

Company Registration No: 3689006

Charity Registration No: 1080468

STOCKTON'S LEARNING TOWNS

(A Company Limited by Guarantee and having no Share Capital)

REPORTS AND FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2004



BAINES JEWITT

Chartered Accountants
and Registered Auditors
Barrington House
41-45 Yarm Lane
Stockton-on-Tees
Cleveland
TS18 3EA

STOCKTON'S LEARNING TOWNS

(A Company Limited by Guarantee and having no Share Capital)

REPORTS AND FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2004

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STOCKTON'S LEARNING TOWNS

(A Company Limited by Guarantee and having no Share Capital)

LEGAL AND ADMINISTRATIVE DETAILS

Registered Office: 19-23 Bridge Road
Stockton-on-Tees
TS18 3AA

Nature and Constitution: The company is limited by guarantee and does not have a share capital. It was incorporated on 24th December 1998 and was registered as a charity on 27th April 2000.

Governing Instrument: Memorandum and Articles of Association

Investment Powers: Under the provisions of the Memorandum of Association, the directors may invest monies of the company not immediately required for the furtherance of its objects in or upon such investments, securities or property as the board of directors may think fit.

Charity Registration Number: 1080468

Company Registration Number: 3689006

Directors:

Glenis Charlton	(appointed 23.5.03)
Carolyn J. Chubb	(resigned 19.4.04)
Martin T. Clinton	
David Dorman-Smith	(resigned 19.1.04)
Terry Franks	
John R. Harris	
Charles F. Porter	
Frank T. Ramsay	
Karen Robson	(appointed 14.1.04, resigned 13.4.04)
Carole Rushall	
Miriam Stanton	
Peter J. Walkley	
Susan Waters	
Patricia White	(appointed 19.5.03)
Jane M. Wright	(resigned 1.5.03)

Each of the persons named above served as a member of the board of directors throughout the year under review, except where otherwise indicated.

The directors are also the trustees of the charity.

Company Secretary: Charles F. Porter FCIS FCMI

Manager:

Glenis Charlton	(resigned 30.4.03)
Clare Marshall	(appointed 1.5.03, resigned 18.3.04)

Bankers: Lloyds TSB Bank plc
23 High Street
Stockton-on-Tees
TS18 1SP

Auditors: Baines Jewitt
Barrington House
41-45 Yarm Lane
Stockton-on-Tees
TS18 3EA

STOCKTON'S LEARNING TOWNS

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REPORT OF THE TRUSTEES

The trustees present their report, together with the audited financial statements for the year ended 31st March 2004.

The financial statements comply with the statutory requirements set out in the Charities Act 1993 and the Companies Act 1985, together with the requirements of the company's Memorandum and Articles of Association (the governing instrument). The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in October 2000 in preparing the annual report and the financial statements of the charity.

STATEMENT OF RESPONSIBILITIES OF THE DIRECTORS

Company and charity law requires the directors to prepare financial statements for each financial year which give a true and fair view of the company's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the directors are required to:

- (a) select suitable accounting policies and then apply them consistently;
- (b) make judgements and estimates that are reasonable and prudent;
- (c) comply with the applicable accounting standards subject to any material departures disclosed and explained in the financial statements
- (d) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

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 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.

AIMS, PRINCIPAL ACTIVITIES AND ORGANISATION

The aim of the company is to promote and encourage the awareness of and participation in life-long learning within the Borough of Stockton-on-Tees. It undertakes activities, often in partnership with other bodies, which are of an educational, training or skill-enhancing nature.

The company is made up of a number of member organisations, each of which is empowered to appoint a member of the board of directors. The directors govern the company, although the salaried manager and staff are responsible for the day-to-day operations of the company. The directors have carried out their duties and served the company without receiving remuneration.

PROGRESS AND ACHIEVEMENTS

During the year under review, the directors are pleased to report significant progress and achievements, including:

- Successful completion of Neighbourhood Renewal Project (Voice of the Learner) reporting to Stockton-on-Tees Learning Partnership, Tees Valley LSC and One North East.
- Successful completion of Neighbourhood Renewal Project (Information, Advice and Guidance) reporting to Stockton-on-Tees Learning Partnership, Tees Valley LSC and One North East.
- Managing the SRB funded project in designated wards with appropriate activities. (Project highlighted as good practice by ONE.)

STOCKTON'S LEARNING TOWNS

(A Company Limited by Guarantee and having no Share Capital)

REPORT OF THE TRUSTEES *(Continued)*

PROGRESS AND ACHIEVEMENTS *(Continued)*

- Co-ordinating these activities for national events such as Adult Learners' Week and Family Learning Weekend throughout Stockton-on-Tees and acting as the contractual organisation for Tees Valley.
- Working closely with the Learning and Skills Council Tees Valley, NIACE and Campaign for Learning especially for national events and initiatives from the Learning Community Network.
- Working successfully in partnership with Stockton Adult Education Service, Sports Development and Community Health Networks to develop and promote "Activities on Prescription".
- Active participation in Community Outreach programmes in Portrack, Tilery, Victoria and Swainby Road areas through the company's guidance officer and Sandra Brown, Community Development Worker for Health.
- Providing active support for Stockton Learning Shop by working closely with the manager and participating as a member of the steering group.
- Maintaining partnerships in connection with other projects that aim to increase participation in learning activities and in increasing capacity.
- Supporting local community/neighbourhood fun and promotional days.
- Actively involved in basic skills initiatives such as Basic Skills on the High Street and with Stockton Basic Skills Operation Group.
- Successfully co-ordinating the "Hit the Trail" initiative within Stockton-on-Tees and Tees Valley through local, regional and national marketing and promotion.
- Supporting the development of a network of local providers, businesses, employers and advisers by arranging and participating in meetings and chairing NETWORK PLUS.
- Supporting successfully the effective communication of the concepts of lifelong learning to local residents, workforces and learning professionals by designing, producing and distributing quarterly newsletters.
- Contributing a director to Learning Communities Network as part of active support of the national lifelong learning agenda.
- Working successfully with multi agency teams to nurture the growth of a learning culture in the Borough of Stockton-on-Tees. The company is actively involved with Stockton Wellbeing Action Group, Culture and Leisure Services, Billingham Learners Network, Carers' Associations and Tees Valley Wildlife Trust.
- Active support of Billingham Forward by working closely with the partners and members of the steering group.
- Participating actively in the Learning and Skills Council "Voice of the Learner" research by representing Stockton-on-Tees in the steering group for Tees Valley.
- Contributing to voluntary and community sectors activities including participation in the direction of Stockton Voluntary Development Agency and Community Chest.
- Managing the accountable body status for Tees Valley Learning Partnership.

STOCKTON'S LEARNING TOWNS

(A Company Limited by Guarantee and having no Share Capital)

REPORT OF THE TRUSTEES (Continued)

DEVELOPMENTS SINCE THE YEAR END

Since the year end, the company has continued and developed activities reported previously and, in addition, has consulted and given much thought to the appropriate role for the company as part of the learning community of Stockton-on-Tees. Such consideration is particularly appropriate as a number of time limited projects approach their conclusion.

RESERVES POLICY

The board of directors have reviewed the reserves of the company. The review involved consideration of the nature of the income and expenditure streams, the need to match variable income with fixed commitments and the nature of the reserves. Members of the board of directors concluded that it should aim to maintain unrestricted funds at a minimum of six months unrestricted expenditure. The board believes that this level of unrestricted reserves would be sufficient to maintain the core services of the company in the event of the unanticipated withdrawal of any major funding sources.

RISK MANAGEMENT

The board of directors is satisfied that the regular review of risks that is carried out enables the major risks to which the company is exposed to be identified. Controls are in place to mitigate those risks that have been recognised.

TRANSACTIONS AND FINANCIAL POSITION

The charity's funds are applied towards the encouragement of learning and the provision of learning opportunities in the Borough of Stockton-on-Tees.

The financial position of the charity at its financial year end is considered to be satisfactory.

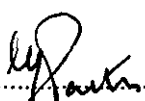
AUDITORS

At the last annual general meeting of the company Jewitts, Chartered Accountants, were re-appointed as auditors. That firm merged with another long established local practice on 1st April 2004 and from that date the name of Baines Jewitt was adopted. The audit of the company for the year ended 31st March 2004 has been undertaken by Baines Jewitt although the same individuals, as were involved prior to the merger, actually undertook the audit work.

Baines Jewitt have indicated their willingness to continue in office and a resolution to re-appoint that firm as auditors will be proposed at the forthcoming annual general meeting.

The directors have prepared this report in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Approved by the Board on 16th December 2004
and signed on its behalf by:


.....
C.F. PORTER
COMPANY SECRETARY

STOCKTON'S LEARNING TOWNS

(A Company Limited by Guarantee and having no Share Capital)

AUDITORS' REPORT TO THE MEMBERS**YEAR ENDED 31ST MARCH 2004**

We have audited the financial statements on pages 6 to 14, which have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002) and under the historical cost convention and the accounting policies set out on page 8.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters which we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

RESPECTIVE RESPONSIBILITIES OF THE DIRECTORS AND THE AUDITORS

The responsibilities of the directors (who also act as trustees for the charitable activities of Stockton's Learning Towns) for preparing the annual report and the financial statements in accordance with applicable United Kingdom law and Accounting Standards are set out in the Statement of Directors' Responsibilities on page 2.

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 which 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. 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 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 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 31st March 2004 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.



BAINES JEWITT
CHARTERED ACCOUNTANTS
and Registered Auditors

STOCKTON ON TEES**Dated this 7th day of December 2004****JL/AJD**

STOCKTON'S LEARNING TOWNS

(A Company Limited by Guarantee and having no Share Capital)

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 2004

	Notes	2004 Unrestricted Funds £	2004 Restricted Funds £	2004 Total £	2003 Total £
INCOMING RESOURCES					
Membership fees - full		12,000	-	12,000	12,900
Grants receivable	3	28,550	116,262	144,812	332,379
Contribution to events		-	10,000	10,000	1,000
Investment income	4	1,010	-	1,010	60
TOTAL INCOMING RESOURCES		41,560	126,262	167,822	346,339
RESOURCES EXPENDED					
Charitable expenditure:					
Costs of activities in furtherance of charitable objects:					
- promoting lifelong learning	5	4,850	59,037	63,887	248,788
Support costs	6	8,746	41,086	49,832	47,605
Management and administration of the charity	7	29,036	29,790	58,826	50,465
TOTAL RESOURCES EXPENDED	8	42,632	129,913	172,545	346,858
Net Incoming/(Outgoing) Resources before Transfers	9	(1,072)	(3,651)	(4,723)	(519)
Transfers between funds		1,969	(1,969)	-	-
Net Incoming/(Outgoing) Resources for the Year		897	(5,620)	(4,723)	(519)
Fund Balances Brought Forward		60,769	28,766	89,535	90,054
Fund Balances Carried Forward		61,666	23,146	84,812	89,535

There were no other recognised gains or losses other than those included in the Statement of Financial Activities.

STOCKTON'S LEARNING TOWNS

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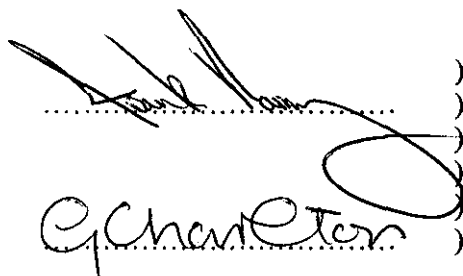
BALANCE SHEET

AS AT 31ST MARCH 2004

	Notes	£	2004 £	£	2003 £
FIXED ASSETS					
Tangible fixed assets	11		7,399		10,815
CURRENT ASSETS					
Debtors	12	10,826		79,770	
Cash at bank		75,083		94,787	
		85,909		174,557	
CREDITORS: Amounts falling due within one year	13	(8,496)		(95,837)	
NET CURRENT ASSETS			77,413		78,720
			84,812		89,535
FUNDS	14 & 15				
Unrestricted			61,666		60,769
Restricted			23,146		28,766
			84,812		89,535

These accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies, and with the Financial Reporting Standard for Smaller Entities (effective June 2002).

Approved by the Board on 6th December 2004
and signed, as authorised, on its behalf by:



DIRECTORS

STOCKTON'S LEARNING TOWNS

(A Company Limited by Guarantee and having no Share Capital)

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2004

1. BASIS OF PREPARATION OF FINANCIAL STATEMENTS

Convention and Legislation

The financial statements have been prepared under the historical cost convention in accordance with applicable accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities", published in October 2000, the Financial Reporting Standard for Smaller Entities (effective June 2002) and the Companies Act 1985.

2. ACCOUNTING POLICIES

(a) Fund Accounting

Unrestricted funds are those which are available for use at the discretion of the board in the furtherance of the general objects of the charity.

Restricted funds comprise those funds which are to be used for a specific project in accordance with specific restrictions imposed by donors in respect of expenditure. The relevant costs are charged against the specific fund.

Capital grants received as a contribution towards expenditure on fixed assets are recognised in full in the Statement of Financial Activities for the period in which the grant is receivable under restricted funds. In every subsequent year, a transfer is made to unrestricted funds to write down the grant over the estimated useful lives of the relevant assets.

(b) Incoming Resources

All incoming resources are included in the Statement of Financial Activities when receivable.

(c) Resources Expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. 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.

(d) Tangible Fixed Assets and Depreciation

Tangible fixed assets are capitalised and included at cost, including any incidental expenses of acquisition.

Depreciation is provided at the following annual rates so as to write off the cost of the fixed assets over their estimated useful lives:

Office fixtures, fittings and equipment	- 20% reducing balance
Computer equipment	- 33 $\frac{1}{3}$ % straight line

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NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2004

3. GRANTS RECEIVABLE

	2004 Unrestricted £	2004 Restricted £	2004 Total £	2003 Total £
Lifelong Learning Partnership	24,150	-	24,150	151,627
Neighbourhood Renewal Fund	-	102,262	102,262	96,132
Single Regeneration Budget	-	14,000	14,000	14,000
Stockton-on-Tees Borough Council:				
- Pathfinder Project Research Funding	-	-	-	35,000
Learning & Skills Council:				
- Stockton Area Wide Action Plan	-	-	-	24,450
Workers Educational Association	4,000	-	4,000	10,000
Others	400	-	400	1,170
	<u>28,550</u>	<u>116,262</u>	<u>144,812</u>	<u>332,379</u>

4. INVESTMENT INCOME

	2004 Unrestricted £	2003 Unrestricted £
Bank interest receivable	<u>1,010</u>	<u>60</u>

5. CHARITABLE EXPENDITURE - COSTS OF ACTIVITIES IN FURTHERANCE OF THE CHARITY'S OBJECTS - PROMOTING LIFELONG LEARNING

	2004 Unrestricted £	2004 Restricted £	2004 Total £	2003 Total £
Staff costs	-	20,555	20,555	39,965
Events and promotional expenses	1,509	36,541	38,050	25,540
Pathfinder consultancy fees	-	-	-	30,000
Area wide inspection fees	-	-	-	16,000
Lifelong learning partnership expenses	3,341	1,941	5,282	137,283
	<u>4,850</u>	<u>59,037</u>	<u>63,887</u>	<u>248,788</u>

STOCKTON'S LEARNING TOWNS

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NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2004

6. CHARITABLE EXPENDITURE - SUPPORT COSTS

	2004 Unrestricted £	2004 Restricted £	2004 Total £	2003 Total £
Staff costs	-	17,809	17,809	13,784
Learning Cities network subscription	712	688	1,400	1,400
Workshop and training costs	873	1,571	2,444	1,663
Professional fees	-	9,210	9,210	6,865
Advertising	-	5,120	5,120	6,878
Property costs	127	3,046	3,173	5,980
Administration costs	3,337	3,642	6,979	7,472
Depreciation	3,697	-	3,697	3,563
	<u>8,746</u>	<u>41,086</u>	<u>49,832</u>	<u>47,605</u>

7. MANAGEMENT AND ADMINISTRATION OF THE CHARITY

	2004 Unrestricted £	2004 Restricted £	2004 Total £	2003 Total £
Staff costs	27,421	18,593	46,014	39,118
Professional fees	-	1,528	1,528	-
Property costs	-	352	352	664
Administration costs	1,204	9,317	10,521	10,287
Depreciation	411	-	411	396
	<u>29,036</u>	<u>29,790</u>	<u>58,826</u>	<u>50,465</u>

8. TOTAL RESOURCES EXPENDED

	Staff Costs £	Other Costs £	Total 2004 £	Total 2003 £
Costs of activities in furtherance of charitable objects	20,555	43,332	63,887	248,788
Support costs	17,809	32,023	49,832	47,605
Management and administration of the charity	46,014	12,812	58,826	50,465
	<u>84,378</u>	<u>88,167</u>	<u>172,545</u>	<u>346,858</u>

STOCKTON'S LEARNING TOWNS

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NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2004

8. TOTAL RESOURCES EXPENDED *(Continued)*

Staff Costs

	2004 £	2003 £
Wages and salaries	77,500	86,347
Social security costs	6,878	6,520
Other pension costs	-	-
	<u>84,378</u>	<u>92,867</u>

No employees received emoluments in excess of £50,000 during the year.

The average number of persons employed by the company during the year was as follows:

	2004 No.	2003 No.
Management	1	1
Administration	3	1
Direct charitable	1	2
	<u>5</u>	<u>4</u>

9. NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR

The net incoming/(outgoing) resources before transfers are stated after charging auditors' remuneration of £2,937 (2003: £2,937).

10. DIRECTORS

No director received any remuneration or reward from the company during the year under review.

As permitted under the Companies Act 1989 and under the company's Articles of Association, the company has obtained indemnity insurance in respect of directors' and officers' liability arising from the discharge of their duties.

STOCKTON'S LEARNING TOWNS

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NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2004

11. TANGIBLE FIXED ASSETS

	Office, Fixtures, Fittings & Equipment £	Computer Equipment £	Total £
Cost			
As at 1st April 2003	6,722	9,608	16,330
Additions	411	281	692
	<u>7,133</u>	<u>9,889</u>	<u>17,022</u>
As at 31st March 2004			
Depreciation			
As at 1st April 2003	1,431	4,084	5,515
Charge for year	1,097	3,011	4,108
	<u>2,528</u>	<u>7,095</u>	<u>9,623</u>
As at 31st March 2004			
Book Value			
As at 31st March 2004	<u>4,605</u>	<u>2,794</u>	<u>7,399</u>
As at 31st March 2003	<u>5,291</u>	<u>5,524</u>	<u>10,815</u>

12. DEBTORS

	2004 £	2003 £
Trade debtors	5,946	23,920
Grants receivable	4,000	36,647
Prepayments and sundry debtors	880	19,203
	<u>10,826</u>	<u>79,770</u>

13. CREDITORS: Amounts falling due within one year

	2004 £	2003 £
Trade creditors	558	77,333
Other creditors	-	10,276
Accruals	7,938	2,938
Social security costs and other taxes	-	5,290
	<u>8,496</u>	<u>95,837</u>

STOCKTON'S LEARNING TOWNS

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NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2004

14. FUNDS

	At 1st April 2003 £	Income £	Expenditure £	Transfers £	At 31st March 2004 £
Unrestricted Funds	<u>60,769</u>	<u>41,560</u>	<u>(42,632)</u>	<u>1,969</u>	<u>61,666</u>
Restricted Funds					
Single Regeneration Budget	-	14,000	(14,649)	649	-
Neighbourhood Renewal Funds	21,124	102,262	(105,714)	(2,370)	15,302
Learning & Skills Council:					
Stockton Area Wide Action Plan	7,642	-	-	-	7,642
Others	-	10,000	(9,550)	(248)	202
	<u>28,766</u>	<u>126,262</u>	<u>(129,913)</u>	<u>(1,969)</u>	<u>23,146</u>

Unrestricted funds are those which the board are free to use in accordance with the charitable objects.

Restricted funds are those which have been given for specific purposes or projects.

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Tangible fixed assets	3,755	3,644	7,399
Current assets	57,911	27,998	85,909
Current liabilities	-	(8,496)	(8,496)
	<u>61,666</u>	<u>23,146</u>	<u>84,812</u>

16. TAXATION

The company has been granted charitable exempt status by the Inland Revenue on the grounds that it is established for charitable purposes only.

17. CONTROLLING PARTY

Throughout the year, the company was under the control of the board of directors.

STOCKTON'S LEARNING TOWNS

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NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2004

18. RELATED PARTY TRANSACTIONS

There was no single entity or organisation exercising overall control over the company during the year under review.

During the year, the company had the following financial transactions with member organisations:

- (a) Grants totalling £116,262 were receivable from or through Stockton Borough Council.
- (b) Grants totalling £4,000 were receivable through the Workers Educational Association.
- (c) Income totalling £400 was receivable from Archon 2000.
- (d) Included in charitable expenditure was £5,293 charged by Stockton Borough Council.
- (e) Included in charitable expenditure was £1,900 charged by Stockton & Billingham College.
- (f) Included in charitable expenditure was £1,620 charged by Stockton Sixth Form College.
- (g) A total of £8,519 was charged to the company by Archon 2000 and is included in the Statement of Financial Activities as follows:

	£
Support costs	3,291
Management and administration expenditure	5,228
	<hr/>
	8,519
	<hr/> <hr/>