

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

REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2004

COMPANY NUMBER : 2206156
REGISTERED CHARITY : 519907



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EASTERN RAVENS TRUST

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EASTERN RAVENS TRUST

YEAR ENDED 31ST MARCH 2004

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	(resigned 9 th February 2004)
B Godfrey	
A Bye	
S Higgins	
J van Wagtendonk	(resigned 10 th August 2003)
E Chapman	(appointed 18 th December 2003)
Cllr E Nesbitt	(appointed 14 th February 2004)
J Bradley	(appointed 14 th August 2003)
M Alderdice	(appointed 9 th July 2003)

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 2004

The Council of Management presents its annual report and the accounts for the year to 31st March 2004.

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 2003/04**

I am delighted to present the Eastern Ravens Trust annual report for the year ending 31 March 2004. This has been an interesting and eventful year for all who work with children and young people following the publication of Every Child Matters and plans to introduce The Children's Bill.

Staff and young people accessing our projects have been involved in some of the local consultation events that have taken place in the borough and there will be opportunities over the next few years for Eastern Ravens to be involved in the shaping of exciting new services which bring all agencies closer together to support the development of local children and young people.

Looking at the reports contained within the annual report, I believe that Eastern Ravens can demonstrate that it is a successful provider of community based services for hard to reach children and young people and is developing some excellent working partnerships with key mainstream services in the borough. This is a sound base to move forward into the future.

The Young Carers Project was developed at the request of young carers and their parents and was extended in 2003-04 to include more young carers at the request of Stockton Children's Fund. The respite and support services it provides add value to the statutory provision in the borough and it is pleasing to see from the comments of young people and their parents that the project is highly valued by its service users. This was also recognised in the Stockton Social Service Inspection Report.

In the forthcoming year, the board will be commissioning more detailed research on the views of young carers and their parents and the impact of the project on service users. This will inform the future direction of the project and we hope that the findings will also be incorporated into a new borough wide strategy on young carers.

EASTERN RAVENS TRUST

REPORT OF THE COUNCIL OF MANAGEMENT (DIRECTORS AND TRUSTEES)

YEAR ENDED 31ST MARCH 2004

REVIEW OF THE ACTIVITIES AND FUTURE DEVELOPMENTS OF THE CHARITY- CHAIRPERSON'S REPORT 2003/04 (continued)

The Trust values the opportunity to work in partnership with all of the key agencies involved in working with children and young people and this year we welcomed Jane Bradley from Stockton Youth Offending Service onto the board of directors. This reflects the strong partnership that has developed between Eastern and the YOS since 2001 to support the development of the Youth Inclusion Project. This multi-agency project is providing an excellent example of how services can work more effectively together to maximise the support available to young people. The delivery of the project is managed by Eastern Ravens and the project is performing well in national evaluations. As a result the Youth Justice Board have confirmed that funding is secure until 2008. We are therefore in an excellent position to draw in match funding to replace the SRB funding which is due to be replaced at the end of the next financial year.

We welcomed a number of new staff, volunteers and directors to the organisation this year. Eastern Ravens is growing and building a reputation for delivering good quality services in the local community. The organisation's existing base is too small to accommodate the size of the team or the range of activities and services we are providing and the board have arranged to relocate the admin base into the Richard Hind Centre year in May until our permanent new premises are ready in the Newtown Resource Centre.

It is clear from the project reports and their photo galleries that the Eastern Ravens staff and volunteers have worked extremely hard to make this year successful and fun. This requires skill, commitment and good teamwork and I would like to congratulate the manager staff and all of the young people involved in the projects for making this year a success.

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 2004, free reserves amounted to £ 63,374.

EASTERN RAVENS TRUST

REPORT OF THE COUNCIL OF MANAGEMENT (DIRECTORS AND TRUSTEES)

YEAR ENDED 31ST MARCH 2004

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: 

Cllr E Nesbitt

Trustee

14th October 2004

**EASTERN RAVENS TRUST
COMPANY LIMITED BY GUARANTEE**

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS

YEAR ENDED 31ST MARCH 2004

We have audited the financial statements on pages 8 to 15 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 to them 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 2004

OPINION

In our opinion the financial statements give a true and fair view of the charity's state of affairs as at 31st March 2004 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
14th October 2004

EASTERN RAVENS TRUST

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2004

	Note	Unrestricted Funds General	Designated	Restricted Funds	Total Funds 31.3.04	Total Funds 31.3.03
		£	£	£	£	£
INCOMING RESOURCES						
Operating Eastern Ravens Trust						
Grants and donations	2	47459	-	205619	253078	263797
Interest receivable		4	-	-	4	63
Other Income		-	-	-	-	87
TOTAL INCOMING RESOURCES		<u>47463</u>	<u>-</u>	<u>205619</u>	<u>253082</u>	<u>263947</u>
RESOURCES USED						
Direct Charitable Expenditure						
Group costs	3	2638	-	68757	71395	69685
Support costs	4	49341	-	108327	157668	134330
Administration	5	7855	-	9710	17565	29076
TOTAL RESOURCES EXPENDED		<u>59834</u>	<u>-</u>	<u>186794</u>	<u>246628</u>	<u>233091</u>
Net(Outgoing)/Incoming Resources for the year	7	(12371)	-	18825	6454	30856
Transfers between funds		<u>33690</u>	<u>-</u>	<u>(33690)</u>	<u>-</u>	<u>-</u>
Balances b/fwd at 1 st April 2003		<u>21319</u> <u>53361</u>	<u>-</u> <u>1337</u>	<u>(14865)</u> <u>19687</u>	<u>6454</u> <u>74385</u>	<u>30856</u> <u>43529</u>
Balances carried forward 31 st March 2004		<u>74680</u>	<u>1337</u>	<u>4822</u>	<u>80839</u>	<u>74385</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.

The notes on pages 10 to 15 form part of these accounts.

EASTERN RAVENS TRUST

BALANCE SHEET

AS AT 31ST MARCH 2004

	NOTE	2004		2003	
		£	£	£	£
FIXED ASSETS	9		11306		17050
CURRENT ASSETS					
Debtors	10	22992		-	
Cash at bank		55420		65765	
Cash in Hand		48		1346	
		<u>78460</u>		<u>67111</u>	
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	11	(8927)		(9776)	
		<u></u>		<u></u>	
NET CURRENT ASSETS			69533		57335
			<u></u>		<u></u>
NET ASSETS			80839		74385
			<u></u>		<u></u>
CAPITAL AND RESERVES					
Funds	12				
Restricted	13		4822		19687
Designated	13		1337		1337
Unrestricted	13		74680		53361
			<u>80839</u>		<u>74385</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).

Cllr E Nesbitt



K McGarvey



Approved by the Committee: 14th October 2004

The notes on pages 10 to 15 form part of these accounts.

**EASTERN RAVENS TRUST
NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2004**

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	2004	2003
	£	£	£	£
Received;				
Youth Justice Board	-	81875	81875	81916
Social Services	-	21000	21000	36763
SRB	-	52500	52500	47500
NRF	53250	-	53250	51598
PAYP	-	15773	15773	-
Children's Fund	-	33000	33000	15231
Children in Need	-	-	-	22290
Reach for Success	-	-	-	15275
Sundry less than £1000	459	1471	1930	1474
	<u>53709</u>	<u>205619</u>	<u>259328</u>	<u>272047</u>
Less deferred income	(6250)	-	(6250)	(8250)
	<u><u>47459</u></u>	<u><u>205619</u></u>	<u><u>253078</u></u>	<u><u>263797</u></u>
3. GROUP COSTS	Unrestricted	Restricted	2004	2003
	£	£	£	£
Group activities etc	1008	55757	56765	55957
Transport costs	-	7207	7207	5022
Volunteers Travel	-	-	-	25
Room Hire	351	2328	2679	3141
Depreciation	1098	4132	5230	5540
Disposal of assets	181	(667)	(486)	-
	<u>2638</u>	<u>68757</u>	<u>71395</u>	<u>69685</u>
4. SUPPORT COSTS	Unrestricted	Restricted	2004	2003
	£	£	£	£
Sessional Workers	980	9726	10706	9379
Wages and associated costs	44147	89132	133279	98841
Subcontract	-	-	-	2008
Rent and Rates	-	-	-	175
Light and Heat	1121	1035	2156	2274
Repairs, Maintenance & Cleaning	2232	2465	4697	3974
Training	-	2909	2909	4563
Insurance	670	1548	2218	2057
Staff Travel	191	1512	1703	915
Relocation costs	-	-	-	10144
	<u>49341</u>	<u>108327</u>	<u>157668</u>	<u>134330</u>

EASTERN RAVENS TRUST

NOTES TO THE ACCOUNTS

5. ADMINISTRATION	2004 Unrestricted £	2004 Restricted £	2004 £	2003 £
Legal and Professional	3416	3955	7372	13396
Audit and Accountancy	1645	-	1645	1598
Printing, Stationery, Telephone and Postage	1059	4744	5803	4463
Advertising	-	35	35	1826
Miscellaneous	1735	926	2661	2964
Sub Contract	-	50	50	4829
	<u>7855</u>	<u>9710</u>	<u>17565</u>	<u>29076</u>

6. STAFF COSTS & NUMBERS	2004 £	2003 £
Wages and Salaries	116554	87055
Social Security Costs	11123	7609
Pension Costs	3879	831
Recruitment costs	1723	3346
	<u>133279</u>	<u>98841</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 8 (2003 : 6) being the manager and support staff.

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

This is stated after charging:	2004 £	2003 £
Staff pension contributions	3879	831
Auditors' Remuneration	1645	1598
Depreciation of tangible fixed assets	<u>5230</u>	<u>5540</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 2003	3114	32188	40057	75359
Additions	-	-	2000	2000
Disposals	-	(32188)	-	(32188)
At 31 st March 2004	<u>3114</u>	<u>-</u>	<u>42057</u>	<u>45171</u>
DEPRECIATION				
At 1 st April 2003	2491	28835	26983	58309
Charge for the year	623	839	3768	5230
Disposals	-	(29674)	-	(29674)
At 31 st March 2004	<u>3114</u>	<u>-</u>	<u>30751</u>	<u>33865</u>
NET BOOK VALUE				
At 31 st March 2004	<u>-</u>	<u>-</u>	<u>11306</u>	<u>11306</u>
At 31 st March 2003	<u>623</u>	<u>3353</u>	<u>13074</u>	<u>17050</u>

10. DEBTORS

	2004 £	2003 £
Other debtors and prepayments	<u>22992</u>	<u>-</u>

11. CREDITORS: Amounts falling due within one year

	2004 £	2003 £
Other Creditors	-	1113
Accruals	2677	413
Deferred Income	6250	8250
	<u>8927</u>	<u>9776</u>

EASTERN RAVENS TRUST

NOTES TO THE ACCOUNTS

11. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted			Restricted		Total
	General	Designated	N L C B	Young Carers	Youth Inclusion	
	£	£	£	£	£	£
Fixed Assets	1243	-	418	-	9645	11306
Net Current Assets	73437	1337	-	-	(5241)	69533
	<u>74680</u>	<u>1337</u>	<u>418</u>	<u>-</u>	<u>4404</u>	<u>80839</u>

12. MOVEMENT IN FUNDS

	At 1 st April 2003	Incoming Resources	Outgoing Resources	Transfers	At 31 st March 2004
	£	£	£	£	£
Restricted Funds					
NLCB	3668	-	(250)	(3000)	418
Young Carers	400	55471	(50776)	(5095)	-
Youth Inclusion	15619	150148	(135768)	(25595)	4404
Total Restricted	19687	205619	(186794)	(33690)	4822
Unrestricted Funds					
General	53361	47463	(59834)	33690	74680
Designated	1337	-	-	-	1337
Total Unrestricted	54698	47463	(59834)	33690	76017
Total Funds	74385	253082	(246628)	-	80839

EASTERN RAVENS TRUST

NOTES TO THE ACCOUNTS

12. MOVEMENT IN FUNDS

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.