2513757

## SURREY ASSOCIATION OF YOUTH CLUBS AND SURREY PHAB LIMITED

Directors' and Trustees' Report

and

**Financial Statements** 

For the year ended 31st March 1998



KIMBERS
CHARTERED ACCOUNTANTS

## and

## **SURREY PHAB LIMITED**

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#### and

#### **SURREY PHAB LIMITED**

#### Company Information

**Directors and Trustees:** D.F. Abbott

Mrs. C.B. Andrews A.J. Buchanan A.J. Buchanan K.L. Butt G.C. Cooper Sir A.V. Driver Mrs. S.V. Dunn C.L. King I.H.O. MacLeod M.J.H. Maughan (Chairman) T.D. Wilkie

Secretary: R.G.J. Bowden

02513757 (England & Wales) Company Number:

**Charity Number:** 803697

Registered Office: Felbury House,

Holmbury St. Mary, DORKING, Surrey.

RH5 6NL

Auditors: Kimbers Chartered Accountants,

23 Westward Ho, Abbotswood, GUILDFORD, Surrey. GU1 1UU

Bankers: Barclays Bank Plc,

P.O. Box 446, Edgeborough Road, GUILDFORD, Surrey.

GU1 2FT

Solicitors: Messrs. Downs,

156 High Street, DORKING, Surrey. RH4 1BQ

# SURREY ASSOCIATION OF YOUTH CLUBS AND SURREY PHAB LIMITED

Trustees' Annual Report for the purposes of Section 45 of the Charities Act 1993 and Directors Report for the purposes of Section 234 of the Companies Act 1985.

#### For the year ended 31st March 1998

The directors and trustees present their report together with the audited financial statements of the Company and Group for the year ended 31st March 1998.

#### Objects of the Charity, Principal Activities and Organisation of our work

The Charity is constituted as a company limited by guarantee, and is therefore governed by a memorandum and articles of association.

The Charity's objective and its principal activity continues to be that of helping young and disabled people in the Surrey area, through various activities designed to develop their physical, mental and spiritual capacities that they may grow to full maturity as individuals and members of society.

The Charity is organised so that the Trustees meet regularly to manage its affairs. There were 23 staff employed at the year end who were involved with organising and managing the activities and fund raising of the Charity, including its day to day administration.

#### Development, Activities and Achievements in the year

The emphasis for the charity over the last year has been that of re-building.

Firstly, the continuing rebuilding of the Charity's finances after some years of difficulty. We are pleased to be able to report that our Statement of Financial Activities shows a net income for the year of £15,605 (1997: £16,479) and our funds stand at £262,070 (1997: £246,465). The Trustees are most grateful for all the generous support from so many friends, and the hard work of the Fundraising team which has enabled us to continue our work and for the second year end with a modest surplus. A successful lottery bid by the Phab team has resulted in three year funding, starting in April 1997, for Disability Awareness Training and a further bid by the Youth Work team in consortium with SCVYS will result in three year funding starting at the end of the financial year (1997). These awards and many other successful bids for funding are a tribute to our reputation and the hard work of the team.

One significant asset and source of income that does not appear on the bottom line of our accounts are our volunteers. We are certain that if we were required to put a value on all the time and effort freely given to us by all the countless supporters of the Charity we would all be surprised. Our thanks go out to all those friends who support our work in a myriad of ways.

The second area of re-building has been that of the staff team. Over the last year we have been able to substantially strengthen the departmental teams. We did not by the year end have all the staff in place but as finances permit we will complete the task.

The year was also one for continuing the ongoing task of major maintenance of our property, Felbury House. Prompted by a major rot problem in the hall floor, the hall was completely refurbished including removal of the unsafe false ceiling, new lighting and new floor. We also started work on our new venture at Felbury House being the sensory garden. It is a project that will take a couple of years to complete but with the help of a team from BP, members of the Charity and staff a good start has been made.

## SURREY ASSOCIATION OF YOUTH CLUBS AND SURREY PHAB LIMITED

#### Trustees' Annual Report - Continued

Notable also in the year was the opening of our second SCRAPP store in Redhill, SCRAPP East. Due to the success of the Guildford project we were asked to advise on the setting up of a duplicate project to serve the east of the county. In the event this became a request to manage the project. At the end of October with the support of local Councils and companies we launched SCRAPP East and by the year end had over 100 members.

For the future, the Board of Trustees look forward to a budgeted surplus at the end of 1998/99. This will enable us to build a reserve fund to protect us from the uncertainties which are the nature of fund-raising and so that we can better plan our work in the years to come.

The Charity's trading subsidiary, Felbury House Limited, enjoyed another successful year, albeit on reduced turnover, and contributed £7,036 (1997: £11,146) to our funds. The reduction in this year's turnover resulted in a revision to the treatment of those activities which should more correctly be included in the accounts of the Charity.

#### **Directors and Trustees**

All directors of the Company are also trustees of the Charity and there are no other trustees. All the trustees named on page 1 served throughout the year. The board has power to appoint additional trustees as it considers fit to do so.

## Statement of Trustees' Responsibilities

The Trustees are required by law to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the profit or loss of the Charity for that year. In preparing those financial statements, the Trustees 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 Charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time, the financial position of the Charity, and enable them to ensure that the financial statements comply with the Companies Act 1985. They 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.

#### **Approval**

This report was approved by the board of directors and trustees on 2nd July 1998 and signed on its behalf.

MICHAEL MAUGHAN CHAIRMAN & TRUSTEE

#### and

#### SURREY PHAB LIMITED

#### **Auditors Report**

We have audited the financial statements on pages 5 to 16 which have been prepared under the historical cost convention and the accounting policies set out on pages 7 and 8.

## Respective Responsibilities of Directors and Auditors

As described on page 3, the Charity's directors, who are also trustees of the Charity, are responsible for the preparation of 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 directors in 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 mis-statement, whether caused by fraud or other irregularity in 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 state of the Charity and Group affairs as at 31st March 1998 and of its incoming resources and application of resources, including the income and expenditure of the Group, for the year then ended, and have been properly prepared in accordance with the Companies Act 1985.

KIMBERS

Registered Auditor!

2nd July 1998

and

## SURREY PHAB LIMITED

## Consolidated Statement of Financial Activities (Incorporating a Group income and Expenditure Account)

## For the year ended 31st March 1998

Note					
	INCOMING RESOURCES	Endowment		<b></b>	
	·	& Restricted Funds	Unrestricted Funds	Total 1998	Total 1997
2	Donations & Monies Received	30,830	304,022	334,852	229,516
	Covenanted Income		4,625	4,625	2,147
3	Grants Received	83,860	***	83,860	78,608
4	Fundraising Ventures	2,472	44,296	46,768	44,820
5	Net Income of Trading Subsidiary		7,036	7,036	11,146
6	Investment Income		1,198	1,198	795
		117,162	361,177	478,339	367,032
	RESOURCES EXPENDED				
7	Direct Charitable Expenditure				
	Felbury House	3,550	112,581	116,131	46,415
	Phab	66,950	90,403	157,353	104,153
	Youth Work	25,320	39,019	64,339	42,963
	Scrapp	28,282	62,404	90,686	52,673
	OTHER EXPENDITURE				
8	Fundraising and Publicity	6,880	21,878	28,758	28,705
9	Management & Administration		5,467	5,467	75,644
		130,982	331,752	462,734	350,553
	Net incoming resources before transfers	(13,820)	29,425	15,605	16,479
	Transfers between funds	16,002	(16,002)	10,000	10,475
	Transfers between funds			<del></del>	
	Net incoming resources for the year	2,182	13,423	15,605	16,479
	Funds brought forward	8,573 ———	237,892	246,465	229,986
	Funds carried forward	£ 10,755	£ 251,315	£ 262,070	£ 246,465

## TOTAL RECOGNISED GAINS OR LOSSES

The Company has no recognised gains or losses for the current year or previous year.

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## **SURREY PHAB LIMITED**

## Balance Sheets at 31st March 1998

			G	iroup	Con	npany
Note			1998 £	1997 £	1998 £	1997 £
	Fixed Asset	s ´				
10	Tangible Fix	ced Assets	310,392	309,118	310,392	309,118
11	Investments	3	971	971	973	973
			311,363	310,089	311,365	310,091
	Current Ass	sets				
	Stocks		2,359	2,160	1,859	1,529
12	Debtors		23,211	35,584	24,472	35,890
	Cash at Bar	nk and in Hand	15,975	5,527	14,656	4,949
			41,545	43,271	40,987	42,368
13	Creditors:	Amounts falling due within one year	51,137 	(68,697)	(50,581)	(67,796)
	Net Current	: Liabilities	(9,592)	(25,426)	(9,594)	(25,428)
	Total Asset	s Less Current Liabilities	301,771	284,663	301,771	284,663
14	Creditors:	Amounts falling due after one year	(39,701)	38,198	(39,701)	(38,198)
			£ 262,070	£ 246,465	£ 262,070	£ 246,465
			···			
17	Funds			1 000	4 000	1.000
	Endowmen		1,000	1,000	1,000	1,000
	Restricted F		9,755	7,573	9,755	7,573
	Unrestricte	d Funds	251,315 ———	237,892	251,315 ———	237,892
			£ 262,070	£ 246,465	£ 262,070	£ 246,465
						<del></del>

Approved by the board of directors and trustees on 2nd July 1998 and signed on its behalf.

Sir A.V. Driver

C.L. King

#### and

#### SURREY PHAB LIMITED

## Notes to the Financial Statements for the year ended 31st March 1998

#### 1 Accounting Policies

#### Basis of Preparation

The accounts are prepared under the historical cost convention and include the results of the charity's operations which are described in the Directors' and Trustees' Report and all of which are continuing.

The accounts have been prepared in compliance with Statements of Recommended Practice on Charity Accounts.

#### Financial Reporting Standard Number 1

Exemption has been taken from preparing a cash flow statement on the grounds that the Charity qualifies as a small company.

#### **Tangible Fixed Assets**

Depreciation is provided at the following annual rates calculated to write off the cost, of each asset over its estimated useful life, or if held under a finance lease, over the lease term, whichever is the shorter.

Equipment - 25% - on reducing balance basis Motor Vehicle - 25% - on reducing balance basis

#### Stocks

Stocks are valued at the lower of cost and net realisable value.

#### Income

Voluntary income and donations are accounted for as received by the charity. The income from fundraising ventures is shown gross with associated costs included in fundraising costs. Permanent endowments, when received, are dealt with through the Statement of Financial Activities.

#### Investments

Investments are stated at cost. Recognised realised and unrealised gains and losses on investments are dealt with in the Statement of Financial Activities.

#### **Fundraising Costs**

Fundraising expenditure comprises costs incurred in inducing people and organisations to contribute to the Charity's work. This includes the cost of advertising for donations and the staging of special fundraising events.

#### Hire Purchase and Leasing Commitments

Assets obtained under hire purchase contracts or finance leases are capitalised in the balance sheet. Those held under hire purchase contracts are depreciated over their estimated useful lives. Those held under finance leases are depreciated over their estimated useful lives or the lease term, whichever is the shorter.

The interest element of these obligations is charged to the profit and loss account over the relevant period. The capital element of the future payments is treated as a liability.

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## **SURREY PHAB LIMITED**

## Notes to the Financial Statements for the year ended 31st March 1998

Accounting Policies continued .....

## Expenditure on Management and Administration of the Charity

Expenditure on Administration represents those costs incurred concerning the Charity's constitutional structure, the statutory costs, including legal and audit fees, together with the cost of administration meetings.

## 2 Donations and Monies Received

Phab:	Restricted £	Unrestricted £
Activities and projects Affiliations Respite Care Disability Awareness Training Transport Donations and other	120    7,600	56,820 1,230 8,830 8,061 1,496 300
	7,720	76,737
Youth Work: Activities and projects Affiliations Insurance Donations and other	11,560	1,962 4,200 4,074 1,606
	11,560	11,842
Felbury House: Accommodation, courses and related income Training Other	1,250	100,751 11,199 2,091
	1,250	114,041
Scrapp: Projects and recycling Affiliations Donations and other	10,300	43,878 16,217 
	10,300	60,095
Donations - General: From Individuals From Companies From Trusts	  	7,135 11,072 23,100
		41,307

## and

## **SURREY PHAB LIMITED**

3	Grants:	Restricted £	Unrestricted £
3	Phab National Lottery Board Youth Work Scrapp Felbury House	25,140 26,210 13,760 17,050 1,700	  
		83,860	
4	Fundraising Ventures: Gross proceeds of events Charity ball Open Weekend Suzy Radio Golf Tournament Cricket Darts Sensory Garden Captains Day - Golf Society Tennis Fashion	900   1,572   2,472	6,915 2,993 1,361 6,000 17,494 2,899 1,462  4,123 718 331
5	Net Income of Trading Subsidiary: Sales Cost of sales	1998 £ 16,215 11,054	1997 £ 68,516 58,870
	Trading Profit Other income	5,161 1,875	9,646 1,500
	Net profit	7,036	11,146
	Amounts covenanted to Charity Retained profits brought forward	7,036 	11,146 
	Retained profits carried forward		

## and

## **SURREY PHAB LIMITED**

6	Investment Income	1998 £	1997 £
	Income from listed investment Interest received	120 1,078	120 675
		1,198	795
7	Direct Charitable Expenditure	Restricted £	Unrestricted £
	Phab: Activity Costs Transport & Travel Costs Staff Costs Respite Care Support Costs Other	120  50,640 12,499 3,083 608	33,196 4,339 28,255  22,698 1,915
		66,950	90,403
	Youth Work: Activity Costs Staff Costs Affiliations and Insurance Support Costs Other	748 17,291  5,000 2,281	2,181 10,701 4,077 20,998 1,062
		25,320	39,019
	Felbury House: Activity Costs Staff Costs Support Costs Training Other	3,550	41,870 39,337 11,042 14,060 6,272
		3,550	112,581
	Scrapp: Activity Costs Staff Costs Support Costs Transport Other	9,034 15,375 3,552  321	13,576 24,635 8,160 10,384 5,649
		28,282	62,404

and

## **SURREY PHAB LIMITED**

## Notes to the Financial Statements for the year ended 31st March 1998

8	Fundraising	and	Publicity
•	r unurasanig	anu	I GOUGHLY

Event Expenses Staff & Support Other	Restricted f 2,880 2,500 1,500	Unrestricted £ 4,903 15,798 1,177
	6,880	21,878

## 9 Management and Administration

Audit	Unrestricted £ 1,886
Office Services	3,581
	<del></del>
	5,467

and

## **SURREY PHAB LIMITED**

## Notes to the Financial Statements for the year ended 31st March 1998

## 10 Tangible Fixed Assets

	Freehold Property £	Equipment £	Motor Vehicle £	Total £
Cost or valuation				
At 1st April 1997	300,000	18,171	11,138	329,309
Additions		4,492		4,492
At 31 March 1998	300,000	22,663	11,138	333,801
Depreciation	*******			<del> </del>
At 1st April 1997		10,740	9,451	20,191
Charge for year		2,796	422	3,218
At 31 March 1998		13,536	9,873	23,409
Net Book Value At 31.3.98	£ 300,000	£ 9,127	£ 1,265	£ 310,392
Net Book Value At 31.3.97	£ 300,000	£ 7,431	£ 1,687	£ 309,118

Freehold property was valued in November 1995 by Messrs. Robinsons, Chartered Surveyors, of Reigate, at an open market value of £300,000. The Trustees are of the opinion that the present value is not materially different from the 1995 valuation and therefore have not depreciated the value of this asset.

Fixed assets, included in the above, which are held under finance leases are as follows:

Cost or Valuation	Equipment £
Additions	3,721
At 31st March 1998	3,721
Depreciation	
Charge for year	745
	***************************************
At 31st March 1998	745
Net Book Value At 31st March 1998	£ 2,976
	<del></del>

#### and

## **SURREY PHAB LIMITED**

## Notes to the Financial Statements for the year ended 31st March 1998

11	Fixed Asset Investments		£
	Cost or Valuation		
	At 1st April 1997		973
	Net Book Value At 31st March 1998		
	Net book Value At 01st March 1555		£ 973
	At 31st March 1997		£ 973
		1998 £	1997 £
	Investments listed on recognised stock exchange	971	971
	Unlisted investments	. 2	2
		<del></del>	
		£ 973	£ 973
	•		

The listed investment comprises £1,000 of 12% Exchequer Stock 2013 - 2017.

Market value of listed investments at 31st March 1998: £1,610 (1997: £1,406).

The Company's investments at the balance sheet date in the share capital of unlisted companies include the following:

1998

1997

#### Felbury House Limited

Nature of business: Wholly owned trading company of the charity

Class of Shares: % holding
Ordinary 100.00

	Aggregate capital and reserves			£ 2	£ 2
		Grou	р	Co	mpany
12	Debtors	1998 £	1997 £	1998 £	1997 £
12	Trade Debtors Other Debtors Felbury House Ltd I/Co.	20,994 2,217 	19,817 15,767 	18,430 2,217 2,207	17,708 15,430 2,752
	Corporation Tax			1,618 	
		£ 23,211	£ 35,584	£ 24,472	£ 35,890

## and

## **SURREY PHAB LIMITED**

13	Creditors:	Amounts falling due within one year				
	Bank Loans and Finance Leases Trade Creditors Other Creditors Deposits Receiv V.A.T. Accrued Expens	ved	1998 £ 10,166 744 7,727 20,024 9,792 728 1,956 ————————————————————————————————————	1997 £ 11,334  11,566 33,572 12,225   £ 68,697	Compa 1998 £ 10,166 744 7,727 20,024 9,792 728 1,400 ———————————————————————————————————	1997 f 11,334  11,412 32,825 12,225   £ 67,796
14	Creditors:	Amounts falling due af	ter more than o	ne year		
	Bank Loans (Se Finance Leases				1998 £ 37,655 2,046	1997 £ 38,198 
					£ 39,701	£ 38,198
15	Loans and Over An analysis of	rdrafts the maturity of loans an	nd overdrafts is	given below:	1998	1997
	Amounts falling Bank overdrafts Bank loan	g due within one year o	on demand:		£ 6,227 3,939	£ 3,595 7,739
					£ 10,166	£ 11,334
	Amounts falling Bank loan	g due between one and	two years:		£ 9,078	£ 6,082
	Amounts falling Bank loan	g due between two and	five years:		£ 16,917	£ 14,217
	Amounts falling Bank Ioan - repa	g due in more than five a ayable by instalments	years:		£ 11,660	£ 17,899

## and

## **SURREY PHAB LIMITED**

16	Obligations Under Leasing Agreen	nents		<b></b> .	
	Gross obligations repayable:			Fin: 1998 £	
	Within one year Between one and five years			1,18 3,26	
				4,45	55
	Finance charges repayable: Within one year Between one and five years			4/ 1,22	• •
				1,66	55
	Net obligations repayable: Within one year Between one and five years			74 2,04	
				2,79	00
17	Analysis of Movement of Funds				
	Endowment Fund	B/forward 1.4.97	Net Incoming Resources	Transfers Between Funds	Balance 31.3.98
	Cass Sewell Fund	1,000			1,000
	Restricted Funds Phab Funds b/fwd Replace Transport Phab 1998 Felbury House SCRAPP Fund Raising	1,695 5,878   	(640)  (7,240) (600) (932) (4,408)	7,240 1,850 932 5,980	1,055 5,878  1,250  1,572
		7,573	(13,820)	16,002	9,755
	Unrestricted Funds General	237,892	29,425	(16,002)	<u></u> 251,315
	TOTAL GROUP FUNDS	£ 246,465	£ 15,605	£	£ 262,070

#### and

## **SURREY PHAB LIMITED**

## Notes to the Financial Statements for the year ended 31st March 1998

## 18 Analysis of Fund Balances between the Group Net Assets

	. Unrestricted £	Restricted £	Total £
Tangible Fixed Assets	310,392		310,392
Investments		971	971
Net Current Liabilities	(19,376)	9,784	(9,592)
Long Term Liabilities	(39,701)		(39,701)
			<del></del>
	£ 251,315	£ 10,755	£ 262,070

#### 19 Staff Costs

The average number of employees during the year was 23 (1997: 25).

	1998 £	1997 £
Wages and Salaries	231,870	210,266
cial Security Costs	19,766	17,782
	£ 251,636	£ 228,048

No employee earned £40,000 per annum, or more.

#### 20 National Lottery Board

The Charity has received funding during the year from the National Lottery Board amounting to £26,210 towards the costs of employment of a Training Co-ordinator, session trainers and on going work in respect of Phab Services.