

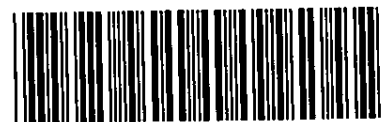
Registered number
07171185

PZ CONSERVATION C I C

Report and Accounts

28 February 2014

SATURDAY



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22/11/2014

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COMPANIES HOUSE

PZ CONSERVATION C.I.C.

Registered number: 07171185

Directors' Report

The directors present their report and accounts for the year ended 28 February 2014

Principal activities

The company's principal activity during the year continued to be delivering 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 19 November 2014 and signed on its behalf



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 28 February 2014. 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

19 November 2014

PZ CONSERVATION C I.C.
Profit and Loss Account
for the year ended 28 February 2014

	Notes	2014 £	2013 £
Turnover		62,838	40,345
Cost of sales		(40,702)	(30,399)
Gross profit		22,136	9,946
Administrative expenses		(20,650)	(21,755)
Operating profit/(loss)	2	1,486	(11,809)
Profit/(loss) on ordinary activities before taxation		1,486	(11,809)
Tax on profit/(loss) on ordinary activities		-	-
Profit/(loss) for the financial year		<u>1,486</u>	<u>(11,809)</u>

PZ CONSERVATION C.I.C.
Balance Sheet
as at 28 February 2014

	Notes	2014 £	2013 £
Fixed assets			
Tangible assets	3	378	504
Current assets			
Debtors	4	3,054	834
Cash at bank and in hand		249	686
		3,303	1,520
Creditors, amounts falling due within one year	5	(18,203)	(18,032)
Net current liabilities		(14,900)	(16,512)
Net liabilities		<u>(14,522)</u>	<u>(16,008)</u>
Capital and reserves			
Profit and loss account	6	(14,522)	(16,008)
Shareholders' funds		<u>(14,522)</u>	<u>(16,008)</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 19 November 2014

PZ CONSERVATION C.I.C.
Notes to the Accounts
for the year ended 28 February 2014

1 Accounting policies

Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

Turnover

Turnover represents the value, net of value added tax and discounts, of goods provided to customers and work carried out in respect of services provided to customers

Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives

Fixtures, fittings & equipment	25% reducing balance
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Stocks

Stock is valued at the lower of cost and net realisable value

Deferred taxation

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

2 Operating profit	2014	2013
	£	£
This is stated after charging		
Depreciation of owned fixed assets	<u>126</u>	<u>168</u>

3 Tangible fixed assets

	Fixtures, fittings & equipment £
Cost	
At 1 March 2013	977
At 28 February 2014	<u>977</u>
Depreciation	
At 1 March 2013	473
Charge for the year	126
At 28 February 2014	<u>599</u>
Net book value	
At 28 February 2014	<u>378</u>
At 28 February 2013	<u>504</u>

PZ CONSERVATION C.I.C.
Notes to the Accounts
for the year ended 28 February 2014

4 Debtors	2014	2013
	£	£
Other debtors	<u>3,054</u>	<u>834</u>
5 Creditors: amounts falling due within one year	2014	2013
	£	£
Trade creditors	-	210
Other taxes and social security costs	104	109
Other creditors	18,099	17,713
	<u>18,203</u>	<u>18,032</u>
6 Profit and loss account	2014	
	£	
At 1 March 2013	(16,008)	
Profit for the year	1,486	
At 28 February 2014	<u>(14,522)</u>	
7 Related party transactions	2014	2013
	£	£
Ms E M G Neville		
Director		
Provision of book conservation services		
Amount paid to related party in the period	4,186	2,704
Ms T J Binns		
Director		
Provision of bookkeeping services		
Amount paid to related party in the period	1,076	450

PZ CONSERVATION C.I.C.
Detailed profit and loss account
for the year ended 28 February 2014

	2014	2013
	£	£
Sales	62,838	40,345
Cost of sales	(40,702)	(30,399)
Gross profit	22,136	9,946
Administrative expenses	(20,650)	(21,755)
Operating profit/(loss)	1,486	(11,809)
Profit/(loss) before tax	<u>1,486</u>	<u>(11,809)</u>

PZ CONSERVATION C.I.C.
Detailed profit and loss account
for the year ended 28 February 2014

	2014	2013
	£	£
Sales		
Sales	5,389	4,693
Grants	52,566	35,652
Donation	4,883	-
	<u>62,838</u>	<u>40,345</u>
Cost of sales		
Purchases	141	261
Book conservation	4,186	4,001
Bursary payments	36,375	26,137
	<u>40,702</u>	<u>30,399</u>
Administrative expenses		
Employee costs		
Wages and salaries	-	3,373
Employer's NI	-	96
Temporary staff and recruitment	3,045	1,076
Staff training and welfare	65	410
Travel and subsistence	1,355	173
	4,465	5,128
Premises costs		
Rent	-	400
Light and heat	2,483	935
	2,483	1,335
General administrative expenses		
Telephone and fax	495	470
Postage	-	154
Stationery and printing	203	98
Bank charges	68	91
Equipment expensed	-	63
Repairs and maintenance	444	4,780
Depreciation	126	168
Website	17	37
Sundry expenses	15	42
	1,368	5,903
Legal and professional costs		
Accountancy fees	308	357
Bookkeeping	1,076	450
Consultancy fees	350	-
Other legal and professional	10,600	8,582
	12,334	9,389
	<u>20,650</u>	<u>21,755</u>

000063/15

CIC 34**Community Interest Company Report**

For official use
(Please leave blank)

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

**Company Name in
full**

PZ CONSERVATION C I C

Company Number

07171185

Year Ending

28 February 2014

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 traineeships in the Conservation of Books and Bound Collections, which have been generously sponsored by the Heritage Lottery Fund's Skills for the Future programme.

One fifth of the trainees' time has been devoted to supporting pro-bono, local heritage organizations on conservation projects, collection care training and outreach activities. Conservation projects have included the conservation of a World War 1 Commemorative Poster and Honour Rolls from Bodmin Town Museum and co-sponsoring with the National Manuscripts Conservation Trust the conservation of an eighteenth century manuscript by William Borlase, Memorandums of the Cornish Tongue for Cornwall Record Office. PZ Conservation undertook a condition survey of the archives of Looe Harbour Commissioners, which is contributing to a European Commission funding application. The trainees continued to participate in the FEAST funded Travelogue Kernow, a touring arts and heritage project running workshops in printmaking and bookbinding in different towns in Cornwall and

Continued on continuation sheet

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

(Please continue on separate continuation sheet if necessary)

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

28 February 2014

PLEASE CLEARLY INDICATE THE PART YOU ARE CONTINUING HERE

PART 1 continued

participating in the "Middle of Nowhere Festival", a literary festival for children

Working closely with the Cornwall Museum Development Officers and Cornwall Archives Network, five days of collection care training has been delivered to local staff and volunteers in Cornish heritage organisations on preparing archives for digitisation and archival scrapbooking. A training day on the uses of Japanese papers in conservation was delivered to the Bookbinders in Cornwall group and a Conservation Taster day was run for people interested in conservation. Studio tours have also been provided as part of the Penzance Literary Festival and to members of Ager Taves (Society for the Protection and Promotion of the Cornish Language)

Further information about these projects can be found on our blog www.pzconservation.org.uk

In January 2013 an application was made to the HLF for a new project to run Traineeships in Conserving Books and Archives and Communicating Conservation and on 28th February, 2014, PZ conservation was awarded £285,900 to run this project. The approved purposes of this project are as follows –

- Provide training to 8 people in the conservation and access of books and archives, five trainee placements for conservation graduates and three for new-starters in conservation
- Register trainees for the Institute of Conservation's, Conservation Technician Qualification.
- Aim to diversify the heritage workforce through attracting a more diverse range of trainees for the new-starter positions
- Allow the trainees to participate in public engagement events and workshops for the benefit of the local community and long term care of local collections

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

Our stakeholders are our funders, the Heritage Lottery Fund, our conservation trainees and local heritage organizations and the public who benefit from our activities

Heritage Lottery Fund There is a quarterly progress reporting system in place via the HLF online portal plus additional ad hoc evaluations required by the HLF

Conservation Trainees We have an Advisory Panel of Accredited Conservators who advise on the content of the traineeships to ensure they are fit for purpose in preparing trainees for a career in conservation. An external Trainee Advisor visits each trainee at the start, middle and end of each traineeship and provides feedback on the trainees' progress to the trainee supervisor and PZ Conservation. An External Monitor visits annually to give feedback to PZ Conservation on the implementation of the training programme and highlight areas for improvement. Continued on continuation sheet

(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)

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

28 February 2014

PLEASE CLEARLY INDICATE THE PART YOU ARE CONTINUING HERE
PART 2 continued

Trainees prepare quarterly reports on their progress and a final evaluation of their traineeship

Local heritage organizations and the public: Participants on collection care training days and conservation taster days are asked to complete feedback sheets Annual meetings are held with the Education Officer for Cornwall Records Office to discuss improvements in training delivery and future requirements

PART 5 – SIGNATORY

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

Signed

E. Neville

Date

20/11/14

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	
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, 4th 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