

**Birmingham Crisis Centre**  
Report and accounts  
For the year ended 31 March 2005



**Charity no. 700138**  
**Company no.2230876**

## Company information

<b>Company registration number:</b>	2230876
<b>Charity number:</b>	700138
<b>Registered office:</b>	Butler Hall & Co 214 Hagley Road Edgbaston Birmingham B16 9PH
<b>Management Committee and Trustees:</b>	J C Ankcorn Mrs J Watts-James A C Pillinger Councillor R Corns Mrs P Sunderland Mrs V Lillemoen Mrs K Thompson Ms K McEwen Dr N Farrow
<b>Secretary:</b>	Mrs P Sunderland
<b>Bankers:</b>	National Westminster Plc Chamber of Commerce House 36 Highfield Road Edgbaston Birmingham B15 3BS
<b>Auditors:</b>	MGI Wenham Major LLP Registered Auditors Chartered Accountants 89 Cornwall Street Birmingham B3 3BY

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# Report of the Trustees and Management Committee

## The Trustees

During the year the following people served as Trustees and on the Management Committee.

J C Ankcorn	
Mrs J Watts-James	
A C Pillinger	
Councillor R Corns (Representative of Birmingham City Council)	
R Simonds	(resigned 16 October 2004)
Mrs P Sunderland	
Mrs V Lillemoen	
Mrs A Holding	(resigned 12 October 2004)
Mrs K Thompspon	(appointed 15 February 2005)
Ms K McEwen	(appointed 15 February 2005)
Dr N Farrow	(appointed 15 February 2005)

The powers of appointing and removing Trustees are outlined in the Memorandum and Articles of Association of the company.

The Trustees and Management Committee, who are also directors of the charity for the purposes of the Companies Act, present their annual report together with the audited financial statements for the year ended 31 March 2005. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in October 2000 in preparing the annual report and the financial statements of the charity.

## Statement of Trustees' and Management Committees' responsibilities

Company and charity law requires the Trustees and Management Committee to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements, the Trustees and Management Committee are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees and Management Committee are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The Trustees are also responsible for safeguarding the assets of the company and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## Report of the Trustees and Management Committee (continued)

### Legal status

The charity is constituted as a charitable company limited by guarantee. Each member of the company undertakes to contribute a sum, not exceeding £10, to the company's assets if it is wound up whilst a member or within one year after ceasing to be a member.

Its Memorandum and Articles of Association govern the charity and the policies made by the Board of Trustees and Management Committee.

### Objects of the Charity, principal activities and organisation of our work

The principal activity of the charity is the provision of a safe haven for victims of domestic violence and is governed by the Trustees and Management Committee who are responsible for formulating the strategies and policies of the charity.

The charity is supported by grants from the City of Birmingham and also by donations.

### Review of activities and finances

During the period covered by this report 107 families passed through the Centre with the average length of stay being between 3 and 4 months although some stay for over 18 months whilst others may be in and out within the week. The average number of children in residence throughout the year was 17 children under 5 and 19 children between 5 and 16, the maximum at any one time being 47 and the minimum 24.

Over the period, on average, 78% of the 23 available units have always been occupied and upon the end of occupancy units are thoroughly cleaned, often redecorated and maybe refurbished as high standards of cleanliness, equipment and furnishings are required.

During the year 14 different nationalities have used the facilities of the Centre which in itself brings problems of language and custom. Irrespective each new arrival has been treated with the same courtesy and kindness that are hallmarks of the Centre staff.

The results for the year are shown in the attached financial statements.

### Investment policy

All investments made in the year have been made in accordance with the Trustees' power of investment. The Trustees consider the income requirements, the risk profile and the investment manager's view of the market prospects in the medium term. The investment strategy is set within an overall policy of investing in low and medium risk investments which generate both income and capital growth. The Management Committee consider the return on investments, at over 7% in the year, to be satisfactory.

## Report of the Trustees and Management Committee (continued)

### **Risk review**

The Management Committee is in the process of completing its own review of the major risks to which the charity is exposed and ensuring that systems have been established to mitigate those risks.

### **Reserves policy and future plans**

Birmingham Crisis Centre needs reserves to:

- cover up to three months cash flow as some grants and accommodation charges are paid in arrears.
- cover unexpected salary or employee contingencies.
- ensure that there are sufficient funds to cover any unexpected items of expenditure.
- ensure that it can manage any major expenditure requirements on the premises that it manages.

Based on the above, a general reserve equivalent to £300,000 should be maintained.

### **Major repairs and maintenance reserve**

The Trustees will endeavour to allocate funds to the major repairs and maintenance reserve to meet planned future expenditure on the maintenance and up keep of the Birmingham Crisis Centre to ensure it is of a high standard for its residents.

### **Indemnity insurance**

Indemnity insurance was purchased on behalf of the Trustees during the year at a premium of £2,022 (2004: £1,633).

## Report of the Trustees and Management Committee (continued)

### Auditors

F E Sidaway Son & Co resigned as auditors in November 2004 and MGI Wenham Major LLP were appointed to replace them. A resolution to reappoint MGI Wenham Major LLP as auditors will be proposed at the annual general meeting in accordance with Section 385 of the Companies Act 1985.

### Small company exemptions

The accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for smaller entities (effective June 2002)

On behalf of the Board



J C Ankcorn  
Chairman & Trustee  
Date: 14.09.05

# Report of the independent auditors to the Trustees of Birmingham Crisis Centre

We have audited the financial statements of Birmingham Crisis Centre for the year ended 31 March 2005 which comprise the statement of financial activities, the balance sheet and notes 1 to 15. These financial statements have been prepared under the historical cost convention as modified by the inclusion of fixed asset investments at market value and the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company'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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

## **Respective responsibilities of the Trustees and auditors**

The Trustees are also directors of Birmingham Crisis Centre for the purpose of company law. Their responsibilities for preparing the report of the Trustees and the financial statements in accordance with United Kingdom law and accounting standards are set out in the statement of the trustees' responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom auditing standards.

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 Companies Act 1985. We also report to you if, in our opinion, the Trustees' report is not consistent with the financial statements, if the company 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 directors' remuneration and transactions with the company is not disclosed.

We read other information contained in the Trustees' report, and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.



## Report of the independent auditors (continued)

### **Basis of opinion**

We conducted our audit in accordance with United Kingdom auditing standards 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 by the Trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity'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 financial statements give a true and fair view of the state of the charity's affairs as at 31 March 2005 and of its incoming resources and application of resources for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

*MGI Wenham Major LLP*

**MGI WENHAM MAJOR LLP  
REGISTERED AUDITORS  
CHARTERED ACCOUNTANTS**

Date: 15/2/05

## Statement of financial activities (incorporating the Income and Expenditure Account)


	Note	Unrestricted funds £	Designated funds £	Restricted funds £	2005 £	2004 <i>Restated</i> £
<b>Incoming resources</b>						
Donations		4,645	-	-	4,645	775
Activities in furtherance of the charity's objects:						
Grants	2	-	-	6,650	6,650	10,800
Accommodation charges	3	444,091	-	-	444,091	427,578
Investment income and interest	4	9,587	-	-	9,587	9,183
<b>Total incoming resources</b>		<b>458,323</b>	<b>-</b>	<b>6,650</b>	<b>464,973</b>	<b>448,336</b>
<b>Resources expended</b>						
Direct charitable expenditure		438,547	-	6,650	445,197	421,270
Management and administration		(7,340)	-	-	(7,340)	14,308
<b>Total resources expended</b>	5	<b>431,207</b>	<b>-</b>	<b>6,650</b>	<b>437,857</b>	<b>435,578</b>
<b>Net resources expended before transfers</b>		<b>27,116</b>	<b>-</b>	<b>-</b>	<b>27,116</b>	<b>12,758</b>
Transfers between funds	13	(30,000)	30,000	-	-	-
<b>Net movement in funds</b>		<b>(2,884)</b>	<b>30,000</b>	<b>-</b>	<b>27,116</b>	<b>12,758</b>
Gains on revaluation and disposal of investment assets	9	7,145	-	-	7,145	17,199
<b>Net movement in funds</b>		<b>4,261</b>	<b>30,000</b>	<b>-</b>	<b>34,261</b>	<b>29,957</b>
Fund balances at 1 April 2004 as restated	13	229,454	30,000	-	259,454	229,497
<b>Fund balances at 31 March 2005</b>	13	<b>233,715</b>	<b>60,000</b>	<b>-</b>	<b>293,715</b>	<b>259,454</b>

## Balance sheet

	Note	2005 £	2004 <i>Restated</i> £
<b>Fixed assets</b>			
Tangible assets	8	-	-
Investments	9	241,530	233,952
		<u>241,530</u>	<u>233,952</u>
<b>Current assets</b>			
Debtors and prepayments	10	15,099	15,721
Cash at bank and in hand		75,625	56,404
		<u>90,724</u>	<u>72,125</u>
<b>Creditors: amounts falling due within one year</b>	11	<u>38,539</u>	<u>46,623</u>
<b>Net current assets</b>		52,185	25,502
<b>Total assets less current liabilities</b>		<u>293,715</u>	<u>259,454</u>
<b>Unrestricted funds</b>			
Designated reserves	13	60,000	30,000
General funds	13	233,715	229,454
<b>Total funds</b>	13	<u>293,715</u>	<u>259,454</u>

The accounts are prepared in accordance with the special provisions of part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective June 2002).

The financial statements were approved by the Trustees and Management Committee on 14 September 2005.

  
J C Ankcorn  
(Chairman and Trustee)

  
Mrs P Sunderland  
(Management Committee Member and Trustee)

## Notes to the financial statements

### 1 Accounting policies

These financial statements are drawn up on the historical cost convention as modified by the inclusion of fixed asset investments at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), the Companies Act 1985, and follow the recommendations in the Statement of Recommended Practice Accounting by Charities issued in October 2000.

The inclusion of fixed asset investments at market value is a change in accounting policy from prior years. The impact of this change in accounting policy is to decrease gains on the revaluation of investment assets by £12,757 (2004: increase £3,848).

The impact on the balance sheet is to increase fixed asset investments and general funds as at 31 March 2004 by £12,757.

#### Tangible fixed assets

Tangible fixed assets are stated at cost.

Depreciation is charged by instalments commencing with the year of acquisition at rates estimated to write off the cost of the asset less any residual value over the expected useful lives which are as follows:

Furniture, fixtures and fittings	- 7 years on a straight line basis
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#### Taxation

The company is a registered charity and no provision is required for taxation.

#### Incoming resources

- donations, legacies and grants receivable are accounted for as soon as their amount and receipt are certain. In the case of unsolicited donations this is usually only when they are received.
- Supporting People revenue is received from Birmingham City Council and is recognised when the contractual obligations have been fulfilled.

#### Resources expended

Expenditure which is charged on an accruals basis, is allocated between:

- expenditure incurred directly to the fulfilment of the charity's objectives (direct charitable) and
- expenditure incurred in the management and administration of the charity.

## **Notes to the financial statements**

### **Fund accounting**

Funds held by the Charity are:

#### **Unrestricted general funds**

These are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

#### **Designated funds**

There are funds set aside by the Trustees out of unrestricted general funds for specific future purposes or projects.

#### **Restricted funds**

These are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

### **Investments**

Investments are valued at market value at the balance sheet date. The Statement of Financial Activities includes net gains and losses arising on revaluations and disposals throughout the year.

### **Value added tax**

Value added tax is not recoverable by the company and, as such, it is included in the cost of the related expense or asset.

## Notes to the financial statements

### 2 Grants received

	2005 £	2004 £
Birmingham City Council - main programme revenue grant	1,150	5,300
Birmingham Housing Department - rent abatement	5,500	5,500
	<u>6,650</u>	<u>10,800</u>

### 3 Accommodation charges

	2005 £	2004 £
Charges to residents	18,130	13,441
Housing Benefit	256,133	247,595
Supporting People	169,828	166,542
	<u>444,091</u>	<u>427,578</u>

### 4 Investment income

	2005 £	2004 £
Franked investment income	-	2
Bank deposit interest	1,597	1,191
Treasury stock interest	7,990	7,990
	<u>9,587</u>	<u>9,183</u>

### 5 Total resources expended

	Staff costs £	Other costs £	Total 2005 £	Total 2004 £
Residential services	293,552	113,462	407,014	370,330
Activities and resources for children	30,189	7,994	38,183	50,940
Management and administration	-	(7,340)	(7,340)	14,308
	<u>323,741</u>	<u>114,116</u>	<u>437,857</u>	<u>435,578</u>

## Notes to the financial statements

### Other direct costs include:

	2005 £	2004 £
Operating lease rentals	6,415	6,274
Auditors' remuneration	1,752	1,058
	<u>8,167</u>	<u>7,332</u>

### 6 Staff costs

	2005 £	2004 £
Wages and salaries	298,572	279,065
Social security costs	25,169	21,287
	<u>323,741</u>	<u>300,352</u>

	2005 No.	2004 No.
The average number of employees during the year was:	<u>17</u>	<u>17</u>

No employee received remuneration of £50,000 or more.

### 7 Trustees' remuneration

The Trustees received no emoluments during the year (2004: £nil).

Out of pocket travel expenses of £314 were reimbursed to 2 Trustees during the year (2004: Nil).

Indemnity insurance was purchased on behalf of the Trustees during the year at a premium of £2,022 (2004: £1,633).

## Notes to the financial statements

### 8 Tangible fixed assets

	Furniture, fixtures and fittings £	Total £
Cost		
At 1 April 2004		
and at 31 March 2005	<u>3,017</u>	<u>3,017</u>
Depreciation		
At 1 April 2004		
and at 31 March 2005	<u>3,017</u>	<u>3,017</u>
Net book amount at 31 March 2005	<u>-</u>	<u>-</u>
Net book amount at 31 March 2004	<u>-</u>	<u>-</u>



## Notes to the financial statements

### 9 Fixed asset investments

	2005 £	2004 <i>Restated</i> £
Market value at 1 April 2004	233,952	216,753
Disposal proceeds	(56,802)	-
Additions	57,235	-
Net investment gains	7,145	17,199
Market value at 31 March 2005	<u>241,530</u>	<u>233,952</u>
Historical cost at 31 March 2005	<u>233,656</u>	<u>221,195</u>
UK listed investments are represented by:		
<b>Fixed interest securities</b>		
5 ¾% Treasury stock 2009	52,255	52,735
5 ½% Treasury stock 2008/12	95,402	95,967
<b>Investment trusts and unit trusts</b>		
City of Oxford Geared Inc Trust plc	18,668	16,076
Govett European Securities plc	-	17,701
J P Morgan Fleming Inc & Capital Investment Trust plc	-	17,738
Schroder Split ZDP plc	17,820	16,639
Second Scottish National Trust plc	-	17,096
Investors Capital Trust plc	20,240	-
M & G Equity Investment Trust plc	19,175	-
M & G Recovery Investment Co	18,270	-
	<u>241,530</u>	<u>233,952</u>

### 10 Debtors: amounts falling due within one year

	2005 £	2004 £
Prepayments	11,951	1,035
Other debtors	3,148	14,686
	<u>15,099</u>	<u>15,721</u>

## Notes to the financial statements

### 11 Creditors: amounts falling due within one year

	2005 £	2004 £
Trade creditors	19,505	-
Taxation and social security	7,139	-
Other creditors	266	7,094
Accruals	11,629	39,529
	<u>38,539</u>	<u>46,623</u>

### 12 Analysis of net assets between funds

	General funds £	Designated funds £	Restricted funds £	Total £
Investments	241,530	-	-	241,530
Current assets	30,724	60,000	-	90,724
Current liabilities	(38,539)	-	-	(38,539)
Net assets at 31 March 2005	<u>233,715</u>	<u>60,000</u>	<u>-</u>	<u>293,715</u>

## Notes to the financial statements

### 13 Movement in funds

	1 April 2004 £	Prior year adjustment £	1 April 2004 <i>Restated</i> £	Incoming resources £	Outgoing resources £	Investment gains £	Transfers £	31 March 2005 £
Restricted funds:	-	-	-	6,650	(6,650)	-	-	-
Total restricted	-	-	-	6,650	(6,650)	-	-	-
Unrestricted funds:								
Capital fund	94,918	-	94,918	-	-	-	(94,918)	-
Revenue fund	70,698	-	70,698	-	-	-	(70,698)	-
Designated major repair and maintenance reserve	30,000	-	30,000	-	-	-	30,000	60,000
General funds	51,081	12,757	63,838	458,323	(431,207)	7,145	135,616	233,715
Total unrestricted	246,697	12,757	259,454	458,323	(431,207)	7,145	-	293,715
Total funds	246,697	12,757	259,454	464,973	(437,857)	7,145	-	293,715

The Trustees do not consider there is any necessity to maintain the capital fund and revenue fund and therefore these reserves have been released during the current year.

#### Purpose of restricted funds:

Restricted funds are those items of income that are provided by the funder for specific activities undertaken by the organisation.

#### Purpose of designated funds:

The major repair and maintenance reserve is to meet planned future expenditure on the maintenance and up keep of the Birmingham Crisis Centre to ensure it is of a high standard for its residents. The cost of the planned repair and maintenance programme is estimated to be £131,000, resulting in an average annual charge of £30,000. The programme is reviewed each year.

## Notes to the financial statements

### **14 Capital commitments**

The company had no capital commitments at 31 March 2005 or 31 March 2004.

### **15 Leasing commitments**

At 31 March 2005 the company had an annual commitment under a non-cancellable lease of £5,500 (2004: £5,500). This amount is matched by a rent abatement grant from Birmingham City Council Housing Department.