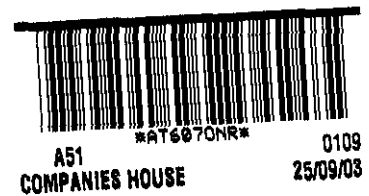


## **THE NEW START TRUST**

**A Private Company Limited by Guarantee  
Registered in England No: 2843280  
A Registered Charity No: 1025357**

**REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2003**



**THE NEW START TRUST**

**A Private Company Limited by Guarantee**

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**REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2003**

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**BENTLEYS**  
**Chartered Accountants**  
Hazlemere  
70 Chorley New Road  
BOLTON  
BL1 4BY

**THE NEW START TRUST**

**A Private Company Limited by Guarantee**  
**Registered in England No: 2843280**  
**A Registered Charity No: 1025357**

**COMPANY INFORMATION****FOR THE YEAR ENDED 31 MARCH 2003*****DIRECTORS & COUNCIL OF MANAGEMENT:***

J Keller (Chair)  
Rev S Herbert (Treasurer & Secretary)  
P Barnes  
M Guhathakurta

***SECRETARY:***

Rev S Herbert

***REGISTERED COMPANY NUMBER:***

2843280

***REGISTERED CHARITY NUMBER:***

1025357

***REGISTERED OFFICE:***

1<sup>st</sup> Floor  
Alderman Downward House  
The Birtles  
Civic Centre  
Wythenshawe  
Manchester  
M22 5RF

***BANKERS:***

Lloyds TSB Bank plc  
The Haletop  
Civic Centre  
Wythenshawe  
MANCHESTER  
M22 5TS

***AUDITORS:***

Bentleys  
Chartered Accountants and  
Registered Auditor  
Hazlemere  
70 Chorley New Road  
Bolton  
BL1 4BY

# THE NEW START TRUST

A Private Company Limited by Guarantee

## REPORT OF THE TRUSTEES AND DIRECTORS

FOR THE YEAR ENDED 31 MARCH 2003

The Directors, who are the Trustees and Council of Management of the Charity present their annual report and the financial statements for the year ended 31 March 2003.

### 1. CONSTITUTIONAL INFORMATION

The Trust is a Registered Charity and a Company Limited by Guarantee and is governed by its Memorandum and Articles of Association.

As a Registered Charity the Company is non profit making and its Directors and Trustees are volunteers. The Company has been incorporated without share capital as it is limited by guarantee, to a maximum £1, by each of its members.

### 2. PRINCIPAL ACTIVITIES AND CHARITABLE OBJECTIVES

The New Start Trust was the vision of June Farrel a local worker and resident of Wythenshawe, South Manchester. The Charity was formed in September 1991 with the following charitable objective:

***The relief of poverty, sickness and distress for those people... who are dependent or affected by addiction to drugs... The advancement of education of such person... and the rehabilitation of those relieved from dependency or addiction... To provide facilities for recreation and other leisure time occupation***

The Trust achieves its charitable objective through its principal activities of working with those presenting to the Trust with substance misuse and related problems.

### 3. ANNUAL REVIEW AND FUTURE DEVELOPMENTS

New Start Trust is a crime prevention project specialising in substance misuse.

#### The Wythenshawe Project:

The year 2002/2003 has been a critical year for the Trust. The commissioning body for drug services the Manchester Drug Action and Alcohol Team embarked on a strategy across the City of Manchester to put drug service in specific geographical locations out to tender across the City on a roll-out basis. The tendering process for a 'service in Wythenshawe' was in the summer of 2002 and the Trust was in a pool of competitors both locally and nationally.

We are very happy to report that in the Autumn of 2002 the Trust was awarded the contract and the project became a fully funded operation as of the 1st of December 2002. The contract is continued subject to funding from central government being allocated to local government; therefore, we can reasonably expect (subject to contract compliance) the security of the service in the medium to long term.

We continue to deliver our needle exchange service/low threshold drop-in for current 'drug' users and as of the 1st of December 2002 we have been able to implement the 'future developments' outlined in our Directors Report 2002

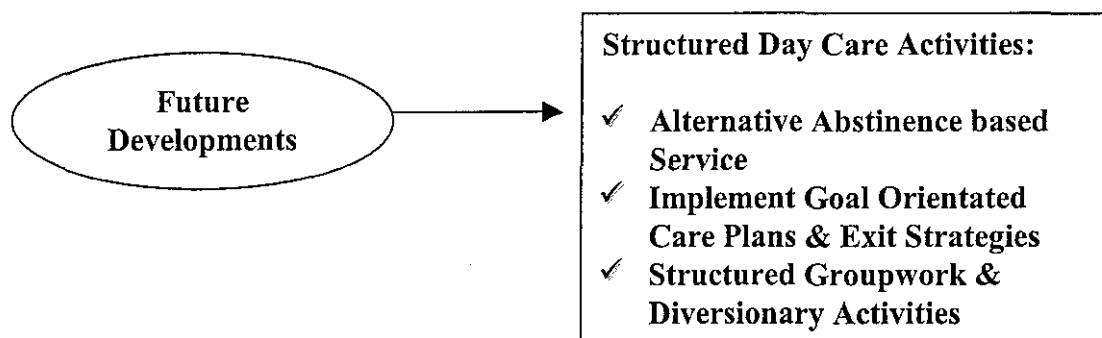
# THE NEW START TRUST

A Private Company Limited by Guarantee

## REPORT OF THE TRUSTEES AND DIRECTORS

FOR THE YEAR ENDED 31 MARCH 2003

### 3. ANNUAL REVIEW AND FUTURE DEVELOPMENTS (Continued)



#### *What the User Say...About our newly introduced structured daycare*

#### 6<sup>th</sup> February 03-overdose prevention

*"I think it's really important to teach Drug users first Aid for there own good"*

#### 29<sup>th</sup> February 2003 - reaching stability and remaining stable

*"I think the session was good but more people should of attended"*

#### 12<sup>th</sup> March 2003 - relapse prevention, Boundaries and Objectives

*"Covered a lot of things"*

*"A very interesting meeting and things are starting to fall into place and seems to be getting clients more into what the project is about-keep going staff!"*

#### 20<sup>th</sup> March 2003 - relapse prevention, problem recognition

*"Sorts something's out, to occupy your head"*

*"The group meetings are beneficial to us for people to get some ideas across, and to get some input from other participants"*

# THE NEW START TRUST

A Private Company Limited by Guarantee

## REPORT OF THE TRUSTEES AND DIRECTORS

FOR THE YEAR ENDED 31 MARCH 2003

### 3. ANNUAL REVIEW AND FUTURE DEVELOPMENTS (Continued)

#### Wythenshawe Project Activity 2002/03:

##### *Our Needle Exchange Service:*

Have 318 registered service users – 75% Male 16% Female Gender unknown 9% with a total of 103 new registrations (32%)

Average daily presentation = 12 - Average Daily Distribution = 371 needles/syringes

##### *Our low threshold drop-in service received:*

Opened with 129 registered service users and received a 66% (86) growth in new service users over the year. On average 70% Male & 30% Female

Average daily presentation = 17 – Average daily consultations = 12

Total number of service users presenting on a daily basis = 29

#### New Developments in the Wythenshawe Project:

Thanks to our Local Crime & Disorder Partnership the Trust received Community Against Drugs monies to fund in this financial year:

- ▶ Our Web Page – [www.newstarttrust.org](http://www.newstarttrust.org) – the latter also was funded on a contribution from \*Community Chest monies
- ▶ A pilot Mentoring Scheme:

The Mentoring Project aims to provide a befriending advisory service to motivate offenders to access relevant services and maintain motivation to avoid offending. Mentors will promote pro-social behavior, as well as communicating to relevant agencies any behaviour that may lead to direct harm to others.

- \* Community Chest: Neighbourhood Renewal funding administered by the Voluntary Sector (Voluntary Action Manchester)

# THE NEW START TRUST

A Private Company Limited by Guarantee

## REPORT OF THE TRUSTEES AND DIRECTORS

FOR THE YEAR ENDED 31 MARCH 2003

### 3. ANNUAL REVIEW AND FUTURE DEVELOPMENTS (Continued)

#### HMP & YOI New Start Trust Contract and Contract for CARAT Service:

We again had our contract extended this financial year and continue to work in positive partnership with the prison. We have three staff on-site and one seconded member of staff working with the CARAT Team (Counselling, Advice, Referral and Throughcare Services).

We delivered and assessment service to 408 women in the year and implemented as a consequence their Care Plans, Groupwork and Pre Release Plans. The Board would specifically like to thank the Team Leader for her resilience in delivering key performance targets without endangering the quality of the service to the women

#### Financial Management & Risk Factors:

##### *Wythenshawe Project:*

Given the experience of recently tendering for 'service in Wythenshawe' and the security of our lease/premises we can indicate a high level of financial security within the 'home' project.

The only potential threat could be non-compliance with the contract criteria. We are currently adapting a project that has historically delivered a low threshold/tier 2 service to combine a structured/tier 3 service:

##### *Substance Misuse Treatment Tiers – Models of Care promoted by the National Treatment Agency:*

*Tier 2: Open Access substance misuse service*

*Tier 3: Structured Community-based substance misuse service*

However to date we would like to thank all staff for there enthusiasm and commitment to working with the models of care and engaging service users in positive lifestyle behavioural changes that we believe in the medium term will facilitate a project that combines best practice and treatment modality

##### *Pilot Mentoring Project: October – March 2002/03*

- No. of Assessments delivered = 17
- Primary Drug Use: Heroin/Crack Cocaine
- Primary Offending Behaviour: Theft, Burglary, Robbery
- Retention in Service @ 3mths = 14 (58%)
- Retention is interpreted as regular contact with the mentor
- Letters sent by Mentor = 33
- Letters received by Mentor = 33
- Only one reconviction rate known: Client breached by Trust for non compliance

This pilot is in it's early stages of implementation and we have had indications from the local CAD Steering Group of their intention to further support this pilot into 2003/04

**THE NEW START TRUST****A Private Company Limited by Guarantee****REPORT OF THE TRUSTEES AND DIRECTORS****FOR THE YEAR ENDED 31 MARCH 2003****3. ANNUAL REVIEW AND FUTURE DEVELOPMENTS (Continued)****CARATS:**

*We are very pleased that our CARAT Contract has been extended to 31<sup>st</sup> of March 2005. Again many thanks to CARAT Staff for making Key Performance Indicators whilst still delivering a quality service to the women.*

The Trust will have to make the critical decision at that point to remain either a single provider of CARATS in HMP/YOI Styal Prison or to indicate our intention to expand through the tendering process to provide CARATS in other women's establishments. The Board has already agreed that our specialty is in the women's estate and have no current intentions with regard to the male estate.

**4. RESULTS AND FINANCIAL MANAGEMENT**

During 2002/03 the services provided by the Trust were purchased by the following organisations:

- Manchester Health Authority/North Manchester Primary Care Trust
- Manchester LA/Social Services
- HMP & YOI Styal
- Lifeline Project Limited

The Company incurred a surplus for the year of £32843 (year ended 2002: £7602 deficit).

The Board of Trustees have introduced policies for the good governance of the charity:

- ✓ A Board of Management Policy: Which includes an explanation of trustee responsibilities and liabilities
- ✓ A Financial Policy: Detailing financial practice, procedure and accountability

The Charity has now managed to secure long term funding, subject only to contract performance criteria. We have a reserve policy in place and will endeavor to fully meet that target in 2003/04. The trustees are satisfied that the charity's assets are sufficient to cover its existing liabilities. The Trustees remain confident that we are integral to the fabric of the community in which we have proudly served for 10 years and that we have the confidence of our service users.



# THE NEW START TRUST

A Private Company Limited by Guarantee

## REPORT OF THE TRUSTEES AND DIRECTORS

FOR THE YEAR ENDED 31 MARCH 2003

### 5. RESERVES AND RISK ASSESSMENTS

The Directors and Trustees believe it is prudent to maintain reserves at the equivalent of three months operating costs. This is in order to allow the Charity to react to unforeseen changes in funding in a constructive manner. A designated fund has been created (see note 8 to the accounts) for that purpose, but as yet only £15793 has been reserved against the target of £42290.

The Directors and Trustees have assessed the risks to which the Charity is exposed, both in terms of finance and operational risks in carrying out its objectives, and are satisfied that the systems are in place to mitigate exposure to those risks.

### 6. COUNCIL OF MANAGEMENT

The Directors who served during the year are listed below:

	31 March 2003	31 March 2002
CHAIR	* J Keller	* J Keller
VICE CHAIR		* A Ackah
TREASURER		* J Wilson
COMPANY SEC.	* Rev S Herbert (and Treasurer)	* Rev S Herbert (and Treasurer)
MEMBERS	P Barnes (resigned 21/07/03) G Price (resigned 09/12/02) M Guhathakurta	Dr S Grieve P Barnes J Berry G Price P Darnborough M Guhathakurta

(\*members of the Executive Committee)

P Andrews was appointed on 12 May 2003.

The Directors are appointed by the members in general meeting. Their liability in respect of the company is limited to £1. See Note 10 to the accounts.

The Council of Management has received remuneration for travel expenses for their services during the year. Incidental travelling expenses of less than £1000 in total have been reimbursed.

**THE NEW START TRUST****A Private Company Limited by Guarantee****REPORT OF THE TRUSTEES AND DIRECTORS****FOR THE YEAR ENDED 31 MARCH 2003****7. STATEMENT OF DIRECTORS AND TRUSTEES RESPONSIBILITIES**

Company law requires the Directors (who are also the Trustees and Council of Management of the charity) to prepare Financial Statements for each financial year which give a true and fair view of the state of the affairs of the company and of the surplus or deficit of the company for the period. In preparing those Financial Statements 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 Financial Statements;
- Prepare the Financial Statements on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the Financial Statements 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.

**8. TAXATION**

Exemption to taxation has been granted by the inland Revenue under the provisions of section 505 of the Income and Corporation Taxes Act 1988.

**9. FUNDS**

The funds held by the Company are detailed in note 8 to the accounts.

**10. CHANGES IN FIXED ASSETS**

Movements in fixed assets are shown in note 5 to the accounts.

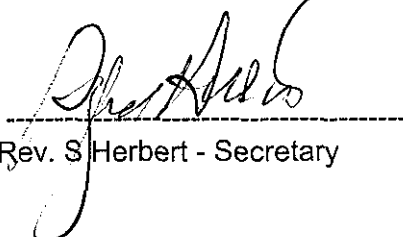
**11. SMALL COMPANY EXEMPTION**

In preparing this report, the Directors have taken advantage of the special provisions of Part VII of the Companies Act 1985 relating to small companies.

**12. AUDITORS**

A resolution will be proposed at the Annual General Meeting to reappoint the Auditors, Bentleys, Chartered Accountants.

APPROVED BY THE BOARD AND SIGNED ON BEHALF OF THE COUNCIL BY:

  
\_\_\_\_\_  
Rev. S Herbert - Secretary

1 September 2003

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF  
THE NEW START TRUST  
A Private Company, Limited by Guarantee  
FOR THE YEAR ENDED 31 MARCH 2003**

We have audited the financial statements of The New Start Trust for the year ended 31 March 2003 on pages 4 to 7.

This report is made solely to the members of the Charity, 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 members of the Charity those matters we are required to state to them in an auditor's report and for no other purposes. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity and the members of the Charity as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of directors and auditors**

As described on page 2.4 the company's directors (who also act as trustees for the charitable activities of the company) are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards and the Statement of Recommended Practice: Accounting and Reporting by Charities.

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

**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 by the directors 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.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF**  
**THE NEW START TRUST**  
**A Private Company, Limited by Guarantee**  
**FOR THE YEAR ENDED 31 MARCH 2003**

**Opinion**

In our opinion the financial statements give a true and fair view of the state of affairs of the charitable company as at 31 March 2003 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.



Bentleys  
Chartered Accountants & Registered Auditor  
Hazlemere  
70 Chorley New Road  
Bolton  
BL1 4BY

1 September 2003

## **THE NEW START TRUST**

**A Private Company Limited by Guarantee**

### **ACCOUNTING POLICIES**

**FOR THE YEAR ENDED 31 MARCH 2003**

The principal accounting policies adopted in the financial statements are set out below.

#### **BASIS OF ACCOUNTING**

The financial statements have been prepared under the Historical Cost Convention, and are in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities, published in October 2000 and applicable accounting standards.

#### **FUND ACCOUNTING**

General funds are available at the discretion of the directors in furtherance of the general objectives of the Company. Designated funds have been designated by the Board for specific purposes which can be changed by the Board.

The Company's reserve policy is to maintain a designated reserve at least equal to three months operating costs in order to allow it to react to any changes in funding in a constructive manner. This policy is constrained by the necessity of leaving at least a nil balance on the unrestricted fund.

A Further designated fund has been set up to meet commitments entered into in property leasing.

Restricted funds are funds subject to specific restrictive conditions imposed by funders or by the purpose of the grant. Details of the balances on restricted funds at the year end are set out in note 8 to the accounts.

#### **INCOMING RESOURCES**

Income is recognised in the accounting period in which it is receivable. Grants or income relating to a future accounting period or received in advance of the attributable costs is deferred and carried forward as grants and income in advance in creditors.

Income includes grants in respect of revenue and capital items.

#### **RESOURCES EXPENDED**

Expenditure is classified under the principal categories of charitable and other expenditure rather than the type of expense.

The cost headings comprise expenditure, including staff costs, directly attributable to the activity. Where costs cannot be directly attributed they are allocated to activities on a basis consistent with the use of resources.

Central overheads are allocated on the basis of their use with the aim of ensuring that those costs remaining within administration relate to the management of the Company's assets, organisational administration and compliance with constitutional and statutory requirements.

All expenditure is accounted for on an accruals basis.

## **THE NEW START TRUST**

**A Private Company Limited by Guarantee**

### **ACCOUNTING POLICIES - CONTINUED**

**FOR THE YEAR ENDED 31 MARCH 2003**

#### **DEPRECIATION**

Depreciation is provided on the cost of tangible fixed assets in order to write off the cost after taking account of scrap values over the expected useful lives as follows:-

Fixtures, Fittings & Equipment	40% in year 1
	30% in year 2
	20% in year 3
	10% in year 4

Profits and losses on sale of tangible fixed assets are included in operating profits.

#### **CAPITAL GRANTS**

The total of any capital grants are recognised in the Statement of Financial Activities in the year they are received, and not deferred over the life of the related assets, as per SORP 2000. A designated fund has been created reflecting the book value of the related assets. This fund will be reduced over the useful economic life of the assets in line with the depreciation policy.

#### **OPERATING LEASES**

Payments under operating leases are charged to the income and expenditure accounts in the period to which they relate.

#### **PENSION COSTS**

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. Contributions payable for the year are charged against the income and expenditure account.

#### **VAT ACCOUNTING**

All grant income and donations are outside the scope of VAT. Contract fees and certain other income are exempt supplies and therefore the Company is not liable to be registered for VAT.

Irrecoverable VAT on expenditure is not analysed separately but attributed to the category of expenditure on which it is incurred.

#### **TAXATION**

No provision is made for taxation as exemption has been granted by Inland Revenue from taxation under the provisions of Section 505 of the Income and Corporation Taxes 1988.

#### **CASH FLOW STATEMENTS**

The Company qualifies as a small company under the Companies Act 1985. The directors have elected to take advantage of the exemption under FRS1 not to prepare a cash flow statement.

**THE NEW START TRUST**

**A Private Company Limited by Guarantee**

**SUMMARY INCOME AND EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDED 31 MARCH 2003**

	<b>Note</b>	<b>2003</b> £	<b>2002</b> £
INCOME	1	260585	207057
Staff Costs	4	144562	148837
Depreciation	5	4271	3970
Other Operating Charges		78933	61922
		-----	-----
SURPLUS/(DEFICIT) BEFORE INTEREST	1 & 2	32819	(7672)
Interest Receivable	3	24	70
Interest Payable		-	-
		-----	-----
SURPLUS/(DEFICIT) ON ORDINARY ACTIVITIES BEFORE TAXATION		32843	(7602)
Tax on Income on Ordinary Activities		-	-
		-----	-----
RETAINED SURPLUS/(DEFICIT) FOR THE YEAR		32843 =====	(7602) =====

In each of the years ended 31 March 2003 and 31 March 2002 the only gains or losses recognised by the Charitable Company were the surplus or deficit for the year, all of the activities undertaken by the Charitable Company were continuing activities and the reported surplus or deficit was determined by the Historical Cost Convention.

## A Private Company Limited by Guarantee

## STATEMENT OF FINANCIAL ACTIVITIES

## FOR THE YEAR ENDED 31 MARCH 2003

	Unrestricted Funds £	Restricted Fund £	Total 2003 £	Total 2002 £
INCOME AND EXPENDITURE				
<b>Income Resources</b>				
Grants	179390	51876	231266	179832
Donations	-	-	-	-
Contract Fees	25945	-	25945	25820
Investment Income	24	-	24	70
Other Income	3374	-	3374	1405
	-----	-----	-----	-----
<b>Total Incoming Resources</b>	<b>208733</b>	<b>51876</b>	<b>260609</b>	<b>207127</b>
	=====	=====	=====	=====
<b>Resources Expended</b>				
Costs of Generating Funds:				
- Fund Raising & Publicity	11201	4418	15619	16150
Charitable Expenditure:				
- Drugs Rehabilitation & Training	136929	36316	173245	166274
- Management & Administration	34242	4660	38902	32305
	-----	-----	-----	-----
<b>Total Resources Expended</b>	<b>182372</b>	<b>45394</b>	<b>227766</b>	<b>214729</b>
	=====	=====	=====	=====
<b>Net Outgoing/Incoming Resources Before Transfers</b>	<b>26361</b>	<b>6482</b>	<b>32843</b>	<b>(7602)</b>
Transfer Between Funds	6482	(6482)	-	-
	-----	-----	-----	-----
<b>Net Outgoing/Incoming Resources For The Year</b>	<b>32843</b>	<b>-</b>	<b>32843</b>	<b>(7602)</b>
Other Recognised Gains & Losses	-	-	-	-
	-----	-----	-----	-----
<b>Net Movement in Funds</b>	<b>32843</b>	<b>-</b>	<b>32843</b>	<b>(7602)</b>
<b>Fund Balances B/Fwd</b>	<b>10985</b>	<b>818</b>	<b>11803</b>	<b>19405</b>
	-----	-----	-----	-----
<b>Fund Balances C/Fwd</b>	<b>43828</b>	<b>818</b>	<b>44646</b>	<b>11803</b>
	=====	=====	=====	=====

The Restricted Fund represents income and expenditure in respect of the CARAT contract.

The Unrestricted Fund is further broken down into 3 Designated Funds and a General Fund, as set out on page 7.3.

The transfer represents a management fee charged against the CARAT contract for the management and administration of the project.



## THE NEW START TRUST

A Private Company Limited by Guarantee


## BALANCE SHEET

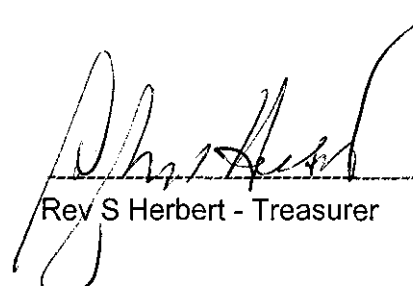
AS AT 31 MARCH 2003

	Note	£	2003 £	£	2002 £
FIXED ASSETS					
Tangible assets	5		6407		-
CURRENT ASSETS					
Debtors	6	-		23193	
Cash at Bank & in Hand		45815		912	
		<u>45815</u>		<u>24105</u>	
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR					
Creditors	7	7576		12302	
		<u>7576</u>		<u>12302</u>	
NET CURRENT ASSETS			38239		11803
TOTAL ASSETS			<u>44646</u>		<u>11803</u>
LESS CURRENT LIABILITIES					
CREDITORS: AMOUNT FALLING DUE AFTER ONE YEAR			-		-
			<u>44646</u>		<u>11803</u>
			=====		=====
FUNDS					
Restricted Funds			818		818
Unrestricted Funds			43828		10985
	8		<u>44646</u>		<u>11803</u>
			=====		=====

These accounts are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

The Financial Statements on pages 4 to 7.5 were approved by the Council of Management and signed on its behalf by:-

  
J Keller - Chair

  
Rev S Herbert - Treasurer

1 September 2003

# THE NEW START TRUST

A Private Company Limited by Guarantee

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2003

### 1. INCOME

The company being a registered charity currently receives its income almost entirely in the form of contracts. These are specifically provided in order to fund the company's principal aims and objectives. All the income is derived from the United Kingdom.

The Company's reserve policy is to maintain a designated reserve at least equal to three months operating costs in order to allow it to react to any unforeseen changes in funding in a constructive manner. As yet only £15793 has been reserved against the target of £42290 (see note 8).

### 2. OPERATING SURPLUS

	2003 £	2002 £
Operating surplus is stated after:		
Auditors Remuneration	1500	1500
Depreciation of Tangible Fixed Assets	4271	3970
Operating Lease Rentals - Land and Buildings	14855	14855
Directors' and Trustees Remuneration	-	-
	=====	=====

The directors and trustees have received reimbursement of small amounts of incidental travelling expenses, totalling less than £1000.

### 3. INTEREST RECEIVABLE

Bank Interest Receivable	24	70
	=====	=====

### 4. STAFF COSTS

Wages costs during the year:

Wages and Salaries	128533	136121
Social Security	12064	12345
Recruitment Costs	3507	-
Pension Costs	458	371
	-----	-----
	144562	148837
	=====	=====

Neither the Chair nor any other Director received any remuneration for their services during the year.

There are no high paid staff.

The average number of employees during the year excluding the Directors and Voluntary Staff was as follows:

Management/Direct Charitable/Administration	8	8
	=====	=====

## THE NEW START TRUST

A Private Company Limited by Guarantee

## NOTES TO THE FINANCIAL STATEMENTS - CONTINUED

FOR THE YEAR ENDED 31 MARCH 2003

## 5. TANGIBLE FIXED ASSETS

	Fixtures, Fittings and Equipment £
COST	
At 1 April 2002	56633
Additions	10678
Disposal	-
	-----
At 31 March 2003	67311
	=====
DEPRECIATION	
At 1 April 2002	56633
Provided in Year	4271
Disposals	-
	-----
At 31 March 2003	60904
	=====
NET BOOK VALUE AT 31 MARCH 2003	6407
	=====
NET BOOK VALUE AT 31 MARCH 2002	-
	=====

## 6. DEBTORS AND PREPAYMENTS

	2003 £	2002 £
Other Debtors	-	4193
Accrued Income	-	13593
Prepayments	-	5407
	-----	-----
	-	23193
	=====	=====

7. CREDITORS: AMOUNTS FALLING DUE  
WITHIN ONE YEAR

Bank Overdraft	-	3533
Social Security and Other Taxes	4076	2952
Accruals	3500	5817
	-----	-----
	7576	12302
	=====	=====

# THE NEW START TRUST

A Private Company Limited by Guarantee

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2003 - CONTINUED

### 8. ANALYSIS OF MOVEMENTS OF FUNDS IN YEAR

	Restricted Fund CARAT	Designated Fund Rent Obligations Fund	Designated Fund Operating Costs	Designated Fund Deferred Grants	Unrestricted Fund General Fund	BALANCE SHEET TOTAL 2003 £	BALANCE SHEET TOTAL 2002 £
Income	£	£	£	£	£	£	£
Expenses	51876	-	-	10678	198055	260609	207127
	45394	-	-	-	182372	227766	214729
	-----	-----	-----	-----	-----	-----	-----
	6482	-	-	10678	15683	32843	(7602)
Fund at Start	818	10985	-	-	-	11803	19405
Transfer re Management Fee	(6482)	-	-	-	6482	-	-
Transfer re Release of Capital Grant	-	-	-	(4271)	4271	-	-
Other Transfers	-	10643	15793	-	(26436)	-	-
	-----	-----	-----	-----	-----	-----	-----
Available for Use at Close	818	21628	15793	6407	-	44646	11803
	=====	=====	=====	=====	=====	=====	=====

The purpose of the Operating Cost Fund is to attempt to designate a reserve equivalent to three months operating costs in order to allow the Company to react to any changes in funding in a constructive manner. See page 4, Accounting Policies, 'Fund Accounting'.

The Board have computed three month's operating costs as being £42290 but only £15793 has been available to date.

The fund designated 'Rent Obligations Fund' sets aside funds to cover certain obligations the company has incurred in respect of property leasing, as set out at note 13. The full amount has now been set aside.

The fund designated 'Deferred Grants' represents a capital grant of £10678 from Manchester City Council which is being released into the general fund at the depreciation rate on the assets brought with the grant. Therefore, £4271 being the depreciation charged against the assets in the year has been released to general fund.

**THE NEW START TRUST****A Private Company Limited by Guarantee****NOTES TO THE FINANCIAL STATEMENTS - CONTINUED****FOR THE YEAR ENDED 31 MARCH 2003****9. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

Fund balances at 31 March 2003 are represented by:-

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total £</b>
Tangible Fixed Assets	6407	-	6407
Current Assets	44997	818	45815
Current Liabilities	(7576)	-	(7576)
	-----	-----	-----
	43828	818	44646
	=====	=====	=====

**10. CONSTITUTION**

The Company is limited by guarantee and does not have a share capital. In the event of the company being wound up the members are committed to a contribution of £1 each.

**11. CAPITAL COMMITMENTS**

	<b>2003 £</b>	<b>2002 £</b>
Contracted for but not provided in the Financial Statements	Nil	Nil
	=====	=====

**12. OPERATING LEASE COMMITMENTS**

The Company has the following annual commitment under operating leases:-

	<b>Land &amp; Buildings £</b>
Operating leases which expire:-	
Between 2 and 5 years	14855
	=====

This represents commitments in respect of the property lease at the Wythenshawe premises, and is for rent due within the next 12 months.

**THE NEW START TRUST****A Private Company Limited by Guarantee****NOTES TO THE FINANCIAL STATEMENTS - CONTINUED****FOR THE YEAR ENDED 31 MARCH 2003****13. RENT OBLIGATIONS FUND**

The directors intend to set aside sums due in respect of the property lease, as a Designated Fund (shown in Note 8), on the following basis:-

	£
Wythenshawe: 12 months rent and service charge	21628
	=====

This fund has now been achieved (see note 8)

**14. TRANSACTIONS WITH DIRECTORS & TRUSTEES**

There has been no transactions with Directors during the year apart from reimbursement of modest amounts of incidental expenses, totalling less than £1000, and the following transaction.

**15. GOING CONCERN REVIEW**

In completing their going concern review, the Directors and Trustees were only able to obtain definite written confirmation of continuity of funding through to 31 March 2004. However, the Directors and Trustees are now confident that funding will continue for the next three years given the Charity's proven ability to deliver contracts in accordance with the specified criteria.