

St Mary's Chequerfield Community Project Ltd

ANNUAL ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2008

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 2008

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St Mary's Chequerfield Community Project Ltd

ANNUAL ACCOUNTS for the year ended 31 March 2008

Directors/Trustees	Father Robert Cooper Harold Kebr Berry Bill Bradley Phyllis Frankland Alan Gooding Sarah Tordoff Joan Ward Sarah Evans	
Director only	Julie Carritt	appointed 5 September 2007
Company Secretary	Phyllis Frankland	
Registered Office	The Circle Chequerfield Pontefract West Yorkshire 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 Limited

Report of the Directors for the Year Ended 31st March 2008

The Directors present their report with the accounts for the year ended 31st March 2008

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 the Wakefield Metropolitan District, due to the demise of the mining industry and the attendant problems this brought.

The former St. Marys 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 wide range of facilities. Plans were drawn up, additional funding came from the 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, a tea-bar and St. Marys Church, the centre is now used by over 7,000 people per year, is one of the foremost adult education centres in the district and has breathed life back into a community.

The company was accepted as a Registered Charity (No. 1115477) on 28th June 2006.

Recent Work

The Big Lottery Fund supported the Centre for the first three years, ending in July 2007 and was a hugely successful partnership. This enabled the Centre to build up the sources of income which are the mainstay of funding for the coming years. Income from the Library rental, Adult Education, WEA education fees and room rents from a wide variety of community groups and other organisations, together with a first-class catering facility and one-off small grants all provide the required level of income.

Our customer base has steadily grown, along with demand for room hire, mainly due to recommendation from existing clients. Wakefield Primary Care Trust and Wakefield District Housing are just two examples of high profile customers who are both regular users and great supporters of the Centre, and their patronage introduces many new faces and networking opportunities.

St Mary's Chequerfield Community Project Ltd

Report of the Directors for the Year Ended 31st March 2008 (contd)

We have recently completed an ERDF funded project "Options" to develop and maintain a job-search and volunteer programme at both St. Marys and its sister church, St. Giles, which is located in Pontefract town centre. This project ran very successfully, developing and training volunteers in job-search facilities and, indeed, the outreach is still ongoing, providing an invaluable service to jobseekers

Since St. Mary's was awarded the Duke of York Community Initiative Award for developing community spirit, the Centre has come on in leaps and bounds. Julie Camitt, Project Manager was also presented with their Leadership Award and leads a team of dedicated and enthusiastic staff, who are keen to develop the Centre from strength to strength.

The Future

As part of a review of the Centre's activities, we have identified areas where we feel there is room for improvement in the services and facilities we provide.

- We have already provided facilities for a youth work team in the past, but would like to be able to offer youth work opportunities as an integral part of our services, whether through our own staff or in conjunction with another provider. We are presently looking for a local outreach site to house our youth provision, as we are unable to provide a designated space, due to the high levels of room hire within the Centre.
- As an initiative to engage with older members of the community, we are presently running a well-attended Over-50's Social Club, which is held each Friday. This event provides a valuable opportunity for a social gathering within the community and is advertised throughout the district, as anyone of this age group is welcome to attend and encouraged to make use of the many facilities on offer.
- We have recently submitted a bid to the Healthier Communities Fund in an effort to help and engage our community further, by means of healthy lifestyles. We presently have two resident Health Trainers based at our Centre, through network partnerships, and are looking to extend this provision, which presently deals with areas such as weight management, smoking cessation, drug abuse, childhood obesity, sexual health, improving fitness and mobility, dealing with stress etc.

St Mary's Chequerfield Community Project Ltd

Report of the Directors for the Year Ended 31st March 2008 (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, the directors are required to

- select suitable accounting policies and the 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

3 September 2008

St Mary's Chequerfield Community Project Ltd

**Independent Examiner's Report to the Directors on the
Accounts for the Year Ended 31 March 2008**

I report on the accounts for the year ended 31 March 2008 which are set out on pages 6 to 10

Respective Responsibilities of Directors and Examiner

As described on page 3 the charity's directors are responsible for the preparation of accounts, you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply, and that an independent examination is needed. It is my responsibility to examine the accounts under section 43(3)(a) of the Act and to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

Basis of Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an opinion on the view given by the accounts.

Examiner's Statement

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

- 1 which gives me reasonable cause to believe that in any material respect the requirements
 - (a) to keep accounting records in accordance with section 41 of the Act, and
 - (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave not been met or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

3 September 2008

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 2008

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds £	Total 2007 £
INCOME						
Grants	5	14,051		25,124	39,175	62,367
Adult Education		34,025			34,025	47,500
Room Hire		43,403			43,403	60,111
Other Income		16,917			16,917	12,603
TOTAL INCOME		108,396	0	25,124	133,520	182,581
EXPENDITURE						
Direct Project Expenditure		53,583	19,031	46,384	118,998	110,581
Fundraising & Publicity					0	0
Management & Administration		7,647	1,002	2,304	10,953	9531
TOTAL EXPENDITURE	5	61,230	20,033	48,688	129,951	120,112
NET SURPLUS FOR THE YEAR		47,166	-20,033	-23,564	3,569	62,469
TRANSFERS BETWEEN FUNDS	6	-45,339	35,000	10,339	0	0
NET MOVEMENT OF FUNDS		1,827	14,967	-13,225	3,569	62,469
ACCUMULATED FUNDS B/FWD		46,540	65,033	13,225	124,798	62,329
ACCUMULATED FUNDS C/FWD		48,367	80,000	0	128,367	124,798

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 2008

		2008	2007
	Notes	£	£
FIXED ASSETS			
Tangible Assets	2	8,743	7,214
CURRENT ASSETS			
Debtors	3	5,435	11,814
Cash at bank & in hand		<u>120,874</u>	<u>136,213</u>
		126,309	148,027
CREDITORS: amounts falling due within one year	4	<u>6,685</u>	<u>30,443</u>
NET CURRENT ASSETS		119,624	117,584
NET ASSETS		<u>128,367</u>	<u>124,798</u>
CAPITAL			
Restricted Reserves	5	0	13,225
Designated Reserves	6	80,000	65,033
Unrestricted Reserves		<u>48,367</u>	<u>46,540</u>
		128,367	124,798

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 2008

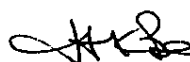
The members have not required the company to obtain an audit of its accounts for the year ended 31 March 2008 in accordance with section 249B(2) of the Companies Act 1985.

The directors acknowledge their responsibilities for :-

- ensuring that the company keeps accounting records which comply with section 221 of the Companies Act 1985 and
- 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 of trustees on 3 September 2008 and signed on its behalf



Kebir Berry
Director / Trustee

St Mary's Chequerfield Community Project Ltd

Notes to the ANNUAL ACCOUNTS for the year ended 31 March 2008

- 1) The company was incorporated on 1st April 2003 as a company limited by guarantee. Its 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:

Buildings & additions	2%
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

	Additions to Building	Equipment & Furniture	Computer Equipment	Total Fixed Assets
Cost				
Brought Forward as at 1 April 2007		681	10,557	11,238
Additions during year	4,000	1,304		5,304
Carried Forward as at 31 March 2008	4,000	1,985	10,557	16,542
Depreciation				
Brought Forward as at 1 April 2007		505	3,519	4,024
Charge for year	80	176	3,519	3,775
Carried Forward as at 31 March 2008	80	681	7,038	7,799
Net Book Value at 31 March 2008	3,920	1,304	3,519	8,743
Net Book Value at 31 March 2007	0	176	7,038	7,214

	2008	2007
3 Debtors		
Rental debtors	2,600	1,637
Interest receivable	1,237	-
Prepayments	1,598	1,560
"Options" debtor	-	8,617
	5,435	11,814

St Mary's Chequerfield Community Project Ltd

Notes to the ANNUAL ACCOUNTS for the year ended 31 March 2008

	2008	2007
4 Creditors		
Grants received in advance	-	20,226
Trade creditors	751	859
Accruals	5,934	9,358
	<u>6,685</u>	<u>30,443</u>

5 Restricted Funds

	B/Fwd	Incoming	Outgoing Transfers	C/Fwd
Big Lottery -Year 2	4,868	12,500	17,368	0
ERDF Options	8,357	12,624	31,320	10,339
	<u>13,225</u>	<u>25,124</u>	<u>48,688</u>	<u>10,339</u>

Analysis of a) Direct Project Expenditure

Salaries & on-costs	43,776
Office costs	2,608

b) Management & Administration

Salaries & on-costs	2304
	<u>2304</u>

46,384

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 has now finished and the Big Lottery have been extremely pleased with the outcomes.

Options was a one year ERDF project to facilitate the movement of people into training or further education through a wide range of available routes. It effectively finished in December 2007 apart from the inevitable paperwork and final returns.

6 Designated Funds

	B/Fwd	Incoming	Outgoing Transfers	C/Fwd
ERDF Options	20,033		20,033	0
Youth Provision	35,000			35,000
Older Generation	10,000			10,000
Refurbishment	0		35,000	35,000
	<u>65,033</u>	<u>0</u>	<u>20,033</u>	<u>35,000</u>

Analysis of a) Direct Project Expenditure

Salaries & on-costs	19,031
	<u>19,031</u>

b) Management & Administration

Salaries & on-costs	1002
	<u>1002</u>

St Mary's Chequerfield Community Project Ltd

Notes to the ANNUAL ACCOUNTS for the year ended 31 March 2008

6 Designated Funds (continued)

a) **Options Project:** was effectively completed by December 2007 apart from final paperwork and returns. We have continued to fund the project since then and further funding has provisionally been identified to continue the work.

b) **Youth Provision:** There has been little apparent progress under this heading during the year but discussions are on-going and we hope they will bear fruit in the next year. They are, to some extent, dependent upon other possible developments within the community. The funding is to be carried forward to 2008/09.

c) **The Older Generation:** We have made some small steps in this area, there is now a weekly lunch and social event which is largely self-funding, and has become an unmissable part of the weekly routine for many people. Once again, there are external factors, notably the refurbishment of the sheltered accommodation across the road, which has temporarily removed a considerable number of older people from the area. Once this is complete and the residents return, we will revisit this work. The funding is to be carried forward to 2008/09.

d) **Refurbishment of the building:** as the building is now four years old and has been well used by all its occupants, a programme of maintenance and refurbishment is to be implemented to maintain St Mary's as a venue which can continue to serve the needs of the community.

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 2008 our level of unrestricted reserves was £48,367 which represents approximately 41 weeks running costs. This is above our six month target figure, but we are not yet in a position where our other income can totally fill the gap in funding.

8 Risk Statement

With the end of Lottery support in June 2007, the company had already prepared a three-year financial forecast to ensure that income and expenditure will at least match, these forecasts are reviewed on a regular basis to ensure things are on track. 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 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 into 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 2008

**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 2008

		2008	2007
	£	£	£
INCOME:			
Grant - Big Lottery Fund		12,500	53,750
Other grants		14,051	
ERDF - Options Project		12,624	8,617
Adult Education Funding		34,025	47,500
Library Funding		15,000	27,000
Room hire		28,403	33,111
Catering takings		8,416	7,284
Interest Received		6,221	1,042
Other income		2,280	4,277
		<u>133,520</u>	<u>182,581</u>
EXPENDITURE:			
Salaries and on-costs	93,851		79,887
Staff training	1,005		1,680
Rent, rates, water & insurance	6,410		3,589
Heat & light	-626		9,068
Office costs	7,206		4,874
Legal fees	15		30
Accounts fees	1,570		750
Other Professional fees	900		1,068
Café purchases	4,156		3,444
Hire of equipment	2,945		3,524
Repairs, cleaning & security	8,620		8,404
Bank charges	70		60
Depreciation	3,775		3,689
Donations	54		45
		<u>129,951</u>	<u>120,112</u>
Surplus on the year		<u><u>3,569</u></u>	<u><u>62,469</u></u>