

**BRANCHING OUT LIMITED**  
(A company limited by guarantee)

**TRUSTEES' REPORT AND  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2014**

**WHITING & PARTNERS**  
Chartered Accountants & Business Advisers  
George Court  
Bartholomew's Walk  
Ely  
Cambridgeshire  
CB7 4JW

---

**BRANCHING OUT LIMITED**  
**(A company limited by guarantee)**

---

**CONTENTS**

---

	Page
<b>Reference and administrative details of the charity, its Trustees and advisers</b>	1
<b>Trustees' report</b>	2 - 8
<b>Independent auditors' report</b>	9 - 10
<b>Statement of financial activities</b>	11
<b>Balance sheet</b>	12
<b>Notes to the financial statements</b>	13 - 24

---

**BRANCHING OUT LIMITED**  
(A company limited by guarantee)

---

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS  
FOR THE YEAR ENDED 31 MARCH 2014**

---

**Trustees**

Miss R Baker, Chair  
Mr S McNeill, Vice Chair  
Mr G Spinks  
Mrs K Taylor  
Ms W Wilkinson  
Mr B Hayes  
Mr A J McClelland

**Company registered number**

03068661

**Charity registered number**

1047403

**Registered office**

27 Grange Lane, Littleport, Cambridgeshire, CB6 1HW

**Chairperson**

Miss R Baker

**Vice-Chairperson**

Mr S McNeill

**Independent auditors**

Whiting & Partners, George Court, Bartholomew's Walk, Ely, Cambridgeshire, CB7 4JW

**Bankers**

Barclays Bank plc, 28 High Street, Ely, Cambridgeshire, CB7 4LA

---

**BRANCHING OUT LIMITED**  
**(A company limited by guarantee)**

---

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2014**

---

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the audited financial statements of Branching Out (the charity) for the year ended 31 March 2014. The Trustees confirm that the Annual report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

**Structure, governance and management**

**a. CONSTITUTION**

The charity is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 15 June 1995 .

Our main activities and who we try to help are described below. All our charitable activities focus on the support and training of adults with learning disabilities, working with our community. These activities are undertaken to further our charitable purposes for the public benefit.

**b. METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES**

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association.

**c. ANNUAL GENERAL MEETINGS**

**Details of last year's Annual General Meeting**

The 18th AGM was held on 23/10/2013.

The board of Directors was approved for another year unanimously.

The Annual Report and Accounts were also approved unanimously.

**Details of this year's Annual General Meeting**

The company's 19th AGM will be held on the 22/10/2014. A prize giving event will be held earlier during the day. At the meeting the Directors/Trustees will be asked to approve the receipt of the Annual Report and Accounts and the next year's budget (use of Charity's funds). They will also review this year's and next year's objectives. New appointments to the board will also be considered.

**Objectives and Activities**

**a. POLICIES AND OBJECTIVES**

Our charity's principal aims are governed by its Memorandum and Articles of Association as registered with Companies House on 15th June 1995.

Wherever possible it will employ people with disabilities and provide adequate training in a safe environment.

It is committed to proper Health & Safety, quality systems, equal opportunities and has a no smoking policy throughout.

These policies have not changed during the year and the Trustees are satisfied that asset meet current obligations.

---

**BRANCHING OUT LIMITED**  
**(A company limited by guarantee)**

---

**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2014**

---

**Achievements and performance**

**a. REVIEW OF ACTIVITIES**

**Significant achievements in the year**

During the year 1st April 2013 - 31st March 2014 we provided approximately 4,500 day placements, giving training, work experience and support to vulnerable people with learning disabilities. This figure has increased by almost 1,000 from the year before.

Branching Out has developed an atmosphere where respect and consideration for others is common place and more importantly everyone feels safe, this has continued to be a benefit to everyone at Branching Out. This is reflected by the survey for 2014 of the services we provide to people with learning disabilities who all stated that Branching Out was safe.

**Horticulture**

Our community garden allotment scheme has got four people on the waiting list. The structure of the Sensory Garden is taking shape this year with lots of new raised beds and a very unusual design based on the needs of the people we support. We have continued to maintain the village planters on behalf of the Parish Council. During the year we acquired some more chickens and we now have 6 chickens in total and 2 cats.

***In general, since 1st April 2013 to present day***

Huntingdonshire Regional College

Branching Out ended its Partnership Contract with Huntingdonshire Regional College for direct delivery of education services on our site in July 2013 as it was no longer viable. The numbers of college learners had dropped from 15 learners three years ago to 6 in the academic year that had just finished in July 2013. The college relocated all their learners who wanted to do so. We received a final payment under the terms of our contract during October 2013. The extra space that this has freed up has been put to excellent use as the Acorn Room. This facility is being used for various activities including making our Littleport charity shop window displays which are gaining a reputation in the village.

Charity Shops

Our charity shops bring in a vital income to help the charity fund our work with people with learning disabilities and the community. In addition, the Littleport shop also provides a work area for service users giving them a worthwhile activity with community involvement.

Details of the income raised by the charity shops to support the achievements of Branching Out during 2013/2014 are included in the Statement of Financial Activities. We thank all staff and volunteers working in our shops for their hard work to increase income overall for the charity.

This year the Littleport Charity shop started collecting electrical items for recycling.

Both of the shops are following a standard pricing system to maximise the potential revenue from donations in the shops.

As an organization we are committed to community involvement. Some of the ways we do this is by delivering the Littleport Life Magazine, planting and maintaining the village planters, maintaining the recycling banks in the area and reporting when they need to be emptied to the District Council and helping those in need with a basics pack from our charity shops.

---

**BRANCHING OUT LIMITED**  
**(A company limited by guarantee)**

---

**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2014**

---

During the year our support staff team have worked very hard to help the people we support to produce some outstanding shop window displays that are gaining a reputation in Littleport village.

In addition, the Chatteris Charity Shop staff have also been producing some excellent window displays and won a competition prize.

This year the support team and the workshop have been involving the people we support in upcycling furniture projects to sell the items in the charity shop, giving brown furniture a new lease of life.

#### Going Out Group

The group use the Branching Out mini bus free of charge, the only cost for people is their drinks, bowling or anything they would like to eat, making this an affordable get together opportunity to see friends and have fun. This has proved to be very popular and currently is attended by 20 people and running at full capacity, with a waiting list. Every year we celebrate Christmas as a group and in 2013 we did this with a Christmas meal followed by bowling.

#### Vehicles

We have four vehicles in regular use. Our mini bus is used to help clients attend Branching Out on a daily basis thanks to the staff running a door to door service. The mini bus is also used by the Going Out Group every other Tuesday evening.

The pick-up truck is used for maintaining the recycling sites, watering the village planters, and workshop deliveries.

The small Citroen van and the Renault car are used for attending clients' reviews, attending meetings and transporting clients to venues such as the gym.

Our Disability Equality Scheme is available to download from our website.

#### Premises

- The Potting Shed had a roof extension completed and a rockery built at the rear.
- New computers and a smart board were purchased.
- New fencing was erected on the site left hand boundary.
- New plumbing for taps inside and outside the greenhouse were installed.
- A new large glass propagator was purchased and installed.
- 29 Grange Lane is managed by the charity to raise money for our running costs. The house has been completely refurbished and rented out to new tenants.
- The damaged bricks on the greenhouse have been replaced.
- New storage for hand tools has been built in the Potting Shed.
- A new bench and coat rails were purchased for the changing room.
- Work started on the Sensory Garden and Sensory Room
- The guttering on the Brook Building has been cleaned and guttering brushes have been fitted to help with long term maintenance.
- A new storage cupboard has been built to store supplies.
- Some additional solar lights were purchased to provide more light in the evenings and these have been installed around the rear vehicle parking area.
- We requested a final visit from the planning department at East Cambs District Council to follow up the applications to build a wall in the workshop and the Acorn room to make an office and changing room. Both rooms have passed the planning requirements and we have received a follow up letter to evidence this.
- The septic tanks have been emptied.
- The storage container has been tidied and organised and a stock control list has been implemented.

---

**BRANCHING OUT LIMITED**  
**(A company limited by guarantee)**

---

**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2014**

---

Health & Safety

The Trustees and management monitor health and safety within the organisation. Each work area carries out monthly health and safety checks, with the General Manager and the Trustees carrying out checks once per year. In addition we have an annual external audit on health and safety, setting actions as required.

Enrichment Activities at Branching Out

As an organisation we are committed to community involvement. Some of the ways we do this is by delivering the Littleport Life Magazine, planting and maintaining the village planters, helping those in need with a basics pack from our charity shops, maintaining the recycling bins in East Cambs, and collecting newspapers for recycling.

Enrichment Activities

Branching Out 19th Family Fun Day

Day trips took place to Heacham, London Science Museum, Strikes Bowles and Duxford Imperial War Museum Christmas Ball

Christmas shopping trip to King Lynn

Christmas Lunch at Mildenhall

St Georges Church Nativity Service Christmas 2013

Student Nurse placements from ARU

Organisational Structure

Branching Out has a Management Committee of seven members who meet regularly, with the responsibility for the strategic direction and policy of the charity.

Day to day responsibility for the provision of services rest with the General Manager, Mrs Susan Wiggans.

The Trustees are of the opinion that they have complied with their duties with regard to public benefit.

**Financial review**

**a. RESERVES POLICY**

Since 2005 the Trustees have agreed a Reserves Policy which is reviewed annually. They recognise the expenditure needed for maintenance, health & safety, structural alterations needed, actual costs of placements and the development of the future business plan. Currently monthly running costs are £29,500 - 30,000. The very best practice for a charity is to have reserves of three months, so Trustees intend to acquire this level of reserves over the medium term by July 2014 through planned operational surplus and control of direct costs.

Trustees have monitored the reserves for 2013-14 running costs. The Trustees intend to achieve 3 months cash reserves by approximately July 2014.

**b. PRINCIPAL FUNDING**

**We have received sources of income from the following:**

Mr A Johnson

Littleport Life Magazine

Cambridge Regional College

Cambridgeshire Social Services

East Cambs District Council

National Autistic Society

---

**BRANCHING OUT LIMITED**  
**(A company limited by guarantee)**

---

**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2014**

---

Priory Group  
Huntingdon Regional College  
J A Williams  
Littleport Parish Council  
Mrs N Harlock  
Ms P Gardner  
Mr P Rumsey  
Wiser Recycling  
Fenland District Council  
Newslitter Ltd

**Donations were received from the following:**

Palmers of Soham  
Burrows Newsagents  
Well Heeled  
Mrs A Parry-Jones  
JDR Cable-Systems  
Easyfundraising Org  
Rotary Club at Chatteris  
Pye Foundation  
Fromalditoharrods.com  
Ely XT  
Anglia Ruskin University Students  
Sandra Neill  
King's School, Ely  
Charities Trust  
Courtney Pettifor  
Abcam  
Farthing Trust  
Donations in Memory of Joan Yearn  
Donations in Memory of Scott Morris  
Emily Armitage  
CD & E Widdowson

Other income is earned from a variety of sources, ranging from day provision, education, charity shops, to miscellaneous sales.

**The following people have worked voluntarily for Branching Out this year:**

Mrs Pat Olive	- Littleport Charity Shop
Cheryl Butler	- Littleport Charity Shop
Peggy Anderson	- Littleport Charity Shop
Kate Love	- Littleport Charity Shop
Carol Peterson	- Littleport Charity Shop
Julie Parker	- Littleport Charity Shop
Kenneth Parker	- Littleport Charity Shop
Anil Trikha	- Littleport Charity Shop
Alex Lee	- Littleport Charity Shop
Lewis Carrington	- Littleport Charity Shop
Karen Hunter	- Littleport Charity Shop
Claire Gordon	- Littleport Charity Shop
Amanda Nearney	- Littleport Charity Shop

---

**BRANCHING OUT LIMITED**  
**(A company limited by guarantee)**

---

**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2014**

---

Brent Taylor	- Going Out Group
Anne Broxham	- Horticulture and knit & natter
Anne Patte	- Chatteris Charity Shop
Carol Graves	- Chatteris Charity Shop
Yvonne Young	- Chatteris Charity Shop
Mercedes Dulson	- Chatteris Charity Shop
Michelle Fitzgerald	- Chatteris Charity Shop
Sue Marper	- Chatteris Charity Shop

In addition we should not forget that many of the staff and committee members volunteer for a variety of activities that help Branching Out to function as it is. Various staff members have been volunteering to run the Going Out Group in their free time and two Trustees have also volunteered to help with the Going Out Group and reception work. A huge thank you to everyone who has helped us to carry out what is very important work. Without this voluntary help many of these extra activities could not take place.

#### **Plans for the future**

##### **a. FUTURE DEVELOPMENTS**

The Charity plans to continue to provide the activities, already outlined, in the forthcoming years subject to satisfactory funding

Volunteer recruitment is a vital resource for the charity and steps are being taken to significantly increase the use of and recruitment of volunteers in the charity shops and in our work for the public benefit.

In 2014 extensive work was implemented to improve the facilities at the Head Office. This work included improving the frontage; greenhouse; redecorating the buildings; building a changing room; building an office; installing a sink for art and craft activities; an extension to the shed; storage; IT equipment; and new compost bins.

#### **TRUSTEES' RESPONSIBILITIES STATEMENT**

The Trustees (who are also directors of Branching Out for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of

---

**BRANCHING OUT LIMITED**  
**(A company limited by guarantee)**

---

**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2014**

---

the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**DISCLOSURE OF INFORMATION TO AUDITOR**

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charitable company's auditors . Under company law the Trustees must not approve the financial statements unless they are satisfied that they unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any information needed by the charitable company's auditors in connection with preparing their report and to establish that the charitable company's auditors . Under company law the Trustees must not approve the financial statements unless they are satisfied that they aware of that information.

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Trustees on 2 September 2014 and signed on their behalf by:

**Mr S McNeill**  
Secretary

**Mr A J McClelland**  
Trustee

---

**BRANCHING OUT LIMITED**  
**(A company limited by guarantee)**

---

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BRANCHING OUT LIMITED**

---

We have audited the financial statements of Branching Out Limited for the year ended 31 March 2014 set out on pages 11 to 24. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its members, as a body, for our audit work, for this report, or for the opinion we have formed.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS**

As explained more fully in the Trustees' responsibilities statement, the Trustees (who are also the directors of the charity for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

**SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**OPINION ON FINANCIAL STATEMENTS**

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2014 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**OPINION ON OTHER MATTER PRESCRIBED BY THE COMPANIES ACT 2006**

In our opinion the information given in the Trustees' report, incorporating the Strategic report, for the financial year for which the financial statements are prepared is consistent with the financial statements.

---

**BRANCHING OUT LIMITED**  
(A company limited by guarantee)

---

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BRANCHING OUT LIMITED**

---

**MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and to take advantage of the small companies' exemption in preparing the Trustees' report.

Paul Tatum (Senior statutory auditor)

for and on behalf of

**Whiting & Partners**

Chartered Accountants  
Statutory Auditors

George Court  
Bartholomew's Walk  
Ely  
Cambridgeshire  
CB7 4JW  
10 September 2014

**BRANCHING OUT LIMITED**  
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES**  
(incorporating income and expenditure account)  
**FOR THE YEAR ENDED 31 MARCH 2014**

	Note	Restricted funds 2014 £	Unrestricted funds 2014 £	Total funds 2014 £	Total funds 2013 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds:					
Voluntary income	2	-	10,059	10,059	11,411
Activities for generating funds	3	-	113,730	113,730	109,040
Investment income	4	-	675	675	226
Incoming resources from charitable activities	5	-	306,959	306,959	246,231
Other incoming resources	6	-	1,060	1,060	1,538
<b>TOTAL INCOMING RESOURCES</b>		-	<b>432,483</b>	<b>432,483</b>	<b>368,446</b>
<b>RESOURCES EXPENDED</b>					
Costs of generating funds:					
Costs of generating funds	7	-	94,836	94,836	86,235
Charitable activities		-	309,105	309,105	263,561
Governance costs	11	-	9,756	9,756	9,866
<b>TOTAL RESOURCES EXPENDED</b>	12	-	<b>413,697</b>	<b>413,697</b>	<b>359,662</b>
<b>NET SURPLUS/(DEFICIT) FOR THE YEAR</b>		-	<b>18,786</b>	<b>18,786</b>	<b>8,784</b>
<i>Total funds at 1 April 2013</i>		2,349	320,430	322,779	313,995
<b>TOTAL FUNDS AT 31 MARCH 2014</b>		<b>2,349</b>	<b>339,216</b>	<b>341,565</b>	<b>322,779</b>

The notes on pages 13 to 24 form part of these financial statements.

**BRANCHING OUT LIMITED**  
**(A company limited by guarantee)**  
**REGISTERED NUMBER: 03068661**

**BALANCE SHEET**  
**AS AT 31 MARCH 2014**

	Note	£	2014 £	£	2013 £
<b>FIXED ASSETS</b>					
Tangible assets	16		<b>219,159</b>		236,814
<b>CURRENT ASSETS</b>					
Debtors	17	<b>33,793</b>		26,380	
Cash at bank and in hand		<b>113,621</b>		90,203	
		<b>147,414</b>		116,583	
<b>CREDITORS:</b> amounts falling due within one year	18	<b>(9,413)</b>		(11,721)	
<b>NET CURRENT ASSETS</b>			<b>138,001</b>		104,862
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<b>357,160</b>		341,676
<b>CREDITORS:</b> amounts falling due after more than one year	19		-		(4,075)
<b>ACCRUALS AND DEFERRED INCOME</b>	20		<b>(15,595)</b>		(14,822)
<b>NET ASSETS</b>			<b>341,565</b>		322,779
<b>CHARITY FUNDS</b>					
Restricted funds	21		<b>2,349</b>		2,349
Unrestricted funds	21		<b>339,216</b>		320,430
<b>TOTAL FUNDS</b>			<b>341,565</b>		322,779

The financial statements have been prepared in accordance with the provisions applicable to small companies within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Trustees on 2 September 2014 and signed on their behalf, by:

**Mr A J McClelland**  
**Trustee**

The notes on pages 13 to 24 form part of these financial statements.

---

**BRANCHING OUT LIMITED**  
**(A company limited by guarantee)**

---

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2014**

---

**1. ACCOUNTING POLICIES**

**1.1 Basis of preparation of financial statements**

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in March 2005, applicable accounting standards and the Companies Act 2006.

**1.2 Company status**

The charity is a company limited by guarantee. The members of the company are the Trustees named on page . In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

**1.3 Fund accounting**

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

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

**1.4 Incoming resources**

All incoming resources are included in the Statement of financial activities when the charity has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

Donated services or facilities, which comprise donated services, are included in income at a valuation which is an estimate of the financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognised where there is no financial cost borne by a third party.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

---

**BRANCHING OUT LIMITED**  
**(A company limited by guarantee)**

---

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2014**

---

**1. ACCOUNTING POLICIES (continued)**

**1.5 Resources expended**

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

**1.6 Cash flow**

The financial statements do not include a Cash flow statement because the charitable charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under the Financial Reporting Standard for Smaller Entities (effective April 2008).

**1.7 Tangible fixed assets and depreciation**

All fixed assets are initially recorded at cost (including VAT where applicable).

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Freehold property	-	over 25 years (straight line basis)
L/Term Leasehold Property	-	over the term of the lease (straight line basis)
Plant & machinery	-	between 2 and 10 years (straight line basis)

**1.8 Leasing and hire purchase**

Assets obtained under hire purchase contracts and finance leases are capitalised as tangible fixed assets. Assets acquired by finance lease are depreciated over the shorter of the lease term and their useful lives. Assets acquired by hire purchase are depreciated over their useful lives. Finance leases are those where substantially all of the benefits and risks of ownership are assumed by the charity. Obligations under such agreements are included in creditors net of the finance charge allocated to future periods. The finance element of the rental payment is charged to the Statement of financial activities so as to produce a constant periodic rate of charge on the net obligation outstanding in each period.

**1.9 Operating leases**

Rentals under operating leases are charged to the Statement of financial activities on a straight line basis over the lease term.

Benefits received and receivable as an incentive to sign an operating lease are recognised on a straight line basis over the period until the date the rent is expected to be adjusted to the prevailing market rate.

**BRANCHING OUT LIMITED**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2014**

**1. ACCOUNTING POLICIES (continued)**

**1.10 Stocks**

Stocks are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks. Cost includes all direct costs and an appropriate proportion of fixed and variable overheads.

**1.11 Pensions**

The charity has a stakeholder pension scheme, which is now dormant. There have not been any contributions towards the scheme during the year.

**2. VOLUNTARY INCOME**

	Restricted funds 2014 £	Unrestricted funds 2014 £	Total funds 2014 £	<i>Total funds 2013 £</i>
Private donations	-	9,623	9,623	7,750
Gift aid donations and subsequent tax rebates	-	436	436	112
Press relief grant	-	-	-	700
Grants	-	-	-	270
Pimp my garden grant	-	-	-	2,000
Training grant	-	-	-	579
	-----	-----	-----	-----
Voluntary income	-	10,059	10,059	11,411
	=====	=====	=====	=====

**3. FUNDRAISING INCOME**

	Restricted funds 2014 £	Unrestricted funds 2014 £	Total funds 2014 £	<i>Total funds 2013 £</i>
Fundraising events	-	3,403	3,403	3,211
Littleport shop	-	78,537	78,537	73,065
Chatteris shop	-	24,016	24,016	23,000
Vending machine income	-	3,878	3,878	3,214
Rental income	-	3,824	3,824	6,550
Ebay	-	72	72	-
	-----	-----	-----	-----
	-	113,730	113,730	109,040
	=====	=====	=====	=====

**BRANCHING OUT LIMITED**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2014**

**4. INVESTMENT INCOME**

	Restricted funds 2014 £	Unrestricted funds 2014 £	Total funds 2014 £	<i>Total funds 2013 £</i>
Bank interest receivable	-	675	675	226
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

**5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

	Restricted funds 2014 £	Unrestricted funds 2014 £	Total funds 2014 £	<i>Total funds 2013 £</i>
HRC partnership	-	1,991	1,991	6,338
Client income	-	296,557	296,557	236,173
Horticulture	-	2,767	2,767	1,741
Recycling	-	5,644	5,644	1,979
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
	-	306,959	306,959	246,231
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

**6. OTHER INCOMING RESOURCES**

	Restricted funds 2014 £	Unrestricted funds 2014 £	Total funds 2014 £	<i>Total funds 2013 £</i>
Fuel duty rebate and transport income	-	765	765	953
Miscellaneous income	-	295	295	100
Profit(loss) on disposal of fixed assets	-	-	-	485
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
	-	1,060	1,060	1,538
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

**BRANCHING OUT LIMITED**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2014**

**7. COSTS OF GENERATING VOLUNTARY INCOME**

	Restricted funds 2014 £	Unrestricted funds 2014 £	Total funds 2014 £	Total funds 2013 £
Littleport Shop Purchases	-	12,030	12,030	8,663
Littleport Shop Trading Expenses	-	40,029	40,029	43,318
Chatteris Shop Purchases	-	1,051	1,051	1,245
Chatteris Shop Trading Expenses	-	23,233	23,233	25,921
Rental Property Expenses	-	12,182	12,182	626
Vending Machine Expenses	-	3,680	3,680	3,527
Fundraising Expenses	-	2,631	2,631	2,935
	-	94,836	94,836	86,235

**8. EXPENDITURE BY CHARITABLE ACTIVITY**

**SUMMARY BY EXPENDITURE TYPE**

	Staff costs 2014 £	Depreciation 2014 £	Other costs 2014 £	Total 2014 £	Total 2013 £
HRC partnership	1,371	153	484	2,008	6,629
Client income	203,758	22,676	72,194	298,628	247,387
Horticulture	1,898	211	674	2,783	5,167
Recycling	3,881	432	1,374	5,687	2,055
Woodwork	-	-	-	-	1,963
Contract work	-	-	-	-	360
	210,908	23,472	74,726	309,106	263,561

**9. ANALYSIS OF RESOURCES EXPENDED BY ACTIVITIES**

	Activities undertaken directly 2014 £	Support costs 2014 £	Total 2014 £	Total 2013 £
HRC partnership	1,634	373	2,007	6,629
Client income	243,235	55,393	298,628	249,710
Horticulture	2,267	516	2,783	5,167
Recycling	4,632	1,055	5,687	2,055
Total	251,768	57,337	309,105	263,561

**BRANCHING OUT LIMITED**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2014**

**10. SUPPORT COSTS**

	HRC partnership £	Client income £	Horticulture £	Recycling £	Total 2014 £	<i>Total</i> 2013 £
Wages and salaries	343	50,928	474	970	52,715	61,841
National insurance	30	4,465	42	85	4,622	5,435
	<u>373</u>	<u>55,393</u>	<u>516</u>	<u>1,055</u>	<u>57,337</u>	<u>67,276</u>

**11. GOVERNANCE COSTS**

	Restricted funds 2014 £	Unrestricted funds 2014 £	Total funds 2014 £	<i>Total</i> <i>funds</i> 2013 £
Audit fees	-	5,183	5,183	4,574
Financial advice and consultancy	-	4,573	4,573	5,292
	<u>-</u>	<u>9,756</u>	<u>9,756</u>	<u>9,866</u>

**BRANCHING OUT LIMITED**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2014**

**12. ANALYSIS OF RESOURCES EXPENDED BY EXPENDITURE TYPE**

	Staff costs 2014 £	Depreciation 2014 £	Other costs 2014 £	Total 2014 £	Total 2013 £
<b>Costs of generating funds:</b>					
Costs of generating voluntary income	-	-	94,836	94,836	82,081
Subtotal costs of generating funds	-	-	94,836	94,836	82,081
<b>Charitable activities:</b>					
HRC partnership	1,371	153	484	2,008	6,629
Client income	203,758	22,676	72,194	298,628	253,864
Horticulture	1,898	211	674	2,783	5,167
Recycling	3,881	432	1,374	5,687	2,055
Subtotal charitable activities	210,908	23,472	74,726	309,106	267,715
<b>Governance</b>	-	-	9,756	9,756	9,866
	<b>210,908</b>	<b>23,472</b>	<b>179,318</b>	<b>413,698</b>	<b>359,662</b>

**13. NET INCOME**

This is stated after charging:

	2014 £	2013 £
Depreciation of tangible fixed assets:		
- owned by the charity	23,472	29,534
Auditors' remuneration	5,183	4,574

During the year, no Trustees received any remuneration (2013 - £NIL).  
During the year, no Trustees received any benefits in kind (2013 - £NIL).  
During the year, no Trustees received any reimbursement of expenses (2013 - £NIL).

---

**BRANCHING OUT LIMITED**  
(A company limited by guarantee)

---

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2014**

---

**14. STAFF COSTS**

Staff costs were as follows:

	<b>2014</b>	<i>2013</i>
	<b>£</b>	<b>£</b>
Wages and salaries	<b>196,880</b>	<i>166,768</i>
Social security costs	<b>14,028</b>	<i>11,554</i>
	<hr/> <b>210,908</b> <hr/>	<hr/> <i>178,322</i> <hr/>

The average monthly number of employees during the year was as follows:

	<b>2014</b>	<i>2013</i>
	<b>No.</b>	<i>No.</i>
Charitable activity staff	<b>11</b>	<i>11</i>
Fundraising trading staff	<b>5</b>	<i>6</i>
Administrative staff	<b>3</b>	<i>3</i>
	<hr/> <b>19</b> <hr/>	<hr/> <i>20</i> <hr/>

No employee received remuneration amounting to more than £60,000 in either year.

**15. TAXATION**

Branching Out Limited is a registered charity and is therefore exempt from liability to taxation on its income and capital gains.

**BRANCHING OUT LIMITED**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2014**

**16. TANGIBLE FIXED ASSETS**

	Freehold property £	L/Term Leasehold Property £	Plant & machinery £	Total £
<b>Cost</b>				
At 1 April 2013	113,262	233,027	97,248	443,537
Additions	-	-	5,817	5,817
At 31 March 2014	<u>113,262</u>	<u>233,027</u>	<u>103,065</u>	<u>449,354</u>
<b>Depreciation</b>				
At 1 April 2013	32,748	100,959	73,016	206,723
Charge for the year	4,684	9,687	9,101	23,472
At 31 March 2014	<u>37,432</u>	<u>110,646</u>	<u>82,117</u>	<u>230,195</u>
<b>Net book value</b>				
At 31 March 2014	<u>75,830</u>	<u>122,381</u>	<u>20,948</u>	<u>219,159</u>
At 31 March 2013	<u>80,514</u>	<u>132,068</u>	<u>24,232</u>	<u>236,814</u>

**17. DEBTORS**

	2014 £	2013 £
Trade debtors	23,682	19,711
Other debtors	4,188	987
Prepayments and accrued income	5,923	5,682
	<u>33,793</u>	<u>26,380</u>

**18. CREDITORS:  
Amounts falling due within one year**

	2014 £	2013 £
Net obligations under finance leases and hire purchase contracts	4,075	5,260
Trade creditors	1,687	2,857
Other taxation and social security	3,456	3,405
Other creditors	195	199
	<u>9,413</u>	<u>11,721</u>

**BRANCHING OUT LIMITED**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2014**

**19. CREDITORS:**

**Amounts falling due after more than one year**

	<b>2014</b>	<b>2013</b>
	£	£
Net obligations under finance leases and hire purchase contracts	-	4,075
	<u>          </u>	<u>          </u>

**20. ACCRUALS AND DEFERRED INCOME**

	<b>2014</b>	<b>2013</b>
	£	£
Accruals and deferred income falling due within one year	<b>15,595</b>	14,822
	<u>          </u>	<u>          </u>

**21. STATEMENT OF FUNDS**

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers in/out £	Carried Forward £
<b>Designated funds</b>					
Fixed asset fund	236,815	-	-	(17,656)	219,159
Emergency operating reserve	66,379	-	-	20,000	86,379
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
	<b>303,194</b>	-	-	2,344	<b>305,538</b>
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>General Funds</b>					
General Funds	17,236	432,483	(413,697)	(2,344)	33,678
Total Unrestricted funds	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
	<b>320,430</b>	<b>432,483</b>	<b>(413,697)</b>	-	<b>339,216</b>
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Restricted funds</b>					
Restricted funds	2,349	-	-	-	2,349
Total of funds	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
	<b>322,779</b>	<b>432,483</b>	<b>(413,697)</b>	-	<b>341,565</b>
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

**BRANCHING OUT LIMITED**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2014**

**SUMMARY OF FUNDS**

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers in/out £	Carried Forward £
Designated funds	303,194	-	-	2,344	305,538
General funds	17,236	432,483	(413,697)	(2,344)	33,678
	<u>320,430</u>	<u>432,483</u>	<u>(413,697)</u>	<u>-</u>	<u>339,216</u>
Restricted funds	2,349	-	-	-	2,349
	<u>322,779</u>	<u>432,483</u>	<u>(413,697)</u>	<u>-</u>	<u>341,565</u>

**22. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Restricted funds 2014 £	Unrestricted funds 2014 £	Total funds 2014 £	Total funds 2013 £
Tangible fixed assets	-	219,161	219,161	236,815
Current assets	2,349	145,063	147,412	116,583
Creditors due within one year	-	(9,413)	(9,413)	(11,722)
Creditors due in more than one year	-	-	-	(4,075)
Accruals and deferred income	-	(15,595)	(15,595)	(14,822)
	<u>2,349</u>	<u>339,216</u>	<u>341,565</u>	<u>322,779</u>

**23. OPERATING LEASE COMMITMENTS**

At 31 March 2014 the charity had annual commitments under non-cancelable operating leases as follows:

	Land and buildings 2014 £	2013 £	2014 £	Other 2013 £
<b>Expiry date:</b>				
Within 1 year	281	281	1,104	-
Between 2 and 5 years	-	-	-	1,104
After more than 5 years	3,025	3,025	-	-
	<u>3,025</u>	<u>3,025</u>	<u>1,104</u>	<u>1,104</u>

---

**BRANCHING OUT LIMITED**  
(A company limited by guarantee)

---

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2014**

---

**24. TRUSTEES' PERSONAL GUARANTEES**

Branching Out Limited is a company limited by guarantee and has no share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 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.

**25. RELATED PARTY TRANSACTIONS**

No Trustees received any emoluments during this year or last.

The aggregated amount of expenses reimbursed during the year to 1 Trustee was £92 (2013 £46), which was for travel expenditure.

**26. CONTROLLING PARTY**

The company is controlled by the Trustees.