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**Wolverhampton Voluntary Sector
Council (Limited by Guarantee)**

Report of the Board of Trustee Directors
and Financial Statements

Year Ended

31 March 2004



BDO Stoy Hayward
Chartered Accountants



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WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

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WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

Officers and advisors

Board of Trustee Directors

Theo Rickard
Roy Russell
Mirza Baig
Ann Gough (Chair)
James Smith
Eileen Birch
Ferdinand Addo
Kath Rees (Vice Chair)
Fazia Bano
Sumit Grover
Gillian Atkins
Bruce Kirk
Graham Myerscough
Martin Kinsella
Manjit Dehal
Janet Clarke Lewis
Colin Knott
Pat Kemp

Secretary and registered office

B P Cove, 16 Temple Street, Wolverhampton, WV2 4AN

Company number

2288239

Registered charity number

700910

Auditors

BDO Stoy Hayward LLP, Mander House, Wolverhampton, WV1 3NF

Bankers

The Co-operative Bank plc, 1-2 Dudley Street, Wolverhampton, WV1 3EN

WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

Report of the Board of Trustee Directors for the year ended 31 March 2004

Financial Statements

The members of the board of trustee directors present their report and financial statements for the year ended 31 March 2004.

Company law requires the trustee directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of WVSC and of the surplus or deficit of WVSC for that period. In preparing those financial statements, the trustee directors 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 WVSC will continue in business.

The trustee directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of WVSC 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 WVSC and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Legal Structure of WVSC

WVSC is a company limited by guarantee and therefore does not have a share capital. The liability of members is limited and details of their guarantees are given in note 1 to the financial statements.

WVSC is also a registered charity.

Activities

The principal activities of WVSC are the promotion of any charitable purpose for the benefit of the community within the Metropolitan Borough of Wolverhampton and the immediate surrounding areas and assisting in the provision of facilities in the interest of social welfare in the said community.

Review of Activities

WVSC activities over the past 12 months can be classified under three main headings. As in previous years these activities have been funded through a range of sources.

Direct services and trading activities

These services have included the provision of information on government policy and strategy and advice and guidance on legislative and policy matters; general and specialist training on a range of topics including employment regulations; the provision of a reprographics service which includes bi-monthly mailings; payroll and other financial services and the management of a development fund that provides "start up" money for community groups.

Projects directly managed by WVSC

The Mental Health Empowerment Project works to increase the involvement of Mental Health Service Users in the planning, delivery and monitoring of Mental Health Services in Wolverhampton as well as supporting the development of user led groups.

The Health and Social Care Project provides direct support to voluntary groups and community organisations, helping them to work more effectively; promotes inclusion and participation in decision making forums and structures and promotes and instigates organisational development learning for service providers.

WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

Report of the Board of Trustee Directors for the year ended 31 March 2004 (Continued)

Review of Activities (continued)

Projects directly managed by WVSC (continued)

The Capacity Building Project provides voluntary and community organisations with information, advice and training on quality assurance systems and supports the work that we do with groups in developing *constitutions, achieving charitable status and fund raising*.

The Regeneration Policy Officer project promotes, supports and builds the capacity of the voluntary and community sector to influence regeneration policies and services that are designed to promote social inclusion and local economic regeneration.

The Specialist Services department provides a wide range of advice and support on legal matters including employment issues, leases, constitutions and a range of legislation as it is relevant to the voluntary and community sector. Apart from its links to the Capacity Building Project the work of this department is self financing, through fees.

Projects hosted and supported by WVSC

The Community Action Project works across the Future Foundations Regeneration Zone and works to ensure that the voluntary and community sector is fully engaged and able to influence the regeneration of Wolverhampton, Walsall and parts of South Staffordshire.

The Black Country Womens Development Network supports women and women's groups across the Black Country, links women's groups to borough wide women's forums and works to ensure that the views of women are represented on local regeneration agendas, partnerships and organisations.

The Women's Development Fund provides funding to support new and existing women's groups.

In addition to all the above the work on the Health Action Zone came to an end during the year and funding to support the Capacity Building Project through making funds available to groups (Quality Initiative) was made available and will be utilised during the coming year.

Results and dividends

WVSC had a net decrease in available resources of £70,348 for the year and it is proposed that this amount will be deducted from funds.

At 31 March 2004 the Specialist Development Services Fund was in deficit by £3,078. WVSC has now developed a sustainable business plan, including fund raising and rationalisation of income, to ensure the fund covers its costs in future.

The Black Country Women's Development – Phase 2, Regeneration Policy Officer and Capacity Building Project funds are also in deficit at the balance sheet date. This is purely as a result of timing differences between the incurring of expenditure and receipt of income.

Under the terms of its Memorandum of Association any income and property of WVSC shall be applied solely towards the promotion of the objects of WVSC and no dividend or any other form of distribution can be paid to its members.

WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

Report of the Board of Trustee Directors for the year ended 31 March 2004 (Continued)

Board of trustee directors

The members of the board of trustee directors during the year, together with dates of any changes, were as follows:

Theo Rickard	
Roy Russell	
Mirza Baig	
Richard Clarke	(resigned 1.6.03)
Ann Gough	(Chair)
James Smith	
Eileen Birch	
Ferdinand Addo	
Kath Rees	(Vice Chair)
Fazia Bano	
Jane Newbrook	(resigned 19.12.03)
Sumit Grover	
Gillian Atkins	
John Walduck	(resigned 26.9.03)
Zillia Watson	(resigned 21.11.03)
Bruce Kirk	
Jagan Nath	(appointed 9.11.02, resigned 22.10.03)
Graham Myerscough	
Martin Kinsella	(appointed 14.03.03)
Janet Clarke Lewis	(appointed 22.10.03)
Manjit Dehal	(appointed 13.06.03)
Colin Knott	(appointed 19.12.03)
Robert Williams	(appointed 1.10.03, resigned 19.12.03)
Pat Kemp	

Reserves policy

The Board has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets (the "free reserves") should fall in a target range between £18,000 and three months' total expenditure before management charges. At 31 March 2004 the free reserves amounted to £3,723.

Further details of the reserves policy are included in the Annual Report of WVSC.

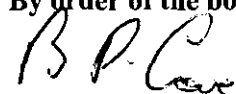
Risk review

The Board carries out regular reviews of the major risks to which WVSC is exposed and establishes systems to mitigate these risks.

Auditors

On 31 December 2003, BDO Stoy Hayward, the company's auditors, transferred its business to BDO Stoy Hayward LLP, a limited liability partnership incorporated under the Limited Liability Partnerships Act 2000. Accordingly BDO Stoy Hayward resigned as auditors on that date and the directors appointed BDO Stoy Hayward LLP as its successor. A resolution to re-appoint BDO Stoy Hayward LLP as auditors will be proposed at the next annual general meeting.

By order of the board of trustee directors



B P Cove
Secretary
24 September 2004

WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

Report of the independent auditors

To the members of Wolverhampton Voluntary Sector Council

We have audited the financial statements for the year ended 31 March 2004 on pages 7 to 16 which have been prepared under the accounting policies set out therein.

Respective responsibilities of trustee directors and auditors

The board of trustee directors' responsibilities for preparing the annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Report of the Board of Trustee Directors.

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 Board of Trustee Directors' Report is not consistent with the financial statements, if WVSC 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 directors' remuneration and transactions with WVSC is not disclosed.

We read the Board of Trustee Directors' Report and consider the implications for our report if we become aware of any apparent misstatements within it.

Our report has been prepared pursuant to the requirements of the Companies Act 1985 and for no other purpose. No person is entitled to rely on this report unless such a person is a person entitled to rely upon this report by virtue of and for the purpose of the Companies Act 1985 or has been expressly authorised to do so by our prior written consent. Save as above, we do not accept responsibility for this report to any other person or for any other purpose and we hereby expressly disclaim any and all such liability.

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 by the trustee directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to WVSC'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 other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

Report of the independent auditors (*continued*)

Opinion

In our opinion the financial statements give a true and fair view of the state of WVSC's affairs as at 31 March 2004 and of its movement of resources for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

B no Stoy Hayward CIP

BDO STOY HAYWARD LLP

*Chartered Accountants
and Registered Auditors
Wolverhampton*

27 September 2004

WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

Statement of Financial Activities for the year ended 31 March 2004

	Note	Unrestricted funds 2004 £	Restricted funds 2004 £	Total funds 2004 £	Total 2003 £
Incoming resources					
<i>Resources from operating activities in furtherance of WVSC's objects</i>					
Grants containing service requirements		-	430,893	430,893	445,446
Sales and other income		25,153	42,469	67,622	69,880
		25,153	473,362	498,515	515,326
<i>Donations, legacies and similar income</i>					
Core funding and general grants		95,780	-	95,780	87,174
<i>Investment income</i>					
Interest received		682	-	682	1,789
		121,615	473,362	594,977	604,289
Resources expended – charitable expenditure					
Grants payable	3	400	4,690	5,090	22,966
Cost of activities in furtherance of WVSC's objects	4	42,231	409,503	451,734	392,145
Management and administration	5	89,428	119,073	208,501	198,385
		132,059	533,266	665,325	613,496
Net (expenditure) for the year		(10,444)	(59,904)	(70,348)	(9,207)
Total funds at 1 April 2003		28,633	108,260	136,893	146,100
Total funds at 31 March 2004		18,189	48,356	66,545	136,893

WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

Balance sheet at 31 March 2004

	Note	£	2004 £	£	2003 £
Fixed assets					
Tangible assets	7		14,466		13,361
Current assets					
Debtors	8	58,622		145,633	
COIF charities deposit fund		239		17,454	
Cash at bank and in hand		65,345		48,641	
			124,206	211,728	
Creditors: amounts falling due within one year	9	(72,127)		(88,196)	
Current assets			52,079		123,532
Net assets			66,545		136,893
Reserves	10				
General unrestricted fund			18,189		28,633
Restricted funds:					
Health and Social Care			5,442		7,158
HIV/AIDS			3,068		3,668
Specialist Development Services			(3,078)		12,695
Women's Development			14,681		10,610
Black Country Women's Development - Phase 1			-		8,204
Black Country Women's Development - Phase 2			(1,665)		-
Regeneration Zone			845		3,820
Regeneration Policy Officer			(222)		3,120
Mental Health Empowerment			16,585		22,544
Health Action Zone Input/ Participation			3,563		39,150
Capacity Building Project			(863)		(2,709)
Quality Initiative			10,000		-
			66,545		136,893

The financial statements on pages 7 to 16 were approved by the Board of Trustee Directors on 24 September 2004.

Ann Gough
Chair of Board of Trustee Directors

Gillian Atkins
Chair of Finance Sub-Committee

WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

Notes forming part of the financial statements for the year ended 31 March 2004

1 Liability of Members

WVSC is a company limited by guarantee. It does not have a share capital and the liability of each member is limited to the guarantee given by that member, which shall not exceed £1. There are no beneficial interests and under the terms of its Memorandum and Articles of Association any surplus can only be applied towards the promotion of WVSC's objectives and no dividend or other form of distribution can be paid to its members.

2 Accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 1985 and follow the recommendations in *Accounting and Reporting by Charities: Statement of Recommended Practice* issued in October 2000.

Cash flow statement

WVSC has taken advantage of the exemption conferred by Financial Reporting Standard 1 'Cash Flow Statements (Revised 1996)' not to prepare a cashflow statement on the grounds that it is a 'small' company under the Companies Act 1985.

Pension costs

Certain employees are members of the West Midlands Local Government Superannuation Scheme. The pension cost charge in the financial statements represents contributions due to this scheme in respect of earnings during the year.

Tangible fixed assets and depreciation

Tangible fixed assets are normally capitalised where the cost exceeds £500 and are stated at cost less depreciation. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost, less estimated residual value, of each asset on a straight line basis over its expected useful life, as follows:

Office equipment	-	over 5 years
Computers	-	over 4 years

Development fund grants

Development fund grants payable to local organisations are limited to £200 maximum per applicant. They are recognised in the accounts when paid.

Revenue grants

Revenue grants are received from Wolverhampton City Council and other organisations in order to finance WVSC's activities and are accounted for in the income and expenditure account on an accruals basis.

Where revenue grants are received which have donor-imposed restrictions as to the timing of the related expenditure, any income received in advance is deferred.

Operating leases

Rentals payable under operating leases are charged to the profit and loss account as incurred.

WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

Notes forming part of the financial statements for the year ended 31 March 2004 (continued)

2 Accounting policies (continued)

Allocation of costs

Specific costs for each activity are charged as incurred and all other costs are charged against general activities.

3 Grants payable

	Number	2004 £	Number	2003 £
<i>Grants to institutions</i>				
Health Action Zone	-	-	37	18,178
Women's development	7	4,190	9	2,646
HIV/AIDS	1	500	3	1,450
Mental Health Empowerment	-	-	-	(506)
General activities	2	400	6	1,198
	<u>10</u>	<u>5,090</u>	<u>55</u>	<u>22,966</u>

None of these grants was for more than £1,000.

4 Costs of activities in furtherance of WVSC's objects

	Unrestricted Funds £	Restricted Funds £	Total 2004 £	Total 2003 £
Salaries and other staff costs	31,545	321,519	353,064	310,370
Pension	2,416	10,929	13,345	11,450
Training	228	60,905	61,133	47,715
Reprographic	(1,708)	12,091	10,383	12,904
Books and publications	50	4,559	4,609	1,606
Doubtful debts	-	-	-	8,100
Black Strategic Health Group Support	-	9,200	9,200	-
Contribution to deficit on HAZ fund	9,700	(9,700)	-	-
	<u>42,231</u>	<u>409,503</u>	<u>451,734</u>	<u>392,145</u>

5 Management and administration of the charity

	Unrestricted Funds £	Restricted Funds £	Total 2004 £	Total 2003 £
Salaries	41,815	-	41,815	56,703
Office costs	62,587	73,624	136,211	127,247
Audit fees	8,000	-	8,000	5,385
Professional fees	19,164	(4,774)	14,390	2,534
Management recharges	(38,951)	38,951	-	-
Administration and professional support	(8,492)	8,492	-	-
Depreciation of fixed assets	5,305	2,780	8,085	6,516
	<u>89,428</u>	<u>119,073</u>	<u>208,501</u>	<u>198,385</u>

WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

Notes forming part of the financial statements for the year ended 31 March 2004 (continued)

6 Total resources expended

	2004 £	2003 £
Total resources expended include:		
Rentals under operating leases		
- land and buildings	23,282	23,413
Auditors' remuneration	8,000	5,385
Auditors' remuneration – non audit services	4,070	1,708
Depreciation: owned fixed assets	8,085	6,516
	<u> </u>	<u> </u>

7 Tangible Fixed Assets

	Computers and Office Equipment £
Cost	
1 April 2003	55,692
Additions	9,190
31 March 2004	<u>64,882</u>
Depreciation	
1 April 2003	42,331
Charge for the year	8,085
31 March 2004	<u>50,416</u>
Net book value	
31 March 2004	<u>14,466</u>
 31 March 2003	 <u>13,361</u>

8 Debtors

	2004 £	2003 £
Trade debtors	55,236	139,140
Payments in advance	3,386	6,493
	<u> </u>	<u> </u>
	<u>58,622</u>	<u>145,633</u>

WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

Notes forming part of the financial statements for the year ended 31 March 2004 (*continued*)

9 Creditors: amounts falling due within one year

	2004 £	2003 £
Other creditors	63,493	70,923
Accruals	8,634	17,273
	<u>72,127</u>	<u>88,196</u>

10 Reserves and Reconciliation of Movements in Funds

	31 March 2003 £	Net movement during year £	31 March 2004 £
General unrestricted fund	28,633	(10,444)	18,189
Restricted funds:			
Health and Social Care	7,158	(1,716)	5,442
HIV/AIDS	3,668	(600)	3,068
Specialist Development Services	12,695	(15,773)	(3,078)
Women's Development	10,610	4,071	14,681
Black Country Women's Development – Phase 1	8,204	(8,204)	-
Black Country Women's Development – Phase 2	-	(1,665)	(1,665)
Regeneration Zone	3,820	(2,975)	845
Regeneration Policy Officer	3,120	(3,342)	(222)
Mental Health Empowerment	22,544	(5,959)	16,585
Health Action Zone Input/Participation	39,150	(35,587)	3,563
Capacity Building Project	(2,709)	1,846	(863)
Quality Initiative	-	10,000	10,000
	<u>136,893</u>	<u>(70,348)</u>	<u>66,545</u>

The restricted funds of WVSC comprise the above unexpended balances on donations and grants given for specific purposes. The balance of these funds are represented by current asset debtors, held as cash or invested in the Charities Deposit Fund and appear on the balance sheet under these headings.

11 Information regarding members of the Board of Trustee Directors

The names of persons who are members of the Board are given in the Report of the Board of Trustee Directors.

Remuneration:

Under the terms of the Memorandum of Association no member of the Board shall receive any remuneration from WVSC. In addition, none of the members were reimbursed for expenses incurred by them.

WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

Notes forming part of the financial statements for the year ended 31 March 2004 (continued)

12 Particulars of Employees

The average number of persons employed by WVSC during the year was:

	2004	2003
General activities	22	19
Health Action Zone	-	1
	<u>22</u>	<u>20</u>

The aggregate payroll cost of these persons was as follows:

	2004 £	2003 £
Wages and salaries	365,920	325,216
Social security costs	28,960	23,621
Other pension costs	13,345	11,450
	<u>408,225</u>	<u>360,287</u>

No employees earned more than £50,000 during the year.

13 Revenue Grants from Wolverhampton City Council under Section 137 Local Government Act 1988

	2004 £	2003 £
Salaries	66,802	48,646
Other expenses	22,998	38,528
	<u>89,800</u>	<u>87,174</u>

14 Pensions

The company makes contributions to the West Midlands Local Government Superannuation Scheme in respect of certain employees. The pension charge represents contributions payable by the company and amounted to £13,345 (2003: £11,450). At 31 March 2004 contributions of £Nil were outstanding (2003: £1,531).

15 Taxation

WVSC is not liable to tax on any of its income because of its charitable status.

WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

Notes forming part of the financial statements for the year ended 31 March 2004 (continued)

16 Operating Lease Commitments

At 31 March 2004 WVSC had annual commitments under non-cancellable operating leases as follows:

	2004		2003	
	Land and Buildings	Other	Land and Buildings	Other
Expiry date:				
In under one year	-	976	15,124	-
In one to two years	4,671	-	3,975	1,302
	<u>4,671</u>	<u>976</u>	<u>19,099</u>	<u>1,302</u>

Both parties to the land and buildings lease have an option to terminate the lease on giving three months notice.

17 Related Party Transactions

WVSC deals with many charitable organisations in which members of the Executive Committee are officers. The following material transactions have been undertaken during the year with such organisations:

	2004 £	2003 £
Wolverhampton Network Consortium - sales	-	15,000
The balances due from this organisation at 31 March 2004 were:		
	2004 £	2003 £
Wolverhampton Network Consortium	<u>1,680</u>	<u>16,590</u>

No other material transactions took place between WVSC and related parties.

WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 2004

18. ANALYSIS OF GRANTS RECEIVABLE

	General Activities £	Health and Social Care £	Specialist Development Services £	Women's Development £	Black Country Women's Development Network - 1 £	Black Country Women's Development Network - 2 £	Regeneration Zone £	Regeneration Policy Officer £	Mental Health Empowerment £	Health Action Zone Input/ Participation £	Capacity Building Project £	Quality Initiative £	2004 Total £	2003 Total £
Wolverhampton City Council	89,800											10,000	99,800	87,174
Wolverhampton City Council Social Services		78,944							19,200				19,200	20,480
Joint Finance grant													78,944	77,019
Barrow Cadbury Trust				9,665									9,665	5,818
Neighbourhood Renewal Fund								19,583					19,583	52,692
Wolverhampton City Primary Care Trust	5,980												76,086	161,673
Regional Action West Midlands						11,520			68,106	2,000			13,520	33,470
National Lottery Charities Board					43,646								43,646	51,311
Lloyds TSB Foundation for England & Wales						10,857	102,614						10,857	-
Advantage West Midlands													102,614	42,583
European Regional Development Fund											52,758		52,758	-
	95,780	78,944	-	9,665	43,646	24,377	102,614	19,583	87,306	2,000	52,758	10,000	526,673	532,620

WOLVERHAMPTON VOLUNTARY SECTOR COUNCIL

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 March 2004

	Core Activities	Trading Activities	Health and Social Care	HIV/AIDS	Specialist Development Services	Women's Development	Black Country Women's Development Network - 1	Black Country Women's Development Network - 2	Regeneration Zone	Regeneration Policy Officer	Mental Health Empowerment	Health Action Zone Input/Participation	Capacity Building Project	Quality Initiative	2003 Total	2004 Total
	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
Income																
Grants received	95,780		78,944			9,665	43,646	24,377	102,614	19,583	87,306	2,000	52,758	10,000	532,620	532,620
Movement in deferred income					0										0	0
Grants receivable relating to the year	95,780		78,944			9,665	43,646	24,377	102,614	19,583	87,306	2,000	52,758	10,000	532,620	532,620
Consultancy and training course fees					38,055										44,965	44,965
Other sales	1,850	23,503	20		2,600			494	1,200		100				29,567	24,915
Room and equipment hire															0	0
Interest received	682														682	682
Income received in year	98,112	23,503	78,964	0	40,655	9,665	43,646	24,871	103,814	19,583	87,406	2,000	52,758	10,000	584,977	584,977
Expenditure																
Staff salaries and national insurance	67,945	5,416	53,734		36,381		32,318	13,812	67,746	13,353	69,656	492	34,027		394,880	348,837
Temporary staff	2,463				9,503				3,592	797	3,628	766	2,462		19,583	18,236
Pension contributions	2,032	384	2,057		506		1,151	486	902	833	3,628		1,366		13,345	11,450
Volunteer expenses					55					2	344				401	424
Rent and water rates	12,722				47		95		6,114	1,022	2,042	432	1,022		23,354	23,772
Insurance	2,543		95		89				522	47	142		47		3,538	4,348
Repairs and maintenance	3,433								45	22	30		22		3,641	6,079
Heat and light	2,568														2,568	4,227
Telephone and fax	2,643		778		1,251		864	291	827	83	600	124	227		7,688	8,791
Reprographics	(1,708)		2,609		2,531	89	2,541	644	728	334	1,774	743	98		10,383	12,904
Printing, stationery and postage	18,794		1,744		2,585	36	872	358	1,831	540	1,713	445	462		23,928	29,380
Advertising															0	2,021
Books and publications	50		391		621	28	(38)	485	165	110	105	38	2,654		4,609	1,606
Staff travel and subsistence	1,450		1,591		2,802		3,514	722	382	52	2,870		1,467		12,493	14,850
Staff training and conferences	(262)		171		220		4	100	293	(115)		(150)	111		4,666	372
Training course costs	228		725		3,354		10,266	2,492	7,216	403	664	35,153	632		61,133	47,715
Development fund grants	400			500		4,190									22,966	22,966
Auditors' remuneration	10,599														10,599	5,385
Depreciation of fixed assets	5,305		153		683		223		1,012	212	122		375		8,085	6,516
Management charges	(38,951)		8,000	100		1,251		2,500	10,500	2,100	9,000		5,500		0	0
Sundry expenses	658		140		238		40		110	116	124	59	4		1,489	4,006
AGM	2,671														2,671	2,402
Bank charges	240														240	137
Staff recruitment	4,275														13,734	12,095
Administration and professional support	(8,492)		8,492					4,646	1,989	2,824					0	0
Computer network and technical support	5,240				338				1,346	38	551	(15)	434		7,513	8,583
Internet costs	2,403								1,489	152		9,200			4,443	1,273
Black Strategic Health Group support	0														0	0
Contribution to deficit on HAZ fund	9,700											(9,700)	2		0	0
Professional fees	16,565				(4,776)										11,791	2,534
Good practice awards	746														746	0
Total expenditure	126,260	5,800	80,680	600	56,428	5,594	51,850	26,536	106,789	22,925	93,365	37,587	50,912	0	665,326	597,394
Net movement in year	(28,148)	17,703	(1,716)	(600)	(15,773)	4,071	(8,204)	(1,665)	(2,975)	(3,342)	(5,959)	(35,587)	1,846	10,000	(70,349)	6,893
Balance at 1 April 2003	28,634	0	7,158	3,668	12,695	10,610	8,204	0	3,820	3,120	22,544	39,150	(2,709)	0	136,894	152,993
Balance at 31 March 2004	486	17,703	5,442	3,068	(3,078)	14,681	0	(1,665)	845	(222)	16,585	3,563	(863)	10,000	66,545	159,886

This page is for the information of the Board of Trustees Directors only and does not form part of the financial statements