

ROCHDALE GATEWAY LEISURE LIMITED

(A COMPANY LIMITED BY GUARANTEE)

REGISTERED NUMBER - 02774692

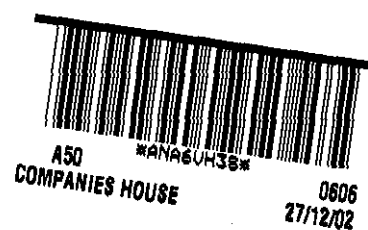
CHARITY NUMBER - 1048950

ENGLAND AND WALES

DIRECTORS REPORT AND ACCOUNTS

FOR THE YEAR ENDED

5 APRIL 2002



WYATT, MORRIS, GOLLAND & CO.,

CHARTERED ACCOUNTANTS,

PARK HOUSE,

200 DRAKE STREET,

ROCHDALE,

LANCASHIRE.

OL16 1PJ

ROCHDALE GATEWAY LEISURE LIMITED

DIRECTORS ANNUAL REPORT FOR THE YEAR ENDED 5 APRIL 2002

LEGAL AND ADMINISTRATIVE INFORMATION

STATUS

The charity is a company limited by guarantee, its governing document being its Memorandum and Articles of Association.

DIRECTORS

The charity directors (trustees) during the year were:-

<u>Members serving throughout the year</u>	<u>Note</u>	<u>Resigned</u>	<u>Appointed</u>	<u>Note</u>
Mr. P. Scanlon	BIK	Mr. K. Buxton	None	-
Ms. C. Appleby		Mrs. D. Leavers		
Ms. J. Stewart	AM	Mr. R. Fell		
Ms. J. E. Marsh	AE	Mr. G. Ferguson		
Mr. G. Fleming	GK			
Ms. L. Miller	DH			
Mr. A. Collinson	BCK			
Mr. K. Cosgrove	ACGL			
Mr. A. Taylor	JL			
Ms. S. Barlow	D			
Mrs. P. Finn	D			
Ms. E. Halpern	H			

The note reference relates to the various sub committees on which members served as follows:-

A = Personnel & Finance	F = Volunteer Service	K = Harry Smith Gateway Social
B = Rainbows Cafe	G = Gateway '2'	Club
C = Holidays	H = Accessibility	L = Best Value
D = Day Opportunities	I = Building & Grounds	M = Pavilion café
E = Information Service	J = Transport	

The directors are appointed according to the articles of association and are referred to as the 'Management Committee'.

REGISTERED OFFICE:-

2 Kenion Street,
ROCHDALE,
Lancashire.
OL16 1SN

BANKERS:-

National Westminster PLC.,
Rochdale Branch,
Town Hall Square,
ROCHDALE,
Lancashire.
OL16 1LL

AUDITORS:-

Wyatt, Morris, Golland & Co.,
Chartered Accountants,
Park House,
200 Drake Street,
ROCHDALE,
Lancashire.
OL16 1PJ

(Continued)

PRINCIPAL OBJECTIVE

The charity's principal objective as set out in its Memorandum of Association is to develop and support opportunities for people with learning disabilities to participate in their communities.

The following policies have been adopted in order to further the company's principal objective:-

- Provision of respite care through holidays, activity programmes and a Saturday project to increase the individual's range of experiences and give carers a break.
- Provision of day time opportunities (EDI, Alps and Activities programme) for young people with learning disabilities to participate in a range of activities based on their individual needs and wishes.
- Provision of an information service for beneficiaries and their families accessible in format and languages across the borough of Rochdale.
- Provision of a voluntary service to provide volunteering opportunities for people with learning disabilities and to provide opportunities for those wishing to volunteer within disability services.
- Provision of a project to identify gaps in the current provision of care appropriate to ethnic minorities.
- Provision of a community centre for general use by the beneficiaries.
- Provision of various educational and leisure learning/training opportunities
- Provision of social club for adults with learning disabilities.
- Provision of cafes to provide refreshments, meals and buffet service, run by people with learning disabilities and support staff.

There have been no material changes in the policies adopted by the company over the last year.

POLICIES

Risk assessment

The major risks to which the charity is exposed, as identified by the trustees, have been reviewed and systems have been established to mitigate those risks.

Reserves policy

It is the policy of the charity to maintain unrestricted funds, which are free reserves of the charity, at a level which equate to approximately three to six months unrestricted expenditure. This provides sufficient funds to cover management and administration and support costs.

Investment policy

The trustees have considered the most appropriate policy for investing funds and have found that a building society or bank deposit account meets their requirements.

ORGANISATION

The Management Committee are in overall control of the company and the individual activities are monitored by various sub committees. All the committees meet on a regular basis between 4 and 8 weekly. The day to day management is undertaken by paid employees who report to the various committees.

INTANGIBLE INCOME

During the year the company benefited from the receipt of intangible income where facilities and services have been received free or substantially below market value. Such intangible income comprises:-

- i) A licence to occupy the premises on Kenion Street on a rent free basis. The directors do not feel able to value this benefit as there are no comparable premises to use as a bench mark.
- ii) The services of a number of volunteers.

ROCHDALE GATEWAY LEISURE LIMITED

DIRECTORS ANNUAL REPORT FOR THE YEAR ENDED 5 APRIL 2002

(Continued)

REVIEW OF THE TRANSACTIONS AND FINANCIAL POSITION OF THE CHARITY

The directors consider the financial position of the company to be satisfactory. The deficiency for the year on unrestricted funds has been met from unrestricted reserves brought forward.

The directors are pleased that the company has continued to provide services to the beneficiaries and the future plans include extending the services to a different part of the borough and to increase the services on offer. However all services provided are dependant on the relevant funding being made available.

The directors confirm that the company's assets are available and adequate to fulfil the present obligations of the company.

DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare accounts for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that year. In preparing those accounts the directors are required to select suitable accounting policies and then apply them consistently; make judgements and estimates that are reasonable and prudent; follow applicable accounting standards, subject to any material departures disclosed and explained in the accounts; and prepare the accounts on a going concern basis unless it is inappropriate to presume that the company will continue in business.


The directors 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 accounts comply with 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.

AUDITORS

Messrs. Wyatt, Morris, Golland & Co., Chartered Accountants, have intimated their willingness to continue in office as auditors to the company and will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

The above report has been prepared in accordance with the special provisions of part VII of the Companies Act 1985 relating to small companies.

Signed on behalf of the
board of directors


.....
A Wood
Secretary

Approved by the board: 28 November 2002

Registered office:-

2 Kenion Street,
ROCHDALE,
Lancashire.
OL16 1SN

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ROCHDALE GATEWAY LEISURE LIMITED

We have audited the financial statements of Rochdale Gateway Leisure Limited for the year ended 5 April 2002 on pages 5 to 11. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

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. The directors also act as trustees for the charitable activities of the association.

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 Directors and consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

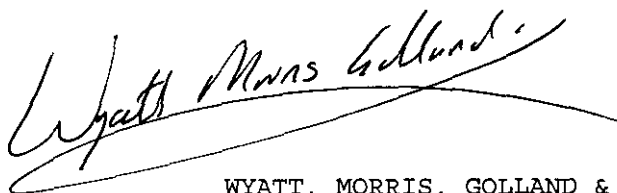
BASIS OF AUDIT OPINION

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 judgments made by the directors 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 charitable company's affairs as at 5 April 2002 and of its incoming resources and application of resources, including its income and expenditure for the year ended on that date and have been properly prepared in accordance with the Companies Act 1985.



WYATT, MORRIS, GOLLAND & CO.
CHARTERED ACCOUNTANTS AND
REGISTERED AUDITORS

28 November 2002

Park House,
200 Drake Street,
ROCHDALE,
Lancashire.
OL16 1PJ

ROCHDALE GATEWAY LEISURE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 5 APRIL 2002

	Notes	Unrestricted funds	Restricted funds	Total funds 2002	Total funds 2001
		£	£	£	£
<u>Incoming resources:-</u>					
Donations and subscriptions		8,220	500	8,720	6,339
Activities in furtherance of the charity's objectives:-					
Grants - Revenue		44,777	134,805	179,582	161,287
- Capital		-	3,356	3,356	8,779
Care allowance		13,000	285,003	298,003	317,287
Rents receivable		6,425	-	6,425	8,580
Cafe receipts		43,774	-	43,774	45,433
Pool table, photocopier, etc.		115	-	115	269
Activities for generating income:-					
Fundraising efforts		-	3,729	3,729	1,455
Investment income		4,213	-	4,213	3,987
Other receipts		1,520	361	1,881	6,417
Total incoming resources		122,044	427,754	549,798	559,833
<u>Charitable expenditure:-</u>					
Welfare services		84,463	361,715	446,178	439,069
Facilities		15,459	31,287	46,746	47,018
Support costs		18,439	9,611	28,050	24,843
Management and administration		10,253	-	10,253	8,528
Total resources expended	2	128,614	402,613	531,227	519,458
Net (expenditure)/income before transfers		(6,570)	25,141	18,571	40,375
Transfers between funds		(1,601)	1,601	-	-
<u>Net (expenditure)/income for the year</u>		<u>(8,171)</u>	<u>26,742</u>	<u>18,571</u>	<u>40,375</u>
Balance brought forward at 6 April 2001		94,142	75,858	170,000	129,625
Balance carried forward at 5 April 2002		85,971	102,600	188,571	170,000
		=====	=====	=====	=====

	Notes	Net incoming resources for the year	Balance brought forward 06/04/01	Transfers	Balance carried forward 05/04/02
		£	£	£	£
General reserve		(6,570)	44,142	(1,601)	35,971
Designated reserve		-	50,000	-	50,000
Restricted funds	8	25,141	75,858	1,601	102,600
		18,571	170,000	-	188,571
		=====	=====	=====	=====

CONTINUING OPERATIONS

None of the company's activities were acquired or discontinued during the above two financial years.

TOTAL RECOGNISED GAINS AND LOSSES

The company has no recognised gains or losses other than the profit or loss for the above two financial years.

THE NOTES ON PAGES 7 TO 11 FORM PART OF THESE ACCOUNTS.

ROCHDALE GATEWAY LEISURE LIMITED

BALANCE SHEET AS AT 5 APRIL 2002

	<u>Notes</u>	<u>2002</u>	<u>2001</u>
		£	£
<u>FIXED ASSETS</u>			
Tangible fixed assets	4	22,891	29,364
<u>CURRENT ASSETS</u>			
Stocks		504	570
Debtors	5	14,771	23,180
Cash at bank and in hand		224,074	176,934
		<hr/>	<hr/>
		239,349	200,684
<u>CREDITORS</u> - Amounts falling due within one year	6	(73,669)	(60,048)
		<hr/>	<hr/>
<u>NET CURRENT ASSETS</u>		165,680	140,636
		<hr/>	<hr/>
Net assets		188,571	170,000
		=====	=====
<u>FUNDED BY:-</u>			
<u>Unrestricted funds</u>	7		
General reserve		35,971	44,142
Designated reserve		50,000	50,000
<u>Restricted funds</u>	8	102,600	75,858
		<hr/>	<hr/>
		188,571	170,000
		=====	=====

The accounts have been prepared in accordance with the special provisions of part VII of the Companies Act 1985 relating to small companies.

Signed on behalf of the directors

..... *G. d. Taylor* Director - *A Taylor*

..... *E. Halpern* Director - *E Halpern*

Approved by the board: 28 November 2002

THE NOTES ON PAGES 7 TO 11 FORM PART OF THESE ACCOUNTS.

1. ACCOUNTING POLICIESBasis of accounting

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities, (effective June 2002), the Companies Act 1985 and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice issued in October 2000.

Cash flow

The accounts do not include a cash flow statement because the company, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 'Cash flow statements'.

Income

The accounts include income on the following basis:-

Grants received are credited over the period to which they relate. Where grants are not period based but are for a specific purpose they are credited in the year in which the grants are received.

Capital grants are included when received and treated as restricted funds.

Rents and cafe receipts are credited to income when receivable.

Donations of non-cash items are included at the directors estimate of the market value.

Resources expended

Resources expended are included in the statement of financial activities on an accruals basis, inclusive of any V.A.T. which cannot be recovered.

Certain expenditure is directly attributable to specific activities and has been included in those cost categories. Certain other costs which are attributable to more than one activity are apportioned across cost categories on the basis of the directors best estimate.

Tangible fixed assets

Depreciation is provided, at the following annual rates in order to write off each asset over its estimated useful life:-

Improvements to property	-	20% on cost
Fixtures and fittings	-	15% on net book value
Specialised equipment	-	25% on cost

Taxation

The company is a registered charity and as such is entitled to the exemption from tax to the extent that the income received falls within section 505 I.C.T.A. 1988 and section 256 C.G.T.A. 1992 and is applied to charitable purposes only.

Fund accounting

Separate asset accounts are not maintained to represent each fund if a better return is obtained by consolidating the assets. However, there should always be sufficient net assets to represent the total funds and the assets should be readily accessible dependant on the fund involved. The directors intend that where a surplus is generated in any year, subject to any designation of the funds, the surplus should increase the general reserves which are available to fund the charity's future requirements should future funding not be available.

Operating leases

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profit as incurred.

ROCHDALE GATEWAY LEISURE LIMITED

NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 5 APRIL 2002

(Continued)

1. ACCOUNTING POLICIES (Continued)

Pensions

Company contributions in respect of personal defined contribution pension schemes are charged to the profit and loss account for the year in which they are payable to the scheme.

2. CHARITABLE EXPENDITURE

	Staff costs	Depreciation	Other costs	Total funds 2002	Total funds 2001
	£	£	£	£	£
Welfare services	374,608	-	71,570	446,178	439,069
Provision of facilities	7,452	13,175	26,119	46,746	47,018
Support costs	-	-	28,050	28,050	24,843
Management	7,221	-	3,032	10,253	8,528
	<u>389,281</u>	<u>13,175</u>	<u>128,771</u>	<u>531,227</u>	<u>519,458</u>
	=====	=====	=====	=====	=====

Other costs include:-

Audit	2,419	1,510
	=====	=====

3. STAFF COSTS

	2002	2001
	£	£
Wages and salaries	358,603	338,515
Social security costs	27,616	27,512
Pension costs	3,062	3,193
	<u>389,281</u>	<u>369,220</u>
	=====	=====

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

The average number of employees, during the year was 26 (2001 - 26).

ROCHDALE GATEWAY LEISURE LIMITED

NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 5 APRIL 2002

(Continued)

4. TANGIBLE FIXED ASSETS

	<u>Improvements to property</u>	<u>Fixtures and fittings</u>	<u>Equipment</u>	<u>Total</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<u>Cost</u>				
At 6 April 2001	15,832	10,063	46,799	72,694
Additions	-	1,013	5,689	6,702
	<hr/>	<hr/>	<hr/>	<hr/>
At 5 April 2002	15,832	11,076	52,488	79,396
	<hr/>	<hr/>	<hr/>	<hr/>
<u>Depreciation</u>				
At 6 April 2001	15,831	5,048	22,451	43,330
Charge for the year	-	905	12,270	13,175
	<hr/>	<hr/>	<hr/>	<hr/>
At 5 April 2002	15,831	5,953	34,721	56,505
	<hr/>	<hr/>	<hr/>	<hr/>
<u>Net book values</u>				
At 5 April 2002	1	5,123	17,767	22,891
	=====	=====	=====	=====
At 5 April 2001	1	5,015	24,348	29,364
	=====	=====	=====	=====

The company has a licence to occupy a property owned by Rochdale Metropolitan Borough Council provided it continues to use the property in furtherance of its charitable objectives.

5. DEBTORS

	<u>2002</u>	<u>2001</u>
	<u>£</u>	<u>£</u>
Trade debtors	8,211	11,456
Prepayments and accrued income	6,560	11,724
	<hr/>	<hr/>
	14,771	23,180
	=====	=====

6. CREDITORS - Amounts falling due within one year

	<u>2002</u>	<u>2001</u>
	<u>£</u>	<u>£</u>
Accruals and income in advance	73,669	60,048
	=====	=====

NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 5 APRIL 2002

(Continued)

7. UNRESTRICTED FUNDS

	Balance brought forward 06/04/01	Movement in the year	Transfer	Balance carried forward 05/04/02
	£	£	£	£
General reserve	44,142	(6,570)	(1,601)	35,971
Designated reserve	50,000	-	-	50,000
	<u>94,142</u>	<u>(6,570)</u>	<u>(1,601)</u>	<u>85,971</u>
	=====	=====	=====	=====

At 5 April 2001 a designated reserve of £50,000 was established to provide a fund to cover the purchase and refurbishment of additional premises.

Since 5 April 2002 a property has been acquired at a cost of £25,000 and plans are currently being developed for its refurbishment. Whilst grants will be received to part fund any refurbishment the directors have decided the designated reserve should be maintained at £50,000 as funding towards the company's costs of purchase and redevelopment of the new premises.

8. RESTRICTED FUNDS

	Balance brought forward 06/04/01	Movement in the year		Transfer	Balance carried forward 05/04/02
	£	Incoming £	Outgoing £	£	£
Special care (EDI)	9,934	148,048	(143,196)	-	14,786
Alps	27,927	141,045	(140,118)	-	28,854
Information services	14,285	48,015	(39,344)	-	22,956
Voluntary services	2,231	17,908	(17,712)	-	2,427
HAZ	-	22,881	(19,865)	-	3,016
Roshni	-	14,700	(2,271)	-	12,429
Single sex project	-	10,000	(3,310)	-	6,690
Respite holidays and other activity programmes	8,276	9,277	(13,011)	-	4,542
Saturday project	5,075	12,524	(19,200)	1,601	-
Capital funds	8,130	3,356	(4,586)	-	6,900
	<u>75,858</u>	<u>427,754</u>	<u>(402,613)</u>	<u>1,601</u>	<u>102,600</u>
	=====	=====	=====	=====	=====

EDI, Alps and other activity programmes provide day time opportunities for young people with learning disabilities including education, training, leisure and social inclusive opportunities. Funding has been provided by Rochdale M.B.C. through both funding and service agreements.

Information services provides accessible information, pictorial, community languages, tapes, etc, to people with learning disabilities, their families and other agencies, on all disability related enquiries to support and enable individuals and their families as required. It has been funded by Bury and Rochdale Health Authority, Rochdale M.B.C. (joint finance) and Mencap Royal Society. Funding has been extended to March 2003 through Heywood and Middleton and Rochdale Primary Care Trusts and Rochdale M.B.C.

The voluntary service provides volunteering opportunities for people with learning disabilities and provides opportunities for those wishing to volunteer within disability services including 2's company and 1 to 1 friendship service. It has been funded by Bury and Rochdale Health Authority and Rochdale M.B.C. (joint finance). Funding has been extended to March 2003 through Heywood and Middleton and Rochdale Primary Care Trusts and Rochdale M.B.C.

NOTES FORMING PART OF THE FINANCIAL FOR THE YEAR ENDED 5 APRIL 2002

(Continued)

8. RESTRICTED FUNDS (Cont....)

HAZ is a research and development project to identify gaps in the current provision of care appropriate to ethnic minorities. The project is funded by Heywood and Middleton and Rochdale Primary Care Trusts (previously Bury and Rochdale Health Authority) under the Health Action Zone programme, and Rochdale Metropolitan Borough Council.

Roshni (Asian Women's Health Information Drop-in) is a joint project run in partnership with Rochdale Racial Equality Council and the Richard Street Mental Health team to provide a 'one-stop-shop' information service for women and families from the South Asian community in Rochdale covering all health, social care and disability issues. Funding for start-up and development costs has been provided by Bury and Rochdale Health Authority, the Community Health Fund, Lloyds TSB Foundation and Rochdale Metropolitan Borough Council.

Single sex project is a pilot project set up in response to the need for a culturally sensitive, secure gender respite care service for adult women from South Asian communities.

The Saturday project is a joint undertaking with Rochdale and Oldham Crossroads to provide weekend respite care for the full-time carers of children with learning disabilities. Funding is provided by Rochdale Metropolitan Borough Council. The deficit on funding at the end of the year has been covered by a transfer from unrestricted funds.

Capital funds have been received from Bury and Rochdale Health Authority for equipment for EDI and Alps and from Rochdale Metropolitan Borough Council for security equipment.

9. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	<u>Tangible fixed assets</u>	<u>Net current assets</u>	<u>Total funds</u>
	<u>£</u>	<u>£</u>	<u>£</u>
Restricted:-			
Capital funds	5,557	1,343	6,900
Other funds (See note 8)	847	94,853	95,700
Unrestricted funds	16,487	69,484	85,971
	<u>22,891</u>	<u>165,680</u>	<u>188,571</u>
	=====	=====	=====

10. CONTINGENT LIABILITIES

There are no contingent liabilities of a material amount for which provision has not been made in the accounts.

11. COMMITMENTSCapital commitments

Capital commitments at 5 April 2002 amounted to £25,000, see note 7 (2001 - £Nil).

Pension commitments

The company operates defined contribution pension schemes. The assets of the schemes are held separately from those of the company in independently administered funds. The pension cost charge represents contributions payable by the company to the fund and amounted to £3,062 (2001 - £3,193).

12. MANAGEMENT COMMITTEE REMUNERATION AND EXPENSES

No remuneration was paid to any person who was a member of the management committee. Expenses of £308 have been paid to one trustee in reimbursement of travelling expenses and incidental costs.