

REGISTERED COMPANY NUMBER: CE028698 (England and Wales)  
REGISTERED CHARITY NUMBER: 1198383

**REPORT OF THE TRUSTEES AND**  
**UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**  
**FOR**  
**BISHOP'S STORTFORD CHILD CONTACT CENTRE**

Cook & Partners Limited  
Manufactory House  
Bell Lane  
Hertford  
Hertfordshire  
SG14 1BP

**BISHOP'S STORTFORD CHILD CONTACT CENTRE**

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**FOR THE YEAR ENDED 31 MARCH 2024**

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# **BISHOP'S STORTFORD CHILD CONTACT CENTRE**

## **REPORT OF THE TRUSTEES** **FOR THE YEAR ENDED 31 MARCH 2024**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of Accounting and Reporting by 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) (effective 1 January 2019).

### **OBJECTIVES AND ACTIVITIES**

#### **Objectives and aims**

The principal activity of the charity is a community based, not for profit, child-focused charity that supports families directly impacted by separation or divorce.

The charity offers a safe place for supported contact between the child/ren and the parent/family member they don't usually live with in a safe, neutral, family orientated space.

#### **Significant activities**

The charity has had its second year as a Charitable Incorporated Organisation, and is currently waiting for accreditation from the NACCC to offer supervised contact along side the supported contact already offered.

### **ACHIEVEMENT AND PERFORMANCE**

#### **Charitable activities**

The charity is a community based, not for profit, child-focused charity that supports families directly impacted by separation or divorce. The charity believes that every child has a right to build a relationship with both parents and other family members when families live apart. Their wellbeing both now and for their futures is at the heart of what the charity does.

the charity currently offers supported contact and are soon to introduce supervised contact between the child/ren and the parent/family member they don't usually live with in a safe, neutral, family orientated space.

The charity is open to enquiries and referrals from parents themselves and from professionals and the courts and are accredited by The National Association of Child Contact Centres (NACCC).

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

#### **Recruitment and appointment of new trustees**

The Trustees have generally been invited to become trustees because of the skills they have to offer and are elected at the Annual General Meeting. A skills audit exercise has been undertaken to identify and take on new trustees where deemed necessary.

#### **Organisational structure**

Board Meetings are held at appropriate times throughout the year to set policy and make appropriate decisions on financial matters. Day to day decisions as to the hiring of the halls, cleaning, maintenance, repairs etc are delegated to the Co-ordinator.

#### **Induction and training of new trustees**

The trustees of the charity have taken advantage of training courses through the Hertfordshire Community Foundation and mentoring through East Herts Launchpad 2 to ensure trustees are adequately trained in their roles.

### **REFERENCE AND ADMINISTRATIVE DETAILS**

#### **Registered Company number**

CE028698 (England and Wales)

#### **Registered Charity number**

1198383

**BISHOP'S STORTFORD CHILD CONTACT CENTRE**

**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2024**

**Registered office**

5 Bridge Street  
Bishops Stortford  
Hertfordshire  
CM23 2JU

**Trustees**

Ms S J Fahy  
Ms L Ling (resigned 24.6.23)  
R G Mills  
Ms S J Gubb  
Rev J H Bisschoff  
Ms A King (resigned 24.6.23)  
Ms H R Lettin  
Ms M Weir (appointed 24.6.23)  
M Chiverton (appointed 24.6.23)  
Ms L Adams (appointed 24.6.23)

**Independent Examiner**

Cook & Partners Limited  
Manufactory House  
Bell Lane  
Hertford  
Hertfordshire  
SG14 1BP

Approved by order of the board of trustees on ..... and signed on its behalf by:

.....  
Ms S J Fahy - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF**  
**BISHOP'S STORTFORD CHILD CONTACT CENTRE**

**Independent examiner's report to the trustees of Bishop's Stortford Child Contact Centre ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2024.

**Responsibilities and basis of report**

As the charity's 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 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 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.

Cook & Partners Limited  
Manufactory House  
Bell Lane  
Hertford  
Hertfordshire  
SG14 1BP

Date: .....

**BISHOP'S STORTFORD CHILD CONTACT CENTRE**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2024**

		Year Ended 31.3.24 Unrestricted fund £	Period 25.3.22 to 31.3.23 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>	Notes		
Donations and legacies		3,354	4,587
<b>Charitable activities</b>			
General		7,386	4,300
Other trading activities	2	1,784	530
Investment income	3	99	1
<b>Total</b>		<u>12,623</u>	<u>9,418</u>
<b>EXPENDITURE ON</b>			
Raising funds		482	1,430
<b>Charitable activities</b>			
General		<u>9,757</u>	<u>8,318</u>
<b>Total</b>		<u>10,239</u>	<u>9,748</u>
<b>NET INCOME/(EXPENDITURE)</b>		2,384	(330)
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward		3,923	4,253
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>6,307</u></u>	<u><u>3,923</u></u>

The notes form part of these financial statements

**BISHOP'S STORTFORD CHILD CONTACT CENTRE**

**BALANCE SHEET**  
**31 MARCH 2024**

	Notes	2024 Unrestricted fund £	2023 Total funds £
<b>FIXED ASSETS</b>			
Tangible assets	7	549	702
<b>CURRENT ASSETS</b>			
Debtors	8	533	-
Cash at bank		9,271	10,731
		<hr/> 9,804	<hr/> 10,731
<b>CREDITORS</b>			
Amounts falling due within one year	9	(4,046)	(7,510)
		<hr/>	<hr/>
<b>NET CURRENT ASSETS</b>		<hr/> 5,758	<hr/> 3,221
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<hr/> 6,307	<hr/> 3,923
<b>NET ASSETS</b>		<hr/> 6,307	<hr/> 3,923
<b>FUNDS</b>	10		
Unrestricted funds		<hr/> 6,307	<hr/> 3,923
<b>TOTAL FUNDS</b>		<hr/> 6,307	<hr/> 3,923

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees and authorised for issue on ..... and were signed on its behalf by:

.....  
S J Fahy - Trustee

The notes form part of these financial statements

## **BISHOP'S STORTFORD CHILD CONTACT CENTRE**

### **NOTES TO THE FINANCIAL STATEMENTS** **FOR THE YEAR ENDED 31 MARCH 2024**

#### **1. ACCOUNTING POLICIES**

##### **Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by 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) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer equipment            -    20% on cost

##### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

##### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### **2. OTHER TRADING ACTIVITIES**

	Year Ended 31.3.24 £	Period 25.3.22 to 31.3.23 £
Fundraising events	<u>1,784</u>	<u>530</u>



**BISHOP'S STORTFORD CHILD CONTACT CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31 MARCH 2024**

**3. INVESTMENT INCOME**

	Year Ended 31.3.24 £	Period 25.3.22 to 31.3.23 £
Deposit account interest	99	1
	<u>99</u>	<u>1</u>

**4. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	Year Ended 31.3.24 £	Period 25.3.22 to 31.3.23 £
Auditors' remuneration	1,800	2,100
Depreciation - owned assets	153	64
	<u>1,953</u>	<u>2,164</u>

**5. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the period ended 31 March 2023.

**Trustees' expenses**

During the year four trustees were reimbursed for directly incurred expenses including, stationery, equipment, telephone and promotional costs, as part of their responsibilities totalling £341.47 (2023: £1,001.76).

**6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £
<b>INCOME AND ENDOWMENTS FROM</b>	
Donations and legacies	4,587
<b>Charitable activities</b>	
General	4,300
Other trading activities	530
Investment income	1
<b>Total</b>	<u>9,418</u>
<b>EXPENDITURE ON</b>	
Raising funds	1,430
<b>Charitable activities</b>	
General	8,318
<b>Total</b>	<u>9,748</u>
<b>NET INCOME/(EXPENDITURE)</b>	(330)

**BISHOP'S STORTFORD CHILD CONTACT CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31 MARCH 2024**

**6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

Unrestricted  
fund  
£

**RECONCILIATION OF FUNDS**

Total funds brought forward

4,253

**TOTAL FUNDS CARRIED FORWARD**

3,923

**7. TANGIBLE FIXED ASSETS**

Computer  
equipment  
£

**COST**

At 1 April 2023 and 31 March 2024

766

**DEPRECIATION**

At 1 April 2023

64

Charge for year

153

At 31 March 2024

217

**NET BOOK VALUE**

At 31 March 2024

549

At 31 March 2023

702

**8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

2024  
£

2023  
£

Trade debtors

120

-

Prepayments and accrued income

413

-

533

-

**BISHOP'S STORTFORD CHILD CONTACT CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31 MARCH 2024**

**9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2024	2023
	£	£
Trade creditors	600	-
Accruals and deferred income	1,640	5,633
Accrued expenses	1,806	1,877
	<u>4,046</u>	<u>7,510</u>

**10. MOVEMENT IN FUNDS**

	At 1.4.23	Net movement in funds	At 31.3.24
	£	£	£
<b>Unrestricted funds</b>			
General fund	3,923	2,384	6,307
	<u>3,923</u>	<u>2,384</u>	<u>6,307</u>
<b>TOTAL FUNDS</b>	<u>3,923</u>	<u>2,384</u>	<u>6,307</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	12,623	(10,239)	2,384
	<u>12,623</u>	<u>(10,239)</u>	<u>2,384</u>
<b>TOTAL FUNDS</b>	<u>12,623</u>	<u>(10,239)</u>	<u>2,384</u>

**Comparatives for movement in funds**

	At 25.3.22	Net movement in funds	At 31.3.23
	£	£	£
<b>Unrestricted funds</b>			
General fund	4,253	(330)	3,923
	<u>4,253</u>	<u>(330)</u>	<u>3,923</u>
<b>TOTAL FUNDS</b>	<u>4,253</u>	<u>(330)</u>	<u>3,923</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	9,418	(9,748)	(330)
	<u>9,418</u>	<u>(9,748)</u>	<u>(330)</u>
<b>TOTAL FUNDS</b>	<u>9,418</u>	<u>(9,748)</u>	<u>(330)</u>

**BISHOP'S STORTFORD CHILD CONTACT CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued**  
**FOR THE YEAR ENDED 31 MARCH 2024**

**11. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2024.

**12. OPENING FUNDS**

After the incorporation of the new Charitable Incorporated Organisation (CIO) - the Bishop's Stortford Child Contact Centre - the Portland Child Contact Centre ceased its activities all of which were carried forward by the new CIO. It therefore gifted its cash reserves of £4,252.96 to the new CIO at its inception.

**BISHOP'S STORTFORD CHILD CONTACT CENTRE**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2024**

	Year Ended 31.3.24 £	Period 25.3.22 to 31.3.23 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	3,046	4,179
Admissions	308	408
	<hr/>	<hr/>
	3,354	4,587
<b>Other trading activities</b>		
Fundraising events	1,784	530
<b>Investment income</b>		
Deposit account interest	99	1
<b>Charitable activities</b>		
Grants	7,386	4,300
	<hr/>	<hr/>
<b>Total incoming resources</b>	12,623	9,418
<b>EXPENDITURE</b>		
<b>Other trading activities</b>		
Postage and stationery	1	59
Promotional materials	431	1,371
Regulatory fees	50	-
	<hr/>	<hr/>
	482	1,430
<b>Charitable activities</b>		
Insurance	714	718
Rent	3,115	2,574
Purchases	36	136
Postage and stationary	7	327
Telephone	252	124
Travel expenses	32	167
Computer expenses	3,081	1,089
NACCC	-	255
Training	40	305
Regulatory fees	73	90
Sundry expenses	286	354
Bank charges	73	15
Promotional materials	95	-
Computer equipment	153	64
	<hr/>	<hr/>
	7,957	6,218
<b>Support costs</b>		

This page does not form part of the statutory financial statements

**BISHOP'S STORTFORD CHILD CONTACT CENTRE**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2024**

	Year Ended 31.3.24 £	Period 25.3.22 to 31.3.23 £
<b>Support costs</b>		
<b>Governance costs</b>		
Auditors' remuneration	1,800	2,100
Total resources expended	10,239	9,748
<b>Net income/(expenditure)</b>	2,384	(330)

This page does not form part of the statutory financial statements