

Comfort Zone Respite Scheme Company Limited by Guarantee

Unaudited Financial Statements

30 September 2022

Gallagher & Brocklehurst
Accountants
35a High Street
Potters Bar
Hertfordshire
EN6 5AJ

Comfort Zone Respite Scheme

Company Limited by Guarantee

Financial Statements

Year ended 30 September 2022

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Comfort Zone Respite Scheme

Company Limited by Guarantee

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

Year ended 30 September 2022

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 30 September 2022.

Reference and administrative details

Registered charity name Comfort Zone Respite Scheme

Charity registration number 1174742

Company registration number 10101915

Principal office and registered office Mapledown School
Claremont Road
London
NW2 1TP

The trustees

T L Kwabi
K Canavan
C M Fitzgerald

Independent examiner Gallagher & Brocklehurst Accountants
35a High Street
Potters Bar
Hertfordshire
EN6 5AJ

Structure, governance and management

The organisation is a charitable company limited by guarantee, incorporated on 4th April 2016 with companies house and registered with the charity commission on 20th September 2017. The Memorandum of Association establish the objects and powers of the Charitable Company, and it is governed under its Articles of Association.

The directors of the Company are also Charity Trustees for the purposes of Charity law and under the Company's Articles are members of the Charity.

All the trustees of the Charity give their time voluntarily and received no benefits from the Charity.

Objectives and activities

The Charity's purposes is to assist in the treatment and care of the current and past students of Mapledown School, Cricklewood, London suffering from severe learning disabilities, autism or profound and multiple learning disabilities, by the provision of respite care including cooking, arts, sports and music. The aim is to provide a fun safe environment for all children attending. To provide a wide variety of sensory experiences to children with varied needs.

Comfort Zone Respite Scheme

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

Year ended 30 September 2022

Achievements and performance

The Trustees have continued to support the current and past students of Mapledown School in Cricklewood in their charitable work.

Financial review

The Charity made a net profit in the year, the Trustees are of the opinion that the reserves held at the end of the year are sufficient to support, along with future donations, the current and past students of Mapledown School in Cricklewood.

Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 30 May 2023 and signed on behalf of the board of trustees by:

T L Kwabi
Trustee

Charity Secretary



Comfort Zone Respite Scheme

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of Comfort Zone Respite Scheme

Year ended 30 September 2022

I report to the trustees on my examination of the financial statements of Comfort Zone Respite Scheme ('the charity') for the year ended 30 September 2022.

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').

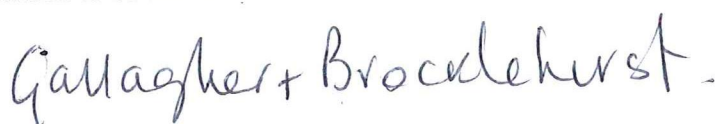
Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). 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

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).

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.



Gallagher & Brocklehurst Accountants
Independent Examiner

35a High Street
Potters Bar
Hertfordshire
EN6 5AJ

30 May 2023

Comfort Zone Respite Scheme

Company Limited by Guarantee

Statement of Financial Activities
(including income and expenditure account)

Year ended 30 September 2022

		2022		2021
		Unrestricted	Total funds	Total funds
	Note	funds		
		£	£	£
Income and endowments				
Other trading activities	5	65,876	65,876	48,801
Total income		<u>65,876</u>	<u>65,876</u>	<u>48,801</u>
Expenditure				
Expenditure on raising funds:				
Costs of raising donations and legacies	6	57,574	57,574	41,994
Total expenditure		<u>57,574</u>	<u>57,574</u>	<u>41,994</u>
Net income and net movement in funds		<u>8,302</u>	<u>8,302</u>	<u>6,807</u>
Reconciliation of funds				
Total funds brought forward		14,677	14,677	7,870
Total funds carried forward		<u>22,979</u>	<u>22,979</u>	<u>14,677</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 7 to 12 form part of these financial statements.

Comfort Zone Respite Scheme

Company Limited by Guarantee

Statement of Financial Position

30 September 2022

	Note	2022 £	2021 £
Current assets			
Debtors	10	800	–
Cash at bank and in hand		24,146	16,457
		<u>24,946</u>	<u>16,457</u>
Creditors: amounts falling due within one year	11	167	70
Net current assets		<u>24,779</u>	<u>16,387</u>
Total assets less current liabilities		<u>24,779</u>	<u>16,387</u>
Creditors: amounts falling due after more than one year	12	1,800	1,710
Net assets		<u>22,979</u>	<u>14,677</u>
Funds of the charity			
Unrestricted funds		<u>22,979</u>	<u>14,677</u>
Total charity funds	13	<u>22,979</u>	<u>14,677</u>

For the year ending 30 September 2022 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 30 May 2023, and are signed on behalf of the board by:

T L Kwabi
Trustee



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

Comfort Zone Respite Scheme

Company Limited by Guarantee

Statement of Cash Flows

Year ended 30 September 2022

	2022 £	2021 £
Cash flows from operating activities		
Net income	8,302	6,807
<i>Adjustments for:</i>		
Interest payable and similar charges	115	142
Accrued expenses	90	210
<i>Changes in:</i>		
Trade and other debtors	(800)	—
Trade and other creditors	97	(600)
Cash generated from operations	7,804	6,559
Interest paid	(115)	(142)
Net cash from operating activities	<u>7,689</u>	<u>6,417</u>
Net increase in cash and cash equivalents	7,689	6,417
Cash and cash equivalents at beginning of year	<u>16,457</u>	<u>10,040</u>
Cash and cash equivalents at end of year	<u>24,146</u>	<u>16,457</u>

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

Comfort Zone Respite Scheme

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 30 September 2022

1. General information

The charity is a public benefit entity and 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 Mapledown School, Claremont Road, London, NW2 1TP.

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 Companies Act 2006.

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.

The judgements (apart from those involving estimations) that management has made in the process of applying the entity's accounting policies have no significant effect on the amounts recognised in the financial statements.

Key sources of estimation uncertainty

Accounting estimates and assumptions are made concerning the future and, by their nature, will rarely equal the related actual outcome. The Trustees consider that key assumptions and other sources of estimation uncertainty have no significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

Comfort Zone Respite Scheme

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 30 September 2022

3. Accounting policies *(continued)*

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.

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.

Comfort Zone Respite Scheme

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Notes to the Financial Statements (*continued*)

Year ended 30 September 2022

3. Accounting policies (*continued*)

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.

Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instrument. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

4. Limited by guarantee

Comfort Zone Respite Scheme is a UK registered charity, number 1174742. It was incorporated on 4 April 2016 and has no share capital.

5. Other trading activities

	Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
Fees Received	65,876	65,876	48,740	48,740
Charity Donations	—	—	61	61
	<u>65,876</u>	<u>65,876</u>	<u>48,801</u>	<u>48,801</u>

Comfort Zone Respite Scheme

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Notes to the Financial Statements *(continued)*

Year ended 30 September 2022

6. Costs of raising donations and legacies

	Unrestricted Funds	Total Funds 2022	Unrestricted Funds	Total Funds 2021
	£	£	£	£
Salaries	42,489	42,489	35,456	35,456
Staff pension contributions	397	397	296	296
Rent	1,721	1,721	323	323
Motor and travel	486	486	151	151
Computers & Software	135	135	657	657
Arts crafts and activities	5,425	5,425	1,230	1,230
Bank charges	115	115	142	142
Snack and foods	2,292	2,292	495	495
Disposable wipes	—	—	441	441
Cleaning, PPE, health and wellbeing	401	401	31	31
Stationery	21	21	36	36
Sundry expenses	448	448	318	318
Legal and professional fees	3,644	3,644	2,418	2,418
	<u>57,574</u>	<u>57,574</u>	<u>41,994</u>	<u>41,994</u>

7. Independent examination fees

	2022	2021
	£	£
Fees payable to the independent examiner for:		
Independent examination of the financial statements	<u>1,800</u>	<u>1,710</u>

8. Staff costs

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

	2022
	£
Wages and salaries	42,489
Social security costs	397
	<u>42,886</u>

The average head count of employees during the year was 31.

No employee received employee benefits of more than £60,000 during the year.

9. Trustee remuneration and expenses

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

Comfort Zone Respite Scheme

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Notes to the Financial Statements (*continued*)

Year ended 30 September 2022

10. Debtors

	2022	2021
	£	£
Other debtors	<u>800</u>	<u>–</u>

11. Creditors: amounts falling due within one year

	2022	2021
	£	£
Trade creditors	<u>167</u>	<u>70</u>

12. Creditors: amounts falling due after more than one year

	2022	2021
	£	£
Accruals and deferred income	<u>1,800</u>	<u>1,710</u>

13. Analysis of charitable funds

Unrestricted funds

	At 1 October 2021	Income	Expenditure	At 30 September 2022
	£	£	£	£
Profit and loss account brought forward	<u>14,677</u>	<u>65,876</u>	<u>(57,574)</u>	<u>22,979</u>

	At 1 October 2020	Income	Expenditure	At 30 September 2021
	£	£	£	£
Profit and loss account brought forward	<u>7,870</u>	<u>48,801</u>	<u>(41,994)</u>	<u>14,677</u>

Comfort Zone Respite Scheme

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Notes to the Financial Statements (*continued*)

Year ended 30 September 2022

14. Analysis of net assets between funds

	Unrestricted Funds	Total Funds
	£	£
Current assets	24,946	24,946
Creditors less than 1 year	(1,967)	(1,967)
Net assets	<u>22,979</u>	<u>22,979</u>

	Unrestricted Funds	Total Funds
	£	£
Current assets	16,457	16,457
Creditors less than 1 year	(1,780)	(1,780)
Net assets	<u>14,677</u>	<u>14,677</u>

15. Analysis of changes in net debt

	At 1 Oct 2021	Cash flows	At 30 Sep 2022
	£	£	£
Cash at bank and in hand	<u>16,457</u>	<u>7,689</u>	<u>24,146</u>