

FOCUS

Annual Report & Financial Statements

For the year ending
31 March 2013

FOCUS Charity

Charity Number 1068467

Company Number 3491993

(A Company Limited by Guarantee and not having a share capital)

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1. Trustees' (Directors') Report

The Trustees present their report and financial statements for the year ending on the 31st March 2013.

The report and financial statements have been prepared in accordance with the Memorandum and Articles of Association and the recommendations of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' 2005 and comply with applicable law.

On 13th January 1998 FOCUS Charity was incorporated under the Companies Act as a private limited company (company number 3491993), governed by a Memorandum and Articles of Association and on the 5th March 1998 was registered as a charity (registered number 1068467). On the 1st July 1998 the new company absorbed the assets, liabilities and activities of FOCUS, the previous charitable trust, whose net funds amounted to £83,869.

On 1st October 1993 FOCUS had been constituted under a Trust Deed and registered as a charity (registered number 1028637). As of that date the Trust absorbed the assets, liabilities and activities of the Bridge Programme whose net funds amounted to £65,900.

Please note

Further copies of our Annual Report and Financial Statements 2013, and other documents relating to FOCUS can be downloaded from our website:

www.focus-charity.co.uk

or obtained from our office:

FOCUS, 73 Churchgate, Leicester, LE1 3AN. Tel: 0116 251 0369

2. Our Vision, Mission, Aims and Values

Our Vision...

Is of a society in which individuals feel inspired and empowered to have a positive impact in their communities.

Our Mission...

We support young people to develop the skills, confidence and aspirations to lead fulfilling lives and to make a positive contribution to their communities.

Our Aims...

- To provide opportunities for growth, learning and development that are fun and inspiring.
- To support the development of self-awareness, self-confidence, self-belief and self-esteem for all of our programme participants, volunteers and staff.
- To enable individuals to develop skills that are relevant to them such as communication, negotiation, task-management, problem-solving and teamworking.
- To facilitate improved relationships between individuals and groups.
- To foster a positive appreciation of the uniqueness of individuals, their beliefs, backgrounds, abilities and experiences.
- To develop an improved understanding of communities, their value and individuals' importance to them.

Our Core Values...

As an organisation, we hold a set of values that underpin everything we do. These are:

- *Passion* – we hold a passionate belief in the potential that exists within all people and that our efforts can help to realise it
- *Hard work* – we will strive to offer the best possible service to all people
- *Creativity* – we will always look to improve on and develop what we do
- *Risk-taking* – we will take calculated risks in our work, if the benefits justify
- *Young people centred* – we will consider the needs and wants of young people in everything we do and we will champion their cause
- *Quality* – we will take due care to ensure that our work has a positive effect on all those people with whom we work
- *Respect* – we will always take care to consider the individuality of the people with whom we work and to be inclusive and accepting of them

These values are supported by a belief that our lives are not pre-determined and that our destinies are in our own hands. The decisions we make will determine the direction our lives take. This is true for all people, but is especially important for young people making the transition to adulthood. These decisions are most often taken following key moments and events in our lives.

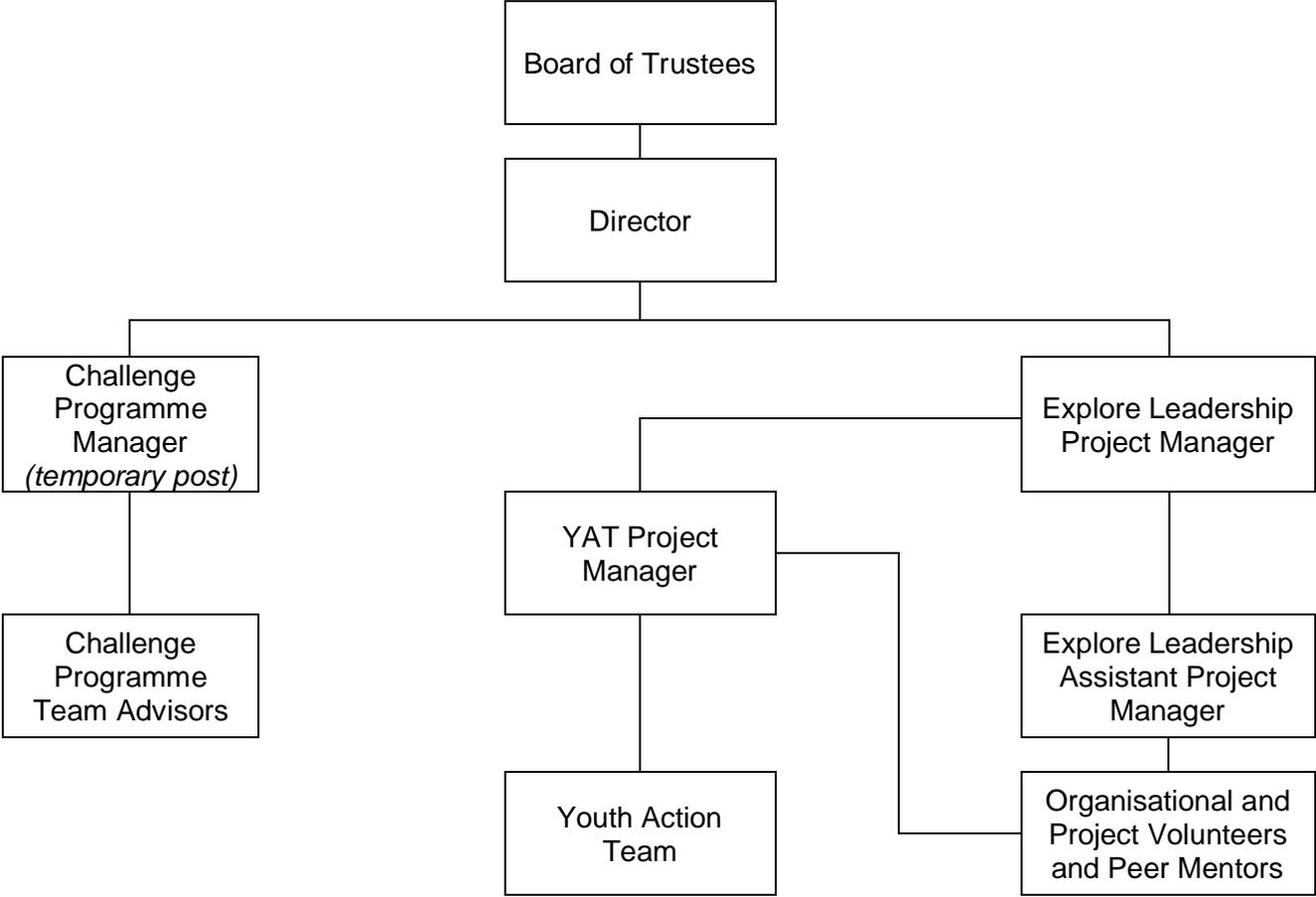
At FOCUS we believe that anyone with whom we come into contact can be provided with such a key moment in their life. We must always believe that we are about to be presented with an opportunity to 'switch on a light' and support someone in making an important life decision.

Therefore, if we carry out our duties with passion, hard work, creativity, risk-taking, quality, respect, and with young people at the centre of our work, we can have a significantly positive effect on the

lives of those people. Conversely, if we do not carry out our duties in this way, we could potentially have a detrimental effect or simply miss a great opportunity.

3. Organisational Structure

During 2012/13 the following organisational structure was in place:



During 2012/13, 8 trustees governed FOCUS. They include 4 former FOCUS volunteers, of which 3 are also former programme participants, with a wide range of skills, backgrounds and experiences.

During the year 57 volunteers, who took on both organisational and project roles, such as supporting the preparation of our programme materials or acting as project team members, additionally supported the organisation. Further details of the contribution of our volunteers are provided in Section 9 – The Value of Volunteering.

Throughout 2012/13 our Youth Action Team, comprising approximately 50 young people, aged 16 – 25 and including those who had experienced each of our projects, met weekly to discuss organisational and project-specific topics. This forum acted as an advisory body to our staff team and their views were fed to the Board regularly.

4. Company Secretary and Principal Officer

Company Secretary:

Tim Bye

Director (Principal Officer):

Matt Lilley

5. Registered Company and Charity information

According to its Memorandum of Association, FOCUS' objects are:

- a) to provide or assist in the provision of facilities for recreation or other leisure time occupation in the interests of social welfare with the object of improving conditions of life for the persons for whom the facilities are primarily intended and who have need of such facilities by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances; and
- b) to advance the education of children and disabled adults in particular through the organisation and management of team based projects in the local community.

In delivering these objects, during 2012/13 FOCUS specifically targeted its service provision at young people, aged 13 – 25, who are experiencing, or at risk of experiencing disadvantage.

On 25th February 2013 the trustees approved a special resolution to amend the charity's Articles of Association. This resolution enables the board to dismiss a trustee who has not been attending meetings, ends the requirement on trustees to retire by rotation, and enables the board to assign signatories including senior staff to the charity's bank account.

Registered Office:

FOCUS, 73 Churchgate, Leicester, LE1 3AN

FOCUS is a company limited by guarantee, Focus Charity Limited, number: **3491993**.

FOCUS is a registered charity, number: **1068467**.

6. Trustees (Directors) and their interests

The following served as Trustees and Directors of the charitable company during 2012/13:

- Mark Bennett (Chair)
- Steven Walker
- Shanveer Hare
- Lisa Egan
- Tim Bye (Hon. Treasurer & Secretary since 1 September 2012)
- Daniel Hyde (resigned 1 September 2012)
- Thea Mills (resigned 17 April 2013)
- Norman Riches (resigned 8 October 2013)

At no time during the year did any of the Trustees hold any interests in the Company.

7. Recruitment, Selection and Induction of New Trustees (Directors)

The recruitment and selection of new members of the Board of Trustees is the responsibility of the Board.

The selection process includes: Advertising positions as widely as possible in order to attract applicants from a range of backgrounds. Applicants are invited to submit their Curriculum Vitae, along with a supporting letter outlining their suitability for the role. Short-listed candidates are then invited to attend a Board meeting as an observer. Following this, the Trustees meet to discuss each applicant and those who are felt to fulfil their criteria are invited to join the Board, subject to appropriate checks and references.

Trustees' induction is carried out on an individually tailored basis, taking account of previous knowledge of the organisation and the specific role performed by each new trustee.

8. Statement of Trustees' Responsibilities

The trustees (who are also the directors of the company 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 which 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 net income or 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 judgements and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is aware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

9. The Value of Volunteering

During 2012/13, FOCUS' volunteers provided 3,547 hours of support to the charity. This equates to an in-kind value of **£45,011** worth of volunteering. This figure is based upon an average national hourly rate of £12.69, as published by the Office for National Statistics. The financial value of volunteers' contributions to FOCUS during the year is the equivalent of 34% of our expenditure and demonstrates the great importance of our volunteers to the organisation.

FOCUS is committed to promoting the benefits of volunteering, both to the individual volunteer and to the community at large. We will continue to develop new and innovative volunteering opportunities within our organisation and involve our volunteers in all areas of our activities and governance.

There are currently over 200 volunteers on our database, of whom 57 were actively involved in volunteering during 2012/13.

10. Fundraising Strategy and Performance

Our main aim during 2012/13 was to achieve financial stability. The continuation of central and local government cuts, the rise in applications to trusts and foundations, and the pressures on individual donations have conspired to make fundraising very difficult throughout the voluntary sector. We therefore decided that funding our core work was our priority and that we would not seek to grow during the year.

Our major sources of funding during the year were a grant from the Paul Hamlyn Foundation, now in its second year, towards our Explore Leadership Project; a contract to deliver our Challenge Programme for the Somali Community Parents Association, again in its second year; a Young Roots grant from the Heritage Lottery Fund for our Youth Action Team's Leicestival Project; and a grant for our core costs from the Garfield Weston Foundation.

Additionally in the year we were delighted to receive confirmation of an unrestricted, three-year grant from the Michael Bishop Foundation, although the first instalment will not be paid until 2013/14.

In addition to our major grants, funding was also received from the Trusthouse Charitable Trust, the Big Lottery Fund's Awards for All scheme and a number of other corporate and trust funds.

11. Statement of Public Benefit

All of FOCUS' activities, as described below, are provided for young people aged 13 – 25; with a specific focus on those from 'disadvantaged' backgrounds, disabled young people and those with additional support needs. Our activities all have charitable purposes and are for public benefit.

12. Review of Activities

During 2012/13 we worked with a total of 421 young people through a range of projects and individual support. We have continued to deliver our longest-running programme, the Challenge Programme, along with our increasingly popular Explore Leadership Project and have added a new project, The Year of the Leicestival, to our work with our Youth Action Team.

Explore Leadership

Our Explore Leadership project was launched in 2011 and provides an opportunity for young people to develop a range of leadership skills in order to recruit and lead a team of their peers through a project for the benefit of their local community.

During 2012/13 two cohorts of young leaders were recruited, with our training residentials running in April and October 2012. The residentials offered each of the young leaders an opportunity to practice leading their peers through activities that ranged from tackling an assault course to planning an activity that encouraged local people to switch to Fairtrade products.

"This project is extremely helpful to young people and should be supported. Students have definitely gained in confidence and improved their self-esteem. It's helped them to develop independence, to show initiative and to become more rounded individuals. It reminds all of us that young people care a great deal about the world and that too many young people have an undeserved reputation for being selfish."

Bernie Green, Principal, Crown Hills Community College, Leicester

The two cohorts provided a total of 27 places for young leaders. Following their training residential each young leader was supported to recruit a team of their peers, which they then led through the

process of planning and delivering a project for the benefit of their local community. Between them, the young leaders recruited 172 of their peers.

The community projects that the young leaders and their peers undertook were varied and all based upon the personal interests of the young people. For example, one young leader worked with her friends to produce a dance performance, which they performed to raise money for a local children's hospice; another ran an awareness raising campaign of the dangers of alcohol addiction; and a third used her budget to bake pizzas that she and her team sold to raise money for VISTA, a local charity supporting people with visual impairments.

Our evaluation of the project provided details of improvements in a range of skills, including:

- 92% reported a significant improvement in their leadership skills
- 82% were able to describe how they had improved their project management skills
- 100% felt that they were better able to work in a team
- 91% reported an increase in their ability to solve problems
- 73% reported improved negotiation and influencing skills

A key development we made to the project this year was the introduction of peer mentors to support the young leaders. Recruited from amongst former project participants, 6 peer mentors were trained to assist our staff in the delivery of the project. They attended the training residentials and were then partnered with 1 or 2 young leaders each, whom they met with on a regular basis to help them to apply what they had learned and to see their project through to completion.

Challenge Programme

Throughout 2012/13 we have continued to work with the Somali Community Parents Association (SOCOPA) to deliver the Challenge Programme. This partnership project takes place in the three half-term holidays, with FOCUS delivering Challenge during the summer and autumn half-terms and SOCOPA providing a series of workshops during the spring half-term. SOCOPA are also responsible for recruitment of the young people and for maintaining on-going contact with them outside of the project delivery periods.

In June 2012 we worked with 80 young people, who took on a range of community projects across the city. These included, for example:

- Marketing and distributing Down Not Out, a newsletter written and edited by local homeless people
- Raising awareness of and recruiting new members for iWitness Theatre, a youth theatre and dance group
- Producing art works inspired by the Queen's Diamond Jubilee for a local care home for the elderly
- Creating a film following each of the other teams of young people as they carried out their community projects

Each team of young people was supported by a Team Advisor (a trained facilitator) and was provided with a range of resources and tools, a small budget and a thorough risk assessment of their project. The Team Advisors provided coaching to the young people in the roles they each took on in their team, these included Team Leader, Assistant Team Leader, Resources Manager, Publicity Officer, Finance Manager. Each young person was provided with a role description, person specification and a set of tips and hints on how to get the most from their role.

"I'm now a lot more confident than I was before. I'm better at talking to other people, I know how to make sure everything gets done and I think I was a good Team Leader. I think other people should do this as you get a chance to do things you wouldn't normally do."

Fatima, aged 13

In October 2012 72 young people took part in the project. We took a slightly different approach to sourcing the community projects for this half-term, working with the local housing officers in the St Matthews estate, where the majority of young people live. Due to budget cuts, some areas of the

estate have suffered from neglect and many of the communal garden areas have become very overgrown with weeds.

The young people took on seven garden areas, which they cleared of weeds, dug over and then planted with herbs, fruit bushes and fruit trees. They also produced some small display panels with recipes and tips for using each of the herbs and fruits. The aim of this project was to bring the gardens into use for local residents and encourage them to maintain and continue to cultivate them.

One team of young people was responsible for raising awareness of the project and promoting the use of the gardens. During the week many local residents visited the gardens and were very supportive of the project, this included a local councillor who supported the idea that the young people might take on the gardens in the longer-term. Although this proposal was taken further and the local housing officers also supported it, we were not able to gain the backing of the local council to establish it.

At the end of each week of the project the young people planned and delivered a presentation to the other young people, representatives of the community groups they had supported, along with the young people's parents and other invited members of the Somali community.

"It was great to come and hear the learning from the young people [at their Challenge Programme presentation] this afternoon. We were impressed by their enthusiasm and the quality of their work, and we have all said that we would welcome the opportunity to work with them again. The group were well facilitated by their friendly and encouraging Team Advisers, Nicole and Cara. Thanks for the opportunity to get involved. We will feature the project in the next edition of the magazine, and look forward to working with you on the draft."

Monica Hingorani, Down Not Out Project Coordinator, Action Homeless

At the point of recruitment onto the programme the young people each completed a 'starting points questionnaire' to assess their base levels of confidence and ability in a range of skill areas. This process was undertaken again at the end of their involvement. This evaluation produced the following results:

- An average of a 47% increase in their verbal communication skills
- An increase of 46%, on average, in their confidence to lead a team of their peers
- A 29% average increase in their task management skills
- An average of a 61% increase in their confidence in planning and delivering a public presentation
- An increase of 33% in their awareness of their responsibilities within their community

"This course has really helped my communication and I feel like I'm much more part of my community than I did before. I've got better at persuading and influencing people too, although I now know I've got to meet them half way."

Yacqub, aged 14

Youth Action Team

Having been relaunched in February 2012, our Youth Action Team (YAT) has grown and developed throughout this year. 40 young people have been involved during the year with an average of 20 attending our weekly Wednesday evening meetings.

"At the time [of attending my first FOCUS project] I had really low self-esteem, due to being frequently bullied... FOCUS has really helped me to come out of my shell and importantly, actually like myself."

Dan, former participant and current volunteer

During the first half of the year the group working in two sub-groups to focus on social media and fundraising. The main emphasis for the social media team has been the redesign and

development of our website. This project has been a great success and has seen one member of the YAT develop a new and more interactive site for us.

The fundraising team have recently secured funding to enable us to deliver six Outside The Box sessions for other youth organisations. These sessions are led by YAT members and help other young people to understand the benefits and barriers to youth volunteering through a fun and interactive workshop. We plan that these will be delivered during 2013.

The fundraising team's biggest success of the year has been the development of an application to The Heritage Lottery Fund's Young Roots grant scheme. This process began with a discussion between YAT members regarding the lack of pride they perceived that many young people have in the city of Leicester. They set out to address this issue through a project that would highlight the diversity of food available in the city and the range of cultural festivals that take place each year.

We were successful in securing a £37,900 grant from the Heritage Lottery Fund for our Year of the Leicestival Project, which will run until February 2014. This project will enable our YAT to support six cultural festivals throughout 2013, by volunteering during the preparations for the festivals and on the day they take place. In return they hope to learn about the history of each festival and how it has developed in Leicester. They will also learn to cook some of the recipes that are at the heart of the festivals.

Their year will culminate in an exhibition of photos of their project at the Leicester People's Photographic Gallery, which will also include the showing of a film that they will make and the presentation of an 'almanac' containing photos, stories, recipes and information about each festival. Finally, they will prepare a feast for approximately 100 invited guests involving recipes for all six festivals.

The project was launched with the Chinese New Year celebrations, with YAT members working as stewards and marshals on the day. They also conducted interviews with exhibitors and visitors, including the City Mayor, Sir Peter Soulsby.

During 2013/14 the young people will attend a further 5 festival. Vaisakhi is a Sikh festival that attracts 15,000 people to a parade through the streets of Leicester, during which food is given out in celebration of the founding of the principles of Sikhism. Members of our YAT will be helping to prepare food in advance of the parade and will also act as marshals and stewards on the day. Leicester's Caribbean Carnival is the third largest event of its type in the UK and the young people will help support it in a range of ways, including working with the organising committee to plan the day. Eid al-Adha is a Muslim festival that is largely celebrated privately within families and in Mosques. Muslim members of our YAT will create video diaries of their involvement in the festival. Leicester's Diwali celebrations are the largest outside of India and bring a huge number of Hindus together for the formal switching on of the city's lights. The young people will again help with organisations and will support a number of Hindu Temples in coordinating the huge crowds. Finally, the young people will volunteer at a number of Christmas events including a food bank and the city's Christmas food market.

Other Activities

One of the most important activities we have undertaken this year is to consult with young people about their current needs, the issues they feel that young people are facing and their perceptions of their communities. We trained members of our Youth Action Team as well as a group of 14 young people undertaking the National Citizen Service to interview members of the public using a questionnaire. In total 276 young people were interviewed over a two-week period. The results of this consultation included:

- 50% of young people felt that there were not enough activities available for young people outside of school or college
- 18% of respondents did not usually feel happy
- 26% did not have a role model in their lives

- 35% did not feel motivated to get involved in their community, with only 11% feeling that they were already involved and included in their community
- 39% had never been offered the opportunity to volunteer
- Only 30% felt that young people were generally viewed positively in their community
- Only 16% felt that young people had enough power to positively change their community

The full details of this consultation have been published on our website.

In October 2012 we were invited to deliver a workshop for teachers at a national conference organised by the Paul Hamlyn Foundation. Our workshop focused on using residential projects to develop communication skills for pupils. In April 2012 we were invited to join the steering committee of Y-Pod, a joint project run by Leicester YMCA and Leicester City Council to provide a holistic package of support to care leavers and young offenders; a role we fulfilled until the project was launched and fully operational in December 2012.

In January 2013 our Director was appointed to the Children's Trust Board for Leicester as a voluntary sector representative. This forum brings together policy makers from the City Council, Health Authority, Police, Education Authority and voluntary sector to develop strategies and allocate resources for all children's and young people's services. He has also continued to work with other voluntary sector organisations to develop a Children's Manifesto for Leicester and Leicestershire. He has been appointed to a 'task and finish' group to improve the skills of the local children's sector workforce, and sits on an interview panel to appoint voluntary sector representatives to a range of local boards and committees.

A significant development for us this year has been the redesign of our website. The previous site had become out-dated and was largely static, containing information about our projects, but only updated infrequently. The new site has been designed by Brian Hillier, a member of our Youth Action Team.

Brian worked with our staff team and with other members of the YAT to create a site that is more interactive than its predecessor and includes an Alumni section, which contains photos and stories from past projects and also a Timeline which will show key dates and events in our history. The site also links directly to our Twitter, Facebook and YouTube pages, enabling us to better manage our social media strategy.

13. Future Plans and Strategy

During 2013 and 2014 we will continue to work with consultants from NCVO to further develop our strategic plans and to implement a fundraising and income generation strategy that will ensure that we can implement them. One of our funders has agreed to fund this process over a two-year period. This will include developing plans for sustainable growth and a strategy for fundraising and income generation from a range of sources.

Our strategic plans will build on the plans developed in our Business Plan for 2013. In addition to setting goals for our project development and delivery, which included partnership and collaborative work, it also set out our goals for the development of our networking and promotional activities and for the continued development of our staff and volunteer skills base.

14. Risk Assessment

The staff and trustees of FOCUS have given consideration to the major risks to which FOCUS may be exposed and have produced a detailed risk assessment and management plan covering all of our activities. During 2012/13, our Risk Policy and Risk Register, covering issues of organisational governance were regularly reviewed by the Board of Trustees at their quarterly meetings, and

revised as necessary. Throughout the year it was clear that the most significant risk to our organisation was the economic recession and the Board has carefully monitored this situation.

15. Reserves

On 1 April 2012, FOCUS' unrestricted reserve stood at £27,822. This level of reserves was considered sufficient by the Board of Trustees to cover all potential liabilities over a 6 month period. By 31 March 2013, this figure had fallen to £10,168, which is equivalent to 2 - 3 months of unrestricted expenditure. The Trustees aim to maintain a level of unrestricted reserves equivalent to 3 – 6 months of unrestricted expenditure throughout 2013/14 and have implemented actions to address this.

16. Independent Examiner and Principal Bankers

Our Independent Examiners in 2012/13 were:

Peters, Elworthy and Moore
Salisbury House
Station Road
Cambridge
CB1 2LA

Our Principal Bankers in 2012/13 were:

CAF Bank Ltd
Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

Signed on Behalf of FOCUS:

Mark Bennett, Chair of Trustees

Date:

Tim Bye, Hon. Treasurer

Date:

FOCUS CHARITY
(A company limited by guarantee)

INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2013

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF FOCUS CHARITY

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

BASIS OF INDEPENDENT EXAMINER'S REPORT

FOCUS CHARITY
(A company limited by guarantee)

INDEPENDENT EXAMINER'S REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2013

INDEPENDENT EXAMINER'S STATEMENT

FOCUS CHARITY
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(incorporating income and expenditure account)
FOR THE YEAR ENDED 31 MARCH 2013

	Restricted Special Projects Fund 2013 £	Unrestricted funds 2013 £	Total funds 2013 £	Total funds 2012 £
Note				
INCOMING RESOURCES				
Incoming resources from generated funds:				
Voluntary income				
Activities for generating funds				
Investment income				
Incoming resources from charitable activities				
Other incoming resources				
TOTAL INCOMING RESOURCES				
RESOURCES EXPENDED				
Costs of generating funds:				
Costs of generating voluntary income				
Charitable activities				
Governance costs				
TOTAL RESOURCES EXPENDED				
NET INCOME / (EXPENDITURE) BEFORE TRANSFERS				
Transfers between Funds				
NET MOVEMENT IN FUNDS FOR THE YEAR				
Total funds at 1 April 2012				
TOTAL FUNDS AT 31 MARCH 2013				

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

FOCUS CHARITY
 (A company limited by guarantee)
 REGISTERED NUMBER: 3491993

BALANCE SHEET
 AS AT 31 MARCH 2013

	Note	£	2013 £	£	2012 £
FIXED ASSETS					
Tangible assets					
CURRENT ASSETS					
Debtors					
Cash at bank					
CREDITORS: amounts falling due within one year					
NET CURRENT ASSETS					
NET ASSETS					
CHARITY FUNDS					
Restricted special projects fund					
Unrestricted funds					

The Trustees consider that the Company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the Company to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for ensuring that the Company keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the Company as at 31 March 2013 and of its net incoming resources for the year then ended in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to the financial statements so far as applicable to the Company.

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime 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 XX XXXXXXXX 2013 and signed on their behalf, by:

Mark Bennett

Tim Bye

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

FOCUS CHARITY
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013

1. ACCOUNTING POLICIES
 - 1.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS
 - 1.2 CASH FLOW STATEMENT
 - 1.3 COMPANY STATUS
 - 1.4 FUND ACCOUNTING

FOCUS CHARITY
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013

1. ACCOUNTING POLICIES (continued)
 - 1.5 INCOMING RESOURCES
 - 1.6 RESOURCES EXPENDED
 - 1.7 GOING CONCERN

FOCUS CHARITY
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013

1. ACCOUNTING POLICIES (continued)

1.8 CAPITAL EXPENDITURE

Small items of office equipment and activity apparatus are written off to the Income and Expenditure Account as incurred. Other capital purchases costing more than £250 are capitalised and depreciation is provided to write off the cost of tangible fixed assets over their estimated useful lives by equal annual installments at the following rates:

Computers and equipment - 33.3% straight line

Donated assets are capitalised at a value equivalent to market value at the date of donation.

FOCUS CHARITY
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013

2. GRANTS/DONATIONS

Grants/Donations include the following amounts over £1,000:

	12 months to 31 March 2013 £	12 months to 31 March 2012 £
Incoming resources from charitable activities		
Total incoming resources from charitable activities	_____	_____
Voluntary income	_____	_____
Total voluntary income	_____	_____
Incoming resources from Charitable Activities (Consultancy income)	_____	_____
Total	=====	=====

FOCUS CHARITY
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013

3. NET INCOME / (EXPENDITURE)

This is stated after charging:

	12 months to 31 March 2013	12 months to 31 March 2012
	£	£
Depreciation of tangible fixed assets: - owned by the charity		
Independent Examiner's fees		
Accountancy fees		
	_____	_____

During the year, no Trustees received any remuneration (2012 - £NIL)

During the year, no Trustees received any benefits in kind (2012 - £NIL)

During the year, 1 Trustees received reimbursement of expenses amounting to £XXX (2012 - £118).

4. STAFF COSTS

Staff costs were as follows:

	12 months to 31 March 2013	12 months to 31 March 2012
	£	£
Wages and salaries		
Social security costs		
	_____	_____

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

	12 months to 31 March 2013	12 months to 31 March 2012
	No.	No.
		4
	_____	_____

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

FOCUS CHARITY
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013

5. EXPENDITURE BY CHARITABLE ACTIVITY

SUMMARY BY FUND TYPE

	Restricted Special Projects Fund 2013 £	Unrestricted funds 2013 £	Total funds 2013 £	Total Funds 2012 £
Activities Undertaken	_____	_____	_____	_____

6. ANALYSIS OF RESOURCES EXPENDED BY ACTIVITIES

	Activities undertaken directly 2013 £	Support costs 2013 £	Total 2013 £	Total 2012 £
Activities Undertaken	_____	_____	_____	_____

7. DIRECT COSTS

	Activities Undertaken £	Total 2013 £	Total 2012 £
	_____	_____	_____
	_____	_____	_____

FOCUS CHARITY
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013

8. SUPPORT COSTS

	Activities Undertaken £	Total 2013 £	12 months to 31 March 2012 £
Staff Costs			
Administration			
Bank Charges			
Depreciation			
Loss of disposal on fixed assets			
Wages and salaries			
National Insurance			

9. ANALYSIS OF RESOURCES EXPENDED BY EXPENDITURE TYPE

	Staff costs 2013 £	Other costs 2013 £	Total 2013 £	Total 2012 £
Costs of generating voluntary income				
COSTS OF GENERATING FUNDS				
Activities undertaken				
Governance				

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013

10. TANGIBLE FIXED ASSETS

	Office equipment £
COST	
At 1 April 2012	
Disposals	
At 31 March 2013	<hr/>
DEPRECIATION	
At 1 April 2012	
Charge for the year	
On disposals	
At 31 March 2013	<hr/>
NET BOOK VALUE	
At 31 March 2013	<hr/>
At 31 March 2012	<hr/> <hr/>

FOCUS CHARITY
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013

11. DEBTORS

	2013 £	2012 £
Other debtors and prepayments		
Prepayments and accrued income		
	<hr/>	<hr/>
	<hr/>	<hr/>

12. CREDITORS:
AMOUNTS FALLING DUE WITHIN ONE YEAR

	2013 £	2012 £
Social security and other taxes		
Accruals and deferred income		
	<hr/>	<hr/>
	<hr/> <hr/>	<hr/> <hr/>

FOCUS CHARITY
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013

13. STATEMENT OF FUNDS

	Brought Forward £	Incoming Resources £	Resources Expended £	Transfers in/out £	Carried Forward £
UNRESTRICTED FUNDS					
General Funds -all funds	_____	_____	_____	_____	_____
RESTRICTED FUNDS					
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
Total of funds	=====	=====	=====	=====	=====

FOCUS CHARITY
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted Special Projects Fund 2013 £	Unrestricted funds 2013 £	Total funds 2013 £	Total Funds 2012 £
Tangible fixed assets				
Current assets				
Creditors due within one year				

15. OPERATING LEASE COMMITMENTS

The lease for the rental of the offices the charitable company operates from expired in June 2010. A new lease has not been signed and the charitable company now has a verbal agreement in place with the landlord to pay rent at the same rate as in previous years.

	Land and buildings 2013 £	2012 £
EXPIRY DATE:		
Within 1 year		

16. RELATED PARTY TRANSACTIONS

There were no related parties or related party transactions during the year to 31 March 2013.