

4 WINDS USER LED ASSOCIATION

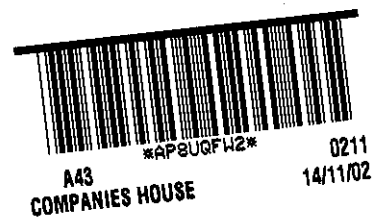
Registered Charity No. 1071770

Company No. 3607430

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2002

**ZDP LIMITED T/A
ZEIDMAN AND DAVIS,
CHARTERED ACCOUNTANTS
REGISTERED AUDITORS
76C CARDIFF ROAD,
CAERPHILLY, CF83 1JR**



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DETAILS OF OFFICERS, AGENTS AND REGISTERED OFFICE

FOR THE YEAR ENDED 31ST MARCH 2002

Directors/Trustees	Ruth Corrigan Margaret Howard David Hussey Cheryl Johnson Philip Mallorie Carrie Randall Ken Ranson Duncan Scard
Company Secretary	Susan Jones
Registered Office	65 Clare Road, Grangetown, Cardiff, CF11 6QP
Bankers	Unity Trust, Nine Brindley Place, 4 Oozells Square, Birmingham, B1 2HE
Accountants	ZDP Limited T/A Zeidman and Davis, Chartered Accountants, 76c Cardiff Road, Caerphilly, CF83 1JR

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YEAR ENDED 31ST MARCH 2002

DIRECTORS/TRUSTEES REPORT

The Directors/Trustees submit herewith the annual report and financial statements for the period ended 31st March 2002.

STATEMENT OF DIRECTORS/TRUSTEES RESPONSIBILITY

Company Law requires the directors/trustees 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 incoming reserves and application of resources, including its income and expenditure of the company for that period.

In preparing these financial statements, the directors/trustees are required to:-

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

The directors/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 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.

PRINCIPAL ACTIVITIES

The principal activity of the company is that of promoting the relief of persons experiencing mental health difficulties within the area of Cardiff, the Vale of Glamorgan and surrounding areas, by providing an independent user led resource/drop-in centre and associated support, in order to enable and empower users of its service to obtain their full rights and privileges as citizens.

REVIEW OF THE BUSINESS

The year from April 2001 to April 2002 was typically busy for the 4 Winds User Led Association.

The drop-in and resource service offered by the Association continues to be unique in the locality, as the only mental health centre offering a regular service in evenings, weekends and bank holidays (including major holidays such as Christmas Day). The centre has also continued to show the high demand for such a service, evidenced by the consistently high numbers of service users accessing the centre.

The main focus of work at the drop-in continues to be providing a welcoming meeting place, services and information on mental health issues. The team of committed staff continue to provide a wide range of support, including emotional and practical support and Organisation of activities. In addition to this ongoing work, there have been opportunities for us to become involved in the general review of mental health services in Cardiff. The centre is now seen as an established mental health service with a reputation for good practice, and we are pleased to be able to participate in the wider consultations about the provision of mental health care.

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YEAR ENDED 31ST MARCH 2002

Continued...

We continue to develop particular strands of our service such as the regular outreach service to local psychiatric services and organising activities in response to demand. We aim to *develop and enhance the outreach service (subject to securing further funding)* as this has been a successful publicity tool which has helped us to reach potential service users in need of support. We have been fortunate to receive free transport from the local psychiatric hospital which has enabled us to run a programme of trips and activities which have proved extremely popular and beneficial to those attending.

We also continue to work on PQASSO (Practical Quality Assurance System for Small Organisations). This is providing us with the tools for ongoing evaluation and improvement of our work, which we hope is reflected in the continuing high standard of the service.

DIRECTORS/TRUSTEES

The Directors/Trustees who held office during the year were as follows:-

Directors/Trustees

Ruth Corrigan
Margaret Howard
David Hussey
Cheryl Johnson
Philip Mallorie
Carrie Randall
Ken Ranson
Duncan Scard

COMPANY STATUS

The Company is a registered charity (number 1071770) and is a company limited by guarantee with no share capital.


ACCOUNTANTS

ZDP Limited t/a Zeidman and Davis offer themselves for appointment in accordance with the provisions of the Companies Act 1985.

SMALL COMPANIES

The above report has been prepared in accordance with the special provisions of Part V11 of the Companies Act 1985 relating to small companies.

SIGNED ON BEHALF OF THE BOARD

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INDEPENDENT EXAMINER'S REPORT
FOR 4 WINDS USER LED ASSOCIATION
UNDER S249a OF THE COMPANIES ACT 1985

I report on the accounts for the period ended 31st March 2002 set out on pages 4 to 12.

Respective Responsibilities of Directors/Trustees and Reporting Accountants

As described on page 2, the company's directors/trustees are responsible for the preparation of the accounts and they consider that the company is exempt from an audit. It is my responsibility to examine the accounts and based on my examination to report my opinion.

Basis of Opinion

My work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so my procedures consisted of comparing the accounts with the accounting records kept by the company and making such limited enquiries of the officers of the company as I considered necessary for the purposes of this report. These procedures provide only the assurance expressed in my opinion.

Opinion

In my opinion:

- a. The accounts are in agreement with the accounting records kept by the company under section 221 of the companies Act 1985:
- b. Having regards only to, and on the basis of, the information contained in those accounting records:
 - (i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in s249C(6) of the Act; and
 - (ii) the company satisfied the conditions for exemption from an audit of the accounts for the year specified in s249A(4) of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in s249B(1).

Kathryn S. Short, FCCA,

KSS/AS
Zeidman & Davis

ZDP LIMITED T/A
ZEIDMAN AND DAVIS,
REPORTING ACCOUNTANTS AND
CHARTERED ACCOUNTANTS,
76C CARDIFF ROAD,
CAERPHILLY, CF83 1JR

Dated: 17th August 2002

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STATEMENT OF FINANCIAL ACTIVITIES **FOR THE YEAR ENDED 31ST MARCH 2002**

	Notes	Unrestricted Funds £	Restricted Funds £	2002 Total Funds £	2001 Total Funds £
INCOMING RESOURCES:					
Donations and Gifts		-	-	-	-
Activities in furtherance of the Charity's objects:					
Grants Receivable	5	126,325	4,952	131,277	126,099
Investment Income		1,287	-	1,287	2,280
Other income		2,104	-	2104	1280
Total Incoming Resources		129,716	4,952	134,668	129,659
RESOURCES EXPENDED:					
Cost of Generating Funds	6	-	-	-	605
Charitable Expenditure:	7				
Costs of activities in furtherance of charitable objectives		122,416	3,638	126,054	120,618
Management and Administration		14,285	-	14,285	13,429
Total Resources Expended		136,701	3,638	140,339	134,652
Net incoming resources/(resources expended)		(6,985)	1,314	(5,671)	(4,993)
Transfer between funds		(67)	67	-	-
Fund balances brought forward		30,093	1,146	31,239	36,232
Fund balances carried forward		23,041	2,527	25,568	31,239

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BALANCE SHEET AS AT 31ST MARCH 2002

		2002		2001	
	Note	£	£	£	£
FIXED ASSETS					
Tangible Fixed Assets	9		1,321		1,987
CURRENT ASSETS					
Debtors and Prepayments	10	1,065		700	
Cash at Bank		32,106		36,613	
Cash in Hand		158		138	
		<u>33,329</u>		<u>37,451</u>	
CREDITORS:					
Amounts falling due within one year:		<u>9,082</u>		<u>8,199</u>	
NET CURRENT ASSETS	11		<u>24,247</u>		<u>29,252</u>
NET ASSETS			<u>25,568</u>		<u>31,239</u>
RESERVES					
Unrestricted Funds			23,041		30,093
Restricted Funds			<u>2,527</u>		<u>1,146</u>
Total Funds	12		<u>25,568</u>		<u>31,239</u>

The directors have taken advantage of the exemption conferred by section 249A(1) not to have these financial statements audited and confirms that no notice has been deposited under section 249B(2) of the Companies Act 1985. The directors acknowledge their responsibilities for ensuring that:

- The company keeps accounting records which comply with section 221 of the Companies Act 1985:
- The financial statements give a true and fair view of the state of affairs of the company as at 31st March 2002 and of its surplus or deficit of income over expenditure for the year then ended in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Companies Act 1985 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part V11 of the Companies Act 1985 relating to small Companies and with the Financial Reporting Standard for Smaller Entities (effective March 2000).

Approved by the management committee on 27/2/02 and signed on its behalf by:


Director and Trustee

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NOTES TO THE FINANCIAL STATEMENTS **FOR THE YEAR ENDED 31ST MARCH 2002**

1. **CHARITABLE STATUS**

The Company is a registered charity under the Charities Act 1993 and is accordingly exempt from taxation on its charitable activities.

2. **LIABILITIES OF MEMBERS**

The Company is limited by guarantee and has no share capital. The Memorandum of Association provides that every member is liable to contribute a sum not exceeding £1 in the event of the Company being wound up while he/she is a member or within one year of ceasing to be a member.

3. **FINANCIAL STATEMENTS**

It is considered that the analysis of Income and Expenditure shown in the notes to the Financial Statements is more informative than that required by the Companies Act 1985.

4. **ACCOUNTING POLICIES**

Basis of Accounting

The accounts have been prepared under the historical cost convention and in accordance with the Companies Act 1985.

Fixed Assets

Depreciation has been provided at the following annual rates in order to write off each asset over its expected useful life:

Furniture and Equipment	Straight line over 5 years
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Income

Bank deposit interest is included as income on accruing basis.

Donations are included when they are received.

Grants are included in the year to which they relate.

Other income is included on an accruing basis.

Stocks

No account is taken of stocks of publications or stationery.

Leased Assets

Rental costs arising under operating leases are charged to the Income and Expenditure Account in the year to which they relate.

Pension Costs

The Company makes payments to defined contributions schemes for the benefit of certain employees. The assets of such schemes are held separately from those of the charitable company in independently administered funds. The pension cost charge represents contributions payable by the charitable company to the schemes during the year.

4 WINDS USER LED ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2002

	Unrestricted Funds £	Restricted Funds £	2002 Total Funds £	2001 Total Funds £
5. GRANTS RECEIVABLE				
Bro Taf Health Authority	116,810	-	116,810	112,860
Cardiff County Council Social Services	9,515	-	9,515	9,515
Servite Sisters	-	-	-	1,724
Scarman Trust	-	-	-	1,000
Mental health Project Small Grants	-	-	-	1,000
CCETSW	-	4,952	4,952	-
	<u>126,325</u>	<u>4,952</u>	<u>131,277</u>	<u>126,099</u>
6. COSTS OF GENERATING FUNDS				
Publicity	-	-	-	605
	<u>-</u>	<u>-</u>	<u>-</u>	<u>605</u>
7. DIRECT CHARITABLE EXPENDITURE				
Costs of activities in furtherance of charitable objectives:				
Scarman Trust	-	-	-	1,000
Small Grant Expenditure	-	-	-	48
Salaries, National Insurance and Pensions	93,104	-	93,104	92,777
Sessional Workers	5,141	-	5,141	3,851
Travel and Subsistence	587	-	587	799
Staff Training	471	-	471	690
Volunteer Expenses/Training	965	-	965	1,077
Rent and Rates	7,482	-	7,482	7,841
Heat and Light	906	-	906	1,075
Insurance	863	-	863	717
Maintenance and Security	2,941	-	2,941	1,520
Sundry Services	2,253	-	2,253	1,283
Cleaning	1,421	-	1,421	1,477
Repairs and Renewals	1,727	-	1,727	648
Women's Activities	161	-	161	249
Telephone and Fax	1,701	-	1,701	1,658
Postage	620	-	620	617
Printing	1,032	-	1,032	1,614
Stationery	932	-	932	995
TV Licence	109	-	109	104
Women's Safety Course	-	1,213	1,213	578
CCETSW	-	2,425	2,425	-
	<u>122,416</u>	<u>3,638</u>	<u>126,054</u>	<u>120,618</u>

4 WINDS USER LED ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2002

7. DIRECT CHARITABLE EXPENDITURE (Continued)

	Unrestricted Funds £	Restricted Funds £	2002 Total Funds £	2001 Total Funds £
Management and Administration				
Salaries and National Insurance	9,995	-	9,995	9,636
Rent	800	-	800	800
Heat and Light	101	-	101	119
Insurance	96	-	96	79
Maintenance and Security	327	-	327	169
Sundry Services	196	-	196	120
Cleaning	158	-	158	164
Repairs and Renewals	192	-	192	72
Telephone and Fax	300	-	300	293
Postage	33	-	33	32
Printing	54	-	54	85
Publications/Subscriptions	651	-	651	479
Stationery	49	-	49	52
Sundry Management Expenses	107	-	107	193
Audit and Accountancy	470	-	470	470
Depreciation	666	-	666	666
Legal and Professional Fees	90	-	90	-
Recruitment	-	-	-	-
	<u>14,285</u>	<u>-</u>	<u>14,285</u>	<u>13,429</u>

8. EMPLOYEE AND TRUSTEE INFORMATION

No employee was remunerated more than £40,000.

No director/trustee receives any remuneration for their services.

9. TANGIBLE FIXED ASSETS

	Furniture & Equipment £
Cost:	
Brought forward	3,332
Additions	-
At 31st March 2001	<u>3,332</u>
Depreciation:	
Brought forward	1,345
Charged	666
At 31st March 2001	<u>2,011</u>
NET BOOK VALUE:	
At 31st March 2002	<u>1,321</u>
At 31st March 2001	<u>1,987</u>

4 WINDS USER LED ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2002

10. DEBTORS AND PREPAYMENTS

	2002	2001
	£	£
Other Debtors	<u>1,065</u>	<u>700</u>

11. LIABILITIES:

Amounts falling due within one year:

Other Creditors	<u>9,082</u>	<u>8,199</u>
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12. FUNDS BALANCE

	Balance at 1.4.01	Incoming	Outgoing	Transfers Between Funds	Balance at 31.3.02
	£	£	£	£	£
CCETSW	-	4,952	(2,425)	-	2,527
Servite Sisters	1,146	-	(1,213)	67	-
	<u>1,146</u>	<u>4,952</u>	<u>(3,638)</u>	<u>67</u>	<u>2,527</u>
Unrestricted funds	30,093	129,716	(136,701)	(67)	23,041
	<u>31,239</u>	<u>134,668</u>	<u>(140,339)</u>	<u>-</u>	<u>25,568</u>

CCETSW:

Grant received in respect of social work training and temporary staff cover in respect of absences whilst staff attend training courses and placements.

SERVITE SISTERS:

Women's safety courses

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MANAGEMENT INFORMATION

We have prepared the following information from the books and records of the Charity and it is for management purposes only.

**ZDP LIMITED T/A
ZEIDMAN & DAVIS,
CHARTERED ACCOUNTANTS,
76C CARDIFF ROAD,
CAERPHILLY, CF83 1JR**

Dated 17th August 2002

4 WINDS USER LED ASSOCIATION

INCOME AND EXPENDITURE ACCOUNT **FOR THE YEAR ENDED 31ST MARCH 2002**

	2002		2001	
	£	£	£	£
INCOME				
Grants		131,277		126,720
Bank Interest		1,287		2,280
Other Income		2,104		659
		<u>134,668</u>		<u>129,659</u>
Expenditure:				
Small Grant Expenditure	-		48	
Salaries, National Insurance and Pensions	103,099		102,413	
Sessional Workers	5,141		3,851	
Travel and Subsistence	587		799	
Printing and Photocopying	1,086		1,699	
Stationery	981		1,047	
Postages	653		649	
Telephone and Fax	2,001		1,951	
TV Licence	109		104	
Sundry Management Expenses	107		192	
Sundry Services	2,449		1,404	
Staff Training	471		690	
Volunteer Expenses & Training	965		1,077	
Publicity	-		605	
Insurance	959		796	
Rent	8,000		8,000	
Rates	282		641	
Building Maintenance	3,268		1,689	
Repairs and Renewals	1,919		720	
CCETSW	2,425		-	
Heat and Light	1,007		1,194	
Publications, Subscriptions and Resource Materials	651		479	
Cleaning	1,579		1,641	
Accountancy and Audit	470		470	
Depreciation	666		666	
Legal and Professional Fees	90		-	
Recruitment	-		-	
Women's Activities (Small Grants)	161		249	
Scarman Trust	-		1,000	
Women's Safety Course (Serve Sisters)	1,213	140,339	578	134,652
		<u>140,339</u>		<u>134,652</u>
NET SURPLUS/(DEFICIT) IN THE YEAR		(5,671)		(4,993)