

**ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED**

**ACCOUNTS FOR THE YEAR ENDED**

**31 MARCH 2025**

Registered Charity No. 1123488

Registered Company No. 6428264

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

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## ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

### LEGAL AND ADMINISTRATIVE INFORMATION FOR THE YEAR ENDED 31 MARCH 2025

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Directors & Trustees:      Margaretha Catharina Maria Armitstead (until 09/10/2024)  
                                     Suzanna Rose Drohan (Chair)  
                                     Patricia Elphinstone (from 13/05/24)  
                                     Nasreen Hussain  
                                     Jennifer Shereen Karmali (Vice Chair)  
                                     Alice Marie Lawhead  
                                     Janice Gaye Pullen (from 09/10/2024)  
                                     Susan Linda Stewart (from 09/10/2024)  
                                     Susan Georgina Tanner  
                                     Margaret Wareing (Secretary)

Treasurer:                      Nasreen Hussain

Registered Office:            Rose Hill Community Centre  
                                     Carole's Way  
                                     Rose Hill  
                                     Oxford  
                                     OX4 4HF

Independent examiners:      Wenn Townsend  
                                     Victoria House  
                                     10 Broad Street  
                                     Abingdon  
                                     OX14 3LH

Bankers:                        Unity Trust Bank  
                                     Nine Brindley Place  
                                     Birmingham  
                                     B1 2HB

Registered Charity number:   1123488

Registered Company number:   6428264

## ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2025

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The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the Charities Statement of Recommended Practice ("Charities SORP") (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland; FRS 102) issued in October 2019

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

Rose Hill and Donnington Advice Centre Limited is a private company limited by guarantee and registered in England and Wales as a charity under the Charities Act. The charitable company is governed by its Memorandum and Articles of Association. Rose Hill and Donnington Advice Centre Limited was incorporated as a company on 15 November 2007 (registered company number 6428264) and registered by the Charity Commission on 7 April 2008 (charity number 1123488). The directors of the charitable company are its trustees for the purpose of charity law.

The charity is managed by the trustees who meet as and when required but usually at least six times a year. The trustees do not receive remuneration or expenses.

New Trustees are appointed either to fill a casual vacancy or by way of addition to the Board. Particular emphasis is placed upon the appointment of Trustees with knowledge and experience relevant to the charity's activities. When new Trustees are appointed they are given an introduction to the work of the charity and provided with the information they need to fulfil their roles, which includes information about the role of the Trustees and their responsibilities under the Charities and Companies Acts.

Internal controls of the charity's resources are based principally on the requirement for two signatories for expenditure. Where the charity acts as a recipient of grants from other charities, for example for furniture or other essential household equipment, the funds are handled through a bank account separate from that used for the charity's own requirements. Appropriate insurance has been effected where available.

The trustee directors set out below held office during the whole of the year except where otherwise stated. The company has no share capital and the directors have no interests in it.

Margaretha Catharina Maria Armitstead (until 09/10/2024)  
Suzanna Rose Drohan (Chair)  
Patricia Elphinstone (from 13/05/24)  
Nasreen Hussain (Treasurer)  
Jennifer Shereen Karmali (Vice Chair)  
Alice Marie Lawhead  
Janice Gaye Pullen (from 09/10/2024)  
Susan Linda Stewart (from 09/10/2024)  
Susan Georgina Tanner  
Margaret Wareing (Secretary)

The Trustees would also like to express their thanks to all those who supported the centre during the year, whether financially, by volunteering their time or in other ways.

## ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

### REPORT OF TRUSTEES (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

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The Trustees have identified and considered the major risks to which the charity is exposed and have established systems and procedures to manage those risks. The principal risk associated with the charity's operation remains the availability of operational grants.

#### OBJECTIVES AND ACTIVITIES

The object of the charity is the relief of poverty of persons resident in Rose Hill and Donnington and the surrounding areas who are in conditions of need, hardship and distress, and in particular by the provision of information, advice and assistance on all matters relating to welfare benefits and City and County and national services at both statutory and voluntary level.

The trustees have had regard to the requirement to demonstrate Public Benefit. They are satisfied that the charity's activities are available to all members of the public in the charity's geographical area of operation and that all its activities are demonstrably for the benefit of those members of the public who seek to avail themselves of its services.

The charity's activities have as a principal public benefit assisting individuals, often elderly and/or disabled, and families to continue to live in their own homes. This provides a major social benefit for the community as well as for the individuals and families assisted; it also makes a major contribution to reducing the demands made on the County and City Councils' services, for example support in rescheduling debt can prevent homelessness. This reduces the likelihood of children being taken into care by the County Council and removes any requirement for the City Council to provide emergency housing.

#### ACHIEVEMENTS AND PERFORMANCE

During the year we dealt with 3,674 individual contacts. The number of different clients helped was 1,087, which is an increase of 68% on the previous year, and 547 of them were new clients. Of the total, the vast majority were of working age and 55% had dependent children. The most common ethnic origin was White British with the remainder being from very diverse communities. 46% of clients had a disability or life-limiting long-term illness.

In terms of accommodation, the largest single group (48%) comprised tenants of social housing (mostly Oxford City Council but also housing associations) but we are seeing increasing numbers of tenants in privately rented accommodation (28%). This group faces particular disadvantages and is likely to be paying much higher rent than those in social housing. We are also seeing increasing numbers of owner-occupiers – 76 this year.

The Charity dealt with many issues, including benefits, debts and housing. A number of clients were signposted to other agencies, especially Citizens Advice Oxford – often because the issue was one on which we are not qualified to advise.

The Centre made clients £430,790 better off in 2024/25 through helping them to obtain benefits to which they were entitled, obtain grants and one-off payments from charities and other sources including Council and Government grants, and get debts written off. This represents an increase of more than 50% compared with last year.

As always, we are very grateful to our staff for their hard work in dealing with so many local people, helping them to maximise their income, reduce their debts and improve their lives

## ROSE HILL AND DONNINGTOM ADVICE CENTRE LIMITED

### REPORT OF THE TRUSTEES (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

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#### FINANCIAL REVIEW

The Charity has a policy of retaining sufficient unrestricted reserves to finance its planned programme and meet its future financial obligations. For this purpose, the Trustees monitor financial performance and forecast future commitments and reserves for a minimum of 18 months ahead.

The charity's activities continue to be funded substantially by the grant received from the Oxford City Council. The trustees are very grateful for this continued essential funding and for the significant support offered by local and other charities in the fulfilment of the charity's objects. In the event that local authority funding is greatly reduced, the Trustees are confident that, with the continuing support of the staff, a revised level of service would be possible.

Approved by the Trustees and signed on their behalf by:

Signed by:  
  
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Suzanna Rose Drohan  
Chair of the Board of Trustees

27 June 2025

## **ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED**

### **TRUSTEES' RESPONSIBILITIES FOR THE YEAR ENDED 31 MARCH 2025**

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#### **TRUSTEES' RESPONSIBILITIES**

The trustees (who are also directors of Rose Hill and Donnington Advice Centre Limited for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The report and accounts have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies

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 and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They 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.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions

## ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

### INDEPENDENT EXAMINERS' REPORT FOR THE YEAR ENDED 31 MARCH 2025

I report to the charity trustees on my examination of the accounts of the company for the year ended 31<sup>st</sup> March 2025 which are set out on pages 7 to 14.

#### Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed by:

*Stuart Bates*

5998410C1953441...

Stuart Bates FCA CTA

10 Broad Street  
Abingdon  
Oxon  
OX14 3LH

Date: 16-Jul-2025 | 15:47 BST

# ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

## STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING THE INCOME AND EXPENDITURE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

		Unrestricted 2025 £	Restricted 2025 £	Total 2025 £	Unrestricted 2024 £	Restricted 2024 £	Total 2024 £
	Note						
<b>INCOMING RESOURCES</b>							
Income from donations and legacies	2a)	19,865	117,917	137,782	214,417	118,701	333,118
Investment Income		5,656	-	5,656	612	-	612
		25,521	117,917	143,438	215,028	118,701	333,730
<b>RESOURCES EXPENDED</b>							
<b>Costs of charitable activity:</b>							
Provision of advisory service	2b)	47,165	117,172	164,337	14,383	116,285	130,668
Net income/(expenditure)		(21,644)	745	(20,899)	200,645	2,417	203,062
Transfer		(7,000)	7,000	-	(3,000)	3,000	-
MOVEMENT IN FUNDS		(28,644)	7,745	(20,899)	197,645	5,417	203,062
BALANCE AT 1 APRIL 2024		255,400	35,520	290,920	57,755	30,103	87,858
<b>BALANCE AT 31 MARCH 2025</b>		<b>226,756</b>	<b>43,265</b>	<b>270,021</b>	<b>255,400</b>	<b>35,520</b>	<b>290,920</b>

The notes on pages 9 to 14 form part of these accounts.

All activities are continuing. There are no gains or losses other than those recognised through the Statement of Financial Activities. The Statement of Financial Activities incorporates the income and expenditure.

As a company limited by guarantee and with charitable objects, a "reconciliation of shareholders' funds" is not considered appropriate.

## ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

BALANCE SHEET  
FOR THE YEAR ENDED 31 MARCH 2025

		2025	2024
	Note	£	£
<b>CURRENT ASSETS</b>	4		
Debtors		-	1,352
Cash at bank		271,161	291,195
		<u>271,161</u>	<u>292,547</u>
<b>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	5	1,140	1,627
<b>NET CURRENT ASSETS</b>		<u>270,021</u>	<u>290,920</u>
<b>NET ASSETS</b>		<u><u>270,021</u></u>	<u><u>290,920</u></u>
<b>FUNDS</b>	7		
Unrestricted funds		226,756	255,400
Restricted fund		43,265	35,520
		<u>270,021</u>	<u>290,920</u>
		<u><u>270,021</u></u>	<u><u>290,920</u></u>

The Directors consider that for the year ended 31 March 2024 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. No member or members have deposited a notice requesting an audit for the current financial year under section 476 of the Act.

The Directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 and preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its surplus or deficit 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.

These financial statements have been prepared in accordance with the special provisions of part 15 of the Companies Act 2006 relating to small charitable companies.

The notes on pages 9 to 14 form part of the accounts.

These accounts were approved and authorised for issue by the Board of Trustees on 27 June 2025.

Signed by:

  
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Suzanna Rose Drohan  
Chair of the Board of Trustees

# ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

### 1 ACCOUNTING POLICIES

#### a) General Information and basis of preparation

The financial statements have been prepared in accordance with the Charities: Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Rose Hill and Donnington Advice Centre Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes".

The financial statements are prepared on a going concern basis.

The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £pound.

#### b) Fund accounting

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

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Where a donor has specified a particular purpose for a donation, the income is shown as restricted income in the Statement of Financial Activities. Any such income unexpended at the year end is shown as a restricted fund in the balance sheet. Any expenditure in anticipation of restricted income is carried forward as a negative balance on the restricted fund.

#### c) Incoming resources

Donations, grants, legacies and similar incoming resources are included in the year in which they are receivable, which is when the charity becomes entitled to the resource.

#### d) Resources expended

Resources expended are accounted for on an accruals basis and gross of any related income. Costs that specifically relate to costs of generating funds and governance costs are charged to those expense categories. All other costs form part of the costs of the charitable activity. Governance costs include those costs, such as statutory audit and legal and professional fees, associated with constitutional and statutory requirements.

#### e) Leasing commitments

Rentals applicable to operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged to the revenue account on a straight line basis.

#### f) Accounting Policy

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price.

# ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

### 2a) INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	2025	2025	2025	2024
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Charitable activities:				
Oxford City Council grant	-	85,956	85,956	82,955
Fundraising and donations	17,589	-	17,589	17,298
Legacy	-	-	-	183,366
Local Cllr and other agency grants	2,276	-	2,276	5,752
Oxfordshire County Council - Cost of Living Advice Funding	-	20,000	20,000	20,000
Charity grant	-	1,961	1,961	5,746
Household Support Grant	-	10,000	10,000	10,000
Total charitable activities	<b>19,865</b>	<b>117,917</b>	<b>137,782</b>	<b>333,118</b>
Investment activity	5,656	-	5,656	612
Total income	<b>25,521</b>	<b>117,917</b>	<b>143,438</b>	<b>333,730</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	
	<b>£</b>	<b>£</b>	<b>£</b>	
Year end 31 March 2024	215,028	118,701	333,730	

# ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

### 2b) COST OF CHARITABLE ACTIVITY (Provisions of advisory service)

	2025	2025	2025	2024
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Salaries inc. on costs	39,628	99,698	139,326	106,233
Travel	8	15	23	3
Training	582	1,022	1,605	284
Rent	-	3,000	3,000	3,000
Business rates	238	418	656	-
Office equipment costs inc. maintenance	923	1,624	2,547	4,814
Telephone	2,228	3,919	6,147	5,838
Postage	-	-	-	170
Stationery	224	395	619	58
Insurance	283	498	781	337
Memberships	1,769	3,112	4,881	5,088
Bank Charges	157	277	434	435
Professional fees	1,124	1,978	3,102	1,078
Charity Grants	-	1,216	1,216	3,330
	<b>47,165</b>	<b>117,172</b>	<b>164,337</b>	<b>130,668</b>

	Unrestricted	Restricted	Total
	£	£	£
Year end 31 March 2024	14,383	116,285	130,668

8 staff members (2024 – 8) were employed during the year. No employee was paid in excess of £60,000.

Expenditure has been split into unrestricted and restricted elements. Restricted elements are comprised of charitable grants the use of which is designated to a specific purpose. Unrestricted elements are funds which are used for the general running of the Advice Centre.

### 3 GOVERNANCE COSTS

	2025	2024
	£	£
Independent examiner's remuneration	1,140	1,080
	<b>1,140</b>	<b>1,080</b>

# ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

### 4 DEBTORS

	2025	2024
	£	£
Other debtors and prepayments	-	1,352

### 5 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025	2024
	£	£
Accruals	-	-
Deferred income	-	-
Other creditors	1,140	1,627
	<b>1,140</b>	<b>1,627</b>

### 6 DEFERRED INCOME

	£
At 1 April 2024	-
Released in year	-
Deferred income in year	-
At 31 March 2025	<b>nil</b>

### 7 FUNDS 2024/25

	Unrestricted Fund General £	Oxford City	Oxfordshire County	Restricted Funds HSG £	Charity £	Staff Welfare £	Total £
Funds at 31 March 2024	255,400	-	-	-	12,520	23,000	290,920
Incoming resources	25,521	85,956	20,000	10,000	1,961	-	143,438
Resources expended	(47,165)	(85,956)	(20,000)	(10,000)	(1,216)	-	(164,337)
Transfers	(7,000)	-	-	-	-	7,000	-
Funds at 31 March 2025	<b>226,756</b>	-	-	-	13,265	30,000	<b>270,021</b>
Represented by:							
Current assets	227,896	-	-	-	13,265	30,000	271,161
Current liabilities	(1,140)	-	-	-	-	-	(1,140)
	<b>226,756</b>	-	-	-	13,265	30,000	<b>270,021</b>

# ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

### FUNDS 2023/24

	Unrestricted Fund General	Restricted Funds					Total
		Oxford City	Oxfordshire County	HSG	Charity	Staff Welfare	
	£			£	£	£	£
Funds at 1 April 2023	57,755	-	-	-	10,103	20,000	87,858
Incoming resources	215,028	82,955	20,000	10,000	5,746	-	333,730
Resources expended	(14,383)	(82,955)	(20,000)	(10,000)	(3,330)	-	(130,668)
Transfers	(3,000)	-	-	-	-	3,000	-
Funds at 31 March 2024	255,400	-	-	-	12,520	23,000	290,920
Represented by:							
Current assets	257,027	-	-	-	12,520	23,000	292,547
Current liabilities	(1,627)	-	-	-	-	-	(1,627)
	255,400	-	-	-	12,520	23,000	290,920

Oxford City Grant is the Community Impact Fund Advice Commissioning and is used to staff and advice centre running costs

Oxfordshire County Council grant is for Cost of Living Advice Funding and is used to fund advice staff costs. Household Support Grant (HSG) was a grant from Oxford City Council and is a restricted fund.

Charity accounts are specific grants from local charities that have been applied for on behalf of our clients for a specific item.

Fund Staff Welfare Fund is a provision for the cost of Redundancies in the event of the winding up of the Advice Centre. The Board has agreed to place the cost under restricted funds. The redundancy cost is reviewed and updated annually to ensure that the provision is sufficient to meet projected costs to 31 March 2026.

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2025

8 OPERATING LEASE COMMITMENTS

As at 31 March 2025 the charity had annual commitments under non-cancellable operating leases regarding office equipment as follows:

	2025	2024
	£	£
Within 1 year	-	-
Within 2-5 years	-	-
Over 5 years	-	-
	<u>nil</u>	<u>nil</u>

9 TRUSTEES

No trustees received any remuneration or reimbursement of expenses in the year.

10 STATUS OF THE COMPANY

Rose Hill and Donnington Advice Centre Limited is a charitable company limited by guarantee. The liability of the members in the event of the charitable company being liquidated is limited to £1 per member.

11 PENSIONS

The Charity operates a defined pension scheme for its employee. Employer's contributions of £4,414 (2024: £3,892) were payable to the scheme during the year. At the year-end £Nil (2024- £547) was accrued in respect of the scheme. The allocation of staff between the funds determines how the pension expense is allocated between the restricted and unrestricted.