

**THE ORRELL TRUST
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
FOR
30 APRIL 2004**

Charity Number 1096549

BRAMWELL MORRIS
Chartered Accountants
133 Albert Road
Widnes
Cheshire



**THE ORRELL TRUST
COMPANY LIMITED BY GUARANTEE**

FINANCIAL STATEMENTS

PERIOD FROM 1 APRIL 2003 TO 30 APRIL 2004

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THE ORRELL TRUST COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT

PERIOD FROM 1 APRIL 2003 TO 30 APRIL 2004

The trustees, who are also Directors for the purposes of the Companies Act, present their report and the unaudited financial statements of the charity for the period from 1 April 2003 to 30 April 2004.

INTRODUCTION

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 Financial Statements for the Company.

LEGAL STATUS

The Charity is a private company limited by guarantee and was incorporated on the 25 April 2002. The organisation is also a registered charity. Accordingly no distributions are allowable.

PRINCIPLE ACTIVITIES

The activities of the Company relating to the overarching activity of Educational Youth Work include the following:

- a. after school provision for those aged 13-16 every evening during school term time
- b. support for young people to gain ASDAN* awards up to bronze and silver level
- c. a structured activity programme and a "drop in" facility during school holidays
- d. provide young people with residential and other social experiences
- e. a lunchtime club for young people to prevent absenteeism and disruptive behaviour during school lunch breaks
- f. support for parents of the young people
- g. teaching of English as an additional language.

FINANCIAL CONTROLS

The Trustees meet three times per year with the day to day management being overseen by the Management Board. The Board meets every month and consists of several trustees and the Team Leader. The Team leader is a responsible officer who looks after the day to day operation. Cheques are authorised by any two of the designated trustees.

RISK MANAGEMENT

The Trustees actively review the major risks which the company faces on a regular basis and believe that maintaining our free reserves at the levels stated above, combined with our annual review of the controls over key financial systems, will provide sufficient resources in the event of adverse conditions. The Trustees have also examined other operational and business risks which we face and confirm that they have established systems to mitigate the significant risks.

THE ORRELL TRUST COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

PERIOD FROM 1 APRIL 2003 TO 30 APRIL 2004

REVIEW OF DEVELOPMENTS, ACTIVITIES AND ACHIEVEMENTS

In 2003 the Orrell Trust took over management responsibility for the Orrell Youth Project (OYP) from a church trust. Five staff were transferred by TUPE (Transfer of Undertaking Protection of Employment) Regulations. The existing Management Committee were reappointed to continue their role with 3 Trustees joining the Committee.

The Orrell Youth Project had as its aim to target assistance to some of the most disadvantaged. Historically, OYP dealt with children who were truant from school. Over the last few years the Government have made great in-roads into long-term truancy and this need is no longer as great.

OYP has adapted to the needs of the area to: work with children who may have difficulties with school and their families, provide after school care and assist with homework, deliver a youth service with an educational bias, and teach the English language to the transient population of asylum seekers in the area mostly working through the local secondary school.

About 120 children are assisted by OYP weekly. The Staff are supported by a team of volunteers.

The Trust employs five staff:

- i. a family worker - team leader who also has responsibility for the volunteer programme
- ii. a female teacher/youth worker who is at present studying for a post graduate certificate in youth work
- iii. a male youth worker with qualifications in business management, IT, and outdoor pursuits
- iv. a literacy teacher with full TEFL qualifications
- v. a general assistant with responsibility for caretaking, cleaning, driving and making tea and toast.

* ASDAN stands for Award Scheme Development and Accreditation Network, which grew out of the Youth Award Scheme development during the 1980s.

THE TRUSTEES

The trustees who served the charity during the period were as follows:

The Venerable R Panter
Ms S Green
Mr M O Hughes
Mr B G Cole
Mr F Hayes
Mr S Yates
Mr P Green

THE ORRELL TRUST COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

PERIOD FROM 1 APRIL 2003 TO 30 APRIL 2004

TRUSTEES' RESPONSIBILITIES

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the end of the period and of the incoming and outgoing resources for the period then ended.

In preparing those financial statements, the trustees are required to select suitable accounting policies and then apply them consistently, making judgements and estimates that are reasonable and prudent. The trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 1985. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

ACCOUNTANTS

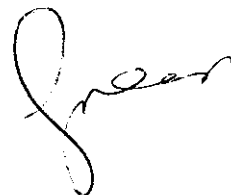
A resolution to re-appoint *Bramwell Morris* as accountants for the ensuing year will be proposed at the annual general meeting in accordance with section 385 of the Companies Act 1985.

SMALL COMPANY PROVISIONS

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

Registered office:
40 Orrell Road
Bootle
Merseyside
L20 6DY

Signed by order of the trustees



Company Secretary

Approved by the trustees on ^{12th January 2005} ~~23 December 2004~~

**THE ORRELL TRUST
COMPANY LIMITED BY GUARANTEE**

**ACCOUNTANTS' REPORT TO THE MEMBERS OF THE ORRELL TRUST
PERIOD FROM 1 APRIL 2003 TO 30 APRIL 2004**

We report on the unaudited accounts for the period from 1 April 2003 to 30 April 2004 set out on pages 5 to 11.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND THE REPORTING ACCOUNTANTS

As described on page 7 the trustees of the charity are responsible for the preparation of the accounts, and they consider that the charity is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

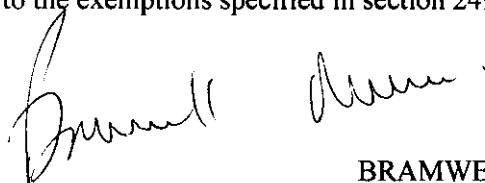
BASIS OF OPINION

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 accounting records kept by the charity, and making such limited enquiries of the officers of the charity as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

OPINION

In our opinion:

- (a) the accounts are in agreement with those accounting records kept by the charity under section 221 of the Companies Act 1985;
- (b) having regard only to, and on 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 charity satisfied the conditions for exemption from an audit of the accounts for the period specified in section 249A(4) of the Act as modified by section 249A(5) and did not, at any time within that period, fall within any of the categories of companies not entitled to the exemptions specified in section 249B(1)(a) to (f).



BRAMWELL MORRIS
Chartered Accountants

133 Albert Road
Widnes
Cheshire

23 December 2004

**THE ORRELL TRUST
COMPANY LIMITED BY GUARANTEE
STATEMENT OF FINANCIAL ACTIVITIES
PERIOD FROM 1 APRIL 2003 TO 30 APRIL 2004**

	Note	Total Funds Period to 30 Apr 04 £	Total Funds Year to 31 Mar 03 £
INCOMING RESOURCES			
Donations	2	82,781	57,904
Interest receivable	4	124	367
TOTAL INCOMING RESOURCES		<u>82,905</u>	<u>58,271</u>
RESOURCES EXPENDED			
Charitable expenditure:			
	5	73,787	64,214
Management and administration	6	12,326	4,709
TOTAL RESOURCES EXPENDED	7	<u>86,113</u>	<u>68,923</u>
NET OUTGOING RESOURCES FOR THE PERIOD		(3,208)	(10,652)
Balances brought forward		19,793	30,445
Balances carried forward		<u>16,585</u>	<u>19,793</u>

All movements are in Unrestricted Funds

The charity has no recognised gains or losses other than the results for the period as set out above.

All of the activities of the charity are classed as continuing.

The notes on pages 8 to 11 form part of these financial statements.

**THE ORRELL TRUST
COMPANY LIMITED BY GUARANTEE
INCOME AND EXPENDITURE ACCOUNT
PERIOD FROM 1 APRIL 2003 TO 30 APRIL 2004**

	Note	30 Apr 04 £	Year to 31 Mar 03 £
INCOME		82,781	57,904
TOTAL EXPENDITURE	7	86,113	68,923
OPERATING DEFICIENCY		(3,332)	(11,019)
OTHER INCOME			
Interest receivable and similar income	4	124	367
NET DEFICIENCY FOR THE FINANCIAL PERIOD		(3,208)	(10,652)

All of the activities of the charity are classed as continuing.

The notes on pages 8 to 11 form part of these financial statements.

THE ORRELL TRUST COMPANY LIMITED BY GUARANTEE

BALANCE SHEET

30 APRIL 2004

	Note	30 Apr 04 £	£	31 Mar 03 £
CURRENT ASSETS				
Cash at bank and in hand		19,677		19,793
CREDITORS: Amounts falling due within one year	8	(3,091)		—
NET CURRENT ASSETS			16,586	19,793
TOTAL ASSETS LESS CURRENT LIABILITIES			16,586	19,793
FUNDS				
Unrestricted	9		16,586	19,793
TOTAL FUNDS			16,586	19,793

The trustees are satisfied that the charity is entitled to exemption from the provisions of the Companies Act 1985 (the Act) relating to the audit of the financial statements for the period by virtue of section 249A(1), and that no member or members have requested an audit pursuant to section 249B(2) of the Act.

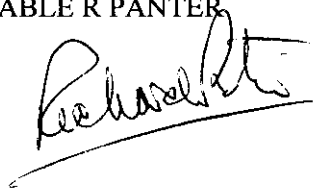
The trustees acknowledge their responsibilities for:

- (i) ensuring that the charity keeps proper accounting records which comply with section 221 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of the financial period and of its surplus or deficiency for the financial period in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the charity.

These financial statements have been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

These financial statements were approved by the members of the committee on the ^{12th January 2005}~~23 December 2004~~ and are signed on their behalf by:

THE VENERABLE R PANTER
Director



The notes on pages 8 to 11 form part of these financial statements.

THE ORRELL TRUST COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

PERIOD FROM 1 APRIL 2003 TO 30 APRIL 2004

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2000) and the Companies Act 1985.

Cash flow statement

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the charity is small.

2. DONATIONS

	Total Funds Period to 30 Apr 04 £	Total Funds Year to 31 Mar 03 £
Grants	36,900	18,850
Trusts	25,000	25,000
Gifts	2,995	1,100
Covenants	773	751
Sefton Council TEFL	5,632	6,226
ESF	11,481	-
Other Income	-	5,977
	<u>82,781</u>	<u>57,904</u>

3. INCOME FROM CHARITABLE TRADING ACTIVITIES

Income from charitable trading

4. INTEREST RECEIVABLE

	Total Funds Period to 30 Apr 04 £	Total Funds Year to 31 Mar 03 £
Bank interest receivable	<u>124</u>	<u>367</u>

**THE ORRELL TRUST
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

PERIOD FROM 1 APRIL 2003 TO 30 APRIL 2004

5.

	Total Funds Period to 30 Apr 04 £	Total Funds Year to 31 Mar 03 £
Provision of charitable services:		
Salaries and Wages	63,679	55,754
Rent	6,294	5,515
Materials	3,814	2,945
	<u>73,787</u>	<u>64,214</u>

Analysis of provision of charitable services:

	Staff costs £	Other costs £	Total 2004 £	Total 2003 £
Salaries and Wages	63,679	-	63,679	55,754
Rent	-	6,294	6,294	5,515
Materials	-	3,814	3,814	2,945
	<u>63,679</u>	<u>10,108</u>	<u>73,787</u>	<u>64,214</u>

6. MANAGEMENT AND ADMINISTRATION

	Total Funds Period to 30 Apr 04 £	Total Funds Year to 31 Mar 03 £
Office costs	11,102	4,251
Accountancy fees	400	-
Costs of trustees' meetings	584	336
Interest payable	-	65
Other	240	57
	<u>12,326</u>	<u>4,709</u>

**THE ORRELL TRUST
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

PERIOD FROM 1 APRIL 2003 TO 30 APRIL 2004

7. TOTAL RESOURCES EXPENDED

	Staff costs	Other costs	Total Funds Period to 30 Apr 04	Total Funds Year to 31 Mar 03
	£	£	£	£
Direct charitable expenditure	63,679	10,108	73,787	64,214
Management and administration	—	12,326	12,326	4,709
	<u>63,679</u>	<u>22,434</u>	<u>86,113</u>	<u>68,923</u>

Total expenditure:

In Statement of Financial
Activities

86,113 68,858

Interest payable and similar
charges

— 65

In Statement of Financial
Activities as above

86,113 68,923

The aggregate payroll costs were:

	30 Apr 04	Year to 31 Mar 03
	£	£
Wages and salaries	59,373	51,984
Social security costs	4,306	3,770
	<u>63,679</u>	<u>55,754</u>

Particulars of employees:

The average number of staff employed by the charity during the financial period amounted to:

	30 Apr 04	Year to 31 Mar 03
	No	No
Number of administrative staff	<u>5</u>	<u>5</u>

	30 Apr 04	Year to 31 Mar 03
	£	£
Other costs:		
Premises	12,841	6,808
Legal and professional	400	—
Other	9,193	6,361
	<u>22,434</u>	<u>13,169</u>

**THE ORRELL TRUST
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

PERIOD FROM 1 APRIL 2003 TO 30 APRIL 2004

8. CREDITORS: Amounts falling due within one year

	30 Apr 04	31 Mar 03
	£	£
Trade creditors	<u>3,091</u>	<u>—</u>

9. ANALYSIS OF NET ASSETS IN UNRESTRICTED FUNDS

	Other net assets	Total
	£	£
Unrestricted funds	<u>16,586</u>	<u>16,586</u>

10. COMPANY LIMITED BY GUARANTEE

**THE ORRELL TRUST
COMPANY LIMITED BY GUARANTEE
MANAGEMENT INFORMATION
PERIOD FROM 1 APRIL 2003 TO 30 APRIL 2004**

The following pages do not form part of the statutory financial statements.

**THE ORRELL TRUST
COMPANY LIMITED BY GUARANTEE**

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

PERIOD FROM 1 APRIL 2003 TO 30 APRIL 2004

	30 Apr 04	Year to 31 Mar 03
	£	£
INCOME		
Grants	36,900	18,850
Trusts	25,000	25,000
Gifts	2,995	1,100
Covenants	773	751
Sefton Council TEFL	5,632	6,226
ESF	11,481	-
Other Income	-	5,977
Bank interest receivable	124	367
TOTAL INCOME	82,905	58,271
CHARITABLE EXPENDITURE:		
Materials	3,814	2,945
Wages and salaries	63,679	55,754
Rent	6,294	5,515
	73,787	64,214
MANAGEMENT AND ADMINISTRATION		
Equipment & Maintenance	6,547	1,293
Stationery & Administration	3,684	2,914
Accountancy fees	400	-
Training	584	336
Travel & subsistence	240	57
Other costs	871	44
	12,326	4,644
INTEREST PAYABLE		
Bank interest payable	-	65
	-	65
TOTAL EXPENDITURE	86,113	68,923
NET OUTGOING RESOURCES FOR THE PERIOD	(3,208)	(10,652)