

**St Mary's Chequerfield Community Project Ltd**

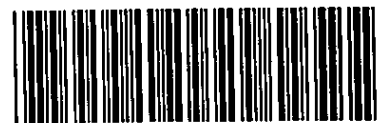
**ANNUAL ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2011**

**Company Limited by Guarantee No. 4718886**

**Registered Charity No. 1115477**

WEDNESDAY



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COMPANIES HOUSE

# **St Mary's Chequerfield Community Project Ltd**

## **ANNUAL ACCOUNTS for the year ended 31 March 2011**

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# **St Mary's Chequerfield Community Project Ltd**

## **ANNUAL ACCOUNTS for the year ended 31 March 2011**

<b>Directors/Trustees</b>	Father Robert Cooper Harold Kebir Berry Bill Bradley Phyllis Frankland Sarah Smith-Evans David Jones Gail Hayes Patricia Hollies Geoffrey Walsh
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<b>Director only</b>	Julie Camitt
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<b>Company Secretary</b>	Phyllis Frankland
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<b>Registered Office</b>	The Circle Chequerfield Pontefract West Yorkshire WF8 2AY
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<b>Bankers</b>	Yorkshire Bank plc Ropergate Pontefract
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<b>Independent Examiner</b>	Melvyn Lunn FCA 49 Church Street Darton Bamsley S75 2FF
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## **St Mary's Chequerfield Community Project Limited**

### **Report of the Directors for the Year Ended 31<sup>st</sup> March 2011**

The Directors present their report with the accounts for the year ended 31<sup>st</sup> March 2011

#### **Principal Activity**

The principal activity continues to be that of providing community based facilities for all ages to support social activities and healthy well being

#### **Development, Activities and Achievements**

##### **a) Youth Provision**

Weekly sessions are held at the Centre by Yew Tree Youth Group, Rainbows and Brownies. A holiday club is provided by the NHS, for children aged from four to fourteen. We have strong links with a local secondary school, Carleton High, who use the Centre extensively for numerous projects including Homework Club, NEET project, (Not-In Employment, Education or Training) and complementary therapy for pupils.

Training providers JHP Employability are based in our training suite and work in conjunction with our Jobclub to provide support, guidance and training for those looking to gain employment.

Our local Probationary Service is based in the centre for two days every week, with many of their service users being younger people. This brings them into an environment where they are able to learn of and access various provisions associated with the centre. Similarly, Wakefield Metropolitan District Council also hold one-to-one sessions through their Behavioural Services Department. With regard to a centre-based youth provision, this is pending developments within the local community.

We are very excited about becoming an associate member of the Pontefract Schools Trust and are presently completing the process. This will not only raise our profile within the local schools pyramid, but will attract new visitors to the centre and associated networking opportunities.

##### **b) The Older Generation**

We hold a free activity group each Friday in the main hall where table tennis, boccia (indoor bowls), dominoes and cards are played. This is followed by an over 50's social club, providing lunch and social event which is well attended, popular and self-funding. The social aspect of this gathering is invaluable to those attending and many of the visitors help to run the event by lending a hand and donating raffle prizes etc. Generation exchange projects have proved popular, including a play staged by Youth Tree Youth, drawing from war-time experiences of members of our over 50's group.

##### **c) Get Active For Health**

Taking over from Healthy Communities, which ran from February 2009 to February 2011, this project is to support the empowerment of individuals in the community and assist the completion of their health and wellbeing journey. Individuals with a long term illness or condition are provided with help to access specialised services by means of one-to-one sessions. Access is given to health trainers and training opportunities provided. This project is delivered in a relaxed and comfortable environment within the Centre and is proving very successful in itself; also introducing new groups such as chair exercise and stop smoking sessions. This project is funded by the Big Lottery for one year to April 2012.

**St Mary's Chequerfield Community Project Limited**

**Report of the Directors for the Year Ended 31<sup>st</sup> March 2011 (contd)**

**d) Refurbishment of the Building**

The building is seven years old and has been used impressively. Indeed, changes have been made to increase the usage of various areas, for example the original store cupboard has been professionally refitted as rentable office space. The space originally intended for a crèche facility was never utilised as such, due to alternative provision within the locality. This has been adapted as necessary and is presently being hired out as a self-contained training suite. An ongoing program of redecoration and maintenance is underway.

**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 then apply them consistently,
- make judgements and estimates that are reasonable and prudent,
- state whether the policies adopted are in accordance with the Companies Act 2006 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 2006. 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 provisions within Part 15 of the Companies Act 2006 relating to small companies.

Signed on behalf of the Board



P Frankland  
Company Secretary

7 September 2011

## **St Mary's Chequerfield Community Project Ltd**

### **Independent Examiner's Report to the Trustees on the Accounts for the Year Ended 31 March 2011**

I report on the accounts of the charitable company for the year ended 31 March 2011 which are set out on pages 5 to 9

#### **Respective Responsibilities of Trustees and Examiner**

The trustees (who are also directors of the company for the purpose of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

Having been satisfied that the charity is not subject to audit under company law and is eligible for independent examination it is my responsibility to:

- \* examine the accounts under section 43 of the 1993 Act;
- \* to follow the procedures laid down in the General Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act, and
- \* to state whether particular matters have come to my attention.

#### **Basis of Independent Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes the 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 the seeking of 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, no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

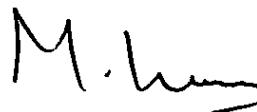
#### **Independent Examiner's Statement**

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
  - \* to keep accounting records in accordance with s386 of the Companies Act 2006; and
  - \* to prepare accounts which accord with the accounting requirements of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005) have 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

7 September 2011

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 2011**

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Building £	Total 2011 £	Total 2010 £
<b>INCOME</b>						
Grants		18,594			18,594	37,188
Room Hire		112,728			112,728	104,227
Other Income		14,177			14,177	13,013
<b>TOTAL INCOME</b>		<b>145,499</b>	<b>0</b>	<b>0</b>	<b>145,499</b>	<b>154,428</b>
<b>EXPENDITURE</b>						
Direct Project Expenditure		141,611			141,611	141,733
Fundraising & Publicity					0	0
Management & Administration		19,361		209	19,570	16,566
<b>TOTAL EXPENDITURE</b>		<b>160,972</b>	<b>0</b>	<b>209</b>	<b>161,181</b>	<b>158,299</b>
<b>NET DEFICIT FOR THE YEAR</b>		<b>-15,473</b>	<b>0</b>	<b>-209</b>	<b>-15,682</b>	<b>-3,871</b>
<b>INTRODUCTION OF NEW FUNDS</b>	<b>9</b>			1,443,219	1,443,219	0
<b>TRANSFERS BETWEEN FUNDS</b>	<b>6</b>	11,700	-21,665	9,965	0	0
<b>NET MOVEMENT OF FUNDS</b>		<b>-3,773</b>	<b>-21,665</b>	<b>1,452,975</b>	<b>1,427,537</b>	<b>-3,871</b>
<b>ACCUMULATED FUNDS B/FWD</b>		<b>44,770</b>	<b>78,665</b>	<b>0</b>	<b>123,435</b>	<b>127,306</b>
<b>ACCUMULATED FUNDS C/FWD</b>		<b>40,997</b>	<b>57,000</b>	<b>1,452,975</b>	<b>1,550,972</b>	<b>123,435</b>

# St Mary's Chequerfield Community Project Ltd

## Balance Sheet as at 31 March 2011

		2011	2010
	Notes	£	£
<b>FIXED ASSETS</b>			
Tangible Assets	2	1,454,750	12,118
<b>CURRENT ASSETS</b>			
Debtors	3	13,466	6,591
Cash at bank & in hand		<u>84,156</u>	<u>105,654</u>
		97,622	112,245
<b>CREDITORS</b> amounts falling due within one year	4	<u>1,400</u>	928
		1,400	
<b>NET CURRENT ASSETS</b>		96,222	111,317
<b>NET ASSETS</b>		<u>1,550,972</u>	<u>123,435</u>
<b>CAPITAL</b>			
Designated Reserve - Building	9	1,452,975	0
Designated Reserve - Others	5 & 6	57,000	78,665
Unrestricted Reserves		<u>40,997</u>	<u>44,770</u>
		<u>1,550,972</u>	<u>123,435</u>

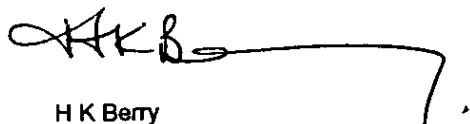
The notes on pages 5 to 7 form part of these accounts

The financial statements were approved by the Board of Directors on 7 September 2011

For the year ended 31 March 2011 the company was entitled to exemption from an audit under s477 of the Companies Act 2006. The members have not required the company to obtain an audit of its accounts for the financial year in accordance with s476 of the Act. The directors acknowledge their responsibilities for

- ensuring that the company keeps accounting records which comply with s386 of the Companies Act 2006, and
- preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year, and of its surplus or deficit for the financial year in accordance with the requirements of s394 and s 395 of the Companies Act 2006, and which otherwise comply with the requirements of that Act relating to the accounts, so far as applicable to the company

These accounts have been prepared in accordance with the special provisions within part 15 of the Companies Act 2006 relating to small companies

  
H K Berry  
Director



# St Mary's Chequerfield Community Project Ltd

## Notes to the ANNUAL ACCOUNTS for the year ended 31 March 2011

- 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%	Includes Building Fund additions
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
<b>Cost</b>				
Brought Forward as at 1 April 2010	10,463	4,108	10,557	25,128
Building Fund	1,640,017	55,752		1,695,769
Additions during year		644		644
<b>Carried Forward as at 31 March 2011</b>	<b>1,650,480</b>	<b>60,504</b>	<b>10,557</b>	<b>1,721,541</b>
<b>Depreciation</b>				
Brought Forward as at 1 April 2010	498	1,955	10,557	13,010
Building Fund	196,802			196,802
Charge for year	209	56,770		56,979
<b>Carried Forward as at 31 March 2011</b>	<b>197,509</b>	<b>58,725</b>	<b>10,557</b>	<b>266,791</b>
<b>Net Book Value at 31 March 2011</b>	<b>1,452,971</b>	<b>1,779</b>	<b>0</b>	<b>1,454,750</b>
<b>Net Book Value at 31 March 2010</b>	<b>9,965</b>	<b>2,153</b>	<b>0</b>	<b>12,118</b>

3 Debtors	2011	2010
Rental debtors	8,931	1,720
Prepayments	4,535	4,871
	<u>13,466</u>	<u>6,591</u>

# St Mary's Chequerfield Community Project Ltd

## Notes to the ANNUAL ACCOUNTS for the year ended 31 March 2011

4 Creditors	2011	2010
Trade creditors		28
Accruals	1,400	900
	<u>1,400</u>	<u>928</u>

### 5a Designated Funds

	B/Fwd	Incoming	Outgoing	Transfers	C/Fwd
Youth Provision	35,000			-10,000	25,000
Older Generation	10,000				10,000
Refurbishment	33,665			-11,665	22,000
	<u>78,665</u>	<u>0</u>	<u>0</u>	<u>-21,665</u>	<u>57,000</u>

### Analysis of a) Direct Project Expenditure

Refurbishment work	<u>0</u>
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### b) Management & Administration

Salaries & on-costs	<u>0</u>
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### 5b Designated Funds (continued)

a) **Youth Provision:** There is progress under this heading, largely linked to our work with Carleton School which is possibly leading to a wider role as host to further education linked initiatives within the area. This will also link into the after school activities. This work is largely self-financing at present so the Trustees have decided to reduce this provision from £35,000 to £25,000

b) **The Older Generation:** Continues as before; the provision we make for the older generation again is largely self-financing, but in the light of cutbacks in national and local government funding for a range of services, there may be some avenues that we can explore around "meals on wheels" type of service and the Trustees feel that the existing provision should be retained at its current level

c) **Refurbishment of the building:** Some relatively minor works have been carried out from this reserve but there is no major work currently planned. We still have a work placement scheme running which continues to work very well for all concerned. However, the Trustees wish to retain a reserve under this heading in case the need arises to create more office/meeting space within the building, but the existing balance is felt to be excessive and will be reduced to £22,000

### 6 Transfers between Funds

	Unrestricted Funds	Designated Funds	Restricted Building
Reduction in Designated (see note 5a above)	21,665	(21,665)	
Transfer from Unrestricted to New Building Designated (see note 9b on page 9)	(9,965)		9,965
Net Movements in Funds	<u>11,700</u>	<u>(21,665)</u>	<u>9,965</u>

## St Mary's Chequerfield Community Project Ltd

### Notes to the ANNUAL ACCOUNTS for the year ended 31 March 2011

#### 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 2011 our level of unrestricted reserves was £40,997 which represents just over thirteen weeks running costs. This is well below our six month target figure, but given the significant designated funds we feel that, although not ideal, this is a figure that we can accept whilst striving to ensure that income and expenditure will balance.

#### 8 Risk Statement

Financially our main aim is to ensure an income which will fully cover the day-to-day running costs of the Project and ideally some surplus to cover one-off and unforeseeable expenditure other than those designated. We feel that, given the general gloom and doom which pervades everything, we remain pragmatically optimistic about our position. 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.

**9a St Mary's Project Building Fund** is now incorporated in the accounts following the dissolution of the St Marys Project Building Fund (an unincorporated association) whose bank account has been dormant since 2006 with a balance of £3 94. This amount together with the written-down value of both the building and the furniture and fittings were transferred to St Mary's Chequerfield Community Project Ltd on 31st March 2011. At that point the Balance Sheet of the Building Fund was as follows:-

Cost of Building	£1,640,017 less depreciation of £196,802	1,443,215
Furniture & Fittings	cost £55,752 fully depreciated	0
Balance at Bank		4
	Brought into accounts as Designated Fund - Building	1,443,219

**9b** The existing Building costs brought forward of £9,965 less £209 depreciation for the year to 31 March 2011 have been added into this figure 9,756

Designated Reserve - Building at 31 March 2011 1,452,975

**St Mary's Chequerfield Community Project Ltd**

**ANNUAL ACCOUNTS for the year ended 31 March 2011**

**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 2011**

		<b>2011</b>		<b>2010</b>
	£	£		£
<b>INCOME: Unrestricted Grants</b>				
Healthy Communities Project Grant		18,594		37,188
Generated Income				
Adult Education Funding		39,320		48,223
Library Funding,		18,000		16,000
Room hire		55,408		40,004
Catering takings		13,156		12,449
Interest Received		95		102
Other income		926		462
		<u>145,499</u>		<u>154,428</u>
 <b>EXPENDITURE:</b>				
Salaries and on-costs	113,531			108,874
Staff training	150			2,271
Rent, rates, water & insurance	4,990			5,173
Heat & light	6,524			5,899
Office costs	6,710			6,754
Legal fees	8,956			7,050
Accounts fees	2,630			2,135
Other Professional fees	1,080			888
Café purchases	5,679			7,008
Hire of equipment/Service Contracts	0			3,344
Repairs, cleaning & security	9,614			7,974
Bank charges	60			70
Depreciation	1,227			1,059
Donations	30			0
		<u>161,181</u>		<u>158,299</u>
 <b>Deficit for the year</b>		<u><u>(15,682)</u></u>		<u><u>(3,871)</u></u>