

EASTERN RAVENS TRUST
(A company limited by guarantee not having a share capital)

REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2003

COMPANY NUMBER : 2206156
REGISTERED CHARITY : 519907



EASTERN RAVENS TRUST

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EASTERN RAVENS TRUST

YEAR ENDED 31ST MARCH 2003

LEGAL AND ADMINISTRATIVE INFORMATION

Constitution

Eastern Ravens Trust is a company limited by guarantee and a registered charity governed by its Memorandum and Articles of Association.

Charity number : 519907

Company number : 2206156

REGISTERED OFFICE

68 Patterdale Avenue
Stockton on Tees
TS19 0SF

AUDITORS

S V Bye
New Garth House
Upper Garth Gardens
Guisborough
TS14 6HA

BANKERS

National Westminster Bank plc
68 The Green
Norton
Stockton on Tees
TS20 1DT

MANAGER

Judith Sykes

COUNCIL OF MANAGEMENT (DIRECTORS AND TRUSTEES)

Members of Council who served during the year were :

K McGarvey
K A Sainsbury
M Sadler
B Godfrey
A Bye
S Higgins
J van Wagtendonk

Members of the Council are elected by the members of the Trust at each Annual General Meeting and hold office for a period of 3 years from the Annual General Meeting at which they are elected. The Council of Management composes of not less than 6 but not more than 15 as the members of the Trust think fit. The Council of Management has to meet at least 4 times a year.

EASTERN RAVENS TRUST

REPORT OF THE COUNCIL OF MANAGEMENT (DIRECTORS AND TRUSTEES)

YEAR ENDED 31ST MARCH 2003

The Council of Management presents its annual report and the accounts for the year to 31st March 2003.

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies. The members of Council have adopted the provisions of the Statement of recommended Practice (SORP) "Accounting and Reporting by Charities" issued in October 2000.

PRINCIPAL ACTIVITY AND OBJECTS OF THE CHARITY

The principal activity of the Company in the year under review was the informal education of young people aged 8 to 16 years who are experiencing social exclusion and/or disadvantage.

INVESTMENT POWERS

Under the Memorandum and Articles of Association, the charity has the power to make any investment which the Trustees see fit.

REVIEW OF THE ACTIVITIES AND FUTURE DEVELOPMENTS OF THE CHARITY- CHAIRPERSON'S REPORT 2002/03

Welcome to the Annual Report for Eastern Ravens Trust for 2002-2003. This has been a busy and eventful year for everyone involved in the work of the Trust and I would like to pay tribute to all of the young people, staff and volunteers for all their hard work and effort during the year. I hope it has been very good fun.

I would also like to thank the directors for the time and commitment they have given to help support the management and expansion of the organisation and its projects. The board needs more people who are willing to give their time for a few hours each month to help us develop the Trust and continue its long tradition of providing community based services supported by local volunteers for children and young people. We would particularly welcome local residents, parents and people with legal, marketing or business skills to join the board.

This year, Eastern Ravens has developed a link with the Medicine in the Community Programme at Durham University and was invited to participate in a major event when the Duke of Edinburgh officially opened the Queen's Campus in Stockton. This provided an opportunity for ERT staff and a medical student on placement at ERT to publicise the work of the Trust and its projects at a high profile event in the Borough.

Young carers rarely receive recognition or praise for the contribution they make to our communities so I would like to say a special thank you to all the young carers at Eastern Ravens and congratulate those who achieved Millennium Volunteer Awards for their voluntary work on the project.

EASTERN RAVENS TRUST

REPORT OF THE COUNCIL OF MANAGEMENT (DIRECTORS AND TRUSTEES)

YEAR ENDED 31ST MARCH 2003

REVIEW OF THE ACTIVITIES AND FUTURE DEVELOPMENTS OF THE CHARITY- CHAIRPERSON'S REPORT 2002/03 (continued)

The Young Carers Project has gone from strength to strength and we are grateful to Stockton Borough Council Health and Social Care Department and BBC Children In Need for the funding they have provided to support the delivery of the Young Carers project respite activities and support services. The project was also supported by the Children's Fund to deliver some additional activities for young people and meet the costs of recruiting a new co-ordinator.

Tracey Hamilton joined us in December to take up her post as the new Young Carers Project co-ordinator and it is good to see that a young person was involved as a member of the selection and recruitment panel for this post. Following Tracey's appointment, the Children's Fund will release £33K over the next 12 months to extend the existing service to 100% more young people. We also welcomed Vikki Walby to the ERT staff team this year. Vikki's role is to provide full time admin support to meet the increasing administrative demands on the organisation and its projects.

2002/03 has been an eventful year for the Youth Inclusion Project. A number of new initiatives were developed by the project. I would particularly like to mention the success of the motor project and the Junior Sports Leaders course that were piloted and offered as an alternative curriculum to pupils from local secondary schools to complement the one to one support in school provided by the Young Person's Advisor.

These were well received by teachers and pupils and have enabled the project to strengthen multi-agency links with our partners in the Bishopton Centre and Grangefield School. We hope to build on this in the forthcoming year by offering a wider programme of activities to support the school curriculum and young people's Records of Achievement.

The Young Carers Project and the Youth Support Group offered a wide and varied programme of activities throughout the year including the school holidays and we are grateful to Country Holidays For Inner City Kids who provided 4 group holidays in Devon and Cornwall for our service users this year.

We also secured Splash funding to support the delivery of five full days per week of YIP activities during the school Easter and Summer holiday periods. Additional sessional workers were recruited to meet the Splash targets and the high demand from young people in Newtown for places on the scheme.

We have also experienced some uncertainty this year around the future funding position of the YIP, until after the Youth Justice Board completed a major Quality Assurance Review of 70 Youth Inclusion Projects. Further YJB funding was dependent on a satisfactory review. I am therefore delighted that the review of Stockton YIP was successful and that YJB funding has been secured to continue the project in Newtown for the next 12 months.

Subject to satisfactory ongoing evaluation and review it is anticipated that YJB funding will be available for the YIP until 2006. SRB funding is also secured to end of March 05. This now places us in a good position to recruit new workers to increase the staff capacity of the project next year.

EASTERN RAVENS TRUST

REPORT OF THE COUNCIL OF MANAGEMENT (DIRECTORS AND TRUSTEES)

YEAR ENDED 31ST MARCH 2003

RESERVES POLICY AND RISK MANAGEMENT

As a result of a business plan developed by the trustees in 2001, The Young Carers and Youth Inclusion Projects started in 2001/02 and they continued in the current year.

The trustees monitor progress against budget and objectives and review their strategic objectives at their regular meetings. They also review the risks faced by the charity and implement strategies to mitigate those risks. This included the computerisation of the accounting records to ensure that management reports can be produced on a timely basis.

The trustees aim to expend all funds on their charitable objects, but recognise the need to maintain a certain level of reserves as a cushion against possible future funding difficulties. Free reserves (i.e. those reserves not tied up in fixed assets, designated or restricted funds) of £50,000 would allow the charity to continue its operations for around 4 months, while alternative funding sources were sought.

At 31st March 2003, free reserves amounted to £50,839.

TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

Company law requires the trustees to prepare financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enables them to ensure that the financial statements comply with the Companies Act 1985. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

AUDITORS

A resolution will be proposed at the Annual General Meeting that S V Bye be re-appointed as auditors to the charity for the ensuing year.

By order of the trustees:

K McGarvey


Trustee

18th December 2003

**EASTERN RAVENS TRUST
COMPANY LIMITED BY GUARANTEE**

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS

YEAR ENDED 31ST MARCH 2003

We have audited the financial statements on pages 8 to 14 which have been prepared under the historical cost convention and the accounting policies set out on page 10 .

This report is made solely to the charity's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND THE AUDITORS

The Trustees' (who also act as Directors for the charitable activities of the company) responsibilities for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Trustees' Responsibilities on page 5.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Trustees' Annual Report is not consistent with the financial statements, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the charity is not disclosed.

We read the Trustees Annual Report and consider the implications of our report if we become aware of any apparent misstatements within it. Our responsibilities do not extend to any other information.

BASIS OF AUDIT OPINION

We conducted our audit in accordance with United Kingdom 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 in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, 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 by other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

**EASTERN RAVENTS TRUST
COMPANY LIMITED BY GUARANTEE**

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS (continued)

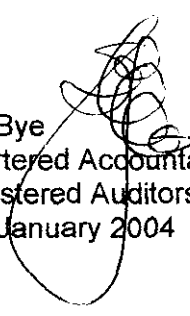
YEAR ENDED 31ST MARCH 2003

OPINION

In our opinion the financial statements give a true and fair view of the charity's state of affairs as at 31st March 2003 and of its incoming resources and application of resources including its income and expenditure in the year then ended and have been properly prepared in accordance with the Companies Act 1985.

New Garth House
Upper Garth Gardens
Guisborough
TS14 6HA

S V Bye
Chartered Accountants
Registered Auditors
28th January 2004



EASTERN RAVENS TRUST

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2003

	Note	Unrestricted Funds General £	Designated £	Restricted Funds £	Total Funds 31.3.03 £	Total Funds 31.3.02 £
INCOMING RESOURCES						
Operating Eastern Ravens Trust						
Grants and donations	2	59111	-	204686	263797	189908
Interest receivable		63	-	-	63	240
Other Income		87	-	-	87	2053
TOTAL INCOMING RESOURCES		<u>59261</u>	<u>-</u>	<u>204686</u>	<u>263947</u>	<u>192201</u>
RESOURCES USED						
Direct Charitable Expenditure						
Group costs	3	2661	-	67024	69685	53298
Support costs	4	55116	-	79214	134330	111124
Administration	5	10276	-	18800	29076	23609
TOTAL RESOURCES EXPENDED		<u>68053</u>	<u>-</u>	<u>165038</u>	<u>233091</u>	<u>188031</u>
Net(Outgoing)/Incoming Resources for the year	7	(8792)	-	39648	30856	4170
Transfers between funds		37847	-	(37847)	-	-
		<u>29055</u>	<u>-</u>	<u>1801</u>	<u>30856</u>	<u>4170</u>
Balances b/fwd at 1 st April 2002		<u>24306</u>	<u>1337</u>	<u>17886</u>	<u>43529</u>	<u>39359</u>
Balances carried forward 31 st March 2003		<u>53361</u>	<u>1337</u>	<u>19687</u>	<u>74385</u>	<u>43529</u>

The charity has no recognised gains or losses other than the results for the year set out above.
All of the activities of the charity are classed as continuing.

EASTERN RAVENS TRUST

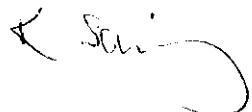
BALANCE SHEET

AS AT 31ST MARCH 2003

	NOTE	2003 £	2002 £
FIXED ASSETS	9	17050	17986
CURRENT ASSETS			
Cash at bank		65765	27182
Cash in Hand		1346	342
		<u>67111</u>	<u>27524</u>
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	10	(9776)	(1981)
		<u></u>	<u></u>
NET CURRENT ASSETS		57335	25543
		<u></u>	<u></u>
NET ASSETS		74385	43529
		<u></u>	<u></u>
CAPITAL AND RESERVES			
Funds	11		
Restricted	12	19687	17886
Designated	12	1337	1337
Unrestricted	12	53361	24306
		<u></u>	<u></u>
		74385	43529
		<u></u>	<u></u>

The Financial Statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002).

K Sainsbury



K McGarvey



Approved by the Committee: 18th December 2003

The notes on pages 9 to 14 form part of these accounts.

EASTERN RAVENS TRUST
NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2003

1. ACCOUNTING POLICIES

- a) The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), the Companies Act 1985 and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice issued in October 2000.
- b) Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included.
- c) Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable.
- d) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered and are allocated to the particular activity to which they relate.
- e) Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life at the following rates
 - Office and garages 10% reducing balance
 - All other assets 25% reducing balance
- f) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purposes and are available as general funds.
- g) Designated funds are unrestricted funds earmarked by the management committee for particular purposes.
- h) Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, with a fair allocation of management and support costs.

**EASTERN RAVENS TRUST
NOTES TO THE ACCOUNTS**

2. GRANTS & DONATIONS	Unrestricted	Restricted	Total	Total
	Funds	Funds	2003	2002
	£	£	£	£
Received;				
Youth Justice Board	-	81916	81916	68500
Social Services	15763	21000	36763	43263
SRB	-	47500	47500	50855
NRF	51598	-	51598	-
Reach for Success	-	15275	15275	-
Children's Fund	-	15231	15231	6856
Children in Need	-	22290	22290	-
Lloyds TSB	-	-	-	7500
Home Office	-	-	-	5000
Cleveland Police	-	-	-	2000
CCF	-	-	-	2000
Community Chest	-	-	-	1000
Sundry less than £1000	-	1474	1474	2934
	67361	204686	272047	189908
Less deferred income	(8250)	-	(8250)	-
	<u>59111</u>	<u>204686</u>	<u>263797</u>	<u>189908</u>
3. GROUP COSTS	2003	2003	2003	2002
	Unrestricted	Restricted	2003	2002
	£	£	£	£
Group activities etc	-	55957	55957	37805
Transport costs	1575	3447	5022	8210
Volunteers Travel	25	-	25	293
Room Hire	364	2777	3141	1148
Depreciation	697	4843	5540	5842
	<u>2661</u>	<u>67024</u>	<u>69685</u>	<u>53298</u>
4. SUPPORT COSTS	2003	2003	2003	2002
	Unrestricted	Restricted	2003	2002
	£	£	£	£
Sessional Workers	744	8635	9379	9740
Wages and associated costs	35528	63313	98841	87831
Subcontract	18	1990	2008	-
Rent and Rates	175	-	175	498
Light and Heat	2023	251	2274	1205
Repairs, Maintenance & Cleaning	3974	-	3974	1150
Training	403	4160	4563	7050
Insurance	2057	-	2057	3081
Staff Travel	50	865	915	569
Relocation costs	10144	-	10144	-
	<u>55116</u>	<u>79214</u>	<u>134330</u>	<u>111124</u>

EASTERN RAVENS TRUST
NOTES TO THE ACCOUNTS

5. ADMINISTRATION	2003 Unrestricted £	2003 Restricted £	2003 £	2002 £
Legal and Professional	8278	5118	13396	2297
Audit and Accountancy	-	1598	1598	2574
Printing, Stationery, Telephone and Postage	1139	3324	4463	7303
Advertising	-	1826	1826	6878
Miscellaneous	859	2105	2964	1467
Sub Contract	-	4829	4829	3090
	<u>10276</u>	<u>18800</u>	<u>29076</u>	<u>23609</u>

6. STAFF COSTS & NUMBERS	2003 £	2002 £
Wages and Salaries	87055	79909
Social Security Costs	7609	7050
Pension Costs	831	872
Recruitment costs	3346	-
	<u>98841</u>	<u>87831</u>

There were no employees whose emoluments as defined for taxation purposes amounted to over £50,000. The average number of employees expressed as full time equivalents during the year was 6 (2002 : 6) being the manager and support staff.

7. NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR

This is stated after charging:	2003 £	2002 £
Staff pension contributions	831	872
Auditors Remuneration	1598	2279
Depreciation of tangible fixed assets	<u>5540</u>	<u>5842</u>

8. TAXATION

The charitable company is exempt from Corporation Tax on its charitable activities.

EASTERN RAVENS TRUST
NOTES TO THE ACCOUNTS

9. FIXED ASSETS

	Office Garages £	Motor Vehicles £	Equipment £	Total £
COST				
At 1 st April 2002	3114	32188	35453	70755
Additions	-	-	4604	4604
At 31 st March 2003	<u>3114</u>	<u>32188</u>	<u>40057</u>	<u>75359</u>
DEPRECIATION				
At 1 st April 2002	2422	27717	22630	52769
Charge for the year	69	1118	4353	5540
At 31 st March 2003	<u>2491</u>	<u>28835</u>	<u>26983</u>	<u>58309</u>
NET BOOK VALUE				
At 31 st March 2003	<u>623</u>	<u>3353</u>	<u>13074</u>	<u>17050</u>
At 31 st March 2002	<u>692</u>	<u>4471</u>	<u>12823</u>	<u>17986</u>

10. CREDITORS: Amounts falling due within one year

	2003 £	2002 £
Trade Creditors	-	312
Other Creditors	1113	484
Accruals	413	1185
Deferred Income	8250	-
	<u>9776</u>	<u>1981</u>

11. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted			Restricted		
	General £	Designated £	N L C B £	Young Carers £	Youth Inclusion £	Total £
Fixed Assets	2522	-	3668	-	10860	17050
Net Current Assets	50839	1337	-	400	4759	57335
	<u>53361</u>	<u>1337</u>	<u>3668</u>	<u>400</u>	<u>15619</u>	<u>74385</u>

EASTERN RAVENS TRUST
NOTES TO THE ACCOUNTS

12. MOVEMENT IN FUNDS

	At 1 st April 2002 £	Incoming Reserves £	Outgoing Reserves £	Transfers £	At 31 st March 2003 £
Restricted Funds					
NLCB	17608	-	(1223)	(12717)	3668
Young Carers	(4957)	59995	(45738)	(8900)	400
Youth Inclusion	5235	144691	(118077)	(16230)	15619
Total Restricted	17886	204686	(165038)	(37847)	19687
Unrestricted Funds					
General	24306	59261	(68053)	37847	53361
Designated	1337	-	-	-	1337
Total Unrestricted	25643	59261	(68053)	37847	54698
Total Funds	43529	263947	(233091)	-	74385

PURPOSES OF RESTRICTED FUNDS

NLCB This relates to the undepreciated balance of a grant received in 1997 to purchase a minibus.

Young Carers This project is to provide time away from caring responsibilities for young carers within the borough of Stockton.

Youth Inclusion This project is to provide access to youth services and activities to young people who have been identified as being most in need.

PURPOSES OF DESIGNATED FUND

This fund, known as the Kath Lindsay Memorial Fund, may be used at the discretion of the trustees to make grants to families in need.

13. LIMITED BY GUARANTEE

The members of the charity undertake to contribute an amount not exceeding £1 in the event of the charity's being wound up.