



## **Centre 33 (St Albans) Limited**

# **Annual Report and Financial Statements Year Ended 31 December 2013**



**Centre 33 is the trading name of Centre 33 (St Albans) Limited, registered in England as a company limited by guarantee (No 7955132) and as a charity (No 1146438).  
Registered office: Centre 33, 2a Spicer Street, St Albans, Herts, AL3 4PQ.  
Patron: The Right Worshipful the Mayor of St Albans City and District**

[www.centre33.org](http://www.centre33.org)

# **CENTRE 33 (ST ALBANS) LIMITED**

**(A company limited by guarantee)**

## **Annual Report and Financial Statements 2013**

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## Chairman's Note

The last Chairman's Note was written by my predecessor, Peter Graham, and much of the insight he gave in that is as true now as it was 12 months ago. The economic climate and changes to social benefits are still factors affecting many and we know that these have brought new Visitors into the Centre. 2013 saw the busiest year ever for Centre 33, with another increase in meals served, taking the figure to a new high of almost 8,600.

Peter was Chairman of the Trustees of Centre 33 for over 9 years and I'm delighted that he remains on the board. Those of you who know Peter will know that he has incredible experience and wisdom, accompanied by a calm and friendly manner, and is a great source of knowledge and contacts. I am tremendously grateful for the support Peter continues to give me, as chairman, but we should all be grateful for the very considerable contribution he makes to Centre 33 as a volunteer and as a Trustee, and for his long and distinguished service as Chairman.

One of the things I believe we should keep asking ourselves is what our ambitions for Centre 33's future are. First and foremost, I believe our priority for the future should be to continue to get even better than we already are at offering our Visitors an environment in which they feel welcome, and where they can meet, eat, wash and obtain essential clothing items, blankets, etc.

when those are available. We're well on the way to eliminating unplanned closures, thanks to the dedication of our Volunteers, and the hard work of Susan Devi, our Volunteer Co-ordinator – one example of how we continue to get better at doing what we already do.

The need for Centre 33 is not going away and we do have other thoughts for the future too. We would like to be able to provide more. We were able to accept an offer of free haircuts for Visitors at Christmas time, but we have had to turn down several others, such as foot health care, because the Centre doesn't give the privacy needed for this type of consultation. It is very frustrating to have to refuse offers which could bring such benefit to our Visitors and this, coupled with the surge in Visitor numbers over the summer, is making us think about what the ideal 'future Centre 33' might look like. I'm not announcing that we're moving or changing the Centre, but I think it is healthy for us to think beyond our current physical constraints to what we would need in order to do everything we might want to, and how much money we might need to do it! It is not just a consideration for Centre 33 either. We already share ideas with the Council and with other charities in the area, and we will continue to

### Who uses Centre 33?

- Rough sleepers (often as many as 10 or more people are sleeping rough in St Albans)
- People in insecure accommodation – sofa surfers, in bedsits or squats
- During the day, people using the Open Door night shelter
- Others who need the support or company that Centre 33 provides

look at how we can work together to improve the services on offer in and around St Albans.

I mention this now because you may hear discussions on the topic, and it is important that nobody thinks that there is anything big going on in secret. Above all else, we need to maintain what we do now and keep the show on the road.

Whilst we must think about the future, the present remains challenging, and Centre 33 would not operate at all without the generosity of all the local people who give money and material donations, who accept and support the presence of Centre 33, and who give up their time to volunteer in the Centre, or as trustees. A huge 'thank you' to all of you who enable Centre 33 to do the good that it does.

*Mark Arbeid,  
Chairman.  
April 2014*

## Overview of 2013

Centre 33's essential support to homeless and other socially deprived people in St Albans continues to be in demand and we are seeing numbers using the Centre continue to creep upwards. We served more meals in 2013 than ever before.

As a result of a number of large and unexpected donations, the trustees were delighted that in continuing times of austerity, the Centre more than covered its basic costs in 2013, enabling, for example, the installation of a hot air hand dryer.

The Centre has more active volunteers than ever before – and handling the rota continues to be a demanding role. The trustees are looking at how this may be improved by putting the rota into a secure online site that volunteers can access directly.

### 2013 Highlights

- Over 8,500 meals served; an increase of nearly 500 meals on 2012 and a 13% increase over the last two years.
- The Centre only closed for 19 out of 572 sessions (6 of which were in August). This is another year on year reduction from the number of closures in 2012 of 23 sessions.
- Centre 33 had around 150 active volunteers in 2013 – including those working with three church groups which cover regular slots.
- We continued our Volunteer Coordinator's position which continues to make a huge impact in the running of the Centre.

## Support from the Community

Centre 33 only exists because of the generosity of so many in the St Albans area, whether in terms of time, donations of food, money etc or just practical support.

Among those supporting Centre 33 in 2013 were:

- Marlborough Road Methodist Church, Spicer Street Church and the Seventh Day Adventist Church, each of which organise teams of volunteers
- Many local primary schools contributing harvest festival collections. The greater variety in the food for our visitors is much appreciated. More details are in the section on the Operations Group.
- A range of organisations making financial contributions as detailed in the Financial Report and the section on Fundraising Events below.
- Ashley Road Church, which provided meeting accommodation for Executive Committee meetings.
- Village News in the High Street and the Thai Rack restaurant in George Street which looked after the keys to the Centre for volunteers to collect.
- The Centre for Voluntary Service, which provides invaluable advice and moral support and which regularly gives our details to potential volunteers.
- The local Police Community Support Officers who visit the Centre regularly to keep in touch with volunteers and visitors.
- The Mayor of St Albans.
- And, of course, all our volunteers without whose effort Centre 33 would not open.

### What Centre 33 offers

- Somewhere warm and friendly to meet.
- Hot food and drinks
- Shower, with toiletries and towels provided
- Some second hand clothes
- Blankets or sleeping bags when available

We are very grateful for these contributions. We appreciate the confidence shown in the work of Centre 33.

## **Fundraising Events in Support of Centre 33**

We are grateful to all who provide financial support to Centre 33; see the Finance Section for more details. But there are a number of specific events that merit mention here a huge thank you to all those involved.

### **Rock in the Wood 2013**

The second Rock in the Wood took place in July in the grounds of The Gate pub in Bricket Wood. The event was opened by the Mayor on what turned out to be a beautiful sunny day and hundreds of people attended to hear local rock music enthusiasts. Their chosen charities were the Hertfordshire Air Ambulance and Centre 33 the event raised £1200 for Centre 33.

### **Borras Construction**

Just after Christmas, Centre 33 received a generous donation of food collected over the Christmas period from local building firm Borras Construction.

The picture shows Carol Kirby and her colleagues at Borras presenting Trustee Bob Barrett with a huge stack of food for Centre 33



### **Dragon's Apprentice 2013**

We took part for the second time in the Dragons' Apprentice, run by the CVS St Albans. We were teamed with a school team of sixth formers from St Columba's College, together with their Dragon, Tesco. The team did an amazing job and, as well as managing to publicise Centre 33 through various events, our team raised a record breaking £4,128 for Centre 33. We are hugely grateful to the boys of Team Elite.

### **St Albans Tangent Club – Abbey Theatre Evening**

The ladies of the St Albans Tangent Club kindly nominated Centre 33 as the recipient of a charity night at the Abbey Theatre for a production of Lady Windemere's Fan. The evening was enjoyed by all and Centre 33 was delighted to be presented with a cheque for £1,110.

## How Busy is Centre 33?

Centre 33's objective is to be there for the vulnerable people who need the Centre – providing our visitors with hot food and drinks, as well as somewhere warm and dry to meet. This year, with the strengthening volunteer base and the continuing hard work of the volunteer coordinator, we were pleased to see another reduction in the number of occasions the Centre had to close.

### Centre 33 Opening Times

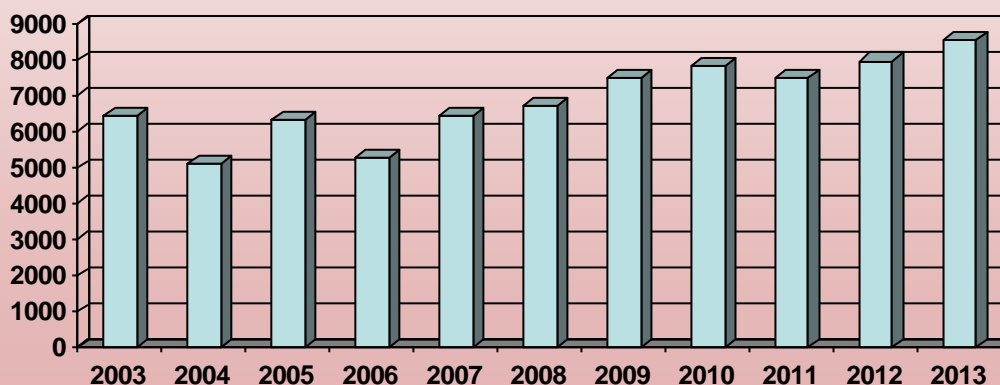
Monday – Friday	10.30 – 12.00
Monday – Thursday	20.00 – 21.30
Saturday	12.30 – 14.00
Sunday	18.30 – 20.00

In 2013, there were 8,573 visits to the Centre – our highest ever number of visits. This represents an increase in the numbers of meals served of 7.5% compared to 2012. This increase was particularly noticeable in the first half of the year, continuing the trend in the second half of 2012.

We also saw a noticeable increase in the number of sessions where we received 20 or more visitors. This trend placed all the more emphasis on our initiative to aim for 3 rather than 2 volunteers to be available for every session.

### Visits to Centre 33 by year

Year	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
No of visits	6,442	5,109	6,352	5,292	6,460	6,742	7,496	7,843	7,489	7,976	8,573





## Visitors in 2013

A monthly breakdown of visits to the Centre is shown below.

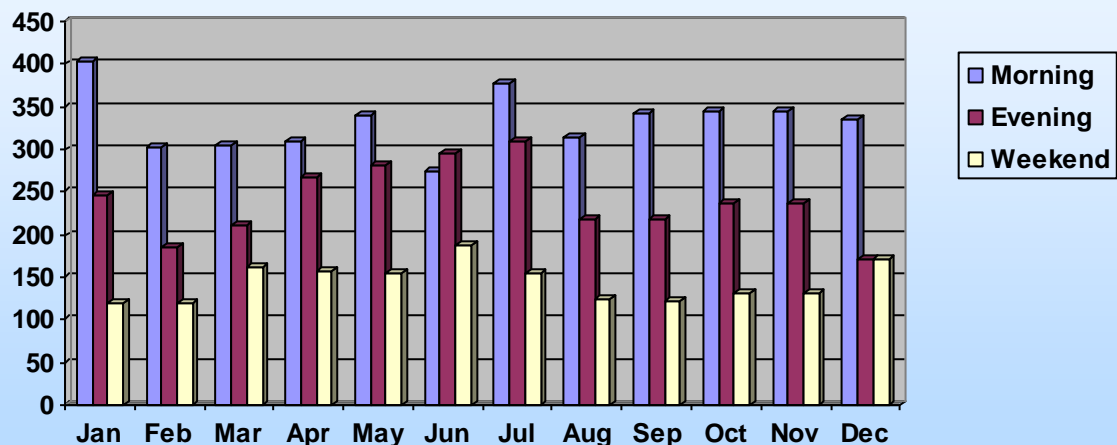
### Centre 33 – Detailed visitor numbers for 2013

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
<b>Morning</b>	403	302	304	310	339	275	378	314	343	344	344	336	<b>3,968</b>
<b>Evening</b>	245	186	211	268	282	296	309	219	219	236	236	170	<b>2,922</b>
<b>Weekend</b>	119	119	161	158	155	187	155	124	121	132	132	170	<b>1,683</b>
<b>Totals</b>	<b>767</b>	<b>607</b>	<b>676</b>	<b>736</b>	<b>679</b>	<b>758</b>	<b>837</b>	<b>657</b>	<b>683</b>	<b>712</b>	<b>712</b>	<b>676</b>	<b>8,573</b>

#### Notes

1. The increase in attendance is consistent across the board for morning, evening and weekend sessions.
2. Centre 33 opens on all 5 weekday mornings but only 4 weekday evenings. After adjusting for this attendance in the morning remains about 8% higher. This is consistent with 2012.
3. There were 82 sessions with 20+ visitors. This data is unavailable for 2012.
4. Just over half the sessions had 3 volunteers in charge, the remainder had 2. The average was 2.6.

### Detailed Visitor Numbers for 2013



## **Charitable Objectives**

The Constitution of Centre 33 says that the Object of Centre 33 shall be ...

“The relief of persons in need who are homeless or suffering from psychological or physical infirmity or who by reason of adverse circumstances, ..... and in particular ..... by the provision for such persons of a shelter (or a home of rest) and the comfort of friendship.”

Centre 33 pursues this Object through the operation of the drop-in centre at 2a Spicer Street.

## **Public Benefit**

The Charity Commission requires that charities report on the public benefit of their activities. We believe that the public benefit from operating the drop-in centre are largely self-evident; it helps very vulnerable people, giving them practical support and encouragement; and because it is very dependent on donations from churches, businesses and others, it demonstrates to them that many in St Albans care about their welfare.

## **Significant Organisational Developments**

As mentioned in last year's Annual Report, after over 20 years in the role, Hilary Pickering, retired as Treasurer of Centre 33 and did not stand for re-election as a trustee in April 2013, but kindly agreed to stay on in the role until a new Treasurer is appointed.

Hilary has been a huge support to Centre 33 over the 20 years and has been instrumental in monitoring the finances of the Centre so we can ensure it continues to run. We would like to thank her again for all her hard work over this period.

## Our Visitors

Our “visitors” are those who use the services at Centre 33. We prefer this term to “client” or “service user” since we feel it reflects our philosophy that those using our service are most welcome whatever their circumstances.



Since we do not provide accommodation or access to statutory services, we do not have to collect data on our visitors (other than their name when signing in); we don't need to know their housing status or how long they have been on the streets. That they come to Centre 33 is sufficient and they are welcome to our hospitality.

This means that we don't have hard information about the broader needs or circumstances of our visitors. But we do know the following:

- Maybe 10 or more of our visitors on any day are sleeping rough. The Outreach Service for Rough Sleepers, now funded by the Open Door Charity and based at Open Door, continues to assist some long-term rough sleepers into accommodation. When the Outreach Service started in 2011, the Outreach Worker estimated that there were around 30 people sleeping rough. It is a tribute to her work that the number is now probably around 10.
- Some of the current rough sleepers are entrenched rough sleepers; solutions to their situations are difficult to find. They are excluded from hostels and/or cannot cope or do not meet the entry or staying criteria of the hostels; there simply is not the appropriate type of accommodation available for them. Most have some sort of mental health issue but are undiagnosed and are not engaged with mental health support services. Indeed access to mental health services for homeless people is a challenge although we are encouraged that the St Albans Homeless Partnership Board is starting to address this.
- Some of our visitors are new to St Albans and may spend some days sleeping rough before getting access to Open Door or finding some other form of accommodation. Again another area where the Outreach Service is active and effective.

- Other visitors are the “Hidden Homeless” – people living in squats or dossing on friends’ floors (“sofa surfers”), or who have inadequate accommodation. And some of them may spend time sleeping rough when their “safety net” no longer operates.
- For most of those using Centre 33, the Centre helps not just through food, hot drinks and showers, but also because it is part of the structure of their day. People without accessible accommodation during the day need places to meet and to get out of the cold and damp. Centre 33 fulfils that role in part.

Some of our visitors are regulars who have been using the Centre on and off over many years. But there are always new people using the Centre.

Centre 33 is part of the multi-agency agreement to help rough sleepers and others accessing homeless services. This enables us to keep in contact with Open Door, Kent House, Martin House, the SADC Community Safety Unit and others about those of our visitors who give cause for concern. The aim of the multi-agency group is to ensure that those with complicated needs get the support they need, though at times such individuals may be reluctant to engage.

From time to time, through the generosity of local people and some of the charity shops, we have blankets or sleeping bags in store at the Centre. These we try to give to those of our visitors most in need. And especially during the cold spells we try to ensure that we always have blankets available.



## Volunteer Team

Centre 33 has no staff and so it is only through the support and goodwill of its volunteers that the Centre is able to open nearly every day of the year.

There are currently around 150 active volunteers; this includes members of three church groups: a Methodist group covering alternate Saturdays, a Spicer Street Church group covering alternate Monday evenings and a group led by the Seventh Day Adventist Church, which covers Sunday evenings. Centre 33 is also, supported by various organisations such as Emmaus who provide a weekly Wednesday evening hot meal, served by our volunteers, Safe Streets Outreach workers and The Cancer Research shop and Thai Rack who are our key holders and whose support is essential to get our Centre opened each day.

A number of volunteers work at the Centre every week, others on a fortnightly or monthly basis, and others on a less regular basis depending on their availability. Volunteers sign up to slots on a rota which is now available four months ahead. If individuals are unable to volunteer, they inform the Volunteer Coordinator as soon as possible so that another volunteer can be found. The dedication of our volunteers is tremendous as not only do they open the Centre and provide hot meals, they also provide a relaxed and welcoming environment for the visitors and are always ready to provide help, support and a listening ear.

The biggest challenge in terms of volunteer availability is during the school half terms, summer (July and August) and the Christmas holidays. The Centre benefits by receiving support from a number of university students who return to help out during their vacations. Christmas and New Year proved to be very popular in 2013 with a number of volunteers very happy to support the Centre. There is a steady interest in volunteering at Centre 33, however we must always ensure that as some volunteers decide to step down, we continue to actively recruit others. In 2013, a recruitment campaign was organised to support the Christmas holidays. Potential volunteers also hear about the centre from friends, neighbours, talks by the Trustee Team or via the Volunteer Bureau at the Centre for Voluntary Services (CVS).

When new volunteers come on board, they work initially with two very experienced volunteers and must attend an induction session to learn about the practicalities of volunteering in the Centre, as well as health and safety issues. New volunteers find this very beneficial and informative and allow an opportunity for them to ask questions and meet other new volunteers. All volunteers receive a comprehensive Volunteer Handbook to support their volunteering duties.

On each session the Centre opens, we typically have three volunteers who open the Centre to the visitors and cook hot meals from ingredients that are supplied and drinks. The volunteers also ensure that the visitors can enjoy a warm welcome, hot shower, meals, drinks, essential supplies like warm winter blankets, sleeping bags a selection of fresh clothes to choose from and information on other services that are available to the visitors. To enable the centre to operate and function efficiently we also have a number of volunteers who manage various tasks such as the referencing process, help produce our newsletters and wash the towels/tea towels. Our

challenge in 2014 is to find a volunteer to co-ordinate the clothes and sleeping bag donations that we regularly receive.

Volunteers are kept updated, on a weekly basis, by the Volunteer Coordinator and through volunteer newsletters. The Volunteer Coordinator also provides training programme for volunteers, such as Emergency First Aid, Food Safety and Personal Safety and Drug and Alcohol Awareness programs.

In 2013, Centre 33 set up a Volunteer and Visitor Committee with representation from both trustees and volunteers. The Committee meets bi monthly and its purpose is to:

- Attract, recruit, train, engage and retain current and future volunteers
- Review the use of Centre 33 by visitors and ensure that the right support is provided
- Monitor and advise on broader issues concerning homelessness that might impact on visitors, including the St Albans Homeless Forum
- Provide the right level of support to volunteers in relation to visitor engagement

Without the volunteer team, the Centre would not be able to function so a BIG THANK YOU to all our volunteers for their continued support.

Lastly, but not least, we must mention Ted Parker who has volunteered with Centre 33 for many years and in 2013 was proclaimed the CVS Volunteer of the year for the various volunteering opportunities he pursues. Well done Ted!



Ted being presented with his award by the Mayor of St Albans, Councillor Annie Brewster.

## Operations Group

The day-to-day running of the Centre is managed by the Operations group who look after the premises and make sure all necessary equipment and supplies are provided.

We rent the building at Spicer Street from St Albans Council. Their property department has been very helpful in making essential repairs, including fitting of several replacement windows and exterior painting.

We have installed a hot-air hand drier for visitors to use and carried out general maintenance on numerous items such as dripping taps, blocked drains, door locks and window catches. A group from St Albans Masorti Synagogue kindly cleaned and repainted several rooms.

Food used at the Centre comes from several sources. We have regular deliveries from local supermarkets to provide the core items. These are supplemented by generous donations from organisations and individuals. We regularly receive gifts from local schools and churches, particularly at harvest festival time. Donations of canned goods are particularly useful as they can be stored for use throughout the year. We are grateful to the following organisations who donated supplies in the period to December 2013.

St Alban & St Stephen Church, Home Office CAST, Skanska Balfour Beatty, Fleetville Infants School, Aboyne Lodge School, Bernards Heath Infants School, Watling View School, Borrás Construction and many others who donated anonymously.

We work with local organisations such as the food bank at the Vineyard Church and Emmaus so that any surplus food can be properly routed to people in need. Emmaus also provide cooked meals for us once a week.

For security purposes the centre is monitored continuously by CCTV. There is also an alarm system to call the police in an emergency. During the year the security systems have proved helpful in managing incidents at the centre, fortunately none serious.

Daily cleaning is carried out by the volunteers on duty. In addition our cleaner, Margaret, thoroughly cleans the premises once a week. A long-standing volunteer, Julie, regularly collects and washes towels from the centre. The Operations Group is led by Bob Barrett.

## Finance Overview

The Financial Statements for the year ended 31 December 2013 are attached to this report. Despite the austere current economic climate, we continued to receive a large number of donations which resulted in the year generating a surplus, for which we are very grateful.

The Financial Statements are the first full year operating as the new charitable company and so for a year on year comparison against 2012 (ie operating both as an unincorporated association for the first part of 2012, and the new company for the remainder of that year) this report will be accompanied on our website by a set of combined financial statements for the full year as if the charity had operated in 2012 as an unincorporated association for the year to show a better “year on year” picture.

The financial statements show that Centre 33 went into 2013 with a healthy level of reserves and our forecast of a surplus for the year was achieved, mainly as a result of large “one-off” donations. The Trustees remain optimistic that we can maintain a balanced budget in 2014, and future years. However, if we do find new premises to enable us to provide more services, we will need to find new sources of income to cover the associated costs of moving premises.

Centre 33 benefits from generous support from a variety of local organisations. In 2013 these included:

- St Albans City and District Council,
- St Albans Relief in Need Charity (towards food costs), St Albans Fund for the Future, St Albans Abbey Congregational Giving Committee
- Dagnall Street Baptist Church, German Lutheran Church, Seventh Day Adventist Church, St Albans and St Stephen Church, St Albans Masorti Synagogue, St Helen’s and St Peter’s Church, St Michael’s Church, St Peters Church
- The Choral Society
- Dragons’ Apprentice (St Columba’s College, Team Elite)
- Herts Community Fund
- RBC Capital Markets
- Supreme and St Albans Independent Financial Advisors
- Slimming World
- Waitrose Green Coin Scheme

We are also hugely grateful to the large number of individuals who donated money to the Centre in 2013.



# The Trustees

The President and the Trustees during 2013 are shown in the box below

## President and Trustees 2013

<b>Life President</b>	Dr Donald Minter
<b>Trustees:</b>	
<b>Chairman</b>	Mark Arbeid
<b>Vice Chairman</b>	Bob Barrett
<b>Secretary</b>	Andrew Copley
<b>Treasurer</b>	Hilary Pickering (resigned 23/4/13)
<b>Minutes Secretary</b>	Penny Williams
<b>Other Trustees</b>	Alley Ashton Sue Dines Peter Graham David Grimshaw Colin Simmons

## **CENTRE 33 (ST ALBANS) LIMITED**

(A company limited by guarantee)

### **Reference and Administrative Details of the Company, its Trustees and Advisers for the period ended 31 December 2013**

#### **Board of directors/trustees as at 31 December 2013**

Mr M Arbeid  
Mr A Ashton  
Mr RE Barrett  
Mr AP Copley  
Ms SJ Dines  
Mr P Graham  
Mr DM Grimshaw  
Mr C Simmons  
Mrs PA Williams JP, DL

#### **Company registered number**

7955132

#### **Charity registered number**

1146438

#### **Registered office**

2a Spicer Street  
St Albans  
Herts AL3 4PQ

#### **Company secretary**

Mr AP Copley

#### **Independent examiner**

Mr JS Thomson  
9 Upper Lattimore Road  
St Albans  
Herts AL1 3UD

#### **Bankers**

Lloyds TSB  
36 Chequer Street  
St Albans  
Herts AL1 3YQ

## **CENTRE 33 (ST ALBANS) LIMITED**

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### **Report of the Directors for the period ended 31 December 2013**

The Board of Directors (members of which are also Trustees for the purposes of the Charity Commission) present their first annual report for the period 1st January 2013 to 31 December 2013. The Directors confirm that the annual report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing body and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **a. Constitution**

Incorporated under the Companies Act 2006 on 20 February 2012, the company (number 7955132) is a private company limited by guarantee, does not have a share capital and is governed by its Memorandum and Articles of Association. The company is also a charity (number1146438).

The directors, who were also trustees throughout the financial period, unless stated otherwise, were:

Mr M Arbeid (Chairman, appointed 23 April 2013)  
Mr A Ashton  
Mr RE Barrett  
Mr AP Copley  
Ms SJ Dines  
Mr P Graham  
Mr DM Grimshaw  
Mrs HM Pickering (resigned 23 April 2013)  
Mr C Simmons  
Mrs PA Williams JP, DL

Mr RE Barrett, Mr AP Copley and Ms SJ Dines were due to retire by rotation and, being willing to offer themselves for re-election, were re-elected at the Annual General Meeting held on 23 April 2013. Mr PJ Graham and Mrs PA Williams are next due to retire by rotation and are willing to offer themselves for re-election at the next Annual General Meeting.

##### **b. Method of appointment or election of board of directors**

Potential members of the board/trustees are identified by their profession and experience and consideration is given to how these attributes may complement those of the existing trustees to provide a broad skill base to meet the challenges and responsibilities of the Company. Prospective members are invited to attend meetings so that they may gain an insight into the operation of the Company and an understanding of the responsibilities to be undertaken and the commitment required.

##### **c. Policies adopted for the induction and training of board members**

Beyond basic induction procedures no formal training is usually provided as this should not be necessary due to the background and experience of the prospective members.

##### **d. Organisational structure and decision making**

The board/trustees are responsible for the supervision of the activities of the Company. It has a minimum of five meetings annually and full minutes are circulated to all directors/trustees, all of whom are volunteers. The minutes are made available to the independent examiner.

The day-to-day management of the Centre is described fully in earlier sections of this report.

#### **e. Risk management**

The directors/trustees have assessed the major risks to which the charitable company is exposed and are satisfied that the systems are in place to mitigate exposure to those risks.

#### **POLICIES AND OBJECTS**

The objects of the charitable company are contained in the company's articles of association and are the relief of persons in need who are homeless or suffering from psychological or physical infirmity or who by reasons of adverse circumstances, ill health or who are suffering or have suffered a legal restriction on their liberty in any penal or corrective establishment are in need of help in acquiring a settled way of life and in particular but without limiting the generality of the foregoing by the provision for such persons of a shelter (or a home of rest) and the comfort of friendship.

#### **ACHIEVEMENTS AND PERFORMANCE**

##### **a. Going concern**

After making appropriate enquiries, the directors/trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason they adopt the going concern basis in preparing the financial statements.

##### **b. Review of activities**

An overview and review of the 2013 year is contained in earlier sections of this report.

## **CENTRE 33 (ST ALBANS) LIMITED**

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### **Directors' Responsibilities Statement**

The Directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Statements (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Directors to prepare financial statements for each financial year. Under company law, the Directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Directors are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and accounting estimates that are reasonable and prudent;

Prepare the financial statements on the ongoing concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Directors are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Provision of information to Independent Examiner**

Each Director has confirmed that:

- So far as that Director is aware, there is no relevant financial information, of which the company's independent examiner is unaware: and
- The Directors have taken all the steps that ought to have been taken as a Board in order to be aware of any information needed by the company's independent examiner in connection with preparing his report and to establish that the company's independent examiner is aware of that information.

### **Independent Examiner**

The Independent Examiner, John Thompson, was appointed on 10<sup>th</sup> September 2013 with the approval of all directors and of all members. Assuming that he indicates his willingness to continue to examine the company's financial statements, the Directors will propose a motion to reappoint him at the next Annual General Meeting.

This report was approved by the Directors on 29 April 2014 and signed on their behalf by Mr AP Copley, Director.

## **CENTRE 33 (ST ALBANS) LIMITED**

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### **Report of the Independent Examiner to the Trustees for the Period Ended 31 December 2013**

I report on the accounts of Centre 33 (St Albans) Limited (company number 7955132 and charity number 1146438) for the year ended 31 December 2013, which comprise the Statement of Financial Activities, Balance Sheet and related notes.

#### **Respective responsibilities of trustees and examiner**

The charity's trustees 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, whilst an independent examination is not a legal requirement for Centre 33 due to the low level of its finances, the trustees consider one is desirable.

It is my responsibility to:

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

#### **Basis of independent examiner's statement**

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

#### **Independent examiner's statement**

In the course of 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 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirement of the 2011 Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Date: 29 April 2014

John Thomson  
Chartered Accountant  
9 Upper Lattimore Road  
St Albans AL1 3UD

**CENTRE 33 (ST ALBANS) LIMITED**  
(A company limited by guarantee)

**Financial Statements**

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE PERIOD ENDED 31 DECEMBER 2013**

	Note	2013 £	2012 £
<b>INCOMING RESOURCES</b>			
Incoming resources from generated funds			
Voluntary income	2	27,554	11,456
Investment income	3	889	84
<b>TOTAL INCOMING RESOURCES</b>		28,443	11,540
<b>RESOURCES EXPENDED</b>			
Charitable activities	4	17,658	8,399
Governance costs	1.5a	0	0
<b>TOTAL RESOURCES EXPENDED</b>		17,658	8,399
<b>NET INCOME FOR THE PERIOD</b>		10,785	3,141
<b>FUNDS TRANSFERRED DURING THE PERIOD</b>		37,062	33,921
<b>TOTAL FUNDS AT 31 DECEMBER 2013</b>		47,847	37,062

## CENTRE 33 (ST ALBANS) LIMITED

(A company limited by guarantee)

### BALANCE SHEET AS AT 31 DECEMBER 2013

	Note	2013 £	2012 £
<b>CURRENT ASSETS</b>			
Debtors and prepaid expenses		462	404
Cash at bank and in hand		49,067	38,445
		<hr/>	<hr/>
		49,529	38,849
<b>CREDITORS: Amounts falling due within one year</b>			
Accruals and deferred income		1,682	1,787
		<hr/>	<hr/>
<b>NET ASSETS</b>		<u>47,847</u>	<u>37,062</u>
Represented by:			
<b>ACCUMULATED FUNDS</b>			
Funds transferred from Centre 33	5	0	33,921
Funds brought forward		37,062	0
Excess income for the period		10,785	3,141
		<hr/>	<hr/>
<b>TOTAL FUNDS</b>		<u>47,847</u>	<u>37,062</u>

Approved by the board of directors on 29 April 2014 and signed on their behalf by Mr AP Copley, Director.



## **CENTRE 33 (ST ALBANS) LIMITED**

(A company limited by guarantee)

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 DECEMBER 2013**

#### **1. ACCOUNTING POLICIES**

##### **1.1. Basis of preparation of financial statements**

The financial statements have been prepared under the historic cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in March 2005, applicable accounting standards and the Companies Act 2006.

##### **1.2. Company status**

The company is a company limited by guarantee. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

##### **1.3. Comparative figures**

The financial statements cover the year ended 31 December 2013. Comparative figures cover the period from incorporation (20 February 2012) to 31 December 2012 and consequently do not show a full year's operations for 2012.

##### **1.4. Incoming resources**

All incoming resources are included in the Statement of Financial Activities when the company is legally entitled to the income and the amount can be quantified with reasonable accuracy. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

##### **1.5. Resources expended**

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities.

- a) Governance costs include the specific costs directly involved with the constitutional issues of the company as opposed to generating voluntary income, fund raising or undertaking charitable work to meet its objects. There were no such costs in the period.
- b) Trustees are not remunerated but are entitled to reimbursement of reasonable costs incurred in the furtherance of their duties. No expenses were paid to trustees in the period.
- c) no charge was incurred for the independent examination of the accounts.

## 2. VOLUNTARY INCOME

	2013 £	2012 £
Grants	5,495	2,400
Donations	13,347	6,882
Fund raising	8,712	2,174
	<u>27,554</u>	<u>11,456</u>

## 3. INVESTMENT INCOME

	2013 £	2012 £
Bank interest	<u>889</u>	<u>84</u>

## 4. RESOURCES EXPENDED ON CHARITABLE ACTIVITIES

	2013 £	2012 £
Volunteer management and support	8,254	3,824
Food and other household costs	3,212	1,841
Repairs and maintenance	2,277	1,740
Heat, light and utilities	2,299	879
General administration	1,616	115
	<u>17,658</u>	<u>8,399</u>

## 5. FUNDS TRANSFERRED

On 25 April 2012 all the activities, assets and liabilities of Centre 33, registered charity number 285383, were transferred to the company, incorporated with liability limited by guarantee for that purpose. On that date the funds held by the charity were transferred to the company.