

**The Environment Centre Ltd**  
(a company limited by guarantee)

Trustees' report and financial statements

31 March 2013

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COMPANIES HOUSE

# The Environment Centre Ltd

## Trustees' report and financial statements

<i>Contents</i>	<i>Page</i>
Legal and administrative information	3
Trustees' report	4 - 8
Independent examiner's report	9
Statement of financial activities and income and expenditure account	10
Balance sheet	11
Notes to the accounts	12 - 17

# The Environment Centre Ltd

## Legal and administrative information

<b>Trustees/directors</b>	S Bolchover	Chairman
	B Pawson	Vice Chairman
	M Burrows	
	M Cherry	
	B Cotterill	
	D Hill	
	S Huws	
	J Ireland	
	P Jones	
	R Jones	
	Cllr E Kirchner	
	A Kreppel	
	Cllr EV Latham	
	P Madeira	
	L McCarroll	
	C Small	
	J Woodman	
<b>Registered office</b>	Pier Street	
	Swansea	
	SA1 1RY	
<b>Bankers</b>	The Co-operative Bank	
	34 The Kingsway	
	Swansea	
	SA1 5LG	
<b>Solicitors</b>	Morgan Cole	
	Llys Tawe	
	Kings Road	
	SA1 Swansea Waterfront	
	Swansea	
<b>Independent examiner</b>	SA1 8PG	
	Alun Walters & Co	
	Llanddewi Castle	
	Llanddewi	
	Reynoldston	
<b>Charity number</b>	Swansea	
	SA3 1AU	
<b>Company registration number</b>	1039378	
<b>Company registration number</b>	2929729	

# **The Environment Centre Ltd**

## **Trustees' Report**

The Trustees, who are also Directors of the charity for the purposes of the Companies Act, present their annual report and financial statements for the year ended 31 March 2013. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and reporting by charities (revised 2008)" in preparing the annual report and financial statements of the charity.

### **Objects and activities**

The company is established as a company limited by guarantee under its Memorandum and Articles of Association dated May 1994.

The company's charitable aim as set out in its Memorandum of Association is the advancement of education through environmental conservation, protection and restoration for the benefit of the public by the provision of training and information services and the encouragement of participation and volunteering in practical environmental projects. The Trustees have agreed to three working aims:

- a) Raising awareness of environmental issues in all sectors of the community,
- b) Increasing participation in environmental projects by individuals and groups,
- c) Promoting change in society towards a more sustainable future.

The Environment Centre seeks to achieve its aims through three main areas of activity:

- i) Supporting other environmental groups and projects through a range of facilities and services,
- ii) Providing information services including a public information centre, a resource library, a monthly newsletter, regular features in the media, exhibitions and stands at local events,
- iii) Organising educational projects and activities for schools, community groups and the general public.

### **Organisational structure**

The Environment Centre is managed by a Board of Trustees. Board meetings are arranged on a bi-monthly basis. Sub groups are organised to meet between Board meetings to discuss and progress finance, property & staffing issues, as well as the education & information delivery and outreach issues. These sub groups are made up of trustees, staff and volunteers, and report back to the board.

The Centre Manager is responsible for the day to day running of the Centre and provides a detailed activity report to the Board at the Board meetings. The Finance Manager prepares a comprehensive financial report for these meetings.

The Environment Centre is fully independent but works closely with many other organisations and is a member of several forums, partnerships and networks. The most notable of these are the Swansea Environmental Education Forum (SEEF), the Swansea Environmental Forum (SEF), the Neath Port Talbot Environmental Forum (NPTEF), Swansea Community Recycling Alliance & Partnership (SCRAP), Swansea Waste Forum, Swansea Council for Voluntary Service (SCVS) and the Swansea Fair Trade Forum on a local level. The Centre is a member of the Better Swansea Alliance.

### **Review of activities and future developments**

Environment Centre staff over the year consisted of Jenny Edwards as Centre Manager, Gareth Evans as Finance Manager, Hannah Mitchell as Resources Officer, Anita Houten as Education Officer & SEEF Coordinator and Mo Green as Caretaker.

Placements included Camille Plard, a French student (for 10 weeks), Sean Genan via Swansea Itec (for 2 months), Max Hatton, an American Studies student at Swansea University (for 2 weeks) and Bethan Herbert-Jones who helped to plan our Community Open Day.

We also had technical and managerial guidance from Lily Dyu, a senior management consultant (IBM).

# The Environment Centre Ltd

## Trustees' report *(continued)*

### **Review of activities and future developments** *(continued)*

The valued support of a committed team of **volunteers** remains an essential aspect of the day-to-day running of the Centre and the delivery of core services. A number have come and gone during the year and many have been with us for some time. To all, we thank them for their help and commitment in the giving of their valuable time.

**Swansea Environmental Forum (SEF)** continues to hold its AGM and other meetings at the Centre. SEF is the Strategic partnership for the environment in Swansea and is very active at a local and national level. SEF continues to pay the Centre a fee for co-coordinating their forum and projects, which during this year included the Sustainable Swansea Initiative and Low Carbon Swansea.

**Sustainable Swansea** initiative continued throughout the year with two officers, Dai Power and Delyth Higgins. The summer Trailblazer events took place in 2012 through temporary staff Joanne Murphy, Sophie DeMarco and Jamie Davies.

A new project, **Low Carbon Swansea**, was launched by SEF with its project Manager Chris Thomas appointed in April 2012. Unfortunately Chris vacated the post in July but his successor Clemmie Twiggs took over the reins in August and continues in the role.

**Swansea Community Recycling Alliance Partnership (SCRAP)** held meetings in the first half of 2012-13, which were coordinated by Jenny Edwards.

**Swansea Environmental Education Forum (SEEF)** activities included the Swansea Sustainable Schools Scheme (SSSS). The Scheme has made further awards over 2012 - 2013. So far 24 schools have received 28 awards. These include Ynystawe Primary School which has received the first gold award. Also, Dylan Thomas Community Comprehensive School has received a silver award. The others have received bronze awards including Hafod Primary, Mayals Primary and Brynhyfryd Infants Schools. INSETs at the Centre included 'ESDGC Practice and Policy' in January 2013. As well as the INSET there were three networking meetings. One at Clydach Junior School for Primary teachers looked at their outdoor space. At Cwmrhydyceirw Primary networking included talks on Fairtrade and Energy. The third networking was informal for secondary teachers at Penyrheol Comprehensive School. The SEEF website is now a source of information for teachers and is regularly updated and includes the Green Envelope for schools which is updated termly.

For the second year both CCW and the **Swansea Change Fund** applications were done in partnership. The Environment Centre, Swansea Environmental Forum, Sustainable Swansea and Swansea Environmental Education Forum collaborated to successfully receive funds that enabled each party to carry out their programme of events and activities for the year. CCW (**Natural Resources Wales** from 2013-14) approved the partnership application with the Environment Centre as the lead partner (to receive the partnership funds retrospectively via quarterly and interim claims) whilst the Swansea Change Fund partnership application was headed up by the Swansea Environmental Forum (receiving the designated amounts quarterly in advance).

The Centre's **Education & Activities Program** continued and once again included "Blue Ocean Blues" (the marine conservation presentations), "Fire Skies" and "World within your Shoe", presented by Phil Williams (Plan-It Eco). Other events in the programme included "Ecology Field Studies" at Crymlyn National Nature Reserve, carried out by Dawn Thomas (Nature Days). We also ran a series of workshops, courses, training events for members of the public and INSETs for teachers (various presenters) held at the Environment Centre and other sites. Workshops included Funky Junk Art (Pru Thumbleby), Willow Weaving & Mosaic Butterfly Making.

A **14-19 Network Grant** allowed us to employ Nature Days to do further work with Morriston Comprehensive looking at the life of the River Tawe.

**Fundraising** throughout the year included the following:

A "**Pub Quiz**" at the Environment Centre took place in March 2013, with quizmaster Phil McDonnell (part of Fairtrade Fortnight).

We are grateful to "**Easy Fundraising**" for donating funds in consequence of Environment Centre supporters and staff using their internet search engine.

# The Environment Centre Ltd

## Trustees' report *(continued)*

### Review of activities and future developments *(continued)*

HMRC paid out to us in April 2012 for Gift Aid collections in the previous financial year

**Outreach events** during the year included us taking part at – Wise up to Waste Week – National Bike Week – Swansea Cycle Challenge– Fairtrade Fortnight (Evening at Tapestry)– Day of Biodiversity at the National Waterfront Museum – Gower Walking Festival – Tawe River Boat Trip

**Events at the Centre** included – Environment Centre Community Open Day – Recycled Craft Sessions (Dragon Arts) – Growing (Transition Swansea) – Spring Swish – Urban Permaculture Weekend – The Environment Centre AGM **The Green Fayre** (at the National Waterfront Museum for the eighth year running) was again organised by Hannah with help from staff, trustees & volunteers. The event was held once again over two days on 24<sup>th</sup> & 25<sup>th</sup> November 2012. Thanks to everyone who made the event such a success including over 65 great stalls who came along

**Greenlight** is our newsletter. We continued with our aim of saving paper by producing fewer printed-paper copies and distributing more as e-versions. The use of emails for distributing information continues to grow and our Website [www.environmentcentre.org.uk](http://www.environmentcentre.org.uk) has been regularly updated and improved by Jenny Edwards, Centre Manager. We also made use of Face book and email networks for advertising and information distribution

**Exhibitions** in our hall throughout the year included – “Four decades of green action” (historic posters & flyers) - “From the green man to the great ram” (photographs by Bob Cotterill)

It is really important to us that we continue to offer **office space** within the building to other environmental organisations. We are therefore pleased to continue to provide accommodation in 2012-13 to Undercurrents, Sustainable Swansea Initiative, Swansea Environmental Education Forum (SEEF), Amphibian & Reptile Conservation Trust, Wales Green Business Centre and Low Carbon Swansea. One People left us at the end of 2012-13

The local Friends of the Earth, Bat Conservation Trust, Bikeability, Dyfodol, Community Connections & the More Green Project continue to use us as their **correspondence address**

We continue our registration with the **Keep Wales Tidy Eco Centre Scheme**. This replaces the formal accreditation under the Green Dragon Environmental Award Scheme. As part of this process we have created an Eco Code, new notice board and newsletter. The Centre's Education and Information Group monitor progress

**Building Repair** included the repair and renovation of our roof, guttering, windows and rendering during June to September 2012. A number of workdays were arranged for painting & decorating and other restoration

The **Transition Swansea Food Group** continues to look after the garden at the Centre. Many thanks to them for transforming the outside space using permaculture principles & techniques

### Future Developments:

**Eastside Energy Scheme**, a community fund from the Swansea Bay Energy Partnership, was launched during 2012-13. It has proved to be hugely successful as we move forward through 2013-14 in providing new energy efficient fridges and freezers to people in the St Thomas ward area. These new appliances replaced old inefficient and high energy consuming fridges and freezers. The funding was provided by the Swansea Bay Energy Partnership via the profits generated by the off shore community wind turbine in Swansea Bay and technical support from **Groundwork**. We were grateful to Mike Kavanagh who **volunteered** to work on the project for 3 months (May to July 2013)

Two new SEF projects got underway in 2013-14. The **Clear Streams Project** (with funding via **Dwr Cymru and Environment Agency**) and the **Community Green Space Project** (with funding from BIG via SCVS). Two officers, Connor Whiteley & Lea Halborg started in July and August respectively. We also welcome a **Wildlife Trust** officer in Rhianon Bevan who will work closely with the Clear Streams Project

# The Environment Centre Ltd

## Trustees' report (*continued*)

### Review of activities and future developments (*continued*)

We will be revamping our **visitor services** during 2013-14 with a refurbishment of the café and outdoor space and improved IT, with financial assistance from **SCVS Capital Grant, Communities 2.0** and **IBM**

The trustees have paid due regard to the Charity Commission guidance on public benefit and believe that our activities continue to meet the **public benefit requirement**. The independent Social Audit undertaken by us and independently verified on 21<sup>st</sup> January 2009 further confirms the ways in which our aims and objectives are delivering for the public benefit

### Reserves

The trustees' policy to maintain reserves equivalent to six months gross salary costs, for staff not funded from restricted fund income, continues. On this basis the level of reserves required is in the order of £29,000. The Centre's total unrestricted fund reserves at 31 March 2013 amounted to £147,251 (an increase of £4,333 on the previous year) but once again the greater part was represented by fixed assets and therefore illiquid in the short term. The unrestricted fund reserves represented by net current assets amounted to £64,831 and therefore sufficient to meet the trustees' reserves policy

### Risk Management

The trustees continue to undertake an assessment of risks to which the centre is exposed and are establishing systems to mitigate those risks. This process involves identifying the types of risks to which the Centre is exposed, prioritising risks in terms of their potential impact on the Centre's activities and identifying ways in which the risks might be managed. The trustees recognise that risk assessment is an ongoing process and the process will be reviewed and the quality of the assessment enhanced on a regular basis

### Review of transactions and financial position

Unrestricted fund income has increased by some £28,400 over the 2011/12 level, due mainly to the substantial donation of £34,000 from Swansea Bay Energy Partnership. The Centre also increased its income from the provision of management, administrative and other services by some £14,200, offsetting a fall in general project income and reduced income from office lettings and related services. Unrestricted fund expenditure has increased by some £19,000, mainly due increased maintenance costs related to the substantial work carried out on the fabric of the building, allied to an increase in unrecovered salary costs. Overall the outcome on unrestricted funds showed an excess of incoming over outgoing resources of £4,333. The accumulated balance brought forward of £142,918 has been increased by this excess to leave a balance carried forward of £147,251

The company's restricted fund income is slightly up on the 2011/12 level at £63,700. The Centre's share of the partnership-based Swansea Change Fund and CCW grants has increased by some £5,700. The completion of the SCVS lift project grant and the conclusion of the Future Jobs Funds grants together worth £18,000 have been replaced by funds from the Environment Agency, 14-19 Network and Renew Wales totalling £13,000. The increase of some £11,400 in restricted fund expenditure reflected the increase in grant income. The overall result is an excess of incoming over outgoing resources on restricted funds of £1,642. The accumulated balance brought forward of £17,340 has been increased by this excess to leave a balance carried forward of £18,982

### Trustees

Trustees are appointed by the members voting by category, with the rights to elect trustees up to the following maximum numbers

	Number of Trustees
Environmental organisations	9
Statutory authorities	2
Voluntary organisations/companies or businesses/local individuals	3

# The Environment Centre Ltd

## Trustees' report *(continued)*

### Trustees *(continued)*

The elected trustees may co-opt up to three additional trustees

The following trustees held office during the year

S Bolchover (Chairman)	Cllr E Kirchner (appointed 04/09/12)
M Burrows	A Kreppel
M Cherry	Cllr E V Latham (appointed 30/05/12)
B Cotterill	P Madeira
Cllr C J Crowley (resigned 30/05/12)	L McCarroll
D Hill	B Pawson
S Huws (appointed 01/10/12)	C Small (appointed 01/10/12)
J Ireland	Cllr R Speht (resigned 04/09/12)
P Jones	J Woodman (appointed 10/05/12)
R Jones	

### Statement of trustees' responsibilities

The trustees are required to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company and of the net incoming or outgoing resources of the company for that period. In preparing those financial statements the trustees are required to

- Select suitable accounting policies and then apply them consistently,
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements,
- Make judgements and estimates that are reasonable and prudent,
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and which enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### Small company rules

The above report has been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

By order of the Board



**Gareth Evans**  
Secretary  
1 October 2013

Pier Street  
Swansea  
SA 1 1RY

## Independent examiner's report to the trustees of The Environment Centre Ltd – Charity number 1039378

I report on the accounts of The Environment Centre Ltd for the year ended 31 March 2013, which are set out on pages 10 to 17

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to

- examine the accounts under section 145 of the 2011 Act,
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and
- state whether particular matters have come to my attention

### Basis of independent examiner's report

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

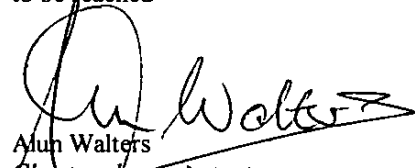
### Independent examiner's statement

In connection with my examination, no matter has come to my attention

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with section 130 of the 2011 Act, and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met, or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

  
Alun Walters  
Chartered accountant  
1 October 2013

Llanddewi Castle  
Llanddewi  
Reynoldston  
Swansea  
SA3 1AU

# The Environment Centre Ltd

## Statement of financial activities and income and expenditure account for the year ended 31 March 2013

	Note	Unrestricted funds £	Restricted funds £	2013 Total £	2012 Total £
<b>Incoming resources</b>					
Incoming resources from generated funds					
Voluntary income	2	36,988	-	36,988	8,032
Activities for generating funds	3	10,138	-	10,138	11,899
Investment income		37	-	37	40
Incoming resources from charitable activities	4	67,183	63,737	130,920	129,269
Total incoming resources		114,346	63,737	178,083	149,240
<b>Resources expended</b>					
Costs of generating funds	5	8,026	-	8,026	7,617
Charitable activities undertaken directly	6	4,844	62,095	66,939	53,203
Support costs	7	95,329	-	95,329	79,283
Governance costs	8	1,814	-	1,814	1,829
Total resources expended		110,013	62,095	172,108	141,932
<b>Net incoming resources/income for the year</b>		<b>4,333</b>	<b>1,642</b>	<b>5,975</b>	<b>7,308</b>
Balance brought forward		142,918	17,340	160,258	152,950
<b>Balance carried forward</b>		<b>147,251</b>	<b>18,982</b>	<b>166,233</b>	<b>160,258</b>

**The Environment Centre Ltd**  
(a company limited by guarantee)  
Company number 2929729 (England and Wales)


**Balance sheet**  
*at 31 March 2013*

	<i>Note</i>	£	2013 £	£	2012 £
<b>Fixed assets</b>					
Tangible assets	10		99,968		114,760
<b>Current assets</b>					
Debtors	11	24,135		12,155	
Cash at bank		50,123		57,654	
			74,258	69,809	
<b>Creditors: amounts falling due within one year</b>	12	(6,816)		(23,134)	
<b>Net current assets</b>			67,442		46,675
<b>Total assets less current liabilities</b>			167,410		161,435
<b>Provision for liabilities</b>	13		(1,177)		(1,177)
<b>Net assets</b>			166,233		160,258
<b>Funds</b>					
Unrestricted funds			147,251		142,918
Restricted funds	14		18,982		17,340
<b>Total funds</b>	15		166,233		160,258

The directors consider that the company is entitled to exemption from the requirement to have an audit under the provisions of Section 477 of the Companies Act 2006. Members have not required the company under Section 476 of the Companies Act 2006 to obtain an audit for the year ended 31 March 2013. The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with Section 386 of the Companies Act 2006 and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its net income for the year in accordance with the requirements of Section 396, and which otherwise comply with the requirements of the Act relating to the accounts so far as applicable to the company.

The financial statements, which have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) were approved by the board of trustees on 1 October 2013 and were signed on its behalf by

**Steve Bolchover**  
*Chairman*

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# The Environment Centre Ltd

## Notes to the accounts

### 1 Accounting policies

The following accounting policies have been applied consistently in dealing with items which are considered material to the company's financial statements

#### *Basis of preparation*

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities (revised 2008)", the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Charities Act 2011. There has been no change to the accounting policies since last year.

#### *Company status*

The Environment Centre Ltd is a company limited by guarantee. In the event of the winding up of the company every member is liable to contribute to the debts and liabilities of the company such amounts as may be required, but not exceeding £10 each.

#### *Fund accounting*

Unrestricted funds are funds available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors.

#### *Incoming resources*

Incoming resources are included in the statement of financial activities when the charity is entitled to the income. Grants received for the general purpose of managing and administering the company in furtherance of its general objects are accounted for as unrestricted funds. Grants for specific purposes given under donor-imposed restrictions are accounted for as restricted funds.

#### *Resources expended*

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the expenditure category. Costs of generating funds comprise the costs of generating voluntary income and the costs of trading for fundraising purposes. Charitable expenditure are those costs incurred in the delivery of activities and services for beneficiaries, including both costs that can be allocated directly to such activities and costs of an indirect nature necessary to support them. Governance costs are costs incurred in meeting constitutional and statutory requirements. All costs are allocated between expenditure categories on a basis designed to reflect the use of the resource.

#### *Fixed assets and depreciation*

Items of furniture and equipment for the Centre's own use with individual values of less than £100 are written off as incurred. Other such items are capitalised and depreciated on a straight line basis over their useful economic lives as follows:

Furniture	5 years
Equipment	3 years

#### *Leasehold property and amortisation*

The cost attributed to leasehold property includes expenditure incurred by the company and the value attributed to donated goods and services. Leasehold property is amortised on a straight line basis over the 25 year term of the lease.

# The Environment Centre Ltd

## Notes to the accounts (*continued*)

### 2 Voluntary income

	Unrestricted funds	Restricted funds	2013 Total	2012 Total
	£	£	£	£
General donations	34,747	-	34,747	5,572
Membership subscriptions	2,241	-	2,241	2,060
Donated services	-	-	-	400
	<u>36,988</u>	<u>-</u>	<u>36,988</u>	<u>8,032</u>

### 3 Activities for generating funds

	Unrestricted funds	Restricted funds	2013 Total	2012 Total
	£	£	£	£
Fundraising events	415	-	415	2,097
Shop and café sales	9,723	-	9,723	9,802
	<u>10,138</u>	<u>-</u>	<u>10,138</u>	<u>11,899</u>

### 4 Incoming resources from charitable activities

	Unrestricted funds	Restricted funds	2013 Total	2012 total
	£	£	£	£
Grants receivable				
City & County of Swansea Swansea				
Change Fund	-	35,237	35,237	28,889
Countryside Council for Wales Valuing				
our Natural Assets	-	15,550	15,550	16,170
Environment Agency	-	7,500	7,500	-
14-19 Network	-	4,950	4,950	-
DTA Renew Wales	-	500	500	-
SCVS	-	-	-	14,000
Future Jobs Fund	-	-	-	4,000
Management & administration charges	48,326	-	48,326	34,136
Project income	837	-	837	11,161
Administration services	2,275	-	2,275	3,786
Hire of accommodation	15,745	-	15,745	17,127
	<u>67,183</u>	<u>63,737</u>	<u>130,920</u>	<u>129,269</u>

# The Environment Centre Ltd

## Notes to the accounts *(continued)*

### 5 Costs of generating funds

	Unrestricted funds	Restricted funds	2013 Total	2012 Total
	£	£	£	£
Promotional costs	840	-	840	499
Costs of shop and cafe sales	7,186	-	7,186	7,118
	<u>8,026</u>	<u>-</u>	<u>8,026</u>	<u>7,617</u>

### 6 Charitable activities undertaken directly

	Unrestricted funds	Restricted funds	2013 Total	2012 Total
	£	£	£	£
Swansea Change Fund	-	35,237	35,237	28,889
CCW Valuing our Natural Assets	-	15,550	15,550	16,170
Environment Agency	-	3,639	3,639	-
14-19 Network	-	4,950	4,950	-
DTA Renew Wales	-	500	500	-
Future Jobs Fund	-	-	-	4,000
Lift project	-	2,219	2,219	1,660
Educational activities	2,704	-	2,704	781
Costs of hire of accommodation	2,140	-	2,140	1,703
	<u>4,844</u>	<u>62,095</u>	<u>66,939</u>	<u>53,203</u>

### 7 Support costs

	Unrestricted funds	Restricted funds	2013 Total	2012 Total
	£	£	£	£
Salaries	51,399	-	51,399	46,331
Administration costs	6,031	-	6,031	6,406
Establishment costs	37,899	-	37,899	26,546
	<u>95,329</u>	<u>-</u>	<u>95,329</u>	<u>79,283</u>

### 8 Governance costs

	Unrestricted funds	Restricted funds	2013 Total	2012 Total
	£	£	£	£
Independent examiner's remuneration	1,800	-	1,800	1,800
Other	14	-	14	29
	<u>1,814</u>	<u>-</u>	<u>1,814</u>	<u>1,829</u>

# The Environment Centre Ltd

## Notes to the accounts (*continued*)

### 9 Employees

The average number of staff employed during the year was 5 (2012 6) Total staff remuneration in the year was as follows

	2013 £	2012 £
Salaries	78,294	78,830
Social security costs	6,095	6,028
Pension costs	5,164	5,010
	<hr/>	<hr/>
	89,553	89,868
	<hr/>	<hr/>

No employee received emoluments in excess of £50,000 The pension costs represent the amounts payable to a defined contribution Stakeholder Pension scheme for all employees administered by Aviva None of the trustees received any remuneration or expenses from the company

### 10 Tangible fixed assets

	Leasehold property £	Furniture £	Equipment £	Total £
Cost or valuation				
At 31 March 2012 and 2013	308,528	28,969	3,484	340,981
	<hr/>	<hr/>	<hr/>	<hr/>
Depreciation				
At 31 March 2012	194,156	28,581	3,484	226,221
Charge for the year	14,637	155	-	14,792
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2013	208,793	28,736	3,484	241,013
	<hr/>	<hr/>	<hr/>	<hr/>
Net book values				
At 31 March 2013	99,735	233	-	99,968
	<hr/>	<hr/>	<hr/>	<hr/>
At 31 March 2012	114,372	388	-	114,760
	<hr/>	<hr/>	<hr/>	<hr/>

### 11 Debtors

	2013 £	2012 £
Trade debtors	23,102	10,706
Prepayments	1,033	1,449
	<hr/>	<hr/>
	24,135	12,155
	<hr/>	<hr/>

# The Environment Centre Ltd

## Notes to the accounts (*continued*)

### 12 Creditors: amounts falling due within one year

	2013	2012
	£	£
Trade creditors	3,241	19,999
Accruals	3,575	3,135
	<hr/>	<hr/>
	6,816	23,134
	<hr/>	<hr/>

### 13 Provision for liabilities

	£
Balance brought and carried forward	1,177
	<hr/>

The provision reflects the assumption by The Environment Centre Ltd of future redundancy liabilities relating to the staff of the Swansea Environmental Education Forum

### 14 Restricted funds

	2012	Incoming resources	Outgoing resources	2013
	£	£	£	£
Lift project	17,340	-	(2,219)	15,121
Swansea Change Fund	-	35,237	(35,237)	-
Valuing our Natural Assets	-	15,550	(15,550)	-
Environment Agency	-	7,500	(3,639)	3,861
14 - 19 Network	-	4,950	(4,950)	-
Renewable Wales	-	500	(500)	-
	<hr/>	<hr/>	<hr/>	<hr/>
	17,340	63,737	(62,095)	18,982
	<hr/>	<hr/>	<hr/>	<hr/>

The Lift project represents the cost of installing a new disability lift in the Centre, the funding for which was provided by the Lottery Awards for All scheme and SCVS

The Swansea Change Fund supports the strategic and project work of the Swansea Environmental Forum, the Environment Centre and the Swansea Environmental Education Forum in the context of joint working and collaboration, delivering environmental and sustainable activities, projects and events

Valuing our Natural Assets is a Countryside Council for Wales programme delivered jointly by the Environment Centre, Swansea Environmental Forum (including the Sustainable Swansea Initiative) and the Swansea Environmental Education Forum. All activities in the programme place the appreciation and protection of the natural environment within a wider sustainability context

The Environment Agency provided funds towards the Digital Streams project, which engaged local people in finding out more about waterways around them by means of walks, digital photography and an exhibition

14 – 19 Network grant is an initiative of the City & County of Swansea to support fieldwork and classroom activities in developing a sense of environmental responsibility in school pupils

# The Environment Centre Ltd

## Notes to the accounts (*continued*)

### 14 Restricted funds (*continued*)

Renew Wales is an initiative of the Development Trust Association Wales, helping communities to take action and respond to climate change through advice, training and mentoring support

### 15 Analysis of net assets between funds

	<b>Tangible fixed assets £</b>	<b>Net current assets £</b>	<b>Provision for liabilities £</b>	<b>Total £</b>
Unrestricted funds	83,597	64,831	(1,177)	147,251
Restricted funds	16,371	2,611	-	18,982
	<hr/>	<hr/>	<hr/>	<hr/>
	99,968	67,442	(1,177)	166,233
	<hr/>	<hr/>	<hr/>	<hr/>