

Company registration number: 07123868
Charity registration number: 1135311

Harbour Bideford

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 31 March 2011



HARBOUR BIDEFORD

REFERENCE AND ADMINISTRATIVE DETAILS

Charity name	Harbour Bideford	
Charity registration number	1135311	
Company registration number	07123868	
Registered office	West Heale Landcross BIDEFORD Devon EX39 5JA	
Drop-in centre and store	7 Queen Street BIDEFORD Devon EX39 2JG	
Email	admin@harbourbideford.co.uk	
Telephone	01237 423891	
Website	www.harbourbideford.co.uk	
Trustees	Miss J Stewart, Chair Mr A Tregoning, Vice Chair Mrs S A M Beer, Treasurer Mrs E Arrowsmith Mr B P Hopkins (Resigned 15 July 2010) Mr C Marshall (Resigned 10 January 2011) Mrs C Marshall (Appointed 2 November 2010) Mrs J Poole (Resigned 17 April 2010) Mr A E Rayner Mr A Ready-Wearne (Appointed 15 July 2010) (Resigned 22 March 2011)	

HARBOUR BIDEFORD

REFERENCE AND ADMINISTRATIVE DETAILS

Accountant Glover Stanbury & Co
27 Bridgeland Street
BIDEFORD
Devon
EX39 2PZ

Bankers HSBC
Alexandra House
The Quay
BIDEFORD
Devon
EX39 2AF

HARBOUR BIDEFORD

TRUSTEES' REPORT

The trustees present their report and the financial statements for the year ended 31 March 2011. The financial statements comply with current statutory requirements and Statements of Recommended Practice, and with the charity's governing documents.

Structure, Governance and Management

Harbour Bideford was incorporated as a company limited by guarantee on 13 January 2010 and registered as a charity on 30 March 2010 . It is governed by a Constitution adopted on 7 July 2009 and by the Articles of Association adopted on incorporation, as amended by a special resolution on 19 March 2010.

Objects

The charity exists to promote social inclusion and integration for the public benefit through the provision of support services and relief of needs to unemployed, homeless, vulnerable and socially disadvantaged individuals resident in Bideford and its neighbourhood. In providing such services, the trustees have full regard to the guidance contained in the Charity Commission's general guidance on public benefit.

Activities and Funding

The Harbour Drop-in opened in March 2010 and provides an open access facility welcoming as members anyone over the age of 16 who can benefit from the services on offer.

The work of the charity in reaching out to socially disadvantaged people continued to expand in the year under review. We operated successfully and were able to provide crucial support to the homeless and disadvantaged in the coldest winter for many years. In the near future we plan to take the Harbour Project further by working with existing Agencies to provide better services in Bideford for our members with drug, alcohol or housing problems and to find or provide opportunities for voluntary work or training.

Funding is provided by grant income and donations from individuals. During the year under review the charity received funding from Mustard Seed, the Bideford Bridge Trust, the Hilden Trust, Bideford Town Council, the Co-Operative Society and local County, District and Town Councillors. We also received support from individuals and groups, both in financial and practical ways, local churches and local community groups.

We thank all who provided financial assistance and are also grateful for the dedication, hard work and good humour of the volunteers who give up their time to do whatever is needed to meet the needs of our members.

HARBOUR BIDEFORD

TRUSTEES' REPORT

Trustees and Directors

The names of the trustees who served during the year are shown on page 1 of these financial statements. With effect from 13 January 2010 the trustees were also the directors of the company for Companies Act purposes and appointed in accordance with the Articles of Association. Unless otherwise noted on page 1 the trustees were appointed as directors with effect from 13 January 2010.

Potential new trustees are asked to express their interest in writing and attend a meeting, with the Chairperson and at least one other trustee, to explain the legal responsibilities and what Harbour expects of a trustee. The application is then referred to the next full trustees' meeting and the potential trustee is asked to make a brief presentation at that meeting before the appointment is agreed. New trustees receive an introductory pack on appointment, which comprises the framework documents of the charitable company, together with details of the work carried out.

The trustees endeavour to reach consensus in their decisions but in the event of disagreement a decision would be reached by majority vote.

Trustees' responsibilities in relation to the Financial Statements

The trustees (who are also directors of Harbour Bideford for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable laws and regulations.

Company 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 company 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 charitable company and of the profit or loss of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities Statement Of Recommended Practice;
- make judgements and accounting estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are also responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and 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 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

HARBOUR BIDEFORD TRUSTEES' REPORT

Reserves policy

It is the policy of the trustees to aim to maintain Unrestricted Reserves equivalent to between one quarter and one half of annual expenditure. The reasons for such reserves are:

- (i) to maintain the normal level of operations in the event of any shortfall of income; and
- (ii) to make provision for any major redecoration or refurbishments that might be required in respect of its property.

Currently our reserves exceed that level as we wish to be in a position to fund the medium term plans and proposed extensions to the charity's activities for a reasonable period, if appropriate.

Risk management

The trustees have an informal risk management process to assess business risks and implement risk management strategies. This involved identifying the types of risks the charity faces, prioritising them in terms of potential impact and likelihood of occurrence, and identifying means of mitigating the risks. The trustees have taken advice regarding insurance cover and are satisfied that the cover and systems in place are adequate to mitigate any such risks.

Investment policy

The policy of the trustees is to hold monies not required immediately to meet expenditure in a deposit account with the charity's bankers at their local branch, to obtain the best rate of interest coupled with availability.

Small company provisions

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

Taxation

The company is a registered charity and is, therefore, exempt from income tax, corporation tax and capital gains tax.

Approved by the Board on 21 June 2011 and signed on its behalf by:

Miss J Stewart
Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HARBOUR BIDEFORD

I report on the accounts of the company for the year ended 31 March 2011, which are set out on pages 7 to 15.

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 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

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

- examine the accounts under section 43 of the 1993 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- state 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 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.

Martin John Chance FCA
Glover Stanbury & Co
Chartered Accountants

30 June 2011

27 Bridgeland Street
BIDEFORD
Devon
EX39 2PZ

HARBOUR BIDEFORD

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2011

		Unrestricted Funds	Restricted Funds	Total Funds 2011	Total Funds 2010
	Note	£	£	£	£
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	15,485	12,250	27,735	-
Activities for generating funds	3	682	285	967	-
Investment income		7	-	7	-
Total incoming resources		<u>16,174</u>	<u>12,535</u>	<u>28,709</u>	<u>-</u>
RESOURCES EXPENDED					
Costs of generating funds					
Fundraising trading: cost of goods sold and other costs	4	79	80	159	-
Charitable activities	4	6,814	11,471	18,285	-
Governance costs	4	795	-	795	-
Total resources expended		<u>7,688</u>	<u>11,551</u>	<u>19,239</u>	<u>-</u>
Net movements in funds		8,486	984	9,470	-
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>11,071</u>	<u>5,451</u>	<u>16,522</u>	<u>16,522</u>
Total funds carried forward		<u>19,557</u>	<u>6,435</u>	<u>25,992</u>	<u>16,522</u>

The notes on pages 9 to 15 form an integral part of these financial statements.

HARBOUR BIDEFORD (REGISTRATION NUMBER: 07123868)

BALANCE SHEET AS AT 31 MARCH 2011

	2011	2010
Note	£	£
Current assets		
Stocks	472	-
Prepayments	4,233	2,129
Cash at bank and in hand	22,320	14,748
	<u>27,025</u>	<u>16,877</u>
Creditors: Amounts falling due within one year		
Creditors and accruals	<u>(1,033)</u>	<u>(355)</u>
Net current assets	<u>25,992</u>	<u>16,522</u>
Net assets	<u>25,992</u>	<u>16,522</u>
The funds of the charity:		
Restricted funds in surplus	6,435	5,451
Unrestricted funds		
Unrestricted income funds	<u>19,557</u>	<u>11,071</u>
Total charity funds	<u>25,992</u>	<u>16,522</u>

For the financial year ended 31 March 2011, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the Board on 21 June 2011 and signed on its behalf by:

Miss J Stewart
Trustee

Mrs S A M Beer
Trustee

The notes on pages 9 to 15 form an integral part
of these financial statements.

HARBOUR BIDEFORD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2011

1 ACCOUNTING POLICIES

Basis of preparation

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)', issued in March 2005, the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Companies Act 2006.

Going concern

These financial statements have been prepared on a going concern basis.

Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Further details of each fund are disclosed in note 9.

Incoming resources

Voluntary income including donations and grants that provide core funding or are of a general nature is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Gifts in kind of food and other kitchen costs are valued at standard rates, approximating to local retail prices. Other items donated for resale or distribution are not included in the financial statements until they are sold or distributed.

Income tax reclaimed under the Gift Aid scheme is accounted for when the claim form is prepared and lodged with the appropriate Tax Office.

Income from the sale of goods and income derived from events is recognised as earned (that is, as the related goods or services are provided).

Investment income relates only to bank deposit interest and is recognised on a receivable basis.

HARBOUR BIDEFORD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2011

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Resources expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of generating funds are the costs of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustee meetings and the estimated proportion of the combined indemnity insurance costs relating to trustees' indemnity insurance. The cost of any legal advice to trustees on governance or constitutional matters would also be included.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Office equipment	Written off in year of purchase
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Research and development expenditure

Research and development expenditure is written off as incurred.

Stock

Stocks are valued at cost, after making due allowance for obsolete or damaged items. Items held for resale are valued at the lower of cost or net realisable value, taking account of costs to be incurred in bringing the item to sale condition. Any stocks arising from gifts in kind of food and other kitchen costs are valued at standard rates, approximating to local retail prices. Other items donated for resale or distribution are not included in the financial statements until they are sold or distributed.

Operating leases

Rentals payable under operating leases are charged in the statement of financial activities on a straight line basis over the lease term.

HARBOUR BIDEFORD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2011

..... continued

2 VOLUNTARY INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2011 £	Total Funds 2010 £
Donations and legacies				
Appeals and donations	11,035	-	11,035	-
Grants				
Grants from Trusts and foundations	2,250	10,000	12,250	-
Other Grants receivable	2,200	2,250	4,450	-
	<u>4,450</u>	<u>12,250</u>	<u>16,700</u>	<u>-</u>
	<u>15,485</u>	<u>12,250</u>	<u>27,735</u>	<u>-</u>

The Grants for restricted purposes are shown in Note 9 to these financial statements. Grants received for unrestricted purposes comprised Hilden Trust £2,000, Norman Family Trust £250, Bideford Town Council £1,000, Devon County Councillor Grant £1,000 and Bideford Lions Club £200.

3 ACTIVITIES FOR GENERATING FUNDS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2011 £	Total Funds 2010 £
Operating activities				
Sales of goods	321	-	321	-
Events	121	45	166	-
100 Club	240	240	480	-
	<u>682</u>	<u>285</u>	<u>967</u>	<u>-</u>

HARBOUR BIDEFORD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2011

..... continued

4 TOTAL RESOURCES EXPENDED

	Operating activities	Charitable activities	Governance	Total
	£	£	£	£
Direct costs				
Cost of goods sold	80	-	-	80
Other direct costs	79	6,235	-	6,314
	<u>159</u>	<u>6,235</u>	<u>-</u>	<u>6,394</u>
Support costs				
Establishment costs	-	5,833	-	5,833
Repairs and set-up costs	-	1,693	-	1,693
Office expenses	-	664	-	664
Printing, posting and stationery	-	857	-	857
Volunteer training and CRB checks	-	449	-	449
Sundry and other costs	-	35	15	50
Cleaning	-	99	-	99
Cost of trustee meetings	-	-	80	80
Liability, accident and indemnity insurance	-	269	100	369
Publicity and promotional costs	-	542	-	542
Accountancy fees	-	-	600	600
Depreciation of tangible fixed assets	-	1,609	-	1,609
	<u>-</u>	<u>12,050</u>	<u>795</u>	<u>12,845</u>
	<u>159</u>	<u>18,285</u>	<u>795</u>	<u>19,239</u>

5 TRUSTEES' REMUNERATION AND EXPENSES

No trustees received any remuneration during the year. The estimated cost of trustee liability insurance included in our Charity Combined cover is shown as a governance cost above.

HARBOUR BIDEFORD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2011

..... continued

6 TANGIBLE FIXED ASSETS

	Office equipment £
Cost	
Additions	<u>1,609</u>
Depreciation	
Charge for the year	<u>1,609</u>
Net book value	
As at 31 March 2011	<u><u>-</u></u>

7 MEMBERS' LIABILITY

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

8 OPERATING LEASE COMMITMENTS

As at 31 March 2011 the charity had annual commitments under non-cancellable operating leases as follows:

Operating leases which expire:

	Land and Buildings	
	2011 £	2010 £
Within two and five years	<u>4,000</u>	<u>-</u>

The operating lease relates to the premises at 7 Queen Street, Bideford, which are used as a drop-in centre and store. The lease commenced on 22 February 2010 for 3 years and rent is payable at £4,000 per year for the first 2 years and then £5,000 for the final year.

HARBOUR BIDEFORD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2011

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9 ANALYSIS OF FUNDS

	At 1 April 2010	Incoming resources	Resources expended	At 31 March 2011
	£	£	£	£
General Funds				
General funds	11,071	16,174	(7,688)	19,557
Restricted Funds				
Bideford Bridge Trust - rents	3,315	4,000	(3,732)	3,583
Torrige District Councillor Grants - set-up and computer costs	712	2,000	(2,712)	-
Client Aid	981	45	(245)	781
Winter Warmth	443	-	(443)	-
Church Urban Fund - Mustard Seed grant	-	5,000	(4,170)	830
Plymouth & South West Co-operative Society Limited	-	1,000	(119)	881
Devon Community Foundation				
Winter Unwrapped Fund - Art and Craft	-	200	-	200
100 Club	-	240	(80)	160
Sundry	-	50	(50)	-
	<u>5,451</u>	<u>12,535</u>	<u>(11,551)</u>	<u>6,435</u>
	<u>16,522</u>	<u>28,709</u>	<u>(19,239)</u>	<u>25,992</u>

The Church Urban Fund - Mustard Seed grant is for Provisions (£2,920 - all spent), Emergency accomodation (£750 - £350 spent), Individual beneficiary help (£750 - all spent but £299 in stock) and Volunteer training (£580 - £449 spent).

The Plymouth & South West Co-operative Society Limited grant is for Emergency accomodation (£500 - none spent) and Individual beneficiary help (£500 - £119 spent).

HARBOUR BIDEFORD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2011

..... continued

10 NET ASSETS BY FUND

	Unrestricted Funds	Restricted Funds	Total Funds 2011	Total Funds 2010
	£	£	£	£
Tangible assets	-	-	-	-
Current assets	20,590	6,435	27,025	16,877
Creditors: Amounts falling due within one year	(1,033)	-	(1,033)	(355)
Net assets	<u>19,557</u>	<u>6,435</u>	<u>25,992</u>	<u>16,522</u>