

Charity Registration No.

Company Registration No. 03885646 (England and Wales)

**CATERHAM BARRACKS COMMUNITY TRUST  
TRUSTEES' REPORT AND ACCOUNTS  
FOR THE PERIOD ENDED 30 NOVEMBER 2000**



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COMPANIES HOUSE

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0794  
22/12/01

*Roger Lugg & Co*

Chartered Accountants

# CATERHAM BARRACKS COMMUNITY TRUST

## INFORMATION

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### Trustees

I Ball  
J B Barradell  
R B Clements  
P J Davies  
R Davies  
K J Dixon  
D J H Ellsmore-Creed  
A J Parr  
M Payne  
E J Whettingsteel

### Secretary

M Patchett

### Charity number

### Company number

03885646

### Principal address

Linden House, The Village, Coulsdon Road  
Caterham  
Surrey  
CR3 5YB

### Registered office

Linden House, The Village, Coulsdon Road  
Caterham  
Surrey  
CR3 5YB

### Auditors

Roger Lugg & Co  
12 / 14 High Street  
Caterham  
Surrey  
CR3 5UA

### Bankers

NatWest Bank plc  
PO Box 953, 1 Croydon Road  
Caterham  
Surrey  
CR3 6XB

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# CATERHAM BARRACKS COMMUNITY TRUST

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# CATERHAM BARRACKS COMMUNITY TRUST

## TRUSTEES' REPORT FOR THE PERIOD ENDED 30 NOVEMBER 2000

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The trustees present their report and accounts for the period ended 30 November 2000.

### Objects of the charity

The Trust is a company limited by guarantee. The directors have obtained registered charity status. The objects of the Trust are to pursue any charitable purpose for the benefit of people who live and work in Caterham Barracks and Caterham and its environs, and in particular to provide recreation and leisure facilities in the interest of social welfare, the advancement of education, and the preservation and enhancement of the environment.

In carrying out its objects, the Trust seeks to ensure equality of opportunities for all sections of the community, in its own affairs and in society generally.

The affairs and the objects of the Trust are managed by the Board of Trustees. The Board is made up as follows;

Not more than 3 User Members  
Not more than 1 Youth Member  
Not more than 1 Village Resident Member  
Not more than 1 Village Business Member  
Not more than 1 Caterham Member  
Not more than 1 nominated by Tandridge District Council  
Not more than 4 individuals

and the Board members are set out below.

The Board may delegate any of its powers to Sub-committees and the Board has appointed a Chief Executive, R Moran, to manage the day to day affairs of the Trust.

The income and property of the Trust can only be applied to the promotion of its objects set out above, and no grants are permitted to be paid out to members, except for reasonable services rendered.

### Review of activities

The Trust was set up on 29 November 1999, in accordance with the agreement dated 22 November 1999 between Tandridge District Council and Linden Homes South East Limited. Also in accordance with that agreement Phase One and part of Phase Two were completed by Linden Homes. During the accounting period the Trustees' activities are in line with that agreement and expectations.

### Trustees

The trustees, who are also the directors for the purpose of company law, who served during the year are:

|                      |                              |
|----------------------|------------------------------|
| I Ball               | (Appointed 6 December 1999)  |
| J B Barradell        | (Appointed 28 June 2000)     |
| R B Clements         | (Appointed 29 November 1999) |
| P J Davies           | (Appointed 6 December 1999)  |
| R Davies             | (Appointed 29 November 1999) |
| K J Dixon            | (Appointed 17 February 2000) |
| D J H Ellsmore-Creed | (Appointed 6 December 1999)  |
| A J Parr             | (Appointed 6 December 1999)  |
| M Payne              | (Appointed 6 December 1999)  |
| E J Whettingsteel    | (Appointed 6 December 1999)  |

# CATERHAM BARRACKS COMMUNITY TRUST

## TRUSTEES' REPORT (CONTINUED) FOR THE PERIOD ENDED 30 NOVEMBER 2000

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None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

### Review of financial position

As shown in the financial statements, the Trust received £104399 in respect of unretircted funds and £16650 in respect of restricted funds.

£50,000 of this sum was on account of the Enterprise Centre and £31250 in respect of the Permanent Endowment. £23,149 was in respect of rent received for the NAAFI, the Arts and Recreation Centre and the Gym.

The £16650 received for the restricted fund was in respect of Open Market Houses completed and is for the management of the Community Trust facilities and not capital expenditure.

### Asset cover for funds

Note 6 sets out an analysis of the assets attributable to the various funds and a description of the trusts. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

### Auditors

In accordance with section 385 of the Companies Act 1985, a resolution proposing that Roger Lugg & Co be reappointed as auditors of the company will be put to the Annual General Meeting.

On behalf of the board of trustees



Trustee

Dated: 19/12/01

# **CATERHAM BARRACKS COMMUNITY TRUST**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

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Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the charitable company's state of affairs at the end of the year and of its income and expenditure for that period.

In preparing those accounts, the trustees are required to:

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

The trustees are responsible for keeping 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 accounts 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.

# CATERHAM BARRACKS COMMUNITY TRUST

## AUDITORS' REPORT TO THE MEMBERS OF CATERHAM BARRACKS COMMUNITY TRUST

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We have audited the accounts on pages 5 to 8 which have been prepared under the historical cost convention and the accounting policies set out on page 7.

### Respective responsibilities of trustees and auditors

As described on page 3 the trustees, who are also the directors of Caterham Barracks Community Trust for the purpose of company law, are responsible for the preparation of accounts. It is our responsibility to form an independent opinion, based on our audit, on those accounts and to report our opinion to you.

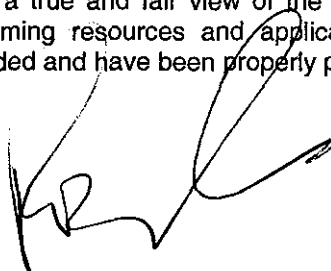
### Basis of opinion

We conducted our audit in accordance with 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 accounts. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the accounts, 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 the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance as to whether the accounts 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 accounts.

### Opinion

In our opinion the accounts give a true and fair view of the charitable company's state of affairs as at 30 November 2000 and of its incoming resources and application of resources, including its income and expenditure, in the period then ended and have been properly prepared in accordance with the Companies Act 1985.



**Roger Lugg & Co**

Chartered Accountants  
Registered Auditor  
12 / 14 High Street  
Caterham  
Surrey  
CR3 5UA

Dated: 28/12/2001

# CATERHAM BARRACKS COMMUNITY TRUST

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE PERIOD ENDED 30 NOVEMBER 2000

|  | Notes | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>2000<br>£ |
|--|-------|----------------------------|--------------------------|--------------------|
| <b>Incoming resources</b>                |       |                            |                          |                    |
| Grants receivable                        |       | 31,250                     | 16,650                   | 47,900             |
| Investment income                        | 2     | 73,149                     | -                        | 73,149             |
| <b>Total incoming resources</b>          |       | <b>104,399</b>             | <b>16,650</b>            | <b>121,049</b>     |
| <b>Resources expended</b>                |       |                            |                          |                    |
| Direct charitable expenditure            |       | -                          | -                        | -                  |
| Other expenditure:                       |       |                            |                          |                    |
| Fundraising and publicity                |       | 2,061                      | -                        | 2,061              |
| Management and administration            |       | 76,090                     | 16,650                   | 92,740             |
| <b>Total resources expended</b>          | 3     | <b>78,151</b>              | <b>16,650</b>            | <b>94,801</b>      |
| <b>Net movement in funds</b>             |       | <b>26,248</b>              | <b>-</b>                 | <b>26,248</b>      |
| Fund balances at 29 November 1999        |       | -                          | -                        | -                  |
| <b>Fund balances at 30 November 2000</b> |       | <b>26,248</b>              | <b>-</b>                 | <b>26,248</b>      |

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 1985.



# CATERHAM BARRACKS COMMUNITY TRUST

## BALANCE SHEET AS AT 30 NOVEMBER 2000

|   | Notes | 2000<br>£ | £             |
|---|-------|-----------|---------------|
| <b>Current assets</b>                         |       |           |               |
| Cash at bank and in hand                      |       | 45,154    |               |
| <b>Total assets less current liabilities</b>  |       |           | 45,154        |
| <b>Provisions for liabilities and charges</b> |       |           | (18,906)      |
| <b>Net assets</b>                             |       |           | <u>26,248</u> |
| <b>Income funds</b>                           |       |           |               |
| Unrestricted funds:                           |       |           |               |
| Other charitable funds                        |       |           | 26,248        |
|   |       |           | <u>26,248</u> |

The accounts were approved by the Board on 19/12/01

*R. Davies*

Trustee

*N. Paine*

Trustee

# CATERHAM BARRACKS COMMUNITY TRUST

## NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 30 NOVEMBER 2000

### 1 Accounting policies

#### 1.1 Basis of preparation

The accounts are prepared under the historical cost convention.

The accounts have been prepared in accordance with the Statement of Recommended Practice - Accounting by Charities.

### 2 Investment income

|               | 2000<br>£     |
|---------------|---------------|
| Rental income | 73,149        |
|               | <u>73,149</u> |

### 3 Total resources expended

|                               | Staff<br>costs<br>£ | Depreciation<br>£ | Other<br>costs<br>£ | Total<br>2000<br>£ |
|-------------------------------|---------------------|-------------------|---------------------|--------------------|
| Direct charitable expenditure | -                   | -                 | -                   | -                  |
| Other expenditure:            |                     |                   |                     |                    |
| Fundraising and publicity     | -                   | -                 | 2,061               | 2,061              |
| Management and administration | 9,026               | -                 | 83,714              | 92,740             |
|                               | <u>9,026</u>        | <u>-</u>          | <u>85,775</u>       | <u>94,801</u>      |

Management and administration costs includes payments to the auditors of £1850 for audit fees.

### 4 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the period.

### 5 Employees

#### Number of employees

The Chief Executive was the only employee.

| Employment costs   | 2000<br>£    |
|--------------------|--------------|
| Wages and salaries | <u>9,026</u> |

# CATERHAM BARRACKS COMMUNITY TRUST

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE PERIOD ENDED 30 NOVEMBER 2000

### 6 Analysis of net assets between funds

|   | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>£    |
|---|----------------------------|--------------------------|---------------|
| Fund balances at 30 November 2000 are represented by: |                            |                          |               |
| Current assets  | 45,154                     | -                        | 45,154        |
| Provisions for liabilities and charges                | (18,906)                   | -                        | (18,906)      |
|   | <u>26,248</u>              | <u>-</u>                 | <u>26,248</u> |