

DOVECOTE VOLUNTARY PARENT COMMITTEE
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE PERIOD 15 MARCH 2017 TO 31 MARCH 2018

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Registered Charity No: 1172048

DOVECOTE VOLUNTARY PARENT COMMITTEE

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE PERIOD 15 MARCH 2017 TO 31 MARCH 2018**

TRUSTEES

Amie Prior
Jacob Brain
Rachel Partlett
Tara Collier
Hilary Miles
Craig Logan
Dwayne John

REGISTERED OFFICE

The Dovecote
Nightingale Avenue
Blackbird Leys
Oxford
OX4 5BU

INDEPENDENT EXAMINER

Peter J Stevenson FCA

BANKERS

Barclays Bank plc
Cowley
Oxford

DOVECOTE VOLUNTARY PARENT COMMITTEE**TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE PERIOD 15 MARCH 2017 TO 31 MARCH 2018**

The Trustees present their report and the financial statements for the period 15 March 2017 to 31 March 2018.

Charitable Status

Dovecote Voluntary Parent Committee is a charity, registered in England, number 1172048.

Trustees

The Trustees who have held office at any point during the period ended 31 March 2018 and to the date of this report are as follows:

Rachel Partlett (Chair)
Amie Prior (Secretary)
Jacob Brain
Tara Collier
Hilary Miles
Craig Logan
Dwayne John

Structure, Governance and Management

The Committee was originally established under a Constitution adopted in 2007. The charity formed in 2017 acquired the assets and liabilities of the former unincorporated body.

Additional trustees may be appointed by the Committee; all new trustees are offered appropriate training in order to fulfil their role.

Objectives and activities

The object of the charity is to provide facilities for the daily care, recreation and education of children during out of school hours and school holidays.

The charity also aims to advance the education and training of persons in the provision of such care, education and recreational facilities.

Achievements and performance

The charity has been very successful in attracting grants for its core work, not only for immediate use but also to support its work in the following period.

Public benefit

The Trustees of the charity have had due regard both to the objectives of the charity, as set out above, and also to the guidance on public benefit published by the Charity Commission, in exercising their powers and duties. All activities are undertaken in furtherance of the charity's objects, as outlined above.

DOVECOTE VOLUNTARY PARENT COMMITTEE

TRUSTEES' REPORT AND FINANCIAL STATEMENTS FOR THE PERIOD 15 MARCH 2017 TO 31 MARCH 2018

Financial Review

All the assets and liabilities of the former unincorporated body were transferred to the charity as at 1 April 2017, and totalled £85,032, of which £2,194 were restricted funds.

Income for the period totalled £35,892, and expenditure £51,758. The net deficit of £15,866 has been deducted from the funds transferred, resulting in reserves carried forward of £69,166, of which £2,164 were restricted funds.

The Trustees are satisfied that the unrestricted fund balance of £67,002, equivalent to about 18 months' expenditure, is adequate both to underpin planned future activities and also to cover winding-up of the charity if this became necessary in a later period.

Plans for Future Periods

The charity plans to continue to provide the existing services in furtherance of its core objectives, but recognises that the raising of funds for its work is becoming increasingly challenging.

Statement of Trustees' Responsibilities

The Trustees are responsible for preparing the Report of the Trustees and financial statements in accordance with applicable law and regulations.

Charity law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under charity law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing those financial statements, the Trustees are required to select suitable accounting policies and then apply them consistently; make judgements and estimates that are reasonable and prudent; and prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

So far as the Trustees are aware, there is no relevant information (information needed by the independent examiner in connection with preparing his report) of which the charity's examiner is unaware, and each Trustee has taken all the steps that he ought to have taken in order to make himself aware of any relevant information and to establish that the examiner is aware of that information.

Independent Examiner

Peter J Stevenson FCA has signified his willingness to continue in office and a resolution to re-appoint him as examiner will be proposed at the forthcoming annual general meeting.

.Approved by the Trustees on 22 May 2018

And signed by order of the Trustees by



Amie Prior
Trustee and Secretary

Independent Examiner's Report to the Trustees of Dovecote Voluntary Parent Committee

I report on the accounts of the charity for the period ended 31st March 2018, which are set out on pages 6 to 9.

Respective Responsibilities of Trustees and Examiner

As the charity's trustees you are responsible for the preparation of the accounts. You consider that the audit requirement of section 144 of the Charities Act 2011 (the Act) does not apply, and that an independent examination is needed. It is my responsibility to state on the basis of Procedures specified in the General Directions given by the Charity Commissioners under section 145 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 explanation 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 by 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
- to keep accounting records in accordance with section 130 of the Act; and
 - 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.

Peter J. Stevenson
Chartered Accountant

8 Harbord Road
Oxford
OX2 8LJ

Date: 22nd May 2018

DOVECOTE VOLUNTARY PARENT COMMITTEE
(Registered Charity No. 1172048)

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2018

	Restricted Funds £	Unrestricted Funds £	2018 Totals £
INCOME			
Grants and donations	9,962	14,415	24,377
Activities for generating funds:			
Fees and hirings	0	11,310	11,310
Other income			
Refunds and miscellaneous	0	175	175
Interest	0	30	30
TOTAL INCOME	9,962	25,930	35,892
EXPENDITURE (Note 3)			
Fundraising and publicity	0	0	0
Charitable activities			
Staff costs	7,530	34,232	41,762
Activity costs	500	2,887	3,387
Property costs	1,462	3,185	4,647
Office costs	0	991	991
Professional fees	0	471	471
Sensory garden	500	0	500
TOTAL EXPENDITURE	9,992	41,766	51,758
NET MOVEMENT IN FUNDS	-30	-15,836	-15,866
Assets and liabilities transferred from unincorporated charity, 1st April 2017	2,194	82,838	85,032
Total funds c/f at 31st March 2018	£2,164	£67,002	£69,166

The notes on page 3 form part of these accounts.

All activities are continuing; there are no gains and losses other than

BALANCE SHEET AS AT 31ST MARCH 2018

	Note	2018 £
FIXED ASSETS		<u>0</u>
CURRENT ASSETS		
Debtors and prepayments	4	500
Bank deposit a/c		45,279
Cash at bank and in hand		<u>43,121</u>
		88,900
CURRENT LIABILITIES	5	
Deferred income		18,676
Creditors		<u>1,058</u>
		19,734
NET CURRENT ASSETS		<u>69,166</u>
NET ASSETS		<u>£69,166</u>
FUND BALANCES		
Restricted funds	6	2,164
Unrestricted funds		<u>67,002</u>
		<u>£69,166</u>

These accounts were approved by the Management Committee on 22nd May 2018

SIGNED.....

Rachel Partlett

SIGNED.....

Amie Prior

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2018

1. Basis of accounting

These financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). The statements should be read in conjunction with the accompanying Annual Report. All the assets and liabilities of the former unincorporated body were transferred in at 1st April 2017.

2. Accounting policies

(a) **Income** is included in the SofA when:

- the entity becomes entitled to the resources
- it is probable that the income will be received
- the monetary value can be measured with sufficient reliability.

(b) **Liabilities** are recognised as soon as there is a legal or constructive obligation committing the entity to pay out resources.

3. Expenditure

Expenditure includes the Independent Examiner's fee £400.
No committee expenses were reimbursed; the average number of employees was 2.

4. Debtors

2018
£

Payments in advance: insurance	500
	<u>£500</u>

5. Creditors

Deferred income: grants	18,676
HM Revenue & Customs	658
Other creditors	400
	<u>£19,734</u>

6. Restricted funds

	In Touch	Sensory Garden	Play- structure	Holiday Activities	TOTAL
Balance tfr'd, 1.4.17	2,030	164	0	0	2,194
Income	0	2,500	1,462	6,000	9,962
	2,030	2,664	1,462	6,000	12,156
Less: expenditure	2,030	500	1,462	6,000	9,992
Balance c/f, 31.3.18	£0	£2,164	£0	£0	£2,164

DETAILED INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2018

	2017/18		(for comparison only) 2016/17	
	£	£	£	£
INCOME				
Fees	7,058		6,676	
Rentals	1,782		5,579	
Grants: Oxford City Council	10,000		13,757	
Grant: Awards for All	10,000		0	
Grant: Catalyst Housing Group	1,462		1,500	
Grant: Tesco Groundwork (Sensory Garden)	2,500		7,500	
Grants (previous year)	0		17,500	
Other grants and donations	415		8,886	
Sale of disposable asset (fully w/o)	0		10,000	
Building Management fees	2,470		2,470	
Interest	30		17	
Bank compensation	175	35,892	0	73,885
EXPENDITURE				
Wages	9,323		10,809	
Training, travel and subsistence	150		539	
Volunteer expenses	0		44	
Committee and AGM expenses	0		100	
Services Coordinator: salary (inc 'ers net NI £296)	32,289		32,296	
Sensory Garden (grant funded)	500		7,536	
Playstructure and garden maintenance	1,462		0	
Boat expenses	0		2,942	
Minibus hire and expenses	0		322	
Equipment, workshops & trips	3,278		3,382	
Rent	2,600		2,600	
Insurance	585		532	
Accountancy and bookkeeping	400		400	
Payroll charges (£361 previously accrued)	71		361	
Inspection and DBS check fees	109		623	
Printing, stationery & office costs	653		742	
Telephone	338		418	
Advertising & publicity	0		300	
Miscellaneous	0	51,758	41	63,987
(DEFICIT)/SURPLUS FOR THE YEAR		-£15,866		£9,898