

St Mary's Chequerfield Community Project Ltd

ANNUAL ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2007

Company Limited by Guarantee No. 4718886

Registered Charity No. 1115477

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St Mary's Chequerfield Community Project Ltd

ANNUAL ACCOUNTS for the year ended 31 March 2007

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St Mary's Chequerfield Community Project Ltd

ANNUAL ACCOUNTS for the year ended 31 March 2007

Directors

Harold Kebir Berry
Bill Bradley
Phyllis Frankland
Alan Gooding
Tracy Worsley resigned 20 October 2006
Sarah Tordoff
Joan Ward
Sarah Evans
Father Robert Cooper appointed 26 April 2006

Company Secretary

Linda Mary Box resigned 10 April 2006
Phyllis Frankland appointed 10 April 2006

Registered Office

The Circle
Chequerfield
Pontefract
WF8 2AY

Bankers

Yorkshire Bank plc
Ropergate
Pontefract

Independent Examiner

Melvyn Lunn FCA
Chartered Accountant
49 Church Street
Darton
Barnsley
S75 2FF

St Mary's Chequerfield Community Project Ltd

Report of the Directors for the year ended 31 March 2007

The company was accepted as a registered charity number 1115477 on 28 June 2006. This is therefore the first report of the Directors for the newly registered charity.

Background:-

The project came about in response to the needs of the community of Chequerfield in the South Pontefract ward of Wakefield. Chequerfield is identified as one of the most socially deprived areas within Wakefield Metropolitan District due to the demise of the mining industry and the attendant problems this brought.

The former St Mary's Church, itself in a fairly run-down state, had been the home for various local organisations for a number of years but with a lack of facilities and comforts was struggling to provide a suitable base, and some groups either closed or found other accommodation.

The opportunity arose through Wakefield Learning Partnership to provide an outreach Further Education Centre in Chequerfield; further discussions with all interested partners and local surveys indicated the need for a community centre which could offer a wider range of facilities. Plans were drawn up, additional funding came from Coalfield Regeneration Trust and the centre was built and handed over to the organisation in August 2004. Comprising a library, large hall, meeting rooms of various sizes including a computer suite, creche facilities, a tea-bar and last, but by no means least, St Mary's Church. The centre is now used by over 7,000 people per year and is one of the foremost adult education centres in the district and has breathed life back into a community.

Recent work:-

The Big Lottery Fund supported the centre with a three year grant for salaries and overheads in year 1 and contribution to salaries in years 2 and 3. This will end in July 2007 and we feel that this has been a hugely successful partnership. It has enabled us to build up the sources of income which will be the mainstay of the centre's funding for the coming years. Income from the library rental, Adult Education and WEA education fees and room rents from a wide variety of community groups and other organisations together with catering and one-off small grants are getting us close to our required level of income for a break-even situation.

Recently we have embarked on a one year ERDF funded project "Options" to develop and maintain a Job-search and volunteer programme at both St Mary's and at its sister church St Giles, located in Pontefract town centre. This will build on the existing job-search which has been running at St Mary's since 2001 and is aiming to build the capacity of the job-search facility and to extend it to a new area in Pontefract, as well as develop and train volunteers in the job-search procedures.

Since the date of these accounts St Mary's has been awarded the Duke of York community initiative award for developing community spirit, and our Manager, Julie Carritt received a leadership award, one of only six awarded this year, for her inspirational leadership.

The Future:-

As part of a review of the centre's activities we have identified two areas where we feel there is a gap in the services and facilities we provide. We have already provided facilities for a youth work team in the past but we would like to be able to offer youth work opportunities as an integral part of our services, whether by our own staff or in conjunction with another provider.

The other area where there is a lack of services is for the older generation, particularly those who live locally but may have little contact with services in the area, and may rely on a few friends and family for their social contact. We are investigating ways of providing the opportunity to develop further social links with others in the community who may be in similar circumstances.

We intend to report on our progress in these areas in our next annual report.

St Mary's Chequerfield Community Project Ltd

Report of the Directors for the year ended 31 March 2007 (contd)

Directors' Responsibilities in Relation to the Accounts

The directors are required to prepare accounts for each financial period which give a true and fair view of the state of affairs of the company and the surplus or deficit for that period in preparing those financial statements. In preparing those financial statements, the directors are required to

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether the policies adopted are in accordance with the Companies Act 1985 and with applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the accounts;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

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

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

Signed on behalf of the Board



P Frankland
Company Secretary

19 December 2007

St Mary's Chequerfield Community Project Ltd

**Independent Examiner's Report to the Directors on the
Accounts for the Year Ended 31 March 2007**

I report on the accounts for the year ended 31 March 2007 which are set out on pages 5 to 11

Respective Responsibilities of Directors and Examiner

As described on page 3 the charity's directors are responsible for the preparation of accounts. It is my responsibility to form an independent opinion, without carrying out an audit, on those accounts and to report my opinion to you.

Basis of Examiner's Statement

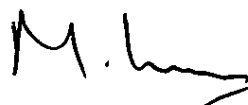
My report is in respect of an examination carried out under section 43 of the Charities Act 1993 and in accordance with the directions given by the Charity Commissioners under sub-section 7(b) of that section. An examination includes a review of the accounting records kept by the trustees and a comparison of the accounts presented with those records. It also includes a review of the accounts which is primarily limited to analytical procedures and to the making of such enquiries of the directors as was necessary for the purposes of this report. The procedures undertaken do not constitute an audit.

Examiner's Statement

Based on my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the accounting records have not been kept in accordance with section 41 of the Charities Act 1993, or that the accounts presented do not accord with those records or comply with the accounting requirements of the Act. No matter has come to my attention in connection with my examination to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

19 December 2007

49 Church Street
Darton
Barnsley S75 5HF



Melvyn Lunn, FCA
Chartered Accountant

St Mary's Chequerfield Community Project Ltd

Statement of Financial Activities for the year ended 31 March 2007

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds £	Total 2006 £
INCOME						
Grants	5			62,367	62,367	111,702
Room Hire		107,611			107,611	23,342
Other Income		12,603			12,603	8,019
TOTAL INCOME		<u>120,214</u>		<u>62,367</u>	<u>182,581</u>	<u>143,063</u>
EXPENDITURE						
Direct Project Expenditure		59,258		51,323	110,581	104,087
Fundraising & Publicity					0	0
Management & Administration		6,844		2,687	9,531	4,726
TOTAL EXPENDITURE	5	<u>66,102</u>		<u>54,010</u>	<u>120,112</u>	<u>108,813</u>
NET SURPLUS FOR THE YEAR		54,112		8,357	62,469	34,250
TRANSFERS BETWEEN FUNDS	6	<u>-65,033</u>	<u>65,033</u>	<u>0</u>	<u>0</u>	<u>0</u>
NET MOVEMENT OF FUNDS		-10,921	65,033	8,357	62,469	34,250
ACCUMULATED FUNDS B/FWD		57,461		4,868	62,329	28,079
ACCUMULATED FUNDS C/FWD		<u>46,540</u>	<u>65,033</u>	<u>13,225</u>	<u>124,798</u>	<u>62,329</u>

The notes on pages 7 to 9 form part of these accounts

St Mary's Chequerfield Community Project Ltd

Balance Sheet as at 31 March 2007

	Notes	£	£	2006 £
FIXED ASSETS				
Tangible Assets	2		7,214	346
CURRENT ASSETS				
Debtors	3	11,814		3,162
Cash at bank & in hand		<u>136,213</u>		<u>81,667</u>
		148,027		84,829
CREDITORS amounts falling due within one year	4	<u>30,443</u>		22,846
		30,443		
NET CURRENT ASSETS			117,584	61,983
NET ASSETS			<u>124,798</u>	<u>62,329</u>
CAPITAL				
Restricted Reserves	5		13,225	62,329
Designated Reserves	6		65,033	
Unrestricted Reserves			<u>46,540</u>	
			<u>124,798</u>	<u>62,329</u>

The notes on pages 7 to 9 form part of these accounts

The company is entitled to exemption from audit under section 249A(1) of the Companies Act 1985 for the year ended 31 March 2007

The members have not required the company to obtain an audit of its accounts for the year ended 31 March 2007 in accordance with section 249B(2) of the Companies Act 1985

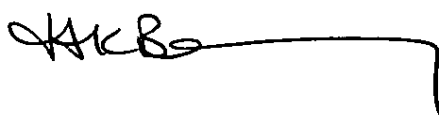
The directors acknowledge their responsibilities for -

- (a) ensuring that the company keeps accounting records which comply with section 221 of the Companies Act 1985 and
- (b) preparing accounts which give a true and fair view of the state of affairs of the company at the end of each financial year end and of its surplus or deficit for each financial year in accordance with the requirements of section 226 and which otherwise comply with the requirements of the Companies Act 1985 relating to financial statements, so far as applicable to the company

These accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective June 2002)

Approved by the Board on 19 December 2007 and signed on their behalf by

Kebir Berry
Director



St Mary's Chequerfield Community Project Ltd

Notes to the ANNUAL ACCOUNTS for the year ended 31 March 2007

- 1) The company was incorporated on 1st April 2003 as a company limited by guarantee. It's registration number is 4718886 and the company is registered in England. Any surpluses are to be put towards the further development of the aims of the project. The company was accepted as a registered charity number 1115477 on 28 June 2006.

1.1 Basis of preparation of financial statements

The accounts have been prepared under the historical cost convention and the statements have been prepared in accordance with the requirements of the Companies Act 1985. The company has taken advantage of the provision to provide abbreviated accounts on the grounds that it qualifies as a small company.

1.2 Income

- a) Grants are accounted on the accruals basis related to the period covered by the grant
b) All other income is accounted for on a cash receipts basis

1.3 Depreciation

Tangible assets are written off over their estimated useful life by annual instalments on a straight line basis as follows:

Equipment & Furniture	25%
Computer Equipment	33.3%

- 1.4 Value added tax is not recoverable by the company, and as such is included in the relevant costs wherever these may occur.

- 1.5 Taxation There would appear to be no liability for Corporation tax, hence none is made.

- 1.6 Pension costs the company does not provide any pension benefits at present but is aware of its obligations under the stakeholder pensions legislation

2 Tangible Fixed Assets

Cost	Equipment & Furniture	Computer Equipment	Total Fixed Assets
Brought Forward as at 1 April 2006	681	0	681
Additions during year		10,557	10,557
Carried Forward as at 31 March 2007	681	10,557	11,238
Depreciation			
Brought Forward as at 1 April 2006	335	0	335
Charge for year	170	3,519	3,689
Carried Forward as at 31 March 2007	505	3,519	4,024
Net Book Value at 31 March 2007	176	7,038	7,214
Net Book Value at 31 March 2006	346	0	346

3 Debtors

	2007	2006
Rental debtors	1,637	3,162
"Options" debtor	8,617	-
Prepayments	1,560	-
	<u>11,814</u>	<u>3,162</u>

St Mary's Chequerfield Community Project Ltd

Notes to the ANNUAL ACCOUNTS for the year ended 31 March 2007

	2007	2006
4 Creditors		
Grants received in advance	20,226	16,250
Trade creditors	859	996
Accruals	9,358	5,600
	<u>30,443</u>	<u>22,846</u>

5 Restricted Grants

	B/Fwd	Incoming	Outgoing	C/Fwd
Big Lottery -Year 2	4,868	53,750	53,750	4,868
ERDF Options	0	8,617	260	8,357
	<u>4,868</u>	<u>62,367</u>	<u>54,010</u>	<u>13,225</u>

Analysis of a) Direct Project Expenditure

Salaries & on-costs	51,063
Office costs	260
Staff training	
	<u>51,323</u>

b) Management & Administration

Salaries & on-costs	2687
	<u>2687</u>

The Big Lottery Fund is contributing towards the provision of a "one stop shop" for education and training, childcare, community development and library facilities on a deprived estate. The three year grant, which began in July 2004, will contribute towards staff salaries and running costs in the first year, and salaries only in years two and three.

Options is a one year ERDF funded project to facilitate the movement of people into training or further education through a wide range of available routes. It is being delivered partly from St Mary's and partly from St Giles in the centre of Pontefract, close to the job centre.

6 Designated Funds

a) **Options Project:** we are committed to a further £15,033 of expenditure on this ERDF work up to December 2007. We feel that this work needs to continue beyond then and are actively seeking further funding to do so. However, we feel this may not materialise until April next year and propose a further £5,000 be put aside to continue the work until then.

b) **Youth Provision:** St Mary's has already hosted some youth activities but there is a need for a more comprehensive programme of youth work. Initial research suggests a twelve-month programme would need a minimum of two youth workers, probably part-time, plus resources and accommodation. A figure of £35,000 is realistic and may help to draw further matched funding into the organisation.

c) **The Older Generation:** a local Live-at-Home scheme has recently folded and this leaves another significant gap in services for this growing group of people. We would intend to have discussions with interested parties which might highlight ways in which we could help or lead in replacing or enhancing services. Again this may draw further funding into the organisation. We have designated £10,000 which may be a mixture of cash and services (room hire or other resources) as pump-priming to devise services under this heading.

St Mary's Chequerfield Community Project Ltd

Notes to the ANNUAL ACCOUNTS for the year ended 31 March 2007

7 Reserves Policy

The St Mary's Community Centre is a focus for the local community and the company's remit is firstly to maintain the building to facilitate the needs of the community it serves; and secondly to continue to develop further services, activities and support to sectors of that community where those facilities don't exist or are inadequate. This we may do by ourselves or with other local partners. We will aim to ensure that any work we undertake is fully funded, although there are instances where funding requires a contribution from ourselves. In addition, there will be a continual and increasing need to maintain the fabric of the building. We therefore feel it prudent to maintain a level of unrestricted reserves which equates to six months running costs as well as transferring to designated reserves any amounts which are felt necessary to fully fund future projects. At 31 March 2007 our level of unrestricted reserves was £46,540 which represents approximately 36 weeks running costs. This is above our six month target figure, but as we will shortly be coming to the end of our Lottery Fund money, we would expect this level to reduce, as we are not yet in a position where our other income can fill the gap in funding.

8 Risk Statement

With the end of Lottery support in June 2007, the company has already prepared a three-year financial forecast to ensure that income and expenditure will at least match, and plans are already in place to cover this situation.

Our building is still relatively new but we have identified a programme of maintenance and upgrading in certain areas to maintain its appeal to those organisations who use it, and also to prevent the occurrence of damage by human or mechanical failure. Any other risks are highlighted on an on-going basis by our staff, directors and users and appropriate action is taken to deal with the risk. All significant actions are agreed at our monthly board meetings.

9 St Mary's Community Centre Building is not shown in the accounts at present. The building was financed by the Wakefield Learning Network and a separate account was opened in February 2003 to facilitate the receipt of grants and payment of contractors' bills. We therefore have the situation where the land is owned by the Church who lease it to St Mary's Community Project Ltd at a peppercorn rent for a period of 21 years. The value of the building and most of the fixtures and fittings are still held in the St Mary's Project - Building Fund (an unincorporated association), whilst the running costs of the Centre are financed by St Mary's Community Project Ltd (a charity and company limited by guarantee) whose accounts are presented here.

We are examining the situation to see if the Building Fund can be wound up and the value incorporated in the Charity accounts, as this would give a better appreciation of the organisation's structure. This will have no bearing on the lease of the land from the Church which will be looked at by all parties at the end of the lease term.

St Mary's Chequerfield Community Project Ltd

ANNUAL ACCOUNTS for the year ended 31 March 2007

**THE ATTACHED INFORMATION DOES NOT FORM PART
OF THE STATUTORY ACCOUNTS**

St Mary's Chequerfield Community Project Ltd

INCOME & EXPENDITURE ACCOUNT for the year ended 31 March 2007

	£	£	2006 £
INCOME: Grant - Big Lottery Fund		53,750	73,077
Other grants		-	250
ERDF - Options Project		8,617	-
Adult Education Funding		47,500	30,500
Library Funding		27,000	7,875
Room hire		33,111	23,342
Catering takings		7,284	3,936
Interest Received		1,042	1,548
Other income		4,277	2,535
		<u>182,581</u>	<u>143,063</u>
EXPENDITURE: Salaries and on-costs	79,887		71,974
Recruitment costs	-		39
Staff training	1,680		2,833
Rent, rates, water & insurance	3,589		5,090
Heat & light	9,068		8,444
Office costs	4,874		4,724
Legal fees	30		617
Accounts fees	750		338
Other Professional fees	1,068		-
Café purchases	3,444		4,088
Hire of equipment	3,524		1,795
Repairs, cleaning & security	8,404		8,527
Bank charges	60		82
Depreciation	3,689		172
Donations	45		90
		<u>120,112</u>	<u>108,813</u>
Surplus on the year		<u>62,469</u>	<u>34,250</u>