

South Yorkshire Funding Advice Bureau

(A company limited by guarantee not having a share capital)

Company registration number 3030641

Annual Report

For the year ended 31 March 2000



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South Yorkshire Funding Advice Bureau
(A company limited by guarantee not having a share capital)

Reports and financial statements

For the year ended 31 March 2000

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Chartered Accountants

Pegasus House, 463a Glossop Road, Sheffield S10 2QD Telephone (0114) 266 7141

South Yorkshire Funding Advice Bureau

(A company limited by guarantee not having a share capital)

Directors at 31 March 2000

Judith Smith
Norman Tristram
Stella McDermott
Sue North
Rob Macmillan
Roy Mellor
Adrian Walters
Jackie Bird
Mark Flint
Ann Gilbert
Liz Matthews

Company secretary

Katharine Wilkie

Registered office

The Workstation
Paternoster Row
Sheffield
S1 2BX

Auditors

Hawsons, Chartered Accountants
Pegasus House
463a Glossop Road
Sheffield
S10 2QD

Bankers

CafCash Limited
Kings Mill
West Malling
Kent
ME19 4TA

Co-op Bank
West Street
Sheffield
S1 3SX

South Yorkshire Funding Advice Bureau

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Report of the directors

The directors present their report and the audited financial statements for the year ended 31 March 2000.

Charity objectives

We aim to promote the more effective working of charities in South Yorkshire and to promote the achievement of charitable purposes on the part of voluntary and community groups by:

- Compiling comprehensive and reliable information calculated to achieve such ends by research into existing and new sources of financial and other resources;
- Making available the findings of such research to prospective donors and those seeking such resources by the provisions of financial and other resources;
- Providing other related services designed to increase the amount of effective resources to be devoted to achieving charitable purpose by voluntary and community groups in the area of benefit.

The company is limited by guarantee and is a registered charity, number 1061118.

Review of the charity's activities and future developments

The Bureau provides free funding information, advice, training and support services to local voluntary and community groups. During 1999/2000 over 800 groups used the Bureau's services. In response to growing demands for services and the increasing complexity of the funding world, this year has been a period of re-evaluation and forward planning. During the next 12 months we aim to develop the Bureau's ability to cope with an ever increasing work load by developing both our management and administrative capacity and our Information and Training services.

The surplus for the year and additions to reserves are shown in the statement of financial activities on page 5.

Restricted funds

Certain donations to the charity have been made for specific purposes. The net assets relating to these activities have been separately analysed in the balance sheet.

Changes in fixed assets

The movement in fixed assets during the year are set out in note 6 to the financial statements.

Responsibilities of the directors

The directors are required by UK company law and charity law to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the income and expenditure of the charity for that year.

The directors confirm that suitable accounting policies have been used and applied consistently and that reasonable and prudent judgements and estimates have been made in the preparation of the financial statements for the year ended 31 March 2000. The directors also confirm that applicable accounting standards have been followed and that the financial statements have been prepared on the going concern basis.

South Yorkshire Funding Advice Bureau

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Report of the directors (continued)

The directors are responsible for keeping proper accounting records, for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Directors

The directors, as defined in the Memorandum and Articles, act as the directors of the company and, as the organisation is a registered charity, act also as its charitable trustees.

The directors at 31 March 2000 are listed on page 1.

The directors who were appointed during the year are:

Stella McDermott	18 November 1999
Norman Tristram	18 November 1999
Judith Smith	18 November 1999
Liz Matthews	18 November 1999
Ann Gilbert	18 November 1999
Mark Flint	27 January 2000

The directors who resigned during the year are:

Kevin Walker	15 April 1999
Sandra Greatorex	18 November 1999
Lai Lim	18 November 1999
Bahia Lynch	18 November 1999

Since the year end Sue North has resigned and been replaced by Mark Flint.

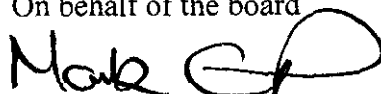
Auditors

A resolution to reappoint Hawsons will be proposed at the Annual General Meeting.

Exemption statement

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

On behalf of the board



Mark Flint
Chair

21st August 2000

South Yorkshire Funding Advice Bureau

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Report of the auditors to the members of South Yorkshire Funding Advice Bureau

We have audited the financial statements on pages 5 to 11.

Respective responsibilities of directors and auditors

As described on page 2 to 3 the company's directors are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements 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 financial statements. It also includes an assessment of the significant estimates and judgements made by the directors 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.

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 state of affairs of the charitable company as at 31st March 2000 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 provisions of the Companies Act 1985 as applicable to small companies.



HAWSONS

Chartered Accountants and

Registered Auditors.

Sheffield

21st August 2000

South Yorkshire Funding Advice Bureau

Statement of financial activities

For the year ended 31 March 2000

	Note	Restricted funds £	Unrestricted funds £	1999/00 Total £	1998/99 Total £
Incoming resources					
Grants	2	217,237	-	217,237	205,832
Fee income		-	3,808	3,808	4,994
Bank Interest		-	3,050	3,050	3,465
		<u>217,237</u>	<u>6,858</u>	<u>224,095</u>	<u>214,291</u>
Resources expended					
Direct charitable expenditure:					
Funding advice and information		206,397	-	206,397	195,997
Other expenditure:					
Management and administration		-	4,628	4,628	3,662
Fund raising and publicity		-	665	665	-
	3	<u>206,397</u>	<u>5,293</u>	<u>211,690</u>	<u>199,659</u>
Net incoming resources		10,840	1,565	12,405	14,632
Funds at 1 April 1999		39,475	8,696	48,171	33,539
Funds at 31 March 2000		<u>50,315</u>	<u>10,261</u>	<u>60,576</u>	<u>48,171</u>

The bureau has no recognised gains and losses other than those included in the statement of financial activities, and therefore no separate statement of total recognised gains and losses has been presented.

There is no difference between the amounts reported in the statement of financial activities and their historical cost equivalents.

South Yorkshire Funding Advice Bureau

(A company limited by guarantee not having a share capital)

Balance sheet - at 31 March 2000

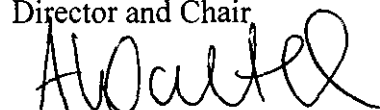
	Notes	2000 £	1999 £
Fixed assets			
Tangible assets	6	6,855	5,563
Current assets			
Debtors	7	13,805	8,415
Cash at bank and in hand		50,014	49,391
		63,819	57,806
Creditors			
Amounts falling due within one year	8	(10,098)	(15,198)
Net current assets		53,721	42,608
Net assets		60,576	48,171
Funds			
Unrestricted	11	10,261	8,696
Restricted	11	50,315	39,475
		60,576	48,171

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1995 relating to small companies.

Approved by the directors on 21st August 2000 and signed on their behalf by:



Mark Flint
Director and Chair



Adrian Walters
Director and Treasurer

South Yorkshire Funding Advice Bureau

(A company limited by guarantee not having a share capital)

Notes to the financial statements

for the year ended 31 March 2000

1. Accounting policies

The financial statements are prepared under the historical cost convention.

The financial statements have been prepared in accordance with applicable accounting standards and the Statement of Recommended Practice (revised) issued by the Charity Commission and the Accounting Standards Board. A summary of the more important accounting policies, which have been consistently applied, is set out below.

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset by equal instalments over its expected useful life, as follows:

Office equipment - 25%

Cash flows

The company qualifies as a small company under the terms of Section 247 of the Companies Act 1985. As a consequence it is exempt from the requirements to publish a cash flow statement.

Expenditure

All expenditure is accounted for in the accounting period in which it is incurred.

Grants received

Grants received are credited to the statement of financial activities in the period to which they relate.

Pension costs

The company makes contributions to the personal pension arrangements of employees. The pension cost charge in the Statement of Financial Activities represents the amounts payable into these arrangements during the year.

2. Grants

	Income 1999/00	Income 1998/99
	£	£
Sheffield City Council	80,103	73,619
Rotherham Metropolitan Borough Council	33,338	33,312
Barnsley Metropolitan Borough Council	12,800	5,175
Doncaster Metropolitan Borough Council	10,600	6,993
National Lottery Charities Board	57,670	59,016
European Social Fund	11,672	9,620
Lloyds TSB Foundation for England and Wales	10,000	10,000
Sub total	216,183	197,735

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Notes to the financial statements (continued)

2. Grants (continued)

	Income 1999/00 £	Income 1998/99 £
Sub total brought forward	216,183	197,735
Freshgate Trust	-	500
Yorkshire Bank Charitable Trust	-	250
Voluntary Action Barnsley	-	5,868
Rotherham Voluntary Sector Forum	-	1,479
Rotherham College of Arts & Technology	151	-
Dearne Valley Community Forum	903	-
	<u>217,237</u>	<u>205,832</u>

Local authorities each contribute a percentage to core costs depending on the usage of the Bureau's services within their district. Additional contributions are made for development work within certain districts.

3. Analysis of Expenditure

	Funding Advice and Information £	Management and Administration £	Fundraising and Publicity £	1999/00 £	1998/99 £
Salaries	155,702	-	-	155,702	156,937
Recruitment	404	-	-	404	363
Travel	2,129	-	-	2,129	2,416
Staff training	1,511	-	-	1,511	637
Accommodation	7,198	-	-	7,198	7,660
Equipment	2,410	-	-	2,410	1,304
Communications	7,132	-	-	7,132	6,789
Publications	775	-	-	775	700
Subscriptions	418	-	-	418	401
Printing and Stationery	4,187	508	665	5,360	6,540
Events	803	210	-	1,013	3,005
Annual Report and AGM	-	2,860	-	2,860	1,103
Audit Fees	-	878	-	878	1,051
Professional Fees	8,196	-	-	8,196	7,720
Bank Charges	-	172	-	172	69
Sundry Expenses	387	-	-	387	205
Depreciation	2,585	-	-	2,585	2,759
Training courses	5,476	-	-	5,476	-
Funding News	7,084	-	-	7,084	-
	<u>206,397</u>	<u>4,628</u>	<u>665</u>	<u>211,690</u>	<u>199,659</u>

Included in the above are operating lease rentals on property of £5,484 (1999 : £4,375).

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Notes to the financial statements (continued)

4. Emoluments of the directors

None of the directors received any emoluments in the year ended 31 March 2000.

Three directors were reimbursed travel and childcare expenses of £65.

5. Staff Costs	1999/00 £	1998/99 £
Salaries	135,118	137,098
Tax and National Insurance	9,104	10,202
Pension	11,480	9,637
	<u>155,702</u>	<u>156,937</u>

The average number of employees (part-time and full-time) during the year was:

	1999/00	1998/99
Bureau Director	1	1
Information Workers	2	2
Development Workers	4	4
Administrators	2	2
	<u>9</u>	<u>9</u>

6. Tangible fixed assets	2000 £
Cost at 1 April 1999	27,995
Additions	3,877
Cost at 31 March 2000	<u>31,872</u>
Depreciation at 1 April 1999	22,432
Charge for year	2,585
Depreciation at 31 March 2000	<u>25,017</u>
Net book value at 31 March 2000	<u>6,855</u>
Net book value at 1 April 1999	<u>5,563</u>

7. Debtors	2000 £	1999 £
Other debtors	13,179	7,889
Prepayments	626	526
Amount due within one year	<u>13,805</u>	<u>8,415</u>

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Notes to the financial statements (continued)**8. Creditors : amounts falling due within one year**

	2000 £	1999 £
Bank overdraft	-	1,866
Accruals	10,098	10,332
Grants received in advance	-	3,000
	<u>10,098</u>	<u>15,198</u>

9. Operating Lease Commitments

Financial commitments under non-cancellable operating leases will result in the following payments falling due in the next financial year:

	2000 Property £
On leases expiring: Within 2 - 5 years	6,129
	<u>6,129</u>

10. Share capital

The company is a company limited by guarantee not having a share capital. Accordingly, the company has no shareholders and no reconciliation of movements in shareholders' funds has been presented.

11. Unrestricted funds

	2000 £	1999 £
Balance at 1 April	8,696	3,899
Surplus income for year	1,565	4,797
Balance at 31 March	<u>10,261</u>	<u>8,696</u>

Restricted funds

	2000 £	1999 £
Balance at 1 April	39,475	29,640
Surplus income for year	10,840	9,835
Balance at 31 March	<u>50,315</u>	<u>39,475</u>

South Yorkshire Funding Advice Bureau

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Notes to the financial statements (continued)

11. Unrestricted funds (continued)

Analysis of Accumulated Fund Balance Between Net Assets at 31 March 2000

	Restricted Funds £	Unrestricted Funds £	Total £
Tangible Fixed Assets	6,855	-	6,855
Current Assets	52,774	11,045	63,819
less Current Liabilities	(9,314)	(784)	(10,098)
	<u>50,315</u>	<u>10,261</u>	<u>60,576</u>

12. Pensions - Defined Contribution Scheme

The company makes contributions to the personal pension arrangements of employees. The pension cost charge in the Statement of Financial Activities of £11,480 (1999 : £9,637) represents the amounts payable into these arrangements during the year.

13. Ultimate controlling party

The company has no ultimate controlling party.