

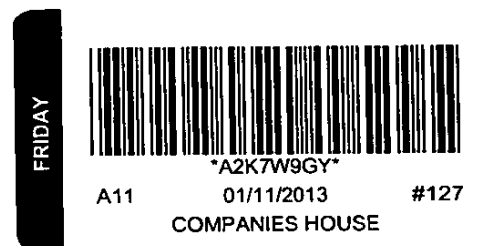
# **WEST RUNTON HOLIDAYS**

## **ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2012**

**CHARITY REGISTRATION No. 1135213**

**COMPANY REGISTRATION No: 07104921**

Independent Examiners Ltd  
Sovereign Centre  
Poplars  
Yapton Lane  
Walberton  
West Sussex  
BN18 0AS



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**WEST RUNTON HOLIDAYS**  
**(A COMPANY LIMITED BY GUARANTEE)**

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**WEST RUNTON HOLIDAYS  
(A COMPANY LIMITED BY GUARANTEE)**

**LEGAL AND ADMINISTRATIVE INFORMATION**

|                                        |                                                                                                                                            |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CHARITY NUMBER</b>                  | 1135213                                                                                                                                    |
| <b>COMPANY REGISTRATION NUMBER</b>     | 7104921                                                                                                                                    |
| <b>DATE OF INCORPORATION</b>           | 15th December 2009                                                                                                                         |
| <b>START OF FINANCIAL YEAR</b>         | 1st January 2012                                                                                                                           |
| <b>END OF FINANCIAL YEAR</b>           | 31st December 2012                                                                                                                         |
| <b>DIRECTORS AT 31ST DECEMBER 2012</b> | Mr A Morris<br>Mr G M Woodward<br>Mrs D J Matthews<br>Mr P M O'Donnell<br>Mrs Y M Morris<br>Mrs L Woodward<br>Mrs S Finch<br>Mr P Wood     |
| <b>COMPANY SECRETARY</b>               | Mr G M Woodward                                                                                                                            |
| <b>GOVERNING DOCUMENT</b>              | Memorandum & Article of Association Dated 15th December 2009                                                                               |
| <b>OBJECTS</b>                         | To advance the Christian faith by sharing the news of Jesus with young people throughout the United Kingdom, but not exclusively           |
| <b>REGISTERED ADDRESS</b>              | Unit 9 - Beehive Business Centre<br>Beehive Lane<br>Chelmsford<br>Essex<br>CM2 9TE                                                         |
| <b>BANKERS</b>                         | HSBC Bank Plc<br>31 St Peters Court<br>High Street<br>Chalfont<br>Buckinghamshire<br>SL9 9QQ                                               |
| <b>INDEPENDENT EXAMINER</b>            | Mr C B Maizi FMAAT FCIE<br>Independent Examiners Ltd<br>Sovereign Centre<br>Poplars<br>Yapton Lane<br>Walberton<br>West Sussex<br>BN18 0AS |

**WEST RUNTON HOLIDAYS**  
**(A COMPANY LIMITED BY GUARANTEE)**

**REPORT OF THE DIRECTORS**  
**FOR THE YEAR ENDED 31ST DECEMBER 2012**

The company was incorporated on 15<sup>th</sup> December 2009 and was granted charitable status from this date. The operations of this company are unchanged from the West Ronton Holidays which started in 1919 and as such, the company provided 13 different holidays with aims consistent with the trust deed of the charity. The aims are summarised as to make Jesus known through running exciting, excellent activity holidays for young people.

The company continued to provide exciting, excellent activity holidays for young people through 2012 with continued support from the Ronton Dolphin Trust and various other donations. These grants and donations were used by the company to reduce the cost of the holiday to around 10% of young people who, without this support, would not have been able to attend the holidays. The general fund has built to a point where the directors are looking to longer term investment in the activities and are actively seeking opportunities to train the leadership team in relevant National Governing Body qualifications, to invest in equipment for the holidays and to continue to develop the website and back office function.

**Statement of Director's Responsibilities.**

The Charities Act and the Companies Act require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to -

- a) select suitable accounting policies and then apply them consistently,
- b) make judgements and estimates that are reasonable and prudent,
- c) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business,
- d) state whether applicable accounting standards and statements of recommended practice have been followed subject to any material departures disclosed and explained in the financial statements.

The Directors are also responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 2006 and comply with regulations made under the Charities Act. 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.

The Directors are also responsible for the contents of the Directors' report, and the responsibility of the independent examiner in relation to the Directors' report is limited to examining the report and ensuring that on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

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

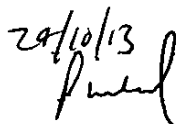
I approve the attached statement of financial activities and balance sheet for the year ended 31st December 2012, and confirm that I have made available all information necessary for its preparation.

Approved by the Directors on the

Signed on their behalf by Director

Print Name

P WOOD

29/10/13  


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**WEST RUNTON HOLIDAYS  
(A COMPANY LIMITED BY GUARANTEE)**

**LEGAL AND ADMINISTRATIVE INFORMATION**

|                                        |                                                                                                                                            |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CHARITY NUMBER</b>                  | 1135213                                                                                                                                    |
| <b>COMPANY REGISTRATION NUMBER</b>     | 7104921                                                                                                                                    |
| <b>DATE OF INCORPORATION</b>           | 15th December 2009                                                                                                                         |
| <b>START OF FINANCIAL YEAR</b>         | 1st January 2012                                                                                                                           |
| <b>END OF FINANCIAL YEAR</b>           | 31st December 2012                                                                                                                         |
| <b>DIRECTORS AT 31ST DECEMBER 2012</b> | Mr A Morris<br>Mr G M Woodward<br>Mrs D J Matthews<br>Mr P M O'Donnell<br>Mrs Y M Morris<br>Mrs L Woodward<br>Mrs S Finch<br>Mr P Wood     |
| <b>COMPANY SECRETARY</b>               | Mr G M Woodward                                                                                                                            |
| <b>GOVERNING DOCUMENT</b>              | Memorandum & Article of Association Dated 15th December 2009                                                                               |
| <b>OBJECTS</b>                         | To advance the Christian faith by sharing the news of Jesus with young people throughout the United Kingdom, but not exclusively           |
| <b>REGISTERED ADDRESS</b>              | Unit 9 - Beehive Business Centre<br>Beehive Lane<br>Chelmsford<br>Essex<br>CM2 9TE                                                         |
| <b>BANKERS</b>                         | HSBC Bank Plc<br>31 St Peters Court<br>High Street<br>Chalfont<br>Buckinghamshire<br>SL9 9QQ                                               |
| <b>INDEPENDENT EXAMINER</b>            | Mr C B Maizi FMAAT FCIE<br>Independent Examiners Ltd<br>Sovereign Centre<br>Poplars<br>Yapton Lane<br>Walberton<br>West Sussex<br>BN18 0AS |

**WEST RUNTON HOLIDAYS**  
**(A COMPANY LIMITED BY GUARANTEE)**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31ST DECEMBER 2012**

**(Incorporating Income and Expenditure Account)**

|                                                | <b>Notes</b> | <b>Unrestricted<br/>Funds<br/>£</b> | <b>Designated<br/>Funds<br/>£</b> | <b>Restricted<br/>Funds<br/>£</b> | <b>TOTAL<br/>2012<br/>£</b> | <b>TOTAL<br/>2011<br/>£</b> |
|------------------------------------------------|--------------|-------------------------------------|-----------------------------------|-----------------------------------|-----------------------------|-----------------------------|
| <b>INCOMING RESOURCES</b>                      |              |                                     |                                   |                                   |                             |                             |
| <b>Incoming Resources from Generated Funds</b> |              |                                     |                                   |                                   |                             |                             |
| Voluntary Income                               | <b>3a</b>    | 11,904                              | -                                 | -                                 | 11,904                      | 23,695                      |
| Activities for Generating Funds                | <b>3b</b>    | -                                   | -                                 | -                                 | -                           | 9,817                       |
| Investment Income                              | <b>3c</b>    | -                                   | -                                 | -                                 | -                           | 6                           |
| Charitable Activities                          | <b>3d</b>    | 128,239                             | -                                 | -                                 | 128,239                     | 137,780                     |
| Other Incoming Resources                       | <b>3e</b>    | -                                   | -                                 | -                                 | -                           | 579                         |
| <b>TOTAL INCOMING RESOURCES</b>                |              | <b>140,143</b>                      | <b>-</b>                          | <b>-</b>                          | <b>140,143</b>              | <b>171,877</b>              |
| <b>RESOURCES EXPENDED</b>                      |              |                                     |                                   |                                   |                             |                             |
| <b>Costs of Generating Funds</b>               |              |                                     |                                   |                                   |                             |                             |
| Charitable Activities                          | <b>4a</b>    | 139,658                             | -                                 | -                                 | 139,658                     | 130,845                     |
| Governance Costs                               | <b>4b</b>    | 15,354                              | -                                 | -                                 | 15,354                      | 16,499                      |
| <b>TOTAL RESOURCES EXPENDED</b>                |              | <b>155,012</b>                      | <b>-</b>                          | <b>-</b>                          | <b>155,012</b>              | <b>147,344</b>              |
| <b>NET INCOMING/ (OUTGOING) RESOURCES</b>      |              | <b>(14,869)</b>                     | <b>-</b>                          | <b>-</b>                          | <b>(14,869)</b>             | <b>24,533</b>               |
| Total Funds Brought Forward                    |              | 67,187                              | -                                 | -                                 | 67,187                      | 42,654                      |
| <b>TOTAL FUNDS CARRIED FORWARD</b>             |              | <b>52,318</b>                       | <b>-</b>                          | <b>-</b>                          | <b>52,318</b>               | <b>67,187</b>               |

Movements on all reserves and all recognised gains and losses are shown above. All of the organisation's operations are classed as continuing.

The notes on pages 7 to 12 form part of these financial statements.

**WEST RUNTON HOLIDAYS**  
**(A COMPANY LIMITED BY GUARANTEE)**

**BALANCE SHEET**  
**AS AT 31ST DECEMBER 2012**

|                                                       | Note | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | 31-Dec-12<br>Total<br>£ | 31-Dec-11<br>Total<br>£ |
|-------------------------------------------------------|------|----------------------------|--------------------------|-------------------------|-------------------------|
| <b>Fixed Assets</b>                                   |      |                            |                          |                         |                         |
| Tangible Assets                                       | 2    | 1,431                      | -                        | 1,431                   | 1,027                   |
| <b>Current Assets</b>                                 |      |                            |                          |                         |                         |
| Debtors & Prepayments                                 | 7    | 37,827                     | -                        | 37,827                  | 55,809                  |
| Cash at Bank and in Hand                              | 6    | 14,378                     | -                        | 14,378                  | 14,222                  |
| <b>Total Current Assets</b>                           |      | <b>52,205</b>              | <b>-</b>                 | <b>52,205</b>           | <b>70,031</b>           |
| <b>Creditors: amounts falling due within one year</b> | 8    | 1,318                      | -                        | 1,318                   | 3,871                   |
| <b>NET CURRENT ASSETS</b>                             |      | 50,887                     | -                        | 50,887                  | 66,160                  |
| <b>TOTAL ASSETS less current liabilities</b>          |      | <b>52,318</b>              | <b>-</b>                 | <b>52,318</b>           | <b>67,187</b>           |
| <b>NET ASSETS</b>                                     |      | <b>52,318</b>              | <b>-</b>                 | <b>52,318</b>           | <b>67,187</b>           |
| <b>Funds of the Charity</b>                           |      |                            |                          |                         |                         |
| General Funds                                         |      | 52,318                     | -                        | 52,318                  | 67,187                  |
| Designated Funds                                      |      | -                          | -                        | -                       | -                       |
| Restricted Funds                                      | 5    | -                          | -                        | -                       | -                       |
| <b>Total Funds</b>                                    |      | <b>52,318</b>              | <b>-</b>                 | <b>52,318</b>           | <b>67,187</b>           |

**Directors' Responsibilities:**

The directors are satisfied that for the year ended on 31st December 2012 the charitable company was entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 and that no member or members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act. However, in accordance with section 145 of the Charities Act 2011, the accounts have been examined by an Independent Examiner whose report appears on page 13

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

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The directors acknowledge their responsibility for ensuring that the company keeps proper accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and if its profit and loss for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company

Approved by the Directors on the

24/10/13

Signed on their behalf by Director

*[Signature]*

Print Name

P WOOD

**WEST RUNTON HOLIDAYS**  
**(A COMPANY LIMITED BY GUARANTEE)**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31ST DECEMBER 2012**

**(Incorporating Income and Expenditure Account)**

|                                                | <b>Notes</b> | <b>Unrestricted<br/>Funds<br/>£</b> | <b>Designated<br/>Funds<br/>£</b> | <b>Restricted<br/>Funds<br/>£</b> | <b>TOTAL<br/>2012<br/>£</b> | <b>TOTAL<br/>2011<br/>£</b> |
|------------------------------------------------|--------------|-------------------------------------|-----------------------------------|-----------------------------------|-----------------------------|-----------------------------|
| <b>INCOMING RESOURCES</b>                      |              |                                     |                                   |                                   |                             |                             |
| <b>Incoming Resources from Generated Funds</b> |              |                                     |                                   |                                   |                             |                             |
| Voluntary Income                               | <b>3a</b>    | 11,904                              | -                                 | -                                 | 11,904                      | 23,695                      |
| Activities for Generating Funds                | <b>3b</b>    | -                                   | -                                 | -                                 | -                           | 9,817                       |
| Investment Income                              | <b>3c</b>    | -                                   | -                                 | -                                 | -                           | 6                           |
| Charitable Activities                          | <b>3d</b>    | 128,239                             | -                                 | -                                 | 128,239                     | 137,780                     |
| Other Incoming Resources                       | <b>3e</b>    | -                                   | -                                 | -                                 | -                           | 579                         |
| <b>TOTAL INCOMING RESOURCES</b>                |              | <b>140,143</b>                      | <b>-</b>                          | <b>-</b>                          | <b>140,143</b>              | <b>171,877</b>              |
| <b>RESOURCES EXPENDED</b>                      |              |                                     |                                   |                                   |                             |                             |
| <b>Costs of Generating Funds</b>               |              |                                     |                                   |                                   |                             |                             |
| Charitable Activities                          | <b>4a</b>    | 139,658                             | -                                 | -                                 | 139,658                     | 130,845                     |
| Governance Costs                               | <b>4b</b>    | 15,354                              | -                                 | -                                 | 15,354                      | 16,499                      |
| <b>TOTAL RESOURCES EXPENDED</b>                |              | <b>155,012</b>                      | <b>-</b>                          | <b>-</b>                          | <b>155,012</b>              | <b>147,344</b>              |
| <b>NET INCOMING/ (OUTGOING) RESOURCES</b>      |              | <b>(14,869)</b>                     | <b>-</b>                          | <b>-</b>                          | <b>(14,869)</b>             | <b>24,533</b>               |
| Total Funds Brought Forward                    |              | 67,187                              | -                                 | -                                 | 67,187                      | 42,654                      |
| <b>TOTAL FUNDS CARRIED FORWARD</b>             |              | <b>52,318</b>                       | <b>-</b>                          | <b>-</b>                          | <b>52,318</b>               | <b>67,187</b>               |

Movements on all reserves and all recognised gains and losses are shown above. All of the organisation's operations are classed as continuing.

The notes on pages 7 to 12 form part of these financial statements.

**WEST RUNTON HOLIDAYS  
(A COMPANY LIMITED BY GUARANTEE)  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST DECEMBER 2012**

**1 ACCOUNTING POLICIES**

**Basis of Preparation**

The financial statements have been prepared in accordance with all applicable accounting standards, as modified by the SORP. The accounts have been drawn up in accordance with the provisions of the Charities (Accounts and Reports) Regulations 2008 and the Companies Acts, and include the results of the charity's operations which are described in the Trustees' Report, all of which are continuing.

Advantage has been taken of Section 396(5) of The Companies Act 2006 to allow the format of the financial statements to be adapted to reflect the special nature of the charity's operation and in order to comply with the requirements of the SORP.

The company has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement.

The particular accounting policies adopted are set out below.

**Incoming Resources**

**Recognition of Incoming Resources**

These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to the resources,
- the Directors are virtually certain they will receive the resources, and
- the monetary value can be measured with sufficient reliability.

**Incoming Resources with Related Expenditure**

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resource and related expenditure are reported gross in the SOFA.

**Grants and Donations**

Grants and Donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

**Tax Reclaims on Donations and Gifts**

Incoming resources from tax reclaims are included in the SOFA in the same financial period as the gift to which they relate.

**Contractual Income and Performance Related Grants**

This is only included in the SOFA once the related goods or services have been delivered.

**Gifts in Kind**

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind for use by the charity are included in the SOFA as incoming resources when receivable.

**Donated Services and Facilities**

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

**Volunteer Help**

The value of any voluntary help received is not included in the accounts but is described in the Directors' annual report.

**Investment Income**

This is included in the accounts when receivable.

**Investment Gains and Losses**

This included any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

**Expenditure and Liabilities**

**Liability Recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

**WEST RUNTON HOLIDAYS  
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST DECEMBER 2012**

**1. ACCOUNTING POLICIES (Continued)**

**Governance Costs**

Include costs of the preparation and examination of statutory accounts, the costs of the Directors' meetings and cost of any legal advice to Directors on governance or constitutional matters. This also includes costs of administering the holidays by volunteer line management.

**Grants with Performance Conditions**

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SOFA once the recipient of the grant has provided the specified

**Grants Payable without Performance Conditions**

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to a grant which remain in control of the charity.

**Support Costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of the resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

**Fixed Assets**

These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or, if gifted, at the value to the charity on receipt.

**Investments**

Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at Directors' best estimate of market value.

**Depreciation Expenses**

Depreciation is calculated at a rate to write off the cost of tangible fixed assets on a Straight Line Basis over their estimated useful lives. The rates applied per annum are as follows:

|                   |     |
|-------------------|-----|
| Holiday Equipment | 25% |
| Office Equipment  | 25% |

**2. TANGIBLE FIXED ASSETS**

|                 |           | Holiday<br>Equipment<br>£ | Office<br>Equipment<br>£ | 2012<br>Total<br>£ |
|-----------------|-----------|---------------------------|--------------------------|--------------------|
| Cost            | 01-Jan-12 | 3,650                     | 370                      | 4,020              |
| Additions       |           | 973                       | -                        | 973                |
| Cost at         | 31-Dec-12 | <b>4,623</b>              | <b>370</b>               | <b>4,993</b>       |
| Depreciation    | 01-Jan-12 | 2,832                     | 161                      | 2,993              |
| Charge          |           | 453                       | 116                      | 569                |
| Depreciation at | 31-Dec-12 | <b>3,285</b>              | <b>277</b>               | <b>3,562</b>       |
| Net Book Value  | 31-Dec-12 | <b>1,338</b>              | <b>93</b>                | <b>1,431</b>       |
| Net Book Value  | 31-Dec-11 | <b>818</b>                | <b>209</b>               | <b>1,027</b>       |

The annual commitments under non-cancelling operating leases and capital commitments are as follows:

31st December 2012 - None  
31st December 2011 - None

**WEST RUNTON HOLIDAYS**  
**(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**FOR THE YEAR ENDED 31ST DECEMBER 2012**

| <b>3 INCOMING RESOURCES</b>               | Unrestricted<br>Funds<br>£ | Designated<br>Funds<br>£ | Restricted<br>Funds<br>£ | <b>TOTAL<br/>2012<br/>£</b> | <b>TOTAL<br/>2011<br/>£</b> |
|-------------------------------------------|----------------------------|--------------------------|--------------------------|-----------------------------|-----------------------------|
| <b>a) Voluntary Income</b>                |                            |                          |                          |                             |                             |
| Charitable Grants                         | 11,904                     | -                        | -                        | 11,904                      | 7,183                       |
| Gifts & Donations                         | -                          | -                        | -                        | -                           | 16,512                      |
|                                           | <b>11,904</b>              | <b>-</b>                 | <b>-</b>                 | <b>11,904</b>               | <b>23,695</b>               |
| <b>b) Activities for Generating Funds</b> |                            |                          |                          |                             |                             |
| Fundraising Income                        | -                          | -                        | -                        | -                           | 9,817                       |
|                                           | <b>-</b>                   | <b>-</b>                 | <b>-</b>                 | <b>-</b>                    | <b>9,817</b>                |
| <b>c) Investment Income</b>               |                            |                          |                          |                             |                             |
| Interest                                  | -                          | -                        | -                        | -                           | 6                           |
|                                           | <b>-</b>                   | <b>-</b>                 | <b>-</b>                 | <b>-</b>                    | <b>6</b>                    |
| <b>d) Charitable Activities</b>           |                            |                          |                          |                             |                             |
|                                           |                            |                          |                          | -                           | -                           |
|                                           |                            |                          |                          | -                           | -                           |
| Campers Fees                              | 84,762                     | -                        | -                        | 84,762                      | 96,763                      |
| Holiday Income                            | 43,477                     | -                        | -                        | 43,477                      | 41,017                      |
|                                           |                            |                          |                          | -                           | -                           |
|                                           | <b>128,239</b>             | <b>-</b>                 | <b>-</b>                 | <b>128,239</b>              | <b>137,780</b>              |
| <b>e) Other Incoming Resources</b>        |                            |                          |                          |                             |                             |
| Sundry Income                             | -                          | -                        | -                        | -                           | 579                         |
|                                           | <b>-</b>                   | <b>-</b>                 | <b>-</b>                 | <b>-</b>                    | <b>579</b>                  |

**WEST RUNTON HOLIDAYS**  
**(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**FOR THE YEAR ENDED 31ST DECEMBER 2012**

**4 RESOURCES EXPENDED**

|                                 | Unrestricted<br>Funds<br>£ | Designated<br>Funds<br>£ | Restricted<br>Funds<br>£ | <b>TOTAL<br/>2012<br/>£</b> | <b>TOTAL<br/>2011<br/>£</b> |
|---------------------------------|----------------------------|--------------------------|--------------------------|-----------------------------|-----------------------------|
| <b>a) Charitable Activities</b> |                            |                          |                          |                             |                             |
| Accommodation Costs             | 55,172                     | -                        | -                        | 55,172                      | 58,535                      |
| Activities & Events             | 36,817                     | -                        | -                        | 36,817                      | 34,640                      |
| Catering Costs                  | 13,137                     | -                        | -                        | 13,137                      | 11,422                      |
| Depreciation Expenses           | 569                        | -                        | -                        | 569                         | 342                         |
| Discounts Offered               | 2,725                      | -                        | -                        | 2,725                       | 2,426                       |
| Gifts & Offerings               | 388                        | -                        | -                        | 388                         | -                           |
| License & Subscriptions         | 591                        | -                        | -                        | 591                         | 358                         |
| Literature & Brochures          | 5,278                      | -                        | -                        | 5,278                       | 4,830                       |
| Printing, Postage & Stationery  | 779                        | -                        | -                        | 779                         | 2,153                       |
| Rent & Rates                    | -                          | -                        | -                        | -                           | 485                         |
| Store Costs                     | 3,255                      | -                        | -                        | 3,255                       | 1,131                       |
| Other Costs                     | 10,796                     | -                        | -                        | 10,796                      | 2,859                       |
| Team Clothing Costs             | -                          | -                        | -                        | -                           | 1,731                       |
| Training Costs                  | 404                        | -                        | -                        | 404                         | 666                         |
| Transport Costs                 | 7,989                      | -                        | -                        | 7,989                       | 9,168                       |
| Website Costs                   | 1,758                      | -                        | -                        | 1,758                       | 99                          |
|                                 | <b>139,658</b>             | <b>-</b>                 | <b>-</b>                 | <b>139,658</b>              | <b>130,845</b>              |
| <b>b) Governance Costs</b>      |                            |                          |                          |                             |                             |
| Bank Charges                    | 413                        | -                        | -                        | 413                         | 235                         |
| Insurance Costs                 | 4,463                      | -                        | -                        | 4,463                       | 5,745                       |
| Legal & Professional Fees       | 150                        | -                        | -                        | 150                         | 229                         |
| Consultancy Fees                | 9,488                      | -                        | -                        | 9,488                       | 9,510                       |
| Independent Examiners Fee       | 840                        | -                        | -                        | 840                         | 780                         |
|                                 | <b>15,354</b>              | <b>-</b>                 | <b>-</b>                 | <b>15,354</b>               | <b>16,499</b>               |

**WEST RUNTON HOLIDAYS**  
**(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (continued)**  
**FOR THE YEAR ENDED 31ST DECEMBER 2012**

**5. RESTRICTED FUNDS**

The Charity held no restricted fund during this financial year

**6. CASH AT BANK AND IN HAND**

|              | Unrestricted<br>Fund<br>£ | Restricted<br>Fund<br>£ | <b>Total<br/>31-Dec-12<br/>£</b> | <b>Total<br/>31-Dec-11<br/>£</b> |
|--------------|---------------------------|-------------------------|----------------------------------|----------------------------------|
| Cash at Bank | 14,378                    | -                       | 14,378                           | 14,222                           |
|              | <b>14,378</b>             | <b>-</b>                | <b>14,378</b>                    | <b>14,222</b>                    |

**7. DEBTORS AND PREPAYMENTS**

|                         | Unrestricted<br>Fund<br>£ | Restricted<br>Fund<br>£ | <b>Total<br/>31-Dec-12<br/>£</b> | <b>Total<br/>31-Dec-11<br/>£</b> |
|-------------------------|---------------------------|-------------------------|----------------------------------|----------------------------------|
| Debtors Control Account | 28,602                    | -                       | 28,602                           | 50,763                           |
| Prepayments             | 9,225                     | -                       | 9,225                            | 5,046                            |
|                         | <b>37,827</b>             | <b>-</b>                | <b>37,827</b>                    | <b>55,809</b>                    |

**8 CREDITORS AND ACCRUALS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                            | Unrestricted<br>Fund<br>£ | Restricted<br>Fund<br>£ | <b>Total<br/>31-Dec-12<br/>£</b> | <b>Total<br/>31-Dec-11<br/>£</b> |
|----------------------------|---------------------------|-------------------------|----------------------------------|----------------------------------|
| Creditors Control Account  | 478                       | -                       | 478                              | 3,091                            |
| Independent Examiners Fees | 840                       | -                       | 840                              | 780                              |
|                            | <b>1,318</b>              | <b>-</b>                | <b>1,318</b>                     | <b>3,871</b>                     |

**WEST RUNTON HOLIDAYS  
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS (continued)**

**9 DIRECTORS AND OTHER RELATED PARTIES**

No payments were made to directors or any persons connected with them during this financial period. No material transaction took place between the organisation and a trustee or any person connected with them.

**10 RISK ASSESSMENT**

The Directors actively review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves stated, combined with the annual review of the controls over key financial systems carried out on an annual basis will provide sufficient resources in the event of adverse conditions. The Directors have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

**11. RESERVES POLICY**

The Directors have considered the level of reserves they wish to retain, appropriate to the charity's needs. This is based on the charity's size and the level of financial commitments held. The directors aim to ensure the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The directors will endeavour not to set aside funds unnecessarily.

**12. PUBLIC BENEFIT**

The charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the charity has achieved this are provided in the Trustees report. The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake.

## INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS

Report to the trustees/ members of West Runton Holidays on the accounts for the year ended 31st December 2012 set out on pages 5 to 12

### Respective responsibilities of trustees and examiner

The Charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements. The trustees are satisfied that the audit requirement of Section 144(1) of the Charities Act 2011 (the Act) does not apply, and that there is no requirement in the governing document or constitution of the Charity for the conducting of an audit. As a consequence, the trustees have elected that the financial statements be subject to independent examination.

Having satisfied myself that the charity is not subject to audit, and is eligible for independent examination, it is my responsibility to -

- a) examine the accounts under section 145 of the Act,
- b) to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Act, and,
- c) to state whether particular matters have come to my attention

### Basis of independent examiner's statement

I conducted my examination in accordance with the General Directions given by the Charity Commissioners for England & Wales in relation to the conducting of an independent examination, referred to above. An independent examination includes a review of the accounting records kept by the Charity and of the accounting systems employed by the Charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of the Charities legislation and that the financial statements comply with the SORP, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the trustees in the course of the examination is not subjected to audit tests or enquiries, and consequently I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

I planned and performed my examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report I obtain written assurances from the trustees of all material matters.

### Independent examiner's statement

In the course of my examination, no matter has come to my attention

- 1 which gives me reasonable cause to believe that in, any material respect, the trustees requirements to keep accounting records in accordance with section 386 of the Companies Act 2006, and to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of recommended Practice Accounting and Reporting by Charities

have not been met, or

- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

C B Maizi FMAAT FCIE  
Independent Examiners Ltd  
Sovereign Centre  
Yapton Lane  
Walberton  
West Sussex  
BN18 0AS



Date 30th October 2013