

# **Project Agora**

(a charitable company limited by guarantee)

Report and Financial Statements

Year ended 31 March 2005

Company Number 4430518

Charity Registration Number 1110788



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## **Legal and administrative information**

### **Status**

The organisation is a company limited by guarantee incorporated on the 1 May 2002. It became registered as a charity on 9<sup>th</sup> August 2005.

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 Trustees 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 April 2004 until 31 March 2005)**

Mr Bill Robbins Chair  
Mr Barry Horner Treasurer  
Mr Peter Gifford  
Mr Harold Clarke (until Nov 2004)  
Ms Linsi Simmons  
Mr Trevor Cooling (from April 2004)

### **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 Philip Hodges, Chief Accountant, Bristol City Council

### **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 year ended March 31<sup>st</sup> 2005**

The Directors present their report and financial statements for the year ended 31 March 2005.

### **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. During this year the Company revised its objects by written resolution of the members. The purpose of this process was to bring us more clearly into line with existing charity law and thereby facilitate our registration as a charity. These changes were designed as a re-expression of our original intentions and reflected no substantial change of purpose.

The objects of the company are now:

1. The promotion of civic responsibility and good citizenship
2. The advancement of religion
3. The advancement of education

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

In this last year we have explored several new avenues for the promotion of civic responsibility and good citizenship.

- In particular we have conceived a new approach to building community life on modern estates that involves coupling a new and highly creative form of local website with active community development work on the ground. This approach was welcomed by South Gloucestershire Council, who funded a feasibility study. That is now complete and we seek funding to take this project onto the next stage.
- In association with Judy Kessler in Leeds and a group known as 'Older Active People' we have developed a concept that might encourage the integration of older people into today's society. It involves using a simple defined format for prompting conversations on issues of concern to older people. This is coupled with a life project designed to affirm life experience and engage with wider family and friends. We seek funding to develop this further.
- We also designed and piloted a storytelling game designed to affirm individuals, build relationships between people and encourage community life. Evaluations have indicated significant enthusiasm for the game.

Our work with faith communities has continued. In particular:

- We continue to be encouraged to develop new initiatives through our relationship with Bible Society. This year we have helped to plan a successful conference entitled 'Streams in the Desert' at which Agora's work was presented. Agora also worked extensively on a Bible Society campaign in Bristol. This culminated in a debate in the Council House entitled 'The State

of Democracy in Bristol' and featured presentations by civic leaders as well as a drama based on the biblical figure of Jeremiah.

- We designed and facilitated a new programme for ministers in the Bristol region entitled 21C, that aims to encourage 'out of the box' thinking and engagement with today's society. We also acted as change consultant in enabling groups of churches in Bristol to work together and to re-imagine how they interact with their communities.

We have not made any significant developments in the field of education this year.

### **Strategic and financial considerations**

Agora has now been in existence for three years. In that time we have fulfilled our objects by pursuing a very broad range of projects and have achieved an influence in society well beyond what might be expected of such a small organisation. The Directors are now of the view that Agora needs to grow by focussing on a limited number of specific projects in which the Co-ordinator is not the principal front-line practitioner. This will allow us to attract targeted funding and to employ others as appropriate.

Agora's work is particularly dependent on several major funders. Bible Society currently provides almost half of our income. The remainder 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 through this financial year.

### **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 five as at 31 March 2005.

**Independent Examiner**

Philip Hodges has been appointed by the board as independent examiner for the year up to 31 March 2005.

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

Bill Robbins (Chair)



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

I report on the accounts of the Company for the year ended 31 March 2005

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: *P. Hodges*

Date: *1/1/06*

Philip Hodges  
Chief Accountant  
Bristol City Council

**Statement of Financial activities for the year ending 31<sup>st</sup>  
March 2005.**

	<b>2005</b>	<b>2004</b>
<b><u>Incoming Resources</u></b>	<b>£</b>	<b>£</b>
Donations	46,758	46,665
Fees	11,749	8,337
Bank Interest	<u>262</u>	<u>137</u>
Total Incoming Resources	<u>58,769</u>	<u>55,139</u>
<b><u>Resources Expended</u></b>		
Staff Costs	41,437	40,423
Travel costs	3,202	4,561
Office Costs	4,318	6,054
Conferences	6,494	509
Legal & Professional fees	0	0
Depreciation	964	0
Total resources expended	<u>56,414</u>	<u>51,547</u>
Net incoming resources	2,355	3,592



**Notes to the accounts for the year ended 31<sup>st</sup> March 2004****Accounting Policies**

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

**Depreciation**

Depreciation for equipment is straight line over three years.

**Staff Costs**

There was one paid member of staff during the year.

	£
Salaries	37,272
National insurance	<u>4,165</u>
	41,437

**Balance Sheet as at 31<sup>st</sup> March 2004**

<b>Current Assets</b>	<b>£</b>
Hardware	1,926
Debtors	1,321
Cash at bank	<u>10,073</u>
	13,320

**Creditors:** amounts falling  
due within one year 3,115

Total assets less current  
liabilities 10,205

<b>Funds</b>	
Surplus 02/03	4,258
Surplus 03/04	3,592
Surplus 04/05	<u>2,355</u>
	10,205

- a) For the year ended 31<sup>st</sup> March 2005 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 and signed on their behalf by:

W Robbins (Chairman)

