

AMENDING

**THE TRINITY CENTRE
WINCHESTER**

**DIRECTOR'S REPORT AND
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED
31 MARCH 2002**

**Registered Company No. 3705365
Registered Charity No. 1074604**



**A06
COMPANIES HOUSE**

A06LPPF4S

**0309
17/10/02**

THE TRINITY CENTRE WINCHESTER
DIRECTORS' REPORT AND FINANCIAL STATEMENTS
for the year ended 31 March 2002

CONTENTS

	Page
Legal and Administrative Information	1-2
Annual Report	3-4
Directors Report	5
Independent Examiners' Report	6
Statement of Financial Activities	7
Summary Income and Expenditure Account	8
Balance Sheet	9
Notes to the Accounts	10-14

THE TRINITY CENTRE WINCHESTER
LEGAL AND ADMINISTRATIVE INFORMATION

for the year ended 31 March 2002

Charity name: The Trinity Centre Winchester

Governing instrument The Charity is a company limited by guarantee and not having a share capital. As such it is governed by its Memorandum and Articles of Association. It was incorporated on 1st February 1999.

Members: *The Subscribers to the Memorandum of Association and other members elected by the Board of Directors shall with their agreement, be admitted to membership of the company.*

Directors The first Directors were the subscribers to the Memorandum of Association. The Board of Directors shall have powers to appoint any member of the Company to be Director subject to their agreement.

Directors

J Roberts (Chairman)	J Slater
C Taylor	Rev T Maguire
A Woodford (Resigned 24/01/2002)	C Savage
CNJ Semple (Appointed 23/03/2002)	J Martin

Registered Office: St Pauls Hill
Winchester
Hampshire
SO22 5AE

Secretary: C Taylor

THE TRINITY CENTRE WINCHESTER
LEGAL AND ADMINISTRATIVE INFORMATION

for the year ended 31 March 2002

(continued)

Bankers:

Royal Bank of Scotland
67 - 68 High Street
Winchester
SO23 9DA

Legal Advisor

M Leatherdale LL.B ACIS
Heppenstalls Solicitors
39 - 41 High Street
Lyndhurst
Hampshire
SO43 7BE

Reporting Accountants

C W Fellowes Ltd
Templars House
Lulworth Close
Chandlers Ford
Hampshire
SO53 3TL

THE TRINITY CENTRE WINCHESTER

ANNUAL REPORT

for the year ended 31 March 2001

1. Introduction

1.1 This report by the Directors of the Trinity Centre, Winchester relates only to the Accounts for the period April 2001 – March 2002. Further information about the services and activities provided at the Centre may be found in the Annual Report, presented at the Annual General Meeting held on 19 September 2002.

1.2 One important change in the provision of services is the transfer of responsibility for Healthcare from the Centre to the North and Mid-Hants Health Authority. Trinity Centre expenditure on health care is now restricted to payments to our health visitor (which are then reclaimed from the Health Authority) and the salaries of complementary therapists. It should also be noted that the three-year grant from the Community Fund (previously the National Lottery Charities Board) ended on 31 July 2001. The Fund did, however make some further payments arising from an under-spend in year 2 of the grant.

2. Layout of Accounts

2.1 In accordance with the guidelines issued by the Charity Commission, Expenditure is recorded under two main headings – Direct Charitable Costs (i.e. expenditure on items relating directly to the services provided to users of the Centre) and Administrative Costs (i.e. office staff and equipment, office supplies, utilities etc.). Within the section covering Direct Charitable Costs expenditure on the furniture project is listed separately because for part of the year it was met from a specific grant for which the Centre is accountable to the Community Fund. Similarly, part of the funding for Healthcare was provided specifically for this purpose by two grant-making charitable Trusts.

3. Notes on Income

3.1 *Local Statutory Authorities*

We continue to rely, for much of the expenditure on core services, on two statutory funders – Winchester City Council (£82,500) and Hampshire County Council Social Services Department (£27,100). These grants represented about fifty percent of total income over the year 2001-2002.

Grants amounting to some £14,000 were received from the Health Authority Primary Care Trust. These covered the salary of our health visitor together with some payments towards administrative costs. Additionally we received just under £15,000 from the HCC Drugs Advisory Service in payment for the costs involved in setting up a drugs advice centre to be known as 'Rupert's'.

3.2 *European Social Fund*

In the course of the financial year 2001-2002, a total of £58,411 was received from this source. The initial phase of ESF funding ended on 30 June 2002 but a bid for further funding from the Learning Skills Council has been accepted. This will enable the Centre to continue and expand the services set up under the original arrangement with the ESF.

3.3 *Grant Making Trusts*

The costs of the complementary medicine element of the Healthcare project (just over £9,000) were fully covered by a grant from the John Paul Getty Trust (£10,000). The costs of the Furniture Scheme (about £22,000) were met partially by a grant from the Community Fund (formerly the National Lottery Charities Board) of just over £10,000 plus a grant of just under £6,000 from the Tudor Trust and a grant of £1,000 from the Winchester Housing Association. The balance of the cost was met from reserve funds that included some £5,800 of Community Fund grant carried over from last financial year.

3.4 *Other Non-Statutory Bodies*

Grants and donations from Winchester Churches and other non-statutory bodies amounted to about £7,000.

3.5 *Personal Donations*

Personal donations, bequests and covenants brought in about £12,000 plus tax relief on covenants of about £1,260. Donations via collecting boxes in shops brought in some £1,800

3.6 *Investments*

The Company does not invest in the stock market. All cash surplus to immediate requirements is placed on short-term deposit through our bankers. This brought in interest amounting to just under £3,400.

3.7 *Reserves*

At the end of the period, net current assets stood at £73,133 of which about £3,000 was attributable to restricted funds.

4. Notes on Expenditure

4.1 *Core Services and Administration*

The main areas of increased expenditure were staff costs (we recruited additional staff and employed a number of part-time tutors to provide extra facilities associated with the ESF project), food and domestic costs. Total expenditure on these services amounted to about £197,000 compared with about £144,600 in the previous year.

4.2 *Healthcare*

Apart from complementary therapies, the Healthcare service has been provided since 1 April 2001 by the Primary Care Trust of the North and mid-Hants Health authority. Expenditure on complementary therapies amounted to £9,325.

4.3 *The Furniture Scheme*

Expenditure on this service amounted to £22,100. (For sources of funding see 3.3 above).

5. Overall Result

- 5.1 Gross charitable income for the year amounted to £240,494 against expenditure of £237,561 resulting in a surplus of £2,933 over the year compared to a surplus of £16,092 last financial year. It should, however, be noted that most of last year's surplus was attributable to advance payments from the ESF.

C.H. Taylor
Hon. Secretary



Date. 13 AUGUST 2002

THE TRINITY CENTRE WINCHESTER

DIRECTORS' REPORT

for the year ended 31 March 2002

The Directors present their report and the financial statements for the year ended 31 March 2002.

Objectives and Policies

The Company's objectives are to provide a centre in the City of Winchester which offers information, advice, counselling and healthcare services and welfare and recreational facilities to its visitors and in particular those who are disadvantaged by homelessness, unemployment, illness, addiction, poverty or other social deprivation.

Review of the financial period

The Directors are pleased to report that the Company has fulfilled its objectives during the period within the financial resources made available to them and this has been agreed in the Charity's Annual Report.

Directors and their interests

The Directors who served during the period are listed below. All the Directors have a guarantee not exceeding £1.

J Roberts	J Slater
C Taylor	Rev T Maguire
A Woodford (Resigned 24/01/2002)	C Savage
CJN Semple (Appointed 23/03/2002)	J Martin

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

This Report was approved by the Directors on

.....
Director

THE TRINITY CENTRE WINCHESTER
ACCOUNTANTS' REPORT
FOR THE PERIOD TO 31 MARCH 2002

We report on the accounts for the period ended 31 March 2002 set out in pages 7 to 14.

Respective responsibilities of trustees and reporting accountants

As described on page 9 the trustees, who are also the directors of The Trinity Centre Limited for the purposes of company law, are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

Basis of opinion

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

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 regard only to, and of 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 section 249C(6) of the Act; and
 - ii) the company satisfied the conditions for exemption from an audit of the accounts for the year specified in section 249A(4) of the Act as modified by section 249A(5) and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1).

CW Fellowes Limited

CW Fellowes Limited

Date 27th August 2002

Templars House
Lulworth Close
Chandlers Ford
SO53 3TL

THE TRINITY CENTRE WINCHESTER
STATEMENT OF FINANCIAL ACTIVITIES

for the year ended 31 March 2002

	Note	Unrestricted Fund £	Restricted Fund £	Endowment Fund £	Total Funds 2002 £	Total Funds 2001 £
Income and expenditure						
Incoming resources						
Grants receivable		197,014	18,672	-	215,686	173,829
Donations, including tax credits		20,462	-	-	20,462	21,677
Miscellaneous income		1,813	-	-	1,813	846
Investment income		2,533	-	-	2,533	3,391
Total incoming resources	6	221,822	18,672	-	240,494	199,743
Resources expended						
Direct charitable expenditure	7	154,115	31,162	-	185,277	157,254
Management and administration of charity	9	52,284	-	-	52,284	26,397
Total resources expended		206,399	31,162	-	237,561	183,651
Net incoming/(outgoing) resources for the year		15,423	(12,490)	-	2,933	16,092
Transfer between funds		(131)	131	-	0	0
Balances brought forward at 31 March 2001		195,279	15,205	-	210,484	194,392
Balances carried forward at 31 March 2002	11	210,571	2,846	-	213,417	210,484

Their income and expenditure is given in more detail in the notes to the accounts on pages 10 to 14.

THE TRINITY CENTRE WINCHESTER
SUMMARY INCOME AND EXPENDITURE ACCOUNT
for the year ended 31 March 2002

	2002 £	2001 £
Gross charitable income	240,494	199,743
Total expenditure	(237,561)	(183,651)
Net income/(expenditure)	<u>2,933</u>	<u>16,092</u>

Gross income relates to restricted and unrestricted funds. The Statement of Financial Activities provides an analysis of the sources.

Analysis of the expenditure is provided in the Statement of Financial Activities and notes.

The summary income and expenditure account is derived from the Statement of Financial Activities on page 7 which, together with the notes to the accounts on pages 10 to 14 provides full information on the movements during the year on all the funds of the company.

The notes on pages 10 to 14 form part of these accounts.

THE TRINITY CENTRE WINCHESTER

BALANCE SHEET

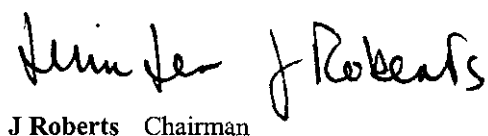
as at 31 March 2002

	Note	2002		2001	
		£	£	£	£
Fixed assets					
Tangible	3		140,284		144,344
Current assets					
Stock			35		35
Debtors	4		22,428		2,795
Bank deposit account			-		92,000
Cash at bank at bank and in hand			54,891		13,023
			<u>77,354</u>		<u>107,853</u>
Creditors: amounts falling due within one year	5		<u>4,221</u>		<u>41,713</u>
Net current assets			73,133		66,140
Net assets			<u>213,417</u>		<u>210,484</u>
Funds					
Unrestricted fund	11		210,571		195,279
Restricted fund	11		2,846		15,205
			<u>213,417</u>		<u>210,484</u>

The Directors have:-

- taken advantage of the Companies Act 1985 in not having these accounts audited under Section 249A(1) [total exemption]
- confirmed that no notice has been deposited under Section 249B(2) of the Companies Act 1985
- acknowledged their responsibilities for ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985
- acknowledged their responsibilities for preparing accounts which give a true and fair view of the company and of its profit/loss (whichever is applicable) for the year then ended in accordance with the requirements of Section 226 of the companies Act 1985 and which otherwise comply with the requirements of this Act relating to accounts, so far as is applicable to this company.

The accounts on pages 7 to 14 were approved by the board of directors on 13 AUGUST 2002



J Roberts Chairman

THE TRINITY CENTRE WINCHESTER

NOTES TO THE ACCOUNTS

Year ended 31 March 2002

1 Accounting policies

The financial statements have been prepared under the historical cost convention, and are in accordance with applicable accounting standards and the Charities Accounting Statement of Recommended Practice (SORP).

- a All expenditure is accounted for gross, and when incurred.
- b The Trinity Centre Winchester is a registered charity (No. 1074604) and is therefore not liable to Corporation Tax.
- c The company has taken advantage of the exemption from preparing a cash flow statement conferred by Financial reporting Statement no.1 on the grounds that it is entitled to the exemptions available in Sections 246 to 247 of the Companies Act 1985 for small companies.
- d Depreciation is provided to write off the cost, less estimated residual values, of all fixed assets except freehold land, over their expected useful lives. It is calculated at the following rates:-

Equipment	33.33 %	Straight line method
Vehicles	20 %	Straight line method

It has been agreed by the Directors, that the value of the furniture currently shown on the balance sheet, has a minimal monetary value if ever it were to be sold. They have therefore agreed to write off the cost of the furniture over two years.

2 Net incoming/(outgoing) resources

	2002	2001
	£	£
Net incoming/(outgoing) resources are stated after charging:		
Depreciation	<u>4,060</u>	<u>6,251</u>

THE TRINITY CENTRE WINCHESTER

NOTES TO THE ACCOUNTS

Year ended 31 March 2002

3 Fixed assets

	Freehold Land	Equipment	Furniture & Fittings	Motor Vehicle	Total
Cost					
At 1 April 2001	135,000	3,761	2,785	14,884	156,430
Additions	-	-	-	-	-
At 31 March 2002	<u>135,000</u>	<u>3,761</u>	<u>2,785</u>	<u>14,884</u>	<u>156,430</u>
Depreciation					
At 1 April 2001	-	2,582	2,785	6,719	12,086
Charge	-	711	-	3,349	4,060
Disposals	-	-	-	-	-
At 31 March 2002	<u>-</u>	<u>3,293</u>	<u>2,785</u>	<u>10,068</u>	<u>16,146</u>
Net book value 31 March 2002	<u>135,000</u>	<u>468</u>	<u>-</u>	<u>4,816</u>	<u>140,284</u>
Net book value 31 March 2001	<u>135,000</u>	<u>1,179</u>	<u>-</u>	<u>8,165</u>	<u>144,344</u>

	2002 £	2001 £
4 Debtors		
Amounts falling due within one year		
Prepayments	3,061	2,745
Other	50	50
Accrued Income	19,317	-
	<u>22,428</u>	<u>2,795</u>

5 Creditors

Amounts falling due within one year		
Accruals	4,221	41,713
	<u>4,221</u>	<u>41,713</u>

The salaries for the Trinity Centre staff are prepared by the local city council who invoice the Centre quarterly for the gross salaries. The wages accrual (£200) included above, contains the gross salaries inclusive of tax and national insurance.

THE TRINITY CENTRE WINCHESTER

NOTES TO THE ACCOUNTS

Year ended 31 March 2002

	Unrestricted Fund £	Furniture Scheme £	Health Care £	Total Funds	
				2002 £	2001 £
6 Income					
Statutory bodies (WCC & HCC)	124,566	-	-	124,566	99,125
Private Charities and churches	6,985	-	-	6,985	11,331
Personal donations & bequest	7,744	-	-	7,744	6,541
Quakers	197	-	-	197	233
Deeds of covenant	4,277	-	-	4,277	2,967
Covenant tax relief	1,259	-	-	1,259	605
Collection boxes	1,808	-	-	1,808	846
Mercandise	5	-	-	5	-
Investment income	2,533	-	-	2,533	3,391
Mid Hants PCT	14,037	-	-	14,037	-
Grants Furn. Scheme (Lottery)	-	10,172	-	10,172	17,983
HC Grant (non-statutory)	-	-	8,500	8,500	19,000
ESF Funding - start up	-	-	-	-	5,244
ESF Funding - unrestricted	58,411	-	-	58,411	32,477
	221,822	10,172	8,500	240,494	199,743
7 Direct charitable costs					
Salaries and NIC	116,035	-	-	116,035	84,104
Sunday opening costs	1,128	-	-	1,128	-
Tutors charges	11,050	-	-	11,050	-
Health Care Scheme					
Acupuncture	-	-	9,062	9,062	6,978
Nurse	2,052	-	-	2,052	6,147
Psychiatric Nurse	-	-	-	-	4,218
Health visitor/CPN	6,553	-	-	6,553	1,927
Shiatsu	263	-	-	263	293
Other PHC costs	848	-	-	848	471
Furniture Scheme					
FS salary/tel/misc	-	19,731	-	19,731	17,919
FS van expenses	-	2,369	-	2,369	1,336
Other welfare expenses					
Food/domestic costs	8,671	-	-	8,671	7,014
User grants/loan & travel	1,359	-	-	1,359	1,867
User welfare/recreation	1,456	-	-	1,456	3,554
Depreciation	4,060	-	-	4,060	6,251
ESF					
Set up costs	-	-	-	-	8,252
Mentors	640	-	-	640	6,923
	154,115	22,100	9,062	185,277	157,254

THE TRINITY CENTRE WINCHESTER

NOTES TO THE ACCOUNTS

Year ended 31 March 2002

8 Staff costs

The Trinity Centre is operated on a trustee basis. All members of the Board of Directors act in an unpaid capacity. The average number of staff employed during the period was 15.

	Unrestricted Fund £	Furniture Scheme £	Primary Health £	Total Funds 2002 £	2001 £
9 Administration costs					
Office salaries & NIC	17,231	-	-	17,231	7,499
Light heat & power	2,826	-	-	2,826	2,053
Insurance	3,028	-	-	3,028	2,425
Telephone	2,435	-	-	2,435	2,432
Repairs & renewals	10,123	-	-	10,123	1,959
Training costs	3,555	-	-	3,555	1,471
Stationery & office supplies	1,763	-	-	1,763	1,484
Postage & delivery	357	-	-	357	368
Subscriptions & publications	862	-	-	862	609
Cleaning	5,461	-	-	5,461	4,145
Advertising	316	-	-	316	615
Sundries	21	-	-	21	-
Professional Fees etc	3,444	-	-	3,444	1,166
Travel etc	862	-	-	862	171
	52,284	-	-	52,284	26,397

10 Share capital

The Trinity Centre is a company limited by guarantee and does not have a share capital.

THE TRINITY CENTRE WINCHESTER

NOTES TO THE ACCOUNTS

Year ended 31 March 2002

11 Analysis of funds

	Unrestricted Fund £	Restricted Funds Furniture Scheme £	Health Care £	Total £
Opening balance at 1 April 2001	195,279	5,829	9,376	210,484
Net income/(outgoing) of resources	15,423	(11,928)	(562)	2,933
Transfer of funds	(131)	6,099	(5,968)	-
Balance at 31 March 2002	<u>210,571</u>	<u>-</u>	<u>2,846</u>	<u>213,417</u>
Represented by:				
Tangible fixed assets	140,284	-	-	140,284
Net current assets	70,287	-	2,846	73,133
	<u>210,571</u>	<u>-</u>	<u>2,846</u>	<u>213,417</u>

12 Guarantee

Every member of the Company undertakes to contribute to the assets of the Company in the event of the same being wound up while they are a Member, or within one year after they cease to be a member, for payment of the debts and liabilities of the Company contracted before they ceased to be a Member, and of the costs, charges and expenses of winding up and for the adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding £1.