

**Southville Community Development Association**

**Accounts for the year ending**

**31st. March 2001**

Charity No. 1000544  
Company No 2542176



# **SOUTHVILLE COMMUNITY DEVELOPMENT ASSOCIATION**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2001.**

### **INTRODUCTION**

The Trustees submit the Statutory Report and Accounts of the Southville Community Development Association for the year ending 31 March 2001.

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's most substantial asset is the Southville Centre, a multi-purpose building, within which is provided 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 activities.

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 services.

SCDA works with other groups and organisations in the local community to support developments in the area.

### **PROGRESS DURING THE YEAR**

A major bid to the National Lottery Charities Board (now known as Community Fund) was submitted in June 2000. We heard in March 2001 that this had been successful and that £326,000 was being awarded to SCDA for the major refurbishment of the Southville Centre.

This is a major opportunity for SCDA to increase the capacity of the Centre and create a level of long-term sustainability. There are

immediate challenges however, in particular the relocation of vital services during building works and maintaining financial viability in a period of closure. These are the major challenges and risks for the organisation in 2001/2002.

The SCDA Social Audit in 2000 concentrated on consulting with our local community. A door-to-door survey of nearly 400 local people was undertaken. The need for SCDA to maintain a higher profile was identified and this has been addressed by the production of two newsletters which have been delivered locally and we are currently in discussion with a professional marketing company with the support of Bristol ProHelp.

Funding from the Sustainable Neighbourhood Fund this year has also enabled the setting up of a Resources Bank to support the work of local organisations and community groups.

Our childcare services remained at capacity, with the Nursery having a long waiting list and the holiday playschemes also being full throughout the year. The Summer playscheme was supported by a grant of £1215 from Bristol Holiday Playschemes and by Inclusive Play funding from Bristol City Council.

The level of core funding continues to cause concern to the Association and it is only with the continued loyalty and support of paid workers and volunteers that the level of activity at the Southville Centre and of the Association in its wider community development role, can be maintained.

## **RESERVES POLICY AND RISK MANAGEMENT**

The Trustees are maintaining a level of Designated Funds necessary to meet the requirements of any staff redundancy costs, particularly as SCDA has a number of full-time staff in post with between 7 and 10 years service.

The level of unrestricted reserves in 2000/2001 was £14,548. The Trustees would wish to increase these to at least £20,000 as this represents SCDA's wage bill for one month.

The Trustees are aware of the risk to cashflow that SCDA will be exposed to as a result of the disruption to services during the building works funded by the Community Fund. A programme of fund-raising has been implemented to minimise this risk.

## **CONCLUSION**

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

- used suitable accounting policies and 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 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 the trustees of the charity for 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 2000 and served throughout the year:

Ben Barker, Sally Archer, Michele Scott, Annie Cooper, Billy Forsythe, Roger Cleeves, Paul Sankey, Doreen Kerr.

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

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

## **SENIOR EXECUTIVE**

Company Secretary and Centre Manager – Elaine Flint

Café Manager – Pat Biggs

Nursery Manager – Janice Clark

## EMPLOYEES

SCDA had 33 full and part-time staff at 31 March 2001. 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 TSB, 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.  
The auditor, Dick Maule, has indicated his willingness to accept re-appointment under S385(2) of the Companies Act 1985.

Signed.....*Ben Barker*.....(chair).....*R. S. Searcy*.....(Treasurer)

Date.....*26<sup>th</sup> July 2001*.....

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

I have audited the financial statements set out on pages 5 to 9 which have been prepared under the historical cost convention and the accounting policies set out on page 7.

**Respective responsibilities of the Trustees and auditor**

As described on page 2 the Trustees are responsible for the preparation of the financial statements. It is my responsibility to form an independent opinion, based on my audit, on these financial statements 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 financial statements. It also includes an assessment of the significant estimates and judgements by the Trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company'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 financial statements 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 financial statements.

**Opinion**

In my opinion the financial statements give a true and fair view of the charitable company's affairs at 31st. March 2001, and of its incoming resources and application of resources, including its income and expenditure for the year then ended and have been properly prepared in accordance with the Companies Act 1985 .

**Dick Maule**  
Chartered Accountant and Registered Auditor  
12, Picton Street  
Bristol 6

date:

7.8.01

*Dick Maule*

# Southville Community Development Association

Balance sheet as at 31st. March 2001

	Notes	2001 £	2000 £
<b>Tangible assets</b>	(2)	3,434	<u>3,579</u>
<b>Current assets</b>			
Cafe stock		2,543	2,236
Debtors and prepayments	(3)	13,245	24,063
Joint bank account with Bristol City Council		49	49
Cash at bank and on hand		<u>51,773</u>	<u>36,080</u>
		67,610	62,428
<b>Current liabilities</b>			
Creditors: amounts falling due within 12 months	(4)	(4,162)	(4,049)
<b>Net Current assets</b>		<u>63,448</u>	<u>58,379</u>
		66,881	61,958
		=====	=====
<b>Revenue reserve</b>	(5)		
Unrestricted Reserves			
General Funds		14,548	14,730
Designated Funds		30,000	30,000
Restricted Funds		22,333	17,228
		<u>66,881</u>	<u>61,958</u>
		=====	=====

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

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

On behalf of the Council of Management

*R. Barker*

*B. Barker*

dated:- 26 July 2001

# Southville Community Development Association

## Statement of Financial Activities for the year ended 31st. March 2001

	Notes	Unrestricted Funds 2001 £	Restricted Funds 2001 £	Total Funds 2001 £	Restated 2000 £
<b>Income</b>					
<i>Incoming resources</i>					
Grants		34,158	27,555	61,713	58,134
Donations and fund-raising		5	-	5	219
Activities for generating funds:					
Income from cafe		54,464	-	54,464	51,345
Income from nursery		139,586	-	139,586	125,529
Room hire		43,217	-	43,217	39,755
Rent		7,645	-	7,645	8,658
Sales and sundry earned income		2,930	-	2,930	3,894
Youth club, Daycare and Playscheme		-	35,640	35,640	25,230
Investment income and interest		1,384	-	1,384	389
Insurance claim		-	-	-	5,198
<b>Total Incoming Resources</b>		<u>283,390</u>	<u>63,195</u>	<u>346,585</u>	<u>318,352</u>
<b>Expenditure</b>					
<i>Resources expended</i>					
Cost of generating funds	[12]	150,113	-	150,113	147,094
Cost of activities in furthering the objects of the charity					
Direct charitable expenditure	[11]	127,759	58,090	185,849	148,698
Management and administration	[11]	5,699	-	5,699	4,680
<b>Total Resources Expended</b>		<u>283,572</u>	<u>58,090</u>	<u>341,662</u>	<u>300,472</u>
<b>Net incoming/ (outgoing) resources</b>	(182)		5,105	4,923	17,879
Balance brought forward at 1st. April 2000		44,730	17,228	61,958	44,078
Balances carried forward at 31st. March 2001		<u>44,548</u>	<u>22,333</u>	<u>66,881</u>	<u>61,958</u>



# Southville Community Development Association

## Notes to the accounts for the year ended 31st. March 2001

### (1) Principal Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year.

The accounts have been prepared under the historical cost convention, and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities. (SORP 2000) issued in October 2000, applicable accounting standards and the Companies Act 1985. The principal accounting policies adopted in the preparation of the financial statements are as follows:

#### Restricted funds

Restricted funds are to be used for specific purposes as laid down by the donor, unrestricted funds are income received and generated by the objects of the charity without further specified purpose and are available as general funds.

#### Designated funds

Designated funds are unrestricted funds earmarked by the committee for particular purposes.

#### 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.

### (2) Tangible assets

	Furniture & equipment £	
<b>Cost</b>		
balance brought forward	41,602	
additions in the year	1,791	
	<u>43,393</u>	
<b>Depreciation</b>		
balance brought forward	38,023	
charge for the year	1,937	
	<u>39,960</u>	
<b>Net book value at 31st. March 2001</b>	<u>3,434</u>	
<b>Net book value at 31st. March 2000</b>	<u>3,579</u>	
	<b>2001</b>	<b>2000</b>
	<b>£</b>	<b>£</b>
<b>(3) Debtors and prepayments</b>		
Sundry debtors	<u>13,245</u>	<u>24,063</u>
<b>(4) Creditors and accruals</b>		
Amounts falling due within 12 months		
Sundry creditors	<u>4,162</u>	<u>4,049</u>

# Southville Community Development Association

## Notes to the accounts for the year ended 31st. March 2001

### (5) Movements in funds

	Balance 1st. April 2000 £	Incoming Resources £	Outgoing Resources £	Balance Transfers £	Balance 31st. March 2001 £
<b>Unrestricted funds</b>					
Staff Contingency Reserve	30,000	-	-	-	30,000
General Fund	<u>14,730</u>	<u>283,390</u>	<u>(283,572)</u>	<u>-</u>	<u>14,548</u>
	<u>44,730</u>	<u>283,390</u>	<u>(283,572)</u>	<u>-</u>	<u>44,548</u>
<b>Restricted funds</b>					
Day Care	1,829	1,713	(2,283)	-	1,259
Youth Club	335	2,100	(2,052)	-	383
Economic Audit	12,273	-	(12,273)	-	-
Social Audit	2,500	-	(1,371)	-	1,129
National Lottery Grant	292	-	(24)	-	268
Letswork Grant	-	22,805	(8,210)	-	14,595
Sustainable Neighbourhood Fund	-	4,000	(1,100)	-	2,900
Playscheme	-	31,827	(30,777)	-	1,050
Other grants	<u>-</u>	<u>750</u>	<u>-</u>	<u>-</u>	<u>750</u>
	<u>17,228</u>	<u>63,195</u>	<u>(58,090)</u>	<u>-</u>	<u>22,333</u>

### (6) Capital commitments and contingent liabilities

There were none at 31st. March 2001

### (7) 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.

### (8) Status

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

### (9) Employee information

2001      2000

Number of employees                      33      32

### (10) Trustees information

	£	£
Trustees remuneration and expenses	-	-
	=====	=====

**Southville Community Development Association**

**Notes to the accounts for the year ended 31st. March 2001**

**(11) Resources expended**

	Direct Costs £	Management and Administration £	Total 2001 £	Total 2000 £
Wages	93,679	4,500	98,179	77,079
Youth Club	89	-	89	15
Nursery	19,120	-	19,120	17,380
After school club	5,734	-	5,734	4,901
Print, post and stationery	2,034	225	2,259	2,341
Rates	3,413	-	3,413	3,092
Heat and light	6,190	200	6,390	3,860
Telephone	1,874	94	1,968	1,763
Social audit	13,644	-	13,644	381
Advertising and promotion	1,154	-	1,154	769
Training and recruitment	1,458	-	1,458	542
Sundry expenses	567	-	567	427
Project	2,234	-	2,234	-
Repairs and renewals	11,477	-	11,477	9,842
Equipment hire	1,209	-	1,209	1,193
Insurance	5,005	-	5,005	4,111
Community/ Respite	8,933	-	8,933	7,390
Cleaning	2,255	-	2,255	1,468
Auditors fees re audit	-	405	405	405
Auditors fees for accountancy and advice	-	275	275	275
Depreciation	1,937	-	1,937	1,540
Refreshments and volunteer expenses	2,591	-	2,591	2,349
Licenses and subscriptions	1,216	-	1,216	1,098
Lottery grant	-	-	-	10,714
Legal and professional	30	-	30	444
Bank charges	5	-	5	-
	<b>185,849</b>	<b>5,699</b>	<b>191,548</b>	<b>153,378</b>

**(12) Costs of generating funds**

Wages for Cafe and nursery	127,542	126,592
Cafe	<u>22,572</u>	<u>20,502</u>
	<b>150,113</b>	<b>147,094</b>