

THE FAMILY HAVEN

TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED
31ST MARCH 2007

CONTENTS

	Page
Trustees' annual report	2 - 5
Independent accountants' report	6
Statement of financial activities	7
Balance sheet	8
Cash Flow statement	9
Notes to the financial statements	10 - 13

The Family Haven is a charitable company, limited by guarantee
Registered Charity No. 1088622
Company No. 4247872
31 Spa Road, Gloucester, GL1 1UY.
www.thefamilyhaven.com

THE FAMILY HAVEN
TRUSTEES' ANNUAL REPORT
YEAR ENDED 31 MARCH 2007

1. REFERENCE AND ADMINISTRATIVE DETAILS

Address and Registered Office	31 Spa Road Gloucester GL1 UY
Patron	Kate Winslett
President	Anne Cadbury OBE JP DL
Trustees:	
Chairman	David Mustardé
Secretary	Duncan Richardson
Treasurer	John Price
Operations Trustee	Janet Jenkins
Childcare Advisor	Doreen McLellan
Management Advisor	The Very Reverend Nicholas Bury
Voluntary Worker Co-ordinator	Gillian Lunn

Trustees are also Directors for the purposes of Company law. All trustees have held office throughout the year with the exception of Gillian Lunn who was appointed as a trustee on 21 December 2006.

Manager	Lorraine Barrett
Bankers	Lloyds TSB Bank plc 19 Eastgate Street Gloucester GL1 1NU
	CCLA Investment Management Limited COIF Charity Funds 80 Cheapside London EC2V 6DZ
Independent accountants	Pitt Godden & Taylor Brunel House George Street Gloucester GL1 1BZ

2. STRUCTURE, MANAGEMENT AND GOVERNANCE

Nature of Governing Document

The Family Haven is a private registered charitable company limited by guarantee, with no share capital, incorporated on 6th July 2001 governed by its Memorandum and Articles of association.

Each member undertakes to pay an amount not exceeding £1.00 towards liabilities in the event of the charity being dissolved.

Management

The policy and general management of the affairs of the Family Haven are directed by Trustees, one of third of whom retire each year by rotation, but are eligible for re-election.

The day-to-day management of The Family Haven is carried out by the manager, Lorraine Barrett.

The trustees affirm their maintenance of and commitment to Child Protection, Health and safety and anti-bullying policies. Details of the policies enforced are to be found in the on-line Trustee Handbook at www.thefamilyhaven.com/Governance.htm.

Recruitment and Appointment of Trustees

Trustees are recruited with a view to diversity, sound experience in a related field or professional expertise in a relevant area. Advertisements are placed with an agency who specialise in the identification of suitable candidates.

Such candidates are given first-hand experience of the work of the Family Haven, interviewed by two existing Trustees and, if appropriate, are invited to a Trustees' meeting. Appointment is then conditional on the approval of the Trustees generally.

Trustees have fully documented Job Descriptions and these are to be found in the on-line Trustee Handbook at www.thefamilyhaven.com/Governance.htm.

Risk Policy

Trustees place a high priority on risk management. Risks identified are categorised as follows:

- Governance and management risks
- Operational risks
- Financial risks
- External and compliance risks

It is the policy of the trustees to review all risks on an annual basis. The annual review seeks to establish that all risks are documented and that steps to mitigate such risks are established and executed. As a result of this process, the trustees are satisfied that residual risks are minimal

3. OBJECTS, AIMS AND ACTIVITIES

Objects

The Family Haven is established to relieve poverty and distress of persons in the Gloucester area who by virtue of their social and economic circumstances are in need; in particular, such persons who are homeless or living in unsuitable accommodation.

The Family Haven concentrates its activities on vulnerable families with pre-school children.

In furtherance of this object the Family Haven provides a day centre at 31 Spa Road, Gloucester. The centre is open from 9.30 am to 4 pm Monday to Friday for parents and their children, as well as children with particular needs. The day centre provides cooked midday meals, washing and laundry facilities, a crèche, nursery and play area, rest facilities and basic welfare advice.

Aims

- To empower families to take a greater responsibility for their own well-being.
- To broaden possible life experiences.
- To improve health, including mental health of parents and children.
- To improve opportunities for pre-school children.
- To encourage development of new skills for parents and children.
- To encourage mutual support amongst the families.
- To improve parenting skills.
- To enable parents and children to maintain a nutritious diet.

Activities and strategy

Each of the aims is addressed by a series of specific activities, designed to bring out the desired result. Targets are then set by the management in respect of each activity and are approved by the trustees. In general, such targets were set for 2006-07 in line with activity experienced during the previous year.

In addition to the core activities undertaken at the day centre, The Family Haven also provides staffing for the Gloucester Prison Visitors Centre.

4. ACHIEVEMENT AND PERFORMANCE

The following are the statistics in respect of certain key activities undertaken:

	2006-07	2005-06
Individual families helped	83	90
Number of visits – adults	2,187	2,265
Number of visits – children	3,458	3,174
Respite / crèche session	615	801
One to one sessions with children with additional needs	1,089	749
Meals provided	3,395	3,843
Active listening / advice sessions	109	115
Day trips	172	164
Parenting class attendees	71	77

Figures are broadly in line for the current year as for the previous year. The most notable feature is that respite sessions have reduced as more resources are concentrated into work with children with additional needs. Trustees consider the activities carried out to be a major contribution to the local community.

5. FINANCIAL REVIEW

Performance in year

The Family Haven achieved a break-even for the year, this being an excellent result given the known absence of certain funding sources which contributed to the large surplus in the previous year.

Overall income fell by £14k compared with the prior year. The most significant feature was the ending of the three year Big Lottery grant towards the Outreach programme, which provided £10k in the year as opposed to £41k in the previous year. The shortfall arising was partly

compensated for obtaining an increased number of smaller grants from such sources as the Peter Lang Trust and Lincoln Financial Group. Additionally, good sums were again realised from voluntary donations and fundraising in the local community where The Family Haven enjoys a reputation as a provider of valuable services.

Expenses increased by £8k or 6%, this being the result of general inflation as well as some minor repairs needed to maintain the premises in good condition and fully compliant with relevant legislation. Overall, Trustees consider costs to be well controlled.

In the coming year, the Trustees will seek to obtain further support from major funders in order to sustain and develop all activities into the foreseeable future.

Reserves Policy

It is the policy of the charity that unrestricted reserves, which have not been designated for a specific use, should be maintained at a level equivalent to at least six months' otherwise unfunded expenditure.

The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding they will be able to continue the Charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been achieved throughout the year.

6. FUTURE PLANS

Targets set for 2007-08 are in line with activity for the previous year. It is felt that given existing funding, and hence staffing, levels the capacity is not present to greatly increase the numbers of families helped. There is however an aspiration, funding permitted, to increase resources available to work one to one with children with additional needs.

7. STATEMENT OF TRUSTEES RESPONSIBILITIES

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

The Trustees are required to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources of the charity of that period. In preparing these 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue in business.

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 1985. 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.

8. AUTHORISATION FOR ISSUE

The Trustees authorise the issue of the financial statements on the date they are approved by the board.

On behalf of the Trustees

D.J. Richardson
Secretary
17 May 2007

ACCOUNTANTS' REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF THE FAMILY HAVEN

We report on the accounts of the The Family Haven for the year ended 31 March 2007, set out on pages 7 to 13.

Respective responsibilities of directors and reporting accountants

As described on page 4, the company's directors are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out the procedures designed to enable us to report our opinion.

Basis of opinion

Our examination was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurances expressed in our opinion.

Opinion

In our opinion:

- (a) the financial statements are in agreement with the accounting records kept by the company under s221 of the Companies Act 1985;
- (b) Having regard to, and on the basis of, the information contained in those accounting records:
 - (i) the financial statements have been drawn up in a manner consistent with the accounting requirements specified in s249C(6) of the Act; and
 - (ii) the company satisfied the conditions for exemption from an audit of the financial statements for the year, specified in s249A(4) of the Act as modified by s249A(5) and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in s249B(1).

Pitt Godden & Taylor
Chartered accountants
Brunel House
George Street
Gloucester
GL1 1BZ

17 May 2007

THE FAMILY HAVEN

STATEMENT OF FINANCIAL ACTIVITIES

(Incorporating an income and expenditure account)

YEAR ENDED 31ST MARCH 2007

	Notes	2007			2006
		Unrestricted Funds	Restricted Funds	Total	Total
		£	£	£	£
Incoming resources					
Incoming resources from generated funds:					
Voluntary income : Donations and grants		56,114	-	56,114	63,858
Local authority grants		22,202	-	22,202	21,730
Restricted grants	2	-	69,947	69,947	80,392
Interest receivable on cash deposits		4,896	-	4,896	3,028
Incoming resources from charitable activities:					
Fees from clients		5,287	-	5,287	4,767
Other incoming resources		2,768	-	2,768	1,193
Total incoming resources		91,267	69,947	161,214	174,968
Resources expended					
Cost of generating voluntary income		22,927	-	22,927	22,250
Charitable activities:					
Day centre		55,233	64,183	119,416	112,339
Prison Visitor Centre		-	17,336	17,336	15,684
Governance costs		940	-	940	1,560
Total resources expended	3	79,100	81,519	160,619	151,833
Net income / (expenditure) for the year		12,167	(11,572)	595	23,135
Funds brought forward		88,010	210,840	298,850	275,715
Funds carried forward		100,177	199,268	299,445	298,850

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 1985.

All recognised gains and losses have been included in the Statement of Financial Activities.

All operations are continuing.

THE FAMILY HAVEN

BALANCE SHEET AT 31ST MARCH 2007

		2007		2006	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	5		189,188		193,689
Current assets					
Prepayments		3,357		3,914	
Cash at bank and in hand		<u>113,038</u>		<u>103,957</u>	
		116,395		107,871	
Creditors: amounts falling due within one year: accruals		<u>(6,138)</u>		<u>(2,710)</u>	
Net current assets			110,257		105,161
Net assets	6		<u>299,445</u>		<u>298,850</u>
Represented by:					
Accumulated funds:					
General fund			100,177		88,010
Restricted funds			199,268		210,840
	7		<u>299,445</u>		<u>298,850</u>

For the financial year ended 31 March 2007 the company was entitled to exemption from an audit under s.249A(2) of the Companies Act 1985; and no notice has been deposited under s.249B(2).

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with s.221 of the Companies Act 1985 and preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the year and of its excess of income over expenditure for the financial year in accordance with the requirements of s.26 and which otherwise comply with the requirements of the Companies Act 1985 so far as applicable to the company.

The financial statements on pages 7 to 13 were approved by the Trustees on 17th May 2007 and signed on their behalf by:

D.J. Mustardé Chairman

J.B. Price Treasurer

THE FAMILY HAVEN

CASH FLOW STATEMENT YEAR ENDED 31ST MARCH 2007

	2007	2006
	£	£
Reconciliation of income less expenditure to net cash (outflow)/inflow from operating activities:		
Income less expenditure:		
Unrestricted funds	12,167	29,869
Restricted funds	(11,572)	(6,734)
Depreciation charge	4,952	4,951
Decrease in debtors	557	(765)
Decrease in creditors	3,428	(1,879)
Interest received	(4,896)	(3,028)
	<u>4,636</u>	<u>22,414</u>
Cashflow statement:		
Net cash inflow from operating activities	<u>4,636</u>	<u>22,414</u>
Returns on investments & servicing of finance:		
Interest received	4,896	3,028
Capital expenditure and financial investment:		
Equipment	(451)	(703)
	<u>4,445</u>	<u>2,325</u>
Increase in cash	<u>9,081</u>	<u>24,739</u>
Reconciliation of net cashflow to movement in net debt:		
Increase in cash in the period	9,081	24,739
Net funds at start of year	<u>103,957</u>	<u>79,218</u>
Net funds at end of year	<u>113,038</u>	<u>103,957</u>

THE FAMILY HAVEN

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31ST MARCH 2007

1. Accounting Policies

Basis of accounting

The financial statements have been prepared under the historical cost convention, in accordance with applicable Accounting Standards and the Companies Act and comply with the Statement of Recommended Practice Accounting and Reporting by Charities. The policies adopted for items which are judged material to the financial statements are as follows:

Incoming resources

Donations and gifts are recognised as income when received except where any restrictions on expenditure demand that a proportion be carried forward as deferred income. The donations under Gift Aid are recognised when receivable. The associated income tax recovery is recognised when the recovery is receivable.

Interest is recognised as income when receivable.

Grants are recognised as income when they are received provided conditions for receipt have been complied with, unless they relate to a specified future period in which case they are deferred.

Resources expended

Resources expended are recognised on an accruals basis. They are allocated to activities based on actual usage and time spent. Establishment and support costs are all allocated to the activity of provision of client care as no other activity uses a significant amount of such facilities.

Costs of activities in furtherance of the charity's objects comprise those costs incurred by the charity as a result of the delivery of its service.

Costs of generating funds comprise the costs associated with attracting voluntary income.

Governance costs comprise those costs incurred by the charity in meeting its constitutional and statutory requirements.

Fixed assets

Tangible fixed assets are included in the balance sheet at cost less depreciation.

Depreciation

Depreciation is calculated so that the cost of tangible fixed assets less their residual value are written off over their estimated useful lives at the following rates:

Freehold property	2% straight line
Equipment	25% written down value

Restricted funds

The restricted funds represent the funds specifically earmarked for the charity's property and other projects, specified by the donor.

Unrestricted funds

Unrestricted funds are funds which can be utilised at the discretion of the trustees.

THE FAMILY HAVEN

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2007 (Continued)

2 Restricted grants

	2007 £	2006 £
<i>Day centre</i>		
Big Lottery	10,507	41,992
BBC Children in Need	25,590	21,400
Gyde Trust	7,400	-
Peter Lang Trust	7,500	-
Lincoln Financial Group	5,450	-
<i>Prison Visitor Centre:</i>		
Zurich Community Trust	2,000	3,000
The Tudor Trust	6,500	4,000
Lloyds TSB Foundations	5,000	10,000
	<u>69,947</u>	<u>80,392</u>

3 Resources expended

	Notes	Unrestricted Funds £	2007 Restricted Funds £	Total £	2006 Total £
Staff costs	4	55,267	69,499	124,766	124,429
Depreciation		321	4,631	4,952	4,951
Auditors' remuneration		-	-	-	1,560
Independent accountants' fees		940	-	940	-
Other costs		22,572	7,389	29,961	20,893
		<u>79,100</u>	<u>81,519</u>	<u>160,619</u>	<u>151,833</u>

No remuneration was paid to the trustees during the year and nor were there were any expenses reimbursed to trustees (2006 : £Nil).

THE FAMILY HAVEN

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2007 (Continued)

4 Staff and trustees

	2007 Number	2006 Number
The average numbers of people employed by the charity during the year were:		
Fundraising	1	1
Day centre	9	9
Prison Visitor Centre	1	1
	<u>11</u>	<u>11</u>
	£	£
Staff costs for the above persons:		
Wages and salaries	115,945	116,575
Social Security costs	8,821	7,854
	<u>124,766</u>	<u>124,429</u>

There were no employees with emoluments of over £60,000.

5 Tangible fixed assets

	Freehold land and buildings	Equipment	Equipment	Total
	<u>Restricted Funds</u>		<u>Unrestricted</u>	
	£	£	£	£
Cost				
At 1st April 2006	225,247	4,702	16,547	246,496
Additions	-	-	451	451
At 31 March 2007	<u>225,247</u>	<u>4,702</u>	<u>16,998</u>	<u>246,947</u>
Depreciation				
At 1st April 2006	32,894	4,198	15,715	52,807
Provided in year	4,505	126	321	4,952
At 31 March 2007	<u>37,399</u>	<u>4,324</u>	<u>16,036</u>	<u>57,759</u>
Written down value				
At 31 March 2007	<u>187,848</u>	<u>378</u>	<u>962</u>	<u>189,188</u>
At 31st March 2006	<u>192,353</u>	<u>504</u>	<u>832</u>	<u>193,689</u>

All fixed assets are used in direct furtherance of the Charity's objectives.

THE FAMILY HAVEN

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2007 (Continued)

6 Analysis of Net Assets Between Funds

	Unrestricted	Restricted	Total
	£	£	£
Tangible Fixed Assets	962	188,226	189,188
Current Assets	105,353	11,042	116,395
Current liabilities	(6,138)	-	(6,138)
Net assets as at 31 March 2007	<u>100,177</u>	<u>199,268</u>	<u>299,445</u>

7 Movement in Funds

	Opening balance £	Incoming resources £	Outgoing resources £	Closing balance £
Restricted funds				
<i>Day Centre</i>				
Big Lottery	7,005	10,507	(17,512)	-
BBC Children in Need	4,875	25,590	(25,778)	4,687
Gyde Trust	-	7,400	(7,400)	-
Peter Lang Trust	-	7,500	(7,500)	-
Lincoln Financial Group	-	5,450	(1,362)	4,088
<i>Prison Visitor Centre</i>				
Zurich Community Trust	3,000	2,000	(3,000)	2,000
The Tudor Trust	-	6,500	(6,500)	-
Lloyds TSB Foundations	3,103	5,000	(7,836)	267
<i>Fixed Assets</i>	192,857	-	(4,631)	188,226
General Fund	88,010	91,267	(79,100)	100,177
	<u>298,850</u>	<u>161,214</u>	<u>(160,619)</u>	<u>299,445</u>

The Big Lottery provide support for the Outreach project, BBC Children in Need and Gyde Trust for the nursery, Peter Lang Trust for work with underprivileged children and Lincoln Financial Group for the healthy eating programme.