ROMSEY MILL TRUST

REPORT AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2011

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ROMSEY MILL TRUST
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2011

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Principal Address and Registered Office

Romsey Mill
Hemingford Road
Cambridge
CB1 3BZ

Auditors

Chater Allan LLP
Beech House
4a Newmarket Road
Cambridge
CB5 8DT

Registered Charity Number

1069905

Registered Company Number

03556721

ROMSEY MILL TRUST
BOARD OF MANAGEMENT REPORT
FOR THE YEAR ENDED 31 MARCH 2011

BACKGROUND

Romsey Mill was first set up as a community organisation by local churches in 1980 Its purpose was to create opportunities with young people and families, supporting in particular those living in Cambridge and its surrounding districts experiencing disaffection and disadvantage In 1998 Romsey Mill Trust was constituted as a charitable company Romsey Mill is dedicated to overcoming disadvantage, promoting inclusion and developing wellbeing with these young people and families

DIRECTORS/TRUSTEES

The directors of the charitable company (the charity) are its trustees for the purpose of charity law and are collectively referred to as the Board of Management (the Board) The members of the board of management during the year were as follows

A Barry
M Ingram (Vice-Chair)
S Leeke
T Phipps
V Schuster-Beesley
S Taylor
E Willis
M Wylie (Chair)

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Romsey Mill Trust is constituted as a charitable company registered with the Charity Commission in May 1998 (under charity number 1069905) Romsey Mill is a Company Limited by Guarantee, incorporated and registered in England and Wales on 1st May 1998 (company number 3556721) Romsey Mill is governed by its Memorandum and Articles of Association, dated 1st May 1998

Organisational structure

The directors of the company form the Board of Trustees of Romsey Mill The Board of Trustees has a minimum of 2 and no maximum number of members The directors/trustees (hereafter referred to as trustees) are responsible for the overall management and governance of the charity They give their time freely and receive no remuneration or other financial benefits

The trustees convene a full board meeting at least once a quarter They approve the strategic and business plans, annual budgets and end of year accounts They receive management accounts (Profit and Loss Account and Balance Sheets) and quarterly financial summaries, which monitor actual income and expenditure against budgets Major capital projects need to be approved by the trustees as do the creation of any new staff posts which constitute a significant financial commitment The Board of Trustees use the PQASSO quality assurance framework as a business tool to help Romsey Mill continually improve standards and performance

To assist with the efficient and effective running of the charity, the trustees have set up a number of committees which have delegated responsibility for specific areas of work Committees currently in operation are Finance, Programme, Fundraising and Communications, Personnel, and Buildings/Health and Safety The committees are always chaired by a trustee and usually attended by a second trustee Other people with relevant skills and experience participate in these meetings as required and at the invitation of the trustees The committees usually meet four times a year and report to the full Trustee Board meeting These committees undertake regular reviews of policies linked to their areas of work, approving new policies to be adopted by the full Board of Trustees and reviewing and updating existing policies and procedures The charity has a broad range of policies including but not limited to Safeguarding Children and Young People, Equal Opportunities and Diversity, Health and Safety, Data Protection, Employment, Disciplinary, Grievance, Complaints, Staff Training and Development The Personnel Committee's responsibilities include reviewing staff salaries, with new salary levels being approved by the Finance Committee before being adopted by the Board of Trustees

ROMSEY MILL TRUST
BOARD OF MANAGEMENT REPORT
FOR THE YEAR ENDED 31 MARCH 2011

The day-to-day leadership and management of Romsey Mill are delegated to the organisation's Chief Executive Officer (CEO) The CEO is appointed by the Trustees and s/he is responsible to them for the leadership and management required to fulfil the charity's aims and objectives The CEO attends the Trustees' board meetings regularly Other members of Romsey Mill's staff team attend as required The CEO directs a staff 'Leadership and Management' Team Members of the Leadership and Management Team attend committees (referred to previously) relevant to their job roles/responsibilities

Recruitment and appointment of trustees
To carry out all its duties efficiently and effectively, the Board of Trustees requires breadth and depth of skills, relevant knowledge and experience, a reasonable balance of age and gender, and the ability to actively promote the work of Romsey Mill

The current members of the board have a good range of skills and experience from areas including education, finance, leadership, marketing and communications, fundraising, management within voluntary and statutory sectors, health and pastoral care As set out in Romsey Mill's Articles of Association, new members of the Board of Trustees are appointed by existing trustees Existing trustees and Romsey Mill's CEO have considered the Charity Commission and the National Council for Voluntary Organisations' guidance on recruiting and appointing trustees including *Trustee Recruitment, Selection and Induction (Charity Commission publication RS1)* and the *Trustee Recruitment Toolkit (NCVO)* Prospective trustees are either suggested by members, staff, supporters and users, or may come forward following selective advertising Where possible, Romsey Mill looks to identify new trustees from among our programme participants (service users) With the existing trustees' agreement, people may then be approached Potential candidates are invited to meet with the Chair of Trustees and another trustee (or CEO) to discuss the role and responsibilities They receive a 'Trustee Pack' consisting of a copy of Romsey Mill's Memorandum and Articles of Association, Vision/Mission/Ethos document, strategic plan, annual reports, budgets, accounts, and any other relevant documentation relating to the charity's aims, activities and governance If willing to serve, potential trustees are then formally proposed at a subsequent trustees' meeting and, if all agree, appointed, subject to references and necessary checks This process allows due consideration of the person's eligibility, personal competence, specialist knowledge and skills

Induction and training of trustees
Following appointment, further induction of new trustees is the responsibility of the Chair of Trustees supported by the Chief Executive Officer The induction process for new trustees is intended to familiarise them with the work of the charity, the context in which it operates, and their responsibilities as board members New Trustees review the 'Trustee Pack' with the Chair of Trustees and/or CEO and also receive other general publications from the Charity Commission and the NCVO such as The *Essential Trustee What you need to know (CC3), Hallmarks of an Effective Charity (CC60), Good Governance A Code for the Voluntary and Community Sector (NCVO)* and the Charity Commission's recent guidance on charities and public benefit

New trustees will typically be invited to become involved in one of the charity's committees and assist with particular activities and projects Board members are encouraged to attend relevant and appropriate external training events and conferences

Risk Management
The Trustees have undertaken an organisational risk assessment, which identifies the major risks by area, identifying degrees of exposure and the steps necessary to manage these This helps towards ensuring that we are paying due attention to the stability of our operations and to our duty of care to both our staff and programme participants The trustees review this Risk Register annually and are satisfied that systems and procedures are in place to manage the risks identified In particular, appropriate Criminal Records Bureau (CRB) checks are made for all staff members and volunteers who work with children, young people and vulnerable adults across our programmes, suitable insurance cover is in place for Romsey Mill, finances are kept under consistent review, IT systems are secured and data frequently backed-up

ROMSEY MILL TRUST
BOARD OF MANAGEMENT REPORT
FOR THE YEAR ENDED 31 MARCH 2011

VISION and PURPOSE

Romsey Mill's Vision and Purpose

Romsey Mill's vision is of a transformed society in which all young people, children, and families fully belong, positively contribute and thrive
Working towards making this vision a reality, Romsey Mill purpose is to overcome disadvantage, promote inclusion and develop personal, social and spiritual wellbeing

The focus of our work is particularly (though not exclusively) among children, young people and young families in the County of Cambridgeshire
Romsey Mill's Charitable Objects are set out in our Memorandum of Association (dated 1st May 1998) and can be summarised as follows

(a) to advance education
(b) to promote good citizenship for the public benefit with the commitment to promote equal opportunities for those individuals and groups who encounter discrimination
(c) to advance the Christian faith*
(d) to provide help, advice and positive support to those in economic or other need or hardship
(e) to promote and fulfil such other charitable purposes beneficial as the trustees may from time to time think fit
* Romsey Mill works inclusively with people of any faith and of none, never imposing Christian faith on others We fulfil this charitable object through carrying out activities that challenge injustice, promote inclusion, and contribute towards a better society by improving social cohesion and social capital

STRATEGIC OUTCOMES, METHODS and STAFFING

Strategic Outcomes

Romsey Mill's strategic plan identifies a number of strategic outcomes we aim to achieve during the three year period April 2011 – March 2014 They are to have

1 *Developed our Programme activities* by

- establishing the reach of specific programme work in two distinct geographical locations beyond Cambridge city
- enhancing targeted/intensive work within existing programmes through specific staff roles and particular interventions
- expanding our provision of courses and structured learning opportunities, enabling 60 young people per annum to gain accredited outcomes by March 2013 and maintaining this level in March 2014 (from a base-line figure of 46 in 2009-10)
- becoming more intentional and effective in supporting programme participants' spiritual wellbeing - through providing specific training to staff, utilising appropriate resources, and improving practice against the relevant modules from the Occupational Standards for Youth Workers
- increasing the total number of children, young people and families we work with annually from baseline figure of 1,700 in 2008/09 to our target of 2,500 per annum by March 2013, and maintaining this number in March 2014

2 *Strengthened and grown our partnership work* with

- local churches and other faith-based groups - particularly through increased shared responsibility for projects and activities
- local voluntary and statutory organisations and agencies providing services for children, young people and families, particularly by improving information sharing

3 *Assessed opportunities to increase awareness of Romsey Mill's work regionally and nationally, and the benefits thereof*

4 *Improved our strategic planning processes and organisational management practice (using the PQASSO Quality Standard Framework to measure progress) to*

- raise overall standards in management and delivery of services
- better demonstrate the outcomes and impact of our work
- enable participants to play a full role in planning and progressing our work

These strategic aims are set to help Romsey Mill fulfil all of our charitable objects in ways that reflect the charity's values and ethos Each year our trustees review our outcomes and methods to ensure they continue to support our charitable objects In carrying out this review the trustees have considered the Charity Commission's guidance on charities and public benefit

Methods

In pursuance of our charitable objectives and to achieve our strategic outcomes Romsey Mill's current focus includes work with teenage parents, young people with autism, families with small children and young people experiencing vulnerability and/or disadvantage Romsey Mill employs diverse and innovative methods of engaging with and supporting participants including group work, 1 1 support, home visits, vocational courses, work in schools, detached youth work, activity-based groups (e g urban music, sports), alternative education provision, holiday clubs, trips and outdoor residential experiences

Romsey Mill creates opportunities with young people, children and families in Cambridgeshire, particularly with those experiencing significant disadvantage, through a long-term relational approach and programmes developed with participants Over the year that this report relates to the work has been managed, coordinated and delivered under the following programme areas

- *Aspire Programme* - creating social space with 9-16 year-olds on the autistic spectrum
- *Transitions Programme* - helping 10-14 year-olds to increase their self-esteem, confidence, aspirations and skills, including specific help to make a smoother transition from primary to secondary school
- *Social Inclusion Programme* - supporting 13-25 year-olds who may not be in education or employment to fulfil their potential through providing advice and guidance, skills development and assistance into employment
- *Young Parents Programme* - providing intensive personal, educational and parenting support for parents under 21 years of age
- *Children's Centre* - provides information, advice, and support to parents of children under 5 and groups for parents and their babies or toddlers
- *Playgroup* - Offering early years care and education to children 2-4 years of age
- *Community Activities* - including community hub offering hireable meeting rooms, training facilities, and halls to all in the local community and a charity shop that provides volunteering opportunities and affordable goods to those in need

Our work is financially resourced through individual and organisational donations, statutory grants and earned income Most of our activities are free to participants but where there is a charge concessions are made for people in financial need

Another important part of our strategy is to engage in cross-sector partnerships with a broad range of public bodies, private companies, other voluntary organisations and churches in order to support young people, children and families as effectively as possible

Staff and Volunteers

The CEO leads a staff team currently made up of 38 employees, including 20 people in full-time roles Volunteers play a vital role in the life of Romsey Mill and are involved in many areas of our operation During the last year, over 100 volunteers have participated in work with Romsey Mill This includes a team of 23 volunteers who support the running of our charity shop, 25 volunteers who provide the intensive support needed by the young people in our Aspire Programme Membership of our committees is also on a voluntary basis Students on work experience placements as part of their studies also contribute to the delivery of our programmes Romsey Mill's patrons offer their time in 'championing' the charity's work

ROMSEY MILL TRUST
BOARD OF MANAGEMENT REPORT
FOR THE YEAR ENDED 31 MARCH 2011

ACTIVITIES, ACHIEVEMENTS AND PUBLIC BENEFIT

The last 12 months has seen a further development in Romsey Mill's activities This was the second and final year of funding and support from the Youth Sector Development Fund (an initiative of the Department for Children, Schools and Families) to build our capacity in core areas and expand our activities Romsey Mill was also successful in tendering for a contract with Cambridgeshire County Council to deliver support for young parents in Cambridge city and South Cambridgeshire over a 2½ year period commencing October 2010
The approach Romsey Mill takes to developing and delivering its programmes and activities is such that individual activities often contribute to achieving more than one of our charitable objects in an integrated way The Trustees confirm they have complied with section 4 of the Charities Act 2006, to have due regard to the Charity Commissioners general guidance on Public Benefit, 'Charities and Public Benefit' Summarised below are some examples of Romsey Mill's activities that the trustees consider have provided benefit to a broad range of people

Advancing education

We advance education across all of our Programmes in a range of ways, informally and through more structured learning opportunities
In our *Playgroup* 35 children received early years care and education, including 2 children with special educational needs Government funding for early years learning enabled us to extend Playgroup to children aged 2½ years who have particular needs
In our *Transitions Programme*, we prepared 84 children for a successful transfer from fourteen Primary Schools to five secondary schools Additionally young people with poor or non-attendance were supported back into education
In our *Aspire Programme* we supported 54 young people with Asperger's Syndrome, or a similar autistic spectrum condition, to develop confidence and transferable social skills through social clubs, and one-to-one support We also piloted a new Life Skills Course for young people about to leave school, equipping them with skills for independent living
In our *Young Parents Programme* 28 young parents achieved externally recognised qualifications, having attended internally run courses in such as literacy, numeracy, creative arts A partnership project with Cambridge's Fitzwilliam Museum enabled 12 parents to achieve a bronze Arts Award
In our *Social Inclusion Programme,* our 'Step-Up' and 'Envision' courses gave young people opportunity to develop aspirations for their future and to return to education and work 47 young people in Years 10 and 11 of secondary school education gained qualifications through our Programme in areas such as Sports Leadership, Arts, Uniformed Services, Drug and Alcohol Misuse Awareness, Enterprise, Cooking skills and Music Technology

Promoting good citizenship for the public benefit with the commitment to promote equal opportunities for those individuals and groups who encounter discrimination·

Through our *Social Inclusion Programme* during the April 2010 - March 2011 year we engaged 226 young people in positive activities The majority of the young people we supported were at risk and experienced disaffection and deprivation of various kinds Some of them went off-track and were drawn into crime and antisocial behaviour We created opportunities with the young people for them to engage in positive activities, such as art, music and sport-based projects These activities helped them to form a different view of themselves and the communities in which they live, realise that they have potential, take control of their lives and be responsible for the choices they make

In our *Transitions Programme* 121 vulnerable young people in school years 7 – 9 received on-going support, enabling them to enjoy and achieve at school The program includes specific work in schools about citizenship and participation

Our *Aspire Programme* promotes and actively creates opportunities with all our participants who, because of their autistic spectrum conditions, experience discrimination in the form of a lack of equal opportunities to enjoy positive activities

ROMSEY MILL TRUST
BOARD OF MANAGEMENT REPORT
FOR THE YEAR ENDED 31 MARCH 2011

Advancing the Christian faith

Romsey Mill works inclusively with people of any faith and of none and we never impose our faith or beliefs on others Our Equal Opportunities and Diversity Policy clearly states our intention and practice in this regard

Romsey Mill realised the charitable objective of advancing the Christian faith through carrying out activities that challenge injustice, promote inclusion, and contribute towards a better society by improving social cohesion and social capital We undertook these activities as an expression of our Christian beliefs

Reflecting key responsibilities detailed in the National Occupational Standards for professional youth workers, Romsey Mill staff team members helped facilitate people's exploration of their own values and beliefs thereby supporting their spiritual development The Christian faith requires us to treat every individual as a unique and valuable person

Romsey Mill worked in partnership with several local churches engaged in community-based social justice work Some activities undertaken in partnership with local churches, such as a summer holiday club, offered more specific opportunities for children and families to explore Christianity

Providing help, advice and positive support to those in economic or other need or hardship

The *Children's Centre* managed by Romsey Mill links families with preventative services for children, from pre-birth up to the age of 5 years old These support services are provided either directly by Romsey Mill or through other agencies These include parenting and family support, help and guidance for parents to move into training and employment, access to wider services, including health advice, with support from health visitors and midwives, and services to support children with additional needs early in a child's life During the last year 1519 parents attended Children Centre activities with 839 receiving specific support 258 families came to new parents groups, 92 families attended first aid courses and 672 attended health clinics

Within Romsey Mill's *Young Parents Programme* 73 young parents attended tailored antenatal sessions, 87 parents attended postnatal groups, and 67 young fathers received targeted support and advice

162 family members of children with Asperger's Syndrome or similar autistic spectrum conditions benefited from the respite and support provided by our *Aspire Programme*

Within our *Social Inclusion Programme* 81 young people were supported to positively progress on from not being in education employment or training

ROMSEY MILL TRUST
BOARD OF MANAGEMENT REPORT
FOR THE YEAR ENDED 31 MARCH 2011

FINANCIAL REVIEW

Romsey Mill has continued to expand its activities over the 2010-11 year, consolidating the significant growth over the previous 12 months

For the first time, total income received during the year exceeded £1m, £1,007,882, an increase of 12% on the previous year £316,038 (31%) was received from the Department for Children, Schools and Families' Youth Sector Development Fund (YSDF) This was the second and final year of this grant programme and funding finished 31st March 2011 This income needs to be replaced from other sources during the current financial year to enable Romsey Mill to maintain all of its activities Statutory funding (£656,999), including YSDF, accounted for 65% of total income with the Children's Centre and YSDF grants together (£471,068) making up 47% of the total funding received Other funding secured during the year came from the following sources individuals and supporting bodies (churches, companies and colleges), grant making trusts, other statutory partners, and income generated by our own enterprise (room hire, charity shop, and sale of resources)

Total expenditure for the year was £996,834, an increase of 20% on the previous 12 months This reflects the expansion and continued development of our work made possible in large part by the YSDF programme of support and funding The cost of generating unrestricted funds, £50,958, included the cost of running the charity shop, which is a community service as well as an income generating activity

Staff costs, £731,972, are a significant part (73%) of our total expenditure and these increased by 35% compared with the previous year

Central support costs continue to be allocated to each programme based on the full cost recovery toolkit produced by *New Philanthropy Capital* and *AVECO* This allows Romsey Mill to show the full cost of each programme more accurately, and helps towards achieving full cost recovery

Not all programmes are fully funded from restricted funds Where there is a shortfall, this is covered from unrestricted income

The board is very aware of the general legal duty to apply charitable funds within a reasonable time of receiving them It directs delegated staff to spend funds on charitable purposes within their charitable objectives and in a manner that, as far as possible, meets donor wishes

Reserves Policy

The charity needs reserves to meet its current commitments, and to provide long-term stability to its programmes The trustees regularly review the level of funds that the charity requires in order to honour its liabilities to staff, suppliers and other organizations and planned investments or budget deficit, and to have sufficient cash flow to continue to discharge its social obligations to beneficiaries with continuing professionalism Core to Romsey Mill's effectiveness is the ability to build long-term relationships with young people, children and families The trustees, therefore, wish to ensure that Romsey Mill is able to continue to provide support in the event of an unforeseen drop in income until appropriate action can be taken Based on these considerations, the Trustees' current policy is to maintain free reserves of between three and six months worth of the following year's projected expenditure

Budgeted expenditure for 2011-12 is £988,663 The free reserves of £347,411 equate to 4 months of future operating costs We continue to be cautious during the current economic conditions and it is expected that some reserves will be used during 2011-12 to meet the projected gap between income and expenditure after the ending of the YSDF grant

ROMSEY MILL TRUST
BOARD OF MANAGEMENT REPORT
FOR THE YEAR ENDED 31 MARCH 2011

Financial procedures

All income and expenditure transactions are entered into the computerized SAGE accounts system Bank reconciliation is carried out monthly and a set of management accounts are also produced monthly Quarterly reports are produced and a comparison made against budgeted figures

Invoices received are compared with any purchase order and any discrepancies investigated Invoices are stamped with the date received and signed as proof that the goods or services have been received Invoices are paid as they fall due (usually 30 day terms) Two signatories are required for all cheques If the amount is above £2,000 one signatory must be the CEO or Trustee

The payroll is processed monthly The CEO or immediate manager signs off any changes to agreed salary payments Trustees agree annual salary changes Trustee approval is also required for any major capital projects, the creation of any new posts, or other undertaking, that will have a significant short or long term financial impact

PLANS FOR FUTURE PERIOD

Our plans for the next year include the following development aims

- Extend our alternative education and training provision with young people aged 14-19
- Reassess the provision of our Transitions Programme to ensure we are directing our skills and resources where the need is greatest and we can have the best impact
- Focus Children's Centre and Playgroup work to reach more families experiencing disadvantage, through increasing outreach and offering more Playgroup places to higher need families
- Increase the number of educational courses we offer as part of our support for young parents
- Review the activities we provide for young people with autistic spectrum conditions in order to maximise the positive impact for them and their families
- Explore possibilities for increasing direct partnership work with churches serving local communities
- Improve the overall organisational excellence of Romsey Mill using the PQASSO excellence framework to evaluate our progress
- Build on the support shown by individuals, organisations, churches and businesses during Romsey Mill's 30th birthday year to grow relationships with existing and new supporters

Romsey Mill's 3 Year Strategic Plan and Income and Marketing Strategy contain more detailed information on our future priorities and intended outcomes

On behalf of the Board of Trustees/Directors

Malcolm H. Wylie

M Wylie (Chair)

Date 13/10/11

REPORT OF THE INDEPENDENT AUDITORS TO THE BOARD OF MANAGEMENT OF ROMSEY MILL TRUST

STATEMENT OF BOARD OF MANAGEMENT'S RESPONSIBILITIES

The Board of Management are responsible for the preparation of annual financial statements and ensuring that Romsey Mill Trust maintains proper accounting records They are also responsible for safeguarding the assets of Romsey Mill Trust and thereby taking reasonable steps to ensure the prevention and detection of fraud and other irregularities

REPORT OF THE INDEPENDENT AUDITORS TO THE BOARD OF MANAGEMENT OF ROMSEY MILL

We have audited the financial statements of Romsey Mill Trust for the year ended 31 March 2011 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes The financial statements have been prepared under the accounting policies set out therein

Respective Responsibilities of the Board of Management and Auditors
As described above the Board of Management are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the financial statements give a true and fair view

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland)

We report to you our opinion as to whether the financial statements give a true and fair view, have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and have been prepared in accordance with the Companies Act 2006 We also report to you whether in our opinion the information given in the Report of the Board of Management is consistent with those financial statements

In addition we report to you if, in our opinion, the Trust has not kept adequate accounting records, if the Trust's financial statements are not in agreement with the accounting records and returns, if we have not received all the information and explanations we require for our audit, or if certain disclosures of board members' remuneration specified by law are not made

We read the Board of Managements' Report and consider the implications for our report if we become aware of any apparent misstatements within it

Basis of Audit Opinion
We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements It also includes an assessment of the significant estimates and judgements made by the Board of Management in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Board's circumstances, consistently applied and adequately disclosed

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements

Opinion
In our opinion
- the financial statements give a true and fair view of the state of affairs of Romsey Mill Trust as at 31 March 2011 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice,
- the financial statements have been properly prepared in accordance with the Companies Act 2006, and
- the information given in the Board of Management's report is consistent with the financial statements



Chater Allan LLP
Chartered Accountants & Statutory Auditors
Beech House
4a Newmarket Road
Cambridge
CB5 8DT

Graham Michael David Day (Senior Statutory Auditor)

Date 16 November 2011

ROMSEY MILL TRUST
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2011

	Note	Unrestricted Funds	Restricted Funds: Romsey Mill Centre Funds	Restricted Funds: Other Restricted Funds	Total 2011	Total 2010
		£	£	£	£	£
Income and Expenditure						
Incoming Resources						
Generated funds:						
Voluntary income	2a	69,294	-	19,574	88,868	62,714
Activities for generating funds	2b	106,408	-	4,835	111,243	86,689
Investment income		8,945	-	-	8,945	3,374
Charitable activities:						
Social Inclusion Programme		58,482	-	312,589	371,071	233,811
Transitions Programme		4,197	-	87,066	91,263	101,691
Aspire Programme		411	-	22,735	23,146	77,166
Young Parents Programme		102,149	-	25,336	127,485	133,260
Children's Centre		322	-	155,030	155,352	146,202
Playgroup		28,637	-	303	28,940	24,506
Community activities		1,569	-	-	1,569	25,395
Governance		-	-		-	7,170
Total Incoming Resources		380,414	-	627,468	1,007,882	901,978
Resources Expended						
Costs of generating funds						
Costs of generating voluntary income		21,717	-	19,574	41,291	24,256
Costs of activities for generating funds		46,124	-	4,835	50,958	41,387
Charitable activities	3					
Social Inclusion Programme		48,427	-	327,633	376,060	280,788
Transitions Programme		26,943	-	91,359	118,301	87,780
Aspire Programme		20,149	-	41,067	61,216	58,455
Young Parents Programme		60,416	-	103,616	164,031	153,917
Children's Centre		-	-	137,271	137,271	122,782
Playgroup		29,073	-	303	29,376	24,813
Community activities		3,424	-	1,927	5,351	25,523
Governance costs	5	12,978	-		12,978	14,016
Total Resources Expended		269,250	-	727,585	996,834	833,719
Net incoming/(outgoing) resources before transfers		111,165		(100,117)	11,048	68,259
Transfer between funds						
Restricted Fund						
Transfer from Romsey Mill Centre		3,203	(3,203)	-	-	-
Transfer from Other Restricted Funds		-	-	-	-	-
Net Movement in Funds		114,368	(3,203)	(100,117)	11,048	68,259
Fund Balances at 1 April 2010		550,040	905,826	210,719	1,666,585	1,598,326
Fund Balances at 31 March 2011		664,408	902,623	110,602	1,677,633	1,666,585

Income and expenditure is derived solely from continuing operations

ROMSEY MILL TRUST
BALANCE SHEET
As at 31 March 2011

	Note	31 March 2011 £	£	31 March 2010 £	£
FIXED ASSETS					
Tangible fixed assets	7		932,849		956,929
CURRENT ASSETS					
Debtors and prepayments	8	24,692		47,691	
Deposit accounts		561,206		516,731	
Cash at bank and in hand		261,763		213,895	
		847,661		778,317	
CURRENT LIABILITIES					
Creditors due within one year	9	102,877		68,661	
NET CURRENT ASSETS			744,784		709,656
NET ASSETS			1,677,633		1,666,585
FUNDS					
Unrestricted funds					
General funds		377,638		450,540	
Designated funds	12	286,770		99,500	
			664,408		550,040
Restricted funds					
Other Restricted funds	10	110,602		210,719	
Romsey Mill Centre funds	11	902,623		905,826	
			1,013,225		1,116,545
			1,677,633		1,666,585

Approved by the Board of Management on 13th October 2011

Malcolm H Wylie

M Wylie (Chair)

ROMSEY MILL TRUST
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2011

1 STATEMENT OF ACCOUNTING POLICIES

a) Basis of accounting

The accounts have been prepared under the historical cost convention and in accordance with the Charities Statement of

b) Incoming resources

Donations and legacies are accounted for when received or when receipt is reasonably certain Other income is accounted

c) Depreciation

Depreciation is not provided on the freehold building as any provision (annual or cumulative) would not be material due to its expected remaining useful economic life and because its expected residual value is not materially less than its carrying value The Trust has a policy of regular structural inspection, repair and maintenance and the building is therefore unlikely to deteriorate or suffer from obsolescence Floor coverings within the building are depreciated over 10 years on a straight line basis

Depreciation on all other assets is provided at the following rates in order to write off each asset over its estimated useful life down to its residual value

Fixtures and fittings - 20% straight line
Motor vehicles - 20% straight line

d) Charitable expenditure

Expenditure incurred on fundraising and publicity to generate unrestricted income to support direct charitable activities is included in costs of generating funds That incurred to generate restricted income is included in support costs (see note 4

e) Pension costs

Romsey Mill contributes, on certain conditions, into employees' own pension schemes Contributions payable are charged to the statement of financial activities in the period to which they relate

Companies Act 2006

The inclusion of an Income and Expenditure account in addition to the Statement of Financial Activities is not considered necessary

2 INCOMING RESOURCES FROM GENERATED FUNDS

	Unrestricted Funds £	Restricted Funds £	Total funds 2011 £	Total funds 2010 £
a) Voluntary Income				
General donations	29,473	-	29,473	23,851
Grants from Trusts	14,000	-	14,000	11,514
Grant from YSDF	12,506	19,574	32,080	14,319
Churches and colleges	9,042	-	9,042	8,635
Tax reclaimed (gift aid)	4,273	-	4,273	4,395
	69,294	19,574	88,868	62,714
b) Activities for generating funds				
Fundraising events	41,995	-	41,995	7,795
Grant from YSDF	-	4,835	4,835	10,038
Room hire	24,470	-	24,470	28,147
Charity Shop	39,943	-	39,943	40,709
	106,408	4,835	111,243	86,689

3 COST OF CHARITABLE ACTIVITIES

Activity	Activities undertaken directly £	Support costs (note 4) £	Total 2011 £	Total 2010 £
Social Inclusion Programme	303,719	72,341	376,060	280,788
Transitions Programme	87,961	30,340	118,301	87,780
Aspire Programme	43,345	17,870	61,216	58,455
Young Parents Programme	128,470	35,562	164,031	153,917
Children's Centre	106,383	30,887	137,271	122,782
Playgroup	24,119	5,256	29,376	24,813
Community activities	3,118	2,234	5,351	25,523
	697,116	194,491	891,607	754,058

4 SUPPORT COSTS

	Administration £	Management £	Raising Restricted Funds £	Education & Awareness £	Total 2011 £	Total 2010 £
Social Inclusion Programme	31,890	14,899	18,587	6,965	72,341	81,459
Transitions Programme	11,820	5,463	8,083	4,975	30,340	24,894
Aspire Programme	5,236	2,980	6,338	3,316	17,870	18,203
Young Parents Programme	17,301	7,449	4,841	5,970	35,562	36,482
Children's Centre	14,482	9,436	1,000	5,970	30,887	24,910
Playgroup	4,428	497	-	332	5,256	5,204
Community activities	1,737	497	-	-	2,234	4,883
	86,894	41,220	38,850	27,527	194,491	196,036

The Trust allocates its support costs as shown in the note above See page 7 of the accounts under Financial Review

Administration is inclusive of general administration, office premises, finance and IT costs

5 GOVERNANCE COSTS

	Total 2011 £	Total 2010 £
Bank charges	132	123
Auditors' remuneration	4,926	3,443
Annual report costs	-	-
Executive time	7,920	10,450
	12,978	14,016

The annual report costs this year are included in Education and Awareness in note 4 above

6 TAXATION

As a registered charity, Romsey Mill Trust is generally exempt from Income Tax and Capital Gains Tax, but not from VAT Irrecoverable VAT is included in the cost of those items to which it relates

7 TANGIBLE FIXED ASSETS

	Land & Buildings £	Motor Vehicles £	Fixtures and Fittings £	Total 2011 £
Cost				
As at 1 April 2010	935,878	34,092	116,032	1,086,002
Additions	-	-	2,694	2,694
Disposals	-	-	-	-
As at 31 March 2011	935,878	34,092	118,726	1,088,696
Depreciation				
As at 1 April 2010	30,053	30,001	69,019	129,073
Charge for period	3,203	2,441	21,130	26,774
Eliminated on disposal	-	-	-	-
As at 31 March 2011	33,256	32,442	90,149	155,847
Net Book Value				
As at 31 March 2011	902,622	1,650	28,577	932,849
As at 31 March 2010	905,825	4,091	47,013	956,929

All assets are used for charitable purposes

8 DEBTORS

	31 March 2011 £	31 March 2010 £
Debtors	13,404	34,621
Prepayments and accrued income	11,288	13,070
	24,692	47,691

9 CREDITORS DUE WITHIN ONE YEAR

	31 March 2011 £	31 March 2010 £
Other taxes and social security costs	1,278	1,018
Other creditors and accruals	101,599	67,643
	102,877	68,661

10 OTHER RESTRICTED FUNDS

	At 1 April 2010 £	Transfers £	Income £	Expenditure £	At 31 March 2011 £
Generating Funds					
Youth Sector Development Fund (YSDF)	-		4,835	(4,835)	-
Social Inclusion Programme					
Cambridge City Council Community Development	-		24,734	(24,734)	-
Cambridge City Council Economic Policy Grant	-		9,705	(9,705)	-
Cambridge City Council Community Development	-		772	(772)	-
Cambridge City Council Community Development	-		1,940	(85)	1,855
* CCC - Adult Learning Development Fund	-		2,473	(1,129)	1,344
High Sheriff of Cambridgeshire's Award	-		500	(500)	-
* CCC - Arts Development Dance Offensive	5,000			(5,000)	-
* CCC - Youth Offending Service Dance Offensive	44,400			(5,025)	39,375
Cambridge Community Safety Partnership	4,995			(4,995)	-
Cambridge Community Safety Team	-		2,826	(2,826)	-
Cambridgeshire Constabulary - Southern Division	-		879	(879)	-
Ebyon Trust	-		531	(531)	-
Garfield Weston Foundation	3,000			(3,000)	-
Lloyds TSB Foundation for England and Wales	5,833		10,000	(10,000)	5,833
The Prince's Trust	-		450	(180)	270
ESF LSC East of England Community Grant	493		4,437	(4,930)	-
Youth Opportunity Fund	-		3,380	(3,380)	-
YSDF	-		249,962	(249,962)	-
Transitions Programme					
Arbury Road Baptist Church	-		300	(300)	-
Cambridge City Council Community Development	-		2,500	(723)	1,777
Cambridge United Charities	-		1,000	(1,000)	-
Cambridge City Council Community Development	-		1,604	(1,604)	-
* CCC - Children's Fund	-		18,550	(18,550)	-
Church of the Good Sheperd	-		438	(438)	-
Church Schools of Cambridge	6,666			(6,666)	-
PwC Cambridgeshire Commmunity Fund	-		850	(850)	-
Parkside Federation	-		21,216	(21,216)	-
North Cambridge Council of Churches	-		500	(500)	-
Paul Hamlyn Foundation	4,156		28,509	(27,913)	4,752
St Andrew's Chesterton PCC	-		1,000	(1,000)	-
YSDF	-		10,599	(10,599)	-
Aspire Programme					
Anton Jurgens Charitable Trust	-		2,000	(2,000)	-
Autistic Support Trust	-		1,001		1,001
* CCC Childrens' Contracts - Aiming High	833			(833)	-
* CCC - Aiming High Activity projects	18,000			(18,000)	-
Comic Relief	-		3,095	(3,095)	-
Eastern Counties Educational Trust Ltd	-		7,500	(7,500)	-
Sainsbury's Community Grant	500			(500)	-
St Bede's Inter-Church School	-		250	(250)	-
Covent Garden Street Party	-		500	(500)	-
YSDF	-		8,389	(8,389)	-
Balance carried down	93,876	-	427,225	(464,894)	56,207

NOTE 10 (contd)

		At 1 April 2010 £	Transfers £	Income £	Expenditure £	At 31 March 2011 £
	Balance brought down	93,876	-	427,225	(464,894)	56,207
	Young Parents Programme					
	Cambridge City Council Economic Policy Grant	-		4,408	(4,408)	-
*	CCC - Domestic Violence	1,716			-	1,716
*	CCC - Adult Learning Development Fund	-		215	(215)	-
*	CCC - Family Learning, Adult Learning Service	-		3,448	(3,448)	-
*	CCC - Teenage Pregnancy	2,500			(2,500)	-
*	CCC - Young Fathers	3,231			(3,231)	-
	Care to Learn	-		5,860	(5,860)	-
	CCC - Children's Centre Main Revenue	72,049			(72,049)	-
	Ebyon Trust	-		231	(231)	-
	Ely Diocese	500		500	(1,000)	-
	The Prince's Trust	-		500	(500)	-
	YSDF	-		10,174	(10,174)	-
	Children's Centre					
*	CCC - Children's Centre Main Revenue	22,615		155,030	(137,271)	40,374
	Playgroup					
	Blinco Bridge Club	-		103	(103)	-
*	CCC - Training grant	-		200	(200)	-
	Community Activities					
	South Cambs District Council	4,000			(1,927)	2,073
*	CCC - OCYPS Participation	10,228				10,228
	Raising Voluntary Unrestricted Funds					
	YSDF	-		19,574	(19,574)	-
		210,719	-	627,467	(727,585)	110,602

* CCC denotes Cambridgeshire County Council

The restricted funds being carried forward at the end of the year generally represent grants received in advance for work to be carried out in the following year

For information regarding the various activities outlined above, see page 4 of the accounts under 'Methods'

11 ROMSEY MILL CENTRE FUND

	At 1 April 2010 £	Transfers £	Income £	Expenditure £	At 31 March 2011 £
Romsey Mill Centre	905,826	(3,203)			902,623
	905,826	(3,203)	-	-	902,623

The purpose of the Fund is to represent the net book value of the building in Note 7

12 DESIGNATED FUNDS

	At 1 April 2010 £	Transfers £	Income £	Expenditure £	At 31 March 2011 £
Vehicle Maintenance Reserve	8,500	6,500	-	-	15,000
Building Maintenance Reserve	23,000	-	-	-	23,000
Programme, Research and Development Fund	65,000	-	-	-	65,000
Young Parents Hardship Progressions Fund	3,000	-	-	(230)	2,770
Staff Contingency Fund	-	30,000	-	-	30,000
Social Inclusion Sustainability Fund	-	151,000	-	-	151,000
	99,500	187,500	-	(230)	286,770

Vehicle and Building Maintenance Reserves
These reserves are to ensure Romsey Mill Trust has adequate provision for the minibuses and the buildings are maintained in a good state of repair

Programme, Research and Development Fund
This fund will enable Romsey Mill Trust to resource the development of existing and potentially new areas of work in response to need and opportunity

Young Parents Hardship Progressions Fund
This fund has been created in order to support progression, e g, to college of young parents who are part of Romsey Mill's Young Parents Programme - where all other funding options have been exhausted The initial £3,000 to set up this fund was donated by Mills & Reeve

Staff Contingency Fund
This fund has been created in order to cover all staff eventualities such as maternity/paternity leave, sickness, resignation etc

Social Inclusion Sustainability Fund
This fund has been created due to the projected funding shortfall in our Social Inclusion Programme This will enable us to continue our ongoing relationships for at least the next two to three years

13 STAFF COSTS

	Total 31 March 2011 £	Total 31 March 2010 £
Wages and salaries	663,994	494,520
Social security costs	56,704	40,893
Pension costs	11,274	7,998
	731,972	543,411

There are 22 (2010 23) full time and 20 (2010 25) part time members of staff who are all involved in direct charitable activities No employee received £60,000 or more in the year The charity's trustees received no remuneration during the year

14 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds		Restricted funds		
	General funds £	Designated funds £	Romsey Mill Centre £	Other Restricted funds £	Total £
Fixed assets	30,226	-	902,623	-	932,849
Net current assets	347,412	286,770	-	110,602	744,784
	377,638	286,770	902,623	110,602	1,677,633