

**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 2001**



Chartered Accountants



# **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 2001**

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## **South Yorkshire Funding Advice Bureau**

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

### **Directors at 31 March 2001**

Judith Smith  
Norman Tristram  
Stella McDermott  
Rob Macmillan  
Jackie Bird  
Ann Gilbert  
Liz Matthews  
Richard Arden

### **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**

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

### **Report of the directors**

The directors present their report and the audited financial statements for the year ended 31 March 2001.

#### **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 2000/2001, over 800 groups used the Bureau's services and new resources were secured for our training services. During the next 12 months the focus will be on developing our information services, IT and management capacity.

#### **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 and note 11 to the financial statements.

#### **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 2001. 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**

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

### **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 2001 are listed on page 1.

The directors who were appointed during the year are:

Ashley Costello	23 November 2000
Richard Arden	25 January 2001

The directors who resigned during the year are:

Sue North	27 July 2000
Adrian Walters	25 January 2001
Roy Mellor	25 January 2001
Mark Flint	25 January 2001
Ashley Costello	25 January 2001

#### **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



Rob Macmillan  
Chair

26th July 2001

## **South Yorkshire Funding Advice Bureau**

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

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

We have audited the financial statements on pages 5 to 12.

#### **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 2001 and of its incoming resources and application of resources, including its income and expenditure for the year then ended and have been properly prepared in accordance with the Companies Act 1985.



HAWSONS

Chartered Accountants and

Registered Auditors.

Sheffield

26th July 2001

# South Yorkshire Funding Advice Bureau

## Statement of financial activities

For the year ended 31 March 2001

	Note	Restricted funds £	Unrestricted funds £	2000/01 Total £	1999/00 Total £
<b>Incoming resources</b>					
Grants	2	220,571	-	<b>220,571</b>	217,237
Fee income		80	1,597	<b>1,677</b>	3,808
Bank Interest		-	4,016	<b>4,016</b>	3,050
		<u>220,651</u>	<u>5,613</u>	<u><b>226,264</b></u>	<u>224,095</u>
<b>Resources expended</b>					
Direct charitable expenditure:					
Funding advice and information		221,873	-	<b>221,873</b>	206,397
Other expenditure:					
Management and administration		-	5,542	<b>5,542</b>	4,628
Fund raising and publicity		-	36	<b>36</b>	665
	3	<u>221,873</u>	<u>5,578</u>	<u><b>227,451</b></u>	<u>211,690</u>
<b>Net incoming/(outgoing) resources</b>		(1,222)	35	<b>(1,187)</b>	12,405
Funds at 1 April 2000		50,315	10,261	<b>60,576</b>	48,171
Funds at 31 March 2001		<u><u>49,093</u></u>	<u><u>10,296</u></u>	<u><u><b>59,389</b></u></u>	<u><u>60,576</u></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**

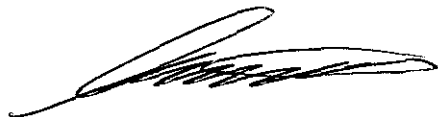
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**Balance sheet - at 31 March 2001**

	Notes	2001 £	2000 £
<b>Fixed assets</b>			
Tangible assets	6	8,758	6,855
<b>Current assets</b>			
Debtors	7	8,914	13,805
Cash at bank and in hand		77,087	50,014
		<u>86,001</u>	<u>63,819</u>
<b>Creditors</b>			
Amounts falling due within one year	8	(35,370)	(10,098)
<b>Net current assets</b>		<u>50,631</u>	<u>53,721</u>
<b>Net assets</b>		<u>59,389</u>	<u>60,576</u>
<b>Funds</b>			
Unrestricted	11	10,296	10,261
Restricted	11	49,093	50,315
		<u>59,389</u>	<u>60,576</u>

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 26th July 2001 and signed on their behalf by:



Rob Macmillan  
Director and Chair



Richard Arden  
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 2001**

**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**

	<b>Income 2000/01 £</b>	<b>Income 1999/00 £</b>
Sheffield City Council	77,772	80,103
Rotherham Metropolitan Borough Council	32,871	33,338
Barnsley Metropolitan Borough Council	10,000	12,800
Doncaster Metropolitan Borough Council	11,115	10,600
National Lottery Charities Board	53,168	57,670
European Social Fund	2,773	11,672
Lloyds TSB Foundation for England and Wales	10,000	10,000
Sub total	<b>197,699</b>	<b>216,183</b>

# South Yorkshire Funding Advice Bureau

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

## Notes to the financial statements (continued)

### 2. Grants (continued)

	Income 2000/01 £	Income 1999/00 £
Sub total brought forward	197,699	216,183
Rotherham College of Arts & Technology	-	151
Dearne Valley Community Forum	-	903
SRB5 Coalfields	8,283	-
Esmee Fairbairn Charitable Trust	8,389	-
Charities Aid Foundation	3,500	-
J G Graves Charitable Trust	2,200	-
PricewaterhouseCoopers	500	-
	<u>220,571</u>	<u>217,237</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 £	2000/01 £	1999/00 £
Salaries	152,388	-	-	152,388	155,702
Recruitment	4,727	-	-	4,727	404
Travel	1,769	-	-	1,769	2,129
Staff training	1,033	-	-	1,033	1,511
Accommodation	14,147	-	-	14,147	7,198
Equipment	2,089	-	-	2,089	2,410
Computers + IT	4,726	-	-	4,726	-
Communications	6,059	-	-	6,059	7,132
Publications	1,054	-	-	1,054	775
Subscriptions	730	-	-	730	418
Printing and Stationery	3,399	371	36	3,806	5,360
Management Committee	-	384	-	384	-
Annual Report and AGM	-	3,685	-	3,685	2,860
Audit Fees	-	965	-	965	878
Professional Fees	6,862	-	-	6,862	8,196
Bank Charges	-	137	-	137	172
Sundry Expenses	54	-	-	54	387
Depreciation and loss on disposal of fixed assets	3,889	-	-	3,889	2,585
Training courses & events	8,234	-	-	8,234	6,489
Funding News	10,713	-	-	10,713	7,084
	<u>221,873</u>	<u>5,542</u>	<u>36</u>	<u>227,451</u>	<u>211,690</u>

Included in the above are operating lease rentals on property of £6,248 (2000 : £5,484).

# South Yorkshire Funding Advice Bureau

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## Notes to the financial statements (continued)

7. Debtors	2001 £	2000 £
Other debtors	8,287	13,179
Prepayments	627	626
Amount due within one year	<u>8,914</u>	<u>13,805</u>

8. Creditors : amounts falling due within one year	2001 £	2000 £
Accruals	10,047	10,098
Grants received in advance	25,323	-
	<u>35,370</u>	<u>10,098</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:

	2001 Property £
On leases expiring: Within 2 - 5 years	7,202
	<u>7,202</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.

## South Yorkshire Funding Advice Bureau

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

### Notes to the financial statements (continued)

#### 4. Emoluments of the directors

None of the directors received any emoluments in the year ended 31 March 2001.

One director was reimbursed travel expenses of £66.

#### 5. Staff Costs

	2000/01 £	1999/00 £
Salaries	130,523	135,118
Tax and National Insurance	11,470	9,104
Pension	10,395	11,480
	<u>152,388</u>	<u>155,702</u>

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

	2000/01	1999/00
Bureau Director	1	1
Information Workers	2	2
Development Workers	3	4
Administrators	2	2
	<u>8</u>	<u>9</u>

#### 6. Tangible fixed assets

##### Office equipment

	2001 £
Cost at 1 April 2000	31,872
Additions	5,793
Disposals	(1,268)
Cost at 31 March 2001	<u>36,397</u>
Depreciation at 1 April 2000	25,017
Charge for year	3,573
Disposals	(951)
Depreciation at 31 March 2001	<u>27,639</u>
Net book value at 31 March 2001	<u>8,758</u>
Net book value at 1 April 2000	<u>6,855</u>

**South Yorkshire Funding Advice Bureau**

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**Notes to the financial statements (continued)**

11. Funds	2001 £	2000 £
<b>Unrestricted funds</b>		
Balance at 1 April	10,261	8,696
Surplus income for year	35	1,565
Balance at 31 March	<u>10,296</u>	<u>10,261</u>
<b>Restricted funds</b>	2001 £	2000 £
Balance at 1 April	50,315	39,475
(Deficit) Surplus of income for year	(1,222)	10,840
Balance at 31 March	<u>49,093</u>	<u>50,315</u>

Restricted funds comprise:

	Opening balance £	Income £	Expenditure £	Closing balance £
National Lottery Charities Board	833	53,168	(52,272)	1,729
Esmee Fairbairn Charitable Trust	-	8,389	(7,514)	875
Sheffield, Rotherham, Barnsley and Doncaster Councils	49,482	131,758	(134,751)	46,489
Fee income	-	80	(80)	-
European Social Fund	-	2,773	(2,773)	-
Lloyds TSB Foundation for England and Wales	-	10,000	(10,000)	-
SRB5 Coalfields	-	8,283	(8,283)	-
Charities Aid Foundation	-	3,500	(3,500)	-
J G Graves Charitable Trust	-	2,200	(2,200)	-
PricewaterhouseCoopers	-	500	(500)	-
	<u>50,315</u>	<u>220,651</u>	<u>(221,873)</u>	<u>49,093</u>

# South Yorkshire Funding Advice Bureau

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

## Notes to the financial statements (continued)

### 11. Funds (continued)

#### Analysis of Accumulated Fund Balance Between Net Assets at 31 March 2001

	Restricted Funds £	Unrestricted Funds £	Total £
Tangible Fixed Assets:			
National Lottery Charities Board	1,129	-	1,129
Esmee Fairbairn Charitable Trust	875	-	875
Sheffield, Rotherham, Barnsley and Doncaster Councils	6,754	-	6,754
<b>Total Tangible Fixed Assets</b>	<b>8,758</b>	<b>-</b>	<b>8,758</b>
Current Assets:			
National Lottery Charities Board	6,276	-	6,276
Esmee Fairbairn Charitable Trust	17,897	-	17,897
Charities Aid Foundation	1,750	-	1,750
Sheffield, Rotherham, Barnsley and Doncaster Councils	49,009	-	49,009
Unrestricted funds	-	11,069	11,069
<b>Total current assets</b>	<b>74,932</b>	<b>11,069</b>	<b>86,001</b>
Current Liabilities:			
National Lottery Charities Board	(5,676)	-	(5,676)
Esmee Fairbairn Charitable Trust	(17,897)	-	(17,897)
Charities Aid Foundation	(1,750)	-	(1,750)
Sheffield, Rotherham, Barnsley and Doncaster Councils	(9,274)	-	(9,274)
Unrestricted funds	-	(773)	(773)
<b>Less Total Current Liabilities</b>	<b>(34,597)</b>	<b>(773)</b>	<b>(35,370)</b>
	<b>49,093</b>	<b>10,296</b>	<b>59,389</b>

### 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 £10,395 (2000 : £11,480) represents the amounts payable into these arrangements during the year.

### 13 Ultimate controlling party

The company has no ultimate controlling party.