Company Number: 3181755 Registered Charity Number: 1054282

GLOUCESTERSHIRE RURAL COMMUNITY COUNCIL

(Limited by guarantee and not having a share capital)

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 1997



Dudbridges

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 1997

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 1997

The trustees present their report and the financial statements of the company for the year ended 31 March 1997.

On 2 April 1996 the Gloucestershire Rural Community Council (GRCC) was incorporated as a company limited by guarantee which is governed by its Memorandum and Articles of Association and is a registered charity.

It took over the assets and liabilities of the previously unincorporated Gloucestershire Rural Community Council which had been constituted as a charity since 1923.

Objects and Policies

The objects of the charity, as stated in its Memorandum of Association, are as follows:-

- (i) To promote any charitable purposes for the benefit of the rural community in the County of Gloucestershire and in particular the advancement of education, the protection of health and the relief of poverty and distress and physical and mental sickness and disability.
- (ii) To promote and organise co-operation in the achievement of the above purposes and to that end to bring together representatives of the voluntary organisations and statutory authorities engaged in the furtherance of the above purposes within the area of benefit.

The GRCC is managed by the Board of Trustees and the day to day work is carried out by the director and a team of paid staff and volunteers. A team of six district based fieldworkers work in the rural areas on a variety of issues and projects.

The GRCC attempts to respond to the ever-changing needs of people in rural communities for housing, transport, voluntary sector support, community care, work with children and families and economic issues. It also provides the village halls advisory service and supplies the secretariat for the Gloucestershire Association of Town and Parish Councils (GATPC).

Chairman

Trustees

The trustees who served throughout the year are as follows:-

Individual trustees

Mr David A Sketchley CPFA IRRV
Father D Michael Jones-Frank
Mr Phillip R F Randall
Mr Richard Atkinson C Eng JP
Mr John V Miller MBE MA CPFA
Professor Stephen Owen BA MRTPI FRSA
Mavis, Viscountess Dunrossil BA M Litt DL
Mrs Beryl Evans BA Cert Ed
Mr Richard J Keene
Mr Bryan Jerrard BA M Litt
Mr John M Weedon
Mr Rodney A F Vaughn
Mrs Julia D Chamberlayne

Vice Chairman until 14 October 1996 Vice Chairman from 14 October 1996 Honorary Treasurer

(appointed 19 September 1996) (appointed 19 September 1996) (appointed 19 September 1996)

Mr John H B Workman OBE MA

President, ex-officio

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 1997 continued

Representative trustees

Councillor Deryck John Nash DMS MIMgt

Councillor Derek M M Davies

Mr Herbert F Hamel Mrs Carole Bevan Gloucestershire County Council
Association of District Councils

Gloucestershire Association of Parish & Town Councils

Gloucestershire Federation of Women's Institutes

Company secretary

Mr Michael E Chivers

At the first annual general meeting of the company all the trustees shall retire from office. Mr David A Sketchley and Mr John V Miller will not be seeking re-election. At every subsequent annual general meeting all representative trustees shall retire and one third of individual trustees shall retire by rotation and, being eligible, may offer themselves for re-election.

Trustees can be appointed or re-appointed at general meeting or by the trustees subject to conditions set out in the Articles of Association.

Mr Richard Atkinson and Mr David A Sketchley are formally directors of the company. The other trustees will become directors.

Registered office

Community House

15 College Green

Gloucester GL1 2LZ

Bankers

The Co-operative Bank PLC

23a St Aldate Street

Gloucester

Solicitors

Davis Gregory 25 Rodney Road Cheltenham Gloucestershire

Auditors

Dudbridges

Chartered Accountants and Registered Auditors

8 Lansdown

Stroud

Gloucestershire GL5 1BD

Registered charity number

1054282

Company number

3181755

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 1997 continued

Review of the year

Progress for the year is reported in detail in the published annual report for 1996/97 entitled Accounting to Gloucestershire.

Review of transactions and financial position of the year

The company receives a significant proportion of unrestricted funds from Gloucestershire County Council, the Rural Development Commission and other district and borough councils. The detail is shown in note 2 of these financial statements.

The restricted funds income derives mainly from project funding and grants. The movements on these funds are shown in note 17. As shown in note 13, £43382 of the £183165 fund balances is held as fixed assets, being mainly for the North Cotswold Mobile Project and Cotswold Mobile Day Care. The balance of the funds is for future use on the projects.

The expenditure for the year of unrestricted and restricted funds is shown on the Statement of Financial Activities on page 5 and supporting notes.

The net increase in funds is £95275 for the year including an unrealised gain on investments of £2666.

The assets are held to enable the work of the company to continue and commitments to projects to be fulfilled. The freehold property from which the company operates is worth considerably more than its book value. The trustees estimate this to be £300000.

The trustees consider the financial position at 31 March 1997 to be satisfactory in the context of its future plans, and funds should adequately cover future expenditure on projects and on-going items.

The accounting policy has been changed for grants received for the purchase of specific fixed assets. Previously these had been written off against the cost of the asset involved but are now treated as restricted funds in accordance with the Statement of Recommended Practice - Accounting by Charities. The effect of the change is disclosed in note 9 to the accounts.

Further information is contained in the Honorary Treasurer's report in the published annual report for 1996/97 entitled Accounting to Gloucestershire.

Relationship with other charities

GRCC is one of many similar organisations throughout England and much work is carried out in partnership with colleague Rural Community Councils and with the national organisation Action with Communities in Rural England (ACRE). GRCC also works in a multitude of other partnerships ranging from work with the Rural Development Commission (nationally) and partnership with all levels of local government and with voluntary organisations such as volunteer bureaux or the Diocese.

Small company exemptions

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

Signed on behalf of the board on 5th Aug 1997 Meurenen

Mr David A Sketchley

Chairman

AUDITORS' REPORT TO THE MEMBERS OF GLOUCESTERSHIRE RURAL COMMUNITY COUNCIL FOR THE YEAR ENDED 31 MARCH 1997

We have audited the financial statements on pages 5 to 15 which have been prepared under the historical cost convention (as modified by the revaluation of certain fixed assets) and the accounting policies set out on pages 8 and 9.

Respective Responsibilities of Trustees and Auditors

The trustees are responsible for ensuring that financial statements for each financial year which give a true and fair view of the state of affairs of the company and of its surplus or deficit for that period are prepared. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue its activities.

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

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 judgments made by the trustees 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 the company's affairs as at 31 March 1997 and of its surplus for the year then ended.

Dudbridges

Chartered Accountants and Registered Auditors

8 Lansdown

Stroud

Gloucestershire

GL5 1BD

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STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 1997

	Note	Unrestricted Funds	Restricted Funds	Endowment Fund - Goodeve Legacy	Total Funds 1997
		£	£	£	£
Incoming Resources					
Grants receivable	2	203804	_		203804
Project fees		18662	-	-	18662
Management fees		34049	-	-	34049
Project funding and grants		-	220625	-	220625
Donations		3417	_	-	3417
Subscriptions		5232	602	-	5834
Subletting		13363	-	-	13363
Investment income	3	3652	2706	1894	8252
Other		1577	812	-	2389
Total Incoming Resources		283756	224745	1894	510395
Resources Expended					
Direct charitable expenditure	4	260028	136900	_	396928
Fundraising and publicity	5	12887	3147	-	16034
Management and administration of			4 - 1,		10051
the charity	6	4824	-	-	4824
Total Resources Expended		277739	140047	-	417786
Net Incoming/(Outgoing) Resources					
(before transfers)		6017	84698	1894	92609
Transfers between funds		1894	-	(1894)	22003
Other recognised gains and losses				()	
Gains on investments unrealised			-	2666	2666
Net Movement in Funds		7911	84698	2666	95275
Assets transferred from Gloucestershire Rural Community Council - unincorporated charity		28808	98467	25593	152868
Balances carried forward at 31 March 1997		36719	183165	28259	248143

Note on Historical Cost Net Movement in Funds

In accordance with the Charities SORP investments have been included in the statement of financial activities at market value as at 31 March 1997. If these unrealised gains had not been included the historical cost net movement in funds would be:

92609	-	84698	7911

The charity has no recognised gains or losses other than those included in the Statement of Financial Activities.

The notes on pages 8 to 15 form part of these financial statements.

SUMMARY INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 1997

	1997
	£
Income	508610
Expenditure	417786
Operating surplus	90824
Income from fixed asset investments	1785
Net income for the year	92609

The Summary Income and Expenditure Account is derived from the Statement of Financial Activities which, together with the notes to the financial statements on pages 8 to 15, provides full information on the movements during the year on all the funds.

BALANCE SHEET AT 31 MARCH 1997

	Note	£	1997
Fixed Assets		t	£
Tangible fixed assets	9		59000
Investments	10		26861
			85861
Current Assets			
Debtors	11	27950	
Cash at bank and in hand		156992	
		194042	
Liabilities: Amounts falling due within one year	12	184942 22660	
Liabilities. Amounts failing due within one year	12		
Net Current Assets			162282
Net Assets	13		248143
			
Capital Funds			
Endowment	14		28259
Income			
Restricted	14 & 17		183165
Unrestricted	14		25469
Unrestricted - Designated	14 & 16		11250
			248143

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

Approved by the Committee on

and signed on its behalf by

Mr David A Sketchley Chairman

Mr Richard Atkinson Honorary Treasurer

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 1997

ACCOUNTING POLICIES

(a) Basis of accounting

The financial statements have been prepared under the historical cost convention (except for the revaluation of investments at market value) in accordance with applicable accounting standards and in compliance with the Statement of Recommended Practice - Accounting by Charities. All activities of the company are continuing.

(b) Cash flow statement

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 from including a cash flow statement in the financial statements on the grounds that the company is small.

(c) Income

Income is dealt with in accordance with the terms of the nature of receipt. Income is recognised in the period to which it relates with the exception of donations and legacies which are recognised when received unless amounts receivable can be determined with reasonable accuracy.

(d) Grants receivable

Revenue grants are recognised as an incoming resource in the period to which they relate. Capital grants received for a specific purpose are treated as restricted funds, the expenditure from which is capitalised when payable.

(e) Basis of apportionment of expenditure

Direct charitable expenditure includes all costs directly relating to the objective of the charity including costs involved in supporting that work.

Fundraising and publicity costs include those costs incurred in inducing others to make contributions to the charity.

Management and administration costs include those costs connected with management of the charity's assets, organisational management and administration and compliance with constitutional and statutory requirements.

Staff costs

- allocated on a basis of time spent on direct charitable work community projects and fieldwork and direct charitable - support costs.
- the director's salary is apportioned equally between direct charitable community projects and fieldwork, and direct charitable - support costs.

Premises costs - allocated to direct charitable - support costs.

Depreciation - provision is allocated on basis of use of assets.

(f) Tangible fixed assets

Tangible fixed assets are included at cost or valuation less an appropriate provision for depreciation.

(g) Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset less its estimated residual value over the useful economic life of the asset.

Freehold property Furniture and equipment Computer equipment Motor vehicles

2% reducing balance method 20% reducing balance method 20% straight line method 20% reducing balance method

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GLOUCESTERSHIRE RURAL COMMUNITY COUNCIL

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 1997 continued

1 ACCOUNTING POLICIES continued

(h) Fixed assets 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.

(i) Pensions

The council makes contributions to pension schemes on behalf of its staff. Contributions on behalf of the director are paid to the Rural Development Commission for a defined benefit scheme linked to the civil service scheme and administered by the Treasury who are responsible to ensure that funding is adequate. The amount paid is a percentage of gross salary and can vary from year to year. The current percentage is 13.5% (1996 13.5%). Contributions on behalf of administration staff are for a defined contribution scheme the assets of which are held separately from those of the company in an independently administered fund. The contributions are at an agreed fixed rate of 10 1/8% of gross salary. Contributions on behalf of field officers are made to their individual personal pension plans at an agreed fixed rate of 7 1/8% of gross salary. The contributions in all cases are a direct charge in the wages costs for the year as shown in the note below.

(j) Transfer of assets from Gloucestershire Rural Community Council - unincorporated charity. The assets and liabilities of the unincorporated charity were taken over by the company. Tangible fixed assets were taken over at cost less accumulated depreciation and fixed asset investments were taken over at historical cost plus unrealised gains.

2 GRANTS RECEIVABLE

	1997
	£
Gloucestershire County Council	53330
GCC FOD contribution	5000
Rural Development Commission	69101
RDC FOD	7172
Cotswold District Council	24533
Stroud District Council	12200
Tewkesbury Borough Council	10450
Little Rissington Consortia	8606
Forest of Dean District Council	13412
	203804

3 INVESTMENT INCOME

	1997
	£
Listed investments	1785
Cash investments	6467
	8252

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 1997 continued

4 DIRECT CHARITABLE EXPENDITURE

4	DIRECT CHARITABLE EATERDITURE	Note	Unrestricted Funds £	Restricted Funds	Total 1997 £
	Community projects and fieldwork:		~	~	2
	Donations and grants payable	7	-	43040	43040
	Consultancy fees		-	32950	32950
	Salaries, NIC and pensions		127756	22849	150605
	Telephone and travel		24729	4002	28731
	Indemnity insurance		315	_	315
	Training and recruitment		2642	1535	4177
	Mobile project vehicle running and maintenance		-	2112	2112
	Resource materials		_	3441	3441
	Depreciation		3695	5641	9336
	GAPTC contra		4680	-	4680
			163817	115570	279387
	Support costs:				
	Management fees		_	18662	18662
	Premises		14387	612	14999
	Salary, NIC and pensions		65458	-	65458
	Telephone and travel		2981	-	2981
	Insurance		382	111	493
	Stationery, photocopying and postage		9228	1284	10512
	Repairs and maintenance		24	3	27
	Sundry expenses		1385	457	1842
	Affiliations and subscriptions		6752		6752
	Legal and professional fees		294	201	495
	GAPTC contra		(4680)	201	(468
			96211	21330	117541
			260028	136900	396928
5	FUNDRAISING AND PUBLICITY Bublications		10903	1057	12060
	Publications			1957	12860
	Conferences and meetings		1984	1190	3174
			12887	3147	16034
6	MANAGEMENT AND ADMINISTRATION				
-	Audit fees		3786	<u></u>	3786
	Incorporation costs		559	_	559
	AGM expenses		479	-	479
			4824	_	4824
				_	

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 1997 continued

7 DONATIONS AND GRANTS PAYABLE

		Total 1997
		£
	Institutions:	
	Lechlade Chamber of Commerce	3035
	Withington Village History	2000
	Rodborough Parish Appraisal	2618
	Dolphins Hall	1075
	Stonehouse Appraisal	1520
	Holy Trinity Church	1940
	Dean Environmental Forum	1902
	Cinderford Artspace	3926
	South Cerney Group	1275
	Transport Broker	2000
	Dursley LETS	1302
	Spring Gardens Old People's Centre	5972
		28565
	Aggregate of grants less than £1000 each	13208
	Aggregate to 8 individuals	1267

		43040
8	ANALYSIS OF COSTS	
•		1997
		£
	Staff costs	
	Wages and salaries	189018
	Social Security costs	16518
	Pension costs	11533
	Benefits in kind	4507
		221576
		221576
	Premises	
	Rent and rates	3255
	Cleaning	3432
	Maintenance and security	1267
	Car parking	2614
	Light and heat	2500
	Insurance	1858
	Depreciation	73
		14999
		14999
	No employee earned £40000 pa or more.	
	The average number of employees, analysed by function, was:	
	The average number of employees, analysed by function, was.	No
	Direct charitable:	110
	Community projects and fieldwork	9
	Support costs	3
	Fundraising and publicity	1
	r minimining min hannard	
		13
		

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 1997 continued

9	TANGIBLE FIXED ASSETS

· ·	Freehold Property £	Furniture and Equipment £	Computer Equipment	Motor Vehicles £	Total £
Cost		-		-	•-
Transferred from GRCC -					
unincorporated charity	6500	21478	19417	9975	57370
Additions	1638	3522	6156	29781	41097
At 31 March 1997	8138	25000	25573	39756	98467
Depreciation				• • • • • • • • • • • • • • • • • • • •	
Transferred from GRCC -					
unincorporated charity	2872	12445	11150	3591	30058
Charge for the year	73	2320	3634	3382	9409
At 31 March 1997	2945	14765	14784	6973	39467
Net book values					
At 31 March 1997	5193	10235	10789	32783	59000

The effect of deducting capital grants from fixed assets has been to reduce the cost of fixed assets by £16387.

10 FIXED ASSET INVESTMENTS (GOODEVE LEGACY)

		£
	UK Quoted Investments - Charifund income units	
	Transfer of market value from GRCC - unincorporated charity	24195
	Unrealised gain	2666
	Market value at 31 March 1997	26861
	Historical cost 31 March 1997	6053
11	DEBTORS	
		1997
	m 1 11.	£
	Trade debtors	15020
	Officer car loan	4986
	Prepayments	562
	Accrued income	7382
		27950

The officer car loan includes £3078, on which a rate of interest of 4.6% per year is chargeable, which is due after more than one year. All other debtors fall due within one year.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 1997 continued

12	LIABILITIES:	AMOUNTS FALLING DUE WITHIN ONE YEAR	

12	LIABILITIES. AMOUNTS PAI	LLING DOE W	11111111	ME IEA	· III				
							1997		
							£		
	Trade creditors						2885		
	Other creditors:								
	Taxes and Social Security						6375		
	Anniversary Fund loans						6000		
	Other						1036		
	Accruals						4324		
	Deferred income						2040		
							22660		
13	ANALYSIS OF NET ASSETS B	ETWEEN FUN	DS						
			Fixed	Inve	stments	Net	Total		
			Assets			Current	Net		
						Assets	Assets		
			£		£	£	£		
	Restricted Funds		43382		-	139783	183165		
	Endowments								
	Goodeve legacy		-		26861	1398	28259		
	Unrestricted Funds								
	Designated		-		-	11250	11250		
	Other		15618		-	9851	25469		
		•	59000		26861	162282	248143		
	·	=							
14	RECONCILIATION OF MOVEMENTS IN MEMBERS' FUNDS								
		Unrestricted	Unrest	ricted	Restricted	Endowment	Total		
			- Desig		(Note 17)	- Goodeve			
			(N	ote 16)		Legacy			
		£		£	£	£	£		
	Transferred from GRCC -								
	unincorporated charity	17558		11250	98467	25593	152868		
	Net movement in funds	7911		-	84698	2666	95275		
	Balance at 31 March 1997	25469	_	11250	183165	28259	248143		
	<u> </u>		-						
15	CHANGES IN RESOURCES AVAILABLE FOR CHARITY USE								
	Net movement in funds	79 11		•	84698	2666	95275		
	Net increase in tangible fixed								
	assets for direct charitable				(24020)		(2.1.600)		
	purposes	(650)		-	(31038)	-	(31688)		
	Net movement in funds		_						
	available for future activities	7261		_	53660	2666	63587		
	available for future activities	====							

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 1997 continued

16 DESIGNATED FUNDS

	1997
	£
Building Contingency	10000
Equipment Reserve	1250
	11250

17 RESTRICTED FUNDS

	Transferred from GRCC -	Movement i	Balance at 31 March	
	unincorporated	Incoming	Outgoing	1997
	charity			
	£	£	£	£
Grant administration				
Rural Action	7755	25920	30302	3373
Rural Initiative Fund	2878	4035	3716	3197
Country Works	-	5810	5810	-
Community projects				
Affordable Housing	30513	8250	37344	1419
Forest of Dean Childminder	-	214	214	-
Cotswold Transport Broker	10941	9355	10055	10241
North Cotswold Mobile Project	22627	40941	29008	34560
Tewkesbury Transport Forum	2261	10252	2385	10128
Market Towns Survey	-	1000	613	387
Network	-	1000	-	1000
Tewkesbury Care Committee	4298	5000	6346	2952
Cotswold Mobile Day Care	-	58284	13481	44803
Council for the Gloucestershire				
Countryside	249	300	750	(201)
Tewkesbury Mobile Day Care	-	49550	23	49527
Programme (CEEP)	(400)	-	-	(400)
Building refurbishment	-	4052	-	4052
Anniversary Fund	17345	782		18127
	98467	224745	140047	183165

Forest of Dean Childminder

The conditions imposed by the donor could not be met and the money had to be repaid.

Building refurbishment

Amounts were given specifically for the refurbishment work at Community House. These funds are held in fixed and current assets.

All other funds are for specific projects as detailed above for which the GRCC obtains and administers the resources. These funds are held in fixed and current assets.

GLOUCESTERSHIRE RURAL COMMUNITY COUNCIL NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 1997 continued

18 EXPENSES REIMBURSED TO TRUSTEES

Amounts totalling £338 were reimbursed to two trustees who incurred expenses for travel and stationery on behalf of the company.

19 CAPITAL COMMITMENTS

1997 £

Authorised and contracted for: Building refurbishment

8500