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**UNIQUE COFFEE BAR**  
(A company limited by guarantee)

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**UNAUDITED**  
**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2013**



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COMPANIES HOUSE

**UNIQUE COFFEE BAR**  
**(A company limited by guarantee)**

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**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 2013**

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**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

**Accountants**

haysmacintyre, 26 Red Lion Square, London, WC1R 4AG

**Bankers**

HSBC, Market Place, Newark, Nottinghamshire

**UNIQUE COFFEE BAR**  
**(A company limited by guarantee)**

**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2013**

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The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the financial statements of Unique Coffee Bar (the company) for the ended 31 March 2013. 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 setup 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.

**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.

**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

**UNIQUE COFFEE BAR**  
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**TRUSTEES' REPORT (continued)**  
**FOR THE YEAR ENDED 31 MARCH 2013**

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- **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**

The charity ceased its activities on 31 March 2013, and transferred all of its operations, assets and liabilities to its parent company - People Potential Possibilities (P3) on that date. The company will therefore be dormant in the future

**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

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

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 18 November 2013 and signed on their behalf by



**Stephen Jones - authorised representative of**  
**People Potential Possibilities**

**UNIQUE COFFEE BAR**  
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES**  
(incorporating income and expenditure account)  
**FOR THE YEAR ENDED 31 MARCH 2013**

|   | Note | Unrestricted<br>funds<br>2013<br>£ | Total<br>funds<br>2012<br>£ |
|---|------|------------------------------------|-----------------------------|
| <b>INCOMING RESOURCES</b>                                 |      |                                    |                             |
| Incoming resources from generated funds                   |      |                                    |                             |
| Voluntary income  | 2    | 105                                | 255                         |
| Activities for generating funds                           |      | -                                  | 12,094                      |
| Incoming resources from charitable activities             | 3    | 14,683                             | 49,915                      |
|   |      | <u>14,788</u>                      | <u>62,264</u>               |
| <b>RESOURCES EXPENDED</b>                                 |      |                                    |                             |
| Costs of generating funds                                 |      |                                    |                             |
| Fundraising expenses and other costs                      |      | 2,789                              | 6,166                       |
| Charitable activities                                     | 4    | 26,016                             | 52,867                      |
| Governance costs  | 5    | -                                  | 1,050                       |
|   |      | <u>28,805</u>                      | <u>60,083</u>               |
| <b>NET INCOME / (EXPENDITURE) BEFORE TRANSFERS</b>        |      | (14,017)                           | 2,181                       |
| Transfers of funds to People Potential Possibilities (P3) | 10   | (27,852)                           | -                           |
| <b>NET MOVEMENT IN FUNDS FOR THE YEAR</b>                 |      | <u>(41,869)</u>                    | <u>2,181</u>                |
| Total funds at 1 April 2012                               |      | 41,869                             | 39,688                      |
| <b>TOTAL FUNDS AT 31 MARCH 2013</b>                       |      | <u>£ -</u>                         | <u>£ 41,869</u>             |

The notes on pages 6 to 10 form part of these financial statements

**UNIQUE COFFEE BAR**  
**(A company limited by guarantee)**  
**REGISTERED NUMBER: 4094205**

**BALANCE SHEET**  
**AS AT 31 MARCH 2013**

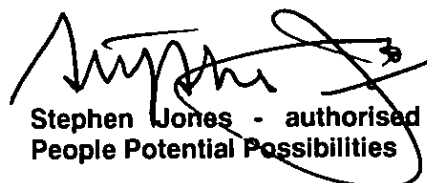
|   | Note | £ | 2013 | £          | £               | 2012     | £             |
|---|------|---|------|------------|-----------------|----------|---------------|
| <b>CURRENT ASSETS</b>                                 |      |   |      |            |                 |          |               |
| Debtors   | 8    | - |      |            | 5,350           |          |               |
| Cash at bank  |      | - |      |            | 62,391          |          |               |
|   |      |   |      |            | <u>67,741</u>   |          |               |
| <b>CREDITORS:</b> amounts falling due within one year | 9    | - |      |            | <u>(25,872)</u> |          |               |
| <b>NET CURRENT ASSETS</b>                             |      |   |      | -          |                 |          | 41,869        |
| <b>NET ASSETS</b>                                     |      |   |      | <u>£ -</u> |                 | <u>£</u> | <u>41,869</u> |
| <b>CHARITY FUNDS</b>                                  |      |   |      |            |                 |          |               |
| Unrestricted funds                                    | 10   | - |      |            |                 |          | 41,869        |
| <b>TOTAL FUNDS</b>                                    |      |   |      | <u>£ -</u> |                 | <u>£</u> | <u>41,869</u> |

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 31 March 2013 and of its net resources expended for the year in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company

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 18 November 2013 and signed on their behalf, by



**Stephen Jones - authorised representative of  
People Potential Possibilities**

The notes on pages 6 to 10 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 2013**

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**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 1. 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.

**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**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2013**

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**1. ACCOUNTING POLICIES (continued)**

**1.7 Tangible fixed assets and depreciation**

All assets costing more than £100 are capitalised

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**

|           | Unrestricted<br>funds<br>2013<br>£ | Total<br>funds<br>2012<br>£ |
|-----------|------------------------------------|-----------------------------|
| Donations | £ 105                              | £ 255                       |

**3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

|                           | 2013<br>£ | 2012<br>£ |
|---------------------------|-----------|-----------|
| Grants and contracts      | 1,234     | 27,065    |
| Alternative Education     | 7,333     | 19,062    |
| Network Service Provision | -         | 1,540     |
| Other income              | 6,116     | 1,708     |
| Total                     | £ 14,683  | £ 49,375  |

**4. ANALYSIS OF RESOURCES EXPENDED BY ACTIVITIES**

|                  | Activities<br>undertaken<br>directly<br>2013<br>£ | Total<br>2013<br>£ | Total<br>2012<br>£ |
|------------------|---|--------------------|--------------------|
| Social Inclusion | £ 26,016  | £ 26,016           | £ 52,867           |

**UNIQUE COFFEE BAR**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2013**

**SOCIAL INCLUSION COSTS**

|                       | 2013<br>£       | 2012<br>£       |
|-----------------------|-----------------|-----------------|
| Salaries and pensions | 18,955          | 40,443          |
| Other staff costs     | 130             | 882             |
| Alternative education | -               | 348             |
| Premises costs        | 3,729           | 3,437           |
| Other costs           | 3,202           | 7,817           |
| Total                 | <u>£ 26,016</u> | <u>£ 52,927</u> |

**5. GOVERNANCE COSTS**

|                        | 2013<br>£  | 2012<br>£      |
|------------------------|------------|----------------|
| Auditors' remuneration | <u>£ -</u> | <u>£ 1,050</u> |

**6. NET INCOME / (EXPENDITURE)**

This is stated after charging

|                        | 2013<br>£ | 2012<br>£    |
|------------------------|-----------|--------------|
| Auditors' remuneration | <u>-</u>  | <u>1,050</u> |

During the year, no Trustees received any remuneration (2012 - £NIL)

During the year, no Trustees received any benefits in kind (2012 - £NIL)

During the year, no Trustees received any reimbursement of expenses (2012 - £NIL)

**UNIQUE COFFEE BAR**  
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**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2013**

**7. STAFF COSTS**

Staff costs were as follows

|                       | 2013<br>£       | 2012<br>£       |
|-----------------------|-----------------|-----------------|
| Wages and salaries    | 17,720          | 37,856          |
| Social security costs | 1,235           | 2,577           |
|                       | <u>£ 18,955</u> | <u>£ 40,433</u> |

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

|                  | 2013<br>No | 2012<br>No |
|------------------|------------|------------|
| Social inclusion | <u>0</u>   | <u>4</u>   |

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

**8. DEBTORS**

|                                | 2013<br>£  | 2012<br>£      |
|--------------------------------|------------|----------------|
| Trade debtors                  | -          | 4,109          |
| Inter-company balances         | -          | -              |
| Prepayments and accrued income | -          | 956            |
| Other debtors                  | -          | 285            |
|                                | <u>£ -</u> | <u>£ 5,350</u> |

**9. CREDITORS:**

**Amounts falling due within one year**

|                                 | 2013<br>£  | 2012<br>£       |
|---------------------------------|------------|-----------------|
| Trade creditors                 | -          | 1,227           |
| Social security and other taxes | -          | 821             |
| Inter-company balances          | -          | 18,515          |
| Accruals and deferred income    | -          | 5,309           |
|                                 | <u>£ -</u> | <u>£ 25,872</u> |

**UNIQUE COFFEE BAR**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2013**

**10. STATEMENT OF FUNDS**

|                           | Brought<br>Forward<br>£ | Incoming<br>resources<br>£ | Resources<br>Expended<br>£ | Transfers<br>in/out<br>£ | Carried<br>Forward<br>£ |
|---------------------------|-------------------------|----------------------------|----------------------------|--------------------------|-------------------------|
| <b>Unrestricted funds</b> |                         |                            |                            |                          |                         |
| General Funds             | £ 41,869                | £ 14,788                   | £ (28,805)                 | £ (27,852)               | £ -                     |

**SUMMARY OF FUNDS**

|               | Brought<br>Forward<br>£ | Incoming<br>resources<br>£ | Resources<br>Expended<br>£ | Transfers<br>in/out<br>£ | Carried<br>Forward<br>£ |
|---------------|-------------------------|----------------------------|----------------------------|--------------------------|-------------------------|
| General funds | £ 41,869                | £ 14,788                   | £ (28,805)                 | £ (27,852)               | £ -                     |

**11. 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

**12. FUTURE OF THE COMPANY**

The charity ceased its activities on 31 March 2013, and transferred all of its operations, assets and liabilities to its parent company - People Potential Possibilities (P3) on that date