

Company Number: 2724141
Charity Number: 1018920

ChantreyVellacottDFKLLP

GLEBE HOUSE (CHARNWOOD) LIMITED

FINANCIAL STATEMENTS

31 MARCH 2011

**GLEBE HOUSE (CHARNWOOD) LIMITED
(LIMITED BY GUARANTEE)**

Financial Statements Year Ended 31 March 2011

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**GLEBE HOUSE (CHARNWOOD) LIMITED
(LIMITED BY GUARANTEE)**

Reference and Administrative Details of the Charity:

The Board of Trustees, who are also directors of the charity for the purposes of the Companies Act, present their annual report and the audited financial statements for the year ended 31 March 2011.

Charity Registration Number: 1018920

Company Registration Number: 2724141

The Board of Trustees
Mrs S M Roberts – Chair
Mr R H Lush
Ms D Maclean
Mrs M Moore
Mr J C Waghorne
Mrs E A Wilson
Mr J Cheetham
Mrs T Taylor
Mrs C Farr

Secretary Mrs K Marinelli

Project Manager Mr P Warlow

**Registered Office &
Operational Address**
Woodgate Chambers
70 Woodgate
Loughborough
LE11 2XB

Auditor
Chantrey Vellacott DFK LLP
1st Floor
Gateway House
Grove Business Park
Enderby
Leicester
LE19 1SY

Bankers
Lloyds TSB Bank Plc
37-38 High Street
Loughborough
Leicestershire
LE11 3HZ

Investment Advisors
JLT Iimia Wealth Management
16 Queensbridge
The Lakes
Old Bedford Road
Northampton
NN4 7BF

**GLEBE HOUSE (CHARNWOOD) LIMITED
(LIMITED BY GUARANTEE)**

REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 31 MARCH 2011

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 18 June 1992 and registered as a charity on 18 March 1983. The Charitable Company was established under a Memorandum of Association that established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the charitable company being wound up, members are required to contribute an amount not exceeding £1.

Recruitment and Appointment of Trustees

The directors of the charitable company are also charity trustees for the purposes of charity law and under the charitable company's Articles are known as members of the Board of Trustees. In accordance with the memorandum and Articles of Association the members, may from time to time elect any person, who agrees to hold office, to be a Trustee. The minimum number of Trustees is three and there is no maximum. Enhanced Criminal Records Bureau checks are carried out for all Trustees.

Trustee Induction and Training

All new members of the Board of Trustees spend time with senior management to familiarise themselves with the workings of the Project. They receive copies of the governing documents and a set of the latest accounts and the Charity Commission's guidance on the duties of a Trustee. All Trustees are given a copy of the "Good Governance" Code for the Voluntary and Community Sector and are provided with information on appropriate seminars, workshops and training sessions. The senior staff occasionally attend the Trustees' meetings to keep them informed of the current situation and future plans for each service.

Risk Management

The Trustees recognise the importance of Risk Management within the framework of governance and internal control. The Trustees continue to review the major risks to which the charity is exposed and systems have been established to mitigate those risks. A risk management strategy has been implemented comprising:

- A regular review of the risks which the charity may face and updating of the risk register.
- The establishment of systems and procedures to mitigate those risks identified in the review.
- The implementation of procedures designed to minimise any potential impact on the charity should any of these risks materialise.

All staff members, together with Trustees, are involved in identifying the risks that the charity faces. The most influential risk continues to be the loss of local authority funding, without which, in the long term the Project could not continue to function. The accessibility of the House is regularly assessed and the identified risks are managed as far as reasonably possible alongside the requirements of the Disability Discrimination Act 1995 (DDA).

Following an independent Fire Risk assessment all recommendations were actioned and are regularly reviewed.

Ongoing staff training takes place to maintain skills and knowledge levels.

Organisational Structure

The charity was formed in 1992 by members of the then Charnwood Mencap Society to take over the running of the Glebe House project. The Council of Management (Board of Trustees) is comprised of former members of Charnwood Mencap Society, carers, and representative of the business community, who meet to discuss day to day management and current issues. Mr P Warlow is the Project Manager and is employed to oversee the day to day running of the Project.

**GLEBE HOUSE (CHARNWOOD) LIMITED
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REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 31 MARCH 2011 (continued)

“Providing high quality, person centred services and information to adults and children with learning disabilities and to those that support them”

OBJECTIVES AND ACTIVITIES

Significant activities

Leicestershire County Council funds a significant proportion of both the Adult and Children's services through a formal Commissioning Agreement. This Agreement will terminate at the end of March 2011, in preparation for the introduction of Personalisation Budgets.

These are listed below:

Adults:

- Community Choices supports adults between the ages of 19-80 each weekday and through a person-centred planning approach ensures that people have a choice of activities including access to community facilities, trips and leisure services. A number of clients with profound learning disabilities who require extra personal care and support attend Community Choices. A few clients fund their own place within this service.
- Community Support service provides community-based support to adults to enable them to keep safe, healthy and happy either in their own homes or with their families. The extensive range of activities catered for with the Community Choices service, enables those accessing Community Support to have a wider variety of activities and opportunities for friendships
- Weekend breaks are provided once per month over two nights from the self contained, homely, comfortable flat and clients choose how they want to spend their weekend. We provide a waking night support service.
- Challenge days are provided once a week for six weeks during the summer holidays for young adults normally at college and they chose a variety of 'days out' as this is not building-based

Children:

- An After School Club during term-time for 4 days a week for up to 10 children
- Holiday Play scheme activities for up to 10 children during half-terms and school holidays
- Two Saturday respite days for up to 10 children – a day full of activities and outings

Glebe House – Other Services

The following services are not covered by an agreement with Leicestershire County Council:

- Autism Support

The Community Autism Project (CAP) support young adults with autism who have high levels of dependency and a 1:1 staffing ratio. Junctions, an extension of the Community Autism Project, supports young people with autism who have developed their independence skills and who don't require the same level of intensive support but seek something more autism-specific. These run on weekdays throughout the year and are designed around individual timetables chosen by the young people themselves.

**GLEBE HOUSE (CHARNWOOD) LIMITED
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REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 31 MARCH 2011 (continued)

As a result of a needs-based assessment and close working with social workers, schools and parents, we have provided a home-based service for young people with autism who are not quite ready for CAP yet but who, after intensive support, may be ready, in time, to move into the CAP service. These services are truly person-centred and have successful documented individual outcomes.

- Work Skills

Glebe House continues to develop its work skills service for over 20 adults which runs weekdays. This is aimed at those who are looking to develop work skills which enable them to either volunteer within Glebe House or with other organisations and companies, or to find paid employment. The prime areas of support are gardening and property maintenance, administration and information technology (running an EBay shop), customer service, catering and food hygiene.

- Social Clubs

Social clubs include the Monday night Youth Club(ages 17-23) and the Wednesday evening Carry On Club(aged 24+) both of which are run by those attending but funded by Glebe House other than a small contribution made by clients

- Play scheme

During the year, Glebe House funded additional places for children and young people within the Play scheme who are not known to social workers but who needed support during holidays. A decision was taken by the COM to cease this funding IN January 2011, due to the need to protect diminishing reserves, so that these reserves could be used to help develop services in the future.

- Afterschool Club

During the year Glebe House also provided additional places within this club for children and young people. This funding also ceased in January 2011. The service continues as it is now supported by private financial contributions from the participating parents.

Support for Other Organisations

- Glebe House accommodation is used by the Gateway Social Club on Friday evenings, free of charge.
- New Dawn, a counselling service offered to families and individuals utilise Glebe House rooms to provide their confidential services, also free of charge.

Donations and Grants

This year we have received an increase in both grant and voluntary funding which has enabled us to expand and develop our services and we are grateful for all the donations we have received.

We received grants totaling £155,424 made up from:-
£75,009 from Aiming High, for additional children services (including a new minibus, a sensory area, Saturday and Holiday Play scheme places and setting up the new children's domiciliary service

£30,000 from Charnwood BC, towards the refurbishment costs of Woodgate Chambers

£27,400 from BBC Children in Need for summer Play scheme places

We also received £6685 from Awards for All for Café furniture, and a further £5058 from Youth Bank for the Monday Youth Club.

In addition, we received Designated funds from:-

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REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 31 MARCH 2011 (continued)

E2Save, Loughborough (Just Giving) - £1,153 (Music Therapy)
E2Save, Loughborough (company fundraising) -£6,156 (Music Therapy)

Loughborough High School £4,544 (New Children's Premises)

Sainsbury Loughborough - £3,500 (Woodgate Chambers)

Voluntary Action Leicestershire - £2,006 (Personalization Grant)
Loughborough Beacon Rotary £1,000 (Evening Social Clubs)

We received Unrestricted donations from Boothwood School, Loughborough Cricket Club, Loughborough Lions and a Bequest from T. Grewcock.

ACHIEVEMENTS AND PERFORMANCE

Summary of Performance

The most significant outcome of the year was the opening of new services in Woodgate Chambers, which was the realisation of the partnership with Charnwood Borough Council and Citizens Advice Bureau in Loughborough. As the Council had decided to retain the Old Magistrate's Court (OMC) on Woodgate for community use, Glebe House was able to develop its portfolio of services. Service delivery began in November 2010, with the official opening made by the local MP Nicky Morgan on February 11th 2011. The modern conversion of the building now houses a cafe, a Fairtrade shop, and E-Bay shop and conference facilities, all of which allow learning experiences for clients and volunteer opportunities for the local community, to support those clients. These services are run by a wholly owned subsidiary, Glebe House Enterprises. The new building also houses some of the existing services which have been relocated from the existing Glebe House as well as the management offices. The cafe is a community internet cafe open to the public and some of the produce grown in the allotment as well as cakes baked by clients on other Glebe House programmes are sold in the cafe.

The successful opening and development of the new premises was made possible by the support of the staff, the trustees, volunteers from the local community as well as significant contributions from E2Save, Leicestershire, Leicester and Rutland Community Foundation, Awards for All, Lloyds TSB Foundation, Champneys Charitable Trust, Tomlinson Group, Turnkey Design, Charnwood Disability Forum, Longslade Community College, Sainsbury in Loughborough and the Rotary (Pillings Lock).

A significant increase in grants, mostly which are associated with the development of Woodgate Chambers, (some of which has not yet been spent), along with a timely decision to sell some of our investments, an increase in demand for services, has resulted in a healthy increase in reserves. Given the current financial climate and the uncertainty around the future of Adult Social Care services and impact of personalisation, this is a good position to be in. It will support us through any changes to commissioning and allow us to retain valuable staff and develop alternative services, if these are required.

Investment Performance

Our investment income has decreased by £1,587 which was a direct result of the continuing difficult economic climate. We have recently appointed new financial advisers and set up an Investments sub-committee to manage the investments.

Other Internal and External Factors

The County Council have been piloting a Resource Allocation System (RAS) in NW Leicestershire and this is a mechanism to assess need and distribute funds on a points basis. The greater the need, the more points, and financial resource, is allocated. Personalisation is designed to extend choice & control, reduce back office tasks, and enable people to make informed decisions and to be able to self serve where able. The target is that from April 2011, 30% of eligible service users will have a personal budget. In readiness for personalisation we have costed all our individual services and are marketing them to the community, parents and carers.

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REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 31 MARCH 2011 (continued)

The allotment on Forest Road has been developed successfully allowing clients to be involved in growing the food used in the cafe and to take part in outdoor activities to keep healthy and active. A grant of £4855 came from the Loughborough South West Forum, which provided the materials to develop the site and the project received substantial support from Loughborough University and G&S services, the Youth Offending Service, Rowena Nursery and B&Q.

Staff have continued to remain positive throughout the uncertainty created by rumoured changes within Adult Social Care and have been supportive and understanding of some of the internal changes that have been made.

In May 2011, the incumbent Project Coordinator Alyson Hunter left to develop her career in another organisation. She was replaced by the new Glebe House Manager, Peter Warlow. Glebe House (Charnwood)Ltd's company registration has been changed to Woodgate Chambers, 70, Woodgate, Loughborough, LE11 2XB.

FINANCIAL REVIEW

Reserves Policy

Our reserves policy is to hold 3 months of operating costs and all liabilities as reserves as a 3 month notice period already exists for our core work with Leicestershire County Council.

Cash and near cash reserves stand at £ 804,361 (2010: £658,622) of which £63,271 is restricted and £248,194 has been designated as follows:

- £204,544 for new premises for Glebe House services to include a house or bungalow in Loughborough to house autism services and gardening and property maintenance work skills group. New premises also include contributions towards a new facility for children's services.
- £30,872 to fund future projects which will enhance the services provided by Glebe House.
- £7,111 for property refurbishment and redecoration of Glebe House
- £1,319 Glebe House Social Clubs
- £4,348 to pay for Music Therapy for adult clients

Principal Funding Source

The principal funding source remains though the Commissioning Agreement with Leicestershire County Council, Glebe House continues to develop services outside the commissioned services.

Investment Policy and Objectives

It is our policy that investments need to be readily accessible and that we maintain a balance between income and capital growth. We retain the services of a professional advisor in this regard.

FUTURE DEVELOPMENTS

Staff, volunteers and Trustees continue to develop and offer new services to replace the services that currently fall under the Commissioning Agreement.

We do not intend to renew the lease for Glebe House building in Forest Road after 2013 and have advised Leicestershire County Council of this decision. We have decided to continue to actively use the facilities within Glebe House until 2013 as it provides an opportunity to plan a graduated transition between Glebe House and the Woodgate Chambers in the centre of Loughborough

New premises must be found within the next 12 months. As Personalisation is extended across the provision of services, (with a target of 100% by March 2013), Glebe House must develop the framework of existing services and develop the marketing of how the services are delivered. New programmes for young adults, advice services and support of carers with personal assistant provision are all in development.

**GLEBE HOUSE (CHARNWOOD) LIMITED
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REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 31 MARCH 2011 (continued)

Public benefit statement

Glebe House is a charity providing a wide range of services to adults and children (8-80) with a learning disability. Our aim is to improve independency, develop skills and provide a high quality of care and support to those in the Charnwood area, although not exclusively if they can travel to our location. Services and support not provided through an agreement with the local authority are open to anyone.

The charity trustees have considered the guidance on public benefit published by the Charity Commission in exercising their powers and duties.

RESPONSIBILITY OF THE BOARD OF TRUSTEES

Law applicable to charities in England and Wales requires the Board of Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year.

In preparing those financial statements, the Board of Trustees should follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charitable company will continue on that basis.

The Board of Trustees are responsible for maintaining proper 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. The Board of Trustees are also responsible for safeguarding the assets of the charitable company and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the Charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

MEMBERS OF THE BOARD OF TRUSTEES

Members of the Board of Trustees 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 are set out on page 1.

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

- So far as we are aware, there is no relevant audit information of which the charitable company's auditors are unaware; and
- As the directors of the charitable 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 charitable company's auditors are aware of that information.

Going Concern

The trustees have a reasonable expectation that the charitable company will continue in operational existence for the foreseeable future, (12 months after the date of this report), and have, therefore used the going concern basis in preparing these financial statements.

**GLEBE HOUSE (CHARNWOOD) LIMITED
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REPORT OF THE BOARD OF TRUSTEES FOR THE YEAR ENDED 31 MARCH 2011 (continued)

AUDITORS

The re-appointment of Chantrey Vellacott DFK LLP as auditors will be proposed at the annual general meeting.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities.

Approved by the Board of Trustees on 14 October 2011 and signed on its behalf by:

S.M. Roberts Mrs S M Roberts (Chair)

Chantrey Vellacott DFK LLP

**GLEBE HOUSE (CHARNWOOD) LIMITED
(LIMITED BY GUARANTEE)**

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF GLEBE HOUSE (CHARNWOOD)
LIMITED**

We have audited the financial statements of Glebe House (Charnwood) Limited for the year ended 31 March 2011 which comprise the consolidated Statement of Financial Activities, the consolidated Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the group's and charitable company's affairs as at 31 March 2011 and of the group's incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

**GLEBE HOUSE (CHARNWOOD) LIMITED
(LIMITED BY GUARANTEE)**

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF GLEBE HOUSE (CHARNWOOD)
LIMITED (continued)**

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Trustees' Annual Report.



ELLIOT HARRIS (Senior statutory auditor)
for and on behalf of CHANTREY VELLACOTT DFK LLP
Chartered Accountants and Statutory Auditor
Leicester

14 October 2011

**GLEBE HOUSE (CHARNWOOD) LIMITED
(LIMITED BY GUARANTEE)**

Consolidated Statement of financial activities (including income and expenditure account)

For the year ended 31 March 2011

	Note	Unrestricted funds £	Restricted funds £	Total funds 2011 £	Total funds 2010 £
Incoming resources					
Incoming resources from generated funds					
Voluntary income:					
Donations and Grants	2	20,219	-	20,219	9,601
Activities for generating funds:	3	21,612	-	21,612	27,263
Glebe House Enterprises		18,151	-	18,151	-
Investment income	4	5,230	-	5,230	6,817
Incoming resources from charitable activities					
Contracted services		709,273	52,546	761,819	708,968
Grants		12,871	95,402	108,273	65,197
Total incoming resources		787,356	147,948	935,304	817,846
Resources expended					
Cost of generating funds	6	244	-	244	530
Charitable activities	7	649,151	75,826	724,977	710,868
Governance costs	9	5,486	-	5,486	3,574
Refurbishment of new premises		-	30,000	30,000	-
Glebe House Enterprises		32,317	-	32,317	-
Total resources expended		687,198	105,826	793,024	714,972
Net incoming / (outgoing) resources	10	100,158	42,122	142,280	102,874
Other recognised gains/losses					
Realised gains on disposal of investment assets		(246)	-	(246)	18,894
Unrealised gains/(losses) on investment assets	14	3,705	-	3,705	27,867
Net movement in funds		103,617	42,122	145,739	149,635
Total funds at 1 April 2010		637,473	21,149	658,622	508,987
Total funds at 31 March 2011		741,090	63,271	804,361	658,622

The statement of financial activities includes all gains and losses recognised in the year.

All incoming resources and resources expended derive from continuing activities.

The charitable company has taken advantage of section 408 of the Companies Act 2006 not to publish its own profit and loss account.

The notes on pages 12 to 23 form part of these financial statements.


**GLEBE HOUSE (CHARNWOOD) LIMITED
(LIMITED BY GUARANTEE)**

Balance Sheet at 31 March 2011

	Note	Group 2011	Charitable Company 2011	Group 2010	Charitable Company 2010
FIXED ASSETS					
Tangible Assets	13	74,790	55,052	14,129	14,129
Investments	14	202,495	202,495	197,789	197,789
Investment in subsidiary	15		1	-	-
		<u>277,285</u>	<u>257,548</u>	<u>211,918</u>	<u>211,918</u>
CURRENT ASSETS					
Stocks	16	3,284	-	-	-
Debtors: Amounts falling due within one year	17	157,844	184,225	58,742	58,742
Cash at bank and in hand		<u>429,464</u>	<u>429,463</u>	<u>439,765</u>	<u>439,765</u>
		590,592	613,688	498,507	498,507
CREDITORS					
Amounts falling due within one year	18	<u>(63,516)</u>	<u>(62,141)</u>	<u>(51,803)</u>	<u>(51,803)</u>
NET CURRENT ASSETS		<u>527,076</u>	<u>551,547</u>	<u>446,704</u>	<u>446,704</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>804,361</u>	<u>809,095</u>	<u>658,622</u>	<u>658,622</u>
FUNDS					
Unrestricted Funds – General	21	492,896	492,896	356,424	356,424
Unrestricted Funds	21	-	-	-	-
Designated		248,194	252,928	281,049	281,049
Restricted Funds	21	63,271	63,271	21,149	21,149
TOTAL FUNDS		<u>804,361</u>	<u>809,095</u>	<u>658,622</u>	<u>658,622</u>

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

The financial statements were approved by the Board of Trustees and authorised for issue on 14 October 2011 and are signed on their behalf by


 Mrs S M Roberts
 Chair

Company Number: 2724141

The notes on pages 12 to 23 form part of these financial statements.

**GLEBE HOUSE (CHARNWOOD) LIMITED
(LIMITED BY GUARANTEE)**

Notes to the financial statements year ended 31 March 2011

1. Accounting policies

(a) Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with Statement of Recommended Practice, "Accounting and Reporting by Charities" (revised 2005), the Companies Act 2006 and the Financial Reporting Standard for Smaller entities (effective April 2008).

(b) Basis of consolidation

The consolidated financial statements incorporate the financial statements of the parent charitable company and the trading subsidiary. These are adjusted, where appropriate, to conform to group accounting policies. As a consolidated Statement of Financial Activities is published, a separate Statement of Financial Activities for the parent charitable company is omitted from the group financial statements by virtue of section 408 of the Companies Act 2006.

(c) Fund accounting

The charity maintains various types of funds as follows.

Restricted funds – Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

Designated funds – Designated funds are restricted funds earmarked by the Board of Trustees for particular purposes.

Unrestricted funds – Unrestricted funds are available for use at the discretion of the Board of Trustees in furtherance of the general objectives of the charity.

(d) Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of donations and grants and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity are recognised when the charity becomes unconditionally entitled to the grant.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.
- The value of services provided by volunteers has not been included in these accounts.
- Investment income is included when receivable.

(e) Resources expended and basis of allocation of costs

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes VAT, which cannot be recovered, and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of fundraising purposes.
- Charitable activities expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

GLEBE HOUSE (CHARNWOOD) LIMITED
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Notes to the financial statements year ended 31 March 2011

1. Accounting policies continued

- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis to reflect the use of the resource. Costs relating to a particular activity are allocated directly. The resources expended in the operation of the Charity's central services system and central office which cannot be directly allocated are apportioned between the expenditure categories on the basis of the estimated amount of staff time involved in each activity.

(f) **Tangible fixed assets**

Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, at varying rates. The rates of depreciation applied to the assets are:

Freehold property	10% Straight line
Long leasehold	25% Straight line
Fixtures & fittings	25% Straight line
Motor vehicles	25% Reducing balance

All items of equipment that are not consumable in nature are capitalised.

Donated assets are brought in at their second hand value at the date of receipt.

(g) **Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

(h) **Operating leases**

Rentals applicable to operating leases are charged to the Statement of Financial Activities (SOFA) over the period in which the cost is incurred.

(i) **Pension costs**

The charity contributes to a defined contribution scheme for employees. The assets of the schemes are held separately from those of the charity. The cost of the contributions is charged to the Statement of Financial Activities (SOFA) when the cost is incurred.

(j) **Listed investments**

Listed investments are stated at market value at the year end. Gains and losses on disposal and revaluation of investments are charged or credited to the SOFA.

GLEBE HOUSE (CHARNWOOD) LIMITED
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Notes to the financial statements year ended 31 March 2011

2. Incoming resources from generated funds:

Voluntary income:
Donations and grants

	Unrestricted	Restricted	2011 Total	2010 Total
	£	£	£	£
General donations and subscriptions	20,219	-	20,219	9,601
	<u>20,219</u>	<u>-</u>	<u>20,219</u>	<u>9,601</u>

3. Activities for generating funds

	Unrestricted	Restricted	2011 Total	2010 Total
	£	£	£	£
Fundraising events	566	-	566	966
Fees	17,874	-	17,874	21,718
Hire of facilities	45	-	45	259
Training	1,676	-	1,676	1,895
Work skills project	1,027	-	1,027	1,374
Staff sales	349	-	349	71
Gift aid tax refund	-	-	-	6
Tax refund on dividends	-	-	-	974
HMRC Incentive	75	-	75	-
	<u>21,612</u>	<u>-</u>	<u>21,612</u>	<u>27,263</u>

4. Investment income

	Unrestricted	Restricted	2011 Total	2010 Total
	£	£	£	£
Managed portfolio investments	4,352	-	4,352	5,804
Deposit account interest	878	-	878	1,013
	<u>5,230</u>	<u>-</u>	<u>5,230</u>	<u>6,817</u>

5. Incoming resources from charitable activities

	Unrestricted	Restricted	2011 Total	2010 Total
	£	£	£	£
Contracted services				
Commissioning agreement	401,411	-	401,411	401,411
CCAP Autism	150,883	-	150,883	127,378
Adult day care	48,065	-	48,065	51,304
Spot purchases	24,064	-	24,064	75,687
Additional staffing	24,272	-	24,272	23,327
Transport	650	-	650	650
Supporting people funding	668	-	668	2,457
Volunteer Service	39,260	4,855	44,115	20,730
Children service	20,000	47,691	67,691	6,024
	<u>709,273</u>	<u>52,546</u>	<u>761,819</u>	<u>708,968</u>

**GLEBE HOUSE (CHARNWOOD) LIMITED
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Notes to the financial statements year ended 31 March 2011

5. Incoming resources from charitable activities (continued)

	Unrestricted £	Restricted £	2011 Total £	2010 Total £
Grants				
Playscheme	12,000	27,000	39,000	12,600
Shire Grant/BSOG	-	-	-	375
Social clubs	-	6,558	6,558	-
Charnwood BC	-	30,000	30,000	-
Other grants	871	31,844	32,715	52,222
	<u>12,871</u>	<u>95,402</u>	<u>108,273</u>	<u>65,197</u>

6. Costs of generating voluntary income

	Unrestricted £	Restricted £	2011 Total £	2010 Total £
Christmas fundraising cost	244	-	244	530
	<u>244</u>	<u>-</u>	<u>244</u>	<u>530</u>

7. Costs of generating voluntary income

	Direct Costs £	Support Costs £	2011 Total £	2010 Total £
Community Choices	178,121	95,063	273,184	246,403
Community Support	67,905	18,592	86,497	134,195
Weekend Breaks	15,403	15,756	31,159	31,988
Challenge	1,666	397	2,063	2,082
CCAP Autism	119,676	62,069	181,745	142,400
Children's Services	47,055	22,754	69,809	71,091
Playscheme	5,017	-	5,017	5,452
Glebe House ASC & Play Scheme	25,694	255	25,949	31,720
Social Clubs	8,328	154	8,482	9,855
Work Skills project	40,435	637	41,072	35,682
	<u>509,300</u>	<u>215,677</u>	<u>724,977</u>	<u>710,868</u>

**GLEBE HOUSE (CHARNWOOD) LIMITED
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Notes to the financial statements year ended 31 March 2011

8. Costs of generating voluntary income

	Management Accommodation & Administration	Premises Communication	Depreciation	Mini-bus & Motor vehicles	Equipment Costs	Total 2011	Total 2010
Community Choices	48,769	1,975	6,673	4,211	474	95,063	81,355
Community Support	17,567	710	-	315	-	18,592	26,995
Weekend Breaks	4,418	178	1,760	580	125	15,756	14,161
Challenge	382	15	-	-	-	397	303
CCAP Autism	35,108	1,420	3,575	4,055	254	62,069	46,156
Children's Services	13,172	533	1,256	1,500	89	22,754	21,486
Glebe House ASC & Play Scheme	-	255	-	-	-	255	190
Social Clubs	-	89	-	65	-	154	150
Work Skills Project	-	453	-	184	-	637	354
	<u>119,416</u>	<u>5,628</u>	<u>13,264</u>	<u>10,910</u>	<u>942</u>	<u>215,677</u>	<u>191,150</u>

Support costs are allocated on the following basis:

<u>Activity</u>	<u>Basis of Allocation</u>
Management & administration	Employment costs per activity
Accommodation & premises	Accommodation hours per annum
Communication	Employment costs per activity
Depreciation	Accommodation hours per annum
Depreciation – Motor vehicles	Mini-bus mileage per activity
Mini-bus & Motor vehicles	Mini-bus mileage per activity
Equipment costs	Accommodation hours per annum

**GLEBE HOUSE (CHARNWOOD) LIMITED
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Notes to the financial statements year ended 31 March 2011

9. Governance costs

	2011	2010
	£	£
Staff costs	506	489
Auditor's remuneration	4,950	3,055
Postage and stationery	30	30
	<u>5,486</u>	<u>3,574</u>

10. Net incoming / (outgoing) resources

	2011	2010
	£	£
This is stated after charging		
Depreciation of owned assets	15,168	11,138
Hire of plant and machinery	2,320	1,600
Auditor's remuneration	4,950	3,055
Other operating leases	785	551
	<u>7,223</u>	<u>6,344</u>

There were no expenses reimbursed to members of the Board of Trustees during this or the previous year. No member of the Board of Trustees received any remuneration during this or the previous year.

11. Staff costs and numbers

	2011	2010
	£	£
Staff costs were as follows:		
Salaries	549,661	538,325
Social Security costs	37,600	36,080
Pension contribution	526	2,278
	<u>587,787</u>	<u>576,683</u>

No employee (2010: none) received emoluments in excess of £60,000 in the year.

The average weekly number of employees during the year, calculated on the basis of full time equivalents, was as follows:

	2011	2010
	No	No
Project Manager	1	1
Management staff	3	3
Administration and support	2	2
Staff – Direct services	28	24
	<u>34</u>	<u>30</u>

**GLEBE HOUSE (CHARNWOOD) LIMITED
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Notes to the financial statements year ended 31 March 2011

12. Taxation

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

13. Tangible fixed assets – Consolidated

	Freehold Property	Long Leasehold	Fixtures & fittings	Motor Vehicles	Total
Cost	£	£	£	£	£
At 1 April 2010	48,684	34,745	79,776	47,952	211,157
Additions	-	9,000	45,354	28,055	82,409
At 31 March 2011	48,684	43,745	125,130	76,007	293,566
Depreciation					
At 1 April 2010	47,246	34,745	74,706	40,331	197,028
Charge for year	1,438	2,250	16,154	1,906	21,748
At 31 March 2011	48,684	36,995	90,860	42,237	218,776
Net book value					
At 31 March 2011	-	6,750	34,270	33,770	74,790
At 31 March 2010	1,438	-	5,070	7,621	14,129

GLEBE HOUSE (CHARNWOOD) LIMITED
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Notes to the financial statements year ended 31 March 2011

13. Tangible fixed assets – Charity

	Freehold Property	Long Leasehold	Fixtures & fittings	Motor Vehicles	Total
Cost	£	£	£	£	£
At 1 April 2010	48,684	34,745	79,776	47,952	211,157
Additions	-	9,000	19,037	28,055	56,092
At 31 March 2011	48,684	43,745	98,813	76,007	267,249
Depreciation					
At 1 April 2010	47,246	34,745	74,706	40,331	197,028
Charge for year	1,438	2,250	9,575	1,906	15,169
At 31 March 2011	48,684	36,995	84,281	42,237	212,197
Net book value					
At 31 March 2011	-	6,750	14,532	33,770	55,052
At 31 March 2010	1,438	-	5,070	7,621	14,129

14. Fixed asset investments – Consolidated and Parent company

	Listed Investments £
Market Value	
At 1 April 2010	197,789
Additions	70,910
Disposals	(17,527)
Revaluations	3,705
Movement in cash awaiting investment	(52,382)
At 31 March 2011	202,495

The historical cost of listed investments at 31 March 2011 was £163,865 (2010: £110,870). There were no investment assets outside the UK.

**GLEBE HOUSE (CHARNWOOD) LIMITED
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Notes to the financial statements year ended 31 March 2011

15. Investment in subsidiary

Glebe House (Charnwood) Limited owns the whole of the issued share capital of Glebe House Enterprises Limited, a company incorporated in the United Kingdom. Glebe House Enterprises Limited operates a cafe, a Fairtrade shop and conference facilities. A summary of the trading results is set out below.

Summary profit and loss account

	Period to 31/03/2011 £
Turnover	18,151
Cost of sales	<u>5,463</u>
Gross profit	12,688
Administration	<u>26,854</u>
Operating loss	(14,166)
Interest receivable and similar income	<u>9,432</u>
Loss for the financial period	<u>(4,734)</u>
	2011 £
Total assets and liabilities of the subsidiary were:	
Fixed assets	19,738
Current assets	4,667
Creditors: amounts falling due within one year	<u>(29,138)</u>
Total net assets	<u>(4,733)</u>
Aggregate share capital and reserves	<u>(4,733)</u>

16. Stock

	Consolidated		Charity	
	2011	2010	2011	2010
	£	£	£	£
Café stock	1,074	-	-	-
Fairtrade shop stock	2,210	-	-	-
	<u>3,284</u>	<u>-</u>	<u>-</u>	<u>-</u>

17. Debtors

	Consolidated		Charity	
	2011	2010	2011	2010
	£	£	£	£
Trade debtors	151,225	55,619	151,225	55,619
Amounts due from Group Company	-	-	27,764	-
Prepayments and accrued income	6,619	3,123	5,236	3,123
	<u>157,844</u>	<u>58,742</u>	<u>184,225</u>	<u>58,742</u>

GLEBE HOUSE (CHARNWOOD) LIMITED
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Notes to the financial statements year ended 31 March 2011

18. Creditors: Amounts falling due within one year

	Consolidated		Charity	
	2011	2010	2011	2010
	£	£	£	£
Trade creditors	4,806	2,810	4,806	2,810
Social security and other taxes	11,449	10,424	11,449	10,424
Accruals and deferred income	47,261	38,569	45,886	38,569
	<u>63,516</u>	<u>51,803</u>	<u>62,141</u>	<u>51,803</u>

19. Financial commitments

The charitable company has annual commitments under non-cancellable operating leases as follows:

	2011	2010
	£	£
Operating leases which expire:		
Within 2 to 5 years:		
Land & buildings	34,798	23,000
Other items	2,893	1,626
	<u>37,691</u>	<u>24,626</u>

20. Analysis of group net assets between funds

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Fixed assets	277,285	-	277,285
Current assets	527,321	63,271	590,592
Current liabilities	(63,516)	-	(63,516)
	<u>741,090</u>	<u>63,271</u>	<u>804,361</u>
Net assets at 31 March 2011	741,090	63,271	804,361

21. Movement in funds

	At 1 April 2010	Incoming resources	Outgoing resources	Transfer	At 31 March 2011
	£	£	£	£	£
Restricted funds					
Leic & Rutland Community Grant	9,000	912	(7,019)	-	2,893
Youth Bank	1,549	5,058	(6,607)	-	-
Lloyds TSB Grant	10,600	-	(10,600)	-	-
Children in Need	-	19,923	(19,923)	-	-
L'borough South West Forum	-	4,855	(2,474)	-	2,381
Bailey Thomas Fund	-	1,500	(1,500)	-	-
Aiming High for Disabled Children	-	75,009	(25,703)	-	49,306
Awards for All	-	6,685	-	-	6,685
Champney Springs	-	2,000	(2,000)	-	-
Voluntary Action Leicester	-	2,006	-	-	2,006
Charnwood Borough Council	-	30,000	(30,000)	-	-
	<u>21,149</u>	<u>147,948</u>	<u>(105,826)</u>	<u>-</u>	<u>63,271</u>

**GLEBE HOUSE (CHARNWOOD) LIMITED
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Notes to the financial statements year ended 31 March 2011

Purpose of restricted funds

Leic & Rutland Community Grant

This was given to fund a part time café supervisor.

Youth Bank

This fund was for the continued provision of the youth club.

Lloyds TSB Grant

This was given to support a Job Coach in the Community Support places project.

Children in Need

This was given to fund additional places in the play scheme activities.

Loughborough South West Forum

This money was given to set up an allotment for clients to work on.

Bailey Thomas Fund

This was to fund the Carry on Club staffing costs for one year.

Aiming High for Disabled Children

This money was given to fund one day per week of after school club, to set up a Support at Home service, to provide TacPacs and Sensory Equipment, to provide 400 extra summer playscheme places (some 2011) and a capital contribution towards the cost of a new minibus was made of £12,000.

Awards for All

This fund was to provide furniture for the base rooms in our new premises at Woodgate Chambers and also furniture for the community internet café.

Champney Springs

This money was to provide an electronic mobile IT unit and user friendly keyboard, mouse and monitor for use by the clients.

Voluntary Action Leicester

This was to fund staff time to write documents in an accessible format.

Charnwood Borough Council

This was to part fund the conversion of part of the ground floor of the old magistrates' court to provide service accommodation and a community internet café.

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Notes to the financial statements year ended 31 March 2011

	At 1 April 2010	Incoming resources	Outgoing resources	Gains/Losses on Investments	Transfer	At 31 March 2011
	£	£	£	£	£	£
Unrestricted funds						
General fund	356,424	770,515	(667,447)	-	33,404	492,896
Designated Funds (Detailed below)	281,049	16,841	(19,751)	3,459	(33,404)	248,194
Total unrestricted funds	637,473	787,356	(687,198)	3,459	-	741,090
Designated funds						
Revaluation Fund	-	-	-	3,459	(3,459)	-
Mini-bus	40,000	-	(10,055)	-	(29,945)	-
New Premises	200,000	4,544	-	-	-	204,544
Future Projects Fund	30,872	-	-	-	-	30,872
Property Refurbishment	7,111	-	-	-	-	7,111
Glebe House Social Club	-	1,469	(150)	-	-	1,319
E2Save Music Therapy	1,010	7,328	(3,990)	-	-	4,348
Work Skills Project	2,056	-	(2,056)	-	-	-
Sainsburys Donation	-	3,500	(3,500)	-	-	-
Total designated funds	281,049	16,841	(19,751)	3,459	(33,404)	248,194

Purpose of designated funds

New Premises

This is to fund new premises for Glebe House Services to include a house or bungalow in Loughborough to house autism services and gardening and property maintenance work skills group. New premises also includes contributions towards a new facility for children's services.

Future Projects Fund

This is to fund future projects which will enhance the services provided by Glebe House.

Property Refurbishment

This is for property refurbishment and redecoration of Glebe House.

Glebe House Social Club

This is to fund the operation of the Glebe House Social Club.

E2Save Music Therapy

This fund is to pay for Music Therapy for adult clients.

22. Related party transactions

No transactions with related parties were undertaken such as are required to be disclosed under Financial Reporting Standard for Smaller Entities (effective April 2008).

23. Contingent liabilities

The charity had no contingent liabilities at 31 March 2011.