Company Registration No. 03636219 (England and Wales)

# KIDS OUT UK TRUSTEES' REPORT AND ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2012

#### **LEGAL AND ADMINISTRATIVE INFORMATION**

#### **Trustees**

P Blom (appointed 1 November 2011)

**B** Buckley

**S Dunn** (resigned 23 January 2012)

J Evans S Glancey

K Green

W Hill (resigned 1 December 2011)

P G Jarvis OBE

J Mee

H Pitcher (Chair)

A Williams (resigned 6 July 2011)

A Wills

A Wilson

**Secretary** G Smith

Chief Executive D Cosham (to 30 June 2012)

G Moulds CBE (from 1 July 2012)

Charity number 1075789 England and Wales

SC039477 Scotland

Company number 03636219

Registered office 14 Church Square

Leighton Buzzard Bedfordshire LU7 1AE

Auditors Hills & Burgess

20 Bridge Street Leighton Buzzard Bedfordshire LU7 1AL

### **LEGAL AND ADMINISTRATIVE INFORMATION**

Bankers Bank of Scotland

38 St Andrews Square

Edinburgh EH2 2YR

Solicitors Matthew Arnold & Baldwin

25 Southampton Buildings

London WC2A 1AL

Wragge and Co LLP 55 Colmore Row Birmingham B3 2AS

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#### TRUSTEES' REPORT

#### FOR THE YEAR ENDED 30 JUNE 2012

The trustees present their report and accounts for the year ended 30 June 2012.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

#### Structure, governance and management

The charity is a company limited by guarantee.

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

P Blom (appointed 1 November 2011)

B Buckley

J Evans

S Dunn (resigned 23 January 2012)

S Glancey K Green

W Hill (resigned 1 December 2011)

P G Jarvis OBE

J Mee

H Pitcher (Chair)

A Williams (resigned 6 July 2011)

A Wills A Wilson

As set out in the Articles of Association, the trustees are nominated by other trustees and must be approved by a board meeting. One third of the trustees resign each year at the AGM of the charity (based on a rota system) but can stand again for re-election at the same meeting. When looking for new trustees to nominate, the trustee board undertakes a skills audit to highlight the areas desired by the charity and those currently lacking or under-represented.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

New trustees are issued with a comprehensive pack briefing them on their responsibilities and legal obligations plus key information about the charity such as the Memorandum and Articles of Association and the Strategic Plan. Regular briefing sessions are held at trustee meetings on topics suggested by them or the Chief Executive to ensure all trustees are kept up to date with relevant issues. Visits to the charity's head office or projects it supports are arranged regularly where appropriate.

The board of trustees administer the charity. The board meet quarterly and individuals will input their particular areas of expertise through the Chief Executive where required at other times. The Chief Executive is appointed by the trustees to manage the day to day operation of the charity. The trustees delegate authority to the Chief Executive to facilitate operations including finance, fundraising, project development and service provision and employment.

The staff of the charity submit their own areas of work to a risk assessment on an annual basis and the results of that are compiled in a risk register. This contains identified risks, the systems put in place to mitigate those risks and the procedures put in place to minimise the potential impact of those risks, should they materialise and is reviewed by the trustee board.

#### TRUSTEES' REPORT (CONTINUED)

#### FOR THE YEAR ENDED 30 JUNE 2012

#### Objectives and activities

The objects for which the charity is established are to promote the interests of children who are disadvantaged in any way, including sickness, disablity or otherwise in need. Kids Out provides a wide range of positive experiences to support these children to become future members of our workforce including:

- the promotion of education through leisure time activities to develop their physical, mental and spiritual capacities that they may grow to full maturity as individuals and members of society
- the provision of facilities for recreation and other leisure time activity

The trustees use the phrase "Fun and Happiness" to encapsulate the types of activities we provide and promote, recognising that, for children, recreational and leisure time activities are ones that they would choose to do. Further, that these activities successfully engage their interest making informal education possible and, by making them happy, improve their quality of life.

#### Goals and performance

The charity set the following goals for the year ending 30 June 2012:

- 1. Deliver growth plans for the Toy Box scheme to provide a truly national coverage.
- 2. Delivery of the first phase of 'World Stories' with stories available on our new website in multiple languages, and in English translation.
- 3. Pilot 'KidsOut Get Active' a collaborative project with Active Soccer which provides an exciting football competition for disadvantaged children from schools across the UK.
- 4. Expand the Rotary Day Out scheme to involve more Rotary Clubs across the UK.

Excellent progress has been made against some of these goals during the year:

- 1. A further 60 refuges across the country signed up to the Toy Box scheme and towards the end of the reporting period there were clear signs that the take up of Toy Boxes was about to significantly increase. With the current plans in place, this service will truly be national and many more Toy Boxes will be delivered.
- 2. A quite remarkable uptake of World Stories has occurred and we surpassed our expectation for the year within only 6 months. With children registered for World Stories exceeding 85,000 and over 100 stories online, this project has been our major success story this year.
- 3. Unfortunately due to a number of events out of our control, our Active Soccer plans were cancelled.
- 4. The number of Rotary Clubs participating in the KidsOut Day Out again decreased; however, with 21,780 disadvantaged children attending events across the country, we are still the largest single provider of Days Out. The immense good that this does for these children should not be under-estimated.

Of course, the goals set did not provide all our successes and it is worth noting a few of our other achievements during this reporting period:

- Seven workshops and courses have been attended to support staff development.
- Our profile has been increased through a pilot scheme, called the Children's Charities Association, has been launched with "FunDays" in Nottinghamshire and "The Switch Project" in Wolverhampton.
- The BBC appointed KidsOut one of their supported charities for the year 2012/2013, giving us access to skilled BBC staff, who are working on a number of exciting projects.
- During the year, we have worked closely with the Rotary organisation to re-establish the close relationship we used to enjoy with clubs across the country and whilst the take up this year was less than hoped for we are confident that the foundations are being put in place for future success.

#### **Financial review**

The trustees consider the financial position satisfactory.

#### TRUSTEES' REPORT (CONTINUED)

#### FOR THE YEAR ENDED 30 JUNE 2012

#### Organisational review

Further to the appointment of Carol Stewart as Director of Services in the last financial year, Gordon Moulds joined the charity as Director of Fundraising in December 2011, moving to the post of Chief Executive from July 2012.

We are extremely grateful for the support of local and national volunteers, especially those who form our fundraising committees. We continue to consult beneficiaries and potential beneficiaries, our peers and current and potential partners to ensure that all our work is effective.

#### **Plans for the 2012/13**

Based on the continuing impact of the economic recession, we have set the following challenging targets for the coming year.

For the year July 2012 to June 2013 we will:

- through our services provide 'fun and happiness' to more disadvantaged children and young people
- plan to match the net income generated in 2011/2012
- significantly increase the in-kind support in order to
- increase Toy Box recipients by providing at least 1200 Toy Boxes (nearly double the average from conception)
- reverse the decline in the number of disadvantaged children on a day out through increasing Rotary Days Out and the introduction of Fun Days
  - provide at least 3 Phyzzpods to special needs school and/or children's hospices
  - increase the World Stories reach to 200 schools and 1000 teachers/parents
- provide up to 20 WAFE refuges with new clothes and toys to support the arrival of children who have fled home leaving everything behind.

#### Disclosure of information to auditors

Each of the directors has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditors are aware of such information.

#### **Auditors**

A resolution proposing that Hills & Burgess be reappointed as auditors of the company will be put to the members.

On behalf of the board of trustees

#### H Pitcher (Chair)

Trustee

Dated: 24 October 2012

#### STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees, who are also the directors of Kids Out UK for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### INDEPENDENT AUDITORS' REPORT

#### TO THE TRUSTEES OF KIDS OUT UK

We have audited the accounts of Kids Out UK for the year ended 30 June 2012 set out on pages 7 to 15. 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 charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees 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 charitable company and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

#### Respective responsibilities of trustees and auditors

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of Kids Out UK for the purposes of company law, are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view.

The trustees have elected for the accounts to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly we have been appointed as auditors under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

Our responsibility is to audit and express an opinion on the accounts 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 Ethical Standards for Auditors.

#### Scope of the audit of the accounts

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity'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 accounts. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited accounts. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

We have undertaken the audit in accordance with the requirements of APB Ethical Standards including APB Ethical Standard - Provisions Available for Small Entities, in the circumstances set out in note 17 to the accounts.

#### **Opinion on accounts**

In our opinion the accounts:

- give a true and fair view of the state of the charitable company's affairs as at 30 June 2012 and of its 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.

### **INDEPENDENT AUDITORS' REPORT (CONTINUED)**

#### TO THE TRUSTEES OF KIDS OUT UK

#### Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Report is inconsistent in any material respect with the accounts; or
- the charitable company has not kept adequate accounting records; or
- the accounts are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

J Roberts BA(Hons) FCA (Senior Statutory Auditor) for and on behalf of Hills & Burgess

Chartered Accountants Statutory Auditor 20 Bridge Street Leighton Buzzard

Bedfordshire LU7 1AL

Dated: 4 December 2012

Hills & Burgess is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

# STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

#### **FOR THE YEAR ENDED 30 JUNE 2012**

	Unrestricted	Restricted	Total	Total
	funds	funds	2012	2011
Notes	£	£	£	£
2	330,356	108,904	439,260	293,526
3	330,943	-	330,943	350,503
4	2,016		2,016	1,516
	663,315	108,904	772,219	645,545
5				
	70,886	-	70,886	57,287
3	·		•	,
	150,671		150,671	202,437
	221,557	-	221,557	259,724
	303,010	97,503	400,513	307,158
	15,005	-	15,005	14,890
	539,572	97,503	637,075	581,772
	123,743	11,401	135,144	63,773
	451,162	50,593	501,755	437,982
	574,905	61,994	636,899	501,755
	2 3 4	funds Notes £  2	Notes     funds £     funds £       2     330,356     108,904       3     330,943     -       4     2,016     -       663,315     108,904       5     70,886     -       3     150,671     -       221,557     -       303,010     97,503       15,005     -       539,572     97,503       123,743     11,401       451,162     50,593	Notes  funds £ £ £ £ £  2 330,356 108,904 439,260 3 330,943 - 330,943 4 2,016 - 2,016 663,315 108,904 772,219  5  70,886 - 70,886 3 150,671 - 150,671 221,557 - 221,557 - 221,557  303,010 97,503 400,513 15,005 - 15,005 539,572 97,503 637,075  123,743 11,401 135,144 451,162 50,593 501,755

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

#### **BALANCE SHEET**

#### **AS AT 30 JUNE 2012**

	Notes	<b>20</b> 1	12 £	20 £	)11 £
Current assets					
Debtors	11	215,378		133,217	
Cash at bank and in hand		485,691		421,069	
		701,069		554,286	
Creditors: amounts falling due within one year	12	(64,170)		(52,531)	
Total assets less current liabilities			636,899		501,755
Income funds					
Restricted funds	13		61,994		50,593
Unrestricted funds			574,905		451,162
			636,899		501,755

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 30 June 2012, although an audit has been carried out under section 144 of the Charities Act 2011. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts under the requirements of the Companies Act 2006.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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 accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on 24 October 2012

H Pitcher (Chair)

**Trustee** 

Company Registration No. 03636219

#### NOTES TO THE ACCOUNTS

#### FOR THE YEAR ENDED 30 JUNE 2012

#### 1 Accounting policies

#### 1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006.

#### 1.2 Incoming resources

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are received or the year in which they are receivable, whichever is the earlier, unless they relate to a specified future period, in which case they are deferred.

Voluntary income is received by way of donations and gifts and is recognised in full in the statement of financial activities when receivable. Donated services and facilities are included at the value to the charity if it can be quantified. Volunteer time is not included in the financial statements.

#### 1.3 Resources expended

Costs of generating funds comprises the costs associated with attracting voluntary income and the costs of other income generation.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements.

Expenditure is recognised when it is incurred and is reported gross of related income. Expenditure includes VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Support costs include the central functions and have been allocated to activity cost categories based on the cost of staff time spent on each activity.

#### 1.4 Tangible fixed assets and depreciation

Depreciation is provided on all tangible assets at rates calculated to write each asset down to its estimated residual value evenly over its expected useful life, as follows:

Computer equipment written off in year of purchase

Fixtures, fittings & equipment 3 years straight line

Expenditure on tangible fixed assets has been capitalised only if the cost of an individual item exceeds £1,000.

#### 1.5 Leasing and hire purchase commitments

All leases of equipment are considered to be operating leases, and rentals are recognised in the statement of financial activities on a straight line basis over the length of the lease. No assets are held under hire purchase agreements.

#### NOTES TO THE ACCOUNTS (CONTINUED)

#### **FOR THE YEAR ENDED 30 JUNE 2012**

#### 1 Accounting Policies

(continued)

#### 1.6 Accumulated funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the charitable objectives of the charity.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

#### 2 Voluntary income

	Unrestricted funds £	Restricted funds	Total 2012 £	Total 2011 £
Donations and gifts Legacies receivable Grants receivable for core activities	330,356 - -	15,005 - 93,899	345,361 - 93,899	225,755 333 67,438
	330,356	108,904	439,260	293,526

DHL donated storage and delivery of boxes, for use in the Toy Box project, which was valued at £16,150 for the purpose of the financial statements.

Fedex donated storage and the delivery of boxes £22,810.

BBC contributed translations and illustrations of stories £4,245.

RAG contributed the production of the new KidsOut contracts £16,000.

Manor Farm contributed a Dell T710 Server including configuration and labour £3,467.70.

#### 3 Activities for generating funds

	2012	2011
	£	£
Activities for generating funds Fundraising trading: costs of goods sold and other costs	330,943 (150,671)	350,503 (202,437)
Net Activities for generating funds	180,272	148,066

# NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 30 JUNE 2012

				2012	2011
				£	£
	Interest receivable			2,016	1,516
;	Total resources expended				
		Staff	Other	Total	Total
		costs	costs	2012	2011
		£	£	£	£
	Costs of generating funds				
	Costs of generating voluntary income	54,014	16,872	70,886	57,287
	Fundraising trading: costs of goods sold and other costs	-	150,671	150,671	202,437
	Total	54,014	167,543	221,557	259,724
	Charitable activities				
	Charitable activities				
	Activities undertaken directly	126,723	161,358	288,081	181,396
	Support costs	54,014	58,418	112,432	125,762
	Total	180,737	219,776	400,513	307,158
	Governance costs	12,000	3,005	15,005	14,890
		246,751	390,324	637,075	581,772

#### 6 Support costs

	<b>2012</b> £	2011 £
Other costs Staff costs	58,418 54,014	53,837 71,925
	112,432	125,762

# NOTES TO THE ACCOUNTS (CONTINUED)

#### FOR THE YEAR ENDED 30 JUNE 2012

#### 7 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year. They were reimbursed a total of £nil expenses (2011: £nil).

#### 8 Employees

#### **Number of employees**

The average monthly number of employees during the year was:

	2012	2011
	Number	Number
Charitable activities	3	3
Costs of generating funds	2	2
Support costs	1	1
Governance costs	2	1
	8	7
Employment costs	2012	2011
	£	£
Wages and salaries	228,057	183,307
The number of employees whose annual emoluments were £60,000 or more were:		
	2012	2011
	Number	Number
£70,000 and £80,000	1	-
£80,000 and £90,000	1	1

Of the employees whose emoluments exceed £60,000, none (2011: none) have retirement benefits accruing under defined benefit pension schemes.

#### 9 Taxation

The charitable company is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

# NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 30 JUNE 2012

10	Cost At 1 July 2011 and at 30 June 2012  Depreciation At 1 July 2011 and at 30 June 2012  Net book value At 30 June 2012		Fixtures, fittings & equipment £  58,675  58,675
	At 30 June 2011		
11	Debtors	2012 £	2011 £
	Amounts owed by Kids Out Trading Limited Other debtors Prepayments and accrued income	2,191 3,578 3,883 5,726 5,378	28,399 80,892 16,826 7,100 ———————————————————————————————————
12	Creditors: amounts falling due within one year	2012 £	2011 £
	Taxes and social security costs	4,487 8,097 1,586	23,669 2,838 26,024
	6	4,170	52,531

## NOTES TO THE ACCOUNTS (CONTINUED)

#### FOR THE YEAR ENDED 30 JUNE 2012

#### 13 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			
	Balance at 1 July 2011	Incoming resources	Resources I expended	Balance at 30 June 2012
	£	£	£	£
Esmee Fairbairn	6,824	18,025	(17,603)	7,246
Big Lottery World Stories RC/2/010342553	43,769	50,974	(66,974)	27,769
Toy Box	-	7,128	(7,128)	-
LTSB	-	15,000	-	15,000
Big Lottery Support and Change RC/2/101342553	-	9,900	(3,775)	6,125
Phyzzpod Grange School		7,877	(2,023)	5,854
	50,593	108,904	(97,503)	61,994

#### Esmee Fairbairn

Co-ordinator with responsibility for the World Stories project.

#### Big Lottery World Stories RC/2/010342553

A collection of stories in 21 most commonly spoken languages. Translated into English, illustrated, available in audio version and freely accessible online.

#### Toy Box

Box of toys delivered to children from refuges who have escaped domestic violence.

#### LTSB

Multi Media project to engage disaffected young people at risk of involvement in crime and anti-social behaviour.

Big Lottery Support and Change RC/2/010342553 Evaluation support for the World Stories project.

#### Phyzzpod Grange School

Donation for Phyzzpod to Grange Special School.

# NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 30 JUNE 2012

14	Analysis of net assets between funds			
	·	Unrestricted funds	Restricted funds	Total
		£	£	£
	Fund balances at 30 June 2012 are represented by:			
	Current assets	639,075	61,994	701,069
	Creditors: amounts falling due within one year	(64,170)		(64,170)
		574,905	61,994	636,899

#### 15 Commitments under operating leases

At 30 June 2012 the company had annual commitments under non-cancellable operating leases as follows:

	2012	2011
	£	£
Expiry date:		
Between two and five years	15,000	-

#### 16 Related parties

During the year one trustee of Kids Out UK was a director of Kids Out Trading Limited, a UK company. The company raises funds on behalf of the charity. The company pays the charity a management charge for costs incurred on its behalf.

The management charge for the year to 30 June 2012 was £66,136 (2011: £41,713).

#### 17 Auditors' Ethical Standards

The relevant circumstances requiring disclosure in accordance with the requirements of APB Ethical Standard - Provisions Available for Small Entities are that, in common with many charities of our size and nature we use our auditors to assist with the preparation of the accounts.