

**Charity Number**

**1049867**

**Registered Number**

**03096959**

**BRISTOL CHILD CONTACT CENTRE LIMITED**

**Report and Unaudited Accounts**

**31 March 2017**

FRIDAY



\*A6MAR2R5\*

A13

29/12/2017

#351

COMPANIES HOUSE

# **Bristol Child Contact Centre Ltd**

## **Report and Unaudited Accounts**

### **Contents**

|  | <b>Page</b> |
|--|-------------|
| Company Information                      | 1           |
| Trustees' Report                         | 2-4         |
| Statement of Financial Activities (SOFA) | 5           |
| Balance Sheet                            | 6           |
| Notes to the Accounts                    | 7-9         |

*The following page is not part of the statutory accounts*

|                                 |    |
|---------------------------------|----|
| Detailed Income and Expenditure | 10 |
|---------------------------------|----|

## **Bristol Child Contact Centre Limited.**

### **Company Information**

The charity is constituted as a private company limited by guarantee and has no share capital. Every member of the Charity undertakes to contribute such amount as may be required (not exceeding £10) to the Charity's assets should it be wound up within one year of their membership ceasing.

The charity is governed by its memorandum and articles of association.

**Registered Company Number:** 3096959

**Registered Charity Number :** 1049867

### **Trustees and Directors:**

|                                     |                   |
|-------------------------------------|-------------------|
| Reverend Tracey Lewis               | Chairperson.      |
| Mr Phillip Corbin                   | Treasurer         |
| Mrs Jean Isaacs                     | Minutes Secretary |
| Mr Charles Place.                   |                   |
| Mrs Monica Rudston                  |                   |
| Mr Peter Wilkinson (until Jan 2017) |                   |
| Mr John Pratley (from Feb 2017).    |                   |
| Mrs Carolyn Muston (from Sept 2016) |                   |
| Mrs Jenny Ball (from Sept 2016)     |                   |
| Mrs Marjorie Ball (Until Sept 2016) |                   |
| Mrs Jenny Rich (from Nov 2016)      |                   |

### **Company Secretary and Coordinator:**

Ms Anna Sherman (until Dec 2016) Ms Monika Rosinska (from Dec 2016)

**Registered Office:** The Leonard Hall  
Trinity-Henleaze United Reformed Church  
Waterford Road,  
Henleaze,  
Bristol: BS9 4BT  
Telephone number : 07511 290505

**Bankers:** Co-operative Bank. COIF (Charities Official Investment Fund)

## **The Annual Report of the Trustees.**

The Trustees present the Annual Report and Financial Accounts for the year ended 31<sup>st</sup> March 2017.

### **A summary of the objects of the Charity, and principal activities.**

The Charity's object and principal activity continues to be that of providing a safe meeting place for children separated from one of their parents – usually the father but about 10% are non-resident mothers. In an occasional case, contact is for child(ren) and grandparents or other family members.

### **The charity's aims. (Including the changes or differences it seeks through its activities.)**

Our aim is to relieve the emotional distress caused to children by the break up of family relations. To achieve this, we provide a secure meeting area, with separate waiting room, where a child's contact with the non-resident parent can be as stress free as possible.

Most referrals are now made directly by families through the National Association of Child Contact Centres' (NACCC) secure website. Their Support Workers screen the referrals and pass to us if suitable for supported contact. Approximately 50% of families have been involved with the family courts and come with an order for contact in a centre.

The majority of contacts are twice monthly, and a few less frequent, sometimes because of long distances being travelled by the contact parent. Some families use the Centre as a safe hand-over point between parents where contact is possible off the premises without supervision.

### **Review of activities, developments and objectives achieved during the year.**

Average attendance at the Centre during the year was fairly consistent. Average attendance was between 8 and 12 families and 10 to 18 children varying in age from a few months to early teens. There are play facilities for children of all ages.

The Centre's opening hours continue to be twice monthly on a Saturday from 10am – 1pm and 2–5 pm. This allows some families to conduct all day 'handovers' for contact outside the Centre where this has been agreed.

## **Summary of main achievements of the Charity during the year.**

As a result of the activities of the Charity the majority of families reconcile differences enough for contact to take place independently. Of the families leaving us over the 12 months many moved to independent contact.

During the year, the Bristol Child Contact Centre held several fundraising events. These were coordinated by volunteers and their proceeds helped to provide necessary funding to support the ongoing work of the Contact Centre. The Centre was also supported by donations from Bristol Resolution (Family Law Solicitors) and Horfield Quakers.

## **The organisational structure of the Charity.**

All the **Directors** of the company are also trustees of the Charity (listed on page 1), and their responsibilities include all the responsibilities of directors under the Companies Act and of Trustees under the Charities Act.

The **Management Committee** meets at least four times a year to manage the Charity's affairs. The Officers delegate their responsibilities for the day-to-day administration of the Charity to the Company Secretary and Coordinator. All members of the Management Committee (except the Company Secretary and Coordinator) are also members of the Company.

The **Coordinator** is responsible for organising and overseeing Saturday Contact sessions on two Saturdays per month. On receiving a referral from NACCC, the Coordinator interviews both adult parties separately, usually with a colleague from among the experienced volunteers or team leaders. The Centre's systems are explained and parents and children can familiarise themselves with the surroundings and discuss any specific issues, eg. the needs of a child with disabilities or particular sources of difficulty between the parents that need the Centre to implement safety procedures.

During the year Anna Sherman gave notice of her retirement from the post of Coordinator. Ms Monika Rosinska was appointed as the new Coordinator and took up post on December 1<sup>st</sup> 2016.

**Volunteers** are recruited through advertising on local volunteering organisation websites and in a free magazine that is delivered in the Centre's postcode area. There are at present 24 volunteers and recruitment is on-going.

**Officers / Trustees** are drawn from the volunteers and suitably experienced local people who are supportive of but not directly involved with the day to day running of the Centre.

## **Relationships with other groups, charities and individuals.**

The Charity is a fully accredited member of the National Association of Child Contact Centres (NACCC).. (Reaccreditation is a NACCC process we undertake every three years.)

## **Financial Review and Fundraising activities.**

We are once again grateful for the grant from CAFCASS of £3000. We are also thankful for those local organisations that support us. In the year to March 2017, Bristol Resolution provided £1000. Most of the remaining funding has come from the unfortunate closure of South Gloucester Child Contact Centre. We have spent £1425 more than received this year, reducing our general reserves to £9259.

## **Policies on reserves, investment and investment performance.**

The trustees seek to maintain sufficient reserves to allow them to provide continuity of service. We currently have sufficient reserves to cope with temporary setbacks but we do need some £5,000 annually above the current Cafcass funding levels to maintain the planned activities.

## **The major risks to which the Charity is exposed, and review of systems to mitigate risks.**

The Trustees identify the major risks to which the Charity is exposed and are satisfied that systems are in place to mitigate the exposure to these risks.

The Charity has insurance cover in respect of £2,000,000 for public liability and £5,000 for the property of the Centre.

The Charity is exposed to the risks contained in the short term nature of its revenue funding, but is continually taking steps to ensure that the required funding continues.

## **Plans for the future period.**

To continue to provide services which meet our aims.

This report was agreed by the Trustees on 27<sup>th</sup> September 2017, and signed on their behalf by:

Revd Tracey Lewis  
Chair of Trustees



**Bristol Child Contact Centre Ltd**

**Statement of Financial Activities, and Income and Expenditure Account  
for the year ended 31 March 2017**

|                                    | <b>General<br/>Funds<br/>2017<br/>£</b> | <b>Designated<br/>Funds<br/>2017<br/>£</b> | <b>Restricted<br/>Funds<br/>2017<br/>£</b> | <b>Total<br/>Funds<br/>2017<br/>£</b> | <b>Total<br/>Funds<br/>2016<br/>£</b> |
|------------------------------------|---|--|--|---------------------------------------|---------------------------------------|
| Notes                              |   |  |  |                                       |                                       |
| <b>Incoming resources</b>          |   |  |  |                                       |                                       |
| <i>Generated funds</i>             |   |  |  |                                       |                                       |
| Grants                             | 3,000                                   | 0  | 0  | 3,000                                 | 3,000                                 |
| Donations                          | 4,182                                   | 0  | 0  | 4,182                                 | 1,668                                 |
| Fund raising activities            | 0                                       | 0  | 0  | 0                                     | 778                                   |
| <i>Charitable activities</i>       |   |  |  |                                       |                                       |
| Session refreshments               | 197                                     | 0  | 0  | 197                                   | 220                                   |
| <i>Investment income</i>           |   |  |  |                                       |                                       |
| Bank interest                      | 19                                      | 0  | 0  | 19                                    | 26                                    |
| <b>Total incoming resources</b>    | <b>7,398</b>                            | <b>0</b>                                   | <b>0</b>                                   | <b>7,398</b>                          | <b>5,692</b>                          |
| <b>Resources expended</b>          |   |  |  |                                       |                                       |
| Charitable activities              | 8,823                                   | 0  | 0  | 8,823                                 | 9,915                                 |
| Governance costs                   | 0                                       | 0  | 0  | 0                                     | 0                                     |
|                                    | <b>8,823</b>                            | <b>0</b>                                   | <b>0</b>                                   | <b>8,823</b>                          | <b>9,915</b>                          |
| <b>Net movement in funds</b>       | <b>-1,425</b>                           | <b>0</b>                                   | <b>0</b>                                   | <b>-1,425</b>                         | <b>-4,223</b>                         |
| <b>Total funds brought forward</b> | <b>10,684</b>                           | <b>0</b>                                   |  | <b>10,684</b>                         | <b>14,907</b>                         |
| <b>Funds transfer</b>              | <b>0</b>                                | <b>0</b>                                   |  |                                       |                                       |
| <b>Total funds carried forward</b> | <b>9,259</b>                            | <b>0</b>                                   | <b>0</b>                                   | <b>9,259</b>                          | <b>10,684</b>                         |

All activities derive from continuing operations.

**Bristol Child Contact Centre Ltd****Balance Sheet**

as at 31 March 2017

|   | Notes | As at<br>31-Mar-17<br>£ | As at<br>31-Mar-16<br>£ |
|---|-------|-------------------------|-------------------------|
| <b>Fixed assets</b>                                   | 5     | 200                     | 299                     |
| <b>Current assets</b>                                 |       |                         |                         |
| Stock   |       | 13                      | 13                      |
| Debtors   |       | 0                       | 0                       |
| Prepayments/accrued income                            |       | 19                      | 81                      |
| Deposit account                                       |       | 4,969                   | 4,950                   |
| Cash at bank and in hand                              |       | 4,285                   | 5,451                   |
|   |       | <u>9,286</u>            | <u>10,495</u>           |
| <b>Creditors: amounts falling due within one year</b> | 6     | 227                     | 110                     |
| <b>Net current assets</b>                             |       | 9,059                   | 10,384                  |
| <b>Net assets</b>                                     |       | <u>9,259</u>            | <u>10,684</u>           |
| <b>Capital and Reserves</b>                           |       |                         |                         |
| Designated funds                                      |       | 0                       | 0                       |
| General funds   |       | 9,259                   | 10,684                  |
| <b>Accumulated funds</b>                              |       | <u>9,259</u>            | <u>10,684</u>           |

The Trustees are satisfied that the company is entitled to exemption from the requirement to obtain an audit under Section 477 of the Companies Act 2006 and that the members have not required the company to obtain an audit in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 and of the Charities Act with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

Approved by the Trustees on 14th June 2017.

Signed

  
T A Lewis  
Chairman

6

  
P A Corbin FCA  
Treasurer



**Bristol Child Contact Centre Ltd**  
**Notes to the Accounts**  
**for the year ended 31 March 2017**

**1 Accounting policies**

*Basis of Preparation*

The financial accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK (FRS 102) (effective 1 January 2015) - Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

*Basis of accounting*

The accounts are prepared on a going concern basis, under the historical cost convention, and on an accruals basis.

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. No adjustments were necessary.

*Incoming Resources*

Income is recognised when the charity has entitlement to the funds, and the amount can be measured reliably. When the donor has placed restrictions on the use of donations, these are credited to restricted funds.

*Allocation of costs*

Costs are allocated between types of resources expended on the basis of estimates made by the Trustees.

*Tangible fixed assets*

Depreciation is charged at the following annual rate in order to write off each asset over its estimated useful life:

Computer equipment - 20% on cost.

*Taxation*

As a registered charity, the company is exempt from income and corporation tax to the extent that its income and gains are applied to charitable purposes. VAT is not recoverable by the company, and is therefore included, where applicable, in the relevant costs in the financial statements.

**2 Net outgoing resources are stated after charging:**

|              | 2017 | 2016 |
|--------------|------|------|
|              | £    | £    |
| Depreciation | 194  | 175  |

**Bristol Child Contact Centre Ltd**  
**Notes to the accounts (continued)**  
**for the year ended 31 March 2017**

**3. Staff costs and emoluments**

|   | 2017  | 2016  |
|---|-------|-------|
|   | £     | £     |
| Salary                                  | 5,005 | 5,636 |
| <b>Numbers of employees (part time)</b> |       |       |
| Engaged in charitable activities        | 2     | 2     |

No Trustee has received any remuneration or expenses during the year.

**4 Total resources expended**

|                                     | 2017         | 2017       | 2017       | 2017         | 2016         |
|-------------------------------------|--------------|------------|------------|--------------|--------------|
|                                     | General      | Designated | Restricted | Total        | Total        |
|                                     | £            | £          |            | £            | £            |
| <b>Direct costs</b>                 |              |            |            |              |              |
| Staff costs                         | 5,005        | 0          |            | 5,005        | 5,636        |
| Rent                                | 2,052        | 0          |            | 2,052        | 1,995        |
| Cost of session refreshments        | 116          | 0          |            | 116          | 134          |
| Toys                                | 0            | 0          |            | 0            | 0            |
|                                     | <u>7,173</u> | <u>0</u>   | <u>0</u>   | <u>7,173</u> | <u>7,765</u> |
| <b>Support costs</b>                |              |            |            |              |              |
| Telephone                           | 150          | 0          |            | 150          | 120          |
| Postage, stationery and printing    | 198          | 0          |            | 198          | 285          |
| Subscriptions                       | 150          | 0          |            | 150          | 100          |
| Insurances                          | 176          | 0          |            | 176          | 168          |
| Training/travel                     | 441          | 0          |            | 441          | 338          |
| Recruitment                         | 50           | 0          |            | 50           | 0            |
| Room hire/refreshments for trg/mtgs | 190          | 0          |            | 190          | 361          |
| Website                             | 28           | 0          |            | 28           | 46           |
| Depreciation                        | 194          | 0          |            | 194          | 175          |
| Anniversary costs                   | 0            | 0          |            | 0            | 403          |
| Sundry expenses                     | 73           | 0          |            | 73           | 154          |
|                                     | <u>1,650</u> | <u>0</u>   | <u>0</u>   | <u>1,650</u> | <u>2,150</u> |
| <b>Total resources expended</b>     | <u>8,823</u> | <u>0</u>   | <u>0</u>   | <u>8,823</u> | <u>9,915</u> |

All costs were incurred in relation to charitable activities.

**Bristol Child Contact Centre Ltd**  
**Notes to the accounts (continued)**  
**for the year ended 31 March 2017**

**5 Tangible Assets**

|                       | Computer<br>Equipment | Total |
|-----------------------|-----------------------|-------|
| Cost                  | £                     | £     |
| At 1 April 2016       | 876                   | 876   |
| Additions             | 95                    | 95    |
| At 31 March 2017      | 971                   | 971   |
| <b>Depreciation</b>   |                       |       |
| At 1 April 2016       | 577                   | 577   |
| Charge for the year   | 194                   | 194   |
| At 31 March 2017      | 771                   | 771   |
| <b>Net Book Value</b> |                       |       |
| At 31 March 2017      | 200                   | 200   |
| At 31 March 2016      | 299                   | 299   |

**6 Creditors: amounts falling due in one year**

|                  | 2017 | 2016 |
|------------------|------|------|
|                  | £    | £    |
| Accrued expenses | 227  | 110  |

**7 Liabilities of members**

The company is limited by guarantee. Each member has a liability limited to £10 in the event of the winding up of the company.

**8 Winding up or dissolution of the charity**

Any surplus of assets, after the satisfaction of all debts and liabilities, on a winding up or dissolution shall be transferred to some other charitable body or bodies having similar objects to the company.