

# **Project Agora**

(a company limited by guarantee)

**Report and Financial Statements**

**Eleven months ended 31 March 2003**

**Company Number 4430518**

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## **Legal and administrative information**

### **Status**

The organisation is a company limited by guarantee incorporated on the 1 May 2002.

The company was established under a Memorandum of Association which established its objects and powers and is governed under its Articles of Association. Under those articles the Directors are elected at the Annual General Meeting normally for a period of three years, except for the initial board who have each agreed to a fixed term varying between three and five years.

### **The Board of Directors (from 1 May 2002 until 31 March 2003)**

Mr Bill Robbins Chair  
Mr Barry Horner Treasurer  
Rev Harold Clarke  
Mr Peter Gifford  
Mrs Ann Holt  
Mrs Sheila Kinsella

### **Company Secretary**

Rev Dr Chris Sunderland

### **Co-ordinator**

Rev Dr Chris Sunderland

### **Registered Office and operation address**

50 Guest Avenue, Emersons Green, Bristol BS16 7GA

### **Independent Examiner**

Mr William Pratt, 19 Emet Lane, Emersons Green, Bristol BS16 7BX

### **Bankers**

HSBC, 24 College Green, Bristol BS1 5TD

### **Solicitors**

Wrigleys, 19 Cookridge Street, Leeds LS2 3AG

## **Report of the Directors of Project Agora for the period ended March 31<sup>st</sup> 2003**

The Directors present their report and financial statements for the period ended 31 March 2003.

### **Constitution and Objects**

Project Agora, which is also known as Agora, is constituted as a company limited by guarantee and is governed by a Memorandum and Articles of Association designed for a Charity. Charitable status has yet to be conferred.

The objects of the company are:

1. The provision of education and training of the general public to achieve the renewal of civil society by, among other things,:

- (a) the identification and creation of new places of meeting, or 'spaces' in society for the highest possible quality of conversation about public matters;
- (b) recognising the importance of beliefs, values and commitments to our personal and collective lives;
- (c) encouraging people to seek vision

2. To develop the capacity and skills of the marginalised and unjustly treated in such a way that they are better able to identify, and help meet their needs and to participate more fully in society.

### **Principal activities to achieve objectives**

In this first eleven months of its existence Project Agora has pursued a broad range of initiatives designed to lay a foundation for its future and raise its profile. These have included:

- Initiatives that draw diverse groups of people together, including those from less privileged communities, with the aim of building community cohesion and enabling conversation about matters of public concern. These have varied from piloting a new type of storytelling initiative in people's homes through to a series of seminars on 'Trust and Accountability in Public Life'.
- Interactive seminars with churches and other religious organisations designed to enable people to consider how faith perspectives interact with issues important to society as a whole. These have taken the form of input to Diocesan conferences and clergy schools, a series of church leader events sponsored by Bible Society, as well as more local initiatives with ecumenical groups.

- The development of a thematic approach to Citizenship Education that has been adopted by Bristol University's advisory board for Citizenship Education and taught at PGCE level in the University. This has resulted in the publication of a series of books entitled *Exploring Citizenship* as well as seminars and workshops for higher education providers on this approach.
- Pilot projects in corporate life and in local democracy designed to enable people to talk well about the issues that matter to their lives.
- Publication of a variety of articles and strategy documents in mainstream journals or on our dedicated website.

**Structural and financial considerations**

At this early stage Agora has funds to employ only one full-time staff member known as the Co-ordinator. The Co-ordinator currently works with a large number of key partners in a variety of fields.

The Directors of Agora are keen that in due course it expands its possibilities both by employing more staff and also training lay people to run courses, conversations and the like in a part-time or voluntary capacity. Initiatives will be put in place in summer 2003 with this expansion in mind.

Agora's work with churches is particularly dependent on a partnership with Bible Society, which has provided almost half of our income. The remainder of our funding comes from local Bristol trusts, including the Temple Trust, Bristol Archdeaconry Charities, and St Thomas Ecclesiastical Charity together with a small amount of fee income. This pattern of funding is expected to continue to Spring 2004. Plans are now being put in place to ensure our longer term future.

Agora has been working with the Charity Commissioners, through our solicitors, on an application for charitable status.

**Risk management**

The Directors have examined the major strategic, business and operational risks which the company faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks. Much of our income is provided on an annual, committed basis allowing Directors time to accurately calculate reserves and make any necessary adjustments.

**Responsibilities of the Directors**

Company law requires the board of Directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial

year. In preparing these financial statements the Directors should follow best practice and:

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

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

**Members of the Board of Directors**

Members of the Board of Directors who served during the year up to the date of this report are set out on page 3.

Members of the company guarantee to contribute an amount not exceeding £1 to the assets of the company in the event of winding up. The total number of such guarantees was six as at 31 March 2003.

**Independent Examiner**

Mr William Pratt has been appointed by the board as independent examiner for the year up to 31 March 2003.

This report has been approved by the Directors and signed on their behalf by :



Bill Robbins (Chair)

26 January 2004.

## **Independent Examiner's Report to the Directors of Project Agora**

I report on the accounts of the Company for the year ended 31 March 2003

As to the company's Directors you are responsible for the preparation of the accounts; you consider that the requirement for an audit does not apply on the basis of section 249B(2) of the Companies Act 1985.

I have made an examination including a review of the accounting records kept by the company and a comparison of the accounts presented with those records. It also includes consideration of any unusual items presented with those records, and seeking explanations from you as Directors concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records
  - to prepare accounts which accord with the accounting records and to comply with accounting requirements in accordance with the Companies Act 1985

have not been met, or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Date: 22<sup>nd</sup> January 2004.

William Pratt  
19 Emet Lane  
Emersons Green  
Bristol  
BS16 7BX

**Statement of Financial activities for the period ending  
31 March 2003.**

<b><u>Incoming Resources</u></b>	<b>£</b>
Donations	45,500
Consultancy Fees	5,112
Bank Interest	<u>32</u>
Total Incoming Resources	<u>50,644</u>
<b><u>Resources Expended</u></b>	
Staff Costs	35,644
Travel Costs	2,829
Office Costs	3,213
Conferences	994
Legal & Professional fees	<u>3,706</u>
Total Resources Expended	<u>46,386</u>
Net Incoming Resources	<u>4,258</u>



**Balance Sheet as at 31 March 2003**

<b>Current Assets</b>	£
Debtors	390
Cash at bank	<u>8,039</u>
	<u>8,429</u>
 <b>Creditors: amounts falling due within one year</b>	 <u>4,171</u>
 <b>Total assets less current Liabilities</b>	 <u>4,258</u>
 <b>Funds</b>	 <u>4,258</u>

- a) For the period ended 31 March 2003 the company was entitled to exemption under section 249A(1) of the Companies Act 1985.
- b) Members have not required the company to obtain an audit in accordance with section 249B(2) of the Companies Act 1985.
- c) The Directors acknowledge their responsibility for:
- i) ensuring the company keeps accounting records which comply with section 221; and
  - ii) preparing account which give a true and fair view of the state of affairs of the company as at the end of the financial year, and of its profit or loss for the financial year, in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company;
- d) The accounts have been prepared in accordance with the special provisions in Part VII of the Companies Act 1985 relating to small companies.

Approved by the Directors on 26 January 2004 and signed on its behalf by:

Bill Robbins  
Chairman

*Bill Robbins*

**Notes to the accounts for the period ended 31 March 2003****Accounting Policies**

The financial statements are prepared under the historical cost convention and in accordance with applicable accounting standards.

**Staff Costs**

There was one paid member of staff during the year.

	£
<b>Salaries</b>	<b>32,330</b>
<b>National insurance</b>	<b><u>3,314</u></b>
	<b><u>35,644</u></b>

**Creditors:** amount falling due in one year

<b>Deferred Income</b>	<b>150</b>
<b>Inland Revenue</b>	<b>3,293</b>
<b>Travel Claim</b>	<b>538</b>
<b>Trade Creditors</b>	<b><u>190</u></b>
	<b><u>4,171</u></b>