

COMPANY REGISTRATION NUMBER 2591631

CARTREF NI LIMITED
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
FOR
31 MARCH 2003



Charity Number 1071424

HACKER YOUNG
Chartered Accountants & Registered Auditors
51 King Street
Wrexham
LL11 1LA

**CARTREF NI LIMITED
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2003**

CONTENTS	PAGES
Members of the board and professional advisers	1
Trustees annual report	2 to 4
Statement of trustees responsibilities	5
Independent auditors' report	6 to 7
Statement of financial activities	8
Balance sheet	9
Notes to the financial statements	10 to 14
The following pages do not form part of the financial statements	
Detailed statement of financial activities	16

**CARTREF NI LIMITED
COMPANY LIMITED BY GUARANTEE**

MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

The board of trustees	Mr. N. Ryder Mr. G. Harper Mr. G. A. Dryhurst - Dodd Mr. D. Matthews Mrs. P. Bochenski Mr R Jones
Company secretary	Mr. G. Harper
Registered office	Old Bank Chamber High Street St Asaph Denbighshire LL17 0RD
Auditors	Hacker Young Chartered Accountants & Registered Auditors 51 King Street Wrexham LL11 1LA
Bankers	National Westminster Bank Plc 35 Vale Street Denbigh Denbighshire LL16 3AN
Solicitors	Jameson & Co. Trading Town Side Kilkenny

CARTREF NI LIMITED COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2003

The trustees, who are also Directors for the purposes of the Companies Act, have pleasure in presenting their report and the financial statements of the charity for the year ended 31 March 2003.

OBJECTIVES OF CHARITY

The objectives of the Charity are to promote all or any purposes for the benefit of disabled people in their own homes, with a preference to North Wales, which now or hereafter may be deemed by law to be charitable.

REVIEW OF PROGRESS AND ACHIEVEMENTS

Cartref Ni continues to operate from a very firm base, particularly in the field of Learning Disabilities where our reputation of high quality care has been maintained.

COUNTY REPORTS

Denbighshire

Existing contractual work remains secure and we received a 2.5% uplift in fees during October plus a further 7% on April 1st.

The new resettlement contract for two ladies and one gentleman from Bryn y Neuadd Hospital, based in Rhuddlan, has proven to be most successful despite financial difficulties in recruiting new staff.

Flintshire

All existing contractual work remains secure and we received a 7% uplift in fees. A number of small 'Spot Contracts' were established, primarily through people's independent Living Fund awards, and support to a young woman with profound physical disabilities was extended to a 24 hour package as she moved from her family home into a place of her own.

Conwy

The contract in Llysfaen continues to provide an excellent service. An uplift of 7% in fees was agreed this work.

By mutual agreement, the contract in the Vicarage, Colwyn Bay was reduced to support the four people in the upstairs flat. The one remaining service user downstairs is now supported by another agency. A 7% uplift for the new year was agreed.

The two brothers with learning difficulties, living in Abergele, continue to be supported by our charity.

CARTREF NI LIMITED

COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2003

Wrexham

Although this authority has yet to offer out any new contracts to the independent care sector, Cartref Ni have continued to be involved in their planning process and it is likely that work will become available in the next financial year.

TRAINING

Cartref Ni realises the benefit of a fully trained workforce, to both the organisation and the Service User. Quality training, in subjects specific to the Service User's needs, promotes confidence and understanding which helps staff to develop solid working relationships whilst at all times remaining professional.

In order to maintain and improve the quality of Training and Development in the Care sector, the Care Council for Wales had laid out the new National Minimum Standards of Care for Domiciliary Providers. Amongst other things, these dictate the minimum levels of training and qualifications required for all types of Social Care work. Cartref Ni is one of the lead organisations in implementing these standards and we would wish to ensure that these exceed 'minimum' requirements.

OTHER MATTERS

In mid-2002 we appointed Tony Shield as our new Training Officer. Having previously held a similar post for another North Wales company that provides domiciliary care, Tony is well acquainted with the training needs of our charity and he brings with him a wealth of 'hands-on' experience. Trustees' visits to Service Users continued throughout the year and have proven to be a very useful quality assurance and monitoring tool.

The principal activity of the company during the year was that of the provision of home support for disabled, elderly and vulnerable people.

RESULTS

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

THE TRUSTEES

The trustees who served the charity during the period were as follows:

Mr. J. Wylde
Mr. N. Ryder
Mr. G. Harper
Mr. G. A. Dryhurst - Dodd
Mr. D. Matthews
Mrs. P. Bochenski
Mr R Jones

Mr R Jones was appointed as a trustee on 20 January 2003.

Mr. J. Wylde retired as a director on 29 April 2002.

**CARTREF NI LIMITED
COMPANY LIMITED BY GUARANTEE**

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2003

CLOSE COMPANY PROVISIONS

In the opinion of the trustees, the charity is a close charity within the meaning of S.414 Income and Corporation Taxes Act, 1988 (as amended).

Signed on behalf of the trustees



Mr. G. Harper
Trustee

Approved by the trustees on 27-10-2003

CARTREF NI LIMITED
COMPANY LIMITED BY GUARANTEE
STATEMENT OF TRUSTEES' RESPONSIBILITIES
YEAR ENDED 31 MARCH 2003

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 incoming and outgoing resources for the year then ended.

In preparing those financial statements, the trustees are required to:

select suitable accounting policies and then apply them consistently;

make judgements and estimates that are reasonable and prudent;

state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and

prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

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.

**CARTREF NI LIMITED
COMPANY LIMITED BY GUARANTEE**

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS

YEAR ENDED 31 MARCH 2003

We have audited the financial statements on pages 8 to 15 which have been prepared under the historical cost convention and the accounting policies set out on page 10.

This report is made solely to the charity's members, as a body, in accordance with Section 235 of the Companies Act 1985. 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 the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND THE AUDITORS

The trustees' (which also acts as Directors for the charitable activities of the company) responsibilities for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Trustees' Responsibilities on page 5.

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 Trustees Annual Report is not consistent with the financial statements, if the charity 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 trustees' remuneration and transactions with the charity is not disclosed.

We read the Trustees Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it. Our responsibilities do not extend to any other information.

BASIS OF AUDIT OPINION

We conducted our audit in accordance with United Kingdom 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 charity'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.

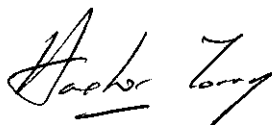
**CARTREF NI LIMITED
COMPANY LIMITED BY GUARANTEE**

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS *(continued)*

YEAR ENDED 31 MARCH 2003

OPINION

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



HACKER YOUNG
Chartered Accountants
& Registered Auditors

51 King Street
Wrexham
LL11 1LA

28/11/03
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**CARTREF NI LIMITED
COMPANY LIMITED BY GUARANTEE**

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2003

	Note	Total Funds 2003 £	Total Funds 2002 £
INCOMING RESOURCES			
Donations	2	—	1,090
Income from charitable trading activities:			
Income from charitable trading activities	3	1,084,496	927,085
Interest receivable	4	—	2
TOTAL INCOMING RESOURCES		<u>1,084,496</u>	<u>928,177</u>
RESOURCES EXPENDED			
Costs of generating funds:			
Fundraising and publicity	5	4,350	3,432
Charitable expenditure:			
Costs in furtherance of charitable objects	6	1,054,645	854,118
Management and administration	7	1,163	1,059
TOTAL RESOURCES EXPENDED	8	<u>1,060,158</u>	<u>858,609</u>
NET INCOMING RESOURCES FOR THE YEAR	10	24,338	69,568
Balances brought forward		192,826	123,258
Balances carried forward		<u>217,164</u>	<u>192,826</u>

All movements are in Unrestricted Funds

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

All of the activities of the charity are classed as continuing.

The notes on pages 10 to 15 form part of these financial statements.

**CARTREF NI LIMITED
COMPANY LIMITED BY GUARANTEE**

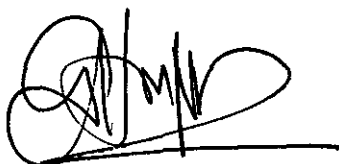
BALANCE SHEET

31 MARCH 2003

	Note	2003 £	2002 £
FIXED ASSETS			
Tangible assets	11	52,548	51,771
CURRENT ASSETS			
Debtors	12	132,004	162,836
Cash at bank and in hand		<u>73,005</u>	<u>37,824</u>
		205,009	200,660
CREDITORS: Amounts falling due within one year	13	<u>(22,979)</u>	<u>(39,110)</u>
NET CURRENT ASSETS		182,030	161,550
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>234,578</u>	<u>213,321</u>
CREDITORS: Amounts falling due after more than one year	14	<u>(17,414)</u>	<u>(20,495)</u>
NET ASSETS		<u>217,164</u>	<u>192,826</u>
FUNDS			
Unrestricted		217,164	192,826
TOTAL FUNDS		<u>217,164</u>	<u>192,826</u>

These financial statements were approved by the members of the committee on the 27-10-2003 and are signed on their behalf by:

G. Harper
Trustee



The notes on pages 10 to 15 form part of these financial statements.

CARTREF NI LIMITED
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2003

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2000) and the Companies Act 1985.

Cash flow statement

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the charity is small.

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:

Office Equipment	- 25% on a straight line basis
Finance Lease Equipment	- Over the period of the lease

No depreciation has been charged on freehold property.

2. DONATIONS

	Total Funds 2003 £	Total Funds 2002 £
Donations	-	1,090

3. INCOME FROM CHARITABLE TRADING ACTIVITIES

	2003 £	2002 £
Charitable trading activities - income	1,084,496	927,085
Income from charitable trading		

4. INTEREST RECEIVABLE

	2003 £	2002 £
Bank interest receivable	-	2

5. FUNDRAISING AND PUBLICITY

	Total Funds 2003 £	Total Funds 2002 £
Printing, postage & stationery	4,350	3,432

CARTREF NI LIMITED
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2003

6. COSTS IN FURTHERANCE OF CHARITABLE OBJECTS

	Total Funds 2003 £	Total Funds 2002 £
Provision of charitable services:		
Direct charitable expenditure	<u>1,053,337</u>	<u>854,118</u>

Analysis of provision of charitable services:

	Staff costs £	Depreciation £	Other costs £	Total 2003 £	Total 2002 £
Direct charitable expenditure	<u>992,017</u>	<u>3,935</u>	<u>57,385</u>	<u>1,053,337</u>	<u>854,118</u>

7. MANAGEMENT AND ADMINISTRATION

	Total Funds 2003 £	Total Funds 2002 £
Audit fees	<u>1,163</u>	<u>1,059</u>

8. TOTAL RESOURCES EXPENDED

	Staff costs £	Depreciation £	Other costs £	Total Funds 2003 £	Total Funds 2002 £
Direct charitable expenditure	992,017	3,935	58,693	1,054,645	854,118
Fundraising and publicity	—	—	4,350	4,350	3,432
Management and administration	—	—	1,163	1,163	1,059
	<u>992,017</u>	<u>3,935</u>	<u>64,206</u>	<u>1,060,158</u>	<u>858,609</u>

The aggregate payroll costs were:

	2003 £	2002 £
Wages and salaries	922,937	755,699
Social security costs	69,080	53,862
	<u>992,017</u>	<u>809,561</u>

CARTREF NI LIMITED
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2003

8. TOTAL RESOURCES EXPENDED *(continued)*

Particulars of employees:

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

	2003	2002
	No	No
Charity Services	<u>81</u>	<u>80</u>
	2003	2002
	£	£
Other costs:		
Premises	3,958	3,589
Legal and professional	1,163	1,059
Other	59,085	41,827
	<u>64,206</u>	<u>46,475</u>

9. TRUSTEES' EMOLUMENTS

The trustees' emoluments were:

	2003	2002
	£	£
Remuneration as trustees	<u>—</u>	<u>7,832</u>

Mr. R. E. Bruce resigned as a director on 31 July 2001. The above amount represents the salary paid to Mr. Bruce while he was appointed.

10. OPERATING PROFIT

Operating profit is stated after charging:

	2003	2002
	£	£
Depreciation	3,935	2,573
Auditors' remuneration		
- as auditors	<u>1,163</u>	<u>1,059</u>

CARTREF NI LIMITED
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2003

11. TANGIBLE FIXED ASSETS

	Land and Buildings £	Plant and Equipment £	Total £
COST			
At 1 April 2002	45,917	21,457	67,374
Additions	—	4,712	4,712
At 31 March 2003	<u>45,917</u>	<u>26,169</u>	<u>72,086</u>
DEPRECIATION			
At 1 April 2002	—	15,603	15,603
Charge for the year	—	3,935	3,935
At 31 March 2003	<u>—</u>	<u>19,538</u>	<u>19,538</u>
NET BOOK VALUE			
At 31 March 2003	<u>45,917</u>	<u>6,631</u>	<u>52,548</u>
At 31 March 2002	<u>45,917</u>	<u>5,854</u>	<u>51,771</u>

12. DEBTORS

	2003 £	2002 £
Trade debtors	132,004	157,943
Other debtors	—	4,893
	<u>132,004</u>	<u>162,836</u>

13. CREDITORS: Amounts falling due within one year

	2003 £	2002 £
Bank loans and overdrafts	3,080	2,794
Taxation and social security	18,612	19,990
Wages control account	—	14,123
Accruals	1,287	2,203
	<u>22,979</u>	<u>39,110</u>

Included in creditors falling due within one year are secured creditors amounting to £3,080 (2002 - £2,794).

**CARTREF NI LIMITED
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2003

14. CREDITORS: Amounts falling due after more than one year

	2003	2002
	£	£
Bank loans and overdrafts	<u>17,414</u>	<u>20,495</u>

Included in creditors falling due after more than one year are secured creditors amounting to £17,413 (2002 - £20,495).

The repayments due within one to five years amount to £17,413 (2002 - £14,339) and repayments due after five years amount to nil (2002 - £6,156).

15. COMPANY LIMITED BY GUARANTEE

The charity is a company limited by guarantee and carries out its objectives in accordance with the memorandum and articles of association.