee which meets to discuss funding issues and take ideas to a full committee meeting for discussion and agreement. The Chair Treasurer. Team Manager and Coordinator sit on this sub-committee. Up to date profit and loss accounts are requested for this meeting which is held at least once every quarter (and more often if necessary) and ensure that accounts are checked and any concerns addressed. The trustees are responsible for making key policy decisions and for maintaining an accurate record of all expenditure relating to grants which fund the project staff

Policy and operational issues relating to the project and its wider role at local and county level are discussed by the coordinator and Team Manager and the substance of these meetings is brought to committee meetings. Day to day operational decisions are made jointly by the coordinator and team manager at their regular meetings. All operational decisions are subsequently discussed with staff at weekly staff meetings and, if there are wider implications, taken to trustee (committee) meetings for agreement. The trustees (the committee) are responsible for the identification and management of risks affecting the project. The major risk identified is that funding from major funders will not continue thereby creating redundancies. The trustees are responsible for monitoring the progress of funding and ensuring that all legal employment responsibilities towards staff are carried.

## TRUSTEES ANNUAL REPORT (continued)

#### YEAR ENDED 31 MARCH 2011

out The role of the coordinator is to liaise with existing and potential funders, to ensure that funding remains in place long term and to make trustees aware of any potential problems or difficulties in the continuation of current funded posts

The Rising Sun Domestic Violence Project has a partnership agreement with Casa Support (part of Amicus Horizon Housing Association) The partnership makes separate office and counselling accommodation available within the Canterbury Women's Refuge for the project

An annual report is produced for the AGM and all staff are required to write a short report describing the progress and outcomes of their role. The Annual report is sent to all funders together with a copy of the final audited accounts in compliance with funding contracts.

#### **OBJECTIVES AND ACTIVITIES**

The objectives of the charity are

- (a) To relieve mental or physical distress among women having been maltreated by their husbands or the man with whom they are living (now referred to as their partners) and among the children of such women
- (b) To relieve poverty among such women and children or women in general by such means as the Council of Management (the committee) may in its absolute discretion determine

The RSDVP has continued to function well this year and has increased the referral rate for services provided by the project

The RSDVP remains well represented on local and county strategic bodies where the issue of domestic abuse continues to be in the forefront of strategic concern

#### ACHIEVEMENTS AND PERFORMANCE

The charity has continued to build its relationship with Casa Support and the trustees are grateful for their support. The project has been successful in its work in the Ashford Women's Refuge and has made further links with the Ashford Domestic Violence Forum.

In the trustees opinion, the charity through both unrestricted donations and specific grant funded projects has continued to meet it's objectives throughout the year. During this year 2010-2011 the committee organised a staff working day where priorities and ideas were discussed and staff encouraged to get to know the committee. The result of this was a decision to write specific programmes to offer on a cost basis to organisations wishing to purchase the programme. One of these, in particular, has been very successful. The schools programme, "Love Shouldn't Hurt" is recognised as a highly relevant and important programme for use in secondary schools across the county. Any money obtained is ploughed back into the project. The RSDVP has also written a programme to address parenting and Domestic Violence which will be piloted during 2011-2012.

The RSDVP has also further developed its partnership with Canterbury City Council and other agencies to develop a multi-agency project (KDAP) located in office accommodation in the Canterbury City Council building

# TRUSTEES ANNUAL REPORT (continued)

#### YEAR ENDED 31 MARCH 2011

#### FINANCIAL REVIEW

The charity's main source of income are from grants received from funding bodies such as Canterbury City Council, Kent County Council. The Big Lottery. Children in Need and Smith's Charity The charity received restricted grants from a number of funders which are detailed in the notes to the financial statements

The Trustees extend their thanks to all those who issued grants and made donations

The financial accounts show reserves carried forward of £284,780 (2010 £269 940) which was split into unrestricted funds of £251,549 (2010 £186,100) and restricted funds of £33,231 (2010 £83,840) It is the trustees' opinion that reserves were at a satisfactory level for the continuation of the charity's objectives, and will continue to be so for the foreseeable future

#### PLANS FOR FUTURE PERIODS

The charity will strive to continue to achieve its objectives in the future both through its own activities and through specific local and national grant funded projects

The current financial climate is proving challenging and attention will be paid to ensuring the best delivery of services in the coming year. Continued efforts to attract funding will be made and new information leaflets advertising the work of the RSDVP and the programmes available will be widely distributed. KCC is currently commissioning services via a new Multiple Suppliers' framework and the RSDVP will put in tenders where appropriate

#### RESPONSIBILITIES OF THE TRUSTEES

The trustees (who are also the directors of Rising Sun Domestic Violence Project for the purposes of company law) are responsible for preparing the Trustees Annual 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 that period 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

## TRUSTEES ANNUAL REPORT (continued)

#### YEAR ENDED 31 MARCH 2011

# RESPONSIBILITIES OF THE TRUSTEES (continued)

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. The trustees 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 auditor is 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 auditor is aware of that information

#### **AUDITOR**

Burgess Hodgson are deemed to be re-appointed under section 487(2) of the Companies Act 2006

## **SMALL COMPANY PROVISIONS**

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006

Registered office 27 New Dover Road Canterbury Kent CT1 3DN Signed by order of the trustees

M ANWELL Charity Secretary

M Annell

# INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF RISING SUN DOMESTIC VIOLENCE PROJECT

#### YEAR ENDED 31 MARCH 2011

We have audited the financial statements of Rising Sun Domestic Violence Project for the year ended 31 March 2011 on pages 8 to 15, which have been prepared on the basis of the accounting policies set out on pages 10 to 11

This report is made solely to the company's members, as a body, in accordance with chapter 3 of section 16 of the Companies Act 2006. 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 TRUSTEES AND AUDITORS

The responsibilities of the trustees (who also act as directors of Rising Sun Domestic Violence Project for the purposes of company law) for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the financial statements give a true and fair view are set out in the Statement of Responsibilities of the Trustees on pages 4 to 5

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland)

We report to you our opinion as to whether the financial statements give a true and fair view, have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and have been prepared in accordance with the Companies Act 2006. We also report to you whether in our opinion the information given in the Trustees Annual Report is consistent with those financial statements.

In addition we report to you if, in our opinion, the charity has not kept adequate accounting records, if the charity's financial statements are not in agreement with the accounting records and returns, if we have not received all the information and explanations we require for our audit, or if certain disclosures of trustees' remuneration specified by law are not made

We read the Trustees Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it

# INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF RISING SUN DOMESTIC VIOLENCE PROJECT (continued)

#### YEAR ENDED 31 MARCH 2011

#### BASIS OF AUDIT OPINION

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) 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 significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity'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 state of the charity's affairs as at 31 March 2011 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice.
- the financial statements have been prepared in accordance with the Companies Act 2006 and
- the information given in the Trustees Annual Report is consistent with the financial statements

MR A R MILES (Senior Statutory

Auditor)

For and on behalf of BURGESS HODGSON Chartered Accountants & Statutory Auditor

Camburgh House 27 New Dover Road Canterbury Kent CT1 3DN

# STATEMENT OF FINANCIAL ACTIVITIES PROFIT AND LOSS ACCOUNT (INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)

## YEAR ENDED 31 MARCH 2011

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2011 £	Total Funds 2010 £
INCOMING RESOURCES Incoming resources from generating funds	S				
Voluntary income	2	89,019	270,971	359,990	526,102
Investment income	3	3,180		3,180	2.050
TOTAL INCOMING RESOURCES		92,199	270,971	363,170	528,152
RESOURCES EXPENDED Charitable activities Governance costs	D 4/5 6	(22,746) (3,459)	(322,080)	(344,826) (3,459)	(348.771) (4,931)
TOTAL RESOURCES EXPENDED		(26,205)	(322,080)	(348,285)	(353,702)
NET INCOMING RESOURCES BEFORE TRANSFERS	7	65,994	(51,109)	14,885	174,450
Transfer between funds	8	(434)	434		
NET INCOME FOR THE YEAR		65,560	(50,675)	14,885	174,450
RECONCILIATION OF FUNDS  Total funds brought forward	I	186,055	83,840	269,895	95,490
TOTAL FUNDS CARRIE					
FORWARD	v	251,615	33,165	284,780	269,940

The Statement of Financial Activities

Profit and Loss Account includes all gains and losses in the year and therefore
a statement of total recognised gains and losses has not been prepared

All of the above amounts relate to continuing activities

## **BALANCE SHEET**

# 31 MARCH 2011

		2010		
	Note	£	£	£
FIXED ASSETS Tangible assets	10		8,460	3 611
CURRENT ASSETS Debtors Cash at bank and in hand	11	2,296 288,036		21,938
CREDITORS: Amounts falling due within one year	12	290,332 (14,012)		337.340 (71.011)
NET CURRENT ASSETS			276,320	266,329
TOTAL ASSETS LESS CURRENT LIABILITIE	ES		284,780	269,940 269,940
NET ASSETS	-		284,780	209.940
FUNDS Restricted income funds	13		33,165	83,840
Unrestricted income funds	14		251,615	186,100
TOTAL FUNDS			284,780	269.940

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006

These financial statements were approved and signed by the member of the committee on 3/10/2011

Par Edwards

P Edwards

Trustee

Company Registration Number 1794133

# NOTES TO THE FINANCIAL STATEMENTS

#### YEAR ENDED 31 MARCH 2011

#### 1. ACCOUNTING POLICIES

#### Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005) and the Companies Act 2006

#### Cash flow statement

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the charity is small

#### **Donations**

Donations are accounted for as income at the point of physical receipt

#### Grants

Grants received are accounted for on an accruals basis and released as income in the accounts with respect to the period they are stated as covering by the party making the grant

Any amounts physically received but applying to future accounting periods are deferred and released in that future period

## Fixed assets

All fixed assets are initially recorded at cost

#### Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows

Play Room - 4 years straight line Computers - 3 years straight line Equipment - 4 years straight line

#### Pension costs

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. The annual contributions payable are charged to the statement of financial activities profit and loss account.

## Unrestricted funds

Unrestricted funds are expendable at the discretion of the Trustees in furtherance of the Charity's objects

# NOTES TO THE FINANCIAL STATEMENTS

# YEAR ENDED 31 MARCH 2011

## 1. ACCOUNTING POLICIES (continued)

#### Restricted funds

Restricted funds comprise funds to be used only in accordance with the wishes of the donor, or in accordance with the terms of a Charity Commission Scheme Donations not yet expended are carried forward until utilised for the purpose for which they have been given

## 2. VOLUNTARY INCOME

	Unrestricted Funds	Restricted Funds	Total Funds 2011	Total Funds 2010 £
Donations	£	ı.	r	ı
Donations	6,562	_	6,562	14,354
Legacies				
Legacy	_	_	_	128,150
Grants receivable				
Unrestricted grants	82,457	5,079	87,536	42,324
Restricted grants		265,892	265,892	341,274
	89,019	270,971	359,990	526.102

## 3 INVESTMENT INCOME

	Unrestricted [	Fotal Funds	Total Funds
	Funds	2011	2010
	£	£	£
Bank interest receivable	3,180	3,180	2,050

## 4. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted	Restricted	Total Funds	Total Funds
	Funds Funds		2011	2010
	£	£	£	£
Support and therapy for women and				
children exposed to domestic violence	939	302,509	303,448	315,248
Support costs	21,807	19,571	41,378	33.523
	22,746	322,080	344,826	348,771

# NOTES TO THE FINANCIAL STATEMENTS

## YEAR ENDED 31 MARCH 2011

# 5. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Activities undertaken directly	Support costs £	Total Funds 2011	Total Funds 2010 £
Support and therapy for women and children exposed to domestic violence	303,448	41,378	344,826	348,771
GOVERNANCE COSTS				
Audit fees Legal and professional fees Bank Charges Other governance costs		Unrestricted Funds £ 3,109 15 54 281 3,459	Total Funds 2011 £ 3,109 15 54 281 3,459	Total Funds 2010 £ 4,501 15 148 267 4,931
NET INCOMING RESOURCES FO	R THE YEAR	t		
This is stated after charging			2011 £	2010 £
Staff pension contributions Depreciation Auditors' fees			8,279 1,564 3,109	9.753 742 4,501

## 8. FUND TRANSFERS

## **CCC Community Chest**

This fund has been amalgamated under the generic heading of Child Therapy Grants

## Other

6.

7.

Other transfers relate to unrestricted funds meeting an overspend on restricted projects

## 9. STAFF COSTS AND EMOLUMENTS

## Total staff costs were as follows:

	2011	2010
	£	£
Wages and salaries	262,753	255,269
Social security costs	23,479	22,484
Other pension costs	8,279	9 753
	294,511	287.506

# NOTES TO THE FINANCIAL STATEMENTS

## YEAR ENDED 31 MARCH 2011

## 9. STAFF COSTS AND EMOLUMENTS (continued)

Particula	rs or empro	yees	· ·									
The aver	ige number	of	employees	during	the	year.	calculated	on	the	basıs	of	full-time
equivalen	s. was as fo	llow	S									

 2011
 2010

 No
 No

 Number of staff
 15
 14

No employee received remuneration of more than £60,000 during the year (2010 - Nil)

## 10 TANGIBLE FIXED ASSETS

		Equipment £	Play Room	Computers £	Total £
	COST At 1 April 2010 Additions	305 6,044	21,016	8,052 369	29,373 6,413
	At 31 March 2011	6,349	21,016	8,421	35,786
	DEPRECIATION At 1 April 2010 Charge for the year	89 131	21,016	4,657 1,433	25,762 1,564
	At 31 March 2011	220	21,016	6,090	27,326
	NET BOOK VALUE At 31 March 2011	6,129		2,331	8,460
	At 31 March 2010	216	_	3.395	3.611
11.	DEBTORS				
	Trade debtors Prepayments			2011 £ 2,000 296	2010 £ 21,642 296
				2,296	21,938
12.	CREDITORS: Amounts falling of	lue within one yea	r		
				2011 £	2010 £
	Trade creditors PAYE and social security			100 6,4 <b>2</b> 0	2,745 7,401
	Accruals			7,492	60,865
				14,012	71,011

# NOTES TO THE FINANCIAL STATEMENTS

# YEAR ENDED 31 MARCH 2011

## 13. RESTRICTED INCOME FUNDS

	Balance at 1 Apr 2010 £	Incoming resources	Outgoing resources	Transfers £	Balance at 31 Mar 2011 £
Sure Start & DV					
Worker	3,837	35,620	(34,321)		5,136
CCC Adult					
Counselling	10,329	26,420	(28,309)	_	8,440
Smith's Charity	<del>-</del>	23,000	(19,571)	_	3,429
BBC Children in					
Need	_	30,841	(30,841)	_	_
CCC Community					
Chest	6,880	_	_	(6,880)	_
Big Lottery	8,601	87,713	(96,374)	. 60	<u></u>
Child Therapy					
Grants	14,482	12,000	(18,022)	6,880	15,340
Comic Relief	25,571	10,129	(35,774)	74	
Ashford Co-					
ordinator	2,267	14,000	(16,267)	_	_
Ashford Refuge					
Play project	2,828	13,448	(15,456)	_	820
PCT Fund	9,045	_	(9,345)	300	_
Lloyds TSB	<del></del>	17,800	(17,800)		-
	83,840	270,971	(322,080)	434	33,165

# 14. UNRESTRICTED INCOME FUNDS

	Balance at 1 Apr 2010 £	Incoming resources	Outgoing resources	Transfers £	Balance at 31 Mar 2011
Development				100.000	100 000
Fund	_	_	_	100,000	100,000
General Funds	186,055	92,199	(26,205)	(100,434)	151,615
	186,055	92,199	(26,205)	(434)	251,615

Unrestricted designated funds have been earmarked by the trustees to fund the development of the Charity's school youth and family programmes

# NOTES TO THE FINANCIAL STATEMENTS

## YEAR ENDED 31 MARCH 2011

## 15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible	Net current	
	fixed assets	assets	Total
	£	£	£
Restricted Income Funds:			
Sure Start & DV Worker	_	5,136	5,136
CCC Adult Counselling	_	8,440	8,440
Smith's Charity	_	3,429	3,429
BBC Children in Need		66	66
Child Therapy Grants		15,340	15,340
Ashford Refuge Play project		820	820
	_	33,231	33,231
Unrestricted Income Funds:			
Designated Funds	_	100,000	100,000
General Funds	8,460	143,089	151,549
	8,460	243,089	251,549
Total Funds	8,460	276,320	284,780
		<del></del>	<del></del>

## 16. CONTROL

The charity was under the control of the trustees throughout the current and previous year

## 17 COMPANY LIMITED BY GUARANTEE

The company is limited by guarantee and has no share capital

In the event of winding up, the members are liable to contribute towards any deficiency up to a maximum of  $\pounds 1$  each