Company number 05641021

The Mixed Division

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The Mixed Division Limited
(A company limited by guarantee)

Report and Financial Statements
For the year ended 31 December 2012

Charity number 1116340
Company number 05641021

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Report of the Trustees

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended 31st December 2012

Reference and Administrative Information

Charity Name	The Mixed Division Limited
Other Operating Name	"The Mixed Group"
Charity registration number	1116340
Company registration number	05641021
Registered Office and operational address	25 Cherry Croft Welwyn Garden City Hertfordshire AL8 7QU
Bankers	HSBC, Howardsgate, Welwyn Garden City CAF Bank, West Malling, Kent

Directors and Trustees

The directors of the charitable company (the charity) are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees

The Trustees serving during the period and since the period end were as follows

Trustees	Mr S Cox MBE (Chairman) Mr J McCarthy Mr E Riggs
Secretary	Mr S Cox MBE

Structure, Governance and Management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 30th November 2005 and registered as a charity on 10th October 2006 The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association In the event of the company being wound up members are required to contribute an amount not exceeding £1

Appointment of Trustees

Under the requirements of the Memorandum and Articles of Association the members of the Trustees are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting

Mr S Cox retires by rotation and, being eligible, offers himself for re-election

Trustee induction and training

New Trustees undergo an orientation day to brief them on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the Trustees and decision making processes, the business plan and recent financial performance of the charity During the induction day they meet key volunteers and other Trustees Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role

Report of the Trustees (continued)

Organisation

The Mixed Division has a board of Trustees who meet quarterly and are responsible for the strategic direction and policy of the charity At present the board has three members from a variety of backgrounds relevant to the work of the charity The voluntary Secretary also sits on the Trustees but has no voting rights A Chairman is appointed by the Trustees to manage the day to day operations of the charity To facilitate effective operations, the Chairman has delegated authority, within terms of delegation approved by the Trustees, for operational matters including finance, employment and performance related activity

Risk management

The Trustees have a risk management strategy which comprises

- an annual review of the risks the charity may face,
- the establishment of systems and procedures to mitigate those risks identified in the plan, and
- the implementation of procedures designed to minimise any potential impact on the charity should those risks materialise

This work has identified only a few minor new risks which have been mitigated by the Trustees as appropriate A key element in the management of financial risk is the setting of a reserves policy and its regular review by Trustees

Objectives and activities

The company's objects and principal activities are to promote any charitable purposes for the benefit of the community in the local government district of Welwyn Hatfield and its neighbourhood and, in particular, the relief of loneliness and poverty, distress and sickness,

The main objectives and activities for the period continued to focus upon organising an annual Christmas Day Dinner for the lonely and elderly in Welwyn Hatfield Borough

The Mixed Division is very involved in the community and is dependent on voluntary help Volunteers assist with stewarding events and performances resulting in lower staff costs than would otherwise be the case Support for various activities was good thus giving an opportunity to publicise the charity to a wider range of individuals

How our activities deliver public benefit

The Trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit, "Charities and Public Benefit"

The charitable purpose of the Mixed Division is to provide a Christmas Day Dinner for the lonely and elderly in Welwyn Hatfield Borough The trustees believe the charity fulfils the charitable purpose of relief of loneliness and poverty for those in need by reason of age, ill health or disability

Our objects and funding limit the services we provide to the lonely and elderly in Welwyn Hatfield Borough We have helped over 200 individuals during the year The opportunity to benefit is not means tested and the charity does not charge fees to any beneficiaries

Achievements and performance

The Mixed Division continued to organise their main event being the Christmas Day Dinner with 112 guests in attendance In addition the summer event was organised again this year as a Cream Tea with 96 guests Both events were non-contributory with groups of volunteers looking after the guests

Plans for future periods

The Trustees intend to continue providing these events in a similar way to the recent past but retaining flexibility as to the timing, and scale of events It is hoped to recruit more volunteers from the local community

Report of the Trustees (continued)

Financial Review

Income in 2012 returned to normal levels at £24,011 following the previous year which enjoyed a number of large one-off donations received (2011 £34,729) In addition another grant was received from Hertfordshire Community Foundation from the Elliston Family Fund which was used to purchase much needed equipment The Trustees would like to thank all the donors for the generosity in the year

We have continued to experience pressure on costs following the withdrawal of support from Welwyn Hatfield District Council and Age UK Hertfordshire, which has added over £1,000 in property rental costs which now require funding from the amounts raised

The Trustees are pleased to report that record numbers of individuals were assisted in the year at both events which is reflected in the additional spending with costs of £26,622 (2011 £24,402) The additional costs means that incoming resources were exceeded for the first time and the balance funded from reserves

Investment powers and policy

Under the Memorandum and Articles of Association, the charity has the power to invest in any way the Trustees wish The Trustees, having regard to the liquidity requirements of operating the charity and to the reserves policy have operated a policy of keeping available funds in an interest bearing deposit account and seek to achieve the best rate of deposit interest available

Reserves policy

The Trustees have examined the charity's requirements for reserves in light of the main risks to the organisation It has established a policy whereby the unrestricted funds not committed held by the charity should be at least 12 months of the expenditure Budgeted expenditure for 2013 is £25,000 and therefore the target is £25,000 in general funds The reserves are needed to meet the working capital requirements of the charity and the Trustees are confident that at this level they would be able to continue the current activities of the charity in the event of a significant drop in funding

The present level of reserves available to the charity of £35,267 therefore falls within tolerance of our target and the Trustees consider the current level of reserves sufficient

Trustees' responsibilities in relation to the financial statements

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year In preparing those financial statements, the management committee should follow best practice and

- Select suitable accounting policies and then apply them consistently,
- Make judgements and estimates that are reasonable and prudent, and
- Prepare the financial statements on the going concern basis unless it is appropriate to assume that the company will continue in business

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enables them to ensure that the financial statements comply with the Companies Act 2006 The Trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

Approved by the Trustees on 10 September 2013 and signed by

Sean Cox MBE

Mr S Cox MBE

Statement of Financial Activities (including Income & Expenditure Account) for the period ended 31 December 2012

	Notes	Unrestricted funds Year ended 31 December 2012 £	*Unrestricted funds Year ended 31 December 2011 £*
Incoming resources			
Incoming resources from generated funds			
Voluntary income			
- Donations	1	13,354	26,310
Activities for generating income			
- Fundraising activities	1	10,616	8,380
Investment Income	3	41	39
Total incoming resources		24,011	34,729
Resources expended			
Costs of generating funds			
- Fundraising activities cost of events	4	(4,611)	(5,029)
Charitable activities	5	(14,632)	(11,772)
Managing and administering the charity	6	(7,379)	(7,601)
Total resources expended		(26,622)	(24,402)
Net movement in funds		(2,611)	10,327
Total funds brought forward		37,878	27,551
Total funds carried forward		**35,267**	***37,878***

The statement of financial activities includes all gains and losses in the period All incoming resources and resources expended derive from continuing activities

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Balance sheet as at 31 December 2012

	Notes	At 31 Dec 2012 £	£	*At 31 Dec 2011* £	*£*
Fixed Assets					
Tangible Assets	8		3,212		2,647
Current Assets					
Cash at bank and in hand		32,355		35,801	
Current Liabilities					
Deferred Income		(300)		(570)	
Net Current Assets			32,055		35,231
Net Assets			**35,267**		**37,878**
Unrestricted funds	9		**35,267**		**37,878**

The notes on pages 8 to 10 form part of these accounts

The company is exempt from the requirements relating to preparing audited accounts in accordance with section 477 of the Companies Act 2006

The Trustees have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime

Approved by the Trustees on 10 September 2013 and signed by

Sean Cox MBE

Mr S Cox MBE

Notes to the financial statements

1 ACCOUNTING POLICIES

The principal accounting policies are summarised below The accounting policies have been applied consistently throughout the period

a) Basis of accounting
The financial statements have been prepared under the historical cost convention and on a going concern basis and in accordance with the Companies Act 2006 and the Statement of Recommended Practice Accounting and Reporting by Charities issued in March 2005

b) Fund accounting

- Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity
- Designated funds are unrestricted funds earmarked by the Trustees for particular purposes
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal

c) 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 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 in these accounts
- Gifts in kind are recognised at fair market value as valued by the Trustees when received
- Investment income is included when receivable
- Incoming resources from charitable fundraising activities are accounted for when earned
- Gift Aid recoverable is recognised on a receipts basis

d) 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 organising fundraising events
- 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
- All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource with costs relating to a particular activity allocated directly

e) Fixed assets
Fixed assets are stated at cost less accumulated depreciation The costs of minor additions or those costing below £100 are not capitalised Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which in all cases is estimated at 4 years

2 NET INCOMING/(OUTGOING) RESOURCES

Net incoming/outgoing resources is stated after charging

	31 Dec 2012 £	31 Dec 2011 £
Depreciation	1,708	1,604

Notes to the financial statements (continued)

3 INVESTMENT INCOME

All of the investment income arises from interest bearing deposit accounts

4 COST OF GENERATING FUNDS

This includes all costs incurred in organising fund raising activities and events It excludes any costs of providing goods or services in furtherance of the Charity's objects

5 CHARITABLE ACTIVITIES

	31 Dec 2012 £	*31 Dec 2011 £*
Christmas Day provisions	8,120	*5,369*
Cream Tea provisions	1,844	*1,357*
Donations	50	*251*
Depreciation	1,708	*1,604*
Gifts	2,250	*2,781*
Workers	660	*410*
	14,632	***11,772***

6 MANAGING AND ADMINISTERING THE CHARITY

	31 Dec 2012 £	*31 Dec 2011 £*
Legal and accountancy fees	1,038	*894*
Miscellaneous	1,505	*1,302*
Printing, postage and stationery	1,603	*2,280*
Software and computer costs	927	*358*
Property	936	*936*
Travel	1,370	*1,831*
	7,379	***7,601***

7 TAXATION

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects No tax charges have arisen in the Charity

Notes to the financial statements (continued)

8 TANGIBLE FIXED ASSETS

	Fixtures, Fitting & Equipment £
Cost	
At 31st December 2011	10,890
Additions	2,273
At 31st December 2012	**13,163**
Depreciation	
At 31st December 2011	8,243
Charge for the period	1,708
At 31st December 2012	**9,951**
Net Book Value	
At 31st December 2012	**3,212**
At 31st December 2011	**2,647**

9 FUNDS

No donations or fundraising were provided for a specific purpose and all funds may be referred to as Unrestricted funds

10 TRUSTEE REMUNERATION & RELATED PARTY TRANSACTIONS

No Trustees received any remuneration during the period Travel costs amounting to £1,270 (2011 £1,831) were reimbursed to 2 Trustees

The Trustees act as agents for the charity and make purchases on its behalf and recharge them to the charity at cost