

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 2000



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 2000

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. F. Iannidinardi	Mr. G. Ferguson	AEF
Ms. C. Appleby		Mr. W. Hughes	Mr. A. Collinson	BCK
Ms. P. McDonald	ABD	Mr. J. M. Dey	Mr. K. Cosgrove	ACGL
Ms. J. Stewart	AM		Mr. A. Taylor	JL
Mr. K. Buxton	AB		Mrs. R. Thetford	BDGM
Ms. R. Hyland	N			
Mrs. D. Leavers				
Ms. J. E. Marsh	AE			
+Mr. G. Fleming	GK			
Ms. L. Miller	DH			
Mr. R. Fell	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	N = Fundraising

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

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.

POLICIES

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

- Provision of respite care holidays 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 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 a cafe to provide refreshments, meals and buffet service, run by people with learning disabilities and support.

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

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.

ACTIVITIES AND ACHIEVEMENTS

The company has continued to seek to increase people's awareness of the need to provide opportunities for people with learning disabilities.

In particular during the year:-

The company has been able to employ a Day Opportunities Co-ordinator to further develop the range of activities and choice available to people with learning disabilities.

The company has established unique ways of producing information that is easier to understand for people who have difficulty with reading the written word. This concept has created interest on a regional and national scale.

The company has negotiated successfully with Rochdale Council to take on the Pavilion Cafe at Hollingworth Lake to enhance training opportunities for people with learning disabilities, whilst providing a service to the local community.

The company has been developing ideas and creating interest from other partnerships in developing a 'Gateway 2' elsewhere in the borough.

The company has investigated the feasibility of creating a sensory garden within the grounds of the Gateway Centre and is now seeking funds for the project.

The company has achieved the Investor In People award.

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.

REVIEW OF THE TRANSACTIONS AND FINANCIAL POSITION OF THE CHARITY

The directors consider the financial position of the company to be satisfactory. The surplus for the year has been added to reserves. The directors intend that where possible general reserves are increased in order to provide working capital to meet the company's liabilities and to enable it to continue its charitable activities.

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.

POLITICAL AND CHARITABLE CONTRIBUTIONS

There were no political or charitable contributions made during the year (1999 - £Nil).

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

N Wood
.....

Secretary

Approved by the board: N Wood

6/9/00

Registered office:-

2 Kenion Street,
ROCHDALE,
Lancashire.
OL16 1SN

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

We have audited the accounts on pages 5 to 11 which have been prepared under the historical cost convention and the accounting policies set out on page 7.

RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND AUDITORS

As described on page 3, the directors who also act as trustees for the charitable activities of the company are responsible for the preparation of the accounts. It is our responsibility to form an independent opinion, based on our audit, on those accounts 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 accounts. It also includes an assessment of the significant estimates and judgements made in the preparation of the accounts, 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 accounts 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 accounts.

OPINION

In our opinion the accounts give a true and fair view of the state of the charitable company's affairs at 5 April 2000 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.

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

6/9/00

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

ROCHDALE GATEWAY LEISURE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 5 APRIL 2000

	Notes	Unrestricted funds	Restricted funds	Total funds 2000	Total funds 1999
		£	£	£	£
<u>Income and expenditure</u>					
<u>Incoming resources:-</u>					
Grants and allowances		57,043	331,800	388,843	369,931
Rents receivable		7,360	-	7,360	6,494
Coffee bar receipts		14,913	-	14,913	12,983
Pool table, photocopier, etc.		159	-	159	153
Donations and subscriptions		246	-	246	77
Fundraising efforts		-	-	-	535
Investment income		4,394	-	4,394	2,882
Other receipts		10,670	-	10,670	9,803
Total incoming resources		94,785	331,800	426,585	402,858
<u>Resources expended:-</u>					
Direct charitable expenditure	2	26,437	323,880	350,317	241,801
Management and administration of the charity		64,992	-	64,992	102,415
Total resources expended	3	91,429	323,880	415,309	344,216
<u>Net incoming resources for the year</u>		3,356	7,920	11,276	58,642
		=====	=====	=====	=====

	Notes	Net incoming resources for the year	Balance brought forward 06/04/99	Balance carried forward 05/04/00
		£	£	£
General reserve		3,356	43,865	47,221
Designated reserve	9	-	42,000	42,000
Restricted funds	10	7,920	32,484	40,404
		11,276	118,349	129,625
		=====	=====	=====

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

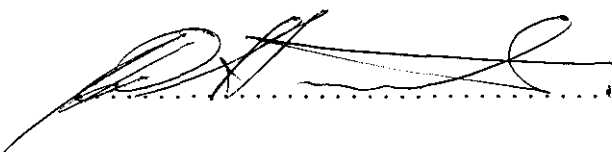
BALANCE SHEET AS AT 5 APRIL 2000

	<u>Notes</u>	<u>2000</u>	<u>1999</u>
		£	£
<u>FIXED ASSETS</u>			
Tangible fixed assets	5	17,387	20,331
<u>CURRENT ASSETS</u>			
Stocks		359	100
Debtors	6	16,989	17,627
Cash at bank and in hand		151,723	155,649
		<u>169,071</u>	<u>173,376</u>
<u>CREDITORS</u> - Amounts falling due within one year	7	(56,833)	(75,358)
<u>NET CURRENT ASSETS</u>		<u>112,238</u>	<u>98,018</u>
Net assets		<u>129,625</u> =====	<u>118,349</u> =====
<u>FUNDED BY:-</u>			
<u>Unrestricted funds</u>			
General reserve		47,221	43,865
Designated reserve	8	42,000	42,000
<u>Restricted funds</u>	9	40,404	32,484
		<u>129,625</u> =====	<u>118,349</u> =====

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

 Director - K Buxton

 Director - J Stewart

Approved by the board: 6/9/00

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

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 5 APRIL 20001. ACCOUNTING POLICIESBasis of accounting

The accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice "Accounting by Charities".

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 expenditure is first incurred.

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

Rents are credited to income when receivable.

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

Expenditure

The accounts include expenditure on the following basis:-

Charitable expenditure relates to expenditure which can be identified to a particular project.

Management and Administration expenditure is that expenditure necessarily incurred in operating the company. It is allocated between the various restricted funds and the unrestricted funds on the directors' best estimate of the proportion of general overheads the project used.

On consideration of the allocation of expenditure between direct charitable and management and administration the directors agreed having due regard to the principles applied, basis of calculation of both management charges and internal rentals, that these costs should be more fairly disclosed as direct charitable expenditure. In addition the other expenditure previously reported under management and administration re restricted funds, namely external rental, publicity, postage, stationery and telephone should be reported under direct expenditure.

This change has been implemented for the current year but the previous year has not been restated.

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
Minibus	- 33 1/3% on cost
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.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 5 APRIL 2000

(Continued)

1. ACCOUNTING POLICIES (Continued)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.

Pensions

Contributions in respect of the company's defined contribution pension scheme are charged to the profit and loss account for the year in which they are payable to the scheme.

2. DIRECT CHARITABLE EXPENDITURE

	Unrestricted funds 2000	Restricted funds 2000	Total funds 2000	Total funds 1999
	£	£	£	£
Provision of services:-				
EDI	-	143,771	143,771	110,055
Alps	-	110,185	110,185	40,868
Respite holidays	-	14,319	14,319	13,475
Information services	-	36,411	36,411	25,322
Voluntary services	-	17,792	17,792	11,775
Aasyana	-	1,202	1,202	-
Minibus	-	200	200	-
Youth club	-	-	-	1,978
Activities programme	-	-	-	18,412
Support costs:-				
Salaries	16,990	-	16,990	6,992
Catering	6,605	-	6,605	5,642
Harry Smith Gateway Social Club	2,842	-	2,842	5,536
Depreciation	-	-	-	1,746
	<u>26,437</u>	<u>323,880</u>	<u>350,317</u>	<u>241,801</u>
	=====	=====	=====	=====

3. TOTAL RESOURCES EXPENDED

	Staff costs	Depreciation	Other costs	Total 2000	Total 1999
	£	£	£	£	£
Direct charitable expenditure	257,713	3,349	89,255	350,317	241,801
Management and admin- istration of the charity	42,340	6,456	16,196	64,992	102,415
	<u>300,053</u>	<u>9,805</u>	<u>105,451</u>	<u>415,309</u>	<u>344,216</u>
	=====	=====	=====	=====	=====
			<u>2000</u>		<u>1999</u>
			£		£
Staff costs:-					
Wages and salaries			275,216		221,635
Social security costs			22,142		19,321
Pension costs			2,695		2,408
			<u>300,053</u>		<u>243,364</u>
			=====		=====
Other costs include:-					
Audit			1,300		1,400
			<u>1,300</u>		<u>1,400</u>
			=====		=====

No employee earned £40,000 per annum or more.

The average number of employees, during the year was 22 (1999 - 19).

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 5 APRIL 2000

(Continued)

4. ANALYSIS OF MOVEMENTS ON RESTRICTED FUNDS

	Income	Direct charitable expenditure	Management and admin- istration	Net
	£	£	£	£
Special care (EDI)	142,060	(143,771)	-	(1,711)
Respite holidays	16,100	(14,319)	-	1,781
Alps	112,040	(110,185)	-	1,855
Information services	45,899	(36,411)	-	9,488
Voluntary services	15,701	(17,792)	-	(2,091)
Aasyana	-	(1,202)	-	(1,202)
Minibus	-	(200)	-	(200)
	<u>331,800</u>	<u>(323,880)</u>	<u>-</u>	<u>7,920</u>
	=====	=====	=====	=====

5. TANGIBLE FIXED ASSETS

	Improvements to property	Fixtures and fittings	Minibus	Equipment	Total
	£	£	£	£	£
<u>Cost</u>					
At 6 April 1999	15,832	7,376	600	16,993	40,801
Additions	-	1,263	-	5,598	6,861
Disposals	-	-	(600)	-	(600)
	<u>15,832</u>	<u>8,639</u>	<u>-</u>	<u>22,591</u>	<u>47,062</u>
	<u>15,832</u>	<u>8,639</u>	<u>-</u>	<u>22,591</u>	<u>47,062</u>
<u>Depreciation</u>					
At 6 April 1999	11,101	3,373	400	5,596	20,470
Charge for the year	3,167	790	200	5,648	9,805
Disposals	-	-	(600)	-	(600)
	<u>14,268</u>	<u>4,163</u>	<u>-</u>	<u>11,244</u>	<u>29,675</u>
	<u>14,268</u>	<u>4,163</u>	<u>-</u>	<u>11,244</u>	<u>29,675</u>
<u>Net book values</u>					
At 5 April 2000	1,564	4,476	-	11,347	17,387
	=====	=====	=====	=====	=====
At 5 April 1999	4,731	4,003	200	11,397	20,331
	=====	=====	=====	=====	=====

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.

Included in equipment are fixed assets used for direct charitable purposes with a net book value of £6,570 (1999 - £5,239).

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 5 APRIL 2000

(Continued)

6. DEBTORS

	<u>2000</u>	<u>1999</u>
	<u>£</u>	<u>£</u>
Trade debtors	3,027	1,611
Prepayments and accrued income	13,962	16,016
	<hr/>	<hr/>
	16,989	17,627
	=====	=====

7. CREDITORS - Amounts falling due within one year

	<u>2000</u>	<u>1999</u>
	<u>£</u>	<u>£</u>
Accruals and income in advance	56,833	75,358
	=====	=====

8. DESIGNATED RESERVE

At 5 April 1999 a designated reserve of £42,000 was established to cover certain capital and revenue expenditure deferred whilst new services (Alps, Activities programme, Information services and Voluntary services) were developed. This specific expenditure, whilst still planned, remained deferred, therefore the reserve has been retained at the same level.

The designated reserve is part of the unrestricted funds of the organisation.

9. RESTRICTED FUNDS

	Balance brought forward 06/04/99	Movement in the year	Transfer	Balance carried forward 05/04/00
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Special care (EDI)	4,965	(1,711)	1,746	5,000
Respite Holidays	-	1,781	-	1,781
Alps	3,791	1,855	-	5,646
Information services	4,408	9,488	-	13,896
Voluntary services	5,623	(2,091)	-	3,532
Activities programme	6,487	-	-	6,487
Minibus	200	(200)	-	-
Aasyana	1,202	(1,202)	-	-
Capital funds - Bury and Rochdale Health Authority	5,808	-	(1,746)	4,062
	<hr/>	<hr/>	<hr/>	<hr/>
	32,484	7,920	-	40,404
	=====	=====	=====	=====

EDI, Alps and Activities programme 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 is funded by Bury and Rochdale Health Authority, Rochdale M.B.C. (joint finance) 50% for three years and Mencap Royal Society for 50% for two years.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 5 APRIL 2000

(Continued)

9. RESTRICTED FUNDS (Cont....)

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 is funded by Bury and Rochdale Health Authority and Rochdale M.B.C. (joint finance) for three years.

Capital funds have been received from Bury and Rochdale Health Authority for the purchase of a mobile bed, hoist and sling and multi-sensory equipment for EDI. The transfer equates to the depreciation charged on this equipment in the year.

10. CHANGES IN RESOURCES AVAILABLE FOR CHARITY USE

	<u>Unrestricted funds</u>	<u>Restricted funds</u>	<u>Total funds</u>
	£	£	£
Net movement in funds for the year	3,356	7,920	11,276
Net decrease(increase) in tangible fixed assets:-			
For direct charitable purposes	-	(333)	(333)
For other purposes	3,277	-	3,277
	<u> </u>	<u> </u>	<u> </u>
Net movement in funds available for future activities	6,633	7,587	14,220
	=====	=====	=====

11. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	<u>Tangible fixed assets</u>	<u>Net current assets</u>	<u>Total funds</u>
	£	£	£
Restricted:-			
Capital funds - Bury and Rochdale Health Authority	4,062	-	4,062
Other funds (See note 9)	2,508	33,834	36,342
Unrestricted funds	10,817	78,404	89,221
	<u> </u>	<u> </u>	<u> </u>
	17,387	112,238	129,625
	=====	=====	=====

12. CONTINGENT LIABILITIES

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

13. COMMITMENTSCapital commitments

Capital commitments contracted for at 5 April 2000 amounted to £19,000 (1999 - £Nil).

Pension commitments

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £2,695 (1999 - £2,900).

14. MANAGEMENT COMMITTEE REMUNERATION

No remuneration was paid to any person who was a member of the management committee.