

**GLOUCESTERSHIRE RURAL COMMUNITY COUNCIL**  
**(a company limited by guarantee)**

**FINANCIAL STATEMENTS**

**for the year ended 31 March 2011**

**Charity Commission Reference Number 1054282**

**Company Registered Number 3181755**

**TUESDAY**



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**27/09/2011**

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**COMPANIES HOUSE**

# **GLOUCESTERSHIRE RURAL COMMUNITY COUNCIL**

## **Financial Statements for the year ended 31 March 2011**

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# **GLOUCESTERSHIRE RURAL COMMUNITY COUNCIL**

## **TRUSTEES REPORT FOR THE YEAR ENDED 31 MARCH 2011**

### **INFORMATION**

#### **Trustees (who are also directors)**

The Trustees who served throughout the year are as follows -

#### **Board of Trustees**

##### **Elected Members:**

Mr John Hazelwood CBE DL	-	Chairman
Mr Michael Heenan	-	Vice Chairman
Mr Edward H Elwes	-	Honorary Treasurer
Dr Steven Blake	-	Elected September 2010
Mrs Jill Crooke		
Professor Nigel Curry		
Mr David Fowles		
Mr John Loosley		
Mr Gordon B Love		
Professor Stephen Owen		
Mr Keith Rog		

##### **Appointed Members:**

Mr Shaun Parsons	-	Gloucestershire County Council
Mr Terence E Parker	-	Gloucestershire Association of Parish and Town Councils
Mrs Jean Jordan	-	Gloucestershire Federation of WIs

##### **Company Secretary**

Mr Edward H Elwes

##### **Senior Management Team:**

Mrs Lesley Archer	-	Chief Executive
Ms Barbara Piranty	-	Assistant Chief Executive
Mrs Elin Tattersall	-	Assistant Chief Executive

**Registered Office:** Community House, 15 College Green, Gloucester, GL1 2LZ

**Bankers:** The Co-operative Bank plc, 23a St Aldate Street, Gloucester, GL1 1RU

**Auditors and Accountants:** Griffiths Marshall, Beaumont House, 172 Southgate Street, Gloucester GL1 2EZ

**Solicitors:** Tayntons, 8-12 Clarence Street, Gloucester, GL1 1DZ

# **GLOUCESTERSHIRE RURAL COMMUNITY COUNCIL**

## **TRUSTEES REPORT FOR THE YEAR ENDED 31 MARCH 2011**

### **Structure, Governance and Management Governing Document**

The organisation is a charitable company limited by guarantee, incorporated February 1996, but originally registered as a charity in May 1923. In 1996 the company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

In the event of the company being wound up members are required to contribute an amount not exceeding £10.

### **Recruitment and Election of the Board of Trustees**

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Board of Trustees. Under the requirements of the Memorandum and Articles of Association a minimum of ten members of the Board of Trustees are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting. They may serve for a maximum of three terms, plus an additional one year in exceptional circumstances.

A further four trustees are Appointed (one each) by  
The Gloucestershire County Council  
The Four Gloucestershire Rural District Councils  
The Gloucestershire Association of Parish and Town Councils  
The Gloucestershire Federation of WIs

They are, under the requirements of the Memorandum and Articles of Association re-appointed each year.

Due to the nature of the Charity's work in and with the rural communities of Gloucestershire (to this end the definition always followed by the GRCC of a rural community is one that is a Civil Parish) the Board of Trustees seeks to ensure that the needs of these communities are appropriately reflected through the diversity of the trustee body. To enhance the potential pool of trustees, the charity has of late utilised both the local media through articles and profiles and other forms of advertising to recruit suitable Trustees. Informal and formal discussions and interviews are undertaken with all, before they are proposed to the Membership.

The more traditional business and technical skills are well represented on the Board of Trustees. In an effort to maintain this broad skill mix, members of the Board of Trustees are asked to complete a register of their skills and this is kept up to date. This ensures that we maintain a balance of skills.

### **Trustee Induction and Training**

All trustees are expected to undertake the necessary training to meet the requirements of a Trustee of a Charity. All Trustees are expected to take part in GRCC's Trustee induction programme. Trustees are encouraged to chair steering groups related to their interest or skill. A GRCC Away Day is held which includes Trustees, Staff, Associates and Volunteers. Trustees are encouraged to take advantage of GRCC training. Trustees are encouraged to attend trustee induction days at ACRE (Action with Communities in Rural England), undertake other relevant Governance training and to attend regional and national events on behalf of the organisation.

# **GLOUCESTERSHIRE RURAL COMMUNITY COUNCIL**

## **TRUSTEES REPORT FOR THE YEAR ENDED 31 MARCH 2011**

All Trustees receive a Trustee Induction pack which has been prepared drawing information from the various Charity Commission publications signposted through the Commission's guide "the Essential Trustee" as a follow up to these sessions. This is distributed to all new trustees together with the Memorandum and Articles and the latest financial statements, GRCC publications and publicity information.

### **Risk Management**

The Board of Trustees maintains a risk register.

GRCC systems and procedures have been reviewed in conjunction with staff and trustees in order to mitigate risks to the Charity.

GRCC is developing future areas of work in response to local need. The Charity continues to use its Trading subsidiary "Gloucestershire Rural Projects Ltd" as appropriate.

Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the Offices of the GRCC and regular reports are produced, which are then discussed and acted upon by the Senior Management Team.

### **Organisational Structure**

The Board of Trustees meets quarterly and is attended by the Senior Management Team. It has two main committees.

**The Chairman's Committee** is chaired by the Chairman of the Board and comprises of the Vice-Chairman and the Honorary Treasurer and two additional Trustees. It is serviced by the Chief Executive and other members of staff as appropriate. The Committee meets on a bi-monthly basis or as appropriate.

**The Local History Committee** is chaired by a Trustee and meets four times a year, reporting to the Board of Trustees and is serviced by a member of the GRCC team.

In addition, many discreet Projects have a Steering Group – normally (but not exclusively) chaired by a Trustee and comprising interested parties, funders and stakeholders.

The Chief Executive reports to the Chairman of the Board of Trustees and is charged with implementing Board Policy and ensuring compliance. She is also responsible for ensuring that the Charity delivers the services specified and that key performance indicators are met.

The Senior Management Team comprising of the Chief Executive and two Assistant Chief Executives, meets weekly and a full Staff Team Meeting is held monthly. The priority at both meetings is ACTION.

### **Related Parties**

The GRCC is founder member of both ACRE (Action with Communities in Rural England) the national association of RCCs, and of SWAN (the Southwest ACRE Network – the regional association). The GRCC Chairman served as Chairman of SWAN and is a member of the Board of ACRE. The Chairman and Chief Executive are Directors of SWAN.

The Chief Executive is a board member of Gloucestershire Assembly.

The Chief Executive is a board member of Gloucestershire Infrastructure Group (GIG).

# **GLOUCESTERSHIRE RURAL COMMUNITY COUNCIL**

## **TRUSTEES REPORT FOR THE YEAR ENDED 31 MARCH 2011**

The Chairman is a member and currently chair of the Gloucestershire First Board (the Economic Partnership for Gloucestershire) and of its Rural Economy Advisory Panel. He also sits on the SOUTH WEST CORE (Council for Rural Enterprise) two national Panels under the auspices of DEFRA (The Department of Environment, Food and Rural Affairs) and on SWRAF (South West Rural Affairs Forum).

In so far as it is complimentary to the charity's objects, the charity is guided by both local and national policy. The continued representation of GRCC on local partnerships and organisations has proved invaluable to the charity in establishing improved links within the community and identifying relevant policy developments and prospective funding.

### **Objectives and Activities:**

#### **MISSION STATEMENT**

"GRCC is dedicated to enriching the lives of people living in Gloucestershire by supporting them through change and by enabling them to determine, shape and develop their own communities."

#### **Aims (2010/2011)**

##### **Organisational Aims**

- To influence change and respond with innovative solutions
- To be the leader in inclusive and sustainable community development
- To ensure the voice of rural communities is heard
- To build on existing profile and reputation of the organisation
- To ensure that GRCC continues to be fit for purpose and gives best value
- To enable GRCC to be responsive to a changing environment

#### **Objectives (2010/2011)**

##### **GRCC will:**

- Increase and capitalise on knowledge at all levels
- Make effective use of networks, partnerships and strategic forums at national, regional and national level
- Lead advice and support for parishes to develop plans for their future
- Support communities to move forward actions
- Link plans and strategies at local, regional and national level
- Build community capacity
- Improve access to and quality of services available in rural areas
- Actively promote inclusion
- Be the voice of rural communities
- Empower Gloucestershire's individuals and community groups to represent themselves
- Invest in effective communications
- Effectively market GRCC's work
- Maintain and further develop GRCC's corporate image
- Increase GRCC's visibility
- Maintain GRCC's professionalism
- Successfully deliver high quality projects in line with the business plan
- Continue to make GRCC a highly regarded employer

# GLOUCESTERSHIRE RURAL COMMUNITY COUNCIL

## TRUSTEES REPORT FOR THE YEAR ENDED 31 MARCH 2011

- Further develop the trustee team to meet the future needs of the organisation
- Make the most of Community House
- Maximise organisational efficiency
- Ensure efficient financial management
- Maximise opportunities to work within GRCC's recognised areas of expertise
- Target opportunities for generating income

### Achievements and Performance

- 1 To influence change and respond with innovative solutions
  - CASE / Community and Social Enterprise facilitation service established – resulting in the securing of inward investment into Gloucestershire in excess of £500K
  - Connect Project funded by Nominet
  - Publication of Gloucestershire Community Shops booklet
  - Additional Pub Clubs established
  - 71 training sessions delivered
  - 3 Sector Match working with Businesses and the education Sector focusing on "Pre NEETs"
  - Village and Community Agents active in 22 additional parishes
  - Acting as Lead Organisation for the Digital TV Help Scheme
  - 48 new opportunities identified and bids/tenders submitted
  - 17 successful bids/ tenders to date
- 2 To be the leader in inclusive and sustainable community development

During the year the following has been achieved

  - 25 parish and community plans in progress
  - Parish and community-led planning review and refresh guidance information used by communities
  - GRCC worked with GCC and Gloucestershire Assembly on revision of Compact
  - GRCC is seen as the lead advice organisation regarding localism
  - 222 Parishes supported, many on more than one occasion and by more than one member of staff
  - Funding advice/assistance 103
  - Affordable housing advice/assistance, (resulting in 47 affordable housing units built) 29
  - Advice/assistance to parish councils 138
  - Advice/assistance to village/community halls 115
  - Advice/assistance to community groups 433
  - Advice via telephone 318
  - Advice via email 321
  - Advice via informal face-to-face contact 1740
  - Parish-based meetings attended 664
  - Additional volunteers recruited 58
  - Meetings with newly elected Gloucestershire MPs
  - Engagement in Gloucestershire Infrastructure Group
  - 8 Performance Improvement For All events attended by 109 organisations
  - 10 InTouch information events for Older People attended by 588 delegates
  - 104 attendees at the Stroud District funding event organised by GRCC
  - Delivery of a series of training workshops for Parish Councillors and others interested in planning the Local Development Framework and Changes
  - Emergency Planning work in 6 districts working with Councillors, to enable them to produce community emergency plans using the GRCC toolkit
  - GRCC Emergency Planning toolkit distributed to all Parish Councils

# **GLOUCESTERSHIRE RURAL COMMUNITY COUNCIL**

## **TRUSTEES REPORT FOR THE YEAR ENDED 31 MARCH 2011**

- 3 To ensure the voice of rural communities is heard
  - Forest of Dean 'Big Society' Forum attended by 66 delegates
  - Village Project - Cost Benefit Analysis report produced and distributed
  - Parish and community led plan action status reports updated
  - On the ground report on community achievements in the Cotswold District produced
  - Additional copies of the State of Rural Gloucestershire report produced and distributed
  - 52 case studies developed and used
  - GRCC involved with all rural LSPs
  - Regional Member of SWRAF representing RCCs
  - Strong regional representation through SWAN
  - GRCC represents "Rural" on Gloucestershire Assembly
  - Chair of VCS Safer & Stronger Strategy Group
- 4 To build on existing profile and reputation of the organisation
  - New website developed and launched
  - Performance Improvement for All (PIFA) project supporting 212 organisations
  - 73 countywide email alerts containing web links, each sent out to 2,500 people
  - 12 Cotswold Life articles produced
  - 32 Radio Gloucestershire interviews/ presentations and panel programmes
  - Village Agents featured in "Over the Hill?" best practice dvd
  - Two television interviews
- 5 To ensure that GRCC continues to be fit for purpose and gives best value
  - GRCC internal Quality Standards improvement programme continued
  - Investors in People (IiP) re-accreditation
  - Continuous refinement of systems and working practices to increase effectiveness
  - Monthly monitoring of organisational and project budget and cash flow

The above was achieved through projects in the following areas

InTouch, Village and Community Agents, Jump2, Gloucestershire LINK, Performance Improvement for All (PIFA), Rural Housing Enabler, Three Sector Match, Village and Community Hall Support, Connect Project and Rural Advice and Community Support



# **GLOUCESTERSHIRE RURAL COMMUNITY COUNCIL**

## **TRUSTEES REPORT FOR THE YEAR ENDED 31 MARCH 2011**

### **Investment Policy**

Any operating funds within the financial year that are not required immediately are invested in COIF Deposit Account providing over the market rate. The Charity's Endowments Funds are invested in named COIF accounts, other than the Goodeve Legacy which is invested in MG Charifund. The Chairman's Committee are of the view that the return on these investments is more than the normal rate of return from other investment fund opportunities and of course are paid gross.

### **Reserves Policy**

GRCC aims to have a level of unrestricted reserves that are sufficient to allow time for reorganisation in the event of a downturn in income, protect ongoing work programmes and to allow the organisation to continue to meet its objectives. This is particularly relevant in the uncertain Government funding situation in which we find ourselves at this time. Based on the accounts to 31 March 2011 this target level would be £146,768, whilst freely available unrestricted reserves are shown as £285,485.

### **Position**

As at 31<sup>st</sup> March 2011 the current level of unrestricted reserves stand at £334,090. The Charity also holds £181,433 in restricted funds and a permanent endowment of £37,794.

### **Fixed Assets**

The GRCC owns Community House, 15 College Green, Gloucester (all but "The Archway" room over the flying freehold into Miller's Green). The latest valuation has indicated a figure of around £400,000, as against a net book value of £14,272.

### **Plans for Future Periods**

The development of the Business Plan for 2010-2013, was in consultation with Trustees, staff, Associates and Volunteers, Stakeholders and Funders and resulted in the following Organisational Aims being adopted.

### **Mission Statement**

"GRCC is dedicated to enriching the lives of people living in Gloucestershire by supporting them through change and by enabling them to determine, shape and develop their own communities."

### **Strapline**

"Supporting Gloucestershire's communities through change"

### **Values**

GRCC seeks to incorporate the following principles in all its activities:

- Sustainability
- Pursuit of excellence and best value
- Responsiveness and adaptability
- Inclusion and equal opportunities
- Participation and partnership
- Openness and accountability
- Empowerment and enablement

### **Organisational Aims**

- A To influence change and respond with innovative solutions
- B To be the leader in inclusive and sustainable community development
- C To ensure the voice of rural communities is heard
- D To build on existing profile and reputation of the organisation
- E To ensure that GRCC continues to be fit for purpose and gives best value

# GLOUCESTERSHIRE RURAL COMMUNITY COUNCIL

## TRUSTEES REPORT FOR THE YEAR ENDED 31 MARCH 2011

F To enable GRCC to be responsive to a changing environment

A detailed strategy for 2010/11 to achieve each of these aims was developed with specific actions identified

### Responsibilities of the Board of Trustees

Company law requires the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Board of Trustees should follow best practice and

- Select suitable accounting policies and then apply them consistently,
- Make judgements and estimates that are reasonable and prudent, and
- Prepare the financial statements on the 'going concern' basis unless it is inappropriate to assume that the company will continue on that basis

The Board of Trustees is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Board of Trustees is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### Members of the Board of Trustees

Members of the Board of Trustees, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1

In accordance with company law, as the company's directors, we certify that

- So far as we are aware, there is no relevant audit information of which the company's Auditors are unaware, and
- As the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information

### Auditors

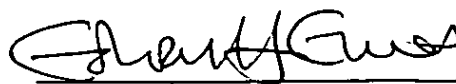
Griffiths Marshall were re-appointed as the charitable company's auditors during the year and have expressed their willingness to continue in that capacity

This report has been prepared in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities

Approved by the Board of Trustees on 18<sup>th</sup> July 2011 and signed on its behalf by



John G. Hazelwood CBE MA DL  
(Chairman)



Edward Elwes  
(Honorary Treasurer)

**GLOUCESTERSHIRE RURAL COMMUNITY COUNCIL**

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF  
GLOUCESTERSHIRE ASSOCIATION FOR VOLUNTARY &  
COMMUNITY ACTION**

We have audited the financial statements of Gloucestershire Rural Community Council for the year ended 31 March 2011 which comprise the Statement of Financial Activities, the Summary Income and Expenditure Account, the Balance Sheet and the related notes. The financial statements have been prepared under the accounting policies set out therein.

**Respective responsibilities of trustees and auditors**

The trustees' (who are also the directors of the company for the purposes of company law) responsibilities for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the financial statements give a true and fair view are set out in the Statement of Trustees' Responsibilities on page 8.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view, have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and have been prepared in accordance with the Companies Act 2006. We also report to you whether, in our opinion, the information given in the Trustees' Annual Report is consistent with those financial statements.

In addition we report to you if, in our opinion, the charity has not kept adequate accounting records, if the charity's financial statements are not in agreement with the accounting records and returns, if we have not received all the information and explanations we require for our audit, or if certain disclosures of trustees' remuneration specified by law are not made.

We read the Trustees' Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it.

**Basis of Audit Opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) 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 trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity'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.

**GLOUCESTERSHIRE RURAL COMMUNITY COUNCIL**  
**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF**  
**GLOUCESTERSHIRE ASSOCIATION FOR VOLUNTARY &**  
**COMMUNITY ACTION**

**Opinion**

In our opinion -

- the financial statements give a true and fair view of the state of the charity's affairs as at 31 March 2011 and of its incoming resources and application of resources, including its income and expenditure for the year then ended,
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to smaller entities,
- the financial statements have been prepared in accordance with the Companies Act 2006, and
- the information given in the Trustees' Annual Report is consistent with the financial statements



**Steve Humphries (Senior Statutory Auditor)**  
**For and on behalf of Griffiths Marshall**

**Chartered Accountants**  
**Statutory Auditors**

Beaumont House  
172 Southgate Street  
Gloucester  
GL1 2EZ

Dated 18/07/2010

**GLOUCESTERSHIRE RURAL COMMUNITY COUNCIL**

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2011**

	Notes	Unrestricted Funds	Restricted Funds	Endowment Fund Goodeve Legacy	Total Funds 2011	Total Funds 2010
		£	£	£	£	£
<b><u>INCOMING RESOURCES</u></b>						
<b>Incoming resources from generated funds</b>						
- Voluntary income						
- Grants receivable	2	113,753	0	0	113,753	157,553
- Donations		10,883			10,883	210
- Subscriptions and memberships		3,767			3,767	4,080
- Activities for generating funds						
- Consultancy fees		0			0	0
- Office service sales		9,804			9,804	9,565
- Letting		5,262			5,262	5,262
- Investment income	3	2,043	81	1,858	3,982	4,531
<b>Incoming resources from charitable activities</b>						
- Project funding and grants	4	12,143	984,996		997,139	971,091
<b>Other incoming resources</b>		8,132			8,132	10,488
<b>Total incoming resources</b>		<b>165,787</b>	<b>985,077</b>	<b>1,858</b>	<b>1,152,722</b>	<b>1,162,780</b>
<b><u>RESOURCES EXPENDED</u></b>						
<b>Costs of generating funds</b>						
- Office service costs		22,940	0	0	22,940	47,257
- Costs of generating voluntary income						
- Publicity	6	21,618	0	0	21,618	11,793
<b>Charitable activities</b>	5,17	29,055	1,002,105	0	1,031,160	1,018,199
<b>Governance costs</b>	7	15,458	0	0	15,458	19,566
<b>Total resources expended</b>	5	<b>69,071</b>	<b>1,002,105</b>	<b>0</b>	<b>1,091,176</b>	<b>1,098,815</b>
<b>Net incoming resources / (resources expended) before transfers</b>		<b>78,718</b>	<b>(17,028)</b>	<b>1,858</b>	<b>61,546</b>	<b>65,965</b>
<b>Transfers</b>		<b>1,341</b>	<b>517</b>	<b>(1,858)</b>	<b>0</b>	<b>0</b>
<b>Net (resources expended) / incoming resources before revaluations and investment asset disposals</b>		<b>78,057</b>	<b>(16,511)</b>	<b>(0)</b>	<b>61,546</b>	<b>65,965</b>
<b>Gain / (loss) on investment assets unrealised</b>	11			<b>1,789</b>	<b>1,789</b>	<b>9,362</b>
<b>Net movement in funds</b>	15	<b>78,057</b>	<b>(16,511)</b>	<b>1,789</b>	<b>63,335</b>	<b>75,327</b>
<b>Reconciliation of funds</b>						
Fund balances at 31 March 2010		256,034	197,944	36,004	489,982	414,855
Fund balances at 31 March 2011	15,17	<b>334,091</b>	<b>181,433</b>	<b>37,793</b>	<b>553,317</b>	<b>489,982</b>

GLOUCESTERSHIRE RURAL COMMUNITY COUNCIL

SUMMARY INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2011

	2011 £	2010 £
Income	1,148,740	1,158,249
Expenditure	1,091,176	1,096,815
<b>Operating Surplus / (Deficit)</b>	<b>57,564</b>	<b>61,434</b>
Income from fixed asset investments	1,858	2,054
Other interest receivable and similar income	2,124	2,477
<b>Net income / (expenditure) for the year</b>	<b>61,546</b>	<b>65,965</b>

GLOUCESTERSHIRE RURAL COMMUNITY COUNCIL

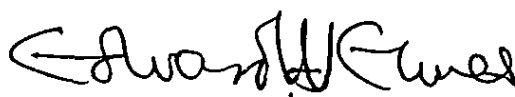
BALANCE SHEET AT 31 MARCH 2011

	Notes	2011 £	2010 £
<b>Fixed Assets</b>			
- Tangible fixed assets	10	48,605	74,133
- Investments	11	37,793	36,004
		<u>86,398</u>	<u>110,137</u>
<b>Current Assets</b>			
- Stocks		0	6,000
- Debtors	12	195,548	201,588
- Cash at bank and in hand		573,116	362,163
		<u>768,664</u>	<u>569,751</u>
<b>Liabilities</b>			
Amounts falling due within one year	13	301,745	189,906
<b>Net Current Assets</b>		<u>466,919</u>	<u>379,845</u>
<b>NET ASSETS</b>		<u>553,317</u>	<u>489,982</u>
<b>FINANCED BY</b>			
<b>Capital funds</b>			
- Endowment	15	37,793	36,004
<b>Income funds</b>			
- Restricted	17	181,433	197,944
- Unrestricted	15	283,071	205,014
- Unrestricted - Designated	16	51,020	51,020
		<u>553,317</u>	<u>489,982</u>

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and with the Financial Reporting for Smaller Entities (effective April 2008)

Approved by the Trustees on 18th July 2011

and signed on their behalf by



Edward Elwes

John G Hazelwood CBE MA DL



The notes on pages 12 to 19 form part of these accounts

## GLOUCESTERSHIRE RURAL COMMUNITY COUNCIL

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2011

#### 1 ACCOUNTING POLICIES

##### Basis of Accounting

The financial statements have been prepared in accordance with the provisions of the Companies Act 2006, the latest Statement of Recommended Practice on accounting and reporting by charities (SORP 2005) and the Financial Reporting Standard for Smaller Entities (effective April 2008). Where necessary the headings laid down in the Companies Act have been adapted to meet the special activities of the Project. The Project qualifies as a small company under the Companies Act 2006, and the Trustees have elected to take advantage of the exemption under FRS1 not to prepare a cash flow statement.

##### (a) Accounting convention

- The financial statements have been prepared under the historical cost convention.

##### (b) Incoming resources

- Legacies, donations, gifts and bank interest are accounted for when they are received unless amounts receivable can be determined with reasonable activity.
- Grants received for specific purposes are recorded as restricted grants in the period in which the grant relates as directed by the donor.
- Grants received for a specific future period are recorded as restricted grants when received but deferred and held as a creditor until the period in which they relate.
- Grants which relate to performance and specific deliverables are accounted for as the charity earns the right to consideration by its performance.
- Endowment fund income is unrestricted.
- Income from sales of donated goods is recognised when the goods are sold.

##### (c) Resources expended

- Expenditure is recorded on the accruals basis and liabilities are included when the legal obligation has been created.
- Expenditure in Charitable activities represents the costs incurred in carrying out the charitable objectives of the Project.
- Publicity costs represent the staff, travel and advertising costs of obtaining funding.
- Governance costs represent the cost of general administration functions of the charity.
- Basis of appointment of expenditure:
  - Staff costs are allocated on a basis of time spent on each category of activity.
  - Premises costs are allocated to direct charitable support costs.
  - Depreciation provision is allocated on basis of use of the assets.
  - All other overheads are allocated to projects as a percentage of direct expenditure.
- All direct expenditure has been specifically allocated.

##### (d) Taxation

As a registered charity, the activities are generally exempt from Income Tax and Capital Gains Tax in connection with its direct charitable purpose, but not from VAT.

##### (e) Tangible fixed assets

Tangible fixed assets are stated at cost less depreciation. Depreciation of tangible fixed assets is provided at the following annual rates in order to write off each asset over its estimated useful life:

Freehold property	2% reducing balance
Freehold improvements	20% straight line
Fixtures, fittings and equipment	20% reducing balance
Motor vehicles	20% reducing balance
Computer equipment	20% straight line method on original equipment
	33% straight line method on restricted fund assets
	33% reducing balance method on unrestricted fund assets

##### (f) Fixed asset investments

Fixed asset investments are included at market value as required by the Statement of Recommended Practice - Accounting by Charities. Realised and unrealised gains and losses are shown on the Statement of Financial Activities.

##### (g) Restricted funds

These represent grants received for specific purposes, less revenue expenditure incurred. Where the grant was received for capital purposes, the expenditure has been capitalised and is included in fixed assets.

##### Designated fund

This represents an amount allocated by the Trustees towards specific purposes as shown in note 16.

##### Unrestricted fund

The 'general fund' represents income received less expenditure other than of a restricted nature.

##### Endowment fund

This represents the net assets, including unrealised gains on the investment of the Goodeve Legacy.

##### (h) Operating leases

Payments under operating leases are charged to the Statement of Financial Activities in the period in which they are incurred.

##### (i) Deferred Income

Income is deferred when the donor specifies the income is for a future period or applies conditions that cannot be met until a future period.



**GLOUCESTERSHIRE RURAL COMMUNITY COUNCIL**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2011**

**1 ACCOUNTING POLICIES (continued)**

**(i) Pension scheme**

The Charity operates a defined contribution scheme for which the contributions are charged to the profit and loss account in the period in which they arise

**2 GRANTS AND S L A 's RECEIVABLE**

	2011 Unrestricted £	2011 Restricted £	2011 TOTAL £	2010 TOTAL £
Gloucestershire County Council	12,500	0	12,500	50,000
ACRE (DEFRA)	66,553	0	66,553	66,553
Cotswold District Council	19,000	0	19,000	19,000
Stroud District Council	5,400	0	5,400	12,000
Forest of Dean District Council	10,300	0	10,300	10,000
	<b>113,753</b>	<b>0</b>	<b>113,753</b>	<b>157,553</b>

**3 INVESTMENT INCOME**

	2011 £	2010 £
Listed UK investments	1,858	2,054
Cash investments	2,124	2,477
	<b>3,982</b>	<b>4,531</b>

**4 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

**Grants and Project Funding**

Grants	2011 Unrestricted £	2011 Restricted £	2011 TOTAL £	2010 TOTAL £
Gloucestershire County Council	0	680,425	680,425	671,407
Stroud District Council	0	4,000	4,000	13,118
Cotswold District Council	0	4,854	4,854	9,000
Forest of Dean District Council	0	6,880	6,880	6,880
Tewkesbury Borough Council	0	3,680	3,680	2,000
Cheltenham Borough Council	0	10,000	10,000	12,700
Bromford Housing Association	0	8,000	8,000	8,000
Severn Vale Housing Association	0	8,000	8,000	8,000
Gloucester Housing Association	0	8,000	8,000	8,000
Two Rivers Housing Association	0	8,000	8,000	8,000
Cottsway Housing Association	0	3,700	3,700	0
Big Lottery Fund	0	103,374	103,374	109,986
Red Cross	0	0	0	9,300
Severn Trent	0	0	0	9,000
South West Foundation	0	0	0	780
Gloucestershire Infrastructure Group	0	9,637	9,637	7,114
University of West of England	0	0	0	20,000
Digital Outreach	0	0	0	17,950
Young Chamber UK	0	4,600	4,600	0
Gloucestershire Development Agency	0	3,000	3,000	0
South West Acre Network	0	29,533	29,533	0
Other small funding	0	2,384	2,384	0
	<b>0</b>	<b>898,067</b>	<b>898,067</b>	<b>921,235</b>
<b>Direct income from project activities</b>				
Enterprising Communities	9,370	71,227	80,597	12,072
Researching Communities			0	0
Inclusive Communities	2,773	15,702	18,475	37,784
Strategy			0	0
	<b>12,143</b>	<b>86,929</b>	<b>99,072</b>	<b>49,856</b>
	<b>12,143</b>	<b>984,996</b>	<b>997,139</b>	<b>971,091</b>

**GLOUCESTERSHIRE RURAL COMMUNITY COUNCIL**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2011**

**5 RESOURCES EXPENDED**

Allocation of costs by activity	Direct Expenditure £	Grants Paid £	Support costs allocation £	2011 TOTAL £	2010 TOTAL £
Enterprising communities	252,617	400	45,877	298,894	287,476
Researching communities	0	0	0	0	0
Inclusive communities	611,899	9,241	111,126	732,266	730,723
Strategy	0	0	0	0	0
	<b>864,516</b>	<b>9,641</b>	<b>157,003</b>	<b>1,031,160</b>	<b>1,018,199</b>
Funded support costs				0	0
	<b>864,516</b>	<b>9,641</b>	<b>157,003</b>	<b>1,031,160</b>	<b>1,018,199</b>
<b>Activities to generate funds</b>					
Publicity			21,618	21,618	11,793
Office service costs	22,940			22,940	47,256
<b>Governance</b>	15,458			15,458	19,566
	<b>902,914</b>	<b>9,641</b>	<b>178,621</b>	<b>1,091,177</b>	<b>1,096,814</b>

**6 PUBLICITY**

	Unrestricted Funds £	Restricted Funds £	TOTAL 2011 £	TOTAL 2010 £
Professional fees	0		0	(1,150)
Publications and publicity	13,297		13,297	5,902
Staff costs	6,952		6,952	6,200
Other labour related costs	1,369		1,369	841
	<b>21,618</b>	<b>0</b>	<b>21,618</b>	<b>11,793</b>

**7 GOVERNANCE COSTS**

	Unrestricted Funds £	Restricted Funds £	TOTAL 2011 £	TOTAL 2010 £
Trustee expenses	774		774	1,005
Meetings and contacts	1,118		1,118	1,350
Printing and publications	729		729	804
Auditors remuneration	5,224		5,224	5,288
Staff costs	6,814		6,814	10,053
Other labour related costs	740		740	1,007
Other governance costs	59		59	61
	<b>15,458</b>	<b>0</b>	<b>15,458</b>	<b>19,568</b>

Trustees expenses were expenses reimbursed to trustees who incurred expenses for travel, secretarial costs and stationery on behalf of the company

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year

**GLOUCESTERSHIRE RURAL COMMUNITY COUNCIL**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2011**

**8 GRANTS PAYABLE**

		2011 £	2010 £
Aggregate of grants more than £1,000			
	to institutions	-	-
	to individuals	-	-
Aggregate of grants less than £1,000			
	to institutions	9,641	6,760
	to individuals	-	2,668
		<u>9,641</u>	<u>9,428</u>

**9 ANALYSIS OF COSTS**

	2011 £	2010 £
<b>Staff costs</b>		
Wages and salaries	654,273	604,603
Social Security costs	48,250	40,579
Pension contributions		
- Money purchase schemes	22,182	20,459
Benefits in kind	0	0
	<u>724,705</u>	<u>665,641</u>
 Number of staff with benefits accruing under		
Money purchase schemes	13	11
Defined benefit scheme	0	0
 The average number of employees, analysed by function, was		
Chantable activities	26	25
Management and administration	3	3
	<u>29</u>	<u>28</u>

There were no employees whose annual emoluments were £60,000 or more

**10 TANGIBLE FIXED ASSETS**

	Freehold property £	Building improvements £	Furniture & Equipment £	Computer equipment £	Motor Vehicles £	TOTAL £
<b>Cost</b>						
At April 1 2010	21,852	28,257	17,790	59,597	33,463	160,959
Additions	0	0	1,804	3,147	0	4,951
Disposals	0	0	(136)	0	(5,553)	(5,689)
At 31 March 2011	<u>21,852</u>	<u>28,257</u>	<u>19,458</u>	<u>62,744</u>	<u>27,910</u>	<u>160,221</u>
<b>Depreciation</b>						
At April 1 2010	7,288	26,955	8,317	28,372	15,895	86,827
Charge for the year	292	521	2,438	10,716	18,511	30,478
On disposals	0	0	(136)	0	(5,553)	(5,689)
At 31 March 2011	<u>7,580</u>	<u>27,476</u>	<u>10,619</u>	<u>39,088</u>	<u>26,853</u>	<u>111,616</u>
<b>Net book values</b>						
at 31 March 2011	<u>14,272</u>	<u>781</u>	<u>8,839</u>	<u>23,656</u>	<u>1,057</u>	<u>48,605</u>
at 31 March 2010	<u>14,564</u>	<u>1,303</u>	<u>9,473</u>	<u>31,225</u>	<u>17,568</u>	<u>74,133</u>

**GLOUCESTERSHIRE RURAL COMMUNITY COUNCIL**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2011**

**11 FIXED ASSET INVESTMENTS (GOODEVE LEGACY)**

	2011 £	2010 £
<b>UK Quoted investments - Charfund Income units</b>		
Market value at 31 March 2010	36,004	26,642
Unrealised gain / (loss)	1,789	9,362
Market value at 31 March 2011	<u>37,793</u>	<u>36,004</u>
Historical cost	6,053	6,053

**12 DEBTORS**

	2011 £	2010 £
Trade debtors	107,646	102,461
Prepayments	11,076	12,165
Accrued income	76,826	86,962
	<u>195,548</u>	<u>201,588</u>

**13 LIABILITIES**

	2011 £	2010 £
Trade creditors	25,811	34,392
Taxes and Social Security	1,591	1,093
Other		259
Accruals	23,577	26,095
Deferred income	250,766	128,067
	<u>301,745</u>	<u>189,906</u>

Deferred income

The deferred income of £250,765 (2010 - £128,067) represents grants received from donors for work that is not to be performed until after 31 March 2011

**14 ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Fixed Assets £	Investments £	Net current assets £	Total net assets £
<b>Restricted funds</b>	0	0	181,433	181,433
<b>Permanent endowments</b>				
Goodeve legacy	0	37,794	0	37,794
<b>Unrestricted funds</b>				
Designated	0	0	51,020	51,020
Other	48,605	0	234,465	283,070
	<u>48,605</u>	<u>37,794</u>	<u>466,918</u>	<u>553,317</u>

**15 RECONCILIATION OF MOVEMENTS IN MEMBERS FUNDS**

	Unrestricted £	Designated (note 16) £	Restricted (note 17) £	Endowment (Goodeve legacy) £	TOTAL £
Balance at 1 April 2010	205,014	51,020	197,944	36,004	489,982
Net movement in funds	78,057	0	(16,511)	1,789	63,335
Balance 31 March 2011	<u>283,071</u>	<u>51,020</u>	<u>181,433</u>	<u>37,793</u>	<u>553,317</u>

GLOUCESTERSHIRE RURAL COMMUNITY COUNCIL

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2011

16 DESIGNATED FUNDS

	2011 £	2010 £
Building contingency	15,000	15,000
Working capital fund	26,020	26,020
Project guarantee fund	10,000	10,000
	<u>51,020</u>	<u>51,020</u>

17 RESTRICTED FUNDS

	Balance at 1 April 2010 £	Incoming £	Movement in resources Transfer £	Outgoing £	Balance at 31 March 2011 £
<b>Direct activity</b>					
Jump Start	0	61,939	13,000	74,939	0
Rural Housing Enabler	16,876	51,380	0	43,470	24,786
In Touch	74,773	59,776	0	68,844	65,705
Village of the Year competition	0	5,500	4,084	9,584	0
3 Sector Match	0	17,600	0	16,288	1,312
Village / Community Agents	0	333,385	(8,654)	324,731	0
Addit'l support - Rural Serv's	0	14,452	0	12,527	1,925
P I F A.	7,351	105,256	1,491	114,098	(0)
LINK	0	214,708	(5,692)	202,591	6,425
Pub Clubs	0	4,127	0	345	3,782
Bereavement facility	0	514	80	594	0
Red Cross	626	0	(491)	135	0
Basis 2 - Village Halls	0	9,637	0	9,095	542
Grey and Pleasant Land	5,432	0	(5,432)	0	0
NLDC - FOD	0	426	0	22	404
FOD Hall baseline	2,216	0	0	948	1,268
BANES Village Agents	0	14,633	0	14,452	181
Digital Switchover	10,797	35,485	0	35,439	10,843
Cooking is fun	0	450	41	491	0
People for you	0	4,663	1,686	6,349	0
CASE	0	30,296	0	29,671	625
Emergency planning toolkit	0	745	404	1,149	0
South Glos work	0	14,900	0	9,482	5,418
Connect nominet	0	5,000	0	2,282	2,718
Community accelerator	0	124	0	23,808	(23,684)
Interim Parish Plan grant	942	0	0	0	942
	<u>119,013</u>	<u>984,996</u>	<u>517</u>	<u>1,001,334</u>	<u>103,192</u>
<b>Residual funds</b>					
North Cotswold Family Centres	4,226	0	0	0	4,226
Transport Solutions	5,453	0	0	0	5,453
Youth Parish Councils	5,001	0	0	771	4,230
	<u>14,680</u>	<u>0</u>	<u>0</u>	<u>771</u>	<u>13,909</u>
<b>Restricted Investments</b>					
Fowler Wright fund	14,478	0	0	0	14,478
Anniversary fund	49,773	81	0	0	49,854
	<u>64,251</u>	<u>81</u>	<u>0</u>	<u>0</u>	<u>64,332</u>
	<u>197,944</u>	<u>985,077</u>	<u>517</u>	<u>1,002,105</u>	<u>181,433</u>

All funds are for specific projects as detailed above for which the GRCC obtains and administers the resources  
These funds are held in current assets and are spent in line with any specific restrictions imposed by the donor

**GLOUCESTERSHIRE RURAL COMMUNITY COUNCIL**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2011**

**18 OPERATING LEASE COMMITMENTS**

	2011 £	2010 £
Annual operating lease commitments in respect of leases expiring		
Within one year	-	-
Between two and five years	-	-

**19 CAPITAL COMMITMENTS**

	2011 £	2010 £
Capital expenditure that has been authorised by the Board of Trustees but not yet contracted or provided for	nil	nil

**20 RELATED PARTY TRANSACTIONS**

The Chanty controls 'Gloucestershire Rural Projects Ltd' (GRP), a company limited by guarantee, by way of the directors. Three Directors were also Directors of GRCC. There is a deed of covenant in place to donate profits to GRCC. At the end of the year GRP owed GRCC £27 (2010: £27). The Balance Sheet and Profit and Loss account of GRP are disclosed in note 22.

There were no other transactions such as are required to be disclosed under the Financial Reporting Standard for Smaller Entities.

**21 INDEMNITY INSURANCE**

The Chanty has both a public and employer's liability insurance policy for £5 million and £10 million respectively (2009: same) to cover claims that might arise. The cost of this policy was £2,378 (2009: £3,014).

**22 FINANCIAL POSITION OF GLOUCESTERSHIRE RURAL PROJECTS LIMITED**

**PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2011**

	2011 £	2010 £
Income	-	-
Expenditure	-	-
Net income for the year	-	-

**BALANCE SHEET AS AT 31 MARCH**

	2011 £	2010 £
Current assets		
- Cash at bank	1,894	1,894
Creditors		
Amounts falling due within one year	27	27
Net Current Assets	1,867	1,867
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>1,867</b>	<b>1,867</b>

**RESERVES**

Profit and loss account	1,867	1,867
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