

Homeless Action in Barnet Limited

Registered under the Industrial and Provident Societies Act, 1965

**Financial Statements for the
Year Ended 31 March 2011**

**Alexander Dave
Chartered Accountants**

Homeless Action in Barnet Limited

Chair David Howard

Secretary Marian Cohen

Treasurer David French FCCA

Committee Members Joyce Piper
John Bier
Paddy Lyons
Mike Smith

28076R (Industrial and Provident Society)

Bankers CAF Bank Limited
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Lloyds Bank plc
841 High Road
North Finchley
London
N12 8PX

Auditors Atul Dave FCA
Alexander Dave
Chartered Accountants
Registered Auditors
76 Belmont Ave
Barnet
Herts EN4 9LA

Homeless Action in Barnet Limited

Financial Statements for the Year Ended 31 March 2011

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Homeless Action in Barnet Limited

Report of the Management Committee For the Year Ended 31 March 2011

The Management Committee present their annual report together with the financial statements of the Association for the year ended 31 March 2011.

Principal Activity

The principal activity of the Association continues to be that of seeking to assist homeless people and those in temporary or insecure accommodation.

Throughout the year the Day Centre continued to provide meals, laundry services, medical and dental surgeries and general advisory services for homeless people and those in temporary or insecure accommodation.

Detailed information concerning the full extent of the activities and future development of the Association is contained in the published annual report.

Review of Business

A summary of the results for the year is given on page 4 of the financial statements.

The Management Committee consider the state of affairs to be satisfactory.

Risk Management

The Management Committee actively review the major risks which the Association faces on a regular basis and believe that maintaining reserves at current levels, combined with an annual review of the controls over key financial systems, will provide sufficient resources in the event of adverse conditions. The Management Committee also examine other operational and business risks faced by the Association and confirm that they have established systems designed to mitigate the significant risks.

Management Committee

The members of the Management Committee during the year were as follows:

David Howard	Chair
David French FCCA	Treasurer
Marian Cohen	Secretary
Joyce Piper	
John Bier	
Paddy Lyons	
Mike Smith	

Auditors

Messrs Alexander Dave have indicated that they will be seeking re-election at the forthcoming Annual General Meeting.

Homeless Action in Barnet Limited

Statement of Responsibilities of the Management Committee

The Management Committee is responsible for the preparation of financial statements for each financial year which give a true and fair view of the state of affairs of the Association as at the end of the financial year and of the surplus or deficiency of the Association for that period. In drawing up those financial statements the Management Committee is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the applicable 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 Association will continue in business.

The Management Committee is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Association and to enable them to ensure that the financial statements comply with the Industrial and Provident Societies Act 1965 and the Friendly and Industrial and Provident Societies Act 1968.

They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Management Committee on 5 March 2012 and signed on its behalf.

David Howard
Chair

David French FCCA
Treasurer

Independent Auditor's Report To the Members of Homeless Action in Barnet Limited

We have audited the financial statements of Homeless Action in Barnet Limited for the year ended 31 March 2011 on pages 4 to 10 which have been prepared under the historical cost convention and the accounting policies set out on page 6.

This report is made solely to the Society's members, as a body and our audit work has been undertaken so that we might state to the Society'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 Society and the Society's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective Responsibilities of Directors and Auditors

The responsibilities of the Members of the Management Committee for preparing the Report of the Management Committee and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of responsibilities of the Management Committee on page 2.

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 and are properly prepared in accordance with the Industrial and Provident Societies Acts 1965 to 1978. We also report to you, if in our opinion, the Report of the Management Committee is not consistent with the financial statements, if the Society has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding director's remuneration and transactions with the Society is not disclosed.

We are not required to consider whether the statement in the Management Committee's Report concerning the major risks to which the Society is exposed covers all existing risks and controls, or to form an opinion on the effectiveness of the Society's risk management and control procedures.

We read the Management Committee's Report and consider the implications for our report if we become aware of any apparent misstatements within it. Our responsibilities do not extend to any other information.

Basis of Audit Opinion

We conducted our audit in accordance with International Standards of 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 in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Society'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 accounts give a true and fair view of the state of the company's affairs as at 31 March 2010 and of its incoming resources and application of resources in the year then ended;
- have been properly prepared in accordance with the Friendly and Industrial and Provident Societies Act 1968 and the Industrial and Provident Societies Acts 1965 to 1978 and
- the information given in the Management Committees' Report is consistent with the accounts

**Atul Dave FCA
Registered Auditors**

5 March 2012

Homeless Action in Barnet Limited

Statement of Financial Activities for the Year Ended 31 March 2011 (Incorporating the Income and Expenditure Account for the Year)

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2011 £	Total Funds 2010 £
Income and Expenditure					
Incoming Resources					
Revenue Grants	2	-	-	-	-
L B Barnet - SLA's	2	374,923	-	374,923	212,879
Donations and Subscriptions	2	24,074	-	24,074	16,087
Day Centre Services		1,579	-	1,579	1,788
Service Charges receivable		3,461	-	3,461	2,732
Investment Income		62	-	62	123
Total Incoming Resources		<u>404,099</u>	<u>-</u>	<u>404,099</u>	<u>233,609</u>
Resources Expended					
Direct Charitable Expenditure		350,180	-	350,180	198,029
Fundraising and Publicity		-	-	-	-
Management and Administration		44,893	-	44,893	44,916
Total Resources Expended	3	<u>395,073</u>	<u>-</u>	<u>395,073</u>	<u>242,945</u>
Net (Outgoing)/Incoming Resources		9,026	-	9,026	(9,336)
Transfer from General Funds		-	-	-	-
Balances brought forward at 1 April 2010		59,117	-	59,117	68,453
Balances carried forward at 31 March 2011		<u>68,143</u>	<u>-</u>	<u>68,143</u>	<u>59,117</u>

There were no recognised gains or losses for 2011 or 2010 other than those included in the income and expenditure account.

The notes on pages 6 to 11 form part of these financial statements.

Homeless Action in Barnet Limited

Balance Sheet as at 31 March 2011

	Notes	2011		2010	
		£	£	£	£
FIXED ASSETS					
Tangible Assets	6		4,584		922
CURRENT ASSETS					
Debtors	7	7,101		3,640	
Cash at Bank and in Hand		<u>72,937</u>		<u>68,736</u>	
		80,038		72,376	
CREDITORS: Amounts Falling					
Due within One Year	8	16,340		14,042	
NET CURRENT ASSETS					
			<u>63,698</u>		<u>58,334</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
			<u><u>68,282</u></u>		<u><u>59,256</u></u>
CAPITAL FUNDS					
Share Capital	10		139		139
Restricted Funds					
Revenue Funds			-		-
Unrestricted Funds					
Designated Funds	11	57,000		57,000	
Other Revenue Funds	9	<u>11,143</u>	68,143	<u>2,117</u>	59,117
			<u><u>68,282</u></u>		<u><u>59,256</u></u>

Approved by the Management Committee
on 5 March 2012 and signed on its behalf by:

David Howard
Chair

David French FCCA
Treasurer

The notes on pages 6 to 11 form part of these financial statements.

Homeless Action in Barnet Limited

Notes to the Financial Statements for the Year Ended 31 March 2011

1. Accounting Policies

The Association is incorporated under the Industrial and Provident Societies Act 1965. The financial statements have been prepared in accordance with applicable Accounting Standards and Statements of Recommended Practice.

Basis of Accounting

The financial statements have been prepared under the historical cost convention and include the results of the Association's operations which are described in the Report of the Management Committee and all of which are continuing.

Grants and Donations

Grants and Donations are recognised in the period in which they become receivable. In accordance with the recommendations of the SORP, grants are not recognised until the conditions for receipt have been met.

Where grants and donations are used for capital purposes the cost is capitalised and the grant is shown in the Balance Sheet as part of Restricted Reserves. Where the asset is depreciated the grant is similarly depreciated.

Resources expended are included in the Statement of Financial Activities on an accruals basis inclusive of irrecoverable VAT.

Expenditure which is directly attributable to specific activities has been included in these cost categories. categories on a basis consistent with the use of these resources.

Tangible Fixed Assets

Tangible Fixed Assets are stated cost less depreciation.

Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Premises Improvements	15% on cost
Fixtures and Fittings	10% on cost
Catering Equipment	20% on cost
Computer and Office Equipment	33 1/3% on cost

Leasing and hire purchase commitments

Assets held under finance leases and hire purchase contracts, which are those where substantially all the risks and rewards of ownership of the asset have passed to the company, are capitalised in the balance sheet and depreciated over their useful lives. The corresponding lease or hire purchase obligation is treated in the balance sheet as a liability.

The interest element of the rental obligations is charged to the profit and loss account over the period of the lease and represents a constant proportion of the balance of capital repayments outstanding. Rentals paid under operating leases are charged to income on a straight line basis over the lease term.

Designated Funds

The designations are for those general funds set aside for particular aspects of the Associations' financial activities and in respect of which no other specific funding was or is available.

The Association has taken advantage of the exemption provided by Financial Reporting Standard 1 and has not prepared a Cash Flow Statement for the year.

Homeless Action in Barnet Limited

Notes to the Financial Statements for the Year Ended 31 March 2011

2. GRANTS , FUNDING AND DONATIONS RECEIVED

	Unrestricted Funds £	Restricted Funds £	2011 Total £	2010 Total £
Service Level Agreements				
London Borough of Barnet	106,701	-	106,701	177,879
Barnet NHS Primary Care Trust	35,000	-	35,000	35,000
Nottinghill Housing	233,222	-	233,222	-
	<u>374,923</u>	<u>-</u>	<u>374,923</u>	<u>212,879</u>
Donations				
Donations from Individuals and Groups	24,074	-	24,074	16,087
	<u>24,074</u>	<u>-</u>	<u>24,074</u>	<u>16,087</u>

Homeless Action in Barnet Limited

Notes to the Financial Statements for the Year Ended 31 March 2011

3. RESOURCES EXPENDED

	Unrestricted Funds £	Restricted Funds £	2011 Total £	2010 Total £
Direct Charitable Expenditure				
Salaries and associated staff costs	306,877	-	306,877	164,146
Day Centre -services	9,886	-	9,886	9,537
Day Centre - running costs	32,099	-	32,099	24,339
Day Centre - accrual for service charges written back	-	-	-	-
Depreciation of equipment	1,318	-	1,318	7
	<u>350,180</u>	<u>-</u>	<u>350,180</u>	<u>198,029</u>
Fundraising	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Management and Administration				
Salaries and secretarial services	35,692	-	35,692	35,314
Printing postage and stationery	4,416	-	4,416	4,457
Other administrative costs	2,133	-	2,133	3,184
	-	-	-	-
Audit fees	1,679	-	1,679	1,500
Depreciation of office equipment	973	-	973	461
	<u>44,893</u>	<u>-</u>	<u>44,893</u>	<u>44,916</u>
Total resources expended	<u><u>395,073</u></u>	<u><u>-</u></u>	<u><u>395,073</u></u>	<u><u>242,945</u></u>

4. STAFF COSTS

Members of the Management Committee do not receive any remuneration for their services as Committee Members.

Expenses reimbursed to Members of the Management Committee during the year amounted to £Nil. (2010 - £Nil).

Staff costs were as follows:

	2011 £	2010 £
Wages and Salaries	305,955	179,745
Social security costs	26,859	16,056
	<u>332,814</u>	<u>195,801</u>

The average number of staff employed (full time equivalent) was 17 (2010 - 8).

No employee received annual remuneration of more than £60,000.

5. TAXATION

This a non-profit making organisation.

Homeless Action in Barnet Limited

Notes to the Financial Statements for the Year Ended 31 March 2011

6. TANGIBLE FIXED ASSETS

	Imp'mts to Premises £	Day Centre Fixtures & Equipment £	Day Centre Catering Equipment £	Office Equipment £	TOTAL £
COST OR VALUATION					
As at 1 April 2010	21,791	68,109	41,617	20,750	152,267
Additions in the year	-	3,955	-	1,998	5,953
As at 31 March 2011	<u>21,791</u>	<u>72,064</u>	<u>41,617</u>	<u>22,748</u>	<u>158,220</u>
DEPRECIATION					
As at 1 April 2010	21,790	68,109	41,616	19,830	151,345
Charge for the year	-	1,318	-	973	2,291
As at 31 March 2011	<u>21,790</u>	<u>69,427</u>	<u>41,616</u>	<u>20,803</u>	<u>153,636</u>
NET BOOK VALUE					
As at 31 March 2011	<u>1</u>	<u>2,637</u>	<u>1</u>	<u>1,945</u>	<u>4,584</u>
As at 1 April 2010	<u>1</u>	<u>-</u>	<u>1</u>	<u>920</u>	<u>922</u>

7. DEBTORS

	2011 £	2010 £
Amounts due within one year:		
Other debtors and accrued income	7,101	3,640
	<u>7,101</u>	<u>3,640</u>

8. CREDITORS: Amounts falling due within one year

	2011 £	2010 £
Creditors - Suppliers	486	443
Social Security and Other Taxes	10,411	7,166
Sundry Creditors and Accruals	5,443	6,433
	<u>16,340</u>	<u>14,042</u>

9. Unrestricted Reserves

	2011 £	2010 £
Reserves brought forward	2,117	11,453
Surplus /(Loss) for the year	9,026	(9,336)
Transfer to other reserves	-	-
	<u>11,143</u>	<u>2,117</u>

Homeless Action in Barnet Limited

Notes to the Financial Statements for the Year Ended 31 March 2011

10. SHARE CAPITAL

	2011	2010
	£	£
Shares issued at 1 April 2009	139	139
Shares issued during the year	-	-
Shares issued at 31 March 2010	<u>139</u>	<u>139</u>

Shares of a nominal value of £ 1 are issued to those who have been admitted as Members of the Association. The shares carry no right to interest, dividend or bonus.

11. DESIGNATED FUNDS

During the year the Management Committee reviewed the unrestricted funds of the Association and agreed amounts to be designated for the following purposes:

	2011	2010
	£	£
Redundancy Fund	27,000	27,000
Repairs	30,000	30,000
Total Designated Funds	<u>57,000</u>	<u>57,000</u>

These designated sums would continue to be the subject of regular review to take into account the current financial position of the Association in order to ensure that the resources available at any given time are sufficient to meet its financial commitments and ongoing obligations.

12. FINANCIAL COMMITMENTS

At the year end the company had annual commitments under non-cancellable operating leases as set out below:	2011	2010
	£	£
Within two to five years	<u>2460</u>	<u>Nil</u>

13. SUBSEQUENT EVENTS

There were no significant post-balance sheet events.

Homeless Action in Barnet Limited

General Income and Expenditure Account for the Year Ended 31 March 2011

	Notes	2011		2010	
		£	£	£	£
Income					
Grants	2		-		-
Service Level Agreements	2		374,923		212,879
Donations	2		24,074		16,087
Meals			1,579		1,788
Bank interest received			62		123
Service Charges receivable			3,461		2,732
			404,099		233,609
Expenditure					
Purchases of food		7,011		7,377	
Purchases of other goods and services for clients		695		1,035	
Kitchen consumables (incl. equipment repairs)		2,180	9,886	1,125	9,537
Direct costs - other projects			-		-
Agency and temporary staff		3,159		2,332	
Salaries		332,814		195,801	
Staff expenses		2,249		516	
Volunteer's expenses		1,444		698	
Staff security		1,052		-	
Repairs and maintenance of premises		6,598		3,282	
Telephone charges		9,451		3,522	
Postage		548		300	
Printing, stationery and copying		3,868		4,157	
Computer software and consumables		773		1,825	
Subscriptions and publications		618		279	
Heating and lighting		8,695		6,943	
Insurances		1,318		1,277	
Rent, water rates and service charges		1,640		4,600	
Cleaning		5,097		5,427	
Bank charges		42		82	
Training		1,851		400	
Auditor's remuneration		1,679		1,500	
Depreciation Office Equipment		973		460	
Depreciation Day Centre Equipment & Fixtures		1,318		7	
			385,187		233,408
EXCESS OF EXPENDITURE OVER INCOME FOR THE YEAR			9,026		(9,336)

This page does not form part of the statutory accounts.