

**CARYMOOR ENVIRONMENTAL TRUST**

**ACCOUNTS**

**YEAR ENDED 30 SEPTEMBER 2004**

CONTENTS	PAGE
Directors' report	1-5
Auditor's report	6
Statement of financial activities	7
Balance sheet	8
Notes to the accounts	9-13

Company registration number    03605584

Registered Charity number    1089668



# **CARYMOOR ENVIRONMENTAL TRUST**

## **DIRECTORS' REPORT**

The directors present their report with the statutory accounts of the company for the year ended 30 September 2004.

### **CONSTITUTION**

Carymoor Environmental Trust is a company limited by guarantee and a registered charity governed by its memorandum and articles of association. Charity number 1089668 Company number 03605584.

### **PRINCIPAL ACTIVITIES AND OBJECTIVES**

The principal activities of the company during the year under review were those of the development and maintenance of reclaimed land for the purpose of demonstrating land management techniques and their effect on wildlife and vegetation, the promotion of the protection, preservation and improvement of the natural environment for the benefit of the public, and the education of the public in all environmental and ecological matters by the provision of an education centre.

The company became a registered charity on 5 December 2001 and is exempt from the requirement to include the word limited as part of its name.

### **DIRECTORS**

The company is limited by guarantee not having a share capital. The directors holding office during the year were as follows:

J H Craig  
I S Davies  
W A P Moon  
S E Corlett

G M Brandon Craig  
L Tilling  
J B Lee

Directors are appointed by the existing directors and members at the Annual General Meeting.

### **DIRECTORS' RESPONSIBILITIES**

The directors are required by UK company law to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the statement of financial activities of the company for that period. In preparing these financial statements the directors are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to ensure that the financial statements comply with the Companies Act 1985. 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.

### **DECISIONS AND ORGANISATIONAL STRUCTURE**

The trustees have full control of the affairs of the charity. Their nominated principal employee is the Executive Director. The trustees delegate to the Executive Director responsibility for the daily running of the charity, including recruitment and management of staff, ordering of goods and services and compliance with all relevant health and safety and employment legislation.

Decisions about developments to the Annual Plan and all matters relating to staff, services and contractors are made at the monthly management meeting. This meeting is attended by three trustees, the Executive Director, the ecological advisor and the operations advisor. All major decisions and any potentially controversial matters are referred to the trustees. This arrangement is due for review within the next financial year.

# **CARYMOOR ENVIRONMENTAL TRUST**

## **DIRECTORS' REPORT (CONTINUED)**

The trustees meet regularly three to four monthly and can be called together additionally for extraordinary meetings. An annual general meeting is held each year and no later than at fifteen month intervals. The regularity of regular meetings is due for review within the next financial year.

### **REVIEW OF ACTIVITIES AND FUTURE DEVELOPMENTS**

Developments and activities during this period reported by the executive director are as follows:

ENTRUST funding in respect of the Landfill Tax Credits Scheme continued to be made available to the trust by Wyvern Waste Services Limited at the rate of £25,000 per quarter. A quarterly review meeting was instigated.

The Ernest Cook Trust made available to the trust a grant for £7,500 in respect of the Education Programme.

The Legacy Fund continued to support the Education Programme until end March 2004. When that funding ceased 'old' money from the Landfill Tax Credit Scheme (that collected by the landfill operator prior to April 2003) was applied to the Education Programme.

A new post was created in October 2003. Denise Smith joined the trust as Centre Manager. This year saw the appointment of an Accounts Administrator, Gill Lanyon. She proved a stabilising influence after the problems in this area experienced by the trust during the previous year and developed well into the role.

Once again, two trainee teachers from Exeter University's PGCE Science course were accommodated at the Centre for instruction during a placement period in March 2004.

The second year of the Service Level Agreement to run the Somerset Waste Action Programme under contract to the Somerset Waste Partnership was completed successfully at the end of March 2004, having been stretched by six weeks beyond the contracted date, in order to come into line with the end of the County Council's financial year.

A one year Service Level Agreement was let by Somerset County Council, Environment Department, to Carymoor Environmental Trust from 1 April 2004.

During this period there were several changes to personnel on the Somerset Waste Action programme. A successful recruitment campaign was run in July 2004. The team operated at full strength (six officers) for most of the year.

The effectiveness of the Education Programme and the outreach programme through the Somerset Waste Action Programme was underscored by the external professional independent evaluation conducted by the university of Exeter's School of Education. The final report was offered to the Somerset Waste Partnership in June 2004, concluding two years of evaluation.

Adult courses run during this year included art in the environment, hedge-laying, reed bed design and construction and teaching in the environment.

## CARYMOOR ENVIRONMENTAL TRUST

### DIRECTORS' REPORT (CONTINUED)

A staff initiative called 'Ride The Wind' resulted in Graham Jennings cycling from Land's End to John O Groats in August 2004, visiting all the Eco-Centres en route. He was supported by members of staff Julia Percy and Emma Waters, as back up crew. The aim of the ride was to raise money towards the cost of a larger wind turbine for the Centre as well as raising awareness of environmental issues. A total of £1,844.43 was raised in sponsorship, with a net gain to the project of £1,465.44.

In February 2004 Kevin McCloud, author and presenter of Channel Four's Grand Designs, became the trust's patron. Mr McCloud is an authority on building Techniques, committed environmentalist and supporter of the concept of sustainable build.

During this year, the trust was successful in gaining the following awards:

**Orange Small is Beautiful National Award:**

Winner, Best Performing Team category.

**Somerset Education Business Award:**

Two awards, one for outreach work, one for on-site training.

**National Business Award, Wales and S.W.:**

Winner, Bright Business category.

**National Business Award, U.K.:**

Highly Commended, Bright Business category.

**Lord Dulverton Trophy**

Best Educational Exhibit, Royal Bath and West of England Show

The trust's auditors, Messrs. Max Foote Associates, sponsored the 'Best Performing Team' at Carymoor Environmental Trust with new polo shirts in recognition of their achieving the Orange award.

During this period the trust started proceedings to change bankers to Lloyds PLC, Somerton branch.

Throughout this year the trust continued to access professional advice on the subjects of Health and Safety and employment matters from the Mentor system, a Bank of Scotland insurance product purchased through National Westminster Bank.

In September 2004 the trust was visited, by prior arrangement, by officers of the Charity Commission. The trust had supplied full records to the Commission in advance of the visit. The officers made some helpful recommendations and the visit went well. The trustees were informed that this trust had been selected at random from amongst those charities involved with sustainability.

Projects operated with Landfill Tax Funding through ENTRUST during this period were:

British Trust for Conservation Volunteers Outreach Officer - Short Rotation Coppice Willow - Bird Feeding Station - Demonstration Field System - Butterfly Habitat - Habitat Creation on Landfill - Outdoor All Ability Access - Heating - Fitting Out the Visitor Centre - Education Programme - Extension to the Toilets - Somerset Plant Collection - Enhancement of the Visitor Centre - Maintenance of the Existing and Establishing Habitats and Buildings - Development of the Site.

## **CARYMOOR ENVIRONMENTAL TRUST**

### **DIRECTORS' REPORT (CONTINUED)**

Volunteers continued to make a great contribution to the maintenance and development of the site, under the direction of the Community Outreach Officer and with ecological input from the Site Development Manager / Ecologist.

The site continued to be developed in line with the Management Plan and with particular success in the area of the Plant Collection and nursery.

Awareness continued to increase from a diverse selection of universities, colleges of further and community education and other environmental organisations.

Partnership on site continued with the universities of Brighton, Bath Spa, Staffordshire, Bristol, Bournemouth, Reading and Southampton. The universities of Exeter, Plymouth and Bath Spa were involved in working with the trust on interpretation of the site and in raising its potential.

Salaried staff stabilised at twelve in number in this period.

#### **RESERVES POLICY AND RISK MANAGEMENT**

##### **Dealing with Reserves**

The policy of the trust is as follows:

- 1 Hold separate restricted and unrestricted cash accounts so that they can be clearly identified.
- 2 Hold no more than two months' expected expenditure in current accounts and hold the balances in high interest deposit accounts.
- 3 Annually, when setting the forthcoming year's budget, review the terms received for cash on deposit and negotiate better arrangements if available.
- 4 Not to transfer funds into investments unless funds should become available which exceed one year's expenditures.
- 5 In the event that long term reserves can be contemplated a rationale will have to be agreed by the trustees and checked against Charity Commission criteria.

The subject of Risk Assessment is covered as follows:

1. Statement: The major risks to which the charity is exposed have been reviewed. Systems have been established to mitigate those risks (please see detail hereunder).
2. Identified Risk: The following areas of potential material risk have been identified at the trust:
  - a. Failure of compliance with current regulations affecting organisation
  - b. Specific safety problems associated with visitors to the site
  - c. Financial resources
  - d. Loss of reputation due to failure to keep current with clients' needs
  - e. Key staff
  - f. Governance

# CARYMOOR ENVIRONMENTAL TRUST

## DIRECTORS' REPORT (CONTINUED)

### 3. Materiality of Risk:

The trust is over-hauling its chart of risk factors and follow up processes assessed according to the following categories:

A = High impact, could happen

B = High impact, unlikely to happen

C = Low impact, could happen

D = Low impact, unlikely to happen

A review of the status of all risk factors is scheduled to be carried out annually to coincide with the preparation of the year end accounts.

### ADDRESS

The principal address of the company is Dimmer Lane, Castle Cary, Somerset BA7 7NR.

### ACCOUNTS

The accounts are prepared in accordance with the Companies Act 1985, Charities Act 1993 and SORP 2000.

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

ON BEHALF OF THE BOARD

  
J H Craig - Chairman

Dated: 28 February 2005

## **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF CARYMOOR ENVIRONMENTAL TRUST**

We have audited the financial statements of Carymoor Environmental Trust for the year ended 30 September 2004 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

### **RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND AUDITORS**

As described in the Statement of Directors' Responsibilities the company's directors are responsible for the preparation of 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 Directors' Report is not consistent with the financial statements, if the company 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 directors' remuneration and transactions with the company is not disclosed.

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

We are not required to consider whether the statement in the Trustees Report concerning the major risks to which the charity is exposed covers all existing risks and controls, or to form an opinion on the effectiveness of the charity's risk management and control procedures.

### **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 directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned 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. However, the evidence available to us was limited because we were not appointed auditors of the company until 11 December 2002 and in consequence it was not possible for us to perform the auditing procedures necessary to obtain sufficient appropriate audit evidence as regards the cost of leasehold property included in the financial statements preceding our appointment at £97,385. Any adjustment to leasehold buildings would have a consequential effect on the balance on reserves. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

### **QUALIFIED OPINION ARISING FROM LIMITATION IN AUDIT SCOPE**

In our opinion the financial statements give a true and fair view of the state of the charitable company's affairs as at 30 September 2004, except for any adjustments that might have been found to be necessary had we been able to obtain sufficient evidence concerning the costs of leasehold property as at 1 October 2001, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

*Max Foote Associates Limited*

Max Foote Associates Limited  
Registered Auditors  
26-27 Lower Woodcock Street  
Castle Cary  
Somerset BA7 7BH

Dated: 28 February 2005

**CARYMOOR ENVIRONMENTAL TRUST**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDED 30 SEPTEMBER 2004**

	Note	2004 Unrestricted Fund £	2004 Restricted Funds £	2004 Total £	2003 Total £
<b>INCOMING RESOURCES</b>					
Operating activities in furtherance of the charity's objects	2	94,508	297,670	392,178	427,892
Operating activities for generating funds		2,880	-	2,880	243
Investment income		633	-	633	1,250
Other income		1,872	-	1,872	898
<b>TOTAL INCOMING RESOURCES</b>		<b>99,893</b>	<b>297,670</b>	<b>397,563</b>	<b>430,283</b>
<b>RESOURCES EXPENDED</b>					
Charitable expenditure:					
Costs of activities in furtherance of charity's objects	3	10,113	262,079	272,192	259,758
Support costs	4	58,236	6,105	64,341	69,995
Management and administration costs	5	22,357	52,634	74,991	69,555
<b>TOTAL RESOURCES EXPENDED</b>		<b>90,706</b>	<b>320,818</b>	<b>411,524</b>	<b>399,308</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>9,187</b>	<b>(23,148)</b>	<b>(13,961)</b>	<b>30,975</b>
<b>TOTAL FUNDS BROUGHT FORWARD</b>		<b>31,105</b>	<b>218,025</b>	<b>249,130</b>	<b>218,155</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>40,292</b>	<b>194,877</b>	<b>235,169</b>	<b>249,130</b>



**CARYMOOR ENVIRONMENTAL TRUST**  
**BALANCE SHEET AT 30 SEPTEMBER 2004**

	Note	2004 £	2003 £
<b>FIXED ASSETS</b>			
Tangible assets	7	111,611	113,582
 <b>CURRENT ASSETS</b>			
Debtors	8	61,634	149,403
Cash at bank and in hand		139,759	114,455
		<u>201,393</u>	<u>263,858</u>
 <b>CREDITORS</b>			
Amounts falling due within one year	9	(76,700)	(128,310)
 <b>NET CURRENT LIABILITIES</b>		<u>124,693</u>	<u>135,548</u>
 <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>236,304</u>	<u>249,130</u>
 <b>CREDITORS</b>			
Amounts falling due after more than one year	9	(1,135)	-
		<u>235,169</u>	<u>249,130</u>
		<u>=====</u>	<u>=====</u>
 <b>FUNDS OF THE CHARITY</b>			
Unrestricted funds	10	40,292	31,105
Restricted funds	10	194,877	218,025
		<u>235,169</u>	<u>249,130</u>
		<u>=====</u>	<u>=====</u>

The accounts are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

The accounts were approved by the board on 28 February 2005.

ON BEHALF OF THE BOARD

  
J H Craig - Chairman

# CARYMOOR ENVIRONMENTAL TRUST

## NOTES TO THE ACCOUNTS

YEAR ENDED 30 SEPTEMBER 2004

### 1. ACCOUNTING POLICIES

The principal accounting policies adopted in the preparation of the financial statements are set out below and have been consistently applied within the same accounts.

#### **a) Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with SORP 2000 and the FRSSE (effective June 2002)

#### **b) Cash flow statement**

The company has taken advantage of the exemption in FRS1 available for small companies from the requirement to prepare a cash flow statement.

#### **c) Depreciation**

Depreciation has been computed to write off the cost of tangible fixed assets less residual value over their expected useful lives using the following rates:-

Leasehold building	Over 25 years
Office equipment	25 - 50% reducing balance
Fixtures and fittings	25% reducing balance

Fixed assets costing less than £250 are not capitalised.

#### **d) Accounting for income**

##### School visits, tours and courses

School visits, tours and courses are accounted for on a receivable basis.

##### Entrust project management fees

The funding for certain projects may include provision for an annual management fee. The fee for the full year is recognised in the accounts as unrestricted income.

##### SWAP project management fees

SWAP project management fees are accounted for on a receivable basis.

##### Restored land management fee

Restored land management fee is accounted for on a receivable basis.

##### SWAP project funding

Revenue grant funding is accounted for on a receivable basis.

##### Entrust project funding

Capital grants received from Entrust are accounted for when the grant income is received.

# CARYMOOR ENVIRONMENTAL TRUST

## NOTES TO THE ACCOUNTS

YEAR ENDED 30 SEPTEMBER 2004

### 1. ACCOUNTING POLICIES (CONTINUED)

#### **e) Resources expended**

All expenditure is accounted for on an accruals basis and has been classified under headings appropriate to the organisation. Support costs are those costs incurred directly in support of expenditure on the objects of the Charity. Management and administration costs are those incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

#### **f) Funds structure**

##### Unrestricted fund

Income within this fund has been generated by the Charity and the use of such income has not been restricted to a particular purpose. In addition to meeting the costs of activities in furtherance of the charity's objects, the unrestricted fund has to pay for the general administration of the Trust.

##### Restricted funds

These are funds restricted to a particular purpose. The Trust has two restricted funds.

# CARYMOOR ENVIRONMENTAL TRUST

## NOTES TO THE ACCOUNTS

YEAR ENDED 30 SEPTEMBER 2004

2	INCOMING RESOURCES - OPERATING ACTIVITIES FURTHERANCE OF THE CHARITY'S OBJECTS	2004 £	2003 £
	<u>Unrestricted funds</u>		
	School visits, tours and courses	15,108	20,378
	Hire of premises	4,116	1,766
	Entrust project share of overheads	5,250	22,600
	SWAP project management fees	38,314	32,822
	Environmental Body charges	14,320	-
	Restored land management fee	17,400	43,535
		-----	-----
		94,508	121,101
		=====	=====
	<u>Restricted funds</u>		
	SWAP funding	159,886	176,594
	Entrust project funding	107,100	107,100
	Entrust Legacy Fund grant	18,208	19,030
	Grant from the Ernest Cook Trust	7,500	-
	Grant from Somerset County Council	400	4,067
	Celebration Day and prizewinners funding	4,576	-
		-----	-----
		297,670	306,791
		=====	=====
3	COSTS OF ACTIVITIES IN FURTHERANCE OF CHARITY'S OBJECTS	2004 £	2003 £
	<u>Unrestricted funds</u>		
	Visitor centre costs	3,025	8,829
	Community education and events	4,690	5,910
	Ecology and landfill costs	282	9,108
	Other costs	2,116	5,179
		-----	-----
		10,113	29,026
		=====	=====
	<u>Restricted funds</u>		
	SWAP costs:		
	Wages and salaries	109,405	99,544
	Awareness resources	5,426	7,733
	Evaluation fees	7,500	10,000
	Other costs	13,656	19,356
		-----	-----
		135,987	136,633
		-----	-----
	Entrust costs:		
	Entrust project expenditure	102,908	71,002
	Entrust legacy fund expenditure	18,208	19,030
		-----	-----
		121,116	90,032
		-----	-----
	Other costs:		
	Fundraising consultants' fees	-	4,067
	Celebration Day and prizewinners costs	4,576	-
	Trees for the Orchard funded by SCC	400	-
		-----	-----
		4,976	4,067
		-----	-----
		262,079	230,732
		=====	=====

# CARYMOOR ENVIRONMENTAL TRUST

## NOTES TO THE ACCOUNTS

YEAR ENDED 30 SEPTEMBER 2004

4	SUPPORT COSTS	2004 £	2003 £
	<u>Unrestricted funds</u>		
	Wages and salaries	28,791	33,181
	Insurance	7,325	7,935
	Telecommunications	5,205	6,185
	Information technology costs	6,787	6,862
	Printing, postage and stationery	3,152	3,518
	Other costs	5,156	4,388
	Depreciation	1,820	1,873
		-----	-----
		58,236	63,942
		=====	=====
	<u>Restricted funds</u>		
	Depreciation - Entrust	4,812	4,951
	Depreciation - SWAP	1,293	1,102
		-----	-----
		6,105	6,053
		=====	=====
5	MANAGEMENT AND ADMINISTRATION COSTS	2004 £	2003 £
	<u>Unrestricted funds</u>		
	Bookkeeping	12,826	8,849
	Legal and professional	620	(613)
	Audit and accountancy	4,027	3,500
	Other costs	4,410	2,397
	Trustees' expenses	474	-
		-----	-----
		22,357	14,133
		=====	=====
	<u>Restricted funds</u>		
	SWAP management fees	38,314	32,822
	Entrust project management fees	-	22,600
	Environmental Body charges	14,320	-
		-----	-----
		52,634	55,422
		=====	=====
6	STAFF COSTS	2004 £	2003 £
	Gross wages and salaries	204,113	167,485
	Employers national insurance	18,651	14,898
		-----	-----
		222,764	182,383
		=====	=====
	Average number of employees	12	10
		=====	=====

**CARYMOOR ENVIRONMENTAL TRUST**

**NOTES TO THE ACCOUNTS**

**YEAR ENDED 30 SEPTEMBER 2004**

7	TANGIBLE FIXED ASSETS	Leasehold Buildings	Plant and machinery etc	Total
		£	£	£
	COST			
	At 1 October 2003	114,787	12,806	127,593
	Additions	2,635	3,319	5,954
	Disposals	-	-	-
	At 30 September 2004	117,422	16,125	133,547
	DEPRECIATION			
	At 1 October 2003	8,515	5,496	14,011
	Charge for the year	4,697	3,228	7,925
	Eliminated on disposals	-	-	-
	At 30 September 2004	13,212	8,724	21,936
	NET BOOK VALUE at 30 September 2004	104,210	7,401	111,611
	NET BOOK VALUE at 30 September 2003	106,272	7,310	113,582
8	DEBTORS	2004	2003	
		£	£	
	Trade debtors	49,887	116,843	
	Other debtors	11,747	32,560	
		61,634	149,403	
9	CREDITORS	2004	2003	
		£	£	
	- amounts falling due within one year			
	Trade creditors	12,488	22,502	
	Taxation and social security	6,778	-	
	Other creditors	57,434	105,808	
		76,700	128,310	
	- amounts falling due after more than one year			
	Obligations under finance lease contracts			
	Due within two to five years	1,135	-	
10	MOVEMENTS IN FUNDS	Unrestricted Fund	Restricted Funds	Total Funds
		£	Entrust SWAP Ernest Cook	£
	Balance at 1 October 2003	31,105	175,424 42,602	249,131
	Net incoming resources	9,187	(14,940) (15,708) 7,500	(13,961)
	Balance at 30 September 2004	40,292	160,484 26,894 7,500	235,170