

SOUTHVILLE COMMUNITY DEVELOPMENT ASSOCIATION

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 1996

INTRODUCTION

The Trustees submit the Statutory Report and Accounts of the Southville Community Development Association for the year ended 31 March 1996.

The results for the year are presented in the form of a Statement of Financial Activities, which incorporates the traditional income and expenditure account, in order to comply with the revised Statement of Recommended Practice for charities, as issued by the Charity Commission in October 1995 and as identified in the Charities Act 1993.

PRINCIPAL AIMS AND ACTIVITIES

SCDA maintains a resource for the community, the Southville Centre, which provides a range of opportunities for local people of all ages in a safe, accessible environment.

The Centre also provides a service to the wider community of Bristol by providing rooms for rent and associated facilities.

SCDA aims to develop and deliver sustainable services to meet the needs of local people. It also directly and indirectly provides employment and supports local people to attend training and employment by providing a range of affordable, high quality childcare.

SCDA works with other groups and organisations in the local community to support developments in the area and to encourage all residents of the locality to feel part of the community around the Southville Centre.

PROGRESS DURING THE YEAR

Existing services have flourished this year. The After School Club now has 74 children registered and the Nursery has 70 children for whom they provide care. SCDA is therefore meeting one of its aims by providing essential childcare to a large number of local families.

The facilities at the Southville Centre have been improved by the creation of an additional seminar room and the addition of a second disabled toilet. Grant funding has also been awarded for the installation of an acoustic absorber in the hall.



The Cafe continues to support the needs of our in-house services such as the Nursery and Elderly Daycare group. The number of private functions such as weddings has grown and the staffing has been restructured and increased to support the work.

Volunteers continue to play an important part in supporting the core tasks such as evening reception and also in the service provision. Secondments and placements have also supported a range of functions from business plans and systems through to input from an artist in residence.

FINANCIAL REPORT FOR THE YEAR

SCDA received core funding from Bristol City Council and Avon County Council for the first time this year. At approx 8% of income, this is not a high level of funding, but is essential to the continued efficient management of SCDA.

Overall, both increased levels of income and expenditure resulted in a deficit of £35,154 in 94/5 becoming a deficit of £8354 with the transfer of £14,640 in restricted funds to 96/7.

SCDA'S ASSETS

The Southville Centre is on a 999 year lease from Bristol City Council and would revert to the City Council should the Association cease operations. Expenditure on the project is not therefore capitalised.

Equipment and furniture are written off over the expected useful life of the asset at 25% on a straight line basis.

RESERVES POLICY

SCDA aims to maintain a level of contingency which enables the organisation to meet its ongoing obligations despite the seasonal nature of much of its income generation and the uncertainties of grant funding.

TRUSTEES RESPONSIBILITIES STATEMENT

Charity and company law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of their income and expenditure for that period.

In preparing the attached accounts the Trustees consider the charity has:

- used suitable accounting policies and then applied them consistently;
- made judgements and estimates that are reasonable and prudent;
- stated whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- has prepared the accounts under the historical cost convention, in accordance with applicable accounting standards, following the recommendations in Statement of Recommended Practice: Accounting by Charities.

The Trustees have responsibility for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable it to ensure that the financial statements comply with the Companies Act 1985. They also have responsibility for safeguarding the assets of the charity and for taking reasonable steps to prevent and detect fraud and other irregularities.

THE TRUSTEES

The Trustees constitute directors of SCDA for the purposes of the Companies Act 1985 and trustees of the charity for the purposes of the Charities Act 1993.

There are up to ten Trustees elected by the SCDA membership at the Annual General meeting. One third of the serving Trustees come up for election each year.

The following members were in office at 31 March 1996 and served throughout the year, except where shown:

Ben Barker, Anne Malindine, Derek Pickup, Dina Barry, Sally Archer, John Palmer, Teresa Stone (elected Sept 95), Michele Scott.

No Trustee received any remuneration for services as members of SCDA Management Committee, or for expenses.

No Trustee had any beneficial interest in any contract with SCDA.

SENIOR EXECUTIVE

Company Secretary and Centre Manager - Elaine Flint
Cafe Manager - Pat Biggs
Nursery Manager - Janice Clark

EMPLOYEES

SCDA had 25 full and part-time staff at 31 March 1996. Recruitment of staff follows our Equal Opportunities Policy and all staff have job descriptions and contracts of employment.

LEGAL STATUS

SCDA is a registered charity no: 1000544, it is also a Company Limited by Guarantee No: 2542176.

BANKERS

Lloyds Bank, Bedminster Branch, East Street, Bedminster, Bristol BS3

SOLICITORS

Osborne Clarke, 50 Queen Charlotte St Bristol BS1 4HE

AUDITORS

Dick Maule, Bristol Community Accountants, 12 Picton St, Bristol BS6

In accordance with Section 385 of the Companies Act 1985, a resolution proposing that Dick Maule be reappointed as auditor of SCDA will be put to the Annual General Meeting.

Signed:

Chair:

Ben Barker 19.11.96

Treasurer:

Derek Thompson

Date:

18/11/96

Auditor's Report to the members of Southville Community Development Association

I have audited the financial statements set out on pages 6 to 10 which have been prepared on the basis of the accounting policies set out on page 8.

Respective responsibilities of the Council of Management and auditor

As described on page 3 the Council of Management, who are also Trustees for the purpose of charity law, are responsible for the preparation of the accounts. It is my responsibility to form an independent opinion, based on my audit, on these accounts and to report my opinion to you.

Basis of opinion

I conducted my audit in accordance with the 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 accounts. It also includes an assessment of the significant estimates and judgements by the Executive Committee in the preparation of the accounts, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

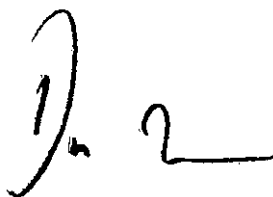
I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or other irregularity or error.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

Opinion

In my opinion the financial statements give a true and fair view of the charitable company's affairs at 31st. March 1996, and of its incoming resources and application of resources, including income and expenditure for the year then ended and have been properly prepared in accordance with the Companies Act 1985 as applicable to small companies.

Dick Maule
Chartered Accountant and Registered Auditor
36, Falmouth Road
Bristol 7

30 November 1996



Southville Community Development Association

Balance sheet as at 31st. March 1996

	Notes	1996 £	1995 £
Tangible assets	(2)	5,893	<u>9,270</u>
Current assets			
Cafe stock		2,226	2,279
Debtors and prepayments	(3)	11,491	8,577
Joint bank account with Bristol City Council		49	49
Cash at bank and on hand		<u>55,371</u>	<u>48,750</u>
		69,137	59,655
Current liabilities			
Creditors: amounts falling due within 12 months	(4)	<u>(4,559)</u>	<u>(4,710)</u>
Net Current assets		<u>64,578</u>	<u>54,945</u>
		<u>70,471</u>	<u>64,215</u>
Revenue reserve			
Unrestricted Reserves		55,831	64,215
Restricted Funds		14,640	-
		<u>70,471</u>	<u>64,215</u>

The Council of Management has taken advantage of special exemptions conferred by schedule 8 to the Companies Act 1985 applicable to small companies in the preparation of the accounts and have done so on the grounds that, in their opinion, the company is entitled to these exemptions.

These financial statements were approved by the Council of Management on... 31.10.96.

On behalf of the Council of Management

Barbara
Deirdre

dated:- 31.10.96

Southville Community Development Association

Statement of Financial Activities for the year ended 31st. March 1996

	Notes	Unrestricted Funds 1996 £	Restricted Funds 1996 £	Total Funds 1996 £	Restated 1995 £
Income					
<i>Incoming resources</i>					
Grants		20,305	42,554	62,858	23,605
Subscriptions		182	-	182	65
Donations and fund-raising		435	-	435	701
Room hire		33,317	-	33,317	41,376
Rent		7,021	-	7,021	9,292
Cafe		57,472	-	57,472	43,290
Nursery		94,819	-	94,819	67,752
Youth club, Daycare and Playscheme		7,530	-	7,530	3,246
Sales and sundry earned income		2,126	-	2,126	1,574
Insurance claim		1,210	-	1,210	-
Investment income		2,589	-	2,589	2,414
Other income		220	-	220	1,402
		<u>227,225</u>	<u>42,554</u>	<u>269,779</u>	<u>194,717</u>
Expenditure					
<i>Resources expended</i>					
Direct charitable expenditure		234,934	27,914	262,848	229,346
Management and administration	[8]	675	-	675	525
<i>Total Resources Expended</i>	[9]	<u>235,609</u>	<u>27,914</u>	<u>263,523</u>	<u>229,871</u>
Net incoming/ (outgoing) resources before transfers		(8,384)	14,640	6,256	(35,154)
Balance brought forward at 1st. April 1995		55,831	-	55,831	64,215
Balances carried forward at 31st. March 1996		<u>47,448</u>	<u>14,640</u>	<u>62,087</u>	<u>29,061</u>

Movements on reserves and all recognised gains and losses are shown as above.
There were no acquisitions or discontinued operations in the year.

Southville Community Development Association

Notes to the accounts for the year ended 31st. March 1996

(1) Principal Accounting Policies

Basis of accounting

The accounts have been prepared under the historical cost convention, in accordance with applicable accounting standards, and follow the recommendations in Statement of Recommended Practice : Accounting by Charities.

Depreciation

Equipment and furniture are written off over the expected useful life of the asset, at 25% on the straight line basis.

The building is on a 999 year lease from Bristol City Council and would revert to Bristol City Council if the Association ceased operations. Expenditure on the project is therefore not capitalised.

Cash flow statements

F.R.S. No. 1 exempts small companies from the requirement to produce such statements.

(2) Tangible assets

Furniture & equipment £

Cost

balance brought forward	35,265
additions in the year	658
	<u>35,923</u>

Depreciation

balance brought forward	25,995
charge for the year	4,035
	<u>30,030</u>

Net book value at 31st. March 1996 5,893

Net book value at 31st. March 1995 9,270

1996	1995
£	£

(3) Debtors and prepayments

Sundry debtors	<u>11,491</u>	<u>8,577</u>
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(4) Creditors and accruals

Amounts falling due within 12 months		
Sundry creditors	<u>4,559</u>	<u>4,710</u>

Southville Community Development Association

Notes to the accounts continued

(5) Capital commitments and contingent liabilities

There were none at 31st. March 1996

(6) Joint accounts with Bristol City Council

Representatives of Bristol City Council are joint signatories to these accounts, with the money being strictly spent on the new building project.

(7) Status

Southville Community Development Association is a charity, and a company limited by guarantee. No corporation tax is due.

Southville Community Development Association

Notes to the accounts for the year ended 31st. March 1996

(8) Management and administration of the charity

	Unrestricted Funds 1996 £	Restated 1995 £
Audit fees	375	325
Accountancy fees	300	200
<i>Total Resources Expended</i>	<u>675</u>	<u>525</u>

(9) Total Resources Expended

	Staff costs £	Depreciation £	Other £	Total 1996 £	Restated 1995 £
Direct charitable expenditure	166,808	4,035	92,005	262,848	229,346
Management and administration	675	-	-	675	525
	<u>167,483</u>	<u>4,035</u>	<u>92,005</u>	<u>263,523</u>	<u>229,871</u>

(10)