



**Annual Report January 2017 and  
Financial Statements for the year ended  
31 March 2016**

**Donnington Doorstep Family Centre**  
Registered Charity Number 1144821  
Company Number 7720385

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Oxford OX4 4BB

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## About Donnington Doorstep

Donnington Doorstep is an independent, community-based family centre delivering a range of universal and specialist services. Set up in 1984 by local parents who knew that caring for children can be hard - we're a home from home drop-in for children, young people and their families as well as a hub for local community activity. From our purpose-built centre in East Oxford our activities focus on play, food, support and community development. Our aims:

- Increased happiness and emotional wellbeing for local children, young people and their families
- Improved mental and physical health for local children, young people and their families
- Improved life chances for socially excluded children and young people to enable them to realise their full potential
- A stronger, safer and more integrated community in Donnington and the surrounding areas

In 2012 we became a registered charitable company. Our charity's purposes as set out in the objects contained in the company's memorandum of association are:

- To provide facilities and support for families living in the city of Oxford and its surrounding areas ("the area of benefit") to help relieve need, hardship and distress including the hardship and distress caused by the breakup of relationships and families
  - To provide educational opportunities for children and young people living in the area of benefit and their families and carers
  - To provide facilities for recreation and other leisure time occupation for children, young people and their families living in the area of benefit with the object of improving the condition of life of the said inhabitants.



Our **Play Ethos** informs all that we do:

- Focus on fun and play
- Be warm, friendly and welcoming
- Be child-centred so flexible and responsive to the needs of children and young people
- Encourage free choice, independence and risk taking at all levels
- Know when to stand back and let children lead their own play
- Take a holistic approach working with the values/culture/family setup of individual children and young people
- Value and respect everyone and encourage children and young people to welcome, value and respect others
- Support children and young people to stretch themselves and experience life to the full
- Foster individuality and so strengthen independence and self-esteem
- Dedicate time to talk and listen
- Be free to all to enable children from all backgrounds to participate equally

- Offer outdoors activities as well as indoor, whatever the weather
- Value and respect the environment - treading lightly
- Reduce, Re-use, Recycle

## Who uses and benefits from our services?

Doorstep is used by families, children and young people from all over Oxford and beyond. The local community includes families in emergency, temporary and hostel accommodation as well as a large number of families on benefits and lone carers. The area is very mixed but has significant and visible issues of disadvantage with an Income Deprivation Affecting Children (IDACI) measured in the top 10-20% most deprived nationally.<sup>1</sup>

Doorstep provides a mixture of open access and targeted services bringing together families from a wide range of backgrounds – ethnic, social, economic and cultural - to pool support and resources and maximise social capital for the benefit of all. This model has been successful for over 32 years. The approach is informal with a strong sense of ownership amongst those who visit regularly and those who have many generations of family who have accessed services. There is a warm welcome for anyone who walks through the doors and everyone is treated with respect and without judgement. The informality is created by a strong staff team, clear safeguarding procedures and a child-centred focus.

**“Doorstep is like a home from home. The children love being around their friends and they get to do creative activities with the play leaders. The bonfire and toast is always a firm favourite every Wednesday!”**

**a parent, 2015**

## Ensuring our work delivers our aims

We review our aims, objectives and activities each year, ensuring our activities remained focused on our stated purposes. We have referred to the guidance contained in the Charity Commission’s general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

## Our services: review and development plans

### Family Drop-in

Open 5 days a week all year round the free Family Drop-in is very much the “Front Door” to our services. An average of 45 visitors a day come from across the City and beyond – over 1200 carers and children used the Drop-in during 2015-16.

The Family Drop-in focus is on free-flow and messy play activities. Play is vital for children’s development at all ages and for adults too! We don’t worry about mess, weather or an end product. Play is led by the children with risk taking encouraged and supported. Outdoor play, water, sand and paint are always available. Children learn, develop confidence, social skills and emotional intelligence. They have fun and feel happy in themselves.

<sup>1</sup> From <http://www.education.gov.uk/>

## Doorstep Kitchen

Every day our open plan Community Kitchen provides a home cooked meal. It is the heart of the centre providing many benefits - nurture, comfort, good health, knowledge of diet and of other cultures, social skills and pleasure. The multi-cultural menu brings together families from all faiths and backgrounds. They sit together, eat together and learn more about each other. Many come just because of the affordable home-cooked lunch. We also cater external events for businesses and other organisations such as Oxford University and offer training opportunities for volunteers.

**6123 meals served to adults & children including 580 free meals to families in need.**

## Drop-in Play-Out (DIPO) – Youth services for older children and young people

DIPO offers free activities for Children and Young People aged 8-18 alongside targeted one-to-one support. The Drop-in is open 3 evenings a week throughout the year. Our paid and volunteer staff provide a range of play, arts and crafts, music and outdoor activities. There is a big focus on fun and enjoyment as well as regular emotional well-being sessions, sexual health and substance issue information and signposting.

Some of the children and young people who use our centre have lives that are affected by inequality, crime, drugs, alcohol, sexual and domestic abuse. A number have very poor school attendance and display highly challenging behaviour.

**Youth drop-in sessions for 8-18 year olds offering advice, support & new skills.**

DIPO has been running since 1999. It was initially a holiday drop-in play service but the level of disadvantage in the area made the provision of one-to-one Support essential. This one-to-one Support has been developed with grants from both Oxfordshire County and Oxford City Councils including capital funding to create a Youth Space. In 2015, we ran a Children in Need funded project to increase the take up of services by young people with additional needs.

## Doorstep Pre-school

We have our own Ofsted registered pre-school, Donnington **Pre-school**, with places for 2 to 5 year olds. It's a fun, stimulating, play-focused and welcoming setting where children are able to follow their own ideas, supported by well-qualified and caring adults who are guided by the Early Years Foundation Stage.

Playgroup has been open for over 30 years (in fact it was Playgroup parents who set up Doorstep in 1984!) and Doorstep took over full management responsibility in Summer 2013. The provision is designed to meet the needs of our local communities with a focus on outreach work to ensure the

take-up of places by hard-to-reach or disadvantaged families and maximising their access to funding opportunities. It is fully integrated with the Family Support, Parenting and Early Learning opportunities already available within the Family Centre.

We have had considerable support from Oxfordshire County Council to develop the provision with a particular focus on the newly expanded funded-two-year-old programme. Doorstep Pre-School part of the building was extended in 2015/16 to enable us to take on more children.

### **Early intervention, outreach, parenting and family support**

Doorstep provides a range of support to parents and carers around specific issues. This includes ante and post natal support groups; parenting programmes; one to one parenting support; facilitating young parents groups; home visiting and outreach support; support with early attachment; advocacy and signposting; casework; lead professional for Team Around the Child and involvement in child protection plans.

Outcomes for families are many but include improved parenting skills leading to improved communication and stronger family relationships; successful access to training and employment; reduction in levels of neglect with children's presentation improved; reduction in bullying behaviour; schools report increased attendance, attainment and reduced risk of permanent exclusion. In some cases, children returned to or remained in the care of their birth parents due to reduced risky behaviour and improved boundaries.

Much of Doorstep's work in this area is funded through our Oxfordshire County Council Children's Centre contract which will end in March 2016.

**146 families worked with targeted, in-depth casework**

### **Contacts and Family Mediation**

Doorstep hosted 145 contact sessions in 2015-16, where separated carers schedule visits with their children. The children involved range from 0 to 18. Many of the referrals come from social services, others are via court or solicitor and a smaller number are private arrangements made directly by carers. Often the family dynamics are complex and there are high levels of anxiety and sometimes hostility between adults. There are often other support issues involved for the families such as domestic abuse, drug and alcohol or mental health issues. Our staff work carefully to support each contact ensuring that the child's experience is always prioritized and kept as the focus of the event.

### **STEP OUT – Child Sexual Exploitation project**

**420 hours 1-to-1 support; 180 hours advocacy; training professionals**

Started by Donnington Doorstep in June 2011, the STEP OUT Project works with young people who are being, or are at risk of being, sexually exploited. Our project aims to enable young people at risk to make informed choices; to be able to have appropriate, healthy and safe relationships, as well as awareness raising. We work with the Kingfisher team, MASH (Multi-Agency Safeguarding Hub), Police, Schools and Social Services in order to coordinate our work.

STEP OUT provided casework support to over 32 young people at risk of or being sexually exploited during the 15-16 year. Alongside this we deliver programmes of preventative work to target groups, schools and professionals.

## Reference and Administrative Information

Charitable Company Name:	Donnington Doorstep
Company Number:	7720385
Charity Registration Number:	1144821
Registered Office and operational address:	Donnington Doorstep Family Centre Townsend Square, Oxford OX4 4BB

### Management Board (at January 2016)

#### Director Trustees

Christine Simm	Chair
John Tanner	Secretary
Masako Sparrowhawk	
Marjorie Dennett-Clayton	

#### Co-opted Observers

Richard Tarver	Oxford City Council
Stephen Curran	Oxford County Council

### Senior Management Team (at January 2016)

Beth Knighton	Charity Director
Marissa Vanderzee	Deputy Manager, Finance and Operations
Nicola Holmes-Brown	Services Manager
Marie Nolan	Youth Services Manager
Nichola Pullen	Pre-school and Early Years Manager
Beth Parrott	STEP OUT Manager

#### Bankers

CAF BANK Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ  
 CCLA Investment Management Limited, COIF Charity Funds, 80 Cheapside, London EC2 6DZ

#### Independent Examiner

GVC Simmonds, Affinity Accountancy Services Ltd, 44 Charlbury Rd, Oxford OX2 6UX

## Structure, Governance and Management

### Governing Document

Donnington Doorstep was set up in 1984 as an unincorporated charitable association governed by a constitution dated 24 April 1991 and registered with the Charity Commission. The organisation is now a charitable company limited by guarantee, incorporated on 27<sup>th</sup> July 2011 and registered as a charity on 28<sup>th</sup> November 2011. The assets of the Doorstep charitable association were transferred to the new charitable company on 1<sup>st</sup> April 2012.

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. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

### Management and organisational structure

Donnington Doorstep is governed by a Management Board of Directors meeting at least 6 times a year. The Board includes a Chairperson and Secretary and additional director members elected at the Annual General Meeting (AGM). 1/3 of the directors must retire at each AGM. This is decided by rotation based on length of time in office since the last appointment. The Management Board can appoint Directors between AGMs but any director appointed by the Board in between AGMs must also retire and be re-elected at the next AGM.

All members of the Management Board give their time voluntarily and receive no financial benefit from Donnington Doorstep. The members have come from a variety of backgrounds including Social Work, Voluntary Sector Management, Business, Family Law, Education, Childcare Development, Campaigning, Parenting, City and County Councillors.

### Risk Management

The Management Board regularly reviews risks in relation to the provision of services and sustainability of the charity through Board and Senior Management meetings. We have robust processes for all financial transactions and the Board receives regular financial reports and updates from the senior management team.

Doorstep has a business continuity plan and escalation procedures. The Board's response to ongoing funding pressures and changes to the statutory commissioning process is outlined in more detail below under Planning for the future.

Doorstep has comprehensive procedures in place to ensure the safety of all staff, volunteers and services users. Our Health and Safety and Risk assessment policies are updated annually and kept in line with legislative changes.

Safeguarding is central to all of our work. Doorstep is signed up to the Oxfordshire Safeguarding Boards protocols on information sharing and uses OSCB recommended policies - always referring to the DfE "Working together to safeguard children 2013".

Doorstep is registered as an Early Years and Childcare Provider with Ofsted (EY460918) and meets the welfare requirements of the EYFS. Under our contract with Oxfordshire County Council to

provide Children's Centre services we are subject to an annual audit as well as ensuring compliance with Section 11 of the Children's Act.

Doorstep staff are trained in Safer Recruitment, and we have a very thorough induction process for all staff and volunteers ensuring all are familiar with key policies and procedures.

### **Our sectors and partnerships**

Doorstep is part of a network of third sector organisations that work in partnership with the statutory sector in the provision of services for children, young people and families in Oxfordshire. We keep up to date with policy and legislative changes to ensure the centre is delivering services that meet both local and national strategic priorities.

All of our work is delivered under the guidance and good practice required by the Oxfordshire Safeguarding Children's Board. Our key partnerships include:

- Children and Families Social Care – we work in partnership with the Children's and Families social workers attending Child and Core Group meetings; supporting children as part of plans; facilitating and hosting contact visits for looked after children; linking vulnerable families into our services.
- Ofsted and Early Years Foundation Stage
- Early Intervention Service Hubs – a relatively new service set up in 2011 working with referred families and young people that meet certain criteria of need.
- Children's Centres – Doorstep has played a key role in the development of these services over the past few years. We are not a Children's Centre but have contracts to deliver services for 2 local centres which focus on targeted support to vulnerable families and early learning.
- Oxfordshire Play Association and Play Partnerships – Play is central to Doorstep's provision and we work in partnership with other play providers to ensure this area remains high on the agenda.
- PEEple – Doorstep had a multi-year contract with PEEple that ended in July 2015 to introduce their practice into our Family Drop-in – adding value to the existing activities through song, stories and engaging parents in their children's learning.
- Oxfordshire Community and Voluntary Action
- Child Sexual Exploitation – working with key partners at OSCB, Social Care; Police and City Council as part of our STEP OUT project. We are also members of the National Working Group on Child Sexual Exploitation.
- ODAS – Domestic Abuse partnership overseeing the delivery of services, training and support programmes
- Legal Services – we work closely with solicitors, family lawyers and the courts
- Health – including midwifery; health visiting and GPs
- Viva Network (children's charity), St Luke's Church, Oxford Youth Works and Barnardos – working in partnership to run a joint project targeting young people.
- Our local community partners include: Donnington Tenants and Residents Association and the Donnington Community Centre; Iffley Parish; East Oxford, Florence Park, Grandpont and Rose Hill Children's Centres; Local schools including: Donnington Playgroup, Comper Foundation School, Larkrise Primary School, East Oxford Primary School, Iffley Mead, St Gregs, Oxford Spires, Oxford Academy and Cheney secondary schools; Oxford Food Bank; Good Food Oxford and Oxford City Farm Project.

Doorstep works in partnership to ensure that our work is integrated with the other services available locally to avoid duplication; ensure joined up provision and maximise resources.

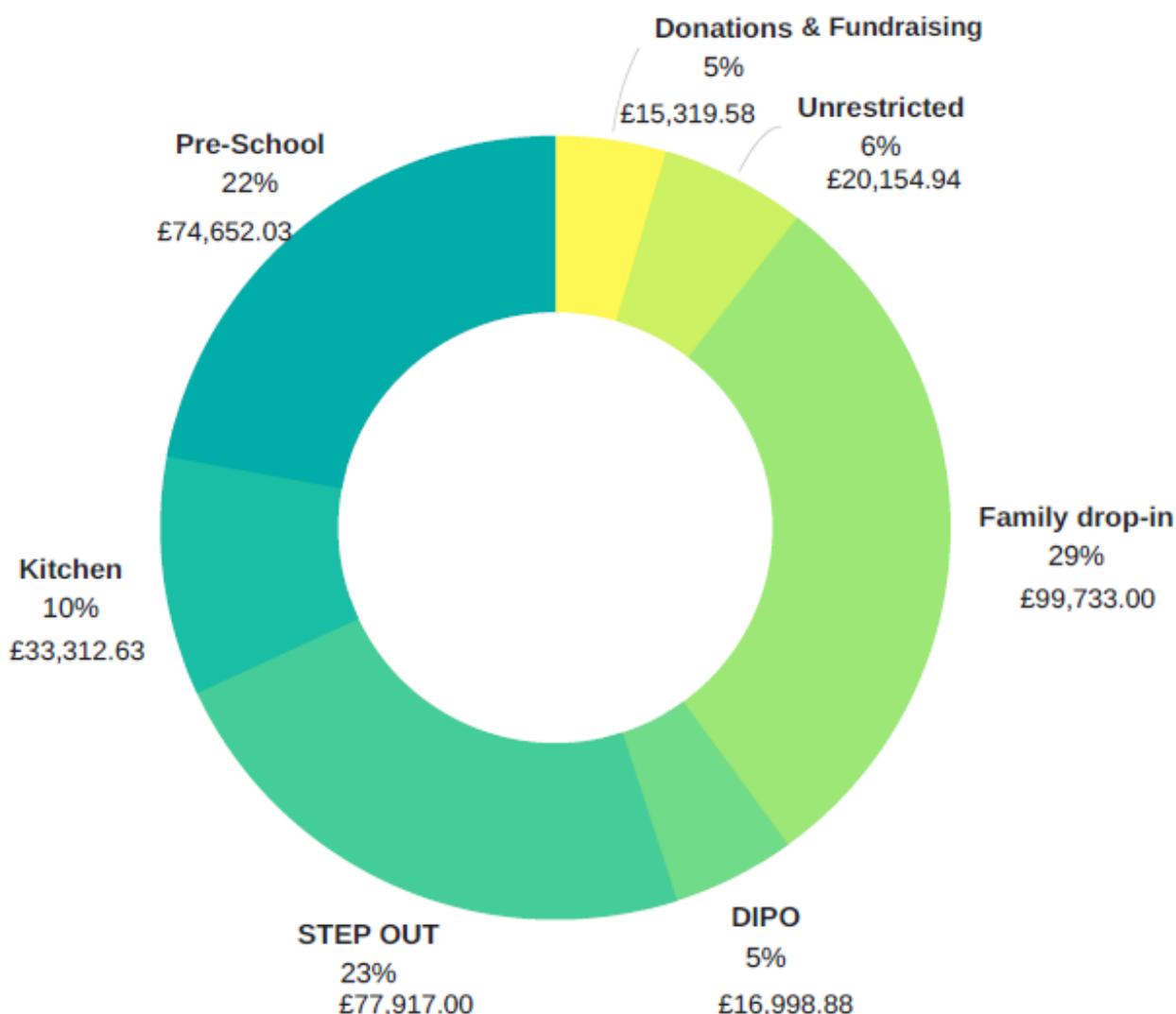
## Financial report

Total Income for the 2015-16 financial year was £338,088 , this is a 21% decrease from the prior year’s income of £426,410. Previous year’s growth was attributable to increased funding for our specialist Child Sexual Exploitation project, STEP OUT and the takeover of Donnington Playgroup. Therefore this decrease is expected and in fact it is a 1% increase compared to 2013-15 income.

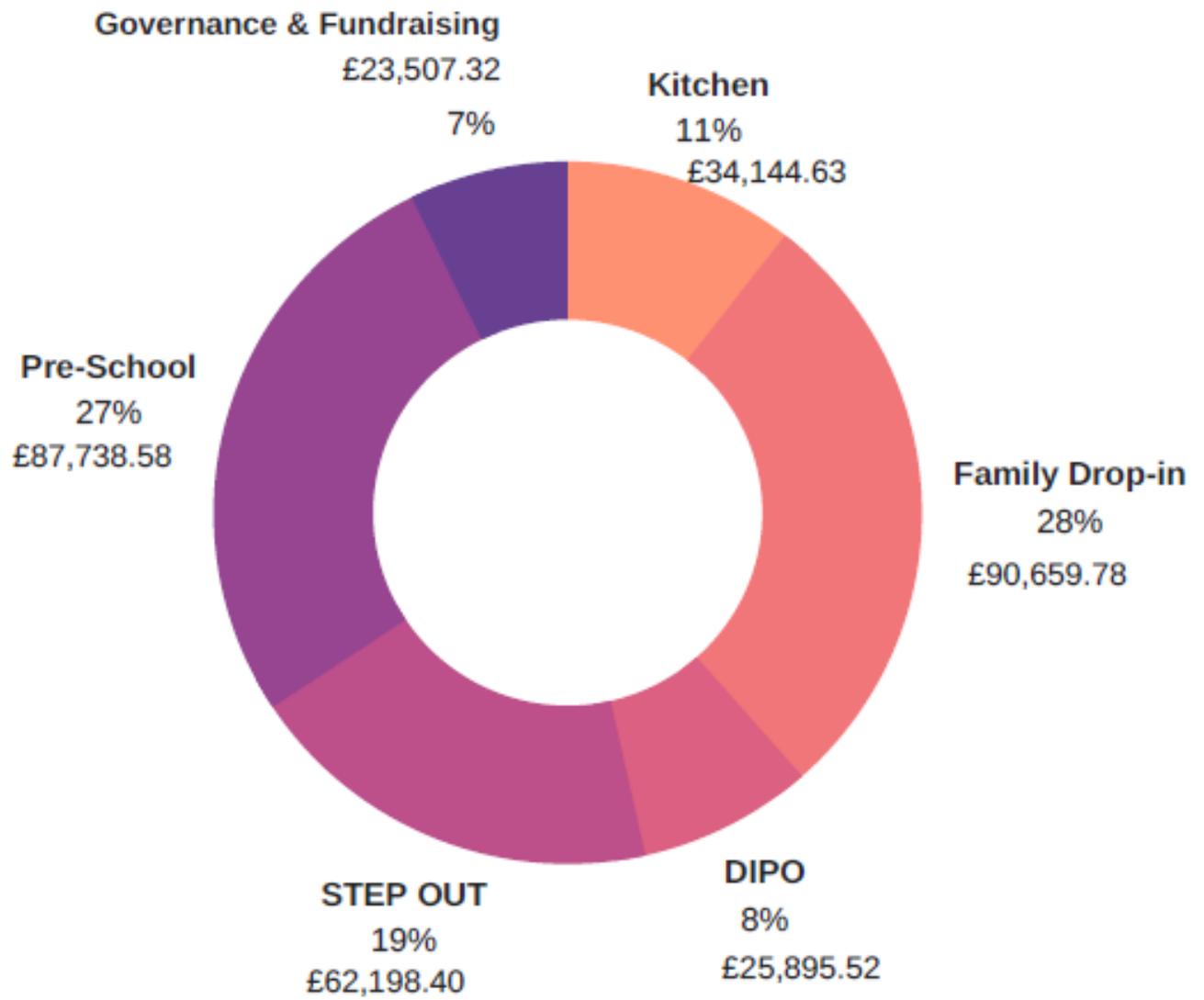
**Local Government:** 43% of total income came through the County and City Councils. This includes Playgroup statutory income, as well as contracts with Oxfordshire County Council for Children’s Centres services; a continuing Drop-in Play-out grant from Oxford City Council; grants for STEP OUT from both County and City Council; grants from Oxfordshire County Council to develop Playgroup; two grants for capacity building & operations from the County Council as well as a variety of smaller one-off grants.

A full list of funders by category is available on page 18

### Doorstep Income by category 2015-16



**Doorstep Expenditure by category 2015-16**



## Responsibilities of the Management Board

Company law requires the Management Board to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charitable company and its financial activities for that period. In preparing these financial statements the Management Board are required to:

- Select suitable accounting policies and then apply them consistently
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements and
- prepare the financial statements on the going concern basis unless it is not appropriate to presume that the charitable company will continue in operational existence

The Management Board are responsible for keeping proper records which disclose with reasonable accuracy at any time the financial position of the charitable company and to 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.

### Members of the Management Board

Members of the Management Board, who are directors for the purpose of company law and trustees for the purposes of charity law, who served during the year and up to the date of this report are set out above. In accordance with company law, as the company directors, we certify that:

- For the year ending 31 March 2016 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.
- The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of accounts.

### Independent Examiner

Gerard Simmonds of Affinity Accountancy was appointed as the charitable company's independent examiner during the year and has expressed his willingness to continue in that capacity.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions applicable to companies subject to the small companies regime of the Companies Act 2006.

### Declaration

The Trustees declare that they have approved the Trustees' Report above

Signed:



**Christine Simm**  
Chairperson

Signed:



**John Tanner**  
Secretary

For and on behalf of the Management Board of Donnington Doorstep

**Statement of financial activities**  
(incorporating an income and expenditure account)  
**for the year ended 31 March 2016**

	notes	unrestricted £	restricted £	2016 £	2015 £
<b>Incoming resources</b>					
<b>Incoming resources from generated funds</b>					
<i>Voluntary Income</i>					
Donations	2	14,455		14,455	12,489
Grants	2	3,933		3,933	71,900
<i>Activities for generating funds</i>					
Community Kitchen		33,313		33,313	28,165
Goods & Services	3	2,212		2,212	2,453
Fundraising Events & Activities		1,859		1,859	9,376
<i>Investment Interest</i>	4	7		7	13
<b>Incoming resources from charitable activities</b>					
<i>Funding for specific activities</i>	5		282,310	282,310	302,014
Subtotal of incoming resources from generated funds and charitab		55,779	282,310	338,088	426,410
<b>Other income</b>					
Sundry					
<b>TOTAL INCOME</b>		55,779	282,310	338,088	426,410
<b>Resources expended</b>					
<b>Costs of generating funds</b>					
<i>Costs of generating voluntary income</i>	6	10,240		10,240	5,405
<i>Fundraising trading costs</i>	6	38,755		38,755	40,880
<b>Charitable activities</b>	6		266,492	266,492	344,619
<b>Governance costs</b>	6	1,428	7,229	8,657	7,884
<b>TOTAL EXPENDITURE</b>		50,423	273,721	324,144	398,788
<b>SURPLUS/(DEFICIT) BEFORE DEPRECIATION</b>		5,356	8,588	13,944	27,622
Depreciation of equipment and building		3,812	19,292	23,104	23,104
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>		1,544	(10,704)	(9,160)	4,518
<b>Funds brought forward</b>		334,263	33,939	368,202	363,684
<b>Total Funds carried forward</b>		335,807	23,235	359,041	368,202
<i>Comprising of Building</i>		152,805	200,200	353,005	375,069
<i>Other Fixed Assets</i>		609	432	1,041	2,082
<i>Net Current Assets/(Liabilities)</i>		182,393	(177,397)	4,995	(8,949)

## Balance Sheet as at 31 March 2016

	notes	2016		2015	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible assets	7		354,047		377,151
<b>Current Assets</b>					
Stocks	8	230		230	
Debtors	9	13,647		14,839	
Cash & bank balances		18,000		8,672	
		<u>31,876</u>		<u>23,741</u>	
<b>Creditors</b>					
Amounts falling due within one year	10		<u>26,882</u>		<u>32,690</u>
<b>Net Current Assets/(Liabilities)</b>			<b>4,994</b>		<b>(8,949)</b>
<b>Net Assets</b>			<u><u>359,041</u></u>		<u><u>368,202</u></u>
<b>Funds</b>					
Unrestricted			335,807		334,263
Restricted			23,235		33,939
			<u><u>359,041</u></u>		<u><u>368,202</u></u>

For the year ending 31 March 2016 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

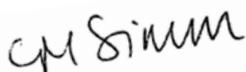
The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

**Approved by the board on 16th December 2016 and signed on their behalf by**

Signed:



**Christine Simm**  
Director

Dated: 16th December 2016

Signed:



**John Tanner**  
Treasurer

Dated: 16th December 2016

## Notes to the financial statements for the year ended 31 March 2016

### 1 Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

#### Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005 and the Financial Reporting Standard for Smaller Entities (effective April 2008).

#### Fund Accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

#### Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to the particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. Value of services provided by volunteers has not been included in these accounts.

Incoming resources from charitable trading activity, including the Community Kitchen, are accounted for when earned. Clothing and other items donated for resale through the charity's shop are included as incoming resources with activities for generating funds when they are sold.

Investment income is included when receivable.

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

#### Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the charity's shop and Community Kitchen.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate

#### Fixed assets

Fixed assets (excluding investments) are stated at cost less accumulated depreciation. The costs of minor additions or those costing below £1000 are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life.

Fixed assets are depreciated at the following rates per annum:

Buildings	5% straight line
Equipment	20% straight line

**Notes to the financial statements (continued)****2 Voluntary Income**

	unrestricted £	restricted £	2016 £	2015 £
<b>Donations</b>				
Box	2,714		<b>2,714</b>	3,181
Gift Aid	2,385		<b>2,385</b>	2,316
Individual	9,356		<b>9,356</b>	6,992
	<u>14,455</u>		<u><b>14,455</b></u>	<u>12,489</u>

**Grants from Voluntary Income**

Tudor Trust	-		-	70,000
Oxford City Council (Councillor Tarver)	1,500		<b>1,500</b>	1,000
Christ Church	500		<b>500</b>	400
Brasenose College	500		<b>500</b>	500
Home Foundation	550		<b>550</b>	
Wilderness Festival	500		<b>500</b>	
Iffley PCC	383		<b>383</b>	
	<u>3,933</u>		<u><b>3,933</b></u>	<u>71,900</u>
<b>TOTAL</b>	<u>18,388</u>		<u><b>18,388</b></u>	<u><b>84,389</b></u>

**3 Goods & Services**

	unrestricted £	restricted £	2016 £	2016 £
Clothes	565		<b>565</b>	1,013
Parties & Room Hire	1,647		<b>1,647</b>	1,440
<b>TOTAL</b>	<u>2,212</u>		<u><b>2,212</b></u>	<u>2,453</u>

**4 Investment Interest**

	unrestricted £	restricted £	2016 £	2015 £
Bank interest	7		<b>7</b>	13
<b>TOTAL</b>	<u>7</u>		<u><b>7</b></u>	<u>13</u>

**Notes to the financial statements (continued)**

<b>5 Grants &amp; Contracts</b>	unrestricted £	restricted £	<b>2016 £</b>	2015 £
<b>Oxfordshire County Council Children's Centres Services - Family Drop-In &amp; Outreach</b>		60,755	<b>60,755</b>	60,609
<b>Family Drop-In, Family Support, Outreach &amp; Parenting</b>				
Garfield Weston Foundation		15,000	<b>15,000</b>	
St Michaels & All Saints		12,000	<b>12,000</b>	12,000
St Aldates (Family Support)		5,000	<b>5,000</b>	5,000
High Sheriff for the Integration Award 2015 via OCVA		2,578	<b>2,578</b>	
University of Oxford Community Grant		750	<b>750</b>	
Stanton Ballard Trust		150	<b>150</b>	
Doris Field Charitable Trust		1,000	<b>1,000</b>	
Sovereign Housing Association via OCF		1,000	<b>1,000</b>	
Robert and Margaret Moss Charitable Trust		1,000	<b>1,000</b>	
Kelly Family Trust (Family Support)			-	5,000
Oxfordshire County Council (Baby Friendly Initiative)			-	5,000
Cooper Charitable Trust			-	500
<b>Drop In, Play Out (8-18's Work)</b>				
BBC Children in Need - Inclusion Support		8,723	<b>8,723</b>	1,246
Oxford City Council		5,000	<b>5,000</b>	7,500
VIVA Project - Expense Reimbursement		1,051	<b>1,051</b>	
Mr & Mrs JA Pye's Charitable Settlement		500	<b>500</b>	
The Sandford Trust		500	<b>500</b>	
All Souls College		500	<b>500</b>	
St John's College		500	<b>500</b>	
Magdalen College Trust		500	<b>500</b>	
Jesus College		300	<b>300</b>	
St Hughes College		200	<b>200</b>	
Oriel College		126	<b>126</b>	
Merton College		100	<b>100</b>	
Queen's College		50	<b>50</b>	
<b>STEP OUT</b>				
Police & Crime Commissioner Norfolk/Home Office - The Child and Adult Victims of Sexual Abuse Support Fund		58,000	<b>58,000</b>	
Oxford City Council Youth Ambition Grant		10,000	<b>10,000</b>	10,000
Thames Valley Police & Crime Commissioner			-	49,724
Oxfordshire County Council CSE Contract			-	35,803
Comic Relief			-	17,113
St. James's Place Foundation		4,167	<b>4,167</b>	
Sport for Freedom		3,750	<b>3,750</b>	1,250
Sovereign Housing Association		1,000	<b>1,000</b>	
Oxford City Council - Feedback Project Funding		1,000	<b>1,000</b>	
<b>Volunteering Programme</b>				
Lloyds TSB			-	8,333
<b>Donnington Playgroup</b>				
Playgroup Statutory Fees		67,035	<b>67,035</b>	74,721
Playgroup Parent Fees		6,425	<b>6,425</b>	6,155
Critchley Trust		1,000	<b>1,000</b>	
Stanton Ballard Trust		150	<b>150</b>	
<b>Capacity Building</b>				
Future-Building Fund via OCF		12,500	<b>12,500</b>	
Oxfordshire County Council Big Society (Essential Maintenance)			-	2,060
<b>TOTAL</b>		<b>282,310</b>	<b>282,310</b>	<b>302,014</b>

**Notes to the financial statements (continued)****6 Analysis of Resources Expended**

	Staff Costs	Other Direct Costs	Allocation of Support Costs	2016 Total £	2015 Total £
<b>Costs of generating funds</b>					
<i>Costs of generating voluntary income</i>	4,622	4,617	1,001	<b>10,240</b>	5,405
<i>Fundraising trading costs</i>					
Community Kitchen	22,684	8,123	3,338	<b>34,145</b>	35,304
Goods & Services	2,003	183	237	<b>2,424</b>	2,189
Fundraising Events & Activities	1,713	260	214	<b>2,187</b>	3,387
Total fundraising trading costs	26,400	8,566	<b>3,789</b>	<b>38,755</b>	<b>40,880</b>
<b>Total costs of generating funds</b>	31,022	13,183	4,790	<b>48,995</b>	<b>46,285</b>
<b>Charitable activities</b>					
Family Drop-In & Support Services	74,252	7,545	8,863	<b>90,660</b>	106,858
Drop In, Play Out (8-18's Work)	21,152	2,212	2,532	<b>25,896</b>	27,665
STEP OUT	47,408	8,710	6,081	<b>62,198</b>	113,766
Donnington Playgroup	72,794	6,367	8,578	<b>87,739</b>	96,330
Total charitable activities	215,605	24,833	26,054	<b>266,492</b>	<b>344,619</b>
<b>Governance</b>	5,925	1,886	846	<b>8,657</b>	7,884
<b>Support costs</b>	30,189	1,501	(31,690)	-	-
<b>Total resources expended</b>	282,741	41,402	0	<b>324,144</b>	<b>398,788</b>

Support costs have been allocated based on usage (e.g. on the same basis as expenditure incurred directly in undertaking the activities)

The support costs allocated were as follows:

	2016	2015
Staff Costs (incl. Management, Business Development, Operations, Administration, Finance, HR)	<b>30,189</b>	32,510
Premises & Facilities	<b>1,224</b>	1,322
IT & Office Expenses	<b>426</b>	565
	<b>31,838</b>	34,397

**7 Tangible Fixed Assets**

	Equipment £	Buildings £	2016 £
<b>Cost</b>			
Balance at 31 March 2015	5,207	441,256	<b>446,463</b>
Additions	-	-	-
<b>Balance at 31 March 2016</b>	<b>5,207</b>	<b>441,256</b>	<b>446,463</b>
<b>Depreciation</b>			
Balance at 01 April 2015	3,123	66,189	<b>69,312</b>
Charge for the year	1,041	22,063	<b>23,104</b>
<b>Balance at 31 March 2016</b>	<b>4,164</b>	<b>88,252</b>	<b>92,416</b>
<b>Net Book Value at 31st March 2016</b>	<b>1,043</b>	<b>353,004</b>	<b>354,047</b>
Net Book Value at 31st March 2015	2,084	375,067	377,151

Some of the fixed assets were funded by restricted funds, net book value of these assets at year end was £200,632

**Notes to the financial statements (continued)**

<b>8 Stocks</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Food and goods for resale	<b>230</b>	230
<b>TOTAL</b>	<b>230</b>	<b>230</b>

<b>9 Debtors (due within one year)</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Trade debtors	<b>1,520</b>	<b>10,854</b>
Prepayment of building work	<b>12,127</b>	<b>3,985</b>
<b>TOTAL</b>	<b>13,647</b>	<b>14,839</b>

<b>10 Creditors (amounts falling due within one year)</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Trade Creditors	<b>3,114</b>	<b>14,382</b>
Deferred Income (Grants received for use in future periods)	<b>22,733</b>	<b>10,555</b>
Accruals	<b>540</b>	<b>540</b>
PAYE & NI	<b>570</b>	<b>7,243</b>
Other creditors	<b>(75)</b>	<b>(30)</b>
<b>TOTAL</b>	<b>26,882</b>	<b>32,690</b>

**11 Staff Costs**

Total Staff cost including salaries, employers' National Insurance contributions, training and recruitment amounted to £282,741 (2015: £344,853). Gross Pay was £266,848 and Employers' National Insurance £12,404

There were a total of 31 individuals on the payroll throughout the year with an average of £23,271 being paid each month (2015: 39 total)

No employee received emoluments of more than £60,000

The charity does not operate any pension scheme for its employees

**12 Trustee Remuneration & Related Party Transactions**

No members of the management committee received any remuneration during the year

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year.

**13 Taxation**

As a charity, Donnington Doorstep is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

No tax charges have arisen in the charity

**14 Analysis of fund assets and liabilities**

	unrestricted	restricted	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Tangible Fixed Assets	153,414	200,632	<b>354,046</b>	377,151
Net Current Assets/(Liabilities)	182,393	(177,397)	<b>4,995</b>	(4,432)
<b>TOTAL</b>	<b>335,807</b>	<b>23,235</b>	<b>359,041</b>	<b>372,719</b>