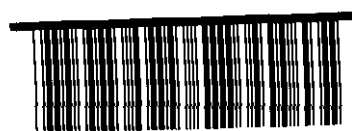


COMPANY REGISTRATION NUMBER 1915604

3

COMMUNITY DESIGN FOR GWENT LIMITED

REPORT AND FINANCIAL STATEMENTS
Year ended 31st March 1999



A01
COMPANIES HOUSE

APDOGM1K

0131
23/12/99

**Notley
Pearson
Shewring**

Chartered Accountants

COMMUNITY DESIGN FOR GWENT LIMITED

CONTENTS	PAGE
Officers and Professional Advisers	1
Trustees Annual Report	2 - 3
Auditors' Report to the Trustees	4
Statement of Financial Activities	5
Income and Expenditure Account	6
Balance Sheet	7
Notes to the Financial Statements	8 - 11

The following pages do not form part of the financial statements

Detailed Income and Expenditure Account	13 - 14
-----------------------------------------	---------

COMMUNITY DESIGN FOR GWENT LIMITED

OFFICERS AND PROFESSIONAL ADVISERS

Directors/Trustees

Adrian Poller (Chairperson)
William Stewart
Jenny Render (Secretary)
Robert Mason
Neil Wallace
David Palmer
David Hedges
John Carter
John Palmer

Company Secretary

Jenny Render

Principal Address

Pill Box Hall
Church Street
Newport
South Wales
NP9 2BY

Auditors

Notley Pearson Shewring
Chartered Accountants
Registered Auditors
38 Chepstow Road
Newport
South Wales
NP19 8PT

Bankers

National Westminster
High Street
Newport
South Wales
NP9 1GG

COMMUNITY DESIGN FOR GWENT LIMITED

TRUSTEES ANNUAL REPORT Year ended 31st March 1999

The Trustees have pleasure in presenting their report and financial statements for the charity for the year ended 31st March 1999.

LEGAL STATUS

The company is a registered charity, registration number: 518264, and is also a company registered under the Companies Act, registration number: 1915604. It is limited by guarantee and, therefore, does not have any share capital.

OBJECTIVES

The charity's main objective is to advance education to improve the physical environment in the area known formerly as Gwent and elsewhere, on behalf of the public, by the provision of advice and assistance to voluntary groups in the development of community amenities and recreation facilities.

SUBSIDIARY COMPANY

The subsidiary company is CDG Consultancy Services Limited. While the Charity has no share holding in the subsidiary company, the majority of the directors of the subsidiary are also trustees of the Charity. The subsidiary has provision in its Articles of Association, that the directors of the subsidiary company must obtain prior consent of the Trustees of the Charity before exercising their powers, rights and discretions allowed by the Articles. Its principal activity during the year was the provision of services in architectural and landscape design, graphic design, public consultation, education and related activities.

REVIEW OF DEVELOPMENTS, ACTIVITIES AND ACHIEVEMENTS

The results for the year, and the Charity's financial position at the end of the year are shown in the attached financial statements.

During the year the charity received grant income from the National Lotteries Board which was used to employ a further member of staff and the day to day running of the project. It was also used to fund some computer equipment. There remains a balance at the year end of grant unspent, this will be carried forward to the year ended 31st March 2000 (see note 11).

YEAR 2000

As discussed in the media, many computers and microchips only recognise dates using the last two digits of the year and will, therefore, need to be modified or replaced to record the year 2000. Our business does not depend upon a computerised accounting system to prepare the accounts and record transactions, but does depend upon them to produce architectural and design drawings. In addition, we could be affected by the systems used by our suppliers and funders. As a result we could be at risk if other parties do not deal adequately with the year 2000 issue.

The trustees have assessed the risk to our business resulting from the change to the year 2000 and consider the computer systems in use to be millennium compliant.

We have also assessed the possibility of the year 2000 related failures in our significant suppliers and funders, all of whom inform us that they are dealing with the problem. It is impossible to guarantee that no year 2000 problems will remain. However, the Trustees feel that the Charity will be able to deal promptly with any failures that may occur.

COMMUNITY DESIGN FOR GWENT LIMITED

TRUSTEES ANNUAL REPORT (Continued)
Year ended 31st March 1999

THE TRUSTEES

The Trustees who served the Charity during the period were as follows:

Adrian Poller (Chairperson)	John Carter
William Stewart	John Palmer
Jenny Render (Secretary)	
Robert Mason	
Neil Wallace	
David Palmer	
David Hedges	

RESPONSIBILITIES OF THE TRUSTEES

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 Charity at the end of the year and of the surplus or deficit for the year then ended.

In preparing those financial statements, the Trustees are required to select suitable accounting policies, as described on page 8, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The Trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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

AUDITORS

A resolution to re-appoint Notley Pearson Shewring as auditors for the ensuing year will be proposed at the annual general meeting in accordance with Section 385 of the Companies Act 1985.

Signed by order of the Trustees



Jenny Render
Company Secretary

Approved by the Trustees on 21.12.98

COMMUNITY DESIGN FOR GWENT LIMITED

AUDITORS REPORT TO THE TRUSTEES Year ended 31st March 1999

We have audited the financial statements on pages 5 to 11 which have been prepared under the historical cost convention and the accounting policies set out on page 8.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND THE AUDITORS

As described on page 3, the members of the committee (who also act as Trustees for the charitable activities of the company) are responsible for the preparation of the financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

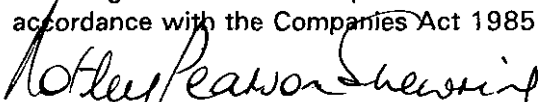
BASIS OF OPINION

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 in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable 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 charitable company's state of affairs as at 31st March 1999 and of its incoming resources and application of resources including its income and expenditure for the year then ended and have been properly prepared in accordance with the Companies Act 1985.


NOTLEY PEARSON SHEWRING
Chartered Accountants
Registered Auditors

38 Chepstow Road
Newport
South Wales
NP19 8PT

21.12.99

COMMUNITY DESIGN FOR GWENT LIMITED

STATEMENT OF FINANCIAL ACTIVITIES

Year ended 31st March 1999

	Notes	Unrestricted Funds	Restricted Funds	Total Funds 1999	Total Funds 1998
INCOMING RESOURCES					
Fees, reimbursements and donations		79,124	-	79,124	57,063
Grants receivable	2	-	131,184	131,184	60,409
Interest receivable		51	-	51	89
Other income		<u>1,221</u>	<u>-</u>	<u>1,221</u>	<u>1,300</u>
TOTAL INCOMING RESOURCES		<u>80,396</u>	<u>131,184</u>	<u>211,580</u>	<u>118,861</u>
RESOURCES EXPENDED					
Direct charitable expenditure	3	51,414	110,765	162,179	123,172
Management and administration	4	<u>1,452</u>	<u>-</u>	<u>1,452</u>	<u>700</u>
TOTAL RESOURCES EXPENDED		<u>52,866</u>	<u>110,765</u>	<u>163,631</u>	<u>123,872</u>
NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR		27,530	20,419	47,949	(5,011)
Balances brought forward		<u>20,486</u>	<u>-</u>	<u>20,486</u>	<u>25,497</u>
Balances carried forward		<u>£48,016</u>	<u>£20,419</u>	<u>£68,435</u>	<u>£20,486</u>

The charitable company has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charitable company are classed as continuing.

The notes attached form part of these accounts.

COMMUNITY DESIGN FOR GWENT LIMITED

STATEMENT OF FINANCIAL ACTIVITIES

Year ended 31st March 1999

INCOME AND EXPENDITURE ACCOUNT

Year ended 31st March 1999

	Notes	1999	1998
Turnover		191,110	118,772
Direct expenditure		<u>162,179</u>	<u>123,172</u>
		28,931	(4,400)
Management administration		<u>1,452</u>	<u>700</u>
Operating Surplus/(Deficit)	6	27,479	5,100
Interest receivable and similar income	7	<u>51</u>	<u>89</u>
Surplus/(Deficit) on Ordinary Activities Before Taxation		27,530	(5,011)
Tax on surplus/(deficit) on ordinary activities		<u>-</u>	<u>-</u>
Surplus/(Deficit) for the year		27,530	(5,011)
Retained Surplus/(Deficit) brought forward		<u>20,486</u>	<u>25,497</u>
Retained Surplus carried forward		<u>£48,016</u>	<u>£20,486</u>

The charitable company has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charitable company are continuing.


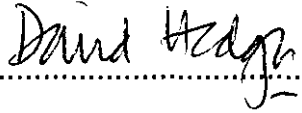
The notes attached form part of these financial accounts.

COMMUNITY DESIGN FOR GWENT LIMITED

BALANCE SHEET
At 31st March 1999

	Notes	1999	1998
FIXED ASSETS			
Tangible assets	8	11,203	9,599
CURRENT ASSETS			
Debtors	9	73,215	28,227
Cash at bank and in hand		<u>3,350</u>	<u>1,163</u>
		76,565	29,390
CREDITORS: Amounts falling due within one year	10	<u>(19,333)</u>	<u>(18,503)</u>
NET CURRENT ASSETS		<u>57,232</u>	<u>10,887</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>£68,435</u>	<u>£20,486</u>
FUNDS			
Unrestricted		48,016	20,486
Restricted	11	<u>20,419</u>	<u>-</u>
		<u>£68,435</u>	<u>£20,486</u>

These financial statements were approved by the members of the committee on the 21st December 1999 and are signed on their behalf by:

 Trustees **ADRIAN PALLER**
 Trustees **DAVID HEDGES**

The note attached form part of these accounts.

COMMUNITY DESIGN FOR GWENT LIMITED

NOTES TO THE FINANCIAL STATEMENTS

Year ended 31st March 1999

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with applicable accounting standards and the Statement of Recommended Practice on accounting by charities.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Fixture, fittings and equipment	10% / 33% straight line
---------------------------------	-------------------------

2. GRANTS RECEIVABLE

	1999	1998
Local Authority Grants	53,616	45,800
National Lotteries Board	43,620	-
Princes Trust	2,069	-
Welsh Office - European Funds	<u>31,879</u>	<u>14,609</u>
	£131,184	£60,409

3. DIRECT CHARITABLE EXPENDITURE

	Unrestricted Funds	Restricted Funds	Total 1999	Total 1998
Salary costs	18,408	102,486	120,894	92,830
Travelling	5,672	389	6,061	3,350
Miscellaneous	595	722	1,317	687
Advertising	528	1,699	2,227	1,137
Publications and subscriptions	739	317	1,056	809
Postage, stationery and telephone	2,775	1,158	3,933	2,765
Materials	115	895	1,010	166
Depreciation of equipment	1,055	2,788	3,843	4,414
Project costs	1,348	-	1,348	305
Pension costs	3,520	-	3,520	4,294
Rent, rates and insurance	8,585	-	8,585	7,743
Light and heat	901	-	901	872
Property repairs and maintenance	872	-	872	621
Equipment repairs	627	311	938	892
Equipment leasing	1,268	-	1,268	1,890
Bank charges	381	-	381	312
Course and workshop fees	269	-	269	85
Loss on disposal of assets	<u>3,756</u>	<u>-</u>	<u>3,756</u>	<u>-</u>
	£51,414	£110,765	£162,179	£123,172

COMMUNITY DESIGN FOR GWENT LIMITED

NOTES TO THE FINANCIAL STATEMENTS

Year ended 31st March 1999

4. MANAGEMENT AND ADMINISTRATION OF THE CHARITY

	Unrestricted Funds	Restricted Funds	Total 1999	Total 1998
Auditors' remuneration	£1,452	£-	£1,452	£700
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

5. PAYROLL COSTS

The aggregate payroll costs were:

	1999	1998
Wages and salaries	110,690	84,272
Social security costs	10,204	8,558
Other pension costs	<u>3,520</u>	<u>4,294</u>
	£124,414	£97,124
	<u> </u>	<u> </u>

Particulars of employees:

The average number of staff employed by the charity during the financial year amounted to:

	1999 No.	1998 No.
Number of production staff	6	5
Number of administrative staff	<u>2</u>	<u>2</u>
	8	7
	<u> </u>	<u> </u>

6. OPERATING SURPLUS/(DEFICIT)

Operating surplus/(deficit) is stated after charging:

	1999	1998
Staff pension contributions	3,520	4,294
Depreciation	3,843	4,414
Loss on disposal of charitable purposes fixed assets	3,756	-
Auditors' remuneration	1,051	700
- re prior year	401	-
	<u> </u>	<u> </u>

**COMMUNITY DESIGN FOR GWENT LIMITED****NOTES TO THE FINANCIAL STATEMENTS**

Year ended 31st March 1999

7. INTEREST RECEIVABLE AND SIMILAR INCOME

	1999	1998
Bank interest receivable	£51	£89
	<u> </u>	<u> </u>

8. TANGIBLE FIXED ASSETS**Fixtures, fittings & equipment****COST**

At 1st April 1998	44,147
Additions	9,204
Disposals	<u>(23,175)</u>
At 31st March 1999	£30,176
	<u> </u>

DEPRECIATION

At 1st April 1998	34,548
Charge for the year	3,843
Released on disposals	<u>(19,418)</u>
At 31st March 1999	£18,973
	<u> </u>

NET BOOK VALUE

At 31st March 1999	£11,203
	<u> </u>
At 31st March 1998	£9,599
	<u> </u>

9. DEBTORS

	1999	1998
Trade debtors	57,490	27,394
Other debtors	<u>15,725</u>	<u>833</u>
	£73,215	£28,227
	<u> </u>	<u> </u>

COMMUNITY DESIGN FOR GWENT LIMITED

NOTES TO THE FINANCIAL STATEMENTS

Year ended 31st March 1999

10. CREDITORS: Amounts falling due within one year

	1999	1998
Bank loans and overdrafts	7,842	1,940
Amounts owed to group undertakings	5,350	4,000
PAYE and social security	2,068	9,327
VAT	1,148	2,112
Other creditors	<u>2,925</u>	<u>1,124</u>
	<u>£19,333</u>	<u>£18,503</u>

11. RESTRICTED FUNDS

	Movement in resources:		Balance at
	Incoming	Outgoing	31st March
			1999
Lottery funds	£43,620	£(23,201)	£20,419
	<u> </u>	<u> </u>	<u> </u>

12. ANALYSIS OF NET ASSETS BETWEEN RESTRICTED AND UNRESTRICTED FUNDS

	Tangible fixed assets	Other net assets	Total
Lottery funds	5,576	14,843	20,419
Unrestricted funds	<u>5,627</u>	<u>42,389</u>	<u>48,016</u>
	<u>£11,203</u>	<u>£57,232</u>	<u>£68,435</u>

13. COMPANY LIMITED BY GUARANTEE

The company is limited by guarantee and therefore has no share capital.

14. RELATED PARTY TRANSACTIONS

The related party transactions related to costs charged to CDG Consultancy Services Limited, the wholly owned subsidiary. The amount so invoiced during the year was £75,581 (1998: £55,649).

COMMUNITY DESIGN FOR GWENT LIMITED

MANAGEMENT INFORMATION

Year ended 31st March 1999

*The following pages do not form part of the statutory financial statements
which are subject to the auditors' report on page 4.*