

**REGISTERED NUMBER - 02774692**

**CHARITY NUMBER - 1048950**

**ENGLAND AND WALES**

**ROCHDALE GATEWAY LEISURE LIMITED**

**(A COMPANY LIMITED BY GUARANTEE)**

**DIRECTORS REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED**

**5 APRIL 1999**



**Wyatt, Morris,  
Golland & Co.**

CHARTERED ACCOUNTANTS

PARK HOUSE  
200 DRAKE STREET  
ROCHDALE OL16 1PJ

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JMA  
COMPANIES HOUSE

0348  
31/01/00

ROCHDALE GATEWAY LEISURE LIMITED

DIRECTORS ANNUAL REPORT FOR THE YEAR ENDED 5 APRIL 1999

LEGAL AND ADMINISTRATIVE INFORMATION

STATUS

The charity is a company limited by guarantee, its governing document being its Memorandum and Articles of Association.

DIRECTORS

The charity directors (trustees) during the year were:-

<u>Members serving throughout the year</u>	<u>Note</u>	<u>Resigned</u>	<u>Appointed</u>
Mr. W. Hughes	AFGHJ	Ms. B. Bramwell	Mr. J. M. Dey
Mr. P. Scanlon	DJ	Mrs. T. Dawson	Mr. G. Fleming
Ms. C. Appleby			Ms. L. Miller
Ms. P. McDonald	BC		Mr. R. Fell
Ms. J. Stewart	AB		
Mr. F. Iannidinardi			
Mr. K. Buxton	ABD		
Ms. R. Hyland	E		
Mrs. D. Leavers			
Mr. J. W. Leavers			
Ms. J. E. Marsh			

The note reference relates to the various sub committees on which members served as follows:-

A - Finance	F - Information service
B - Personnel and training	G - Volunteer service
C - EDI	H - Respite holidays
D - Rainbows	J - Harry Smith Gateway Social Club
E - Fundraising	

The directors are appointed according to the articles of association and are referred to as the 'Management Committee'.

REGISTERED OFFICE:- 2 Kenion Street,  
ROCHDALE,  
Lancashire.  
OL16 1SN

BANKERS:- National Westminster PLC.,  
Rochdale Branch,  
Town Hall Square,  
ROCHDALE,  
Lancashire.  
OL16 1LL

AUDITORS:- Wyatt, Morris, Golland & Co.,  
Park House,  
200 Drake Street,  
ROCHDALE,  
Lancashire.  
OL16 1PJ

## DIRECTORS ANNUAL REPORT OF ROCHDALE GATEWAY LEISURE LIMITED

(Continued)

### PRINCIPAL OBJECTIVE

The charity's principal objective as set out in its Memorandum of Association is to develop and support opportunities for people with learning disabilities to participate in their communities.

### POLICIES

The following policies have been adopted in order to further the company's principal objective:-

- Provision of respite care holidays to increase the individuals range of experiences and give carers a break.
- Provision of day time opportunities (EDI, Alps and Activities programme) for young people with learning disabilities to participate in a range of activities based on their individual needs and wishes.
- Provision of an information service for beneficiaries and their families accessible in format and languages across the borough of Rochdale.
- Provision of a voluntary service to provide volunteering opportunities for people with learning disabilities and to provide opportunities for those wishing to volunteer within disability services.
- Provision of a community centre for general use by the beneficiaries.

There have been no material changes in the policies adopted by the company over the last year.

### ORGANISATION

The Management Committee are in overall control of the company and the individual activities are monitored by various sub committees. All the committees meet on a regular basis between 4 and 8 weekly. The day to day management is undertaken by paid employees who report to the various committees.

### ACTIVITIES AND ACHIEVEMENTS

The company has continued to seek to increase peoples awareness of the need to provide opportunities for people with learning disabilities.

In particular during the year the company received further funding to provide:-

- a) Additional day time opportunities for six young people (Alps).
- b) Information services to increase awareness, support and enable people with learning disabilities and their families to understand and access information from relevant agencies.
- c) Voluntary service to provide opportunities in volunteering within disability services and to support people with learning disabilities to access volunteering opportunities.

### INTANGIBLE INCOME

During the year the company benefited from the receipt of intangible income where facilities and services have been received free or substantially below market value. Such intangible income comprises:-

- i) A licence to occupy the premises on Kenion Street on a rent free basis. The directors do not feel able to value this benefit as there are no comparable premises to use as a bench mark.

In addition the organisation receives the services of a number of volunteers.

## DIRECTORS ANNUAL REPORT OF ROCHDALE GATEWAY LEISURE LIMITED

(Continued)

### REVIEW OF THE TRANSACTIONS AND FINANCIAL POSITION OF THE CHARITY

The directors consider the financial position of the company to be satisfactory. The surplus for the year has been added to reserves. The directors intend that where possible general reserves are increased in order to provide working capital to meet the company's liabilities and to enable it to continue its charitable objectives.

The directors are pleased that the company has continued to provide services to the beneficiaries and the future plans include extending the services to a different part of the borough and to increase the services on offer. However all services provided are dependant on the relevant funding being made available.

During the year certain capital and revenue expenditure has been deferred whilst, Alps, Activities programme, Information services and Voluntary services were developed. The directors have allocated £42,000 from the unrestricted reserves to cover this future expenditure.

The directors confirm that the company's assets are available and adequate to fulfil the present obligations of the company.

### DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare accounts for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that year. In preparing those accounts the directors are required to select suitable accounting policies and then apply them consistently; make judgements and estimates that are reasonable and prudent; follow applicable accounting standards, subject to any material departures disclosed and explained in the accounts; and prepare the accounts on a going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### POLITICAL AND CHARITABLE CONTRIBUTIONS

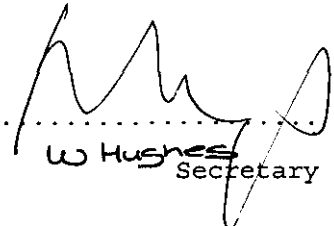
There were no political or charitable contributions made during the year (1998 - £Nil).

### AUDITORS

Messrs. Wyatt, Morris, Golland & Co., Chartered Accountants, have intimated their willingness to continue in office as auditors to the company and will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

The above report has been prepared in accordance with the special provisions of part VII of the Companies Act 1985 relating to small companies.

Signed on behalf of the  
board of directors

  
.....  
W Hushes  
Secretary

Approved by the board: 1 September 1999

Registered office:-

2 Kenion Street,  
ROCHDALE,  
Lancashire.  
OL16 1SN

REPORT OF THE AUDITORS TO THE MEMBERS OF ROCHDALE GATEWAY LEISURE LIMITED

We have audited the accounts on pages 5 to 11 which have been prepared under the historical cost convention and the accounting policies set out on page 7.

RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND AUDITORS

As described on page 3, the directors who also act as trustees for the charitable activities of the association are responsible for the preparation of the accounts. It is our responsibility to form an independent opinion, based on our audit, on those accounts 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 accounts. It also includes an assessment of the significant estimates and judgements made in the preparation of the accounts, and of whether the accounting policies are appropriate to the charitable company'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 accounts 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 accounts.

OPINION

In our opinion the accounts give a true and fair view of the state of the charitable company's affairs at 5 April 1999 and of its incoming resources and application of resources, including its income and expenditure for the year ended on that date and have been properly prepared in accordance with the Companies Act 1985.

*Wyatt Morris Golland, 6*

WYATT, MORRIS, GOLLAND & CO.  
CHARTERED ACCOUNTANTS AND  
REGISTERED AUDITORS

*1 September 1999*

Park House,  
200 Drake Street,  
ROCHDALE,  
Lancashire.  
OL16 1PJ

ROCHDALE GATEWAY LEISURE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 5 APRIL 1999

	Notes	Unrestricted funds	Restricted funds	Total funds 1999	Total funds 1998
		£	£	£	£
<u>Income and expenditure</u>					
<u>Incoming resources:-</u>					
Grants and allowances		61,457	308,474	369,931	229,073
Rents receivable		6,494	-	6,494	2,485
Coffee bar receipts		12,983	-	12,983	12,283
Pool table, photocopier, etc.		153	-	153	235
Donations and subscriptions		77	-	77	600
Fundraising efforts		535	-	535	1,161
Investment income		2,882	-	2,882	250
Other receipts		9,803	-	9,803	6,524
Total incoming resources		94,384	308,474	402,858	252,611
<u>Resources expended:-</u>					
Direct charitable expenditure	2	18,170	223,631	241,801	139,019
Management and administration of the charity		44,251	58,164	102,415	98,079
Total resources expended	3	62,421	281,795	344,216	237,098
<u>Net incoming resources before transfers</u>		31,963	26,679	58,642	15,513
Transfer between funds	5	(285)	285	-	-
<u>Net incoming resources for the year</u>		31,678	26,964	58,642	15,513
		=====	=====	=====	=====
	Notes	Net incoming resources for the year	Balance brought forward 06/04/98	Trans- fers	Balance carried forward 05/04/99
		£	£	£	£
General reserve		31,678	54,187	(42,000)	43,865
Designated reserve	9	-	-	42,000	42,000
Restricted funds	10	26,964	5,520	-	32,484
		58,642	59,707	-	118,349
		=====	=====	=====	=====

CONTINUING OPERATIONS

None of the company's activities were acquired or discontinued during the above two financial years.

TOTAL RECOGNISED GAINS AND LOSSES

The company has no recognised gains or losses other than the profit or loss for the above two financial years.

THE NOTES ON PAGES 7 TO 11 FORM PART OF THESE ACCOUNTS.

ROCHDALE GATEWAY LEISURE LIMITED

BALANCE SHEET AS AT 5 APRIL 1999

	<u>Notes</u>	<u>1999</u>	<u>1998</u>
		£	£
<u>FIXED ASSETS</u>			
Tangible fixed assets	6	20,331	14,369
<u>CURRENT ASSETS</u>			
Stocks		100	100
Debtors	7	17,627	8,710
Cash at bank and in hand		155,649	60,311
		<u>173,376</u>	<u>69,121</u>
<u>CREDITORS</u> - Amounts falling due within one year	8	(75,358)	(23,783)
<u>NET CURRENT ASSETS</u>		<u>98,018</u>	<u>45,338</u>
Net assets		<u>118,349</u> =====	<u>59,707</u> =====
<u>FUNDED BY:-</u>			
<u>Unrestricted funds</u>			
General reserve		43,865	54,187
Designated reserve	9	42,000	-
<u>Restricted funds</u>	10	<u>32,484</u>	<u>5,520</u>
		<u>118,349</u> =====	<u>59,707</u> =====

The accounts have been prepared in accordance with the special provisions of part VII of the Companies Act 1985 relating to small companies.

Signed on behalf of the directors

..... *JE Marsh* ..... Director - J E Marsh

..... *R Hyland* ..... Director - R Hyland

Approved by the board: 1 September 1999

THE NOTES ON PAGES 7 TO 11 FORM PART OF THESE ACCOUNTS.

1. ACCOUNTING POLICIESBasis of accounting

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

Cash flow

The accounts do not include a cash flow statement because the company, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 'Cash flow statements'.

Income

The accounts include income on the following basis:-

Grants received are credited over the period to which they relate. Where grants are not period based but are for a specific purpose they are credited in the year in which the expenditure is first incurred.

Capital grants are included when received and treated as restricted funds.

Rents are credited to income when receivable.

Donations of non-cash items are included at the directors estimate of the market value.

Expenditure

The accounts include expenditure on the following basis:-

Charitable expenditure relates to expenditure which can be separately identified to a particular project.

Management and Administration expenditure is that expenditure necessarily incurred in operating the company. It is allocated between the various restricted funds and the unrestricted funds on the directors' best estimate of the proportion of general overheads the project used.

Tangible fixed assets

Depreciation is provided, at the following annual rates in order to write off each asset over its estimated useful life:-

Improvements to property	- 20% on cost
Fixtures and fittings	- 15% on net book value
Minibus	- 33 1/3% on cost
Specialised equipment	- 25% on cost

Taxation

The company is a registered charity and as such is entitled to the exemption from tax to the extent that the income received falls within section 505 I.C.T.A. 1988 and section 256 C.G.T.A. 1992 and is applied to charitable purposes only.

Fund accounting

Separate asset accounts are not maintained to represent each fund if a better return is obtained by consolidating the assets. However, there should always be sufficient net assets to represent the total funds and the assets should be readily accessible dependant on the fund involved. The directors intend that where a surplus is generated in any year, subject to any designation of the funds, the surplus should increase the general reserves which are available to fund the charities future requirements should future funding not be available.

Operating leases

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profit as incurred.

Pensions

Contributions in respect of the company's defined contribution pension scheme are charged to the profit and loss account for the year in which they are payable to the scheme.



ROCHDALE GATEWAY LEISURE LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 5 APRIL 1999

(Continued)

2. DIRECT CHARITABLE EXPENDITURE

	<u>Unrestricted funds 1999</u>	<u>Restricted funds 1999</u>	<u>Total funds 1999</u>	<u>Total funds 1998</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Provision of services:-				
EDI	-	110,055	110,055	103,295
Alps	-	40,868	40,868	-
Respite holidays	-	13,475	13,475	12,741
Aasyana	-	-	-	1,377
Information services	-	25,322	25,322	4,029
Voluntary services	-	11,775	11,775	2,541
Youth club	-	1,978	1,978	579
Activities programme	-	18,412	18,412	-
Support costs:-				
Salaries	6,992	-	6,992	9,524
Catering	5,642	-	5,642	4,933
Harry Smith Gateway Social Club	5,536	-	5,536	-
Depreciation	-	1,746	1,746	-
	<u>18,170</u>	<u>223,631</u>	<u>241,801</u>	<u>139,019</u>
	=====	=====	=====	=====

3. TOTAL RESOURCES EXPENDED

	<u>Staff costs</u>	<u>Depreciation</u>	<u>Other costs</u>	<u>Total 1999</u>	<u>Total 1998</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Direct charitable expenditure	190,754	1,746	49,301	241,801	139,019
Management and administration of the charity	52,610	6,576	43,229	102,415	98,079
	<u>243,364</u>	<u>8,322</u>	<u>92,530</u>	<u>344,216</u>	<u>237,098</u>
	=====	=====	=====	=====	=====
			<u>1999</u>		<u>1998</u>
			<u>£</u>		<u>£</u>
Staff costs:-					
Wages and salaries			221,635		147,334
Social security costs			19,321		13,050
Pension costs			2,408		1,600
			<u>243,364</u>		<u>161,984</u>
			=====		=====
Other costs:-					
Audit			1,400		950
Loss on sale of fixed assets			-		246
Harry Smith Gateway Social Club			2,649		6,551
General - re: premises			88,481		62,440
			<u>92,530</u>		<u>70,187</u>
			=====		=====

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

The average number of employees, during the year was 19 (1998 - 13).

ROCHDALE GATEWAY LEISURE LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 5 APRIL 1999

(Continued)

4. ANALYSIS OF MOVEMENTS ON RESTRICTED FUNDS

	Income	Direct charitable expenditure	Management and admin- istration	Net
	£	£	£	£
Special care (EDI)	141,378	(110,055)	(26,452)	4,871
Respite holidays	16,809	(13,475)	(3,346)	(12)
Alps	55,102	(40,868)	(10,443)	3,791
Information services	35,179	(25,322)	(6,162)	3,695
Voluntary services	20,151	(11,775)	(3,211)	5,165
Activities programme	31,091	(18,412)	(6,192)	6,487
Youth Group	1,210	(1,978)	(1,310)	(2,078)
Minibus	-	-	(1,048)	(1,048)
Capital grant - Bury and Rochdale Health Authority	7,554	(1,746)	-	5,808
	<u>308,474</u> =====	<u>(223,631)</u> =====	<u>(58,164)</u> =====	<u>26,679</u> =====

5. TRANSFER BETWEEN FUNDS

The transfer between funds relates to the shortfall on respite holidays and the minibus (net of the balance brought forward) met by general funds.

6. TANGIBLE FIXED ASSETS

	Improvements to property	Fixtures and fittings	Minibus	Equipment	Total
	£	£	£	£	£
<u>Cost</u>					
At 6 April 1998	15,832	6,677	600	3,408	26,517
Additions	-	699	-	13,585	14,284
	<u>15,832</u>	<u>7,376</u>	<u>600</u>	<u>16,993</u>	<u>40,801</u>
<u>Depreciation</u>					
At 6 April 1998	7,935	2,666	200	1,347	12,148
Charge for the year	3,166	707	200	4,249	8,322
	<u>11,101</u>	<u>3,373</u>	<u>400</u>	<u>5,596</u>	<u>20,470</u>
<u>Net book values</u>					
At 5 April 1999	<u>4,731</u> =====	<u>4,003</u> =====	<u>200</u> =====	<u>11,397</u> =====	<u>20,331</u> =====
At 5 April 1998	<u>7,897</u> =====	<u>4,011</u> =====	<u>400</u> =====	<u>2,061</u> =====	<u>14,369</u> =====

The company has a licence to occupy a property owned by Rochdale Metropolitan Borough Council provided it continues to use the property in furtherance of its charitable objectives.

Included in equipment are fixed assets used for direct charitable purposes with a net book value of £5,239 (1998 - £Nil).

ROCHDALE GATEWAY LEISURE LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 5 APRIL 1999

(Continued)

7. DEBTORS

	<u>1999</u>	<u>1998</u>
	<u>£</u>	<u>£</u>
Trade debtors	1,611	1,665
Prepayments and accrued income	16,016	7,045
	<hr/>	<hr/>
	17,627	8,710
	=====	=====

8. CREDITORS - Amounts falling due within one year

	<u>1999</u>	<u>1998</u>
	<u>£</u>	<u>£</u>
Accruals and income in advance	75,358	23,783
	=====	=====

9. DESIGNATED RESERVE

During the year certain capital and revenue expenditure has been deferred whilst new services (Alps, Activities programme, Information services and Voluntary services) were developed. Consequently, an amount of £42,000 has been specifically allocated from the unrestricted reserves to cover this future expenditure.

The designated reserve is part of the unrestricted funds of the organisation.

10. RESTRICTED FUNDS

	Balance brought forward 06/04/98	Movement in the year	Transfer from unrestricted funds	Balance carried forward 05/04/99
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Special care (EDI)	94	4,871	-	4,965
Respite Holidays	-	(12)	12	-
Alps	-	3,791	-	3,791
Information services	713	3,695	-	4,408
Voluntary services	458	5,165	-	5,623
Activities programme	-	6,487	-	6,487
Youth group	2,078	(2,078)	-	-
Minibus	975	(1,048)	273	200
Aasyana	1,202	-	-	1,202
Capital funds - Bury and Rochdale Health Authority	-	5,808	-	5,808
	<hr/>	<hr/>	<hr/>	<hr/>
	5,520	26,679	285	32,484
	=====	=====	=====	=====

EDI, Alps and Activities programme provide day time opportunities for young people with learning disabilities including education, training, leisure and social inclusive opportunities. Funding has been provided by Rochdale M.B.C. through both funding and service agreements.

Information services provides accessible information, pictorial, community languages, tapes, etc, to people with learning disabilities their families and other agencies on all disability related enquiries to support and enable individuals and their families as required. It is funded by Bury and Rochdale Health Authority, Rochdale M.B.C. (joint finance) 50% for three years and Mencap Royal Society for 50% for two years.

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 5 APRIL 1999

(Continued)

10. RESTRICTED FUNDS (Cont....)

The voluntary service provides volunteering opportunities for people with learning disabilities and provides opportunities for those wishing to volunteer within disability services including 2's company and 1 to 1 friendship service. It is funded by Bury and Rochdale Health Authority and Rochdale M.B.C. (joint finance) for three years.

Capital funds have been received from Bury and Rochdale Health Authority for the purchase of a mobile bed, hoist and sling and multi-sensory equipment. Capital items purchased are included in fixed assets and the depreciation is set against the restricted fund.

11. CHANGES IN RESOURCES AVAILABLE FOR CHARITY USE

	<u>Unrestricted funds</u>	<u>Restricted funds</u>	<u>Total funds</u>
	£	£	£
Net movement in funds for the year	31,678	26,964	58,642
Net increase in tangible fixed assets:-			
For direct charitable purposes	-	(5,039)	(5,039)
For other purposes	(923)	-	(923)
	<hr/>	<hr/>	<hr/>
Net movement in funds available for future activities	30,755	21,925	52,680
	=====	=====	=====

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	<u>Tangible fixed assets</u>	<u>Net current assets</u>	<u>Total</u>
	£	£	£
Restricted:-			
Capital funds - Bury and Rochdale Health Authority	5,239	569	5,808
- Minibus	200	-	200
Other funds (See note 10)	-	26,476	26,476
Unrestricted funds	14,892	70,973	85,865
	<hr/>	<hr/>	<hr/>
	20,331	98,018	118,349
	=====	=====	=====

13. CONTINGENT LIABILITIES

There are no contingent liabilities of a material amount for which provision has not been made in the accounts.

14. COMMITMENTSCapital commitments

There were no capital commitments at 5 April 1999 (1998 - £Nil).

Pension commitments

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £2,900 (1998 - £1,600).

15. MANAGEMENT COMMITTEE REMUNERATION

No remuneration was paid to any person who was a member of the management committee.