

2542176

Southville Community Development Association

Accounts for the year ending

31st. March 2002



SOUTHVILLE COMMUNITY DEVELOPMENT ASSOCIATION

REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2002.

INTRODUCTION

The Trustees submit the Statutory Report and Accounts of the Southville Community Development Association for the year ending 31 March 2002.

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

This has been a year of immense challenge to the Association. SCDA had been awarded a Community Fund Grant of £326,000 for major remodelling of the Southville Centre. To enable the works, the Centre had to close for two months, with a further three months of building works taking place while the Centre was partially open to the public. All Centre user groups and services were successfully relocated and the building works were completed to time and within budget. The new

accommodation came fully into use in January 2002 and the impact has been immediately felt. Both use of the Centre and income generated in room hire and café sales is up by 50%. All the relocated groups returned to the Centre and the additional space now means that a wider range of classes is available to the local community and that additional accessible meeting space is available to the wider Bristol voluntary and statutory sector.

The risk to the Association was the loss of income during the shut-down and the additional costs of keeping services going in alternative, rented accommodation. A tight control of the timescales and the support of our major contractor and professional advisors meant that this was kept to a minimum and some additional grant support was achieved to help the Association over this difficult time. The disruption costs detailed in the accounts clearly show the financial impact of this time.

Happily, our Nursery was able to function throughout the building works and remains full. Equally, the relocated Summer Playscheme was successful and supported even more children with additional needs. The Summer playscheme was supported by funding from Bristol Holiday Playschemes and by Inclusive Play funding from Bristol City Council.

This year saw the development of member involvement in a range of environmental initiatives in the local community. The "Green Team" have campaigned on traffic issues and local streets have now been designated a Home Zone with funding from Central Government. Several walking projects have concentrated on the experience of older people and details of local walks have been published. This has been achieved with relatively small grants from Health Promotion and Bristol City Council. The overall level of volunteer involvement, particularly in the last quarter of the year has been very encouraging.

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. This has fallen this year as a result of the additional costs of achieving the remodelling of the Centre. This is very low level compared to the monthly wage bill of £20,000. The Trustees reviewed this as a risk before agreeing to accept the Community Fund Grant and would aim to recover the level of unrestricted reserves to at least the 2000/2001 level in 2002/2003 as part of a long term aim to achieve three months salary reserve.

The Trustees are satisfied that all operational systems are in place to ensure sound governance of the Association and this has been upheld in the monitoring undertaken by our funding bodies.

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 twelve 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 2001 and served throughout the year:

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

October 2001, four additional members were elected: Alun Davies, (who has now resigned) Frazer Simpson, Lesley Kelly and Matthew Symonds.

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 28 full and part-time staff at 31 March 2002. 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 Bark*.....(chair).....*K. Sankey*.....(Treasurer)

Date.....*1 Aug 02*.....

Independent auditor's Report to the members of Southville Community Development Association

I have audited the financial statements of Southville Community Development Association for the year ended 31st. March 2002 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

Respective responsibilities of the Trustees and auditor

As described in the Statement of the Trustees's Responsibilities the trustees, who are also the Trustees for the purpose of company law are responsible for the preparation of the financial statements in accordance with applicable law and the United Kingdom Accounting Standards.

My responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Accounting Standards.

I report to you my opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. I also report to you if, in my opinion, the Trustees Report is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for my audit, or if the information specified by law regarding Trustees remuneration and transactions with the company is not disclosed.

I read the Trustees's Report and consider the implications for my report if I became aware of any apparent misstatements within it.

Basis of opinion

I conducted my audit in accordance with United Kingdom Accounting 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 judgements made by the Trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

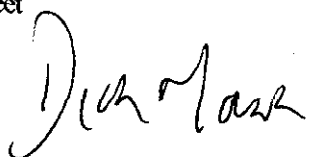
I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or other irregularity or error.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

Opinion

In my opinion the financial statements give a true and fair view of the charitable company's affairs at 31st. March 2002, 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
10 Picton Street
Bristol 6

dated: 20.8.02

 (5)

Southville Community Development Association

Balance sheet as at 31st. March 2002

	Notes	2002 £	2001 £
Tangible assets	(2)	6,048	<u>3,434</u>
Current assets			
Cafe stock		2,648	2,543
Debtors and prepayments	(3)	18,896	13,245
Joint bank account with Bristol City Council		49	49
Cash at bank and on hand		<u>78,125</u>	<u>51,773</u>
		99,718	67,610
Current liabilities			
Creditors: amounts falling due within 12 months	(4)	<u>(6,118)</u>	<u>(4,162)</u>
Net Current assets		<u>93,600</u>	<u>63,448</u>
Net assets		<u>99,648</u>	<u>66,881</u>
 Unrestricted Funds	(5)		
General Funds		5,686	14,548
Designated Funds		30,000	30,000
 Restricted Funds		63,962	22,333
Total funds		<u>99,648</u>	<u>66,881</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.....1 Aug 02

On behalf of the Council of Management

Ben Barker

1 Aug 02

dated:-

R. Bailey

2nd Aug 2002

Southville Community Development Association

Statement of Financial Activities [including Income and Expenditure Account] for the year ended 31st. March 2002

Notes	Unrestricted Funds 2002 £	Restricted Funds 2002 £	Total Funds 2002 £	2001 £
Incoming resources				
Grants	18,660	336,474	355,134	61,713
Donations and fund-raising	1,129	-	1,129	5
<i>Activities to further the charity's objects:</i>				
Income from cafe	59,355	-	59,355	54,464
Income from nursery	152,158	-	152,158	139,586
Room hire	42,014	-	42,014	43,217
Youth club, Daycare and Playscheme	-	36,427	36,427	35,640
<i>Activities for generating funds:</i>				
Rent	6,999	-	6,999	7,645
Sales and sundry earned income	5,273	-	5,273	2,930
Investment income and interest	627	-	627	1,384
Total Incoming Resources	<u>286,215</u>	<u>372,901</u>	<u>659,116</u>	<u>346,585</u>
Resources expended				
Cost of activities in furthering the objects of the charity				
Direct charitable expenditure [11]	289,897	331,273	621,169	335,963
Management and administration [11]	5,180	-	5,180	5,699
Total Resources Expended	<u>295,077</u>	<u>331,273</u>	<u>626,349</u>	<u>341,662</u>
Net incoming resources				
- Net income for the year	(8,862)	41,629	32,767	4,923
Total funds at 1st. April 2001	44,548	22,333	66,881	61,958
Total funds at 31st. March 2002	<u>35,686</u>	<u>63,962</u>	<u>99,648</u>	<u>66,881</u>

Southville Community Development Association

Notes to the accounts for the year ended 31st. March 2002

(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. Items under £250 are not capitalised.

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.

Grants

Grants are recognised in full in the S.O.F.A. in the year in which they are receivable.

Resources expended

Resources expended are recognised in the period in which they occur. Resources expended exclude attributable VAT.

(2) Tangible assets

	Furniture & equipment £	
Cost		
balance brought forward	43,393	
additions in the year	4,819	
	<u>48,212</u>	
Depreciation		
balance brought forward	39,960	
charge for the year	2,205	
	<u>42,165</u>	
Net book value at 31st. March 2002	<u>6,048</u>	
Net book value at 31st. March 2001	<u>3,434</u>	
	2002	2001
	£	£
(3) Debtors and prepayments		
Sundry debtors	<u>18,896</u>	<u>13,245</u>
(4) Creditors and accruals		
Amounts falling due within 12 months		
Sundry creditors	<u>6,118</u>	<u>4,162</u>

Southville Community Development Association

Notes to the accounts for the year ended 31st. March 2002

(5) Movements in funds

	Balance 1st. April 2001 £	Incoming Resources £	Outgoing Resources £	Balance Transfers £	Balance 31st. March 2002 £
Unrestricted funds					
Staff Contingency Reserve	30,000	-	-	-	30,000
General Fund	<u>14,548</u>	<u>286,215</u>	<u>(295,077)</u>	<u>-</u>	<u>5,686</u>
	<u>44,548</u>	<u>286,215</u>	<u>(295,077)</u>	<u>-</u>	<u>35,686</u>
Restricted funds					
Day Care	1,259	18,260	(17,308)	-	2,211
Youth Club	383	1,444	(1,827)	-	-
Social Audit	1,129	-	(1,129)	-	-
Communities Fund	268	310,000	(260,317)	-	49,951
Letswork Grant	14,595	-	(12,775)	-	1,820
Neighbourhood Transport Benches	-	2,000	-	-	2,000
Sustainable Neighbourhood Fund	2,900	-	(650)	-	2,250
Playscheme	1,050	35,468	(36,517)	-	-
Other grants	<u>750</u>	<u>5,730</u>	<u>(750)</u>	<u>-</u>	<u>5,730</u>
	<u>22,333</u>	<u>372,901</u>	<u>(331,273)</u>	<u>-</u>	<u>63,962</u>

(6) Capital commitments and contingent liabilities

There were none at 31st. March 2002

(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

2002 2001

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 2002

(11) Resources expended

	Direct Costs £	Management and Administration £	Total 2002 £	Total 2001 £
Wages	234,013	4,500	238,513	225,721
Youth Club	85	-	85	89
Nursery	20,801	-	20,801	19,120
After school club	4,212	-	4,212	5,734
Print, post and stationery	2,861	-	2,861	2,259
Rates	3,238	-	3,238	3,413
Heat and light	7,924	-	7,924	6,390
Telephone	2,483	-	2,483	1,968
Social audit	-	-	-	13,644
Cafe	24,365	-	24,365	22,572
Advertising and promotion	1,291	-	1,291	1,154
Training and recruitment	1,390	-	1,390	1,458
Sundry expenses	81	-	81	567
Project	2,269	-	2,269	2,234
Repairs and renewals	8,194	-	8,194	11,477
Equipment hire	1,176	-	1,176	1,209
Insurance	4,809	-	4,809	5,005
Community/ Respite	7,621	-	7,621	8,933
Cleaning	1,743	-	1,743	2,255
Auditors fees re audit	-	405	405	405
Auditors fees for accountancy and advice	-	275	275	275
Depreciation	2,205	-	2,205	1,937
Refreshments and volunteer expenses	2,455	-	2,455	2,591
Licenses and subscriptions	973	-	973	1,216
Lottery grant	260,049	-	260,049	0
Legal and professional	218	-	218	30
Letswork	12,775	-	12,775	-
Disruption costs	13,930	-	13,930	-
Bank charges	5	-	5	5
	<u>621,169</u>	<u>5,180</u>	<u>626,349</u>	<u>341,662</u>

(12) Analysis of net assets between funds

	General Funds £	Designated Funds £	Restricted Funds £	Total £
Tangible fixed assets	6,048	-	-	6,048
Current assets	5,757	30,000	63,962	99,718
Current liabilities	(6,118)	-	-	(6,118)
	<u>5,686</u>	<u>30,000</u>	<u>63,962</u>	<u>99,648</u>

Net assets at 31st March 2002