

Registration number 04527579

Swarthmore Education Centre

Company Limited by Guarantee

Financial statements

For the year ended 31 July 2012

Charity Number 1094451

SAGARS LLP

Chartered Accountants & Statutory Auditor

Gresham House

5-7 St Pauls Street

Leeds

LS1 2JG

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COMPANIES HOUSE

Financial statements
for the year ended 31 July 2012

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Trustees annual report (continued)

year ended 31 July 2012

The trustees, who are also directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 31 July 2012

Reference and administrative details

Registered charity name	Swarthmore Education Centre
Charity registration number	1094451
Company registration number	04527579
Registered office	Swarthmore Education Centre 2/7 Woodhouse Square Leeds LS3 1AD

The trustees

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

F Matthews
M Belt
K Stainsby
A Goundry
M Wainwright
P Hall
Dr H Hubbard
A Acton
A Bowers
J Vallely
B O F Coghill
M Walters
Mrs B Randolph-Horn
Mrs H Putman
A Needham

A Needham was appointed as a trustee on 31 January 2012
Mrs H Putman retired as a trustee on 1 March 2012

Secretary	M Butterworth
Auditor	Sagars LLP Chartered Accountants & Statutory Auditor Gresham House 5-7 St Pauls Street Leeds LS1 2JG

Structure, governance and management

The charity is an incorporated company limited by guarantee and is governed by the company's Memorandum and Articles of Association

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 2012

Trustees Recruitment and training

There are fourteen 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 as well as 'leisure courses'. 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 led through the Management Committee otherwise known as 'Swarthmore Council', which comprises student representatives and co-opted members from a number of local organisations. Swarthmore 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 cafe and a base for occasional users as well as long established groups who now organise themselves independently.

Swarthmore also offers an independent education advice service through Next Step, Yorkshire and the Humber and is available for potential students and the wider community.

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 2012

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

2011/12 was a challenging year for Swarthmore. The largest challenge was the Skills Funding Agency's introduction of MCL (minimum contract level) from 1 August 2011. Open Door in Sheffield took on the lead provider role and Swarthmore became a sub-contractor of Open Door Adult Learning Centre.

Leeds City Council has contributed during this year the amount of £170,628 for the 12-month period for non accredited courses. The SFA (Skills Funding Agency) has contributed £267,482 to Swarthmore for the 12-month period through Open Door subject to adjustments made in December 2012 in relation to over delivery. This has been a challenging year as the grant funding made no allowance for inflation and core course funding was reduced by 8%.

The YPLA (Young Peoples Learning Agency) changed their name mid-year to the EFA (Education Funding Agency) and contributed approx £15,473 in total to support learners aged 16 - 18.

The Council has agreed action to be taken so as to begin a process of identifying alternative funding as well as the core funding above. It has also been agreed that further action will have to be planned for in the coming year with imminent public spending cuts ahead. The Government's plans to cut budgets over the next two years and change the commissioning process will further impact on the sector and Swarthmore.

We continue to apply for new contracts and bid for new money and this year we have been successful in bidding for a total of £27,218 from LSIS for a range of PR&D related projects and staff development opportunities. £32,295 came from Lloyds TSB Foundation for 2 years to support a worker in the community around engagement strategies, offering taster sessions, etc.

Swarthmore were successful in getting European Grundtvig funding from August 2010 - July 2012. The project focused on old and forgotten jobs in the crafts industry and was called A R T (Ancient Renovation Techniques). We had twelve 'mobilities' (visits) to make in total to our partners in Italy, Portugal, Spain and Greece.

Swarthmore continued to be part of the Peer Referencing and Development group working with 3 other providers across West Yorkshire to raise the quality of provision across the sector. The group from South Yorkshire has also joined us. We validated each other's SARs (Self-Assessment Reports) and have done some joint training preparing for the changes to an Ofsted inspection. We continue to develop programmes in the local community. Our Computing programmes and ESOL courses in Little London Children's Centre and St Aidan's in Harehills have attracted a good number of students from the local BME communities. We have worked with other local Community and statutory organisations and developed a range of Employability Skills and Ukonline related courses to promote learning to people living with a mental health condition. We have also taken part in local events to promote learning such as Picnic in the Park with LWCA on the 28th April 2012 held on the Rosebank Millennium Green. We also attended Unity Day on Woodhouse Moor where we ran the older people's tent and served homemade cake and refreshments and organised some interactive games. We also promoted Swarthmore's courses at all these events.

We have not increased our course fees this year as we believe people are struggling financially. 'A rate' concessions on Swarthmore leisure courses were increased by 5% to fall in line with SFA concessions.

Pay Rises There was no cost of living rise for core staff due to austerity measures. During 2011/12 there were no pay rises or incremental rises and pay has been frozen across the organisation.

The roof refurbishment continues to be a challenge both financially and with constant flooding at various times during the year. The 'Roof Appeal' has been ongoing and we have raised £13,094 approx in donations during 2011/12. Swarthmore will continue to go all out to raise funds during the coming year towards the 'raise the roof' appeal even when the work has been completed. The full roof refurbishment commenced in August 2012 and it is still being refurbished until the end of 2012.

We continue to be grateful to approximately 12 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 (Swarthmore Council). Their names are listed on the first page of the accounts. We give thanks to Swarthmore's Management Team, support staff and tutors for their dedication and continuous support throughout the year.

Trustees annual report (continued)

year ended 31 July 2012

Financial review

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

The attached audited financial statements show a deficit on general funds of £56,080. However during the year a number of restricted projects came to an end. The surplus balance on these restricted funds was transferred into the general fund representing management and overhead expenses not directly charged to the individual projects, therefore the net loss from general funds is £18,671. In preparing the balance sheet as at 31 July 2012, the freehold land and buildings are included at their deemed estimated value to the Centre less depreciation of £937,892.

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 have calculated the level of free reserves as at 31st July 2012 were £277,785. The Trustees are taking steps to address the level of reserves.

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.

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 (Adult Skills Budget) 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 Keep student fees in 2012/13 the same as 2011/10 and slightly increase the A rate concession contribution
- 2 Process of increasing fees by small amounts to be continued but must be mindful of the impact of the recession
- 3 New bids made to different funding bodies to continue. This is to be done in partnership with other similar voluntary or statutory organisations
- 4 Increase our 16-18 work with young people especially NEET
- 5 Increase our Skills for Life provision as this is a Government priority and FL (Foundation Learning)
- 6 Increase our Leisure programmes in all appropriate areas
- 7 Cut courses that are not cost effective

Trustees annual report *(continued)*

year ended 31 July 2012

Responsibilities of the trustees

The trustees (who are also the directors of Swarthmore Education Centre for the purposes of company law) 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). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and the income and expenditure of the charitable company for that period.

In preparing these financial statements, the trustees are required to

select suitable accounting policies and then apply them consistently,

observe the methods and principles in the Charities SORP,

make judgements and accounting estimates that are reasonable and prudent,

state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements,

prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company 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 charitable company's auditor is 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 auditor is aware of that information.

Auditor

Sagars LLP are deemed to be re-appointed under section 487(2) of the Companies Act 2006.

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

Signed by order of the trustees

M Butterworth
Charity Secretary



21 November 2012

**Independent auditor's report to the members of Swarthmore Education Centre
for the year ended 31 July 2012**

We have audited the financial statements of Swarthmore Education Centre for the year ended 31 July 2012 on pages 10 to 18. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. 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 trustees and auditors

As explained more fully in the Trustees' Annual Report, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the trustees, and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the reports and financial statements to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the directors, and the overall presentation of the financial statements.

We read all the information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**Independent auditor's report to the members of Swarthmore Education Centre (continued)
for the year ended 31 July 2012**

Opinion on financial statements
In our opinion the financial statements

- give a true and fair view of the state of the charitable company's affairs as at year ended 31 July 2012 and of its incoming resources and application of resources for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- have been prepared in accordance with the requirements of the Companies Act 2006

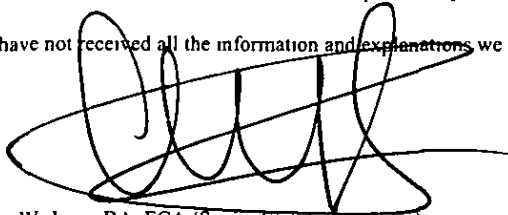
Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us, or
- the financial statements are not in agreement with the accounting records and returns, or
- certain disclosures of trustees' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit



Christopher W Jones BA, FCA (Senior Statutory Auditor)
For and on behalf of
SAGARS LLP
Chartered Accountants & Statutory Auditor

Gresham House
5-7 St Pauls Street
Leeds
LS1 2JG

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Statement of financial activities (incorporating the income and expenditure account)
year ended 31 July 2012

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Incoming resources					
Incoming resources from generating funds					
Voluntary income	2	1,645	11,449	13,094	4,177
Activities for generating funds	3	164,068	–	164,068	139,027
Investment income	4	804	–	804	1,506
Incoming resources from charitable activities	5	731,834	49,218	781,052	767,633
Other incoming resources	6	1,155	377	1,532	15,675
Total incoming resources		899,506	61,044	960,550	928,018
Resources expended					
Costs of generating funds					
Fundraising trading cost of goods sold and other costs	7	(84,776)	(706)	(85,482)	(85,176)
Charitable activities	8	(835,990)	(45,599)	(881,589)	(865,076)
Governance costs	9	(34,820)	–	(34,820)	(44,675)
Total resources expended		(955,586)	(46,305)	(1,001,891)	(994,927)
Net outgoing resources before transfers	10	(56,080)	14,739	(41,341)	(66,909)
Transfer between funds	11	37,409	(37,409)	–	–
Net expenditure for the year		(18,671)	(22,670)	(41,341)	(66,909)
Reconciliation of funds					
Total funds brought forward		1,436,378	65,024	1,501,402	1,568,311
Total funds carried forward		1,417,707	42,354	1,460,061	1,501,402

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 12 to 18 form part of these financial statements

**Balance sheet
as at 31 July 2012**

	Note	2012 £	£	2011 £	£
Fixed assets					
Tangible assets	13		1,056,303		1,093,781
Current assets					
Debtors	14	182,702		80,460	
Cash at bank and in hand		368,271		406,528	
		550,973		486,988	
Creditors Amounts falling due within one year	15	(147,215)		(79,367)	
Net current assets			403,758		407,621
Total assets less current liabilities			1,460,061		1,501,402
Net assets			1,460,061		1,501,402
Funds					
Restricted income funds	16		42,354		65,024
Unrestricted income funds	17		1,417,707		1,436,378
Total funds			1,460,061		1,501,402

These financial statements were approved by the members of the committee on the 21 November 2012 and are signed on their behalf by


~~H Hubbard~~ A.R. BOWERS
Director

Company Registration Number 04527579

The notes on pages 12 to 18 form part of these financial statements

Notes to the financial statements for the year ended 31 July 2012

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 2006

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. The allocation of expenditure has been amended in the year and the comparative figures have been restated to more fairly reflect the activities undertaken by the charity

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 directly attributable to the management of the charity's assets and dealing with all Trustee and committee meetings

Notes to the financial statements

for the year ended 31 July 2012

1 Accounting policies (continued)

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

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 £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Donations				
Donations	<u>1,645</u>	<u>11,449</u>	<u>13,094</u>	<u>4,177</u>

3 Incoming resources from activities for generating funds

	Unrestricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Cafe income	60,881	60,881	56,506
Rental income	<u>103,187</u>	<u>103,187</u>	<u>82,521</u>
	<u>164,068</u>	<u>164,068</u>	<u>139,027</u>

4 Investment income

	Unrestricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Bank interest receivable	<u>804</u>	<u>804</u>	<u>1,506</u>

Notes to the financial statements

for the year ended 31 July 2012

5 Incoming resources from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Skills Funding Agency (inc YPLA)	298,905	–	298,905	322,834
Leeds City Council Grants	158,782	–	158,782	134,442
Other Grants	5,751	49,218	54,969	76,364
Student fees	166,709	–	166,709	143,889
Membership fees	18,368	–	18,368	14,303
Sale of educational materials	4,374	–	4,374	3,827
Contract income	55,809	–	55,809	70,837
Childcare	23,136	–	23,136	1,137
	<u>731,834</u>	<u>49,218</u>	<u>781,052</u>	<u>767,633</u>

6 Other incoming resources

	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Copying and printing	–	–	–	11
Other charges	–	–	–	4,827
Telephone	–	–	–	43
Miscellaneous income	1,155	377	1,532	10,794
	<u>1,155</u>	<u>377</u>	<u>1,532</u>	<u>15,675</u>

7 Fundraising trading Cost of goods sold and other costs

	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Cafe expenses	61,891	706	62,597	64,204
Rental expenses	22,885	–	22,885	21,441
Centenary celebrations	–	–	–	(469)
	<u>84,776</u>	<u>706</u>	<u>85,482</u>	<u>85,176</u>

8 Costs of charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total Funds 2012 £	Total Funds 2011 £
Courses	641,078	202,022	843,100	838,455
Creche	36,346	2,142	38,488	26,621
	<u>677,424</u>	<u>204,164</u>	<u>881,588</u>	<u>865,076</u>

Notes to the financial statements

for the year ended 31 July 2012

9 Governance costs

	Unrestricted Funds	Total Funds 2012	Total Funds 2011
	£	£	£
Salaries and wages	24,062	24,062	35,999
Audit fees	10,440	10,440	8,676
Sundry expenses	318	318	-
	<u>34,820</u>	<u>34,820</u>	<u>44,675</u>

10 Net outgoing resources for the year

This is stated after charging

	2012 £	2011 £
Depreciation	63,178	75,692
Auditors' remuneration - audit of the financial statements	<u>10,440</u>	<u>8,764</u>

11 Fund transfers

The transfer from restricted funds to unrestricted funds represents management and overhead expenses not directly charged to the individual projects

12 Staff costs and emoluments

Total staff costs were as follows

	2012 £	2011 £
Wages and salaries	526,581	542,536
Social security costs	134,578	154,657
Other pension costs	<u>9,181</u>	<u>3,568</u>
	<u>670,340</u>	<u>700,761</u>

Particulars of employees

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

	2012 No	2011 No
Tutors	8	6
Management and administration	6	8
Other staff	<u>11</u>	<u>11</u>
	<u>25</u>	<u>25</u>

The average number of employees employed during the year was 69 (2011 - 73)

No employee received remuneration of more than £60,000 during the year (2011 - Nil)

No remuneration or expenses was paid to the Trustees during the current and prior years

**Notes to the financial statements
for the year ended 31 July 2012**

13 Tangible fixed assets

	Freehold property £	Fixtures & Fittings £	Total £
Cost			
At 1 August 2011	1,149,120	261,324	1,410,444
Additions	–	25,700	25,700
Disposals	–	(26,758)	(26,758)
At 31 July 2012	<u>1,149,120</u>	<u>260,266</u>	<u>1,409,386</u>
Depreciation			
At 1 August 2011	188,245	128,418	316,663
Charge for the year	22,983	40,195	63,178
On disposals	–	(26,758)	(26,758)
At 31 July 2012	<u>211,228</u>	<u>141,855</u>	<u>353,083</u>
Net book value			
At 31 July 2012	<u>937,892</u>	<u>118,411</u>	<u>1,056,303</u>
At 31 July 2011	<u>960,875</u>	<u>132,906</u>	<u>1,093,781</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.

Capital commitments

	2012 £	2011 £
Contracted but not provided for in the financial statements	<u>231,096</u>	–

14 Debtors

	2012 £	2011 £
Trade debtors	139,317	73,219
Prepayments	43,385	7,241
	<u>182,702</u>	<u>80,460</u>

15 Creditors – Amounts falling due within one year

	2012 £	2011 £
Trade creditors	51,099	4,986
Taxation and social security	11,436	–
Accruals	84,680	74,381
	<u>147,215</u>	<u>79,367</u>

Notes to the financial statements

for the year ended 31 July 2012

16 Restricted income funds

	Balance at 1 Aug 2011 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 Jul 2012 £
Capital improvement grants	27,268	—	(10,534)	—	16,734
Lloyds TSB course grants	—	14,500	(562)	—	13,938
LSIS Course Grants	32,295	27,218	(16,837)	(42,676)	—
UK Online course grants	—	7,500	(728)	—	6,772
GRUNDTVIG Course Grant	5,461	—	(7,512)	2,051	—
Roof fund	—	11,826	(10,132)	3,216	4,910
	<u>65,024</u>	<u>61,044</u>	<u>(46,305)</u>	<u>(37,409)</u>	<u>42,354</u>

The transfer from restricted funds to unrestricted funds represents management and overhead expenses not directly charged to the individual projects

17 Unrestricted income funds

	Balance at 1 August 2011 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 July 2012 £
Improvement to Facilities	100,353	—	—	—	100,353
New Roof	3,216	—	—	(3,216)	—
General Funds	1,332,809	899,506	(955,586)	40,625	1,317,354
	<u>1,436,378</u>	<u>899,506</u>	<u>(955,586)</u>	<u>37,409</u>	<u>1,417,707</u>

18 Analysis of net assets between funds

	Tangible fixed assets £	Net current assets £	Total £
Restricted Income Funds			
Capital improvement grants	16,734	—	16,734
Lloyds TSB course grants	—	13,938	13,938
UK Online course grants	—	6,772	6,772
GRUNDTVIG Course Grant	—	4,910	4,910
	<u>16,734</u>	<u>25,620</u>	<u>42,354</u>
Unrestricted Income Funds			
Designated Funds	—	100,353	100,353
General Funds	1,039,569	277,785	1,317,354
	<u>1,039,569</u>	<u>378,138</u>	<u>1,417,707</u>
Total Funds	<u>1,056,303</u>	<u>403,758</u>	<u>1,460,061</u>

Notes to the financial statements

for the year ended 31 July 2012

19 Related party transactions

The charity is under the control of the Trustees as set out on page 1 of the Trustees' Annual Report

During the year, the Charitable company received grants totalling £27,218 from LSIS (2011 - £52,500), a body which the Company Secretary Maggi Butterworth, is a member

20 Company limited by guarantee

The company is limited by guarantee to the value of £1 per member on winding up