

Springboard Southwark Trust

Financial statements 31 March 1998
together with directors' and auditors' reports

Registered charity number: 298650

Company number: 2121693



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Directors and officers

Directors

EAMF Hoodless

RJ Forrest (resigned 25 September 1997)

W Garland

J Young

R Rendle (appointed 25 September 1997)

Secretary

P Seager

Parent company

CSV

237 Pentonville Road

London N1 9NJ

Registered office

727 Old Kent Road

London

SE15 1JL

Auditors

Binder Hamlyn

20 Old Bailey

London EC4M 7BH

Directors' report

For the year ended 31 March 1998

Financial Statements

The directors present their report and financial statements for the year ended 31 March 1998.

Status

The company is limited by guarantee and does not have share capital. It is a registered charity.

Directors' Responsibilities

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss of the company 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

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 financial statements comply with the Companies Act 1985. They 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.

Principal Activity

The company offers a wide range of training provision, primarily for young people. It is funded by the Central Training and Enterprise Council.

The company is, and will continue to be, a training organisation which provides young people with the opportunity to develop and improve their skills.

The company is formally linked with CSV who oversee and provide support to the operation, and who create opportunities for people to play an active part in the life of the community.

Directors' report (continued)

Review of Operations

Training

On our main Focus contract the Company has provided 387 young people with training during 1997/98. During the year our contracted number of weeks was 9,300, take up of training weeks was 85%. We delivered 8,421 weeks of training.

We also negotiated a new contract with Aztec for the delivery of training in Kingston. Although this was the first year of the contract we achieved every aspect of our contract delivering 100% of weeks, starts and outcomes.

In addition we have run programmes for disaffected young people in Kingston with funds from the European Social Fund, and we have been part of the London Basic Skills Project coordinated by CSV.

Training at Springboard Southwark is focused on individual trainee need with an emphasis on Vocational Qualifications. Courses are offered in Community Care, Child Care and Education, Business Administration and Initial Training. All training programmes offer personal effectiveness and basic skills training as an integral part of the programme.

In 1997/98 we again had large numbers of young people gaining qualifications, 104 young people completed qualifications at NVQ level one or two, and 87 trainees left us to take up permanent employment or further education, 27 gained employment and stayed in training.

Citizens Service

Action Southwark, the Citizen's Service Pilot funded by the Sainsbury Family trust continued to build on its early success. The programme continues to demonstrate how young people can develop themselves and benefit the community at the same time.

This year 149 young people took up the challenge and showed the impact that volunteering can have in improving the quality of services in Southwark. Projects included work in schools and day centres, support for hospital staff, environmental monitoring for the council, and working with Park Rangers. Many volunteers also benefit from training opportunities such as First Aid, and outward bound weekends.

Staffing

Changing contracts and new opportunities have made it more important than ever that our staff are well trained and flexible. The implementation of the Investors in People framework has helped us to meet this challenge. Staff development remains high priority and all staff have continued access to training to help them contribute towards business objectives.

Directors

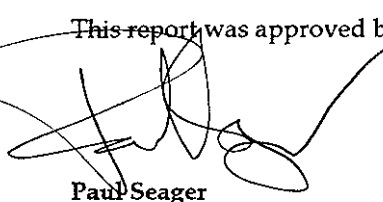
The names of the directors of the company who served during the year are stated on page 1.

Directors' report (continued)

Auditors

In accordance with Section 385 of the Companies Act 1985, a resolution proposing that Binder Hamlyn be reappointed as auditors of the company will be put to the Annual General Meeting.

This report was approved by the Board on 12 August 1998



Paul Seager
Secretary

BINDER HAMLYN

Andersen Worldwide

20 Old Bailey
London EC4M 7BH

Auditors' report

To the members of Springboard Southwark Trust

We have audited the financial statements on pages 6 to 13 which have been prepared under the historical cost convention on the basis of the accounting policies set out on page 8.

Respective responsibilities of directors and auditors

As described on page 2, the company's directors are responsible for the preparation of the financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

Basis of opinion

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements and of whether the accounting policies are appropriate to the circumstances of the company, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the company's state of affairs at 31 March 1998 and of its surplus for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Binder Hamlyn

Chartered Accountants and Registered Auditors

12 August 1998

Statement of financial activities

(incorporating the income and expenditure account)

For the year ended 31 March 1998

	Notes	Unrestricted 1998 £	Restricted 1998 £	Total 1998 £	Total 1997 £
Operating and grant income	2	662,399	108,000	770,399	742,309
Interest receivable		334	-	334	1,233
Total incoming resources		<u>662,733</u>	<u>108,000</u>	<u>770,733</u>	<u>743,542</u>
Resources used					
Direct charitable expenditure		594,997	70,380	665,377	723,548
Other expenditure					
Management and administration		45,371	35,516	80,887	78,107
Fundraising and publicity		725	2,312	3,037	1,090
Total resources expended	3,4	<u>641,093</u>	<u>108,208</u>	<u>749,301</u>	<u>802,745</u>
Net movement in funds	10	21,640	(208)	21,432	(59,203)
Fund balances brought forward	10	<u>223,168</u>	<u>41,661</u>	<u>264,829</u>	<u>324,032</u>
Fund balances carried forward	10	<u>244,808</u>	<u>41,453</u>	<u>286,261</u>	<u>264,829</u>

The results for the year shown above all derive from continuing activities.

Balance sheet

31 March 1998

	Notes	1998 £	1997 £
Tangible fixed assets	7	<u>152,531</u>	<u>163,444</u>
Current assets			
Debtors	8	142,492	67,079
Cash at bank and in hand		<u>25,888</u>	<u>108,524</u>
		168,380	175,603
Creditors: amounts falling due within one year	9	<u>(34,650)</u>	<u>(74,218)</u>
Net current assets		<u>133,730</u>	<u>101,385</u>
Total assets less current liabilities		<u>286,261</u>	<u>264,829</u>
Total net assets		<u>286,261</u>	<u>264,829</u>
Represented by:			
Restricted fund	10	41,453	41,661
Capital fund	10	62,500	62,500
Designated fund	10	58,082	49,675
General fund	10	<u>124,226</u>	<u>110,993</u>
		<u>286,261</u>	<u>264,829</u>

The financial statements on pages 6 to 13 were approved by the Board on 12 August 1998



William Garland
Director

Notes to the financial statements

31 March 1998

1 Accounting policies

a) *Accounting convention*

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice - Accounting by Charities, using the following principal accounting policies.

b) *Income and expenditure*

Income represents amounts receivable during the year for training provided.

Costs are allocated where appropriate to direct charitable expenditure, fundraising and publicity and management and administration, ensuring that management and administration costs relate to the management of the company's assets, organisational administration and compliance with constitutional and statutory requirements.

c) *Depreciation of fixed assets*

Depreciation is provided to write off the cost, less estimated residual values, of all fixed assets over their expected useful lives. It is calculated at the following rates on a straight line basis:

Computer equipment	- 33.3% per annum
Audio visual equipment	- 33.3% per annum
Office furniture, fixtures and fittings	- 33.3% per annum

Freehold property is not depreciated as it is the company's policy to maintain its property in good condition in order to prolong its useful life. Maintenance is regularly undertaken and charged to the income and expenditure account as costs are incurred. Any depreciation involved would not be material.

d) *Cash flow*

The company is exempt from the requirements of FRS 1 to include a cash flow statement as part of its financial statements because the company is a wholly owned subsidiary of CSV.

Capital grants

Grants received in relation to fixed assets are credited to a capital fund and will be maintained throughout the ownership of the asset.

Notes to the financial statements (continued)

2 Operating and grant income

	1998 £	1997 £
Training and Enterprise Council - net of bad debt provision	614,479	610,685
Borough of Southwark Grant	-	18,000
Probation Service	26,475	-
Donations:		
- The Gatsby Charitable Foundation	78,000	78,000
- European Social Fund	30,000	-
Placement income	21,443	27,580
Sundry income	2	8,044
	<u>770,399</u>	<u>742,309</u>

3 Total resources expended

	1998 £	1997 £
These include:		
Depreciation	10,913	11,426
Profit on disposal of fixed assets	-	(4,958)
Auditors' remuneration	2,475	2,800
Bank interest payable	691	967
Staff costs:		
Wages and salaries	282,578	270,563
Social security costs	28,099	27,485
	<u>310,677</u>	<u>298,048</u>

The average weekly number of employees during the year was 17 (1997: 16).

Notes to the financial statements (continued)

4 Analysis of total resources expended

	Salary Cost £	Other costs £	Total cost £
Direct charitable			
Support costs	62,135	21,192	83,327
Other direct charitable	205,047	377,003	582,050
	<u>267,182</u>	<u>398,195</u>	<u>665,377</u>
Management and administration	43,495	37,392	80,887
Fundraising and publicity	-	3,037	3,037
	<u>310,677</u>	<u>438,624</u>	<u>749,301</u>

Other costs include trainee allowances of £275,831

5 Directors' emoluments

No director received any remuneration from the company (1997: £Nil).

6 Taxation

No taxation has been provided in the financial statements because, as a registered charity, the income is exempt in accordance with Section 505 of the Income and Corporation Taxes Act 1988.

Notes to the financial statements (continued)

7 Tangible fixed assets

	Freehold property £	Audio visual equipment £	Computer equipment £	Office furniture, fixtures and fittings £	Total £
Cost					
1 April 1996	148,547	4,529	21,591	21,683	196,350
Additions	-	-	-	-	-
Disposals	-	-	(3,075)	(3,208)	(6,283)
31 March 1998	148,547	4,529	18,516	18,475	190,067
Depreciation					
1 April 1996	-	3,149	13,481	16,276	32,906
Charge for year	-	690	5,265	4,958	10,913
Disposals	-	-	(3,075)	(3,208)	(6,283)
31 March 1998	-	3,839	15,671	18,026	37,536
Net book value					
31 March 1998	148,547	690	2,845	449	152,531
31 March 1996	148,547	1,380	8,110	5,407	163,444

8 Debtors

	1998 £	1997 £
Training and Enterprise Council debtor:		
- STTEC (less 50% provision)	-	9,250
- Cen TEC	94,862	37,499
- AZTEC	14,264	-
Other debtors	21,803	11,271
Prepayments	11,563	9,059
	142,492	67,079

Notes to the financial statements (continued)

9 Creditors: amounts falling due within one year

	1998 £	1997 £
Taxation	5,885	16,099
Bank loan	-	3,264
Amounts owed to parent undertaking	5,762	21,449
Amounts owed to fellow subsidiaries	-	1,236
Other creditors	14,733	25,215
Accruals and deferred income	8,270	6,955
	<u>34,650</u>	<u>74,218</u>

10 Funds

	Balance at 1 April 1997 £	Net movement in funds £	Balance at 31 March 1998 £
Restricted fund (i)	41,661	(208)	41,453
Capital fund (ii)	62,500	-	62,500
Designated fund (iii)	49,675	8,407	58,082
General fund	<u>110,993</u>	<u>13,233</u>	<u>124,226</u>
	<u>264,829</u>	<u>21,432</u>	<u>286,261</u>

- (i) The restricted fund represents income which is only available for use on particular projects.
- (ii) The capital fund represents capital grants received in relation to fixed assets.
- (iii) The designated fund represents unrestricted funds set aside by the directors to cover redundancy payments in the event of funding being withdrawn.

Notes to the financial statements (continued)

11 Financial Commitment

a) Operating Lease

Annual commitments on property and equipment under non-cancellable operating leases are as follows:

	1998	1997
Leases which expire within 2-5 years		
- Equipment	<u>712</u>	<u>-</u>

12 Parent undertaking

At 31 March 1998 the ultimate parent undertaking was CSV (formerly Community Service Trust), a company incorporated in England.

CSV is the parent undertaking of the largest and smallest group of which Springboard Southwark Trust is a member and for which group financial statements are drawn up. Copies of those financial statements are available from the Registrar of Companies, Companies Registration Office, Crown Way, Maindy, Cardiff CF4 3UZ.

As a subsidiary undertaking of CSV, the company has taken advantage of the exemption in FRS 8 "Related party disclosures" not to disclose transactions with other members of the group headed by CSV.