

**Bromley Y**  
**FINANCIAL STATEMENTS**  
for the year ended  
31 March 2003

**REGISTRAR OF  
COMPANIES**



*Company Number 1844941*

# Bromley Y

## INDEX

Year ended 31 March 2003

---

	Page
Trustees' Annual Report	1 – 2
Statement of Council Members= responsibilities	3
Report of the auditors	4
Statement of Financial Activities	5
Balance sheet	6
Notes to the accounts	7 – 10

# Bromley Y

## TRUSTEES' ANNUAL REPORT

---

The Trustees have pleasure in presenting their report and audited accounts for the year ended 31 March 2003.

### REVIEW OF ACTIVITIES AND FUTURE DEVELOPMENT

Bromley Y continues to provide counselling and accommodation for young people. A full report of its activities is contained in the Annual Report, copies of which are obtainable from the Secretary.

The charity is governed by a Council of Management, whose names are listed below.

Bromley Y works closely with Bromley Primary Care Trust and the London Borough of Bromley to achieve its charitable objectives.

It is the policy of the Council of Management to ensure that the charity maintains sufficient net current assets to cover six months running expenses. As these funds need to be readily available, they are maintained in short notice interest bearing accounts.

The Council monitors risks to which the charity is exposed and reviews systems to ensure that these risks are mitigated.

### OFFICERS AND COUNCIL

The directors and Trustees of the company, who are known as Members of the Council of Management, and who served during the financial year were as follows:

Mrs M Blazey		appointed April 1985	(resigned September 2002)
Mr P Coling	(Company Secretary)	appointed April 1987	
Mr A Hollands	(Treasurer)	appointed March 1989	
Mr AJ Gore		appointed January 1993	
Dr C Stone	(Chairman)	appointed December 1996	
Ms E Pienaar		appointed December 1996	(resigned 8 October 2003)
Miss R Russell		appointed August 1999	(resigned 8 October 2003)

The directors record with regret the death of former Chairman, Mrs Maureen Blazey. A full appreciation of Maureen's contribution to Bromley Y will appear in the full annual report.

In accordance with the Articles of Association, one third of the Members of Council retire by rotation, by reference to those that have been in longest in office since their last election.

### STATUS

The company (No 1844941) is limited by Guarantee, not having a share capital, and is a registered charity (No 291187).

### REGISTERED OFFICE

17 Ethelbert Road, Bromley, Kent BR1 1JA

# Bromley Y

## TRUSTEES' ANNUAL REPORT (continued)

---

### BANKERS


Lloyds Bank plc

### AUDITORS

FW Berringer & Co

Approved by the Council

P Coling

A handwritten signature in dark ink, consisting of a series of loops and a long horizontal stroke extending to the right.

Secretary

# Bromley Y

## COUNCIL MEMBERS' RESPONSIBILITIES IN THE PREPARATION OF FINANCIAL STATEMENTS

---

Charity law requires the Members of the Council of Management to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing those financial statements, the Members of the Council of Management are required to:

- a. select suitable accounting policies and then apply them consistently;
- b. make judgements and estimates that are reasonable and prudent;
- c. prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

The Members of the Council of Management are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the requirements of the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF BROMLEY Y

We have audited the financial statements on pages 5 to 10 which have been prepared under the historical cost convention and the accounting policies set out on page 7.

### **Respective responsibilities of directors and auditors**

The directors' responsibilities for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Directors' Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Directors' Report is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the company is not disclosed.

We read the Report of the Trustees and consider the implications for our report if we become aware of any apparent misstatements within it.

### **Basis of opinion**

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the director in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

### **Opinion**

In our opinion the financial statements give a true and fair view of the state of the company's affairs at 31 March 2003 and of its surplus for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

  
FW Berringer & Co

Registered Auditor  
Chartered Accountants  
Lygon House  
50 London Road  
Bromley  
Kent BR1 3RA

8 October 2003

# Bromley Y

## STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 March 2003

	Notes	Unrestricted funds £	Restricted funds £	Total 2003 £	Total 2002 £
<b>INCOMING RESOURCES</b>					
Donations and gifts	1	11,135	-	11,135	7,422
Activities in furtherance of the charity's objects:					
Grants	1	125,260	-	125,260	121,890
Fees	1	20,748	-	20,748	15,495
Investment income – interest	1	1,441	-	1,441	1,935
Investment income – rents	1	7,275	-	7,275	6,072
		<u>165,859</u>	<u>-</u>	<u>165,859</u>	<u>152,814</u>
<b>RESOURCES EXPENDED</b>					
Cost of generating funds:					
Fundraising and publicity	2	1,148	-	1,148	1,467
Costs of activities in furtherance of the charity's objects:					
Counselling services	3	131,491	7,064	138,555	136,083
Management and administration					
Direct	4	1,753	-	1,753	1,805
Indirect	4	22,439	-	22,439	17,560
<b>TOTAL RESOURCES EXPENDED</b>		<u>156,831</u>	<u>7,064</u>	<u>163,895</u>	<u>-</u>
<b>NET MOVEMENT IN FUNDS</b>		<u>9,028</u>	<u>(7,064)</u>	<u>1,964</u>	<u>(4,101)</u>
Fund balance at 1 April 2002		125,233	345,135	470,368	474,469
Fund balance at 31 March 2003		<u>£134,261</u>	<u>£338,071</u>	<u>£472,332</u>	<u>£470,368</u>

The operating profit for the year arises from the company's continuing operations.

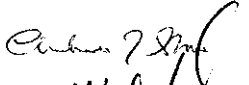
No separate Statement of Total Recognised Gains and Losses has been presented as all such gains and losses have been dealt with in the Statement of Financial Activities.

**Bromley Y**  
**BALANCE SHEET**  
**31 March 2003**

---

	<i>Notes</i>	2003 £	2002 £
<b>FIXED ASSETS</b>			
Tangible assets	6	417,146	429,031
		<hr/>	<hr/>
<b>CURRENT ASSETS</b>			
Debtors	7	4,065	3,322
Cash at bank and in hand		57,862	46,473
		<hr/>	<hr/>
		61,927	49,795
<b>LIABILITIES: Amounts falling due within one year</b>	8	6,741	8,458
		<hr/>	<hr/>
<b>NET CURRENT ASSETS</b>		55,186	41,337
		<hr/>	<hr/>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		£472,332	£470,368
		<hr/>	<hr/>
<b>FUNDS</b>			
Unrestricted - Operating Fund	10	134,261	125,233
Restricted - Building Fund	10	338,071	345,135
		<hr/>	<hr/>
		£472,332	£470,368
		<hr/>	<hr/>

Approved by the Council on 8 October 2003

C Stone  Chairman

A Hollands  Treasurer



# Bromley Y

## ACCOUNTING POLICIES

---

### ACCOUNTING CONVENTION

The financial statements are prepared under the historical cost convention and in accordance with applicable accounting standards and in compliance with the Statement of Recommended Practice 2000, "Accounting and Reporting by Charities".

No separate Income and Expenditure account has been presented as the Statement of Financial Activities only includes realised gains and losses.

### GRANTS

Grants received are included as income in the income and expenditure account in so far as they are attributable to the accounting period. Grants received in advance of a future period are carried forward in the balance sheet.

### DONATIONS

- (a) Donations are included in the income and expenditure account in the accounting period of receipt.
- (b) Covenanted donations are included in the income and expenditure account in the accounting period for which they are due.

### INVESTMENT INCOME

Interest is brought into account on the date on which it becomes due. Rental income is recognised on an accruals basis.

### TANGIBLE FIXED ASSETS

Depreciation is provided on all tangible fixed assets at rates calculated to write each asset down to its estimated residual value evenly over its expected useful life, as follows:-

Building	over 50 years
Property improvements	over 50 years
Fixtures and fittings	over 4 years
Office equipment	over 4 years

# Bromley Y

## NOTES TO THE ACCOUNTS

For the year ended 31 March 2003

		<i>Unrestricted</i>	<i>Restricted</i>	<i>Total</i>	<i>Total</i>
1	INCOMING RESOURCES	£	£	2003	2002
				£	£
	Grants receivable	125,260	-	125,260	121,890
	Donations and fund raising	11,135	-	11,135	7,422
	Rents receivable	7,275	-	7,275	6,072
	Management and counselling services	20,748	-	20,748	15,495
	Interest	1,441	-	1,441	1,935
		<u>£165,859</u>	<u>£ -</u>	<u>£165,859</u>	<u>£152,814</u>
2	COSTS OF GENERATING FUNDS	£	£	£	£
	General fundraising costs	<u>£1,148</u>	<u>£ -</u>	<u>£1,148</u>	<u>£1,467</u>
3	COUNSELLING SERVICES	£	£	£	£
	Staff costs	108,162	-	108,162	103,748
	Supervision, training and service provision	3,369	-	3,369	3,081
	Property costs	5,570	-	5,570	5,511
	Postage, stationery and telephone	2,570	-	2,570	4,428
	Cleaning	4,293	-	4,293	3,901
	General expenses	2,706	-	2,706	3,529
	Depreciation	4,821	7,064	11,885	11,885
		<u>£131,491</u>	<u>£7,064</u>	<u>£138,555</u>	<u>£136,083</u>
4	MANAGEMENT AND ADMINISTRATION	£	£	£	£
	Staff costs	22,439	-	22,439	17,560
	Audit	550	-	550	550
	Accountancy	1,188	-	1,188	1,190
	Sundry	15	-	15	65
		<u>£24,192</u>	<u>£ -</u>	<u>£24,192</u>	<u>£19,365</u>

# Bromley Y

## NOTES TO THE ACCOUNTS

For the year ended 31 March 2003

	2003 £	2002 £
5 STAFF COSTS		
Salaries	121,369	112,344
Social security costs	9,232	8,964
	<u>£130,601</u>	<u>£121,308</u>

The average weekly number of employees during the year

	No.	No.
Administration	2	2
Counselling	8	7
	<u>10</u>	<u>9</u>

No employee earns £50,000 or more per annum.

6 TANGIBLE FIXED ASSETS	<i>Freehold Property</i>	<i>Property Improvements</i>	<i>Furniture and fittings</i>	<i>Office Equipment</i>	<i>Total</i>
Cost					
1 April 2001 and 31 March 2003	353,201	84,572	21,154	3,209	462,136
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Depreciation					
1 April 2002	14,128	2,695	14,034	2,248	33,105
Charge for the year	7,064	1,691	2,373	757	11,885
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
31 March 2003	21,192	4,386	16,407	3,005	44,990
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Net book value:					
At 31 March 2003	332,009	80,186	4,747	204	£417,146
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
At 31 March 2002	339,073	81,877	7,120	961	£429,031
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

	2003 £	2002 £
7 DEBTORS		
Sundry debtors	1,775	877
Prepayments and accrued income	2,290	2,445
	<u>£4,065</u>	<u>£3,322</u>

# Bromley Y

## NOTES TO THE ACCOUNTS

For the year ended 31 March 2003

		2003 £	2002 £
8	LIABILITIES: Amounts falling due within one year		
	Taxes and social security costs	2,959	2,605
	Sundry creditors	1,576	1,454
	Accruals and deferred income	2,206	4,399
		<u>£6,741</u>	<u>£8,458</u>

		<i>Unrestricted</i> £	<i>Restricted</i> £	<i>Total</i> £
9	ANALYSIS OF NET ASSETS BY FUNDS			
	Fixed assets	79,075	338,071	417,146
	Current assets	61,927	-	61,927
	Current liabilities	(6,741)	-	(6,741)
		<u>£134,261</u>	<u>£338,071</u>	<u>£472,332</u>

		<i>Balance at 31 March 2002 £</i>	<i>Incoming resources and transfers £</i>	<i>Resources expended and transfers £</i>	<i>Balance at 31 March 2003 £</i>
10	FUND DETAILS				
	Unrestricted funds:				
	Operating fund	£125,233	£165,859	£156,831	£134,261
		<u>£125,233</u>	<u>£165,859</u>	<u>£156,831</u>	<u>£134,261</u>
	Restricted funds:				
	Building fund	£345,135	£ -	£7,064	£338,071
		<u>£345,135</u>	<u>£ -</u>	<u>£7,064</u>	<u>£338,071</u>

# Bromley Y

## RESOURCES EXPENDED

For the year ended 31 March 2003

---

	2003 £	2002 £
Salaries	121,369	112,344
Employer's social security costs	9,232	8,964
Staff recruitment	250	250
Supervision, training and service provision	3,369	3,081
Rates	1,137	1,084
Insurance	1,182	819
Light and heat	1,583	1,573
Repairs and maintenance	1,668	2,035
Printing, postage and stationery	1,487	2,441
Telephone	1,083	1,987
Cleaning and laundry	4,293	3,901
Travel	242	787
Audit and accountancy	1,738	1,740
Bank charges	81	128
General expenses	1,684	1,973
Programme expenses	207	245
Volunteers' expenses	257	211
Fund raising expenses	1,148	1,467
Depreciation	11,885	11,885
	<u>£163,895</u>	<u>£156,915</u>