# BRAUNSTONE MOTOR PROJECT LIMITED ANNUAL REPORT AND ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2003

Registered Charity Number: 1047121

Registered Company Number: 2866958

\*\*AAZ6UR83\*\* 0504
COMPANIES HOUSE 16/01/04

# CONTENTS

	Page
Directors' report	1 - 3
Independent auditors' report	4
Statement of financial activities	5
Balance sheet	6
Notes to the accounts	7- 13
The following pages do not form part of the statutor	y accounts
Cash flow statement	Appendix 1
Restricted funds	Appendix 2

# **COMPANY INFORMATION**

DIRECTORS

Mrs J. Setchfield Mr A. Russell Mr S. Hall Mr C. Tipper

SECRETARY

Mr R. Bindloss

COMPANY NUMBER

2866958

CHARITY NUMBER

1047121

REGISTERED OFFICE

9 Cantrell Road Braunstone Leicester LE3 1SD

**BANKERS** 

**HSBC Plc** 

11 Hinckley Road

Leicester LE3 OLG

**AUDITORS** 

HLB AV Audit plc Stoughton House Harborough Road

Oadby

Leicester LE2 4LP

#### REPORT OF THE DIRECTORS

#### 31ST MARCH 2003

The directors present their Annual Report, together with the Accounts for the year ended 31st March 2003.

#### **ACTIVITIES**

The Braunstone Motor Project is a non-profit making organisation, operating motor vehicle and other youth training, employment search and recreational facilities based in the Braunstone area of Leicester. Its activities are focused particularly on under-privileged, disabled and other disadvantaged young people and it operates appropriate anti-discrimination and equal opportunities policies. The Project produces detailed reports including full analyses of the number and categories of the users of its facilities.

#### **FUNDING**

The principal source of core finance in the year was in the form of grants received from the Braunstone Community Association, and the Community Fund - Lottery. Funding for training courses was also received via Leicester City Council's Single Regeneration Budgets, the Employment Support Services in Braunstone, the Learning Skills Council and the Department for Education and Employment.

Additionally the Project generates a level of income itself through charges to certain categories of users of its courses and facilities, and from the restoration of classic motorcycles as part of its training programmes.

In the decade since its inception, the Project has also received grant funding from the European Social Fund (via Loughborough Technical College), "Safer Cities", the Urban Programme, Leicestershire Training and Enterprise Council and the Retail Motor Industry Training Board (ReMIT). In addition, donations have been received from "Children in Need" and a number of other organisations and private individuals.

The Project is supported by the following agencies, each of which is entitled to be represented on the Management Committee that advises the Board on the management of the affairs of the Project:

Leicestershire Police Service
Leicestershire Probation Service
Leicester City Council, Leisure Services and Housing Departments
Braunstone Parish Team
Turning Point Women's Centre
Juvenile Offenders Resources Team, Leicester
Leicester & Leicestershire Careers and Guidance Services
Education Action Zone
Trident/City Cluster
Student Support Services

#### INCORPORATION

Braunstone Motor Project Ltd was incorporated on 28th October 1993 as a company limited by guarantee of £1, regulated by its memorandum and articles of association. It assumed the activities, assets and liabilities of Braunstone Motor Project at that date.

#### CHARITABLE STATUS

Charitable status was granted to the company on 13th June 1995.

#### REPORT OF THE DIRECTORS CONTINUED

#### 31ST MARCH 2003

#### FINANCIAL RESULTS

The activities for the year to 31st March 2003 show a deficit of income over expenditure of £14,291 (2002: surplus of £27,622). There were unrealised gains on investments of £1,900 (2002: £2,050), leaving a balance of accumulated funds carried forward at that date of £41,184 (2002: £53,575) which the directors consider to be adequate for the fulfilment of the obligations of the Project on a fund by fund basis.

#### **FUTURE DEVELOPMENTS**

The funding received from the Braunstone Community Association, which runs through to 2006 has provided the Project with a solid medium term basis on which to develop its activities. In the coming year it aims to consolidate its facilities and services, particularly in the provision of job-oriented mechanics and life skills courses for young people from Braunstone and other areas of the city and county of Leicester where social and economic difficulties are in evidence.

#### **FIXED ASSETS**

Details of movements in fixed assets are shown in note 9 to the accounts.

#### **INVESTMENTS**

As an integral part of the charitable activities, users of the facilities are involved in the refurbishment of classic motorbikes. These motorbikes are then displayed in museums. The motorbikes are owned by the Braunstone Motor Project and when refurbished have a value. This value is reflected in the balance sheet at estimated market value. The costs of the original bike are expended through the Statement of Financial Activities at the time of purchase as are the costs of refurbishment as they cannot be separately identified from the whole programme of activities.

### **DIRECTORS AND OFFICERS**

The directors who served during the year were:

Mrs J. Setchfield

Mr A. Russell

Mr S. Hall

Mr C. Tipper

The appointment of directors is governed by the Articles of Association. All the directors of the company are trustees of the charity.

The directors have no interests in shares or contracts of the company, except Mrs J. Setchfield who is also a director of Braunstone Resource Training Centre Limited (as shown in note 19).

The directors meet on a six weekly basis.

The day-to-day activities of the Project are managed by Mr Robert Bindloss, who also acts as company secretary.

#### REPORT OF THE DIRECTOR'S CONTINUED

#### **31ST MARCH 2003**

#### **RISK MANAGEMENT**

It is the policy of the Project to conduct its activities in ways that minimise any risk to its assets and the users of those assets. Additionally, the Project carries insurance to cover liabilities to its employees and third parties. Activities are not undertaken where no such insurance is available. Insurance to cover damage to or loss of the Project's assets is taken out provided it is available at commercially acceptable rates.

#### **AUDITORS**

In accordance with section 385 of the Companies Act 1985, a resolution that HLB AV Audit plc be re-appointed as auditors will be put to the Annual General Meeting.

#### STATEMENT OF DIRECTORS' RESPONSIBILITIES

The directors are required by law to prepare accounts for each financial year which give a true and fair view of the financial activities of the company and its financial position at the end of that year. In preparing those accounts the directors are required to:

- (a) select suitable accounting policies and apply them consistently;
- (b) make judgements and estimates that are reasonable and prudent;
- (c) prepare the accounts on a going concern basis unless it is inappropriate to assume that the 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 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.

#### SMALL COMPANY EXEMPTIONS

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

#### **APPROVAL**

This report was approved by the board of directors on 21 August 2003 and signed on its behalf.

Mr R. Bindloss Company Secretary

#### INDEPENDENT AUDITORS' REPORT

# To the members of Braunstone Motor Project Limited

We have audited the accounts on pages 5 to 13 for the year ended 31st March 2003. These accounts have been prepared under the historical cost convention, as modified by the revaluation of certain fixed assets and the accounting policies set out herein.

This report is made solely to the company's members, as a body, in accordance with section 385 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have found.

#### Respective Responsibilities of directors and auditors

As described in the statement of directors' responsibilities on page 3 the company's directors are responsible for the preparation of the accounts in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the accounts in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the accounts 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 accounts, 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 directors' report 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 accounts. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the accounts, 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 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 company's affairs as at 31st March 2003 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance JIB What ple. with the Companies Act 1985.

Stoughton House Harborough Road Oadby Leicester

Dated: 16 September 2003

HLB AV AUDIT PLC **REGISTERED AUDITOR** 

# STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)

# FOR THE YEAR ENDED 31ST MARCH 2003

	Notes	Restricted Funds £	Unrestricted Funds £	2003 Total Funds £	2002 Total Funds £
INCOMING RESOURCES: Donations Activities in furtherance of the		-	2,500	2,500	5,697
charity's objects: Grants and training funding Activities and courses Activities for generating income:	3	285,847	41,873	285,847 41,873	251,694 36,967
Bank interest received Gifts in kind	8	-	479 2,000	479 2,000	554 3,700
Total incoming resources		285,847	46,852	332,699	298,612
RESOURCES EXPENDED: Charitable expenditure: Costs of activities in furtherance of the charity's objects: Project activity costs Support costs Management and administration	4 5 6	234,162 61,009 2,896	22,463 5,159 21,301	256,625 66,168 24,197	202,201 28,893 39,896
Total resources expended	Ū	298,067	48,923	346,990	270,990
NET RESOURCES EXPENDED		(12,220)	(2,071)	(14,291)	27,622
Transfers	20	(864)	864	-	-
Net gains on investment assets	10	-	1,900	1,900	2,050
Net movement in funds		(13,084)	693	(12,391)	29,672
Accumulated Funds brought forward		23,706	29,869	53,575	23,903
Accumulated Funds carried forward	17	10,622	30,562	41,184	53,575

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

The notes on pages 7 to 13 form part of these accounts.

# **BALANCE SHEET - 31ST MARCH 2003**

	NOTES	<u>2003</u> <u>£</u>	<u>2002</u> <u>£</u>
FIXED ASSETS			
Tangible assets Investments	9 10	27,168 13,250	33,374 12,250
		40,418	45,624
CURRENT ASSETS			
Debtors Cash at bank and in hand	11	4,122 15,876	13,687 16,412
		19,998	30,099
CREDITORS			
Amounts falling due within one year	12	(10,610)	(10,280)
NET CURRENT ASSETS		9,388	19,819
TOTAL ASSETS LESS CURRENT LIABILITIES		49,806	65,443
CREDITORS			
Amounts falling due after more than one year	13	(8,622)	(11,868)
		41,184	53,575
CAPITAL AND RESERVES			
Unrestricted funds Restricted funds	17 17	30,562 10,622	29,869 23,706
		41,184	53,575

These financial statements are 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, who approved the accounts on 21 August 2003.

Mrs J. Setchfield

Director

The attached notes form part of these accounts.

#### NOTES TO THE ACCOUNTS - 31ST MARCH 2003

#### 1. ACCOUNTING POLICIES

The following accounting policies have been applied for items which are considered material in the context of the accounts:

#### 1.1 Basis of Accounting

The accounts have been prepared under the historical cost convention with the exception of investments which are included at market value. The accounts have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in October 2000 and applicable accounting standards.

#### 1.2 Fixed Assets and Depreciation

Fixed assets costing more than £100 acquired using Unrestricted Funds are capitalised and depreciated on a straight line basis at the rate of 25% per annum. Where the value of any asset is considered to have permanently diminished, a further charge is made to write it down to its estimated realisable value. Previously vehicles and other equipment purchased from specific training grants were charged as expenditure in the year of purchase but from 1<sup>st</sup> April 2001 these purchases are capitalised and depreciated on a straight line basis at the rate of 25% per annum.

#### 1.3 Investments

Investments are restored motorbikes. The motorbikes are either bought in poor condition or donated and refurbished as part of the charitable activities by users of the Project. These costs are written off at the time of expense and a valuation is not recognised until the motorbikes are in a condition for display in museums. These investments are shown at the directors' estimated market value.

#### 1.4 Incoming resources

Grant income is credited in the year in which it is receivable. Grants received for specific purposes are accounted for as restricted funds.

All other income is accounted for when receivable.

# 1.5 Resources expended

All expenditure is accounted for on an accruals basis.

Projects activity costs relate directly to the activities and projects of the company. Support costs are not directly related to the individual projects. This includes occupancy and running costs. Management and administration expenditure includes all expenditure incurred in the administration of the company including office costs, admin staff salaries and audit and accountancy fees.

#### 1.6 Value Added Tax

Value added tax is not recoverable by the company, and as such is included in the relevant costs in the Statement of Financial Activities.

#### 1.7 Fund Accounting

Unrestricted funds are to be used for the core activities of the company at the directors' discretion. Restricted funds are for various projects as detailed in Note 16, which are to be used in accordance with the restrictions placed by the donor. The costs of running these projects have been allocated to the individual restricted fund to which it relates.

#### NOTES TO THE ACCOUNTS - 31ST MARCH 2003 CONTINUED

#### **ACCOUNTING POLICIES continued**

#### 1.8 Gifts In Kind

Motorbikes donated in varying states of disrepair are included as gifts in kind in the statement of financial activities at the directors' estimated value once restoration is complete. The motorbikes are then included within investments and revalued at the directors' estimated market value.

#### 1.9 Finance Leases

Assets obtained under finance leases are capitalised as tangible fixed assets. Depreciation is charged over the estimated useful life of the asset. Finance leases are those where substantially all of the benefits and risks of ownership are assumed by the company. Obligations under such leases are included in creditors net of the finance charge allocated to future periods. The finance element of each payment is charged to the Statement of Financial Activities so as to produce a constant periodic rate on the net obligation outstanding in each period.

#### 1.10 Operating Leases

Rentals applicable to operating leases where substantially all the benefits and risks of ownership remain with the lessor are reflected in the Statement of Financial Activities as incurred.

2. OPERATING SURPLUS	200 <u>3</u> £	2002 £
This is stated after charging depreciation of Tangible fixed assets	_	_
- owned by the company	5,706	2,026
- held under hire purchase contracts	3,875	642
Auditor's remuneration	1,880	1,880
Operating lease rentals	16,332	16,332
3. GRANTS AND TRAINING FUNDING	<u>2003</u>	2002
<u> </u>	<u>====</u>	£
Braunstone Community Association	139,920	28,159
Community fund - Lottery	17,734	70,880
Leicester City Council - SRB2	-	7,846
Leicester City Council - SRB4	25,314	71,613
Leicester City Council – Employment Support Services	15,693	44,401
Department for Education and Employment	32,876	28,795
European Social Fund/Learning Skills Council	54,310	20,700
European Godian Tana, Edanning Okins Godinen	<del></del>	
	285,847	251,694
4. PROJECT_ACTIVITY_COSTS	<u>200</u> 3	2002
4. FROJECT ACTIVITY COSTS	<u>2003</u> £	<u>2002</u> £
Salaries	194,338	148,496
Vehicle running, maintenance and travel costs	26,537	20,163
Tools and consumables	7,518	7,359
Equipment and vehicle purchase	2,464	6,992
External courses and licenses	16,693	16,905
Depreciation	9,075	2,286
	256,625	202,201

# NOTES TO THE ACCOUNTS - 31ST MARCH 2003 CONTINUED

5.	SUPPORT COSTS	<u>2003</u> £	<u>2002</u> £
	Occupancy costs	40,833	19,508
	Creche facilities	17,895	4,476
	Miscellaneous expenditure	4,485	4,043
	Hire purchase interest	2,449	484
	Depreciation	506	382
		66,168	28,893
			<del></del> _ <del></del>
6.	MANAGEMENT AND ADMINISTRATION	<u>2003</u>	<u> 2002</u>
		£	£
	Salaries	16,066	32,506
	Office costs	5,857	5,288
	Audit and accountancy	1,880	1,880
	Bank interest and charges	394	222
		24,197	39,896
		<del></del>	

# 7. **STAFF COSTS**

The average number of staff employed was 14 (2002: 13). Staff salary costs comprised:

	2003 £	<u>2002</u> £
Wages and salaries Social security contributions	194,999 15,405	167,870 13,132
	210,404	181,002

No employee earned more than £50,000 in the year.

The directors received no emoluments or reimbursed expenses.

# 8. GIFTS IN KIND

During the year fixed assts were donated to the charity with an estimated value of £2,000 (2002 : £NiL).

Motorbikes for investment purposes are donated to the charity in varying states of disrepair. The estimated value of these gifts in kind this year is £NIL (2002: £4,700). They are not included within the accounts until restoration is completed in accordance with the investment accounting policy.

# NOTES TO THE ACCOUNTS - 31ST MARCH 2003 CONTINUED

	2003 <u>£</u>	2002 <u>£</u>
Balance at 1st April 2002 Donated motorbikes	2,500	1,500 4,700
Restored motorbikes – Gift in kind released to Statement	2,500	6,200
of Financial Activities		(3,700)
Balance at 31st March 2003	2,500	2,500

The company has use of a vehicle on permanent free loan from Ford Motor Company Limited. The value of this gift is not quantified in the accounts.

9.	FIXED ASSETS	<u>Motor</u> <u>Vehicles</u>	<u>Office</u> Equipment	Plant and Tools	<u>Total</u>
	_	<u>£</u>	$\underline{\mathbf{f}}$	£	£
	Cost:				
	At 1st April 2002	22,875	3,177	19,739	45,791
	Additions	2,000	800	575	3,375
	Disposals	-	-	-	-
	Balance at 31st March 2003	24,875	3,977	20,314	49,166
	Depreciation:				
	At 1st April 2002	2,238	1,740	8,439	12,417
	Charge for the year	6,219	506	2,856	9,581
	On disposals			, <u>-</u>	· -
	Balance at 31st March 2003	8,457	2,246	11,295	21,998
	Net book value at				
	31st March 2003	16,418	1,731	9,019	27,168
	Net book value at				
	31st March 2002	20,637	1,437	11,300	33,374

Motor vehicles and plant and tools are used in the project activities. Office equipment is used in the support of the company. Included in the above net book values are assets held under finance leases as follows:-

	2003 <u>£</u>	<u>2002</u> <u>£</u>
Motor vehicles	11,625	15,500

# NOTES TO THE ACCOUNTS - 31ST MARCH 2003 CONTINUED

10.	INVESTMENTS	200 <u>3</u> £	2002 <u>£</u>
	Classic Motorbikes at 1st April 2002 Gifts in kind – Donated motorbikes (see note 8)	12,250	6,500 3,700
	Disposal proceeds of investments Realised loss on disposal of investments Unrealised gain on investments	12,250 (900) (1,100) 3,000	2,050
	Classic Motorbikes at 31st March 2003	13,250	12,250
	The historical cost of the above investments is £2,500 (2002:	£250)	
	The motorbikes are valued at the directors' estimated market v	/alue.	
11.	<u>DEBTORS</u>	2003 £	<u>2002</u> £
	Accrued income	4,122	13,687
12.	CREDITORS - Amounts falling due within one year	2003 <u>£</u>	2002 <u>£</u>
	Taxation and social security Other creditors Accruals Hire purchase	3,129 1,350 2,885 3,246 10,610	2,698 1,567 3,424 2,591 10,280
	Creditors of £3,246 (2002 : £2,591) are secured.	<u> </u>	<u></u>
13.	CREDITORS - Amounts falling due after one year	2003 <u>£</u>	2001 <u>£</u>
	Hire purchase	8,622	11,868
	Creditors of £8,622 (2002: £11,868) are secured.		
14.	BORROWINGS	200 <u>3</u> £	2002 £
	Hire purchase creditors: Falling due within 1 year Falling due between 1 and 2 years Falling due between 2 and 5 years	3,246 8,622 - 11,868	2,591 3,246 8,622 14,459
			<u> </u>

#### NOTES TO THE ACCOUNTS - 31ST MARCH 2003 CONTINUED

#### 15. **OPERATING LEASES**

Amounts falling due within one year under noncancellable operating leases are as follows:-

	<u> 2003</u>	2002
	<u>Land &amp; </u>	Land &
	<u>Buildings</u>	<u>Buildings</u>
	<u>£</u>	<u><b>£</b></u>
Leases expiring within 1 year	1,880	1,880
Leases expiring within 2 to 5 years	14,452	14,452

16,	RESTRICTED FUNDS	At 1 April 2002 <u>f</u>	Income <u>£</u>	Expenditure £	<u>Transfers</u>	At 31 March 2003 <u>£</u>
	Community fund - Lottery	-	17,734	(17,616)	(118)	-
	ESF/LSC	-	54,310	(54,469)	842	683
	DFEE	766	32,876	(34,901)	-	(1,259)
	Employment Support					
	Services	10,500	15,693	(23,032)	-	3,161
	SRB4	(256)	25,314	(24,062)	(1,588)	(592)
	Braunstone Community					
	Assoc.	12,696	139,920	(143,987)	-	8,629
		23,706	285,847	(298,067)	(864)	10,622

The Braunstone Community Association Fund and ESF/LSC Fund balances represent the net book value of capital items purchased to be written off over the expected asset life of 4 years.

#### 17. ANALYSIS OF FUND BALANCES

BETWEEN NET ASSETS	<u>Unrestricted</u> £	Restricted £	Total £
Tangible fixed assets	16,399	10,769	27,168
Investments	13,250	-	13,250
Net current assets	9,535	(147)	9,388
Long term liabilities	(8,622)	-	(8.622)
	30,562	10,622	41,184
	<del></del>	<del></del>	<del></del>

# 18. SHARE CAPITAL AND RESERVES

The company has no share capital and is limited by guarantee of £1.

The company's accumulated funds are available for future use in furtherance of the objects of the company.

#### NOTES TO THE ACCOUNTS - 31ST MARCH 2003 CONTINUED

#### 19. RELATED PARTY TRANSACTIONS

During the year rent of £2,820 (2002: £2,820) and creche and other running costs of £17,106 (2002: £10,102) were paid to Braunstone Resource Training Centre Limited of which Mr R. Bindloss (company secretary and project manager) and Mrs J. Setchfield (director) are both directors. Braunstone Resource Training Centre Limited is a company limited by guarantee with no share capital.

# 20. TRANSFERS

During the year three of the restricted fund projects were completed. The surplus or deficit on each fund has been transferred to unrestricted funds at the end of the year. The balance remaining on one of these funds represents a fixed asset which has not been fully depreciated. This asset will be used for the charity's objectives.