



**HOP, SKIP AND JUMP (SOUTH WEST)**

**Registered Company Number: 04013046 (England and Wales)  
Registered Charity Number: 1081811**

**FINANCIAL STATEMENTS  
FOR THE YEAR 31 JANUARY 2018**



**THINKING TO CAPITALISE ON**

**WEDNESDAY**



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A17 31/10/2018 #72  
COMPANIES HOUSE

**HOP, SKIP AND JUMP (SOUTH WEST)**

**CONTENTS OF THE FINANCIAL STATEMENTS  
YEAR ENDED 31 JANUARY 2018**

	<b>Page</b>
<b>Report of the Trustees</b>	1 to 4
<b>Chartered Accountants' Report</b>	5
<b>Statement of Financial Activities</b>	6
<b>Balance Sheet</b>	7
<b>Notes to the Accounts</b>	8 to 10
 Not part of the financial statements	
<b>Income and Expenditure account</b>	11

## **HOP, SKIP AND JUMP (SOUTH WEST)**

### **REPORT OF THE TRUSTEES YEAR ENDED 31 JANUARY 2018**

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ending 31 January 2018 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015)

### **CHAIRMANS REPORT (incorporating Achievements and Performance)**

I am delighted to say that during this year of change for the Foundation we have established a strong board of Trustees with managerial, legal, marketing, educational and NGO skills that will move the Foundation forward into the future. This has been our fourth year of our five year plan, for which we all thank Jonathan Smith's wisdom and encouragement and Neil Woodford's generosity, to move the charity forward. So the Founder and Chief Executive Officer (CEO), Clarissa Mitchell, stepped down on September 1st 2017. Hop Skip & Jump had the good fortune that Mrs Hayley Stone accepted the CEO role. She nursed in Great Ormond Street, in charge of the Acute Paediatric ward, and has further specialist qualifications in 'wrap around care'. Hayley joined Hop Skip & Jump 7 years ago. It has, however, taken until May 2018 to find a Business Support Manager, Gary Hall, who has had 37 years of business management with NatWest bank.

We also have an amazing London Event Committee, who continue to not only raise money, but heighten the profile of the charity each year with their annual 'Carols with a Twist'.

At long last the Local Authorities are taking our provision more seriously and sending us a higher number of referrals. Our superb staff teams are now asked to care for many more acute cases than ever before. For instance, we are receiving 'end of life' children from several Counties, which is unique to Hop Skip & Jump.

I am standing down as Chairman at this year's AGM, and my successor will be announced in the Autumn of 2018. It has been a great privilege to work alongside Click to expand the original vision, and I have a special pride that I had a strong role in the creation of the four further centres, after the original one at Seven Springs.

So I thank everyone who has been involved in the growth of this Charity over the 26 years during which I have had the happy time of working in all sorts of roles.

There have been, and, thank God, still are, so many wonderfully generous people who understand the vital help and support we can give the families, so preventing family breakdown and children being taken into care. The need for our care provision continues to grow with more and more severe cases, so I pray that donors will never cease to support Hop Skip and Jump in the future.

I cannot sign off without repeating how caring and selfless the Supervisors and their teams are and, indeed, the Foundation Administration and Trustees. Over the years I also have never ceased to be awe inspired by the families and how they cope.

Again, many thanks to you all,  
Celia  
The Reverend Celia Carter MBE.,JP.,

## HOP, SKIP AND JUMP (SOUTH WEST)

### REPORT OF THE TRUSTEES (continued) YEAR ENDED 31 JANUARY 2018

#### PURPOSES AND ACTIVITIES

The objects of the Charity are to provide day respite care to children with special needs and to provide support to the parents/carers and their families within Bristol and the South West area.

The Trustees are aware of the Public Benefit provisions of the Charities Act 2006 and of the guidance on them published by the Charity Commission. They are satisfied that the objects of the Charity and the activities of the Charity are within the definitions of Charitable Purposes as set down in the Act. The Trustees are not aware of any public detriment caused by the Charity's objects or activities, and nor are they aware of anyone receiving any private benefit from the Charity's activities

#### FINANCIAL REVIEW

The principal funding sources of the Charity have been from donations, fundraising, membership fees and grants. Since the key objective of the Charity is to provide day respite care to children with special needs, the charity aims to have accumulated reserves which are sufficient to ensure that the centres can be operated as going concerns for the foreseeable future and can be maintained at its current or a better level. The Charity had a net surplus for the year of £Nil (2017 surplus of £3,479).

#### Reserves policy

Reserves are the resources the Charity has or can make available to spend, for any or all of the Charity's purposes, once it has met its commitments and covered its other planned expenditure.

All running costs are now borne by the Charities head office, Hop Skip & Jump Foundation, therefore no reserves are required in this entity.

The current level of unrestricted reserves is £nil (2017 £Nil).

#### Risk review

The Trustees acknowledge their responsibility to assess and mitigate the major risks to which the Charity is exposed. These are considered to be a lack of funding, health and safety and childcare issues. Procedures are in place to minimise these risks and to keep them under continual review.

#### REFERENCE AND ADMINISTRATIVE DETAILS

<b>CHARITY NAME</b>	Hop, Skip and Jump (South West)
<b>CHARITY NUMBER</b>	1081811
<b>COMPANY NUMBER</b>	04013046

<b>PRINCIPAL ADDRESS and REGISTERED OFFICE</b>	Hop, Skip and Jump (South West) The Main Workshop West End Avening Tetbury Glos GL8 8NE
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<b>DIRECTORS/TRUSTEES</b>	Mrs Clarissa Mitchell (Founder) The Reverend Celia Carter MBE, JP, (Chair) Mrs Sarah Addison (Director) - Resigned 06/12/17 Mrs Lucy Koshiw (Trustee) Mrs H Stone (Director) - appointed 03/01/18
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## **HOP, SKIP AND JUMP (SOUTH WEST)**

### **REPORT OF THE TRUSTEES YEAR ENDED 31 JANUARY 2018**

#### **ACCOUNTANTS**

Randall & Payne LLP  
Chargrove House  
Shurdington Road  
Cheltenham  
Gloucestershire  
GL51 4GA

#### **SOLICITORS**

Charles Russell  
5 Fleet Place  
London  
EC4M 7RD

#### **BANKERS**

Lloyds Bank Plc  
14 Castle Street  
Cirencester  
Gloucestershire  
GL7 1DQ

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

#### **Governing document**

Hop, Skip and Jump (South West) (the "Charity") is governed by a Memorandum and Articles of Association.

Members of the Board, 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 shown on page 2.

New members of the Board can be appointed at any time to fill a casual vacancy or to add to the Board. Appointment is made by the collective decision of the Trustees of Hop, Skip and Jump (South West).

Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up.

The charity is run through a management committee which meets every month.

#### **Trustee induction and training**

The Trustees, having founded the Charity, are familiar with its practical work. Should any new Trustee be appointed to the Board, they would be invited and encouraged to attend a series of short training sessions to familiarise themselves with the Charity and the context within which it operates. These sessions would be led by the Chair of the Trustees and cover:

- The obligations of the Board of Trustees.
- The main documents which set out the operational framework for the charity including the Memorandum and Articles.
- Resourcing and the current financial position as set out in the latest published accounts.
- Future plans and objectives.

A Question and Answer pack would also be prepared drawing information from the various Charity Commission publications signposted through the Commission's guide "the Essential Trustee" as a follow up to these sessions. This would be distributed to new trustees along with the Memorandum and Articles and the latest financial statements.

## HOP, SKIP AND JUMP (SOUTH WEST)

### REPORT OF THE TRUSTEES (continued) YEAR ENDED 31 JANUARY 2018

#### Responsibilities of the management committee

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

Company law requires the directors to prepare financial statements for each financial year, which give a true and fair view of the state of the charitable company and of the incoming resources and application of resources, including income and expenditure, of the charitable company for the year. 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 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

#### Related parties

The Trustees of Hop, Skip and Jump (South West) are also trustees of the following registered charities, all of which are companies limited by guarantee.

	Registered numbers	
	Company	Charity
Hop Skip & Jump Foundation	04013026	1081810
Hop, Skip and Jump (Cotswold)	04215495	1088173
Hop Skip and Jump (Swindon)	07189580	1135620
Hop Skip and Jump (West Sussex)	07189284	1135618
Hop Skip and Jump (Wigan) Ltd	08703651	1154216

#### ON BEHALF OF THE BOARD

  
.....  
Mrs C Mitchell  
(Trustee)

Date: *October 25<sup>th</sup> 2018*

**CHARTERED ACCOUNTANTS' REPORT TO THE BOARD OF TRUSTEES  
ON THE UNAUDITED FINANCIAL STATEMENTS OF  
HOP, SKIP AND JUMP (SOUTH WEST)**

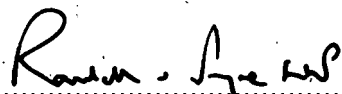
In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Hop, Skip and Jump (South West) for the year ended 31 January 2018 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes from the charity's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed within the ICAEW's regulations and guidance at <http://www.icaew.com/en/membership/regulations-standards-and-guidance>.

This report is made solely to the Board of Trustees of Hop, Skip and Jump (South West), as a body, in accordance with the terms of our engagement letter. Our work has been undertaken solely to prepare for your approval the financial statements of Hop, Skip and Jump (South West) and state those matters that we have agreed to state to the Board of Trustees of Hop, Skip and Jump (South West), as a body, in this report in accordance with ICAEW Technical Release 07/16AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Hop, Skip and Jump (South West) Board of Trustees, as a body, for our work or for this report.

It is your duty to ensure that Hop, Skip and Jump (South West) has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and loss of Hop, Skip and Jump (South West). You consider that Hop, Skip and Jump (South West) is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of Hop, Skip and Jump (South West). For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements



.....  
Randall & Payne LLP  
Chartered Accountants  
Chargrove House  
Shurdington Road  
Cheltenham  
Gloucestershire  
GL51 4GA

Date: 30.10.2018.....

**HOP, SKIP AND JUMP (SOUTH WEST)****STATEMENT OF FINANCIAL ACTIVITIES  
(Incorporating an Income and Expenditure account)  
YEAR ENDED 31 JANUARY 2018**

	Notes	Unrestricted funds £	Restricted funds £	Total 2018 £	Total 2017 £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income					
Grants		-	-	-	4,846
<b>Incoming resources from charitable activities</b>					
Fees		-	-	-	920
<b>Total incoming resources</b>		<u>-</u>	<u>-</u>	<u>-</u>	<u>5,766</u>
<b>RESOURCES EXPENDED</b>					
<b>Charitable activities:</b>					
Running costs of centre	2	-	-	-	35
Grants paid	2	-	-	-	2,252
<b>Total resources expended</b>		<u>-</u>	<u>-</u>	<u>-</u>	<u>2,287</u>
<b>NET (OUTGOING)/INCOMING RESOURCES BEFORE TRANSFERS</b>					
		-	-	-	3,479
<b>NET MOVEMENT IN FUNDS</b>					
<b>Total funds brought forward</b>		(2,500)	2,500	-	(3,479)
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>(2,500)</u>	<u>2,500</u>	<u>-</u>	<u>-</u>

The surplus for the year for Companies Act purposes is net movement in funds of £Nil (2017 surplus £3,479)

The notes set out on pages 8 to 10 form part of these financial statements.



HOP, SKIP AND JUMP (SOUTH WEST) (REGISTERED NUMBER: 04013046)

BALANCE SHEET  
AS AT 31 JANUARY 2018

	Notes	2018 £	2017 £
<b>CURRENT ASSETS</b>			
Cash at bank and in hand		<u>-</u>	<u>-</u>
		-	-
<b>CREDITORS</b>			
Amounts falling due within one year		<u>-</u>	<u>-</u>
		-	-
<b>NET CURRENT LIABILITIES</b>		<u>-</u>	<u>-</u>
		-	-
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u><u>-</u></u>	<u><u>-</u></u>
		-	-
<b>FUNDS OF THE CHARITY</b>	4		
Unrestricted funds			
General funds		(2,500)	(2,500)
Restricted funds		<u>2,500</u>	<u>2,500</u>
		<u><u>-</u></u>	<u><u>-</u></u>
		-	-

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 January 2018.

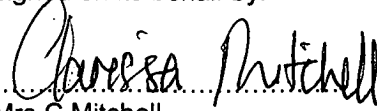
The members have not required the company to obtain an audit of its financial statements for the year ended 31 January 2018 in accordance with Section 476 of the Companies Act 2006.


The directors acknowledge their responsibilities for:

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

The financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board of Directors on October 25<sup>th</sup> 2018 and were signed on its behalf by:

  
Mrs C Mitchell  
(Director)

  
Rev C Carter  
(Director)

The notes set out on pages 8 to 10 form part of these financial statements.

## HOP, SKIP AND JUMP (SOUTH WEST)

### NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 JANUARY 2018

#### 1. ACCOUNTING POLICIES

##### a) Basis of preparing the financial statements

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK & Republic of Ireland (FRS102) (effective 1 January 2015) – (Charities SORP (FRS102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The charity has taken advantage of Paragraph 3 (3) of Schedule 4 of the Companies Act and adapted the Companies Act formats to reflect the special nature of the charity's activities.

The charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note

##### b) Reconciliation with previous Generally Accepted Accounting Practice

In preparing the account, the trustees have considered whether in applying the accounting policies required by FRS102 and the Charities SORP FRS102 the restatement of comparative items was required.

As a result of transition there have been no material changes to comparative figures nor accounting policies.

##### c) Going concern

Based on current expectations the trustees believe that the charity can continue to operate through its head office, Hop Skip & Jump Foundation. Accordingly, they continue to adopt the going concern basis in preparing the financial statements

##### 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 grants, donations and gifts and is recognised in full in the Statement of Financial Activities when receivable. Grants, where entitlement is 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 recognised at the value to the Charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Investment income is recognised when receivable.
- Legacy income is recognised when it is certain that the monies are receivable

##### e) Resources expended

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 fundraising event costs.
- Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities. Grants payable are included when the award is agreed. 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 of the Charity and include the accountancy fees and costs linked to the strategic management of the Charity.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly. Support costs are considered insignificant and are allocated in full to the charitable activity.

## HOP, SKIP AND JUMP (SOUTH WEST)

### NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 JANUARY 2018

#### f) Tangible fixed assets

Fixed assets are included at cost, or, where donated, at valuation with a corresponding credit to income. Fixed assets have been depreciated on the following bases:-

Play area	– 10% straight line
Play equipment	– 33% straight line

The main building of the Charity is owned by Hop, Skip and Jump Foundation. Hop, Skip and Jump (South West) owns the playground and associated equipment and fittings.

#### g) Fund Accounting

Unrestricted funds are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and have not been designated for any other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors. The aim and use of each restricted fund is set out in the notes to the financial statements.

2	<b>RUNNING COSTS OF CENTRE</b>	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Total 2017 £
	Bank charges	-	-	-	35
		-	-	-	35
	<b>GRANTS PAID</b>				
	Hop Skip & Jump Foundation	-	-	-	2,252
		-	-	-	2,252

#### 3 STAFF COSTS

The average number of employees employed by the Charity during the year (excluding directors) was Nil (2017 Nil)

#### 4 FUNDS

##### Restricted funds

The income funds of the Charity include restricted funds comprising the following unexpended balances of donations and grants held on trusts to be applied for specific purposes:

	Balance at 1 February 2017 £	Income £	Expenditure/ Transfer £	Balance at 31 January 2018 £
Hop Skip & Jump Swindon	500	-	-	500
Mums and babies	2,000	-	-	2,000
	2,500	-	-	2,500

## HOP, SKIP AND JUMP (SOUTH WEST)

### NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 JANUARY 2018

#### 5 ANALYSIS OF NET ASSETS BETWEEN FUNDS

Fund balances are represented by:

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total £
Current Assets	<u>(2,500)</u>	<u>-</u>	<u>2,500</u>	<u>-</u>
	<u>(2,500)</u>	<u>-</u>	<u>2,500</u>	<u>-</u>

#### 6 RELATED PARTY TRANSACTIONS

The trustees of Hop Skip & Jump (South West) are also trustees of the following charities:

The Rev C Carter

Hop Skip & Jump Foundation  
Hop, Skip and Jump (Cotswold)  
Hop Skip and Jump (Swindon)  
Hop Skip and Jump (West Sussex)  
Hop Skip and Jump (Wigan) Ltd

Mrs C Mitchell

Hop Skip & Jump Foundation  
Hop, Skip and Jump (Cotswold)  
Hop Skip and Jump (Swindon)  
Hop Skip and Jump (West Sussex)  
Hop Skip and Jump (Wigan) Ltd

	2018 £	2017 £
Grants received by the charity from:		
Hop Skip & Jump Foundation	<u>-</u>	<u>4,846</u>
	<u>-</u>	<u>4,846</u>
Grants paid by the Charity to:		
Hop Skip & Jump Foundation	<u>-</u>	<u>2,254</u>
	<u>-</u>	<u>2,254</u>

**HOP, SKIP AND JUMP (SOUTH WEST)**

**NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 JANUARY 2018**

**INCOME AND EXPENDITURE ACCOUNT**

	2018 £	2017 £
<b>Income</b>		
Grants	-	4,846
Fees	-	920
	<u>-</u>	<u>5,766</u>
<b>Expenditure</b>		
Bank charges	-	35
Grants paid	-	2,252
	<u>-</u>	<u>2,287</u>
<b>Surplus for the year</b>	<u>-</u>	<u>3,479</u>

This page does not form part of the financial statements