

**London Mobile Christmas Service**  
(A company limited by guarantee)

Report and Financial Statements

Year ended: 31 May 2004

Charity no: 1076876  
Company no: 3779272

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## **Legal and administrative information**

### **Status**

The organisation is a charitable company limited by guarantee, incorporated on 27 May 1999 and registered as a charity on 3 August 1999.

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.

### **Directors and trustees**

The directors of the charitable company are trustees of the charity and throughout the report are referred to as trustees.

### **Trustees**

Michael Stratton Co-ordinator  
Catherine Gibbins Secretary  
James Gray (Elected 15 January 2002)  
Juliet Lambert (Elected 25 March 2002)

### **Registered Office**

32 Alma Street, London NW5 3DH

### **Bankers**

Nationwide Building Society, 198 Kentish Town Road, London NW5 2AE

## **Report of the Trustees for the year ended 31 May 2004**

The Trustees present their report with the financial statements of the charity for the year ended 31 May 2004.

The financial statements comply with the current statutory requirements and the Statement of Recommended Practice - Accounting and Reporting by Charities.

### **Object of the charity**

The object of the charity is to relieve poverty in the London area by assisting homeless people in London by the use of mobile facilities providing food and beverages, clothing, hairdressing and first aid at various destinations during the Christmas period. To achieve this object the charity operates a mobile service over six days during Christmas holiday week. This is a particularly difficult time for the homeless as many facilities, such as day centres, are closed.

### **Operation of the Charity**

During Christmas 2004 the charity provided a service from 24 December to 29 December. This year the charity provided two services with two teams of volunteers.

The first provided a street service and used a convoy of four vehicles:

- a 40 foot articulated lorry – converted into a clothing store, a 7½ ton lorry – converted into a kitchen
- a supplies van
- a crew minibus

Each day the convoy made stops at Waterloo and Kentish Town. Over 200 people visited the mobile service each day.

The second team staffed a day centre at the Michael Hollings Centre at St Mary of Angels at Bayswater. The centre was open all day for six days and served cooked breakfast, lunch and tea. Clothing, toiletries and hairdressing was also provided. Nearly 50 people attended the centre each day.

During the six days nearly 2,500 hot meals were served and clothing distributed to over 300 people.

In addition the charity organised the recruitment of volunteers to run a further day centre Cricklewood Homeless Concern. which would otherwise been closed over Christmas.

In all over a 120 volunteers was recruited who between them gave over 250 days of their time to prepare for and run the services.

We would like thank all those who have made donations of money, goods or of their time. In particular to Lawrence M Barry for providing vehicles, premises and a yard during the

Christmas period and to Michael Buckingham who donated a substantial amount of fresh fruit, vegetables, and meat and other food.

### **Organisation of the charity**

The charity is run on a voluntary basis and has no paid staff. It relies on donations of money and material goods. It works in co-operation with other homeless charities. During the year the charity had an income of £11,308 and an expenditure of £7,300. The trustees agree the policies of the charity. The Charity co-ordinator organises the operation and recruits volunteers. Over 250 days of volunteer time are required to run the service.

### **Reserves Policy**

The charity currently only has unrestricted funds and has adopted a policy that any reserves not invested in tangible assets are maintained to provide funds to contribute to the costs of the charity's operation in future years. This would help the service to continue if the level of donations decreased. The current reserve is £9,964

### **Future Strategy**

The charity will continue to provide respite services for the homeless over the Christmas period and is planning to expand its activities to provide staff and support to centres which would have otherwise have closed during that week. With the improved provision of services to the homeless the demand for the street service is decreasing and the continuation of this service will be reviewed to assess whether there is a still a demand for it.

### **Trustee' responsibilities in relation to the financial statements**

Company law requires the trustees to prepare financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial year and its surplus and deficit for the financial year. In doing so the trustees are required to:

- select suitable accounting policies and 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 inappropriate to assume that the charity will continue in business.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy the financial position of the charity and enables them to ensure that the financial statements comply with the Companies Act 1985. The trustees 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 report has been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities and in accordance with the special provision of Part VII of the Companies Act 1985 relating to small entities

By order of the trustees

### Statement of Financial Activities (including Income and Expenditure Account) for the year ended 31 May 2004

	Notes	2004 £	2003 £
<b>Incoming Resources</b>			
Donations	2	9,740	7,239
Interest	3	90	57
Gift aid tax refund	4	<u>1,478</u>	<u>25</u>
<b>Total incoming resources</b>		<b>11,308</b>	<b>7,231</b>
<b>Resources expended</b>			
<i>Charitable expenditure</i> Operation of mobile service		7,300	10,189
<b>Total resources expended</b>	5	<b><u>7,300</u></b>	<b><u>10,189</u></b>
<b>Net incoming resources</b>			
-Net income for year		4,008	2,868
Net movement in funds		4,008	(2,868)
<b>Total funds 31 May 2003</b>		6,555	9,889
Depreciation on fixed assets		(300)	(466)
<b>Total funds 31 May 2004</b>		<b><u>10,264</u></b>	<b><u>6,555</u></b>

**Balance Sheet as at 31 May 2004**

	Notes	2004 £	2003 £
<b>Fixed assets</b>			
Tangible assets	7	300	600
<b>Current assets</b>			
Cash at bank and in hand	8	9,964	5,955
<b>Net current assets</b>		<b>9,964</b>	<b>5,955</b>
<b>Net assets</b>		<b>10,264</b>	<b>6,555</b>
<b>Total funds</b>		<b><u>10,264</u></b>	<b><u>6,555</u></b>

These accounts are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the Trustees on *14 March 2005* and signed on their behalf by:

*Catherine Gibbins*

C Gibbins Trustee

## Notes forming part of the financial statements for the year ended 31 May 2004

### 1. Accounting policies

- (a) The financial statements have been prepared under the historical cost convention and on a going concern basis, and in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2000), the Companies Act 1985 and follows the recommendations in *Accounting and Reporting by Charities Statement of Recommended Practice* issued in October 2000.
- (b) Voluntary income is received by way of donations and is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers and material goods received have not been included, other than the Fixed Assets shown in note 7. The Trustees and Directors do not receive any remuneration from the charity.
- (c) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.
- (d) Resources expended are analysed under appropriate headings.
- (e) Depreciation is provided on a straight line basis over the estimated useful life of the fixed assets.  
The rates of depreciation are as follows:-

Vehicle:	20%
Equipment:	33%
- (f) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.
- (g) Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure, which meets these criteria, is charged to the fund.

**2. Donations**

	<b>2004</b>	2003
	<b>Total</b>	Total
	£	£
Swanley Youth and Community Centre	-	371
Michael Palin	750	500
Fairley House School	1,650	1,200
The Lattice Group	2,000	2,000
Kiran Sandford	500	500
Dipesh Patel and O <sub>2</sub> employees	1,250	
Fresh Capital Group	1,000	
Other general donations	2,590	2,668
<b>Total</b>	<b>9,740</b>	<b>7,329</b>

All donations received were unrestricted.

**3. Interest**

Interest from Building Society	90	57
<b>Total</b>	<b>90</b>	<b>57</b>

**4. Gift Aid tax refund**

Tax refunds on donations	1,478	25
<b>Total</b>	<b>1,478</b>	<b>25</b>

**5. Total resources expended**

	£	£
Stationery , postage and Companies House	104	118
Clothing, Toiletries etc.	313	325
Food and Kitchen equipment	855	925
Fuel	709	511
Hire charges	1,554	5,126
Building and sundries	63	109
Trailer storage and maintenance	1,514	1,129
Insurance	2,188	1,907
Advertising		40
<b>Total resources expended</b>	<b>7,300</b>	<b>10,189</b>

**6. Taxation**

The charitable company is exempt from corporation tax.

**7. Tangible assets**

	<b>2004</b>	2003
Net book value at 31 May	<b>£</b>	£
Vehicle	<b>300</b>	600
Equipment	-	-
<b>Total</b>	<b>300</b>	600

Fixed assets comprise donated items; articulated trailer and water boilers.

**8. Current assets**

<b>Nationwide Building Society</b>	<b>9,955</b>	5,950
<b>Petty Cash</b>	<b>9</b>	5
<b>Total</b>	<b>9,964</b>	5,955