# **BRYNCYNON COMMUNITY REVIVAL STRATEGY LIMITED** DIRECTORS REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2003

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COMPANIES HOUSE

13/01/04

**REGISTERED NUMBER: 3195860 (ENGLAND AND WALES)** 

**CHARITY NUMBER: 1067535** 

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## DIRECTORS/TRUSTEES REPORT FOR THE YEAR ENDED 31ST MARCH 2003

### **LEGAL AND ADMINISTRATIVE INFORMATION**

#### **STATUS**

The organisation is a charitable company limited by guarantee, incorporated on 8th May 1996 and registered as a charity on 19th January 1998. The Charity is governed by the clauses set out in its Memorandum and Articles of Association.

### **DIRECTORS**

K.Curtis (Chairperson) J.M.Morgan (Vice Chairperson)

M.Coleman T.J.Coleman

Cllr A.L.Davies MBE

D.M.Davies L.Edwards R.Edwards M.Evans J.A.Flynn

Cllr.S.G.Gregory O..K. Owen

K.J. Reardon Resigned 8.4.02 Father G.J.Francis Resigned 8.4.02

T.Roderick

A.Emson Appointed 12.11.02
B.Hodder Appointed 12.11.02
S.Jones Appointed 12.11.02

**SECRETARY** 

L.Britten Resigned 15.7.02 J.Flynn Appointed 15.7.02

#### **REGISTERED OFFICE**

2/3 Commercial Place, Matthewstown, Mountain Ash, CF45 4YR.

#### **REGISTERED NUMBER**

3195860

#### **CHARITY NUMBER**

1067535

#### **AUDITORS**

Barlow, Mendham & Co., Glandover House, 67 Bute Street, Aberdare, CF44 7LD.

#### **BANKERS**

Lloyds Bank Plc

#### **SOLICITORS**

A.F.Brooks & Co.

# REPORT OF THE DIRECTORS/TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2003

The Directors/Trustees present their report and the audited financial statements for the year ended 31st March 2003.

#### **ACTIVITIES AND RESULTS**

The Company is a charity and our aim is to provide the initial phase for long term strategic revival of the Bryncynon locality following the decline caused by the loss of the dominant coal mining activities in the area around which the community had originally developed. This aim is being carried out via the provision of the facilities in the interests of the advancement of education and social welfare with the purpose of improving the quality of life for the residents of Bryncynon and to support self help initiatives within Bryncynon and its surrounding areas.

Our results fot the year ended 31st March 2003 are shown in the attached financial statements.

The process of changing the focus of our nursery to a family centre, called the Growing Together Centre, has gone well. The facility now houses a playgroup where children over the age of two and a half can be left with our trained staff and an after school club which provides affordable quality childcare for working parents. The Growing Together Centre is also home to our thriving Parent and Toddler Group and two drop - in health clinics are also run there.

The bid we put in last year to the New Opportunities Fund was successful, and the money will be used to refurbish the local Church, which we are in the process of buying. The building will be used for a variety of healthy living initiatives and community activities, with a community lounge and garden, while securing the building for continued use as a church. The provision of this community resource will enable us to extend our work with children and families, the elderly and those in our community who have long term limiting illness or are carers.

Our work with children and young people has gone from strength to strength and we aim to keep expanding on this work and provide even more varied activities in the coming year. A group of young people have set up a Youth Forum and the first copy of a youth newsletter has been published. We have also set up the Build It project working in partnership with the People and Work Unit; this project will support a group of young people through training in a building trade whilst giving them a basic wage.

We currently employ 23 people in full and part time positions and are delighted with the continuing support from funders such as Children In Need, Childrens Promise, Esme Fairbairn and Henry Smith.

#### **FUTURE STRATEGY**

The Charity plans continuing the activities as outlined above in the forthcoming years subject to satisfactory funding arrangements.

#### RESERVES POLICY

The Directors recognise the importance of maintaining unrestricted funds at a level necessary to fund the continuing activities of the Charity in the event of a significant drop in funding. It is particularly important that sufficient funds are maintained to cover management and administration and support costs so that further funding applications are able to be made.

#### **INVESTMENT POLICY**

The Directors have considered the most appropriate policy for investing funds and has concluded that funds surplus to the immediate operational requirements of the Charity at any time should be placed in a bank deposit account which enables transfers to be made as and when those funds are required for operational purposes.

#### **RISK REVIEW**

The Directors have conducted a review of the major risks to which the Charity is exposed and systems have been established to mitigate those risks.

# REPORT OF THE DIRECTORS/TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2003. (Continued)

#### RESPONSIBILITIES OF THE DIRECTORS

Company law requires the management committee 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 Directors should follow best practices and:

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

The Directors are 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 1985. The management committee 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.

#### **AUDITORS**

A resolution will be proposed at the Annual General Meeting that Barlow, Mendham & Co. be re-appointed as auditors for the ensuing year.

The report of the directors/trustees has been prepared in accordance with Part VII of the Companies Act 1985 relating to Small Companies.

This report was approved by the Board on	6/1/2004	and signed on its behalf.
This report was approved by the Board on	Director	

# INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BRYNCYNON COMMUNITY REVIVAL STRATEGY

We have audited the financial statements of Bryncynon Community Revival Strategy for the year ended 31st. March 2003 set out on pages 5 to 12. These financial statements have been prepared under the historical cost convention (as modified by the revaluation of certain fixed assets) and the accounting policies set out therein.

#### Respective Responsibilities of Trustees and Auditors

As described in the Statement of Trustees' Responsibilities the trustees (who are also the directors of Bryncynon Community Revival Strategy for the purposes of company law) are responsible for the preparation of the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

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

We read other information contained in the Trustees Annual Report, and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

#### **Basis of Audit Opinion**

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and 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 charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all 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 mis-statement, 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 charity's affairs as at 31st. March 2003 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Barlow Mendham & Co. Glandover House, 67 Bute Street, Aberdare.

Signed: Balow Mendlan + 6

Dated: 9th January 2004.

# STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31ST MARCH 2003

INCOMING RESOURCES	Notes	Unrestrict ed Funds £	Restricted Funds	Total Funds 2003 £	$\frac{\text{Total}}{\text{Funds}}$ $\frac{2002}{\underline{\mathfrak{t}}}$
INCOMING RESOURCES		<u>z</u> .	≛-	≛	<u>≠</u>
Activities to Further the Charities Objects	2	66,563	222,409	288,972	451,403
Investment Income and Interest		2,570	-	2570	1,727
Total Incoming Resources		69,133	222,409		453,130
RESOURCES EXPENDED					
Charitable Expenditure	3	61,483	210,085	271,568	303,479
Fundraising and Publicity	3	4,076	-	4,076	2,320
Management and Administration	3	2,591	37,846	40,437	63,123
Total Resources Expended	3	68,150	247,931	316,081	368,922
Net Incoming Resources/ (Resources Expended) before transfers		983	(25,522)	(24,539)	84,208
Transfers between funds		66,174	(66,174)		-
		***************************************			
Net Incoming /Outgoing Resources - Net Income/Expenditure for the year		67,157 ======	(91,696)	(24,539)	84,208 
NET MOVEMENT IN FUNDS		67,157	(91,696)	(24,539)	84,208
TOTAL FUNDS AT 1ST APRIL 2002		97,463	166,748	264,211	180,003
TOTAL FUNDS AT 31ST MARCH 2003		164,620	75,052	239,672	264,211

# BALANCE SHEET AS AT 31ST MARCH 2003

	Notes Notes		<u>2003</u>		<u>2002</u>
FIXED ASSETS			£		<u>£</u>
Tangible Fixed Assets	7,13		56,330		59,014
CUDDENT ACCETS					
CURRENT ASSETS Stock	8	350		350	
Debtors	9	47,890		56,944	
Cash at Bank and in Hand	,	147,674		155,559	
Cush at Dank and In Trans					
		195,914		212,853	
CREDITORS: AMOUNTS					
FALLING DUE WITHIN ONE					
YEAR	10	12,572		7,656	
NET CURRENT ASSETS			183,342	***************************************	205,197
NET ASSETS			239,672		264,211
<u>FUNDS</u>					
Unrestricted Funds	11, 12		164,620		97,363
Restricted Funds	11, 12		75,052		166,848
			220 (72		264.211
			239,672 ======		264,211 ======

The directors acknowledge their responsibilities for:

- i) Ensuring that the Company keeps proper accounting records which comply with Section 221 of the Companies Act 1985; and
- preparing accounts which give a true and fair view of the state of affairs of the Company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 226 of the Companies Act 1985, and which otherwise comply with the requirements of the Act relating to accounts, so far as applicable to the Company.

The accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and the Financial Reporting Standard for Smaller Entities.

Approved by the Board on 6/1/2004

A L Review Director

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2003

#### 1) ACCOUNTING POLICIES

#### 1.1 Basis of preparation of financial statements

The financial statements are prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), using the historical cost convention and include the results of the company's operations as indicated in the Directors Report, all of which are continuing. The financial statements reflect the requirements of the revised Statement of Recommended Practice "Accounting for Charities" issued in October 2000.

The company has taken advantage of the exemption in financial reporting standard No.1 from the requirement to produce a cashflow statement on the grounds that the company qualifies as a small company.

#### 1.2 Turnover/Income

Turnover comprises the value of goods and services supplied by the company and relevant portion of grants received, subject to the policy set out in note 1.4 below.

#### 1.3 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 of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:-

Plant, Equipment, Fixtures & Fittings

25% reducing balance basis

Land & Buildings

Not Depreciated

Assets acquired prior to the company operating its own financial systems have been included at cost and depreciated in accordance with the above policy.

#### 1.4 Grants

Grants receivable are treated in different ways dependant upon their purposes and the terms of the grant.

Grants received for the specific purpose of purchasing fixed assets for the continued use of the charity are treated as restricted funds. The restricted fund is then reduced by amounts equivalent to the depreciation charges on the assets concerned and will continue to do so over the expected useful lives of the assets concerned.

Grant receivable for specific purposes are also treated as restricted funds so that any unused funds can be separately identified.

Grants receivable to facilitate the general running of the project i.e. where the directors/trustees can choose how the funds are expended were treated as unrestricted funds.

#### 1.5 Stocks and Work in Progress

Stocks and work in progress are valued at the lower of cost and net realisable value.

### 1.6 Leases and Hire Purchase Contracts

Rentals applicable to operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged to the income and expenditure account in the period in which they are payable.

Assets obtained under Hire Purchase Contracts and Finance Leases are capitalised as fixed assets and depreciated over their useful lives. Finance leases are those where substantially all of the benefit and risks of ownership are assumed by the company. Obligations under such agreements are included in creditors net of finance charge applicable to future periods. The finance element of the payment is charged to the income and expenditure account so as to produce a constant periodic rate of charge on the net outstanding obligations.

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2003 (Continued)

### 1.7 Apportionment of Expenses

Expenditure of a non capital nature incurred by the charity is shown in the statement of financial activities and analysed between direct charitable expenditure and management and administration costs of the charity.

Items of expenditure that involve more than one cost category are apportioned on a reasonable and consistent basis to the cost category involved.

# 1.8 Going Concern Basis

The company is dependant upon grant funding in order for it to continue its operations. The directors consider that it is likely that grant funding will continue from various sources and, therefore, they consider it appropriate to prepare the financial statements on a going concern basis.

# 2. INCOMING RESOURCES FROM ACTIVITIES TO FURTHER THE CHARITIES OBJECTS

Grant Funding Rents, Hire of Space Fundraising Tuition and Other Income Nursery & Childcare Activities Café Takings		Unrestrict ed £ 18,257 3,884 293 16,700 490 26,939	<u>£</u> 222,409	2003 <u>Total</u> <u>£</u> 240,666 3,884 293 16,700 490 26,939	2002 <u>Total</u> £ 389,678 3,767 1,300 19,463 14,593 22,602
		66,563	222,409	288,972	451,403
3. TOTAL RESOURCES EXPENDED					
	<u>Charitable</u> <u>Expendi-</u> <u>ture</u>	Fund- raising & Publicity	Manage- ment & Adminis- tration	<u>2003</u> <u>Total</u>	<u>2002</u> <u>Total</u>
	£	£	£	£	$\underline{\mathfrak{t}}$
Staff Costs	187,390	-	29,424	216,814	247,971
Premises Costs and Overheads Activities costs, Playscheme, Fees, Memberships, Tuition Costs,	16,120	-	8,422	24,542	37,941
Courses & Training	34,493	-	-	34,493	26,820
Advertising and Promotion	-	4,076	-	4,076	2,320
Travel & Expenses	5,662	-	-	5,662	8,547
Accountancy and Audit Fees Other Professional ,legal Costs	-	-	2,591	2,591	2,479
&consultancy Fees	676	-	-	676	12,475
Depreciation Charges	10,598	-	-	10,598	11,492
Café Purchases	16,529	-	-	16,529	14,950
Donations	100	-	-	100	3,927
	271,568	4,076	40,437	316,081	368,922
	======			=======	========

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2003 (Continued)

#### 4. NET INCOMING RESOURCES FOR THE YEAR

	<u>2003</u>	<u>2002</u>
This is stated after charging:	$\underline{\mathbf{f}}$	$\underline{\mathfrak{t}}$
Depreciation	10,598	11,492
Audit and Accountancy Fees	2,591	2,479

There was no trustees remuneration paid, expenses amounting to £115 were paid to the Chairperson of the Trustees for re-imbursement of expenditure incurred whilst conducting charity matters.

### 5. STAFF COSTS

	======================================	=======
	216,814	247,971
Social Security Costs	12,790	15,531
Salaries and Wages	204,024	232,440
	$\underline{\mathfrak{L}}$	<u>£</u>
	<u>2003</u>	<u>2002</u>

No employee received emoluments of more than £50,000.

The average number of full time equivalent employees during the year was as follows:-

	<u>2003</u>	<u>2002</u>
Main Project Activities and Administration	14	16
Cafe	2	2
Nursery/Growing Together Centre	1	4
	<u>17</u>	<u>22</u>

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### 6. TAXATION

The Charitable Company is exempt from Corporation Tax on its charitable activities.

7. TANGIBLE FIXED ASSETS		<u>Plant.</u> <u>Equipment</u>	
7. TANGIBLE FIXED ASSETS		<u>Fixtures</u>	
		and	
	<u>Buildings</u>	<u>Fittings</u>	<u>Total</u>
Cost	<u>£</u>	$oldsymbol{\underline{\pounds}}$	<u>£</u>
As at 1st April 2002	24,536	131,073	155,609
Additions	-	7,914	7,914
As at 31st March 2003	24,536	138,987	163,523
	======		
Aggregate Depreciation			
As at 1st April 2002	-	96,595	96,595
Charge for the year	-	10,598	10,598
As at 31st March 2003	-	107,193	107,193
	======		———— <del>—</del>
Net Book Value			
As at 31st March 2003	24,536	31,794	56,330
	<del></del>		
As at 31st March 2002	24,536	34,478	59,014
	=======		

Included within the above are assets at a cost of £76,336 and related depreciation of £66,146 which were purchased for the Company via the Local Authority. (See also note 13 with regard to property transfers during year ended 31.3.2003.)

# NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD TO 31ST MARCH 2002 (Continued)

8. STOCKS Stock on hand was as follows:-		2 <u>003</u> <u>£</u>		2002 £
Café Food Stocks		350		350 
9. DEBTORS				
Trade Debtors and Prepayments		4,957		3,148
Grants Receivable		42,933		53,796
		47,890		56,944 ======
10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR				
Trade Creditors		9,397		4,487
Taxation and Social Security		3,175		3,169
		12,572		7,656 
11. ANALYSIS OF NET ASSETS BETWEEN FUNDS	<u>Un-</u> <u>restricted</u> <u>Funds</u> <u>£</u>		Restricted Funds	$\frac{Total}{Funds}$
Tangible Fixed Assets	17,854		38,476	56,330
Current Assets	151,777		44,137	195,914
Current Liabilities	(5,011)		(7,561)	(12,572)
Net Assets as at 31st March 2003	164,620 ======		75,052	239,672

# NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2003 (Continued)

12. MOVEMENT IN FUNDS	<u>At</u>	Incoming	Outgoing	<u>Transfers</u>	<u>At</u>
	<u>1/4/02</u>	Resources	Resources		<u>31/3/03</u>
	${f \underline{\mathfrak E}}$	$\underline{\mathfrak{t}}$	${f \underline{\mathfrak E}}$	$\underline{\mathfrak{t}}$	$\overline{\mathfrak{t}}$
Restricted Funds:					
Reserve for Fixed Assets	41,872		(3,396)	-	38,476
Children in Need/Youth Worker	-		(25,334)	-	-
E.S.F.(Community Action Training)	-		(36,414)	-	-
Lotteries Board	8,430			-	
Henry Smith Foundation	59,039	28,000	(10,963)	(66,174)	9,902
Tudor Trust	21,232		(21,232)	-	-
Esme Fairbairn	636	18,700	(18,898)	-	438
Keystart	1,918	36,039	(37,957)	-	-
Surestart	4,274	17,600	(15,203)		6,671
Playscheme		3,939		_	2,933
E.S.F. / PCLP		2,747		_	-
Com.Vol.	_		(13,991)	_	-
Children's Promise Grant		•			
from BBC Children in Need	25,558		(25,558)		-
Total Restricted Funds	166 748	222 409		(66,174)	75,052
Total Restricted Funds	======		======		
Unrestricted Funds:					
Fixed Assets	17,142	7,914	(7,202)	-	17,854
General Funds	80,321	61,219	(60,948)	66,174	146,766
Total Unrestricted Funds	97,463	69,133	(68,150)	66,174	164,620
	======				======
Total Funds	264,211		(316,081)		239,672
	======	======		======	

#### **PURPOSES OF RESTRICTED FUNDS**

#### Reserve for Fixed Assets

This represents building improvements, fixtures and equipment originally acquired using restricted funds. The balance will fund future depreciation of equipment, fixtures and fittings to the extent that those assets are represented by the fund.

#### Children in Need/Youth Worker Fund

For the provision of a youth worker and facilities for general youth work activities

#### E.S.F. (European Social Fund)

For the provision of training projects for staff and volunteers

### Lotteries Board

Funds from the Lotteries Board are for the purpose of community development and education projects.

# NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD TO 31ST MARCH 2003 (Continued)

#### **PURPOSES OF RESTRICTED FUNDS (Continued)**

### **Henry Smith Foundation**

To provide salaries for the project managers and administration staff and also to fund other core costs of the Charity.

#### **Tudor Trust**

For the purpose of assisting a particular community enterprise project i.e. the provision of café facilities. The fund provides financial assistance for the purpose of providing salaries for staff and assisting with other costs with the aim of the café reaching self sustaining viability in due course.

#### Esme Fairbairn

For the purpose of providing a salary for the administration co-ordinator and to contribute towards the core costs of the charity.

#### **Keystart**

For the purpose of funding activities to encourage a target group of children to continue to participate in the education system.

#### Surestart

To fund activities for parents with their pre-school age children to undertake education and training courses and participate in social activities.

#### **Playscheme**

To fund a club for children during school holidays.

#### Children's Promise Grant from BBC Children in Need.

This fund provides for after school activities for younger children and funds the related staff and other relevant costs.

#### 13. LAND AND BUILDINGS

During the year ended 31 March 2003 land and buildings were transferred to us from the Local Authority at no cost to ourselves. We have not been able to obtain a satisfactory valuation of the land and property concerned and therefore no value has been attributed to these assets in the Financial Statements.