

Starfish Services Limited
Company Limited by Guarantee
Unaudited Financial Statements
31 July 2020

CENSIS

Chartered accountant
Exchange Building
66 Church Street
Hartlepool
TS24 7DN

Starfish Services Limited
Company Limited by Guarantee
Financial Statements
Year ended 31 July 2020

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Starfish Services Limited

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 July 2020

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 July 2020.

Reference and administrative details

Registered charity name Starfish Services Limited

Charity registration number 1146237

Company registration number 06959904

Principal office and registered office Exchange Building
66 Church Street
Hartlepool
TS24 7DN

The trustees

I S Caldwell
C Wakeling
C Longstaff
S Hales

Company secretary I S Caldwell

Accountants Censis
Chartered accountant
Exchange Building
66 Church Street
Hartlepool
TS24 7DN

Starfish Services Limited

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 July 2020

Structure, governance and management

The nature of the governing document

The organisation for the year covered by this report was an incorporated charity, registered with the Charity Commission of England and Wales on 5 March 2012. The charity is governed by its memorandum and articles of association adopted 13 July 2009. The memorandum sets out the aims and objectives of the charity.

The recruitment and appointment of new trustees

Trustees are either elected at the Annual General Meeting or co-opted during the year.

The induction and training of trustees

The charity takes responsibility for the induction of new Trustee Board members and this induction process can include:

- provision of written background information about Starfish Service
- meetings with other staff members
- one to one meetings
- provision of regular reports on the work of the organisation

Objectives and activities

The charity was formed for the benefit of persons suffering from mental illness of any description or in need of rehabilitation as a result of such illness, and assist in the treatment and care by the provision of facilities for work and recreation.

To promote and protect the physical and mental health of sufferers of mental disorders or conditions of emotional or mental distress through the provision of support services, premises to provide support services, education and practical advice to advance the education of the general public in all areas relating to mental disorders or conditions of emotional or mental distress.

Strategic report

The following sections for achievements and performance and financial review form the strategic report of the charity.

Achievements and performance

The charity is committed to the importance of the mind and mental health within health services.

The charity aims to provide the best available services, through research, clinical expertise in the context of patient characteristics, culture and preferences.

Starfish Services Limited

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Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 July 2020

Financial review

The Statement of Financial Activities shows total income of £274,958. Outgoing resources of a revenue nature of £300,096 giving rise to a deficit of £25,138.

The unrestricted reserves of the charity stand at £170,731 of which the free reserves of the charity (i.e. reserves not tied up in fixed assets) amount to £168,960.

Reserves Policy

The trustees consider that the minimum level of reserves should be equivalent of 12 months operating costs, redundancy costs plus property contingencies.

The trustees' annual report and the strategic report were approved on 25 May 2021 and signed on behalf of the board of trustees by:

I S Caldwell
Trustee

Starfish Services Limited

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Starfish Services Limited

Year ended 31 July 2020

I report to the trustees on my examination of the financial statements of Starfish Services Limited ('the charity') for the year ended 31 July 2020.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements 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 the charity'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

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

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:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements 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 financial statements 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).

Starfish Services Limited

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Independent Examiner's Report to the Trustees of Starfish Services Limited *(continued)*

Year ended 31 July 2020

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.

CENSIS
Chartered accountant

Exchange Building
66 Church Street
Hartlepool
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Starfish Services Limited

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Statement of Financial Activities (including income and expenditure account)

31 July 2020

			2020		2019
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Income and endowments					
Donations and legacies	5	7,482	145,780	153,262	204,011
Charitable activities	6	121,696	—	121,696	141,427
Total income		<u>129,178</u>	<u>145,780</u>	<u>274,958</u>	<u>345,438</u>
Expenditure					
Expenditure on charitable activities	7	145,900	154,196	300,096	352,581
Total expenditure		<u>145,900</u>	<u>154,196</u>	<u>300,096</u>	<u>352,581</u>
Net expenditure and net movement in funds		<u>(16,722)</u>	<u>(8,416)</u>	<u>(25,138)</u>	<u>(7,143)</u>
Reconciliation of funds					
Total funds brought forward		187,453	22,291	209,744	216,887
Total funds carried forward		<u>170,731</u>	<u>13,875</u>	<u>184,606</u>	<u>209,744</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

The notes on pages 8 to 15 form part of these financial statements.

Starfish Services Limited
Company Limited by Guarantee
Statement of Financial Position
31 July 2020

		2020	2019
		£	£
Fixed assets			
Tangible fixed assets	12	1,771	3,666
Current assets			
Debtors	13	123,986	60,840
Cash at bank and in hand		77,200	158,442
		<u>201,186</u>	<u>219,282</u>
Creditors: amounts falling due within one year	14	18,351	13,204
Net current assets		<u>182,835</u>	<u>206,078</u>
Total assets less current liabilities		<u>184,606</u>	<u>209,744</u>
Net assets		<u>184,606</u>	<u>209,744</u>
Funds of the charity			
Restricted funds		13,875	22,291
Unrestricted funds		<u>170,731</u>	<u>187,453</u>
Total charity funds	16	<u>184,606</u>	<u>209,744</u>

For the year ending 31 July 2020 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

These financial statements were approved by the board of trustees and authorised for issue on 25 May 2021, and are signed on behalf of the board by:

I S Caldwell
Trustee

The notes on pages 8 to 15 form part of these financial statements.

Starfish Services Limited

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 July 2020

1. General information

The charity is a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Exchange Building, 66 Church Street, Hartlepool, TS24 7DN.

2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011.

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

Going concern

There are no material uncertainties about the charity's ability to continue.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

Starfish Services Limited

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Notes to the Financial Statements *(continued)*

Year ended 31 July 2020

3. Accounting policies *(continued)*

Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Starfish Services Limited

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Notes to the Financial Statements *(continued)*

Year ended 31 July 2020

3. Accounting policies *(continued)*

Tangible assets *(continued)*

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Short leasehold property	-	Over life of lease
Plant and machinery	-	25% straight line
Fixtures and fittings	-	25% straight line

Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

4. Limited by guarantee

Starfish Services Limited is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £10 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

Starfish Services Limited

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Notes to the Financial Statements *(continued)*

Year ended 31 July 2020

5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Donations			
Donations	882	–	882
Grants			
Big Lottery Fund	–	145,780	145,780
Hartlepool Borough Council	6,600	–	6,600
	<u>7,482</u>	<u>145,780</u>	<u>153,262</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Donations			
Donations	1,679	–	1,679
Grants			
Big Lottery Fund	–	202,332	202,332
Hartlepool Borough Council	–	–	–
	<u>1,679</u>	<u>202,332</u>	<u>204,011</u>

6. Charitable activities

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Rent & utility recharge	<u>121,696</u>	<u>121,696</u>	<u>141,427</u>	<u>141,427</u>

Starfish Services Limited

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Notes to the Financial Statements *(continued)*

Year ended 31 July 2020

7. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
General fund	145,900	–	145,900
Evolve	–	33,735	33,735
IXION	–	72,308	72,308
Reaching Communities	–	48,153	48,153
	<u>145,900</u>	<u>154,196</u>	<u>300,096</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
General fund	163,797	–	163,797
Evolve	–	64,831	64,831
IXION	–	70,047	70,047
Reaching Communities	–	53,906	53,906
	<u>163,797</u>	<u>188,784</u>	<u>352,581</u>

8. Net expenditure

Net expenditure is stated after charging/(crediting):

	2020 £	2019 £
Depreciation of tangible fixed assets	<u>1,895</u>	<u>5,733</u>

9. Independent examination fees

	2020 £	2019 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>1,200</u>	<u>1,200</u>

10. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2020 £	2019 £
Wages and salaries	109,288	115,742
Social security costs	3,493	4,968
Employer contributions to pension plans	1,453	1,185
	<u>114,234</u>	<u>121,895</u>

Starfish Services Limited

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Notes to the Financial Statements *(continued)*

Year ended 31 July 2020

10. Staff costs *(continued)*

The average head count of employees during the year was 7 (2019: 7). The average number of full-time equivalent employees during the year is analysed as follows:

	2020 No.	2019 No.
Charitable activities	<u>7</u>	<u>7</u>

No employee received employee benefits of more than £60,000 during the year (2019: Nil).

11. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

12. Tangible fixed assets

	Short leasehold property £	Plant and machinery £	Fixtures and fittings £	Total £
Cost				
At 1 August 2019 and 31 July 2020	<u>14,608</u>	<u>10,309</u>	<u>2,940</u>	<u>27,857</u>
Depreciation				
At 1 August 2019	14,331	8,439	1,421	24,191
Charge for the year	<u>275</u>	<u>1,065</u>	<u>555</u>	<u>1,895</u>
At 31 July 2020	<u>14,606</u>	<u>9,504</u>	<u>1,976</u>	<u>26,086</u>
Carrying amount				
At 31 July 2020	<u>2</u>	<u>805</u>	<u>964</u>	<u>1,771</u>
At 31 July 2019	<u>277</u>	<u>1,870</u>	<u>1,519</u>	<u>3,666</u>

13. Debtors

	2020 £	2019 £
Trade debtors	19,066	31,015
Amounts owed by undertakings in which the charity has a participating interest	86,073	4,543
Prepayments and accrued income	<u>18,847</u>	<u>25,282</u>
	<u>123,986</u>	<u>60,840</u>

Starfish Services Limited

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Notes to the Financial Statements *(continued)*

Year ended 31 July 2020

14. Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	3,530	8,293
Amounts owed to undertakings in which the company has a participating interest	9,610	2,698
Accruals and deferred income	3,160	960
Social security and other taxes	1,723	956
Other creditors	328	297
	<u>18,351</u>	<u>13,204</u>

15. Pensions and other post retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £1,453 (2019: £1,185).

16. Analysis of charitable funds

Unrestricted funds

	At 1 August 2019 £	Income £	Expenditure £	At 31 July 2020 £
General Funds	<u>187,453</u>	<u>129,178</u>	<u>(145,900)</u>	<u>170,731</u>

Restricted funds

	At 1 August 2019 £	Income £	Expenditure £	At 31 July 2020 £
Evolve	(6,935)	37,546	(33,735)	(3,124)
IXION	11,819	61,665	(72,308)	1,176
Reaching Communities	<u>17,407</u>	<u>46,569</u>	<u>(48,153)</u>	<u>15,823</u>
	<u>22,291</u>	<u>145,780</u>	<u>(154,196)</u>	<u>13,875</u>

17. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
Tangible fixed assets	1,771	–	1,771	3,666
Current assets	187,311	13,875	201,186	219,282
Creditors less than 1 year	<u>(18,351)</u>	<u>–</u>	<u>(18,351)</u>	<u>(13,204)</u>
Net assets	<u>170,731</u>	<u>13,875</u>	<u>184,606</u>	<u>209,744</u>

Starfish Services Limited

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 July 2020

18. Related parties

During the year the charity Starfish Services provided intercompany facilities to organisations in which Mr I Caldwell is also a director. Such organisations include:

Starfish Health & Well Being CIC - Company Registration no: 6904971

Hartlepool and East Durham Mind - Charity Registration no: 1125924

Transactions in relation to each of the above organisations include:

Starfish Health and Well Being CIC

	2020	2019
	£	£
Charges made to SFHWB in respect of premises costs	118,569	136,853
Charges made to charity for goods and services	19,061	33,089
Balance owed to charity at the year end	85,155	4,191
Balance owed by charity to SFHWB at the year end	9,610	2,698

Hartlepool and East Durham Mind Limited

	2020	2019
	£	£
Charges made to HEDM in respect of premises costs	3,127	4,574
Charges made by HEDM to charity in respect of goods and services	244	318
Balance owed to charity at the year end	918	352

Other related transactions

The charity engaged the services of a marketing, management and sustainability consultant, the consultant is a close family member of persons with significant control, fees paid in the year amounted to £1,700 (2019 - £8,680).