

FOR SIGNATURES RETURN  
COMPANY REGISTRATION NUMBER 04540373

4540213

**EDLINGTON HILL TOP CENTRE ASSOCIATES  
COMPANY LIMITED BY GUARANTEE  
FINANCIAL STATEMENTS  
31 MARCH 2005**

Charity Number 1104859



**BURTON AND JACKSON**

Chartered Accountants & Registered Auditors  
Britannic Buildings  
Bank Street  
Mexborough  
South Yorkshire  
S64 9LG

**EDLINGTON HILL TOP CENTRE ASSOCIATES  
COMPANY LIMITED BY GUARANTEE**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2005**

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# **EDLINGTON HILL TOP CENTRE ASSOCIATES COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES ANNUAL REPORT**

**YEAR ENDED 31 MARCH 2005**

The trustees, who are also Directors for the purposes of the Companies Act, have pleasure in presenting their report and the financial statements of the charity for the year ended 31 March 2005.

### **Introduction**

The Edlington Hill Top Centre Associates has been established to provide Adult Education facilities together with pre-school child care in a community of high deprivation.

### **Legal Status**

The Edlington Hill Top Centre Associates is a company limited by guarantee and was registered on the 19th September 2002. Company No. 4540273. Charitable status was granted on the 13th July 2004 under registration no.1104859.

### **Objectives of the Edlington Hill Top Centre Associates**

1. The Charity's objects ("the Objects") are:

- The advancement of education, in particular by the provision of adult education.
- To develop the capacity and skills of the members of the socially and economically disadvantaged community of Edlington in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society.
- The relief of unemployment for the public benefit in such ways as may be thought fit, including assistance to find employment; and
- To promote for the benefit of the inhabitants of Edlington and the surrounding area the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social welfare and with the object of improving the condition of life of the said inhabitants.

# **EDLINGTON HILL TOP CENTRE ASSOCIATES COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES ANNUAL REPORT *(continued)***

**YEAR ENDED 31 MARCH 2005**

### **Organisation**

The Edlington Hill Top Centre Associates is governed by a Board of trustees who are responsible for overall strategy and direction of the company. A Centre Manager reporting to the Board is responsible for the implementation of the strategy and the day to day management of the Centre. Service delivery is achieved through partnership with:

- Buttons Nursery for pre school child provision
- Adult Education in association with:
  - Doncaster College
  - Workers Education Association
  - DMBC Adult and Community Learning

### **Financial Controls**

The Trustees have approved a Financial Procedures Policy which gives clear guidelines for financial control of the business based on Sage Line 50 accounting system. The policy includes spending authority levels, banking mandates, reporting and audit requirements.

The trustees have adopted a policy of 100% depreciation of fixed assets due to the nature of funding requirements. All major funders require portable fixed asset items to be returned to them if for any reason the company does not continue to operate. Since refurbishment costs are against leased premises this means that there is no value to the company on these assets in the case of closure.

# **EDLINGTON HILL TOP CENTRE ASSOCIATES COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES ANNUAL REPORT** *(continued)*

**YEAR ENDED 31 MARCH 2005**

### **Review of Developments, Activities and Achievements**

This financial year has seen significant developments in the Edlington Hill Top project:

January 2004	Refurbishment of the nursery was started
April 2004	Buttons Nursery opened
May 2004	Centre manager appointed
June 2004	Refurbishment of Adult Learning Centre commenced
July 2004	We became a registered charity and also two new trustees were appointed
September 2004	Adult Learning Centre opened
October 2004	Classes commenced

Success however is in the effect the services we have created have had on the local community.

- So far we have created 22 full and part-time new jobs some of which have been filled by Edlington people.
- Buttons Nursery continues from strength to strength currently filling 28 full time equivalent places from its 50 place capacity. In addition it has formed a successful partnership with the Family Centre to provide an After School Club and will also open a club in Warmsworth after Easter.
- The Adult Learning Centre has provided courses run by both Doncaster College and the Workers Educational Association in Family History, IT for Beginners, Spanish, Fast track Literacy and more are planned for the coming months.
- The Adult Centre has already been recognised as a Gateway for the Doncaster Education City project.

### **RESULTS**

The results for the year, and the charity's financial position at the end of the year are shown in the attached financial statements.

### **THE TRUSTEES**

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

Mr A Jackson  
Mrs O Turvey  
Mr R Mullis  
Mr E Hardy  
Mrs V Purdy  
Mr T Wormley

### **TRUSTEES' RESPONSIBILITIES**

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the end of the year and of the incoming and outgoing resources for the year then ended.

**EDLINGTON HILL TOP CENTRE ASSOCIATES  
COMPANY LIMITED BY GUARANTEE**

**TRUSTEES ANNUAL REPORT** *(continued)*

**YEAR ENDED 31 MARCH 2005**

**TRUSTEES' RESPONSIBILITIES** *(continued)*

In preparing those financial statements, the trustees are required to select suitable accounting policies and then apply them consistently, making judgements and estimates that are reasonable and prudent. The trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the 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.

**AUDITORS**

A resolution to re-appoint Burton and Jackson as auditors for the ensuing year will be proposed at the annual general meeting in accordance with section 385 of the Companies Act 1985.

Registered office:  
The Hill Top Centre  
Edlington  
Doncaster  
South Yorkshire  
DN12 1PL

Signed by order of the trustees

A handwritten signature in black ink, consisting of the letters 'AD' followed by a stylized 'ZQ' and a long horizontal flourish.

Company Secretary

Approved by the trustees on 12 September 2005

**EDLINGTON HILL TOP CENTRE ASSOCIATES  
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF  
EDLINGTON HILL TOP CENTRE ASSOCIATES**

**YEAR ENDED 31 MARCH 2005**

We have audited the financial statements on pages 7 to 11 which have been prepared under the historical cost convention and the accounting policies set out on page 9.

This report is made solely to the charity'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 charity's members those matters we are required to state to them in an auditors' 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 charity and the charity'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 THE AUDITORS**

The trustees' (who also act as Directors for the charitable activities of the company) responsibilities for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Trustees' Responsibilities on pages 3 to 4.

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

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Trustees Annual Report is not consistent with the financial statements, if the charity 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 trustees' remuneration and transactions with the charity 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. Our responsibilities do not extend to any other information.

**BASIS OF AUDIT OPINION**

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity'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.

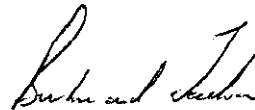
**EDLINGTON HILL TOP CENTRE ASSOCIATES  
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF  
EDLINGTON HILL TOP CENTRE ASSOCIATES *(continued)***

**YEAR ENDED 31 MARCH 2005**

**OPINION**

In our opinion the financial statements give a true and fair view of the charity's state of affairs as at 31 March 2005 and of its incoming resources and application of resources in the year then ended and have been properly prepared in accordance with the Companies Act 1985.



**BURTON AND JACKSON**  
Chartered Accountants  
& Registered Auditors

Britannic Buildings  
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South Yorkshire  
S64 9LG

12 September 2005



**EDLINGTON HILL TOP CENTRE ASSOCIATES  
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 31 MARCH 2005**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2005 £
<b>INCOMING RESOURCES</b>				
<b>Income from charitable trading activities:</b>				
Grants receivable	2	50,000	296,076	346,076
Charitable trading income	3	10,104	—	10,104
Interest receivable	4	4,473	—	4,473
<b>TOTAL INCOMING RESOURCES</b>		<u>64,577</u>	<u>296,076</u>	<u>360,653</u>
<b>RESOURCES EXPENDED</b>				
Management and administration	5	58,696	293,149	351,845
<b>TOTAL RESOURCES EXPENDED</b>	6	<u>58,696</u>	<u>293,149</u>	<u>351,845</u>
<b>NET INCOMING RESOURCES FOR THE YEAR</b>		<b>5,881</b>	<b>2,927</b>	<b>8,808</b>
Balances carried forward		<u>5,881</u>	<u>2,927</u>	<u>8,808</u>

The charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing.

The notes on pages 9 to 11 form part of these financial statements.

**EDLINGTON HILL TOP CENTRE ASSOCIATES  
COMPANY LIMITED BY GUARANTEE**

**BALANCE SHEET**

**31 MARCH 2005**

	Note	£	2005 £
<b>CURRENT ASSETS</b>			
Cash at bank and in hand		125,157	
<b>CREDITORS: Amounts falling due within one year</b>	7	<u>(116,349)</u>	
<b>NET CURRENT ASSETS</b>			<b>8,808</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u><b>8,808</b></u>
<b>NET ASSETS</b>			<u><u><b>8,808</b></u></u>
<b>FUNDS</b>			
Restricted	8		<b>2,927</b>
Unrestricted	9		<u><b>5,881</b></u>
<b>TOTAL FUNDS</b>			<u><u><b>8,808</b></u></u>

These financial statements were approved by the members of the committee on the 12 September 2005 and are signed on their behalf by:

MR A JACKSON  
Director

AD 

The notes on pages 9 to 11 form part of these financial statements.

# EDLINGTON HILL TOP CENTRE ASSOCIATES COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2005

### 1. ACCOUNTING POLICIES

#### Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2000) 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.

#### Foreign currencies

Assets and liabilities in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are translated into sterling at the rate of exchange ruling at the date of the transaction. Exchange differences are taken into account in arriving at the operating profit.

### 2. GRANTS RECEIVABLE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2005 £
Edlington School Grant	50,000	-	50,000
SRB Grant	-	61,000	61,000
CRT Grant	-	75,000	75,000
NOF Grant	-	110,000	110,000
Key Fund Grant	-	14,716	14,716
CVS Grant	-	5,000	5,000
Community Forum Grant	-	441	441
Lloyds TSB Grant	-	10,000	10,000
Pioneer Grant	-	588	588
NLDC Grant	-	19,331	19,331
	<u>50,000</u>	<u>296,076</u>	<u>346,076</u>

### 3. CHARITABLE TRADING INCOME

	2005 £
Charitable trading activities - income	<u>10,104</u>

Rent received from Buttons Nursery, room hire and vending machine income.

**EDLINGTON HILL TOP CENTRE ASSOCIATES  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2005**

**4. INTEREST RECEIVABLE**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2005 £
Bank interest receivable	<u>4,473</u>	<u>-</u>	<u>4,473</u>

**5. MANAGEMENT AND ADMINISTRATION**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2005 £
Salaries	2,678	22,055	24,733
Office costs	53,192	271,094	324,286
Audit fees	411	-	411
Legal and professional	1,231	-	1,231
Costs of trustees' meetings	1,138	-	1,138
Interest payable	4	-	4
Other	42	-	42
	<u>58,696</u>	<u>293,149</u>	<u>351,845</u>

**6. TOTAL RESOURCES EXPENDED**

	Staff costs £	Other costs £	Total Funds 2005 £
Management and administration	<u>24,733</u>	<u>327,112</u>	<u>351,845</u>

**The aggregate payroll costs were:**

	2005 £
Wages and salaries	22,723
Social security costs	2,010
	<u>24,733</u>

**Particulars of employees:**

The average number of staff employed by the charity during the financial year amounted to:

	2005 No
Number of administrative staff	<u>2</u>

**EDLINGTON HILL TOP CENTRE ASSOCIATES  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2005**

**6. TOTAL RESOURCES EXPENDED** *(continued)*

	2005 £
<b>Other costs:</b>	
Premises	17,109
Legal and professional	1,642
Other	308,361
	<u>327,112</u>

**7. CREDITORS: Amounts falling due within one year**

	2005 £
Bank loans and overdrafts	11,888
Other creditors	7,952
Accruals	96,509
	<u>116,349</u>

**8. RESTRICTED FUNDS**

	Movement in resources:	Balance at 31 Mar 2005
	Incoming £	£
Restricted Fund 1 title	2,927	<u>2,927</u>

**9. ANALYSIS OF NET ASSETS (between restricted and unrestricted funds)**

	Other net assets £	Total £
Unrestricted funds	5,881	<u>5,881</u>

**10. COMPANY LIMITED BY GUARANTEE**