

# Sagars

Chartered Accountants  
& Business Advisers

**Swarthmore Education Centre**

**Financial statements**

**Year Ended 31 July 2007**

Company registration number 4527579

Charity number 1094451

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**Financial Statements  
for the year ended 31 July 2007**

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## **Trustees Annual Report**

### **year ended 31 July 2007**

The trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the financial statements of the charity for the year ended 31 July 2007

#### **Reference and administrative details**

<b>Registered charity name</b>	Swarthmore Education Centre
<b>Charity registration number</b>	1094451
<b>Company registration number</b>	4527579

<b>Registered office</b>	Swarthmore Education Centre 2/7 Woodhouse Square Leeds LS3 1AD
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#### **The trustees**

The trustees who served the charity during the period were as follows

J Arnison - Chairperson  
F Matthews  
M Belt  
F Chapel  
R McDuffus  
K Stainsby  
P Goundry  
M Wainwright  
P Hall  
Dr H Hubbard  
W Collins  
J Major  
G Twigge  
K Bailey  
Cllr J P Ewens  
R Parker  
A Acton

A Acton was appointed as a trustee on 1 January 2007

W Collins retired as a trustee on 31 December 2006

R Parker retired as a trustee on 26 February 2007

<b>Secretary</b>	Malcolm Walters
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<b>Auditor</b>	Sagars LLP Chartered Accountants & Registered Auditors Elizabeth House Queen Street Leeds LS1 2TW
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#### **Structure, governance and management**

As set out in the Articles of Association up to 13 members of the Management Committee are nominated by the members of the charitable company, up to 2 are appointed by the Leeds Society of Friends and up to one third may be co-opted by the Management Committee to provide specialist skills, subject to an overall maximum of 15 members

In accordance with the Articles of Association all officers and co-opted members and one third of elected members of the Management Committee retire at the Annual General Meeting and, being eligible, offer themselves for re-election

## **Trustees Annual Report** *(continued)*

**year ended 31 July 2007**

### **Trustees Recruitment and training**

There are fifteen trustees on the Swarthmore Board. They are recruited from the Swarthmore membership, which is made up of students on the whole. In addition some trustees are targeted with particular skills and others from particular organisations.

There is an induction pack available for all new trustees. The director and other relevant members of the Board of Management Team carry out induction. Relevant training is provided as needed free of charge.

### **Objectives and activities**

Swarthmore is a registered charity originally established in 1909 with historic links to the Quaker movement and named after the original Quaker meeting place. The centre is one of the oldest Quaker settlements named after the original Quaker meeting place. The centre is one of the oldest independent adult education centres in the country with over 2000 student members. We are committed to user participation.

Swarthmore offers a distinct learning atmosphere characterised by an encouragement of "friendly learning". We offer a unique range of integrated learning opportunities for adults housed under one roof. Over 150 courses per year are offered including counselling, arts and crafts, computing, health, dance and music as well as English and maths. There are courses linked to qualifications. We offer a wide range of chances to make a first step, improve career prospects, develop confidence and skills, and to make new friends while learning.

The centre is committed to providing an integrated learning environment, with a range of targeted courses on offer (for example for people with learning disabilities). There are free reduced rate courses and financial support for students who have difficulty paying fees. Class times are flexible, arranged around school hours and courses are located in the building to accommodate mobility needs.

Swarthmore is also a community resource, offering meeting space, a venue for conferences and training events, and studios for hire.

The management of Swarthmore is by the Management Committee otherwise known as the "Council", which comprises student representatives and co-opted members from a number of local organisations. The Council has the overall responsibility for the strategic direction and management of the Centre. An operations director is appointed by the Council to manage the day-to-day activities of the charity.

Swarthmore works in partnership with other organisations on certain projects. These include a number of projects working with other voluntary organisations and local colleges.

The other services which Swarthmore offers are childcare, the coffee bar and a base for occasional users as well as long established groups which now organise themselves independently.

Swarthmore also offers an independent education advice service that is available for potential students.

There have been no material changes in the overall aims and objectives of the Centre during the year.

There are no specific restrictions on the operation of the Centre and the Management Committee have power to invest where they consider it is appropriate.

## Trustees Annual Report *(continued)*

### year ended 31 July 2007

#### Achievements and performance

Swarthmore has continued to develop relationships with a number of partners and external organisations, with the overall aim of seeking to inspire lives through friendly learning, within a commitment to equality of opportunity

Leeds City Council has contributed during this year the amount of £69,673 for the 12-month period. This has included funding towards our legal responsibility under DDA legislation

The LSC has contributed £324,511 for the 12-month period. This has been a more challenging year as the grant funding made no allowance for inflation. In addition the LSC reduced our grant allocation by 12.5% for the period. However despite this we managed to reach our learner numbers as well as our cash target. Notification was given during the year that for 2007/08 there would be a 2.4% increase in our allocation. The Council has agreed action to be taken so as to begin a process of identifying alternative funding. In addition all expenditure has been reviewed and some areas of spending have been reduced. It has also been agreed that further action will have to be planned for in the coming year.

We continue to apply for new contracts and this year have been successful in being invoiced in the Skills Coaching Pilot with a potential of £23,000. In addition we were successful with a bid to a new LSC supported programme known as the Skills Fund which has the potential of earning an extra £37,000.

In addition we have been awarded an extra £26,000 for Learner Support to support access for those on low incomes and for those with childcare needs.

The Ellen Heaton Lecture took place for the third year on the anniversary of the birthday of Ellen Heaton on the 16th November 2006. Jill Liddington gave a talk on 'Celebrating learners Cohen, Leeds most dramatic suffragette'. Over 50 people attended this very interesting lecture in the hall.

On November 26th 2006 we organised a second Memorial Service for Homeless people called 'No Farewell'. This was a reminder of the homeless people who have died over the years with no service taking place.

We have been fortunate in receiving a grant again from Leeds City Council to address the DDA legislation and to bring the building up to the required standards. This year we have spent over £4,800 on DDA works to enable our learners to have improved access to their learning.

We continue to develop programmes in the local community. Our new ESOL programmes at the Cardigan Centre have attracted a good number of students from the local BME community.

We have worked with other local Community organisations in helping to promote learning. We have also taken part in local events to promote learning such as Hyde Park Highlights on the 12th May 2007 actually held in Hyde Park. We have also developed very positive contacts with the Quaker meeting house and hostel in Airedale. The opportunities of developing residential provision for some of our classes will be developed.

We have increased our fees again by 12% this year, which is well over the rate of inflation. The pressure for this has come from the LSC who want individuals to pay more for their learning. In addition we have needed to make our Swarthmore courses financially viable. This year the student fee represents a contribution of at least 32.5% for accredited courses funded by the LSC.

The Council agreed to raise the hire rate of rooms again by an additional 4% just over the rate of inflation. We have produced attractive literature to enhance our income from lettings.

Leeds City Council's Alternative Programme Unit continues for young pupils aged 14-16 years at the centre. The Unit feels that Swarthmore is able to offer a very non-threatening venue for their unusually disturbed young people. On the whole they are young people who have been excluded from schools in Leeds. This project has continued to develop and now includes other curriculum areas in ICT and Skills for Life. There are some exciting examples of young people who have progressed on to other courses when they reach 16 years. They have also been successful in obtaining external accreditation for their studies which are recognised by QCA.

We continue to refurbish our teaching rooms at Swarthmore. Over the past year we have improved the decoration in an additional 2 rooms as well as major refurbishment of the hall and changing rooms.

Swarthmore have restructured the caretakers and now have a full time senior who has considerable responsibility for the building. In the long run this will mean savings on our maintenance budget.

On 18th April 2007 we were successful with our Matrix review which means we can continue to obtain funding for education advice and information.

Swarthmore has successfully implemented the anti smoking law introduced from the 1st July 2007.

Swarthmore has introduced several new measures to increase security at the centre.

## **Trustees Annual Report** *(continued)*

### **year ended 31 July 2007**

We have been able to afford pay increases of 2.4% to all tutors this year. All core staff have been given an initial pay award of 1.9% pending national consultations for the NJC pay conditions. This is in line with our plan to increase pay rates in line with inflation every year.

Swarthmore has a new Chair, John Arnison who was appointed in January 2007. Our thanks to Freda Matthews, who has been chair for the past three years, for all her hard work. We have also had a new representative from the Society of Friends called Audrey Acton.

Madeline Rylands the Centre Administrator has retired after nineteen years. She was responsible for many things including supporting the council members.

We continue to be grateful to approximately 25 volunteers for the provision of learning support in computing, basic skills, arts, crafts and dance activities. We are also grateful to volunteers who have assisted in fund raising, and to the voluntary members of Swarthmore's Management Committee. Their names are listed on the first page of the accounts.

#### **Financial review**

During the year Swarthmore received grants and donations from various sources. These are set out in notes 2-6 to the accounts.

The attached audited financial statements show a surplus on general funds of £10,546 as a result of the Centre's performance in the year.

The balance sheet of Swarthmore as at 31 July 2007 shows that the Centre has net assets of £1,409,448. In preparing the balance sheet as at 31 July 2007, the freehold land and buildings are included at their deemed estimated value to the Centre less depreciation of £1,035,449.

The Centres overall aim is to ensure that any resources which are generated, are retained within the organisation to provide improved services. The centre continues to operate in a changing environment, with many conflicting demands on the Centre's resources. As such, the Management Committee (Council) and staff management are aware of the need to prioritise the services that are provided and to ensure that the Centre has sufficient resources to meet any expected demands.

#### **Reserves Policy**

The policy of the Management Committee is to maintain freely available funds (that is those not tied up in fixed assets or designated or restricted funds) sufficient to meet expected costs for the next twelve months, so as to ensure that there are sufficient funds available to provide the highest possible standards of education should income levels fall or unexpected maintenance costs arise.

The Management Committee has calculated the level of free reserves required as at 31st July 2007 would be approximately £300,000. The actual free reserves as at 31st July 2007 are approximately £285,000, which is approximately £15,000 short of our target figure.

Whilst the current level of reserves may prove sufficient it is the trustees view that it is prudent to ensure there are sufficient free reserves to provide financial flexibility over the course of future years.

#### **Risk Management**

The Management Committee Members hold regular strategic meetings to identify strengths and weaknesses of the Centre and have introduced policies and procedures to deal with possible risks.

## Trustees Annual Report *(continued)*

### year ended 31 July 2007

#### Plans for future periods

Swarthmore is entering a period of uncertainty as the new Government policies on funding start to be implemented. There is real concern that changes to the 19+ FE contract will affect what we do as an organisation. However whatever we do we need to remind ourselves of our mission statement and what Swarthmore was founded to do.

Mission Statement "Swarthmore seeks to inspire lives through learning, friendship and fun within a commitment to equality of opportunity"

Action needed over the next 5 years

- 1 We need to look for new funding streams
- 2 Consider changing some of the focus of our provision
- 3 Review of our provision to reduce unnecessary expenditure
- 4 Identify capital funding to refurbish and carry out essential repairs
- 5 Consider any necessary restructure to provide a more efficient organisation

Present Action carried out or being considered

- 1 Increase student fees in 2007/08 by 10%
- 2 Process of increasing fees by substantial amounts to be continued
- 3 New projects being carried out Skills Coaching and JCP Project
- 4 Restructure of caretakers to provide a better service with staff who can do more necessary maintenance
- 5 Review of the Management Team was carried out in 2006/07 and implementations were made
- 6 Restructure of the administration team completed
- 7 Made two staff redundant as area of work is reduced
- 8 New bids made to different funding bodies to continue. This to be done in partnership with other similar voluntary organisations
- 9 Increase our 14-16 work especially in direct work with schools
- 10 Increase our Skills for Life provision as this is a Government priority
- 11 Increase our Leisure programme in all appropriate areas
- 12 Cut courses that are not cost effective

#### Responsibilities of the trustees

The trustees are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period.

In preparing these financial statements, the trustees are required to

select suitable accounting policies and then apply them consistently,

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 charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with Companies Act 1985. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware

there is no relevant audit information of which the charity's auditors are unaware, and

the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

**Trustees Annual Report** *(continued)*  
**year ended 31 July 2007**

**Auditor**

A resolution to re-appoint Sagars LLP as auditor for the ensuing year will be proposed at the Annual General Meeting

Signed by order of the trustees

Malcolm Walters  
Company Secretary



24 October 2007

Registered office  
Swarthmore Education Centre  
2/7 Woodhouse Square  
Leeds  
LS3 1AD



## Independent auditor's report to the members of Swarthmore Education Centre for the year ended 31 July 2007

We have audited the financial statements of Swarthmore Education Centre for the year ended 31 July 2007 on pages 8 to 14 which have been prepared under the historical cost convention and the accounting policies set out on pages 10 to 11

This report is made solely to the company's members, 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 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 formed.

### Respective responsibilities of the trustees and auditors

The responsibilities of the trustees (who also act as directors of Swarthmore Education Centre for the purposes of company law) for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Responsibilities of the Trustees on page 5.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

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, and whether the information given in the Trustees Annual Report is consistent with the financial statements.

In addition we report to you if, in our opinion, the charitable 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 remuneration of the trustees and other transactions is not disclosed.

We read the Trustees Annual 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 International Standards on Auditing (UK and Ireland) 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 trustees 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.

We have undertaken the audit in accordance with the requirements of APB Ethical Standards including APB Ethical Standard - Provisions Available for Small Entities, in the circumstances set out below.

In common with many other businesses of its size and nature the charity uses its auditors to provide to assist with the preparation of the financial statements.

### Opinion

In our opinion

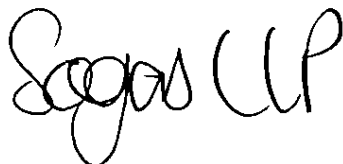
the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the charitable company's affairs as at 31 July 2007 and of its incoming resources and application of resources including its income and expenditure for the year then ended,

the financial statements have been properly prepared in accordance with the Companies Act 1985, and

the information given in the Trustees Annual Report is consistent with the financial statements.

Elizabeth House  
Queen Street  
Leeds  
LS1 2TW

24 October 2007



SAGARS LLP  
Chartered Accountants  
& Registered Auditors

## Statement of Financial Activities (Incorporating the Income and Expenditure Account)

as at 31 July 2007

	Note	Total Funds 2007 £	Total Funds 2006 £
<b>Incoming resources</b>			
Incoming resources from generating funds			
Voluntary income	2	1,002	550
Activities for generating funds	3	140,603	131,793
Investment income	4	9,502	5,273
Incoming resources from charitable activities	5	667,500	779,932
Other incoming resources	6	4,768	5,007
<b>Total incoming resources</b>		<b>823,375</b>	<b>922,555</b>
<b>Resources expended</b>			
Costs of generating funds			
Fundraising trading cost of goods sold and other costs	7	(88,362)	(93,072)
Charitable activities	8/9	(587,548)	(645,384)
Governance costs	10	(136,919)	(130,690)
<b>Total resources expended</b>		<b>(812,829)</b>	<b>(869,146)</b>
<b>Net incoming resources for the year/net income for the year</b>	11	<b>10,546</b>	<b>53,409</b>
<b>Reconciliation of funds</b>			
Total funds brought forward		1,398,902	1,345,493
<b>Total funds carried forward</b>		<b>1,409,448</b>	<b>1,398,902</b>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared

All of the above amounts relate to continuing activities

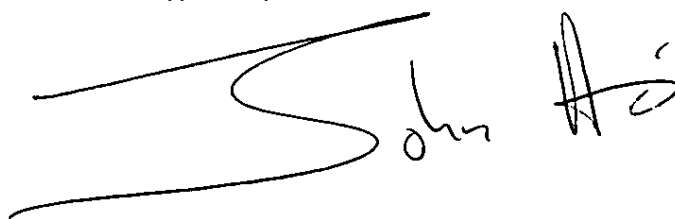
The notes on pages 10 to 14 form part of these financial statements.

**Balance Sheet**  
**as at 31 July 2007**

	Note	2007 £	£	2006 £	£
<b>Fixed assets</b>					
Tangible assets	13		1,124,621		1,138,598
<b>Current assets</b>					
Debtors	14	90,505		90,345	
Cash at bank and in hand		220,212		202,242	
		<u>310,717</u>		<u>292,587</u>	
<b>Creditors: Amounts falling due within one year</b>	15	<u>(25,890)</u>		<u>(32,283)</u>	
<b>Net current assets</b>			284,827		260,304
<b>Total assets less current liabilities</b>			<u>1,409,448</u>		<u>1,398,902</u>
<b>Net assets</b>			<u>1,409,448</u>		<u>1,398,902</u>
<b>Funds</b>					
Restricted income funds	16		—		—
Unrestricted income funds	17		1,409,448		1,398,902
<b>Total funds</b>			<u>1,409,448</u>		<u>1,398,902</u>

These financial statements were approved by the members of the committee on the 24 October 2007 and are signed on their behalf by

J Arnison  
Director



The notes on pages 10 to 14 form part of these financial statements

## **Notes to the Financial Statements for the year ended 31 July 2007**

### **1. Accounting policies**

#### **Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005) and the Companies Act 1985

#### **Cash flow statement**

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the charity is small

#### **Incoming resources:**

##### **Grants receivable**

Grants for immediate expenditure are accounted for when they become receivable, so long as there is reasonable certainty regarding receipt. Grants restricted to future accounting periods are deferred and recognised in those periods.

Grants received for specific purposes are treated as restricted funds

##### **Donations and legacies**

Income from donation, legacies and covenants are accounted for on a cash basis. Gifts in kind are included at their value at the time of the gift or at the amount realised as appropriate

##### **Student and membership fees**

Fees from students and members are accounted for on an accruals basis

##### **Educational programme contracts and sales of educational material**

Income from educational contracts and sales of educational materials are accounted for on an accruals basis

##### **Rents and service charges**

Income from rent of rooms is accounted for on an accruals basis

##### **Interest receivable**

Interest is included when receivable by the charity

##### **Other incoming resource**

All other incoming resources are accounted for on a cash received basis

#### **Resources expended**

All resources expended are included in the statement of financial activities on an accruals basis and include attributable VAT which cannot be recovered

Costs of generating funds are those costs incurred directly in the pursuit fundraising activities

Costs of charitable activities comprise all costs directly attributable to and in support of the provision of adult education

Governance costs are those costs attributable to the management of the charity's assets and organisational administration

#### **Fixed assets**

Material expenditure on fixed assets for charity is capitalised in the Balance Sheet at cost where acquired, or estimated value as determined by the Management Committee where donated. They are stated in the financial statements at cost/original value less depreciation

#### **Depreciation**

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value over the useful economic life of that asset as follows

Freehold Property	- 2% straight line
Fixtures & Fittings	- 25% straight line / 15% reducing balance

## Notes to the Financial Statements

### for the year ended 31 July 2007

#### 1. Accounting policies (continued)

##### Pension costs

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. The annual contributions payable are charged to the statement of financial activities.

#### 2. Voluntary income

	Unrestricted Funds £	Total Funds 2007 £	Total Funds 2006 £
<b>Donations</b>			
Donations	1,002	1,002	550

#### 3. Incoming resources from activities for generating funds

	Unrestricted Funds £	Total Funds 2007 £	Total Funds 2006 £
Coffee bar	62,394	62,394	64,713
Rental income	78,209	78,209	67,080
	<u>140,603</u>	<u>140,603</u>	<u>131,793</u>

#### 4. Investment income

	Unrestricted Funds £	Total Funds 2007 £	Total Funds 2006 £
Bank interest receivable	9,502	9,502	5,273

#### 5. Incoming resources from charitable activities

	Unrestricted Funds £	Total Funds 2007 £	Total Funds 2006 £
Learning and Skills Council Grants	337,916	337,916	315,745
Leeds City Council Grants	69,763	69,763	118,155
Other Grants	27,595	27,595	9,150
Student fees	117,405	117,405	112,820
Membership fees	12,933	12,933	11,216
Sale of educational materials	4,119	4,119	3,777
Contract income	92,518	92,518	198,356
Childcare	4,383	4,383	7,365
Donations	45	45	8
Other charges	823	823	3,340
	<u>667,500</u>	<u>667,500</u>	<u>779,932</u>

## Notes to the Financial Statements for the year ended 31 July 2007

### 6. Other incoming resources

	Unrestricted Funds	Total Funds 2007	Total Funds 2006
	£	£	£
Commissions	85	85	119
Copying and printing	109	109	120
Other charges	4,318	4,318	3,596
Telephone	156	156	142
Training	100	100	1,030
	<u>4,768</u>	<u>4,768</u>	<u>5,007</u>

### 7. Fundraising trading. Cost of goods sold and other costs

	Unrestricted Funds	Total Funds 2007	Total Funds 2006
	£	£	£
Coffee bar expenses	66,981	66,981	69,920
Rental expenses	21,381	21,381	23,152
	<u>88,362</u>	<u>88,362</u>	<u>93,072</u>

### 8. Costs of charitable activities by fund type

	Unrestricted Funds	Total Funds 2007	Total Funds 2006
	£	£	£
Courses	263,988	263,988	324,585
Crèche	12,468	12,468	10,037
Support costs	311,092	311,092	310,762
	<u>587,548</u>	<u>587,548</u>	<u>645,384</u>

### 9. Costs of charitable activities by activity type

	Activities undertaken directly	Support costs	Total Funds 2007	Total Funds 2006
	£	£	£	£
Courses	263,988	305,689	569,677	629,913
Crèche	12,468	5,403	17,871	15,471
	<u>276,456</u>	<u>311,092</u>	<u>587,548</u>	<u>645,384</u>

### 10. Governance costs

	Unrestricted Funds	Total Funds 2007	Total Funds 2006
	£	£	£
Salaries and wages	108,348	108,348	105,115
Premises costs	2,599	2,599	3,216
Audit fees	3,520	3,520	3,269
Other professional fees	6,579	6,579	2,772
Legal fees	394	394	323
Bank charges	512	512	352
Sundry expenses	2,390	2,390	925
Conference and travel expenses	810	810	1,117
Advertising	3,838	3,838	6,983
Office expenses	7,929	7,929	6,618
	<u>136,919</u>	<u>136,919</u>	<u>130,690</u>

## Notes to the Financial Statements for the year ended 31 July 2007

### 11. Net incoming resources for the year

This is stated after charging

	2007 £	2006 £
Depreciation	48,152	44,566
Auditors' remuneration - audit of the financial statements	<u>8,382</u>	<u>7,784</u>

### 12 Staff costs and emoluments

Total staff costs were as follows

	2007 £	2006 £
Wages and salaries	518,973	542,370
Social security costs	36,746	41,717
Other pension costs	<u>9,096</u>	<u>9,213</u>
	<u>564,815</u>	<u>593,300</u>

#### Particulars of employees

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows

	2007 No	2006 No
Number of administrative staff	<u>71</u>	<u>75</u>

No employee received emoluments of more than £60,000 during the year (2006 - Nil)

The Chair of Trustees was paid £23 travelling expenses during the year

### 13. Tangible fixed assets

	Freehold property £	Fixtures & Fittings £	Total £
<b>Cost</b>			
At 1 August 2006	1,132,747	134,530	1,267,277
Additions	-	34,175	34,175
<b>At 31 July 2007</b>	<u>1,132,747</u>	<u>168,705</u>	<u>1,301,452</u>
<b>Depreciation</b>			
At 1 August 2006	74,643	54,036	128,679
Charge for the year	22,655	25,497	48,152
<b>At 31 July 2007</b>	<u>97,298</u>	<u>79,533</u>	<u>176,831</u>
<b>Net book value</b>			
<b>At 31 July 2007</b>	<u>1,035,449</u>	<u>89,172</u>	<u>1,124,621</u>
At 31 July 2006	<u>1,058,104</u>	<u>80,494</u>	<u>1,138,598</u>

In accordance with SORP 2000 the Management Committee capitalised freehold land and buildings at 2-5 Woodhouse Square, Leeds gifted on 1 April 2003 at their estimated value to the centre of £1,100,000. There have been no revaluations since that date.

All fixed assets are used for charitable purposes.

## Notes to the Financial Statements for the year ended 31 July 2007

### 14. Debtors

	2007	2006
	£	£
Trade debtors	81,938	89,131
Prepayments	8,567	1,214
	<u>90,505</u>	<u>90,345</u>

### 15. Creditors: Amounts falling due within one year

	2007	2006
	£	£
Trade creditors	15,928	24,680
Accruals	9,962	7,603
	<u>25,890</u>	<u>32,283</u>

### 16. Restricted income funds

Balance at 1 Aug 2006 and at 31 Jul 2007
£
—
<u>—</u>

There have been no movements on restricted funds during the year ended 31 July 2007

### 17. Unrestricted income funds

	Balance at 1 Aug 2006	Incoming resources	Outgoing resources	Balance at 31 Jul 2007
	£	£	£	£
General Funds	<u>1,398,902</u>	<u>823,375</u>	<u>(812,829)</u>	<u>1,409,448</u>

### 18. Analysis of net assets between funds

	Tangible fixed assets	Net current assets	Total
	£	£	£
Unrestricted Income Funds	1,124,621	284,827	1,409,448
Total Funds	<u>1,124,621</u>	<u>284,827</u>	<u>1,409,448</u>



**Management information  
for the year ended 31 July 2006**

**The following pages do not form part of the statutory financial statements  
which are the subject of the independent auditors report on page 7**

## Five Year Summary

### for the year ended 31 July 2007

	Company			Unincorporated Charity	
				16 Months Ended 31 July	
	2007	2006	2005	2004	2003
		£	£	£	£
<b>Incoming Resources</b>					
Student fees (less refunds)	117,405	112,820	102,647	123,497	94,216
Membership fees	12,933	11 216	10,099	13,067	9,204
Rents receivable and service charges	78,209	67,080	71 997	102,635	68,111
Sale of educational materials	4,119	3,777	5,751	4,485	2,909
Educational programme contracts	522,997	595,020	665,838	765,542	395,761
Improvement grants and donations	5,797	46,936	16,720	21,318	401
Income from coffee bar	62,393	64,713	65,010	75,332	49,783
Childcare	4,384	7,365	4,254	7,942	9,378
Interest receivable	9,502	5,273	4,831	2,184	1,223
Other income	5,636	8,355	7,467	12,882	6,480
	823,375	922,555	954 614	1,128,884	637,466
<b>Resources Expended</b>					
Wages and salaries	513,581	548,381	577,754	700,725	409,736
Repairs & building refurbishment	19,450	39,065	39,570	39,035	20,752
Coffee bar expenditure	63,878	66,526	60,732	71,833	47,847
Childcare costs	12,363	10,079	13,182	19,936	12,580
Contract costs	-	15,490	5,924	11,578	6,556
Heat and light	18,270	15,671	15,206	19,916	11,648
Rates and water	6,357	6,161	7,299	8,403	5,262
Cleaning materials	2,843	2,426	2,582	3,294	2,280
Educational materials and equipment	37,603	35,537	45,597	61,879	33,392
Printing, postage, stationery & publicity	21,490	30,831	24,362	29,670	18,109
Telephone	3,905	3,537	3,296	5,212	4,257
Travel and conferences	5 916	10,610	7,052	593	207
Insurance	23,561	22,654	22,880	24,656	8,523
Bank interest and charges	1,197	745	941	5,911	4,312
Audit and accountancy	8,381	7,784	8,869	7,385	5,400
Legal and professional	18,078	5,500	12,986	1,857	2 329
Sundry and volunteer expenses	7,803	3,584	3,059	4,374	2,623
Depreciation	48,152	44,566	40,079	44,034	12,021
Mortgage interest	-	-	-	-	2,049
	812,829	869,146	891,370	1,060,291	609,883
<b>Operating surplus for period</b>	10 546	53,409	63,244	68,593	27,583
Donation - Swarthmore Educational Centre	-	-	-	1,213,656	-
<b>Surplus for period</b>	10,546	53,409	63,244	1,282,249	27,583