

Registered number: 4094205
Charity number 1092205

UNIQUE COFFEE BAR
(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2012

FRIDAY



L109GZYJ

L14

21/12/2012

#10

COMPANIES HOUSE

UNIQUE COFFEE BAR
(A company limited by guarantee)

CONTENTS

	Page
Reference and administrative details of the charity, its trustees and advisers	1
Trustees' report	2 - 5
Independent auditors' report	6 - 7
Statement of financial activities	8
Balance sheet	9
Notes to the financial statements	10 - 16

UNIQUE COFFEE BAR
(A company limited by guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2012**

Trustees

M Kinsella, Principal
People Potential Possibilities

Company registered number

4094205

Charity registered number

1092205

Registered office

Keepers Cottage Riverside Park, Great North Road, Newark, Nottinghamshire, NG24 1BL

Company secretary

Dale Wilkins

Chief executive officer

Martin Kinsella

Auditors

haysmacintyre, Fairfax House, 15 Fulwood Place, London, WC1V 6AY

Bankers

HSBC, Market Place, Newark, Nottinghamshire

UNIQUE COFFEE BAR
(A company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2012

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the audited financial statements of Unique Coffee Bar (the company) for the ended 31 March 2012. The Trustees confirm that the Annual report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

CONSTITUTION

The company is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 20 October 2000. This places restrictions on the company to carry out its charitable work within the town of Newark, Nottinghamshire and surrounding districts and to work with young people aged from 14 to 25 years old.

The company is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 20 October 2000. This places restrictions on the company to carry out its charitable work within the town of Newark, Nottinghamshire and surrounding districts and to work with young people aged from 14 to 25 years old.

The charity's objects are to promote the benefit of young people resident within the town of Newark, Nottinghamshire and surrounding districts without distinction of sex or of political, religious or other opinion by the following means:

- 1 To advance the education of said inhabitants in particular but not exclusively by the provision of advice and training relating to health and social issues, and internet and computer access
- 2 To provide a cafe for young people aged from 14-25 years old in the interest of social welfare for recreation and other leisure-time occupation with the condition of fee of those persons

METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES

The management of the company is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association.

Except as indicated, all of the trustees named on page 1 served throughout the year. The Board has the power to appoint additional trustees it considers fit to do so and will consider new appointments where and when necessary to increase the skills and resources of the board.

POLICIES ADOPTED FOR THE INDUCTION AND TRAINING OF TRUSTEES

On appointment each Trustee signs a code of conduct and completes a register of interests. They are given a Trustee Induction Pack that includes the Memorandum and Articles of Association, a range of relevant policies and procedures and conflict of interest and other guidance. The pack contains a Trustee job description and a copy of Charity Commission Guidance Leaflet CC3 - The Essential Trustee: what you need to know. New trustees meet with the Chair and Chief Executive to discuss:

- their role and responsibilities
- key documents including the Memorandum and Articles of Association and the P3 Strategic Plan
- funding including the latest published accounts and current position
- the organisation's focus on outcomes
- future plans

Trustees are also invited to an induction tour of projects and services and trustee training needs are assessed.

UNIQUE COFFEE BAR
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2012

and training provided as appropriate

ORGANISATIONAL STRUCTURE AND DECISION MAKING

The Unique Coffee Bar is governed by the P3 Board of Directors with day to day responsibility delegated to the Chief Executive. The Board meets at least 4 times a year. The management of the day to day activities of the organisation is the responsibility of the Chief Executive.

RISK MANAGEMENT

The Trustees have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

REVIEW OF ACTIVITIES

Unique's Alternative and Complimentary Education programme continued to deliver learning programmes to young people who are disengaged from mainstream education and either excluded or at risk of permanent exclusion from schools.

Unique's alternative and complementary education curriculum is aimed to address the five outcomes of the Every Child Matters agenda:

- Being Healthy
- Staying Safe
- Making a Positive Contribution
- Achieving Economic Wellbeing
- Enjoy and Achieve

Through a varied programme of learning tailored for the individual young person, learners are able to gain vital life-skills, experience, knowledge and, confidence as well as nationally recognised qualifications.

Working in collaboration with the schools and referring agencies Unique has again supported a number of local young people to re-engage with mainstream education or move on to further employment or training, reducing the amount of young people not in education, employment or training in the area.

Unique delivered a number of additional services for young people and adults. Other activities were delivered including sports and nutrition activities, holiday programmes, sexual health advice and support and careers advice.

FUTURE DEVELOPMENTS

Unique will be looking to develop additional opportunities to generate education and support services for young people who are excluded from mainstream opportunities.

PUBLIC BENEFIT

The Trustees have complied with the duty in Section 17 of the Charities Act 2011 and given careful consideration to the Charity Commissions general guidance on public benefit when reviewing our aims and objectives for the year. In particular the trustees consider how planned activities will contribute to the aims and objectives they have set.

UNIQUE COFFEE BAR
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2012

The Board has agreed that the best way to meet the needs of the people we work with is through providing specialist services whilst also influencing the way that services are provided and shaped through our expertise and knowledge. We continue to maintain our independence as an organisation in relation to public policy issues that are relevant to our service users and continue to put forward our views on how services could be improved.

RESERVES POLICY

The Unique Coffee Bar aims to hold cash reserves which represent at least one month of total running costs. This money can then be used to fund running costs in the event of no other funding being available. If this occurs then every effort must be made to replace the reserve when possible.

MEMBERS' LIABILITY

The Members of the company guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up.

TRUSTEES' RESPONSIBILITIES STATEMENT

The Trustees (who are also directors of Unique Coffee Bar for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP,
- make judgments and accounting estimates that are reasonable and prudent,
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

PROVISION OF INFORMATION TO AUDITOR

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that

UNIQUE COFFEE BAR
(A company limited by guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2012


- so far as that Trustee is aware, there is no relevant audit information of which the charitable company's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any information needed by the charitable company's auditors in connection with preparing their report and to establish that the charitable company's auditors are aware of that information

AUDITOR

The auditors, haysmacintyre, have indicated their willingness to continue in office. The Designated Trustees will propose a motion re-appointing the auditors at a meeting of the Trustees.

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Trustees on 5/11/12 and signed on their behalf, by



Martin Kinsella - Trustee

UNIQUE COFFEE BAR

(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF UNIQUE COFFEE BAR

We have audited the financial statements of Unique Coffee Bar for the year ended 31 March 2012 which comprise the Statement of financial activities, the Balance sheet, and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters 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 charitable company and its members, as a body, for our audit work, for this report, or for the opinion we have formed.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS

As explained more fully in the Trustees' responsibilities statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the Trustees, and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

OPINION ON FINANCIAL STATEMENTS

In our opinion the financial statements

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2012 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, and
- have been prepared in accordance with the requirements of the Companies Act 2006.

OPINION ON OTHER MATTER PRESCRIBED BY THE COMPANIES ACT 2006

In our opinion the information given in the Trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements.

UNIQUE COFFEE BAR
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF UNIQUE COFFEE BAR

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us, or
- the financial statements are not in agreement with the accounting records and returns, or
- certain disclosures of trustees' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit, or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption in preparing the Trustees' report



Murtaza Jessa (Senior statutory auditor)

for and on behalf of

haysmacintyre

Chartered Accountants

Registered Auditors

Fairfax House

15 Fulwood Place

London

WC1V 6AY

Date 5/11/2012

UNIQUE COFFEE BAR
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(incorporating income and expenditure account)
FOR THE YEAR ENDED 31 MARCH 2012

	Note	Restricted funds 2012 £	Unrestricted funds 2012 £	Total funds 2012 £	Total funds 2011 £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	-	255	255	150
Activities for generating funds		-	12,094	12,094	10,248
Incoming resources from charitable activities	3	11,322	38,593	49,915	70,926
TOTAL INCOMING RESOURCES		11,322	50,942	62,264	81,324
RESOURCES EXPENDED					
Costs of generating funds					
Fundraising expenses and other costs		-	6,166	6,166	5,410
Charitable activities	4	11,322	41,545	52,867	71,284
Governance costs	5	-	1,050	1,050	1,050
TOTAL RESOURCES EXPENDED		11,322	48,761	60,083	77,744
MOVEMENT IN TOTAL FUNDS FOR THE YEAR - NET INCOME FOR THE YEAR		-	2,181	2,181	3,580
Total funds at 1 April 2011		-	39,688	39,688	36,108
TOTAL FUNDS AT 31 MARCH 2012		£ -	£ 41,869	£ 41,869	£ 39,688

The notes on pages 10 to 16 form part of these financial statements

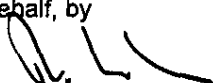
UNIQUE COFFEE BAR**(A company limited by guarantee)****REGISTERED NUMBER: 4094205****BALANCE SHEET****AS AT 31 MARCH 2012**

	Note	£	2012	£	£	2011	£
CURRENT ASSETS							
Debtors	9	5,350			30,223		
Cash at bank		62,391			18,173		
		<u>67,741</u>			<u>48,396</u>		
CREDITORS, amounts falling due within one year							
	10	(25,872)			(8,708)		
NET CURRENT ASSETS				41,869			39,688
NET ASSETS				<u>£ 41,869</u>			<u>£ 39,688</u>
CHARITY FUNDS							
Unrestricted funds	11			41,869			39,688
				<u>£ 41,869</u>			<u>£ 39,688</u>

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved by the Trustees on 5/11/12.

and signed on their behalf, by



Martin Kinsella - Trustee

The notes on pages 10 to 16 form part of these financial statements

UNIQUE COFFEE BAR
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2012**

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in March 2005, applicable accounting standards and the Companies Act 2006.

1.2 Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page . In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.3 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the company for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

1.4 Incoming resources

All incoming resources are included in the Statement of financial activities when the company is legally entitled to the income and the amount can be quantified with reasonable accuracy.

1.5 Resources expended

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the company. Governance costs are those incurred in connection with compliance with constitutional and statutory requirements.

1.6 Turnover

Turnover comprises revenue recognised by the company in respect of goods and services supplied during the year, exclusive of Value Added Tax and trade discounts.

UNIQUE COFFEE BAR
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2012**

1 ACCOUNTING POLICIES (continued)

1.7 Tangible fixed assets and depreciation

All assets costing more than £100 are capitalised

The policy with respect to impairment reviews of fixed assets is

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases

L/Term Leasehold Property - 10% Straight line (see below)

2. VOLUNTARY INCOME

	Restricted funds 2012 £	Unrestricted funds 2012 £	Total funds 2012 £	Total funds 2011 £
Donations	£ -	£ 255	£ 255	£ 150

3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	2012 £	2011 £
Grants and contracts	27,065	38,190
Alternative Education	19,602	27,198
Network Service Provision	1,540	1,440
Other income	1,708	4,098
Total	£ 49,915	£ 70,926

UNIQUE COFFEE BAR
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2012**

GRANTS

	2012 £	2011 £
J Paul Getty Jnr Charitable Trust	-	-
Big Lottery Fund	-	-
NCC Grant Aid	1,000	1,000
Nottingham Community Foundation	1,891	-
Working Links	2,025	26,130
Big Lottery Fund	4,300	-
Allen Lane Foundation	3,956	-
UFI Limited	175	10,610
UK Online	-	450
Community Safety Partnership	10,000	-
ACLS Worklessness	3,542	-
Others	176	-
Total	£ 27,065	£ 38,190

4. ANALYSIS OF RESOURCES EXPENDED BY ACTIVITIES

	Activities undertaken directly 2012 £	Total 2012 £	Total 2011 £
Social Inclusion	£ 52,867	£ 52,867	£ 71,284

SOCIAL INCLUSION COSTS

	2012 £	2011 £
Salaries and pensions	40,443	54,338
Other staff costs	822	1,884
Alternative education	348	516
Premises costs	3,437	5,231
Other costs	7,817	9,315
Total	£ 52,867	£ 71,284

5. GOVERNANCE COSTS

	2012 £	2011 £
Auditors' remuneration	£ 1,050	£ 1,050

UNIQUE COFFEE BAR
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2012**

6. NET INCOME

This is stated after charging

	2012 £	2011 £
Auditors' remuneration	<u>1,050</u>	<u>1,050</u>

During the year, no Trustees received any remuneration (2011 - £NIL)

During the year, no Trustees received any benefits in kind (2011 - £NIL)

During the year, no Trustees received any reimbursement of expenses (2011 - £NIL)

7 STAFF COSTS

Staff costs were as follows

	2012 £	2011 £
Wages and salaries	37,856	47,259
Social security costs	2,577	7,079
	<u>£ 40,433</u>	<u>£ 54,338</u>

The average monthly number of employees during the year was as follows

	2012 No	2011 No
Social inclusion	<u>4</u>	<u>5</u>

No employee received remuneration amounting to more than £60,000 in either year

UNIQUE COFFEE BAR
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2012**

8. TANGIBLE FIXED ASSETS

	L/Term Leasehold Property £
Cost	
At 1 April 2011 and 31 March 2012	250,071
Depreciation	
At 1 April 2011 and 31 March 2012	250,071
Net book value	
At 31 March 2012	£ -
At 31 March 2011	£ -

9. DEBTORS

	2012 £	2011 £
Trade debtors	4,109	13,338
Inter-company balances	-	14,954
Prepayments and accrued income	956	931
Other debtors	285	1,000
	£ 5,350	£ 30,223

10. CREDITORS.
Amounts falling due within one year

	2012 £	2011 £
Trade creditors	1,227	1,901
Social security and other taxes	821	3,067
Inter-company balances	18,515	-
Accruals and deferred income	5,309	3,740
	£ 25,872	£ 8,708

UNIQUE COFFEE BAR
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2012**

11. STATEMENT OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Carried Forward £
Unrestricted funds				
General Funds	39,688	50,942	(48,761)	41,869
Restricted funds				
UFI Limited	-	175	(175)	-
NCC Grant Aid	-	1,000	(1,000)	-
Big Lottery Fund	-	4,300	(4,300)	-
Allen Lane Foundation	-	3,956	(3,956)	-
Nottinghamshire Community Foundation	-	1,891	(1,891)	-
	-	11,322	(11,322)	-
Total of funds	£ 39,688	£ 62,264	£ (60,083)	£ 41,869

Details of restricted funds

UFI Limited - Funding for IT equipment and staff time to deliver basic IT courses to local community

NCC Grant Aid - annual contribution from Notts County Council towards rent, heat, light and maintenance

Big Lottery Fund - To provide activities for the "Summer of Fun" held over the summer holiday period

Allen Lane Foundation - Funding to provide IT sessions for older people

Nottinghamshire Community Foundation - Funding to provide a money management course to year 11 pupils

SUMMARY OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Carried Forward £
General funds	39,688	50,942	(48,761)	41,869
Restricted funds	-	11,322	(11,322)	-
	£ 39,688	£ 62,264	£ (60,083)	£ 41,869

UNIQUE COFFEE BAR
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2012**

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted funds 2012 £	Unrestricted funds 2012 £	Total funds 2012 £	Total funds 2011 £
Current assets	-	67,741	67,741	48,396
Creditors due within one year	-	(25,872)	(25,872)	(8,708)
	<u>£ -</u>	<u>£ 41,869</u>	<u>£ 41,869</u>	<u>£ 39,688</u>

13. ULTIMATE PARENT UNDERTAKING AND CONTROLLING PARTY

The company is a subsidiary of People Potential Possibilities (P3), which is also a registered charity, incorporated in England