

Registered number  
07171185

PZ CONSERVATION C I C

Report and Accounts

29 February 2012

THURSDAY



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29/11/2012

#245

COMPANIES HOUSE

**PZ CONSERVATION C I C.**

**Registered number:** 07171185

**Directors' Report**

The directors present their report and accounts for the year ended 29 February 2012

**Principal activities**

The company's principal activity during the year was to deliver internships and training in book conservation

**Directors**

The following persons served as directors during the year

Ms E M G Neville

Ms T J Binns

**Small company provisions**

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime

This report was approved by the board on 22 November 2012 and signed on its behalf

A handwritten signature in black ink, appearing to read 'E Neville', is written over the printed name of the director.

Ms E M G Neville

Director

**PZ CONSERVATION C.I.C.**  
**Accountants' Report**

**Accountants' report to the directors of**  
**PZ CONSERVATION C I C.**

You consider that the company is exempt from an audit for the year ended 29 February 2012. You have acknowledged, on the balance sheet, your responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts. These responsibilities include preparing accounts that give a true and fair view of the state of affairs of the company at the end of the financial year and of its profit or loss for the financial year.

In accordance with your instructions, we have prepared the accounts which comprise the Profit and Loss Account, the Balance Sheet and the related notes from the accounting records of the company and on the basis of information and explanations you have given to us.

We have not carried out an audit or any other review, and consequently we do not express any opinion on these accounts.



Patricia McCartney Accountancy Services Limited  
Patricia McCartney is a member of the ATT

33 Barwis Terrace  
Penzance  
Cornwall  
TR18 2AW

20 November 2012

**PZ CONSERVATION C.I C**  
**Profit and Loss Account**  
**for the year ended 29 February 2012**

	<b>Notes</b>	<b>2012 £</b>	<b>2011 £</b>
<b>Turnover</b>		27,243	11,263
Cost of sales		(19,964)	(7,625)
<b>Gross profit</b>		7,279	3,638
Administrative expenses		(10,406)	(4,710)
<b>Operating loss</b>	2	(3,127)	(1,072)
<b>Loss on ordinary activities before taxation</b>		(3,127)	(1,072)
Tax on loss on ordinary activities		-	-
<b>Loss for the financial year</b>		<u>(3,127)</u>	<u>(1,072)</u>

**PZ CONSERVATION C.I.C.**  
**Balance Sheet**  
**as at 29 February 2012**

	Notes	2012 £	2011 £
<b>Fixed assets</b>			
Tangible assets	3	672	896
<b>Current assets</b>			
Debtors	4	106	566
Cash at bank and in hand		14,373	1,770
		14,479	2,336
<b>Creditors amounts falling due within one year</b>	5	(19,350)	(4,304)
<b>Net current liabilities</b>		(4,871)	(1,968)
<b>Net liabilities</b>		<u>(4,199)</u>	<u>(1,072)</u>
<b>Capital and reserves</b>			
Profit and loss account	6	(4,199)	(1,072)
<b>Shareholders' funds</b>		<u>(4,199)</u>	<u>(1,072)</u>

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006

Members have not required the company to obtain an audit in accordance with section 476 of the Act

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime



Ms T J Binns  
 Director

Approved by the board on 22 November 2012

**for the year ended 29 February 2012**

Full provision is made for deferred taxation resulting from timing differences between the recognition of gains and losses in the accounts and their recognition for tax purposes. Deferred taxation is calculated on an un-discounted basis at the tax rates which are expected to apply in the periods when the timing differences will reverse.

**PZ CONSERVATION C.I.C.**  
**Notes to the Accounts**  
**for the year ended 29 February 2012**

<b>4 Debtors</b>	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
Other debtors	<u>106</u>	<u>566</u>
<b>5 Creditors, amounts falling due within one year</b>	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
Trade creditors	579	-
Other taxes and social security costs	96	-
Other creditors	18,675	4,304
	<u>19,350</u>	<u>4,304</u>
<b>6 Profit and loss account</b>	<b>2012</b>	
	<b>£</b>	
At 1 March 2011	(1,072)	
Loss for the year	(3,127)	
At 29 February 2012	<u>(4,199)</u>	

**PZ CONSERVATION C.I.C.**  
**Detailed profit and loss account**  
**for the year ended 29 February 2012**

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
<b>Sales</b>	27,243	11,263
Cost of sales	(19,964)	(7,625)
<b>Gross profit</b>	7,279	3,638
Administrative expenses	(10,406)	(4,710)
<b>Operating loss</b>	(3,127)	(1,072)
<b>Loss before tax</b>	<u>(3,127)</u>	<u>(1,072)</u>



**PZ CONSERVATION C.I.C.**  
**Detailed profit and loss account**  
**for the year ended 29 February 2012**

	<b>2012</b>	<b>2011</b>
	<b>£</b>	<b>£</b>
<b>Sales</b>		
Sales	100	-
Grants	27,143	11,263
	<u>27,243</u>	<u>11,263</u>
 <b>Direct costs</b>		
Purchases	589	-
Bursary payments	19,375	7,625
	<u>19,964</u>	<u>7,625</u>
 <b>Administrative expenses</b>		
Employee costs		
Wages and salaries	960	-
Travel and subsistence	149	42
	1,109	42
Premises costs		
Rent	1,400	-
	1,400	-
General administrative expenses		
Telephone and fax	245	277
Stationery and printing	66	18
Bank charges	6	-
Repairs and maintenance	-	657
Depreciation	224	81
Sundry expenses	15	15
	556	1,048
Legal and professional costs		
Accountancy fees	105	105
Other legal and professional	7,236	3,515
	7,341	3,620
	<u>10,406</u>	<u>4,710</u>

**CIC 34****Community Interest Company Report**

**For official use**  
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*Please  
complete in  
typescript, or  
in bold black  
capitals*

**Company Name in  
full**

PZ CONSERVATION C I C

**Company Number**

07171185

**Year Ending**

29 FEBRUARY 2012

This template illustrates what the Regulator of Community Interest Companies considers to be best practice for completing a simplified community interest company report. All such reports must be delivered in accordance with section 34 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 and contain the information required by Part 7 of the Community Interest Company Regulations 2005. For further guidance see chapter 8 of the Regulator's guidance notes and the alternate example provided for a more complex company with more detailed notes.

**PART 1 - GENERAL DESCRIPTION OF THE COMPANY'S ACTIVITIES AND IMPACT**

In the space provided below, please insert a general account of the company's activities in the financial year to which the report relates, including a fair and accurate description of how they have benefited the community, or section of the community, which the company is intended to serve.

During this period PZ Conservation CIC has overseen internships for graduate book conservators, which have been generously sponsored by the Heritage Lottery Fund's "Skills for the Future" programme. An application was made to extend this project in February 2012 and this has been accepted by the HLF. We were also able to sponsor a shorter, three month internship from our own resources.

One fifth of all interns' time is devoted to supporting local heritage organizations and outreach activities. Visits to the conservation studio have been made from pupils at Cape Cornwall School, members of Cornwall Museums Group, curators and exhibitors from The Exchange and Newlyn Galleries, PRINT Exhibition, volunteers from the Exchange and Newlyn Galleries and volunteers from the Morrab Library.

(If applicable, please just state "A social audit report covering these points is attached")

(Please continue on separate continuation sheet if necessary)

**PART 2 – CONSULTATION WITH STAKEHOLDERS** – Please indicate who the company's stakeholders are, how the stakeholders have been consulted and what action, if any, has the company taken in response to feedback from its consultations? If there has been no consultation, this should be made clear

Conservators There is a three monthly reporting system in place for the Heritage Lottery Fund Attendees of training days are asked to complete evaluation sheets and consultation with museum development officers and representatives from Cornwall Archives network ensure that training events are in line with the needs of the community we serve

*(If applicable, please just state "A social audit report covering these points is attached")*

**PART 3 – DIRECTORS' REMUNERATION** – if you have provided full details in your accounts you need not reproduce it here Please clearly identify the information within the accounts and confirm that, "There were no other transactions or arrangements in connection with the remuneration of directors, or compensation for director's loss of office, which require to be disclosed" (See example with full notes) If no remuneration was received you must state that "no remuneration was received" below

No remuneration was received

**PART 4 – TRANSFERS OF ASSETS OTHER THAN FOR FULL CONSIDERATION** – Please insert full details of any transfers of assets other than for full consideration e.g Donations to outside bodies If this does not apply you must state that "no transfer of assets other than for full consideration has been made" below

No transfer of assets other than for full consideration has been made

*(Please continue on separate continuation sheet if necessary)*

**(N.B. Please enclose a cheque for £15 payable to Companies House)**

## PART 5 – SIGNATORY

**The original report must be signed by a director or secretary of the company**

Signed

*E Neville*

Date

27/11/2012

Office held (tick as appropriate) ☒ Director ☐ Secretary

You do not have to give any contact information in the box opposite but if you do, it will help the Registrar of Companies to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record

MS E M G NEVILLE	
THE NET LOFT, THE OLD STORES, CHYANDOUR PLACE	
PENZANCE, CORNWALL	
TR18 3LS	Telephone 01736 367337
DX Number	DX Exchange

**When you have completed and signed the form, please send it to the Registrar of Companies at:**

*For companies registered in England and Wales* Companies House, Crown Way, Cardiff, CF14 3UZ  
DX 33050 Cardiff

*For companies registered in Scotland* Companies House, 4<sup>th</sup> Floor, Edinburgh Quay 2, 139  
Fountainbridge, Edinburgh, EH3 9FF DX 235 Edinburgh or LP – 4 Edinburgh 2

*For companies registered in Northern Ireland* Companies House, 2nd Floor, The Linenhall, 32-38  
Linenhall Street, Belfast, BT2 8BG

# CIC 34

## CONTINUATION SHEET

*Please  
complete in  
typescript, or  
in bold black  
capitals*

**Company Name in  
full**

PZ CONSERVATION C I C

**Company Number**

07171185

**Year Ending**

29 FEBRUARY 2012

**PLEASE CLEARLY INDICATE THE PART YOU ARE CONTINUING HERE**

**PART 1 - GENERAL DESCRIPTION OF COMPANY'S ACTIVITIES AND IMPACT (continued)**

Working closely with the Cornwall Museum Development Officers and Cornwall Archives Network we were able to provide three days of preservation training to groups of volunteers and staff of local heritage organizations and plan for future training events. The interns have also undertaken practical conservation projects for Bodmin Town Museum and the Treglown bequest to Helston Museum and provide condition reports to Porthcurno Telegraph Museum Archive.

Other outreach activities included participating in a book making project for the Exchange Gallery as part of the "Night at the Museum" national event, running a week long project space on bookmaking as part of the gallery's PRINT Exhibition, delivering a lecture on book conservation at the Penzance Literary Festival and demonstrations at Cornwall Record Office at their open day. One of our interns presented a paper at the "Care and Conservation of Manuscripts Conference" in Copenhagen and a poster about her internship for the Institute of Conservation's website. PZ Conservation CIC participated the Heritage Lottery Fund and Radcliffe Trust meeting on funding needs in the heritage sector. In December 2011, director Elizabeth Neville was appointed a trustee of the Institute of Conservation.