

# REGISTRAR OF COMPANIES

**FAIRPLAY (WORKFORCE) LIMITED**

**Report and Financial Statements**

**31 March 2002**

**Deloitte & Touche  
Cardiff**



**REPORT AND FINANCIAL STATEMENTS 2002**

<b>CONTENTS</b>	<b>Page</b>
Officers and professional advisers	1
Trustees' report	2
Statement of trustees' responsibilities	6
Independent auditors' report	7
Statement of financial activities	8
Balance sheet	10
Cash flow statement	11
Notes to the accounts	12

**OFFICERS AND PROFESSIONAL ADVISERS**

**DIRECTORS**

Neil Wooding (Chair)  
Hilary Davies (Secretary)  
Susan Geary  
Sheelagh Keyse  
Ann Owens  
Elan Closs Stephens  
Elizabeth Phillips  
Jacquelyn Tonge

**SECRETARY**

Hilary Davies

**REGISTERED OFFICE**

Blenheim House  
Fitzalan Court  
Newport Road  
Cardiff  
CF24 0TS

**BANKERS**

National Westminster Bank  
1 Taff Street  
Pontypridd  
CF37 4UL

**AUDITORS**

Deloitte & Touche  
Cardiff

**TRUSTEES' REPORT**

The trustees present their annual report and the audited financial statements for the year ended 31 March 2002.

**CONSTITUTION**

Fairplay Workforce Ltd t/a Chwarae Teg is a company limited by guarantee (company registration No. 2901456) and became a registered charity (No. 1084466) on 12 January 2001. Chwarae Teg's objectives, as set out in its governing document the memorandum and articles of association, are to expand the role of women in the Welsh workforce by all appropriate means. Specifically these are:

- a) to promote the equality of opportunity in the workplace by the provision of education and training and by the provision of other facilities to enable there to be equality and opportunity in the workplace,
- b) to conduct research into the equality of opportunity and to publish the useful results, and
- c) the relief of unemployment.

**DIRECTORS AND TRUSTEES**

The directors of the company are also its charitable trustees. This applies from now on when directors are referred to in the text. New trustees are appointed through election by existing members. The directors who have served during the year 1 April 2001 to 31 March 2002 are:

Gwenda Williams (Chair to 14 November 2001)	Sheelagh Keyse
Neil Wooding (Vice Chair, Chair from 14 November 2001)	Ann Owens
Hilary Davies (Secretary)	Elizabeth Phillips
Jeanette Antrobus (resigned 3 April 2001)	Elan Closs Stephens
Susan Geary	Jacky Tonge (appointed 1 April 2001)
Christopher Jones (resigned 3 April 2001)	

**ACCOUNTABILITY**

In addition to the requirements of the Companies Act 1985, Chwarae Teg produces its accounts in accordance with Part VI Charities Act 1993 and Charities (Accounts and Reports) Regulations 1995 and 2000 and the Statement of Recommended Accounting Practice on Charities.

**PRINCIPAL ACTIVITIES**

Chwarae Teg is actively working towards influencing policy development reflecting and relating to the political and economic agenda in Wales and the wider European context to achieve practical outcomes linked to women's economic development. The main areas that need to be addressed are work-life balance, flexible working practices, child and dependant care, women entrepreneurs, public policy in relation to European programmes, positive role models, consultation and participation.

The Chwarae Teg partnership of key members and funding partners subscribe to the following principles, which underpin the business plan.

- a) To maximise the participation of all women in the labour market in relation to their activity, skills and management potential by strategically tackling the barriers women face.
- b) To raise awareness amongst employers, trade unions, training providers, local government and the Welsh Assembly Government, the European Commission and key economic development agencies of the 'business case' for the increased participation of women in the labour market.

**TRUSTEES' REPORT (continued)****PRINCIPAL ACTIVITIES (continued)**

- c) To promote good practice and improvements in the provision of family friendly employment practices, childcare, other dependant care, flexible training and work opportunities and business support services.
- d) To maintain Chwarae Teg as a lead organisation in Wales promoting the expansion of the role of women in the labour market.

Chwarae Teg delivers its business plan by operating at a range of levels: strategically, to influence policy development and promote good practice; operationally, to demonstrate and create precedent; and by active involvement in research and development to achieve the aims and objectives. The business plan is structured around the following four key charitable activities:

- Promoting good employment practices,
- Promoting women's enterprise,
- Education and training, and
- Informing public policy.

During the year Chwarae Teg continued to take on more staff to deliver new projects and provide complementary support services. The staff are based in a number of locations - a national office, based in Companies House, Cardiff, and four regional offices. The regional offices are as follows:

- South East Wales (based in Companies House)
- West Wales (based in Carmarthen)
- Mid Wales (based in Llandrindod Wells), and
- North Wales (based in Colwyn Bay).

There is a senior management team consisting of a chief executive, four regional managers, a project manager and a finance and resources manager, which meets regularly to implement trustees' recommendations and to make operational decisions.

Staff are either employed on core Chwarae Teg business or are working on specific projects. Currently there are two activities of major significance - the Enterprise project, jointly funded by the Wales European Funding Office and the WDA, and the WDA SME Equality Project, funded by the WDA. The staff for the Enterprise project work with women and lone parents across Wales and during the year have set up four offices based within the Objective One area, at Aberystwyth, Bangor, Cross Hands and Tredomen. They have also set up three offices in the rest of Wales based in Newport, Rhayader and Wrexham. The team responsible for administering the WDA SME Equality Project is based in Cardiff.

**SIGNIFICANT EVENTS DURING THE YEAR**

**Research:** With funding from the Welsh Assembly Government we conducted research into the barriers facing women in the Welsh economy. This was a comparative study linked to a study undertaken by the WDA and EOC ten years ago. Next year's business plan will be informed by the results of the research findings.

**Work-Life Balance:** We became the lead partner in developing this initiative with the Welsh Assembly Government across Wales.

**Elder and Dependant Care:** Chwarae Teg produced research in a partnership project considering issues facing carers and employment.

**Childcare:** We successfully helped establish a new Welsh organisation supporting out-of-school childcare clubs.

**SME Equality Project:** Chwarae Teg continued to administer successfully the WDA project, working with in excess of 300 SMEs across Wales.

**Women's Enterprise Wales:** As part of the WDA Entrepreneurship Action Plan we developed and delivered this work across Wales.

## **TRUSTEES' REPORT (continued)**

### **SIGNIFICANT EVENTS DURING THE YEAR (continued)**

**Lone Parents:** As part of the above plan and the Potentia project we started work with this group of under-represented entrepreneurs.

**Education and Training:** Science, engineering, technology and a number of non-traditional career routes were identified in Wales-wide programmes.

**Europe:** We continued to chair the European Equalities Agencies Partnership and made contributions to programme and partnership work at a European, national, regional and local level.

**Wales Women's National Coalition:** We continue to play a key role in the consultation and participation of the Coalition and host the Coalition Manager.

**Statutory Equality Organisations:** Key relationships have been expanded with the Equal Opportunities Commission, Commission for Racial Equality and the Disability Rights Commission.

**Marketing and Communication:** British Gas supported our attendance at all four party political conferences in Wales for the second year running. Our Annual Conference attracted 250 delegates and was supported by ELWa and North Wales Police. UNIFI continued to design and print the bi-annual Balance newsletter that is circulated to interested parties including members and staff.

More detail about Chwarae Teg's work and achievements in 2001/2002 is given in Chwarae Teg's annual report, published separately.

### **FUTURE PLANS**

From 2002 onwards we will undertake our core work and intend to develop projects in the following areas:

**Promoting Good Employment Practices:** We will develop the Work Life Balance initiative and the economic and social care agenda to continue to facilitate the participation of women in the Welsh economy.

**Promoting women's enterprise:** We will continue to develop the Women's Enterprise project and the Lone Parents project across Wales. We will pilot a micro-credit programme.

**Education and training:** We will continue to challenge stereotyping and we will use the results of our research to inform and influence the lifelong learning agenda in Wales.

**Informing Public Policy:** We will develop our links with Europe, Westminster and the Welsh Assembly Government and continue to build our expertise in relation to the role of women in the Welsh economy.

**Office move:** We will manage the move of our national office including a launch event as part of our tenth anniversary celebration programme.

### **FINANCIAL RESULTS**

The accounts show total incoming resources for the year of £2,563,953 (2001: £1,715,186), net outgoing resources of £2,324,164 (2001: £1,573,028), net current assets of £424,950 (2001: £226,517) and total fund balances at 31 March 2002 of £447,584 (2001: £207,795).

### **RESERVES POLICY**

It is currently the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level that provides sufficient funds to cover management and support costs for approximately four months and to respond to applications for grants in furtherance of our objectives. This policy follows a review by the trustees of their reserves policy. The trustees considered the nature of the income and expenditure streams and in particular the need to protect against possible future loss of major project income, the need to match variable income with fixed commitments and the nature of reserves. Bearing this in mind, they decided on the buffer to maintain uninterrupted services as outlined above.

**TRUSTEES' REPORT (continued)****DIVERSITY POLICY**

Chwarae Teg is committed to a policy of equality of opportunity in its employment practices. Chwarae Teg aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of age, disability, ethnic or national origin, gender, marital or parental status, nationality, political belief, race, religion or sexual orientation. In particular we are a disability symbol user.

**INVESTORS IN PEOPLE AND EMPLOYEE COMMUNICATION**

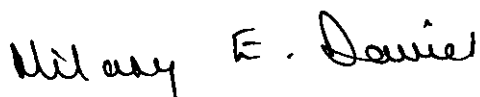
Chwarae Teg is committed to training and developing its staff. We have made a commitment to and are actively working towards becoming an Investor in People with support from ELWa. To facilitate employee communication, internal staff bulletins are produced and circulated monthly. Also as part of this process regular team meetings are held and senior managers take this opportunity to report to their staff on matters discussed at Board and monthly management team meetings.

**STATEMENT ON THE SYSTEMS TO MITIGATE RISKS**

It is the trustees' responsibility to identify the major risks to which Chwarae Teg is exposed and to review the systems and procedures that have been established to mitigate those risks.

They are in the process of satisfying themselves that the necessary systems and procedures are put in place together with mechanisms to ensure that they continue to operate satisfactorily. In particular, all Board and senior management meeting agendas have been drawn up to ensure that strategic and operational risks in relation to the business plan are assessed and mitigating strategies put in place where necessary. A strengthened senior management team has been put in place during the year to facilitate a more strategic and risk-based approach to planning, decision-making and operational delivery.

Approved by the Board of Directors  
and signed on behalf of the Board



Hilary Davies  
Secretary

Date 4.9.02.

**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

United Kingdom company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company as at the end of the financial year and of the profit or loss of the company for that period. In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- state whether applicable accounting standards have been followed.

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

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF  
FAIRPLAY (WORKFORCE) LIMITED**

We have audited the financial statements of Fairplay (Workforce) Limited for the year ended 31 March 2002 which comprise the statement of financial activities, the balance sheet, the cash flow statement and the related notes 1 to 19, which have been prepared under the accounting policies set out therein.

**Respective responsibilities of trustees and auditors**

As described in the statement of trustees' responsibilities, the trustees, who are also the directors of the charity for the purposes of company law, are responsible for the preparation of financial statements, which are required to be prepared in accordance with applicable United Kingdom law and accounting standards. Our responsibility is to audit the financial statements in accordance with relevant United Kingdom legal and regulatory requirements and auditing standards.

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

We read the trustees' report and other information contained within the annual report as described in the contents section for the above year and consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements.

**Basis of opinion**

We conducted our audit in accordance with United Kingdom auditing standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and estimates and 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.

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 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 financial statements.

**Opinion**

In our opinion, the financial statements give a true and fair view of the charitable company's state of affairs as at 31 March 2002 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the Companies Act 1985.

*Deloitte Touche*

Deloitte & Touche  
Chartered Accountants and Registered Auditors  
Cardiff

Date 10 Oct 2002

STATEMENT OF FINANCIAL ACTIVITIES  
Year ended 31 March 2002

	Note	Unrestricted funds £	Restricted funds £	2002 Total £	2001 Total £
<b>INCOMING RESOURCES</b>					
<b>Donations, legacies and similar income resources</b>					
Membership and sponsorship		108,219	-	108,219	113,503
Welsh Assembly grants income		120,000	-	120,000	75,000
Conference income		27,490	-	27,490	8,348
		<u>255,709</u>	<u>-</u>	<u>255,709</u>	<u>196,851</u>
<b>Activities in furtherance of the charity's objectives</b>					
Promoting good employment practices	2	907,937	26,937	934,874	414,380
Promoting women's enterprise	3	-	819,431	819,431	137,647
Education and training	4	454,921	6,198	461,119	935,617
Informing public policy	5	-	55,088	55,088	14,146
		<u>1,362,858</u>	<u>907,654</u>	<u>2,270,512</u>	<u>1,501,790</u>
<b>Investment income</b>					
Bank interest		7,150	-	7,150	3,321
<b>Other income resources</b>					
Employment income		2,121	-	2,121	646
Other operating income		28,461	-	28,461	12,578
		<u>30,582</u>	<u>-</u>	<u>30,582</u>	<u>13,224</u>
<b>Total incoming resources</b>		<u>1,656,299</u>	<u>907,654</u>	<u>2,563,953</u>	<u>1,715,186</u>

STATEMENT OF FINANCIAL ACTIVITIES (continued)  
Year ended 31 March 2002

	Note	Unrestricted funds £	Restricted funds £	2002 Total £	2001 Total £
<b>RESOURCES EXPENDED</b>					
<b>Charitable expenditure</b>					
<b>Costs of generating funds</b>					
Fund-raising and publicity		40,695	-	40,695	18,471
		<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Costs of activities in furtherance of the charity's objectives</b>					
Promoting good employment practices	7a	626,690	27,225	653,915	261,044
Promoting women's enterprise	7b	-	819,431	819,431	150,704
Education and training	7c	374,386	6,233	380,619	885,747
Informing public policy	7d	35,701	55,088	90,789	51,957
		<u>1,036,777</u>	<u>907,977</u>	<u>1,944,754</u>	<u>1,349,452</u>
<b>Support costs</b>	7e	<u>31,826</u>	<u>-</u>	<u>31,826</u>	<u>15,118</u>
<b>Resources expended on managing and administering the charity</b>					
Staff		135,808	-	135,808	95,637
Other	8	171,081	-	171,081	94,350
		<u>306,889</u>	<u>-</u>	<u>306,889</u>	<u>189,987</u>
<b>Total resources expended</b>	9	<u>(1,416,187)</u>	<u>(907,977)</u>	<u>(2,324,164)</u>	<u>(1,573,028)</u>
<b>Taxation</b>	11	<u>-</u>	<u>-</u>	<u>-</u>	<u>(18,479)</u>
<b>Net incoming resources</b>		240,112	(323)	239,789	123,679
<b>Fund balances brought forward at 1 April</b>		204,862	2,933	207,795	84,116
<b>Transfers between funds</b>		<u>(683)</u>	<u>683</u>	<u>-</u>	<u>-</u>
<b>Fund balances carried forward at 31 March</b>		<u>444,291</u>	<u>3,293</u>	<u>447,584</u>	<u>207,795</u>

All activities are continuing.

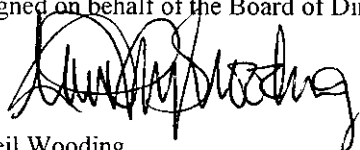
There are no recognised gains and losses other than those included above.

**BALANCE SHEET**  
**31 March 2002**

	Note	2002 £	2001 £
<b>FIXED ASSETS</b>			
Tangible assets	12	22,634	8,346
<b>CURRENT ASSETS</b>			
Debtors	13	136,103	252,312
Short-term deposits		90	90
Cash at bank and in hand		544,791	331,225
		680,984	583,627
<b>CREDITORS: amounts falling due within one year</b>	14	(256,034)	(357,110)
<b>NET CURRENT ASSETS</b>		424,950	226,517
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		447,584	234,863
<b>CREDITORS: amounts falling due after more than one year</b>	15	-	(27,068)
<b>NET ASSETS</b>		447,584	207,795
<b>FUNDS</b>			
Unrestricted funds:			
Designated contingency fund	16	60,000	60,000
Designated IT and equipment fund	16	50,000	50,000
General fund	16	334,291	94,862
Restricted funds	16	3,293	2,933
<b>TOTAL EQUITY SHAREHOLDERS' FUNDS</b>		447,584	207,795

These financial statements were approved by the Board of Directors on

Signed on behalf of the Board of Directors



Neil Wooding

Director

4<sup>th</sup> September 2002

**CASH FLOW STATEMENT**  
**Year ended 31 March 2002**

	Note	2002 £	2001 £
Net cash inflow from incoming resources	18	237,611	187,113
Capital expenditure		<u>(24,045)</u>	<u>(6,337)</u>
Increase in cash in the year	19	<u>213,566</u>	<u>180,776</u>

**NOTES TO THE ACCOUNTS**

**Year ended 31 March 2002**

**1. ACCOUNTING POLICIES**

The financial statements are prepared in accordance with applicable accounting standards. The particular accounting policies adopted are described below.

**Accounting convention**

The financial statements are prepared under the historical cost convention. They have been prepared in accordance with the Companies Act 1985 and meet the requirements of Part VI Charities Act 1993 and Charities (Accounts and Reports) Regulations 1995 and 2000.

On 12 January 2001, the company became a registered charity and these accounts have therefore been presented in accordance with the Statement of Recommended Accounting Practice on Charities.

**Income**

All income is accounted for on an accruals basis.

**Fixed assets**

Fixed assets are included at historical cost less an allowance for depreciation. Chwarae Teg considers that there is no significant difference between the book and market values.

**Depreciation**

Depreciation is provided on tangible fixed assets at rates calculated to write off the cost or valuation of each asset to its residual value on a straight line basis over its expected useful life as follows:

Furniture and equipment - over 3 years

**Pensions**

The company operates a defined contribution pension scheme. The amount charged to the profit and loss account in respect of pension costs is the contribution payable in the year. Differences between contributions payable in the year and contributions actually paid are shown either as accruals or prepayments in the balance sheet.

**Taxation**

Chwarae Teg became a registered charity on 12 January 2001. From that date Chwarae Teg is expected to benefit from the exemptions available to charities.

**NOTES TO THE ACCOUNTS**  
**Year ended 31 March 2002****2. PROMOTING GOOD EMPLOYMENT PRACTICES**

	Unrestricted funds £	Restricted funds £	2002 Total £	2001 Total £
WDA contracts	881,375	-	881,375	315,075
WDA contracts – North Wales	11,562	-	11,562	38,217
ELWa contracts – North Wales Equalities co-ordinator	15,000	-	15,000	27,975
National Assembly for Wales grant – worklife balance	-	8,768	8,768	15,000
National Assembly for Wales grant – carers in work	-	14,946	14,946	6,329
Grant for European work	-	3,223	3,223	4,894
North Wales employment initiative	-	-	-	6,890
	<u>907,937</u>	<u>26,937</u>	<u>934,874</u>	<u>414,380</u>

**3. PROMOTING ENTERPRISE**

	Unrestricted funds £	Restricted funds £	2002 Total £	2001 Total £
Women's Enterprise Wales grant – Europe	-	452,739	452,739	47,380
Women's Enterprise Wales – Objective One	-	319,240	319,240	47,381
Women's Enterprise Wales – ROW	-	22,794	22,794	-
WDA grant – Potentia	-	22,526	22,526	-
Lottery grant – New Directions	-	2,132	2,132	22,864
WICC project	-	-	-	156
Enterprising Women workshops	-	-	-	19,866
	<u>-</u>	<u>819,431</u>	<u>819,431</u>	<u>137,647</u>

**NOTES TO THE ACCOUNTS****Year ended 31 March 2002****4. EDUCATION AND TRAINING**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2002 Total</b>	<b>2001 Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
General consultancy and training given	6,138	-	6,138	9,446
Publications	287	-	287	-
National Assembly for Wales -				
Out of school childcare contract	398,400	-	398,400	869,383
CPCKC service level agreement	39,000	-	39,000	-
ELWa LIF contract	10,500	-	10,500	-
ELWa contracts	596	-	596	660
National Assembly for Wales				
Support for child and family services grant	-	6,000	6,000	-
Other grants – SET	-	233	233	2,000
Resider U5s project income	-	(35)	(35)	638
U5s grant	-	-	-	20,000
WCIS Llwybyr	-	-	-	3,293
TEC contracts	-	-	-	30,050
Other contract income	-	-	-	147
	<u>454,921</u>	<u>6,198</u>	<u>461,119</u>	<u>935,617</u>

**5. INFORMING PUBLIC POLICY**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2002 Total</b>	<b>2001 Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
National Assembly for Wales research grant	-	47,790	47,790	-
Wales Women's National Coalition	-	7,298	7,298	14,146
	<u>-</u>	<u>55,088</u>	<u>55,088</u>	<u>14,146</u>

**6. TURNOVER**

The turnover was derived from the company's principal activity which was carried out wholly in the UK.

NOTES TO THE ACCOUNTS  
Year ended 31 March 2002

## 7. COSTS OF ACTIVITIES IN FURTHERANCE OF THE CHARITY'S OBJECTIVES

## a. Promoting good employment practices

	Unrestricted funds £	Restricted funds £	2002 Total £	2001 Total £
SME equality project	548,392	-	548,392	151,970
SME equality project NW	7,331	-	7,331	27,274
Equal Opportunities work	-	3,511	3,511	24,729
Work-Life balance	-	8,768	8,768	15,000
Carers in work project	-	14,946	14,946	6,329
N. Wales Employment Initiative	15,000	-	15,000	1,161
Apportioned management costs	55,967	-	55,967	34,581
	<u>626,690</u>	<u>27,225</u>	<u>653,915</u>	<u>261,044</u>

## b. Promoting women's enterprise

	Unrestricted funds £	Restricted funds £	2002 Total £	2001 Total £
Women's Enterprise Wales				
- Objective 1	-	771,979	771,979	94,762
- Pan Wales	-	22,794	22,794	-
- Lone parents Objective 1	-	13,581	13,581	-
- Lone parents rest of Wales	-	8,945	8,945	-
Lottery project – New Directions	-	2,132	2,132	22,864
Enterprising Women workshops	-	-	-	10,529
WICC project	-	-	-	164
Apportioned management costs	-	-	-	22,385
	<u>-</u>	<u>819,431</u>	<u>819,431</u>	<u>150,704</u>

## c. Education and training

	Unrestricted funds £	Restricted funds £	2002 Total £	2001 Total £
Support for child and family services		6,000	6,000	-
Training and events provisions	545	-	545	-
Out of school childcare	356,400	-	356,400	836,883
Under 5s childcare	-	-	-	21,323
SET project	-	233	233	2,000
Multimedia workshop	596	-	596	660
Apportioned management costs	16,845	-	16,845	24,881
	<u>374,386</u>	<u>6,233</u>	<u>380,619</u>	<u>885,747</u>

**NOTES TO THE ACCOUNTS****Year ended 31 March 2002****7. COSTS OF ACTIVITIES IN FURTHERANCE OF THE CHARITY'S OBJECTIVES (continued)****d. Informing public policy**

	Unrestricted funds £	Restricted funds £	2002 Total £	2001 Total £
Childcare policy costs	1,357	-	1,357	-
National Assembly for Wales research	2,016	47,790	49,806	-
Wales Women's National Coalition	-	7,298	7,298	14,146
Apportioned management costs	32,328	-	32,328	37,811
	<u>35,701</u>	<u>55,088</u>	<u>90,789</u>	<u>51,957</u>

**e. Support costs**

These are costs incurred supporting the SME Equality project as follows:

	Unrestricted funds £	Restricted funds £	2002 Total £	2001 Total £
Recruitment and other staff costs	-	-	-	1,528
Accommodation and overheads	30,826	-	30,826	12,740
Professional fees	1,000	-	1,000	850
	<u>31,826</u>	<u>-</u>	<u>31,826</u>	<u>15,118</u>

**8. RESOURCES EXPENDED ON MANAGING AND ADMINISTERING THE CHARITY- OTHER**

	Unrestricted funds £	Restricted funds £	2002 Total £	2001 Total £
Accommodation	22,904	-	22,904	19,088
Office running costs	65,541	-	65,541	28,809
Recruitment, training and other staff costs	26,464	-	26,464	11,187
Travel, subsistence and motor costs	32,662	-	32,662	23,725
Professional fees	9,753	-	9,753	1,307
Auditors' remuneration	-	-	-	-
- audit	4,000	-	4,000	1,495
- non audit	-	-	-	-
Depreciation	9,757	-	9,757	8,739
	<u>171,081</u>	<u>-</u>	<u>171,081</u>	<u>94,350</u>

## NOTES TO THE ACCOUNTS

Year ended 31 March 2002

## 9. TOTAL RESOURCES USED: ANALYSIS OF EXPENDITURE

	Staff costs £	Other costs £	Depreciation £	2002 Total £	2001 Total £
Promoting good employment practices	166,010	487,905	-	653,915	261,044
Promoting Women's Enterprise	466,527	352,904	-	819,431	150,704
Education and training	250,531	130,088	-	380,619	885,747
Informing public policy	42,336	48,453	-	90,789	51,957
Support costs	-	31,826	-	31,826	15,120
Fund-raising and publicity	-	40,695	-	40,695	18,471
Administration	135,808	161,324	9,757	306,889	189,985
	<u>1,061,212</u>	<u>1,253,195</u>	<u>9,757</u>	<u>2,324,164</u>	<u>1,573,028</u>

## 10. STAFF COSTS

	Unrestricted funds £	Restricted funds £	2002 Total £	2001 Total £
Salaries and wages	506,856	429,854	936,710	681,666
Employer's national insurance	42,885	37,565	80,450	58,100
Pension costs	24,887	19,165	44,052	39,401
	<u>574,628</u>	<u>486,584</u>	<u>1,061,212</u>	<u>779,167</u>
Redundancy costs	-	-	-	4,153
	<u>574,628</u>	<u>486,584</u>	<u>1,061,212</u>	<u>783,320</u>

The average number of employees during the year was:

	2002 No.	2001 No.
Promoting good employment practices	6.5	4.0
Promoting Women's Enterprise	21.0	4.5
Education and training	14.0	21.5
Informing public policy	2.0	1.0
Fund-raising and publicity	1.0	0.5
Management and administration	5.0	3.5
	<u>49.5</u>	<u>35.0</u>

There are no employees with emoluments above £40,000.

No emoluments were paid or were payable to the trustees.

NOTES TO THE ACCOUNTS  
Year ended 31 March 2002

## 11. TAXATION

	2002 £	2001 £
Based on the profit for the year:		
UK corporation tax at 20% (2001: 20%)	-	18,479

Chwarae Teg became a registered charity on 12 January 2001 and is expected to benefit from the corporation tax exemptions available to charities.

## 12. TANGIBLE FIXED ASSETS

	Furniture and equipment £
<b>Cost</b>	
At 1 April 2001	55,681
Additions	24,045
Disposals	(26,690)
At 31 March 2002	53,036
<b>Depreciation</b>	
At 1 April 2001	47,335
Charge for the year	9,757
Disposals	(26,690)
At 31 March 2002	30,402
<b>Net book value</b>	
At 31 March 2002	22,634
At 31 March 2001	8,346

## 13. DEBTORS

	2002 £	2001 £
Trade debtors	101,258	216,337
Other debtors	28,909	19,344
Prepayments	5,936	16,631
	136,103	252,312

## NOTES TO THE ACCOUNTS

Year ended 31 March 2002

## 14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2002 £	2001 £
Trade creditors	84,551	12,815
Taxation and social security creditors	80,596	159,017
Other creditors	-	15,410
Accruals and deferred income	90,887	163,891
National Lottery grant reserve	-	5,977
	<u>256,034</u>	<u>357,110</u>

## 15. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2002 £	2001 £
Other creditors	-	27,068
	<u>-</u>	<u>27,068</u>

## 16. STATEMENT OF FUNDS

	At 1 April 2001 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2002 £
<b>Unrestricted funds</b>					
Designated contingency fund	60,000	-	-	-	60,000
Designated IT and equipment fund	50,000	-	-	-	50,000
General fund	94,862	1,648,299	1,408,187	(683)	334,291
<b>Total unrestricted funds</b>	<u>204,862</u>	<u>1,648,299</u>	<u>1,408,187</u>	<u>(683)</u>	<u>444,291</u>
<b>Restricted funds</b>					
Worklife balance	-	8,768	8,768	-	-
Carers in work project	-	14,946	14,946	-	-
Equal Opportunities	288	3,223	3,511	-	-
U5s rural Wales/Resider	(640)	(35)	-	675	-
Women's Enterprise Wales	-	794,773	794,773	-	-
Potentia – lone parents project	-	22,526	22,526	-	-
National Lottery grant	-	2,132	2,132	-	-
WICC project	(8)	-	-	8	-
Support for child and family	-	6,000	6,000	-	-
Other grants – SET	-	233	233	-	-
WCIS Llwybyr grant	3,293	-	-	-	3,293
Research grants	-	47,790	47,790	-	-
Wales Women's National Coalition	-	7,298	7,298	-	-
<b>Total restricted funds</b>	<u>2,933</u>	<u>907,654</u>	<u>907,977</u>	<u>683</u>	<u>3,293</u>
<b>Total funds</b>	<u>207,795</u>	<u>2,555,953</u>	<u>2,316,164</u>	<u>-</u>	<u>447,584</u>

**NOTES TO THE ACCOUNTS****Year ended 31 March 2002****16. STATEMENT OF FUNDS (continued)**

The trustees established the designated contingency fund as a contingency reserve due to the short-term funding of the organisation.

The designated IT and equipment fund is held for network expansion and MIS development in 2002 and 2003.

The Worklife balance funding was grant income to fund three Worklife balance events.

The income for the carers in work project was in the form of a grant from the Wales Union Learning Fund for researching the issues regarding carers in work, the publication of a booklet and promotional events.

The Equal Opportunities project used European funding to mainstream equal opportunities into European funding, programmes and work.

The Women's Enterprise Wales project also used European funding. This was used to raise women's awareness of the option of setting up in Enterprise and to provide pre-business start-up support.

The Potentia project income was from Europe and the project's aim is to raise lone parent awareness of the option of setting up in Enterprise.

The grant from the National Lottery was used towards devising and delivering a pilot training project for women in management.

The National Assembly for Wales gave a grant for work on the development of a new childcare information service as part of the Wales childcare strategy.

The National Assembly for Wales provided grant funding for research on "Women's Role in the Welsh Workforce".

The National Assembly for Wales also provided funding to initiate and develop a new women's organisation, the Wales Women's National Coalition to gather feedback from women and women's organisations and use this feedback to inform policy makers.

**17. PENSION SCHEME**

The company operates a defined contribution pension scheme for the benefit of the employees. The assets of the scheme are administered by trustees in a fund independent from those of the company.

**18. RECONCILIATION OF CHANGES IN RESOURCES TO NET INCOME FOR THE YEAR**

	2002 £	2001 £
Net incoming resources	239,789	123,679
Depreciation	9,757	12,290
Assets written off	-	2,889
Decrease/(increase) in debtors	116,209	(97,006)
(Decrease)/increase in creditors	(128,144)	145,261
<b>Net cash inflow from incoming resources</b>	<u>237,611</u>	<u>187,113</u>

**NOTES TO THE ACCOUNTS**

Year ended 31 March 2002

**19. ANALYSIS OF CHANGES IN CASH AND CASH EQUIVALENTS DURING THE YEAR**

	2001 £	Change in year £	2002 £
Short-term deposits	90	-	90
Cash at bank and in hand	331,225	213,566	544,791
	<u>331,315</u>	<u>213,566</u>	<u>544,881</u>