

REGISTERED COMPANY NUMBER: 4002287 (England and Wales)
REGISTERED CHARITY NUMBER: 108252

**Report of the Trustees and
Financial Statements for the Year Ended 31 March 2014
for
Westminster Befriend a Family**

Prestons & Jacksons Partnership LLP
364 - 368 Cranbrook Road
Ilford
Essex
IG2 6HY

Westminster Befriend a Family

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Westminster Befriend a Family

Report of the Trustees for the Year Ended 31 March 2014

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2014. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

The economic climate has continued to be challenging for both the charity and for those that it serves.

The new structure that was introduced in 2012 has enabled the charity to sustain and grow the level of service whilst keeping staff and overhead costs to a minimum. This has only been possible through the commitment and energies of staff, volunteer and interns to whom we are extremely grateful.

Families in poverty feel financial pressure more keenly than any other section of the community. The economic pressures have meant that the practical and personal support that the charity offers is more important than ever to our families.

It was with great regret that the Trustees accepted the resignation of Jacqueline Crooks as Director of Services, after many years of dedicated work in a variety of roles. We are fortunate to retain Jacqueline as she is continuing to work part time as our Fundraising Manager and support our new interim CEO, Fabrizio Donati.

I am proud to present the achievements of our dedicated volunteers, trustees, staff, children and families over the past twelve months. It is clear that the need for the work of Westminster Befriend a Family is as great as it has ever been and I am confident that together we will build on our past success in the years ahead.

Fabrizio Donati **Alan Price**
Chief Executive Officer Chair

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

4002287 (England and Wales)

Registered Charity number

108252

Registered office

34 Buckingham Palace Road
London
SW1W 0RE

Westminster Befriend a Family

Report of the Trustees for the Year Ended 31 March 2014

REFERENCE AND ADMINISTRATIVE DETAILS

Trustees

Alan Price Chair (FSC)
Arthur Moore - Treasurer (HRC & VSC) Resigned 15.7.2013
Rob Whitehouse - Treasurer (FSC) - Appointed 07.11.2013
Charlotte Ashburner (FUSC)
Elga Batala (VSC)
Shelagh Blackham (VSC)
Angela Wilson (HRC)
Sina Almadani (FUSC)
Jennifer Keiza (HRC) - Resigned 17.05.13
Josie Hinton (HRC) - Appointed 22.05.2013

Sub Committees

HRC- Member of Human Resource Sub Committee
FSC- Member of Finance Sub Committee
VSC- Member of Volunteer Sub Committee
FUSC - Member of Fundraising Sub Committee

Members of the Management Committee

Members of the Management Committee, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report.

In accordance with company law, as the company's directors, we certify that:

" So far as we are aware, there is no relevant audit information of which the company's accountants are unaware; and
" As the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the Charity's accountants are aware of that information.

Independent examiner

Prestons & Jacksons Partnership LLP
364 - 368 Cranbrook Road
Ilford
Essex
IG2 6HY

Bankers

Natwest
Westminster Branch
PO Box 3038, 57 Victoria Street, London SW1H 0HN

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill, West Malling, Kent ME19 4JQ

Chief Executive Officer

Jacqueline Crooks

MISSION STATEMENT AND VALUES

Two decades and beyond of supporting families in Westminster

Westminster Befriend a Family

Report of the Trustees for the Year Ended 31 March 2014

Westminster Befriend a Family has been providing early intervention support services to vulnerable families for twenty-five years. We have always responded to changing patterns of need in our community, developing innovative services to respond to an ever-changing environment. Our volunteer family support service, weekly swimming and martial arts lessons, family outings, drop-in service and educational projects all address the physical, emotional and learning needs of families. Above all, our services help families to develop their skills, identify their strengths and move forward with their lives with greater independence.

VISION

To create and maintain a community of healthy, resilient families who are free from disadvantage and fully integrated into their communities.

MISSION

Westminster Befriend a Family is committed to the provision of support services to disadvantaged families aimed at preventing family breakdown and helping families to forge a bright and prosperous future.

VALUES

Empowerment: Through our learning and personal development initiatives we empower families to realise their strengths, talents and abilities.

Partnership: We are committed to working in partnership with statutory, community and business sector organisations to channel resources to vulnerable families.

Consultation: We listen to the voices of the children and families we serve and encourage their participation.

Volunteerism - Volunteerism is at the heart of our ethos. We train Volunteers and develop their skills, thereby creating a symbiotic relationship for the benefit of the community.

Innovation: We are constantly adapting to the changing patterns of need to ensure that our services remain relevant.

Evaluation: We are committed to the practice of constantly reviewing the efficacy of our services through a range of processes to gain feedback from all stakeholders, especially from those that use the services. The intelligence gained informs the development of existing and the formation of new initiatives.

Prudent financial management: We are resourceful, cost effective and committed to finding new and self-sustaining methods of supporting our charity's financial obligations.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

WBAF was registered as a charity in 1989. On 25 May 2000 WBAF became a charitable company limited by guarantee. The Charity was established under a Memorandum of Association, which established the objects and powers of the charitable company, and is governed under its Articles of Association. In the event of the Charity being wound up, members are required to contribute an amount not exceeding £10. The current WBAF Memorandum and Articles of Association were adopted on 25 May 2000.

**Report of the Trustees
for the Year Ended 31 March 2014**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

New Trustees are elected annually at the Annual General Meeting and serve for a 3 year term before re-election. Nominations are sought from the membership, Westminster City Council (social and community services), Westminster PCT, other voluntary organisations, the volunteers who provide our befriending and mentoring service and service users.

All Trustees give their time voluntarily and received no benefits from the Charity.

The Trustees seeks to ensure that the needs of our service users are appropriately reflected through the diversity of the Management Committee. To this end, the Charity advertises with the Volunteer Centre, the Migrants Resource Centre, universities, and networks with local community groups. The Management Committee has a broad skills base, comprising 2 teachers, 2 social workers, 1 parent, 3 business people, 1 representative from a local community group, 1 health visitor, and 1 public sector health worker. Five of the Trustees are also family volunteers.

Trustees' Induction and Training

All new Trustees are provided with an induction pack, which includes: Job Description; Trustee Code of Conduct; Trustee Skills Audit Form; the Charity Commission's 'Essential Trustee' Guide and 'Responsibilities of Charity Trustees' Guide; the Annual Report; Accounts; Risk Management Review; Business Plan; and the organisation's Constitution. Trustees attend an induction meeting and are invited to spend time within the organisation to familiarise themselves with our work. Voluntary Action Westminster also provide training on trustee roles and responsibilities and facilitate our annual away day.

Trustees regularly attend training programmes run by Goldsmiths University, South Bank University, Voluntary Action Westminster, WAVE, LawWorks and Westminster Council.

Organisational structure

The Trustees meet every six weeks to determine policy; review performance; oversee financial management and to receive staff reports on the work of the Charity. Trustees come from a variety of backgrounds and reflect the diversity of Westminster. All Trustees are directors.

Sub-Committees

The Management Committee is supported by 4 Sub-Committees:

- " The Finance Sub-committee scrutinises all financial transactions, and monitors fundraising activities.
- " The HR Sub-committee oversee all staff appointments.
- " The Volunteer Sub-committee identifies, examines and mitigates volunteer related risks.
- " The Fundraising Sub-committee develops strategies for diversifying the organisation's income streams.

In addition, the Trustees meet to review the three-year Outlook and to outline a plan for the coming year. The Trustees delegate the day-to-day management of the Charity to the chief executive (the Director of Services).

**Report of the Trustees
for the Year Ended 31 March 2014**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Membership of Local and National Organisations

WBAF has affiliated membership to the National Council for Voluntary Organisations (NCVO), Voluntary Action Westminster, Westminster Volunteer Centre, London Voluntary Service Council (LVSC). WBAF is also a member of the Fundraising Standards Board and End Child Poverty.

Working in Partnership

WBAF works in partnership with statutory, voluntary and community organisations and forums to channel vital information and resources to families. WBAF works particularly closely with: Children's Centres; Westminster Council; Social Services locality panels; Child and Adolescent Mental Health Services (CAMHS); Locality Young Peoples Services; Home Start; ZK2; the Beethoven Centre; Save the Children, and Westminster Young Carers Group, the Domestic Violence Forum, the BME Health Forum. The Charity works with many voluntary organisations to represent service users' needs and to plan services. It is represented on the key planning and decision bodies which operate within Westminster.

Risk management

The Trustees have conducted a review of the major risks to which the Charity is exposed. A Risk Register has been established and is reviewed at Board meetings. Where appropriate, systems or procedures have been established to mitigate the risks the Charity faces. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors. Child protection training is provided for all staff and volunteers by Westminster Council and our Training Consultant. Biannual refresher courses are also provided for staff and volunteers by Westminster Council, Voluntary Action Westminster and our Training Consultant.

**Report of the Trustees
for the Year Ended 31 March 2014**

OBJECTIVES AND ACTIVITIES

Objectives

Our Charity's purposes as set out in the objects contained in the company's memorandum of association are to benefit the public by:

- 1) Safeguarding, protecting and preserving the good health both mental and physical of children and parents.
- 2) Preventing cruelty to or maltreatment of children
- 3) Relieving sickness, poverty and need amongst children and parents of children
- 4) Promoting the education of the public in better standards of child care within the area of Westminster and its environs.

Strategies to achieve objectives:

- 1) Promote our services to all agencies and individuals within Westminster
- 2) Undertake a comprehensive needs assessment of all families who are referred
- 3) Recruit and train volunteers who subscribe to the values and ethos on which our work is based
- 4) Provide support, supervision, training and opportunities for continued learning for our volunteers and staff.
- 5) Review our policies and procedures to ensure our systems are robust and meet the requirements of current legislation
- 6) Seek nominations for Trusteeship from service users and through the Volunteer Centre scheme in order to strengthen the Management Committee
- 7) Ensure sufficient representation on key planning and decision making bodies in Westminster.
- 8) Maintain our current system of annual family and volunteer reviews and create other opportunities to involve our service users in the planning and evaluating of our services
- 9) Develop collaborative work in partnership with other agencies

Activities in furtherance of our objectives:

- 1) To provide family support services to families in Westminster
- 2) To recruit and train new volunteers to maintain a pool of 100+ volunteers
- 3) To recruit new Trustees to represent the services users
- 4) To raise sufficient funds to achieve the work programme
- 5) To provide opportunities for young people to develop social skills through sports, arts, and media projects
- 6) To provide a range of social activities for families

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

**Report of the Trustees
for the Year Ended 31 March 2014**

OBJECTIVES AND ACTIVITIES

PUBLIC BENEFIT

The Trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charity Commission.

How our activities deliver public benefit

All children and families, regardless of race, ethnicity, religious persuasion, socio economic status or physical/mental capabilities are afforded opportunities to realise their true potential through the free support services that we offer.

Westminster Befriend a Family focuses its charitable activities on the prevention of family breakdown and cruelty to or maltreatment of children. The success of our programmes represents continued progress in dismantling the cycles of poverty, disadvantage and social exclusion which have damaging effects on the social fabric of our communities.

Who used and benefited from our services?

Equality of access to our services is the cornerstone of our service and we endeavour to make our services accessible to all families within the Westminster community that are in need of assistance.

Families receive assistance with travel costs, and families with mobility problems receive practical and financial assistance to enable them to access all our services. Volunteers and staff provide interpreting and translation support to enable families to access our services.

The profile of the families that have accessed our services includes lone parent families and refugee families and recently arrived migrant families. The families span various races, religious and ethnic groups resulting in a good representation of the Westminster Community.

Children and families benefited from our services by way of the following projects:

FAMILY PROJECTS

The Best Start Project (early intervention) supported 68 families with at least one child under the age of 8. These included lone mothers recovering from domestic violence; parents and/or children with disabilities or severe medical problems, and families struggling to cope with debt and relationship breakdown. This project has benefited mainly lone mothers with young children who are isolated, suffering from depression, struggling with debt and the effects of domestic violence. Families have benefited from emotional support and access to our recreational activities and help with debt management and housing.

Significant outcome: Decreased the isolation of vulnerable lone parents.

Public Benefit: Fulfilment of objectives 1 and 3 of our mandate.

The Homeless Families Project supported 68 families throughout the year. This project supports families living in temporary and overcrowded accommodation, many of whom are refugees and newly arrived migrant families. Volunteers and Family Workers have helped families to: access local services; deal with essential household repairs and other housing issues; raise funding for essential household items; and help homeless families integrate into their communities. Volunteers, Project Managers and Family Workers have also helped families to deal with child behavioural and developmental problems and depression related to their exposure to unstable domestic environments.

Significant outcome: Improved the living conditions of homeless families.

Public Benefit: Fulfilment of objectives 1, 2 and 3 of our mandate.

The Young People's Project has supported 76 families. This project has benefited mainly young carers and young people of whom many lack a positive male role model. This project has successfully placed Male Mentors with young people with behavioural difficulties. Young people benefited from in-home support with homework and personal development, as well as positive recreational and learning activities at our service bases and a wide range of community resources, such as the Beethoven Centre, Westminster Boating Base and the Floating Classroom.

**Report of the Trustees
for the Year Ended 31 March 2014**

OBJECTIVES AND ACTIVITIES

PUBLIC BENEFIT

Significant outcome: Improved the skills and aspirations of socially excluded young people by providing learning opportunities and normalising experiences.

Public Benefit: Fulfilment of objective 3 of our mandate.

The Healthy Living Project has provided support to two hundred and fifty families through the weekly swimming and martial arts classes, half-term family outings and summer outings. Vulnerable and disadvantaged children and families benefited from a wide range of healthy sports activities and educational and fun cultural activities.

Significant outcome: Improved the health of disadvantaged children and families.

Public Benefit: Fulfilment of objective 1 of our mandate.

The Family Worker project has maintained a full programme of work, with our social work students providing intensive support to 50 families with complex and multiple needs. This project has mainly benefited families where there are disabilities, chronic health problems, child protection issues and families who need advocacy support.

Significant outcome: Improved parenting skills and access to services and information for families with complex needs.

Public Benefit: Fulfilment of Objectives 1, 2 and 3 of our mandate.

Parenting Groups

Two Social Work students facilitated a series of parenting programmes at the weekly coffee morning sessions throughout the year. The groups were attended by an average of 25 parents. Parents developed soft skills, benefitted from life coaching workshops, and workshops in parenting and managing difficult behaviour. The sessions provided an inclusive, nurturing and supportive learning environment for parents who want to improve their soft skills and/or are struggling to cope with child behavioural problems. From January, a second programme of coffee mornings was introduced in a different part of the Borough, in order to extend the reach of the project.

Significant outcome: All the parents improved their parenting and communicating skills. All the parents have developed the confidence to participate in further educational projects and have asked for support to develop their skills further.

Public Benefit: Fulfilment of objective 4 of our mandate.

Family Drop-In Service

Three Social Work students have provided advice to parents on a wide range of issues, such as accessing social benefits, healthcare and debt counselling. The twice weekly drop in service and crèche continues to operate at maximum capacity, providing advice to an average of 25 parents each week.

Research Into the Impact and Social Return of the Services Provided by Westminster Befriend A Family.

A crucial factor in determining the success of our services is determining the satisfaction levels of those that use the services and judging the impact on their lives. In this regard, the Munro Review states that outcomes for children and young people should be the measure of whether a system is working well. We therefore carried out our annual family survey with the following aims:

- a. To assess the impact of the services provided by WBAF
- b. To identify areas of possible improvement
- c. To identify new social issues facing families in the community that could/ought to be addressed by WBAF
- d. Assess the quality of our volunteer recruitment and training programme and the impact of our service on the retention and development of volunteers.

The findings are set out in our Impact Report which shows high levels of user satisfaction and progress in achieving outcomes.

Referrals

**Report of the Trustees
for the Year Ended 31 March 2014**

OBJECTIVES AND ACTIVITIES

PUBLIC BENEFIT

We received 84 referrals this year. Forty-seven per cent of referrals were from social services departments, ten per cent were from health services, twenty per cent were from Children's Centres, and the remaining twenty three per cent of referrals were from community groups and self-referrals.

Communications

Our Communications Manager (Volunteer) has continued to develop our communications infrastructure and branding this year. Our website has been improved together with enhanced use of social media.

Volunteers

Throughout the fiscal year WBAF had a pool of 312 Family Support Volunteers, Social Work Students and Interns (unpaid) - around 150 working at any one time.

Volunteers have always played an integral role in the delivery of services, so WBAF continues to make use of office volunteers to increase capacity, particularly in the area of communications, monitoring and evaluation, research, fundraising, and family projects.

Volunteer Recruitment and Training

We recruited and trained 92 new volunteers, social work students and interns this year.

All candidates are interviewed to assess their suitability for working with children and families and are further evaluated and screened throughout the training programme.

All volunteers attend a two week induction programme which runs at week-ends or evenings. On-going training sessions are held every month.

During the year volunteers received training on a variety of relevant topics, such as: Child Protection, Information Sharing, Health and Safety presented by development workers from One Westminster as part of their Positive Volunteering Programme; Domestic Violence as a child protection concern, Positive Parenting by Lola Turner, our Triple P practitioner; Speech Language Therapy, Lisson Grove's Children's Centre, Children's Centres Outreach Services, presented by the Outreach Team, Confidentiality and Information Sharing, presented by Coram Children's Legal Centre Child Protection Project.

FINANCIAL REVIEW

Reserves policy

The Operational Contingency Fund is an objective of the Trustees to set aside sufficient unrestricted funds to enable the Charity to continue its charitable activities for 6 months if its income were to sustain a long term downturn for whatever reason. Whilst the Charity aims to ensure that this situation does not arise and that its long term viability is maintained, the Trustees consider that having such a reserve fund is prudent practice and are striving to achieve this.

**Report of the Trustees
for the Year Ended 31 March 2014**

FINANCIAL REVIEW

Movement in funds

Incoming Resources increased by 11% from £281,657 in 2013 to £313,904 in 2014 leaving a surplus of £49,942. Our Reserves have also increased from £103,102 to £153,044.

We have significantly improved our financial planning and monitoring during the year, introducing a monthly forecast and simplifying the management accounts for the Trustees. As a result the financial position is now well understood and changes in income and costs are responded to in good time.

We remain very grateful to all our supporters. The outlook for the year ahead is challenging for all charities in the current economic conditions but our fundraising efforts are bearing fruit. Our cost base has stabilised as a result of improved cost efficiencies, and we are careful in our planning and expenditures.

Self-Sustaining Financing Initiatives

Charities are increasingly moving towards the non-donor dependent model of financing. While Westminster Befriend a Family still remains donor dependent, we have set ourselves the goal of decreasing our reliance on external sources of financing and incorporating a self-sustaining drive to raise £80,000 to support our community services. We aim to achieve this through the development of events and sponsorship opportunities and by building on our partnerships with corporate supporters.

Performance measures

Our volunteers work on average 64,614 hours p.a. If we calculate their input at £15 per hour, the rate of a paid family worker, the contribution of our volunteers each year in purely monetary terms amounts to around £969,210 p.a. This is a significant achievement that benefits families in the local community.

**Report of the Trustees
for the Year Ended 31 March 2014**

FUTURE DEVELOPMENTS

Strengthening accountability to Stakeholders

We will continue to focus once again on improving our impact reporting. To this end, Social Research Interns will be reviewing the processes applied in gaining feedback on our services to ensure that they enable the maximum input from service users.

Supporting our Volunteers

We will continue to improve our volunteer recruitment and training programme. We will continue to work with the Volunteer Centre, One Westminster, Westminster Action for Voluntary Engagement (WAVE) and our training consultant, to improve these programmes and the support we provide to our volunteers.

The Charity will continue to provide work placements for graduate Interns to assist with fundraising, marketing, administration, finance, communications and project management. Our Internship programme this year has been very successful and we have been supported by forty interns, supporting with fundraising, communications, social research, monitoring and evaluation, financial management, project management and administration.

ITC

We are delighted that our strategy to improve stakeholder accessibility by development of our Information Communications Technology systems has been successful, thanks to the work of our Communications Manager (Volunteer).

Consultations

The Charity will continue to consult with families and carry out annual surveys and focus groups with children and families in order to get more users involved in the planning and evaluation of the services.

Strengthened Sub Committees

The Board will regularly monitor our strengthened Trustee Sub committees to ensure they are providing effective review of the external environment and charity projects to help inform strategic planning.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Westminster Befriend a Family for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- 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 responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to 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.

Westminster Befriend a Family

**Report of the Trustees
for the Year Ended 31 March 2014**

Approved by order of the board of trustees on and signed on its behalf by:

.....
Trustee

Independent Examiner's Report to the Trustees of Westminster Befriend a Family

I report on the accounts for the year ended 31 March 2014 set out on pages fifteen to twenty five.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's 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 required. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of BA (Hons) ACA.

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 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the 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 statements 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 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 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.

Anwer Patel
BA (Hons) ACA
Prestons & Jacksons Partnership LLP
364 - 368 Cranbrook Road
Ilford
Essex
IG2 6HY

Date:

Westminster Befriend a Family

**Statement of Financial Activities
for the Year Ended 31 March 2014**

	Notes	Unrestricted fund £	Restricted fund £	31.3.14 Total funds £	31.3.13 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	123,949	189,946	313,895	281,652
Investment income	3	9	-	9	5
Total incoming resources		<u>123,958</u>	<u>189,946</u>	<u>313,904</u>	<u>281,657</u>
RESOURCES EXPENDED					
Costs of generating funds					
Costs of generating voluntary income	4	9,176	361	9,537	12,376
Charitable activities					
Direct Costs		62,629	146,682	209,311	184,824
Support Costs		31,018	12,333	43,351	29,918
Governance costs	6	<u>1,763</u>	<u>-</u>	<u>1,763</u>	<u>1,763</u>
Total resources expended		<u>104,586</u>	<u>159,376</u>	<u>263,962</u>	<u>228,881</u>
NET INCOMING RESOURCES		<u>19,372</u>	<u>30,570</u>	<u>49,942</u>	<u>52,776</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>93,601</u>	<u>9,501</u>	<u>103,102</u>	<u>50,326</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>112,973</u></u>	<u><u>40,071</u></u>	<u><u>153,044</u></u>	<u><u>103,102</u></u>

The notes form part of these financial statements

Westminster Befriend a Family

Balance Sheet At 31 March 2014

	Notes	31.3.14 £	31.3.13 £
FIXED ASSETS			
Tangible assets	10	3,512	4,683
CURRENT ASSETS			
Debtors	11	4,684	7,559
Cash at bank and in hand		149,945	101,061
		<u>154,629</u>	<u>108,620</u>
CREDITORS			
Amounts falling due within one year	12	(5,097)	(10,201)
		<u>149,532</u>	<u>98,419</u>
NET CURRENT ASSETS			
		<u>153,044</u>	<u>103,102</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>153,044</u>	<u>103,102</u>
NET ASSETS			
		<u>153,044</u>	<u>103,102</u>
FUNDS	14		
Unrestricted funds		112,973	93,601
Restricted funds		40,071	9,501
TOTAL FUNDS		<u>153,044</u>	<u>103,102</u>

The notes form part of these financial statements

Balance Sheet - continued
At 31 March 2014

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2014.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2014 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on and were signed on its behalf by:

.....
Trustee

**Notes to the Financial Statements
for the Year Ended 31 March 2014**

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE), effective April 2008, and all other applicable accounting standards, as modified by the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commission for England & Wales, (revised June 2008) (The SORP). The accounts have been drawn up in accordance with the provisions of the Charities (Accounts and Reports) Regulations 2008 and the Companies Act 2006, and include the results of the charity's operations which are described in the Trustees' Report, all of which are continuing.

Advantage has been taken of Section 396(5) of The Companies Act 2006 to allow the format of the financial statements to be adapted to reflect the special nature of the charity's operation and in order to comply with the requirements of the SORP.

The particular accounting policies adopted are set out below.

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

The financial statements are prepared, on a going concern basis, under the historical cost convention.

The charity is entirely dependent on receiving grants and donations. The Trustees have confirmed that they are confident that the charity will be able to attract continuing grants and donations in the future. It is for this reason the accounts have been prepared on a going concern basis.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Cost of generating funds

Costs of generating funds include all expenditure directly related to fundraising Activities. This includes the wages costs incurred by the charity.

Charitable activities

Charitable expenditure includes all expenditure directly related to the objects of the charity and includes support costs of activities. Support costs of activities for charitable purposes comprise the salary costs of staff engaged directly on charitable activities as they are involved with project development and other project costs. There are a number of costs, including staffing costs, where these costs have been allocated between administration and charitable expenditure.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Taxation

The charity is exempt from corporation tax on its charitable activities.

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2014**

1. ACCOUNTING POLICIES - continued

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds 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.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2014

2. VOLUNTARY INCOME

	31.3.14	31.3.13
	£	£
Grants	<u>313,895</u>	<u>281,652</u>
Grants received, included in the above, are as follows:		
	31.3.14	31.3.13
	£	£
City of Westminster	49,198	44,200
Hyde Park Place Estate Charity	350	2,680
The Coutts Charitable Trust	500	-
The Westminster Foundation	10,000	19,857
Abel Charitable Trust	-	7,500
BBC Children in Need	5,000	22,334
Big Lottery Fund	40,000	15,000
Bishop and Sewell Foundation Limited Local Charity	500	-
Boost Charitable Trust	6,000	9,000
City of Westminster Charitable Trust	725	500
Help a Capital Child	2,000	-
Lloyds TSB Foundation for England and Wales	15,000	-
Porticus UK	-	2,083
St Giles in the Fields and William Shelton Charity	10,000	5,000
St James's Foundation	10,000	-
The Brook Trust	-	5,000
The London Community Foundation- Xander Lily Fund	-	10,000
The London Community Foundation - Westminster Fund	10,000	-
The Henry Smith Charity	10,000	10,000
The Holbeck Charitable Trust	-	3,000
The Kelly Family Charitable Trust	5,000	8,000
The Sobell Foundation	-	3,500
The William Wates Memorial Trust	6,355	5,825
The London Community Foundation: Westminster Small Grants	5,000	-
Westminster Amalgamated Charity	-	9,000
Grants and Donations	1,812	13,765
Fund Raising Events	4,306	362
Miscellaneous income	-	701
The Rhiannon Trust	-	6,000
British Land Company Plc	9,412	2,482
The Hedley Foundation	-	2,000
Zurich Community Trust	-	2,000
University College London	-	1,000
South Bank University	2,800	4,200
Austin & Hope Pilkington Trust	-	1,500
Alchemy Foundation	500	750
Goldsmiths, University of London	3,000	5,600
Middlesex University	14,000	5,575
Rockefeller Philanthropy Advisors: Newman's Own Foundation Fund	-	12,808
John Lyon's Charity	20,000	20,000
Michael Shanly Charitable Trust	-	2,000
Thomas Cook Children's Charity	-	4,680
Carried forward	<u>241,458</u>	<u>267,902</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2014

2. VOLUNTARY INCOME - continued

	31.3.14	31.3.13
	£	£
Brought forward	241,458	267,902
John Laing	-	3,750
Garfield Weston Foundation	12,000	10,000
Brown-Forman Beverages EU	5,000	-
Buttle UK	670	-
The Co-Operative Membership Community Fund	2,000	-
Cubitt House	17,830	-
The London Community Foundation - First Foundation Communities	3,125	-
John Lewis	2,000	-
Mercers' Charitable Foundation	10,000	-
The Mrs Smith & Mount Trust	5,000	-
The St John Southworth Fund	2,000	-
The Big Give Christmas Challenge, Charity Champion: The Childhood Trust	9,677	-
The Westminster Almshouses Foundation	300	-
Yorkshire Charitable Foundation	300	-
Land Securities Schools Christmas Concerts Fundraising Event	743	-
Land Securities & Fitness First Gym Fundraising Event	1,032	-
Belgravia Market Fundraising Event	760	-
	<u>313,895</u>	<u>281,652</u>

3. INVESTMENT INCOME

	31.3.14	31.3.13
	£	£
Deposit account interest	9	5
	<u>9</u>	<u>5</u>

4. COSTS OF GENERATING VOLUNTARY INCOME

	31.3.14	31.3.13
	£	£
Fundraising Consultancy	9,537	12,376
	<u>9,537</u>	<u>12,376</u>

5. SUPPORT COSTS

	Management	Finance	Information technology	Human resources	Totals
	£	£	£	£	£
Direct Costs	17,448	-	4,336	8,975	30,759
Support Costs	3,111	16,640	748	21,681	42,180
	<u>20,559</u>	<u>16,640</u>	<u>5,084</u>	<u>30,656</u>	<u>72,939</u>

Support costs, included in the above, are as follows:

Notes to the Financial Statements - continued
for the Year Ended 31 March 2014

5. SUPPORT COSTS - continued

	Direct Costs		31.3.14	31.3.13
		Support Costs	Total activities	Total activities
	£	£	£	£
Rates and water	144	-	144	17,599
Light and heat	1,812	-	1,812	1,625
Rent	15,492	-	15,492	4,949
Computer Maintenance	4,336	-	4,336	2,883
Repairs and renewals	-	748	748	957
Volunteers Costs and Training	8,975	-	8,975	10,110
Cleaning	-	3,111	3,111	2,400
Other fees paid to the IE	-	10,116	10,116	5,291
HR Consultancy Fees	-	2,343	2,343	84
Management Committee Expenses	-	426	426	554
Subscriptions	-	97	97	625
Sundries	-	1,590	1,590	638
Bank charges	-	1,123	1,123	1,051
No description	-	945	945	-
Wages	-	12,793	12,793	12,096
Social security	-	1,088	1,088	639
Office Volunteers	-	7,800	7,800	4,979
	<u>30,759</u>	<u>42,180</u>	<u>72,939</u>	<u>66,480</u>

6. GOVERNANCE COSTS

	31.3.14	31.3.13
	£	£
Accountancy	<u>1,763</u>	<u>1,763</u>

7. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	31.3.14	31.3.13
	£	£
Depreciation - owned assets	<u>1,171</u>	<u>1,561</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2014**8. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2014 nor for the year ended 31 March 2013.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2014 nor for the year ended 31 March 2013.

9. STAFF COSTS

	31.3.14	31.3.13
	£	£
Wages and salaries	118,963	98,411
Social security costs	13,568	9,481
	<u>132,531</u>	<u>107,892</u>

The average monthly number of employees during the year was as follows:

31.3.14	31.3.13
<u>5</u>	<u>5</u>

No employees received emoluments in excess of £60,000.

10. TANGIBLE FIXED ASSETS

	Plant and machinery £
COST	
At 1 April 2013 and 31 March 2014	<u>38,270</u>
DEPRECIATION	
At 1 April 2013	33,587
Charge for year	<u>1,171</u>
At 31 March 2014	<u>34,758</u>
NET BOOK VALUE	
At 31 March 2014	<u>3,512</u>
At 31 March 2013	<u>4,683</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2014

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.14	31.3.13
	£	£
Other debtors	120	2,865
Prepayments	4,564	4,694
	<u>4,684</u>	<u>7,559</u>

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.14	31.3.13
	£	£
Social security and other taxes	97	2,855
Other creditors	3,249	1,595
Accrued expenses	1,751	5,751
	<u>5,097</u>	<u>10,201</u>

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted fund	Restricted fund	31.3.14 Total funds	31.3.13 Total funds
	£	£	£	£
Fixed assets	7,497	(3,985)	3,512	4,683
Current assets	105,476	49,153	154,629	108,620
Current liabilities	-	(5,097)	(5,097)	(10,201)
	<u>112,973</u>	<u>40,071</u>	<u>153,044</u>	<u>103,102</u>

14. MOVEMENT IN FUNDS

	At 1/4/13	Net movement in funds	At 31/3/14
	£	£	£
Unrestricted funds			
General fund	93,601	19,372	112,973
Restricted funds			
Restricted	9,501	30,570	40,071
TOTAL FUNDS	<u>103,102</u>	<u>49,942</u>	<u>153,044</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2014

14. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	123,958	(104,586)	19,372
Restricted funds			
Restricted	189,946	(159,376)	30,570
TOTAL FUNDS	<u>313,904</u>	<u>(263,962)</u>	<u>49,942</u>

Westminster Befriend a Family**Detailed Statement of Financial Activities
for the Year Ended 31 March 2014**

	31.3.14	31.3.13
	£	£
INCOMING RESOURCES		
Voluntary income		
Grants	313,895	281,652
Investment income		
Deposit account interest	9	5
Total incoming resources	<u>313,904</u>	<u>281,657</u>
RESOURCES EXPENDED		
Costs of generating voluntary income		
Fundraising Consultancy	9,537	12,376
Charitable activities		
Wages	106,170	86,315
Social security	12,480	8,842
Staff Expenses	21,472	6,887
Insurance	1,662	2,300
Postage and Stationary	14,424	11,138
Family Expenses	16,884	2,566
Publications	446	527
Project Activities	5,014	28,126
Plant and machinery	1,171	1,561
	<u>179,723</u>	<u>148,262</u>
Governance costs		
Accountancy	1,763	1,763
Support costs		
Management		
Rates and water	144	17,599
Light and heat	1,812	1,625
Cleaning	3,111	2,400
Rent	15,492	4,949
	<u>20,559</u>	<u>26,573</u>
Finance		
Other fees paid to the IE	10,116	5,291
HR Consultancy Fees	2,343	84
Management Committee Expenses	426	554
Subscriptions	97	625
Carried forward	12,982	6,554

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Westminster Befriend a Family

Detailed Statement of Financial Activities for the Year Ended 31 March 2014

	31.3.14	31.3.13
	£	£
Finance		
Brought forward	12,982	6,554
Sundries	1,590	638
Bank charges	1,123	1,051
Advertising and PR	945	-
	<hr/>	<hr/>
	16,640	8,243
Information technology		
Computer Maintenance	4,336	2,883
Repairs and renewals	748	957
	<hr/>	<hr/>
	5,084	3,840
Human resources		
Wages	12,793	12,096
Social security	1,088	639
Office Volunteers	7,800	4,979
Volunteers Costs and Training	8,975	10,110
	<hr/>	<hr/>
	30,656	27,824
Total resources expended	<hr/>	<hr/>
	263,962	228,881
	<hr/>	<hr/>
Net income	<u>49,942</u>	<u>52,776</u>

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