

**Homeless Action in Barnet Limited**

**Registered under the Industrial and Provident Societies Act, 1965**

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

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## Homeless Action in Barnet Limited

<b>Chair</b>	John Bier
<b>Secretary</b>	Marian Cohen
<b>Treasurer</b>	David French FCCA
<b>Committee Members</b>	Joyce Piper David Howard Paddy Lyons Mike Smith Stuart Slater Clare King
	28076R (Industrial and Provident Society)
<b>Bankers</b>	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
<b>Auditors</b>	David Evans ESRG Taxation Friars Court 43 White Friars Chester CH1 1NZ

# **Homeless Action in Barnet Limited**

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

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# **Homeless Action in Barnet Limited**

## **Report of the Management Committee For the Year Ended 31 March 2013**

The Management Committee present their annual report together with the financial statements of the Association for the year ended 31 March 2013.

### **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**

David Evans

## **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 7th April 2014 and signed on its behalf.

**John Bier**  
**Chair**

**David French**    **FCCA**  
**Treasurer**

## **Auditors 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 2013 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 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 2013 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

**Auditor**

**DATE**

## Homeless Action in Barnet Limited

### Statement of Financial Activities for the Year Ended 31 March 2013 (Incorporating the Income and Expenditure Account for the Year)

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2013 £	Total Funds 2012 £
<b>Income and Expenditure</b>					
<b>Incoming Resources</b>					
Revenue Grants	2	-	-	-	-
L B Barnet - SLA's	2	365,505	-	-	372,758
Donations and Subscriptions	2	17,376	-	-	30,210
Day Centre Services		2,461	-	-	1,339
Service Charges receivable		3,470	-	-	3,166
Investment Income		55	-	-	58
<b>Total Incoming Resources</b>		<u>388,867</u>	<u>-</u>	<u>-</u>	<u>407,531</u>
<b>Resources Expended</b>					
Direct Charitable Expenditure		345,340	-	-	358,227
Fundraising and Publicity					
Management and Administration		40,071	-	-	47,133
<b>Total Resources Expended</b>	3	<u>385,411</u>	<u>-</u>	<u>-</u>	<u>405,360</u>
<b>Net Incoming Resources</b>		3,456	-	-	2,171
Transfer from General Funds		-	-	-	-
Balances brought forward from prior year		78,060	-	-	75,889
<b>Balances carried forward at 31 March 2013</b>		<u>81,516</u>	<u>-</u>	<u>-</u>	<u>78,060</u>

There were no recognised gains or losses for 2013 or 2012 other than those included in the income and expenditure account.

The notes on pages 6 to 10 form part of these financial statements.

# Homeless Action in Barnet Limited

## Balance Sheet as at 31 March 2013

	Notes	2013		2012	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible Assets	6		9,201		13,463
<b>CURRENT ASSETS</b>					
Debtors	7	33,422		3,166	
Cash at Bank and in Hand		<u>48,399</u>		<u>72,431</u>	
		81,821		75,597	
<b>CREDITORS: Amounts Falling</b>					
Due within One Year	8	17,113		11,000	
<b>NET CURRENT ASSETS</b>			<u>64,708</u>		<u>64,597</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u><u>73,909</u></u>		<u><u>78,060</u></u>
<b>CAPITAL FUNDS</b>					
Share Capital	10		139		139
<b>Restricted Funds</b>					
Revenue Funds			-		-
<b>Unrestricted Funds</b>					
Designated Funds	11	57,000		57,000	
Other Revenue Funds	9	<u>24,377</u>	81,377	<u>20,921</u>	77,921
			<u>81,516</u>		<u>78,060</u>
<b>Movement in Funds</b>			3,456		

Approved by the Management Committee  
on 7th April 2014 and signed on its behalf by:

**John Bier**  
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 2013

### 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.

#### **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

#### **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 2013

### 2. GRANTS , FUNDING AND DONATIONS RECEIVED

	Unrestricted Funds £	Restricted Funds £	2013 Total £	2012 Total £
<b>Service Level Agreements</b>				
London Borough of Barnet	79,796	-	79,796	79,816
Barnet NHS Primary Care Trust	35,000	-	35,000	35,000
Notting Hill Housing	250,709	-	250,709	257,942
	<u>365,505</u>	<u>-</u>	<u>365,505</u>	<u>372,758</u>
<b>Donations</b>				
Donations from Individuals and Groups	17,376	-	17,376	30,210
	<u>17,376</u>	<u>-</u>	<u>17,376</u>	<u>30,210</u>

# Homeless Action in Barnet Limited

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

### 3. RESOURCES EXPENDED

	Unrestricted Funds £	Restricted Funds £	2013 Total £	2012 Total £
<b>Direct Charitable Expenditure</b>				
Salaries and associated staff costs	292,326		292,326	304,574
Day Centre -services	12,878		12,878	12,744
Day Centre - running costs	36,846		36,846	37,619
Depreciation of equipment	3,290		3,290	3,290
	<u>345,340</u>	<u>-</u>	<u>345,340</u>	<u>358,227</u>
<b>Fundraising</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Management and Administration</b>				
Salaries and secretarial services	29,027		29,027	35,805
Printing postage and stationery	5,001		5,001	4,925
Other administrative costs	3,991		3,991	3,870
			-	
Audit fees	1,080		1,080	1,560
Depreciation of office equipment	972		972	973
	<u>40,071</u>	<u>-</u>	<u>40,071</u>	<u>47,133</u>
<b>Total resources expended</b>	<u>385,411</u>	<u>-</u>	<u>385,411</u>	<u>405,360</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. (2012 - £Nil).

Staff costs were as follows:

	2013 £	2012 £
Wages and Salaries	295,587	305,015
Social security costs	23,257	25,454
	<u>318,844</u>	<u>330,469</u>

The average number of staff employed (full time equivalent) was 17.50 (2012 - 18 ).

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 2013

### 6. TANGIBLE FIXED ASSETS

	Imp'mts to Premises £	Day Centre Fixtures & Fittings £	Day Centre Catering Equipment £	Office Equipment £	TOTAL £
<b>COST OR VALUATION</b>					
As at 1 April 2012	34,933	72,064	41,617	22,748	171,362
Additions in the year	-	-	-	-	-
As at 31 March 2013	<u>34,933</u>	<u>72,064</u>	<u>41,617</u>	<u>22,748</u>	<u>171,362</u>
<b>DEPRECIATION</b>					
As at 1 April 2012	23,761	70,745	41,617	21,776	157,899
Charge for the year	1,971	1,319	-	972	4,262
As at 31 March 2013	<u>25,732</u>	<u>72,064</u>	<u>41,617</u>	<u>22,748</u>	<u>162,161</u>
<b>NET BOOK VALUE</b>					
As at 31 March 2013	<u>9,201</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>9,201</u>
As at 1 April 2012	<u>11,172</u>	<u>1,319</u>	<u>-</u>	<u>972</u>	<u>13,463</u>

### 7. DEBTORS

	2013 £	2012 £
<b>Amounts due within one year:</b>		
Other debtors and accrued income	<u>33,422</u>	<u>3,166</u>
	<u>33,422</u>	<u>3,166</u>

### 8. CREDITORS: Amounts falling due within one year

	2013 £	2012 £
Creditors - Suppliers	1,066	-
Social Security and Other Taxes	7,426	6,500
Sundry Creditors and Accruals	8,621	4,500
	<u>17,113</u>	<u>11,000</u>

### 9. Unrestricted Reserves

	2013 £	2012 £
Reserves brought forward	20,921	18,750
Surplus/(Loss) for the year	3,456	2,171
Transfer to other reserves	-	-
	<u>24,377</u>	<u>20,921</u>

## Homeless Action in Barnet Limited

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

#### 10. SHARE CAPITAL

	2013	2012
	£	£
Shares issued at 1 April 2012	139	139
Shares issued during the year	-	-
Shares issued at 31 March 2013	<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:

	2013	2012
	£	£
Redundancy Fund	27,000	27,000
Repairs	30,000	30,000
<b>Total Designated Funds</b>	<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

	2013	2012
	£	£
<b>Future Capital Expenditure</b>		
Contracted, but not provided for	<u>Nil</u>	<u>0</u>

#### 13. SUBSEQUENT EVENTS

There were no significant post-balance sheet events.