

Charity Number: 101687

*Ballynahinch Child Contact Centre*

*Trustees' Report and Financial Statements  
for the  
Year Ended 31st December 2018*

Prepared by:  
*Peter E O'Hare & Co  
Chartered Accountants  
Century House  
32 High Street  
Ballynahinch  
Co Down  
BT24 8AB*

# Ballynahinch Child Contact Centre

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# Ballynahinch Child Contact Centre

## Administrative Information

**Charity number** 101687

**Business address  
& Registered Address** 24 Lisburn Road  
Ballynahinch  
Co Down  
BT24 8BL

**Secretary** Mrs Doris Patton

<b>Trustees</b>	Mrs Kelly Breen	Chair
	Mrs Doris Patton	Secretary
	Mrs Elisabeth Stuart	Trustee
	Mr David Cochrane	Trustee
	Ms Jennifer Carson	Trustee
	Mr Desie Stafford	Trustee

**Accountants** Peter E O'Hare & Co  
Chartered Accountants  
32 High Street  
Ballynahinch  
Co Down  
BT24 8AB

**Bankers** Danske Bank  
Portadown Centre  
45-48 High Street  
Portadown  
BT62 1LB

**Ballynahinch Child Contact Centre**  
**Report of the Trustees**  
**for the Year Ended 31st December 2018**

The trustees present their report and the financial statements for the Year Ended 31st December 2018. The trustees who served during the year and up to the date of this report are set out on page 1.

**Statement of trustees' responsibilities**

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

Law applicable to charities in Northern Ireland requires the trustees to prepare financial statements for each financial year which give a true and fair view of charity and of the incoming resources and application of resources of the charity for that year. In preparing these financial statements 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;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act (Northern Ireland) 1964. 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.

Signed on behalf of the Trustees

**Mrs Kelly Breen**  
Chairperson

**Date: 30<sup>th</sup> September 2019**

## Ballynahinch Child Contact Centre

### Independent Examiner's Report to the Trustees on the Unaudited Financial Statements of Ballynahinch Contact Centre.

I report on the accounts of Ballynahinch Child Contact Centre for the Year Ended 31st December 2018, as set out on pages 4 to 7.

#### Respective responsibilities of Trustees and Independent Examiner

The charity's trustees are responsible for the preparation of the accounts. It is my responsibility to state, on the basis of my examination, whether particular matters have come to my attention.

#### Basis of Independent Examiner's Statement

My examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

#### Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

(i) which gives me reasonable cause to believe that in any material respect the trustees have not met the requirements to ensure that:

- proper books of account are kept in accordance with section 27 of the Charities Act (Northern Ireland) 1964; and
- accounts are prepared which agree with the books of account and comply with the accounting requirements of the Act; or

(ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Peter E O'Hare FCA (Independent Examiner)

Date: 30<sup>th</sup> September 2019

Peter E O'Hare & Co  
Chartered Accountants  
32 High Street  
Ballynahinch  
Co Down  
BT24 8AB

## Ballynahinch Child Contact Centre

### Statement of Financial Activities For the Year Ended 31st December 2018

	Notes	Unrestricted Funds £	2018 Total £	2017 Total £
<b>Incoming resources</b>				
Incoming Funds from Various Grant Awarding Organisations	2	27,871	27,871	27,829
<b>Total incoming resources</b>		<b>27,750</b>	<b>27,750</b>	<b>27,829</b>
<b>Resources expended</b>				
Staff Costs	3	13,108	13,108	17,207
Establishment Costs		8,047	8,047	5,270
Trustee Meetings & AGM Costs		1,510	1,510	750
Legal and professional fees		955	955	388
Communications and IT		1,534	1,534	365
Other Expenses		147	147	2,354
Staff Travelling Allowance		-	-	-
<b>Total resources expended</b>		<b>25,301</b>	<b>25,301</b>	<b>26,334</b>
<b>Net Surplus (Deficit) for the Year</b>		<b>2,570</b>	<b>2,570</b>	<b>1,495</b>
Total funds brought forward		28,218	28,218	26,273
<b>Total funds carried forward</b>		<b>30,788</b>	<b>30,788</b>	<b>28,218</b>

The statement of financial activities includes all gains and losses in the year and therefore a separate statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 6 to 7 form an integral part of these financial statements.

## Ballynahinch Child Contact Centre

### Balance Sheet as at 31st December 2018

	Notes	£	2018 £	£	2017 £
<b>Current Assets</b>					
Cash at Bank		30,788		16,267	
Debtor – SEHSCT		-		12,969	
Cheque not Allocated		-		2,006	
		<u>30,788</u>		<u>31,242</u>	
<b>Current Liabilities</b>					
Creditors at 31 <sup>st</sup> December		-		-	
		<u>-</u>		<u>-</u>	
<b>Net Current Assets</b>			<u>30,788</u>		<u>28,218</u>
<b>Net Assets as at 31st December</b>			<u><u>30,788</u></u>		<u><u>28,218</u></u>
<b>Retained Funds</b>					
Unrestricted income funds	4		<u>30,788</u>		<u>28,218</u>
<b>Total Funds as at 31st December</b>			<u><u>30,788</u></u>		<u><u>28,218</u></u>

The financial statements were approved by the trustees and signed on behalf of the board by:

*Mrs Kelly Breen*  
Chairperson

Date: 30<sup>th</sup> September 2019

The notes on pages 6 to 7 form an integral part of these financial statements.

# Ballynahinch Child Contact Centre

## Notes to the Financial Statements for the Year Ended 31st December 2018

### 1. Accounting policies

The principal accounting policies are as summarised below, and the accounting policies that have been applied have been applied consistently throughout the year and the preceding year.

#### 1.1. Basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005) and the Charities Act (Northern Ireland) 1964.

#### 1.2. Cashflow

The charity has taken advantage of the exemption in FRS1 from the requirement to produce a cashflow statement because it is a small charity.

#### 1.3. 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:

Primary funding is received by way of grants and are 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. Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included. Gifts donated for resale are included as incoming resources within activities for generating funds when they are sold.

#### 1.4. Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully 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 trading for fundraising purposes including the charity's shop. 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.

#### 1.5. Research and development

Research expenditure is written off to the profit and loss account in the year in which it is incurred.

## Ballynahinch Child Contact Centre

### Notes to the Financial Statements for the Year Ended 31st December 2018

#### 2. Voluntary income

	<b>Unrestricted Funds £</b>	<b>2018 Total £</b>	<b>2017 Total £</b>
Health & Social Care Trust Award	27,750	27,750	27,750
Other Grants Received	120	120	79
Bank Interest Received	1	1	-
<b>Total Funds Received</b>	<b>27,871</b>	<b>27,871</b>	<b>27,829</b>

#### 3. Employees

<b>Employment costs</b>	<b>2018 £</b>	<b>2017 £</b>
Wages and salaries	13,108	17,207

No employee received emoluments of more than £60,000 in this Financial Year (2015 - also none).

#### Number of employees

The average monthly numbers of employees (including the trustees) during the year, calculated on the basis of full time equivalents, was as follows:

<b>2018 Number</b>	<b>2017 Number</b>
<b>2</b>	<b>2</b>

## **Ballynahinch Child Contact Centre**

**The following pages do not form part of the statutory accounts.**

## Ballynahinch Child Contact Centre

### Detailed statement of Financial Activities for the Year Ended 31st December 2018

		2018		2017
	£	£	£	£
<b>Incoming Resources</b>				
<b>Incoming Resources from generated funds:</b>				
Health & Social Care Trust Award		27,750		27,750
Other Grants Received		120		-
Bank Interest Received		1		79
		<u>27,871</u>		<u>27,879</u>
<b>Total incoming resources from generating funds</b>		<b><u>27,871</u></b>		<b><u>27,879</u></b>
<b>Resources expended</b>				
Staff Wages & Salaries	13,108		17,207	
Rent & Cleaning Costs	5,112		5,270	
Upkeep - Toys & Equipment	2,007		800	
Insurance	928		887	
Staff Uniforms	-		500	
Telephone & Internet Charges	476		244	
Trustee Meetings & AGM Costs	1,936		750	
Postage & Stationery	580		103	
Computer Software Fees	478		-	
Society Membership Fees	529		388	
Bank Charges	51		29	
Travelling Allowance	96		156	
		<u>25,301</u>		<u>26,334</u>
<b>Total cost of providing Contact Centre Services</b>		<b><u>25,301</u></b>		<b><u>26,334</u></b>