

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

**ANNUAL ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2010**

**Company Limited by Guarantee No. 4718886**

**Registered Charity No. 1115477**

WEDNESDAY



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

## **ANNUAL ACCOUNTS for the year ended 31 March 2010**

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

### **ANNUAL ACCOUNTS for the year ended 31 March 2010**

<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	Change of name 5 Sept 2008 Appointed 1 May 2009 Appointed 1 May 2009 Appointed 1 May 2009 Appointed 1 May 2009
<b>Director only</b>	Julie Carritt	
<b>Company Secretary</b>	Phyllis Frankland	
<b>Registered Office</b>	The Circle Chequerfield Pontefract West Yorkshire WF8 2AY	
<b>Bankers</b>	Yorkshire Bank plc Ropergate Pontefract	
<b>Independent Examiner</b>	Melvyn Lunn FCA 49 Church Street Darton Bamsley S75 2FF	

**St Mary's Chequerfield Community Project Limited**  
**Report of the Directors for the Year Ended 31<sup>st</sup> March 2010**

The Directors present their report with the accounts for the year ended 31<sup>st</sup> March 2010.

**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, Brownies & Guides. 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. 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.

**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.

**c) Healthy Communities**

Commencing in February 2009, this project is funded for a two-year period and employs a Co-ordinator 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. Further funding is presently being sought to extend this project for a further five years.

**d) Refurbishment of the Building**

The building is six 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. An ongoing program of redecoration and maintenance is underway. Subject to the award of Lottery funding, as mentioned in c), plans are being drafted to infill the library ceiling area to provide extra space to house Healthy Communities activities.

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

**Report of the Directors for the Year Ended 31 March 2010 (cont)**

**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 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**

**15 September 2010**

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

### **Independent Examiner's Report to the Trustees on the Accounts for the Year Ended 31 March 2010**

I report on the accounts of the charitable company for the year ended 31 March 2010 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.

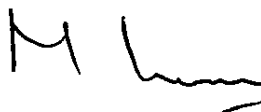
#### **Independent Examiner's Statement**

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

15 September 2010

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 2010**

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds £	Total 2009 £
<b>INCOME</b>						
Grants	5	37,188			37,188	19,656
Room Hire		104,227			104,227	103,631
Other Income		13,013			13,013	17,106
<b>TOTAL INCOME</b>		<b>154,428</b>	<b>0</b>	<b>0</b>	<b>154,428</b>	<b>140,393</b>
<b>EXPENDITURE</b>						
Direct Project Expenditure		140,398	1,335		141,733	129,772
Fundraising & Publicity					0	0
Management & Administration		16,566			16,566	11,682
<b>TOTAL EXPENDITURE</b>	5	<b>156,964</b>	<b>1,335</b>	<b>0</b>	<b>158,299</b>	<b>141,454</b>
<b>NET DEFICIT FOR THE YEAR</b>		<b>(2,536)</b>	<b>(1,335)</b>	<b>0</b>	<b>(3,871)</b>	<b>(1,061)</b>
<b>TRANSFERS BETWEEN FUNDS</b>	6				0	0
<b>NET MOVEMENT OF FUNDS</b>		<b>(2,536)</b>	<b>(1,335)</b>	<b>0</b>	<b>(3,871)</b>	<b>(1,061)</b>
<b>ACCUMULATED FUNDS B/FWD</b>		<b>47,306</b>	<b>80,000</b>	<b>0</b>	<b>127,306</b>	<b>128,367</b>
<b>ACCUMULATED FUNDS C/FWD</b>		<b>44,770</b>	<b>78,665</b>	<b>0</b>	<b>123,435</b>	<b>127,306</b>

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

## **Balance Sheet as at 31 March 2010**

	Notes	£	£	2009
<b>FIXED ASSETS</b>				
Tangible Assets	2		12,118	11,422
<b>CURRENT ASSETS</b>				
Debtors	3	6,591		2,798
Cash at bank & in hand		<u>105,654</u>		<u>114,906</u>
		112,245		117,704
<b>CREDITORS</b> amounts falling due within one year	4	<u>928</u>		1,820
		928		
<b>NET CURRENT ASSETS</b>			111,317	115,884
<b>NET ASSETS</b>			<u>123,435</u>	<u>127,306</u>
<b>CAPITAL</b>				
Designated Reserves	5		78,665	80,000
Unrestricted Reserves			<u>44,770</u>	<u>47,306</u>
			123,435	127,306

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

The financial statements were approved by the Board of Directors on 15 September 2010

For the year ended 31 March 2010 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 2010

**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

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 is no liability for Corporation Tax

**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

	<b>Additions to Building</b>	<b>Equipment &amp; Furniture</b>	<b>Computer Equipment</b>	<b>Total Fixed Assets</b>
<b>Cost</b>				
Brought Forward as at 1 April 2009	10,463	2,353	10,557	23,373
Additions during year		1,755		1,755
<b>Carried Forward as at 31 March 2010</b>	<b>10,463</b>	<b>4,108</b>	<b>10,557</b>	<b>25,128</b>
<b>Depreciation</b>				
Brought Forward as at 1 April 2009	289	1,105	10,557	11,951
Charge for year	209	850		1,059
<b>Carried Forward as at 31 March 2010</b>	<b>498</b>	<b>1,955</b>	<b>10,557</b>	<b>13,010</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>
<b>Net Book Value at 31 March 2009</b>	<b>10,174</b>	<b>1,248</b>	<b>0</b>	<b>11,422</b>

## 3 Debtors

	<b>2010</b>	<b>2009</b>
Rental debtors	1,720	1,254
Interest receivable		105
Prepayments	4,871	1,439
	<b>6,591</b>	<b>2,798</b>

## St Mary's Chequerfield Community Project Ltd

### Notes to the ANNUAL ACCOUNTS for the year ended 31 March 2010

<b>4 Creditors</b>	<b>2010</b>	<b>2009</b>
Trade creditors	28	0
Accruals	900	1,820
	<u>928</u>	<u>1,820</u>

#### 5 Designated Funds

	B/Fwd	Incoming	Outgoing	Transfers	C/Fwd
Youth Provision	35,000				35,000
Older Generation	10,000				10,000
Refurbishment	35,000		1,335		33,665
	<u>80,000</u>	<u>0</u>	<u>1,335</u>	<u>0</u>	<u>78,665</u>

#### Analysis of a) Direct Project Expenditure

Refurbishment work	1,335
	<u>1,335</u>

#### b) Management & Administration

Salaries & on-costs	<u>0</u>
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**a) Youth Provision:** There has been little apparent progress under this heading during the year although we provide facilities for youth groups within the centre as well as facilities for homework clubs in conjunction with Carlton High School. These are community initiatives and we are very pleased to be involved. The provision is agreed to be carried forward to 2010/11.

**b) 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. The refurbishment of the sheltered accommodation across the road is now virtually complete and the residents are again enjoying using the Centre. Due to other matters during the year there has not been much time to revisit this work, but with the prospect of funding cutbacks this year there may be opportunities to develop this work.

**c) Refurbishment of the building:** some work has been done during the year but apart from some electrical and communications upgrades, much of the internal repainting has been done by a work placement initiative which has worked very well for all concerned. We are in the process of bidding to better utilise some space within the building, but may need to match fund this bid, therefore the balance of this fund will be carried forward.

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

### **Notes to the ANNUAL ACCOUNTS for the year ended 31 March 2010**

#### **6 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 2010 our level of unrestricted reserves was £44,770 which represents about fourteen weeks running costs. This is 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 continuing to ensure that income and expenditure balance.

#### **7 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 we are almost at that point. 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.

**8 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 still 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. There has been no progress on this during the year, we are still trying to balance the pros and cons of such a course of action.

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

**ANNUAL ACCOUNTS for the year ended 31 March 2010**

**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 2010 ||**

	£	£		2009 £
<b>INCOME:</b> Unrestricted Grants				900
ERDF - Options Project				162
Healthy Communities Project		37,188		18,594
Adult Education Funding		48,223		35,186
Library Funding		16,000		15,000
Room hire		40,004		53,445
Catering takings		12,449		13,804
Interest Received		102		2,672
Other income		462		630
		<u>154,428</u>		<u>140,393</u>
<b>EXPENDITURE:</b> Salaries and on-costs	108,674			101,268
Staff training	2,271			1,340
Rent, rates, water & insurance	5,173			5,837
Heat & light	5,899			6,886
Office costs	6,754			6,147
Legal fees	7,050			274
Accounts fees	2,135			1,455
Other Professional fees	888			738
Café purchases	7,008			7,255
Hire of equipment/Service Contracts	3,344			3,628
Repairs, cleaning & security	7,974			2,349
Bank charges	70			70
Depreciation	1,059			4,152
Donations	0			55
		<u>158,299</u>		<u>141,454</u>
<b>Deficit for the Year</b>		<u><u>(3,871)</u></u>		<u><u>(1,061)</u></u>