

cc

**STEPPING STONES (AMBER VALLEY)
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS**

FOR

31 MARCH 2014



**Company Registration Number 4097879
Charity Number 1086086**

PARKINSON MATTHEWS LLP

Chartered Accountants
Cedar House
35 Ashbourne Road
Derby

**STEPPING STONES (AMBER VALLEY)
COMPANY LIMITED BY GUARANTEE**

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2014

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**STEPPING STONES (AMBER VALLEY)
COMPANY LIMITED BY GUARANTEE**

MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

The board of trustees/directors

M. Brown
R. Tilston
P. Mukhopadhyaya
M. Carter
M. Thums
J. Smith (Resigned 31st March 2014)

Company secretary

M. Brown (Appointed 1 April 2013)

Chief Executive

E. Cheeseman

Registered office

Community Hall
Ilkeston Road
Heanor
Derbyshire

Independent Examiner

Kevin Parkinson FCA
Parkinson Matthews LLP
Chartered Accountants
Cedar House
35 Ashbourne Road
Derby

STEPPING STONES (AMBER VALLEY) COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2014

The trustees, who are also Directors for the purposes of the Companies Act, have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 31 March 2014.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Stepping Stones (Amber Valley) is based at the Community Hall, Ilkeston Road, Heanor, Derbyshire which is the company's registered office and the principal address of the charity. Stepping Stones (Amber Valley) is a company limited by guarantee and not having a share capital (company registration No. 4097879) and Registered Charity (No. 1086086).

Trustee selection methods

A skills audit has been undertaken to discover those skills which are required by the trustee body. Efforts are made to recruit trustees who meet the skill requirement from those resident or working in Amber Valley. When it is not possible to recruit trustees with the requisite skills, the Charity utilises expertise from outside Amber Valley.

Risk management policy

The trustees examine the major risks that the charity faces each financial year when preparing and updating the strategic plan. The charity has developed systems to monitor and control these risks to mitigate any impact that they may have on the charity in the future.

OBJECTIVES AND ACTIVITIES

The objects of the charity are to promote the benefit of the inhabitants of the Amber Valley District and the neighbourhood by acting to relieve poverty and sickness, preserve good health, advance education and provide facilities in the interests of social welfare, in particular but not exclusively by the provision of a day centre.

This is in accordance with the charity's governing document, the Memorandum and Articles of Association of October 27th 2000.

SUMMARY OF THE MAIN ACTIVITIES UNDERTAKEN FOR THE PUBLIC BENEFIT IN RELATION TO THESE OBJECTS

In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit at our trustees meetings.

The Centre continues to offer an attractive venue for the lonely and the handicapped, providing companionship in a social setting with three-course lunch and coffee at all times! The Centre organises activities during the day and regular visits to places of interest outside. One indirect advantage of the Centre's work is that the carers are able to take a well merited rest whilst their charges are being looked after. The improvement to the physical and emotional wellbeing of the members is difficult to measure but it is apparent to all who spend any time at the Centre. Stepping Stones (Amber Valley) is open to all people irrespective of race, gender or any other personal circumstances.

STEPPING STONES (AMBER VALLEY) COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2014

ACHIEVEMENTS AND PERFORMANCE

HEALTH, SAFETY & HYGIENE

We have Peninsula business services for all our health and safety and fire safety requirements are also there to advise us if we require any information and help with our policies and procedures.

Over the year the inspectors from Amber Valley Environmental Healthy, School Health & Safety Officers, Social Services and Derbyshire County Council have visited the Centre and rated our standards highly.

FUNDING

The board continues to seek for funding, from a variety of organisations. We are currently seeking funding for a new dishwasher and chairs for the main hall.

THE BOARD

The board has met quarterly during the year to receive the reports from the centre manager and book keeper, and to plan the future course of the centre.

ACTIVITIES

We continue to have trips and live entertainment on a regular basis, and members receive a healthy three course meal and a small breakfast. In August we had some sport equipment donated to us which the members seem to be enjoying

PLACEMENTS

We continue to receive students from local schools and colleges. They receive hands-on experience in social care which is invaluable to them for their studies and future employment prospects. We are also visited by local hospitals and clinics.

REFERRALS / NET WORK

We continue to cooperate with hospitals, doctors, clinics, social services, mental health, PCT, home help and other sources in the care community.

STEPPING STONES (AMBER VALLEY) COMPANY LIMITED BY GUARANTEE

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2014

MEMBERS

We continue to receive members from a wide area of Amber Valley. The centre manager visits each potential member and establishes a relationship with him or her and the family. We have to report that more and more members are suffering from some form of dementia. The centre manager and staff monitor each member daily in terms of well-being so if there are any changes in the personal needs, we can meet their needs if possible and our records can be updated and kept as up to date as possible.

STAFFING

The board thanks the centre manager, the staff and the volunteers for the splendid work running the centre and providing a first class service to the members.

FINANCIAL REVIEW

Reserves Policy

The charity has a reserves policy to hold three months running costs in reserves. At 31 March 2014 the charity had general reserves of £15,991 which equates to around three months running costs.

Independent Examiner

Kevin Parkinson FCA of Messrs Parkinson Matthews LLP will continue in office as independent examiner for the ensuing year.

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:
STEPPING STONES (AMBER VALLEY)
Community Hall
Ilkeston Road
Heanor
Derbyshire
DE75 7AG

Signed on behalf of the trustees



M. Brown
Trustee

Approved by the trustees on 24/1/14

STEPPING STONES (AMBER VALLEY) COMPANY LIMITED BY GUARANTEE

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS

YEAR ENDED 31 MARCH 2014

Independent Examiner's Report to the Trustees of Stepping Stones (Amber Valley)

I report on the accounts of the company for the year ended 31 March 2014 which are set out on pages 6 to 14.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act, as amended); and
- state whether particular matters have come to my attention.

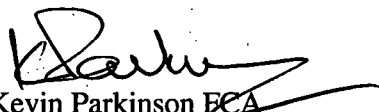
Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

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 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities 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.


Kevin Parkinson FCA
Parkinson Matthews LLP
Cedar House
35 Ashbourne Road
Derby

28/11/14

**STEPPING STONES (AMBER VALLEY)
COMPANY LIMITED BY GUARANTEE**

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2014

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds Year to 31 Mar 2014 £	Total Funds Year to 31 Mar 2013 £
Incoming resources from generated funds					
- Voluntary income	2	1,256	-	1,256	2,682
- Investment income	4	41	-	41	63
Incoming resources from the charitable activities	3	72,093	35,137	107,230	100,407
Other income	5	8,972	-	8,972	10,744
Total incoming resources		<u>82,362</u>	<u>35,137</u>	<u>117,499</u>	<u>113,896</u>
Resources expended					
Costs of generated funds					
- fundraising and publicity		380	-	380	884
Charitable activities		81,266	48,393	129,659	127,308
Governance costs		850	-	850	850
Total resources expended	6	<u>82,496</u>	<u>48,393</u>	<u>130,889</u>	<u>129,042</u>
Net (outgoing) resources before transfers		(134)	(13,256)	(13,390)	(15,146)
Transfer between funds		-	-	-	-
Net movement in funds		(134)	(13,256)	(13,390)	(15,146)
Funds brought forward		36,125	159,747	195,872	211,018
Funds carried forward		<u>35,991</u>	<u>146,491</u>	<u>182,482</u>	<u>195,872</u>

The charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing.

The notes on pages 9 to 14 form part of these financial statements.

**STEPPING STONES (AMBER VALLEY)
COMPANY LIMITED BY GUARANTEE**

INCOME AND EXPENDITURE ACCOUNT

YEAR ENDED 31 MARCH 2014

	Note	Year to 31 Mar 2014 £	Year to 31 Mar 2013 £
Income		117,458	113,833
Total expenditure	6	130,889	129,042
Operating (deficit)	7	(13,431)	(15,209)
Other income			
Interest receivable and similar income	4	41	63
Net retained (deficit) for the financial year		(13,390)	(15,146)

All of the activities of the charity are classed as continuing.

The notes on pages 9 to 14 form part of these financial statements.

STEPPING STONES (AMBER VALLEY) COMPANY LIMITED BY GUARANTEE

BALANCE SHEET

31 MARCH 2014

	Note	2014 £	2013 £
Fixed assets			
Tangible assets	8	153,180	166,664
Current assets			
Debtors		-	-
Cash at bank and in hand		37,655	43,468
		<u>37,655</u>	<u>43,468</u>
Creditors: amounts falling due within one year	9	8,353	14,260
		<u> </u>	<u> </u>
Net current assets		29,302	29,208
Total assets less current liabilities		<u>182,482</u>	<u>195,872</u>
Net assets		<u>182,482</u>	<u>195,872</u>
Funds			
Restricted	10	146,491	159,747
Unrestricted – general reserves	10	15,991	16,125
– designated funds	10	20,000	20,000
		<u> </u>	<u> </u>
TOTAL FUNDS		<u>182,482</u>	<u>195,872</u>

For the year ended 31 March 2014 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors responsibilities:

- (i) The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- (ii) The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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 authorised for issue by the members of the committee on the 24/11/14 and are signed on their behalf by:

M Brown
Trustee



Registration Number: 4097879

The notes on pages 9 to 14 form part of these financial statements.

STEPPING STONES (AMBER VALLEY) COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2014

1. Accounting policies

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (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.

Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Gifts in kind have been included at market value of gifts received and in assets acquired. No amounts are included in the financial statements for services donated by volunteers.

Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs relating to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Investment income

Bank interest is included in the income and expenditure account when receivable.

Taxation

As a charity, the charity is exempt from taxation.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity, which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

STEPPING STONES (AMBER VALLEY) COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2014

1. Accounting policies (continued)

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:

Building extension	- 25 years straight line
Equipment & fittings	- 4 years straight line

2. Voluntary income

	Unrestricted Funds	Restricted Funds	Total Funds Year to 31 Mar 2014	Total Funds Year to 31 Mar 2013
	£	£	£	£
Donations from individuals	1,256	-	1,256	2,682
	<u>1,256</u>	<u>-</u>	<u>1,256</u>	<u>2,682</u>

3. Incoming resources from the charitable activities

	Unrestricted Funds	Restricted Funds	Total Funds Year to 31 Mar 2014	Total Funds Year to 31 Mar 2013
	£	£	£	£
Grants				
Derbyshire County PCT	-	26,710	26,710	26,710
Derbyshire County Council	-	1,927	1,927	1,927
Lloyds TSB Foundation	-	6,500	6,500	5,142
The Big Lottery Fund	-	-	-	-
Activities				
Lunches	44,553	-	44,553	37,392
Transport	27,540	-	27,540	29,236
	<u>72,093</u>	<u>35,137</u>	<u>107,230</u>	<u>100,407</u>

4. Interest receivable

	Year to 31 Mar 2014	Year to 31 Mar 2013
	£	£
Bank interest receivable (unrestricted)	<u>41</u>	<u>63</u>

**STEPPING STONES (AMBER VALLEY)
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2014

5. Other income (unrestricted)

	Year to 31 Mar 2014	Year to 31 Mar 2013
	£	£
Room hire	5,389	4,974
Raffles	3,082	2,757
Sundry	501	3,013
	<u>8,972</u>	<u>10,744</u>

6. Total resources expended

	Basis of allocation	Generating funds £	Charitable activities £	Governance £	Total Funds Year to 31 £ Mar 2014	Total Funds Year to 31 £ Mar 2013
Staff costs	Direct	-	59,345	-	59,345	54,008
Volunteer expenses	Direct	-	222	-	222	470
Training	Direct	-	-	-	-	-
Rent & rates	Direct	-	1,608	-	1,608	1,980
Heat & light	Direct	-	6,473	-	6,473	5,818
Postage, stationery printing & telephone	Direct	-	1,958	-	1,958	2,908
Maintenance	Direct	-	2,551	-	2,551	3,101
Equipment	Direct	-	625	-	625	366
Depreciation	Direct	-	13,484	-	13,484	13,484
Insurance	Direct	-	410	-	410	199
Catering	Direct	-	10,506	-	10,506	11,447
Transport	Direct	-	27,400	-	27,400	28,881
Professional fees	Direct	-	3,550	850	4,400	2,833
Events & excursions	Direct	-	1,527	-	1,527	2,663
Other expenses	Direct	380	-	-	380	884
		<u>380</u>	<u>129,659</u>	<u>850</u>	<u>130,889</u>	<u>129,042</u>

The aggregate payroll costs were:

	Year to 31 Mar 2014	Year to 31 Mar 2013
	£	£
Wages and salaries	56,581	51,512
Social security costs	2,764	2,496
	<u>59,345</u>	<u>54,008</u>

STEPPING STONES (AMBER VALLEY) COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2014

6. Total resources expended (continued)

No employee earned more than £60,000 per annum. No trustees were reimbursed for expenditure.

The average number of staff employed by the charity during the financial year amounted to:

	Year to 31 Mar 2014 No	Year to 31 Mar 2013 No
Direct Charitable Staff	6	5
	<u>6</u>	<u>5</u>

7. Operating (deficit)

Operating (deficit) is stated after charging:

	Year to 31 Mar 2014 £	Year to 31 Mar 2013 £
Depreciation	13,484	13,484
	<u>13,484</u>	<u>13,484</u>

8. Tangible fixed assets

	Building Extension £	Equipment & fittings £	Total £
Cost			
At 31 March 2013	274,578	19,618	294,196
Additions	-	-	-
At 31 March 2014	<u>274,578</u>	<u>19,618</u>	<u>294,196</u>
Depreciation			
At 31 March 2013	116,437	11,095	127,532
Charge for the year	10,984	2,500	13,484
At 31 March 2014	<u>127,421</u>	<u>13,595</u>	<u>141,016</u>
Net book value			
At 31 March 2014	<u>147,157</u>	<u>6,023</u>	<u>153,180</u>
At 31 March 2013	<u>158,141</u>	<u>8,523</u>	<u>166,664</u>

STEPPING STONES (AMBER VALLEY) COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2014

9. Creditors: Amounts falling due within one year

	2014	2013
	£	£
Bank overdraft	3,401	3,339
Trade creditors	2,275	2,087
Taxation and social security	2,677	2,334
Deferred income		
Lloyds TSB Foundation	-	6,500
	<u>8,353</u>	<u>14,260</u>

10. Statement of funds

	At 1 April 2013 £	Incoming £	Outgoing £	Transfers £	At 31 March 2014 £
General reserve	16,125	82,362	(82,496)	-	15,991
Designated funds	20,000	-	-	-	20,000
Total unrestricted funds	<u>36,125</u>	<u>82,362</u>	<u>(82,496)</u>	<u>-</u>	<u>35,991</u>
Derbyshire County PCT	-	26,710	(26,710)	-	-
Derbyshire County Council	-	1,927	(1,927)	-	-
Lloyds TSB Foundation	-	6,500	(6,500)	-	-
The Community Fund	154,747	-	(10,756)	-	143,991
The Big Lottery Fund	5,000	-	(2,500)	-	2,500
Total restricted funds	<u>159,747</u>	<u>35,137</u>	<u>(48,393)</u>	<u>-</u>	<u>146,491</u>
Total funds	<u>195,872</u>	<u>117,499</u>	<u>(130,889)</u>	<u>-</u>	<u>182,482</u>

The remaining balance of the Community Fund grant consists of fixed assets to the value of £143,991 yet to be depreciated.

The remaining balance of the Big Lottery Fund grant consists of fixed assets to the value of £2,500, yet to be depreciated.

The Derbyshire PCT money was spent on wages.

The Derbyshire County Council money was spent on wages.

The Lloyds TSB money was spent on wages.

The designated fund is reserved to be spent on equipment and building repairs.

**STEPPING STONES (AMBER VALLEY)
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2014

11. Analysis of net assets

	Tangible fixed assets	Other net assets	Total
Unrestricted funds			
	£	£	£
General reserve	6,689	9,302	15,991
Designated funds	-	20,000	20,000
Restricted funds			
Community Fund	143,991	-	143,991
The Big Lottery Fund	2,500		2,500
	<u>153,180</u>	<u>29,302</u>	<u>182,482</u>

13. Company limited by guarantee

The Company is a company limited by guarantee. At the end of the year there were five Trustees, each of whom, under the terms of the Memorandum and Articles of Association, had undertaken to contribute the sum not exceeding £1 in the event of a winding up of the company.