

Charity number 1111644
Company number 05551999

The Bren Project
(A company limited by guarantee)
Trustees' report and financial statements
for the year ended 31 December 2012

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The Bren Project
(A company limited by guarantee)

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The 'Bren' Project
(A company limited by guarantee)

Legal and administrative information

Charity number	1111644
Company registration number	05551999
Business address	Dee House 67 Hoole Road Chester CH2 3NJ
Registered office	Cholmondeley House Dee Hills Park Chester CH3 5AR
Trustees	J Keeling S Brayford D G Jamieson R Wells G Wells
Secretary	S Brayford
Accountants	Hargreaves & Woods Cholmondeley House Dee Hills Park Chester CH3 5AR
Bankers	Barclays Bank plc 30 St Werburgh Street Chester CH1 2DY

The Bren Project

(A company limited by guarantee)

Report of the trustees (incorporating the directors' report) for the year ended 31 December 2012

The trustees present their report and the financial statements for the year ended 31 December 2012. The trustees, who are also directors of The Bren Project for the purposes of company law and who served during the year and up to the date of this report are set out on page 1.

Structure, governance and management

The charity is controlled by its Memorandum and Articles of Association, and is limited by guarantee as defined by the Companies Act 1985.

Recruitment and appointment of new trustees

Membership is open to individuals or organisations which apply to the Charity in the form required by the trustees as set out in the Charity's governing document. All new staff recruitment shall follow the guidelines laid out in the recruitment and selection policy.

Related Parties

During the period covered by this report the Charity has not undertaken any transactions with related parties.

Risk Management

The trustees have a duty to identify and review the risks to which the charity is exposed, and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Objectives and activities

Chair of Trustees Report

The past year has seen The Bren Project continue to provide a high quality service to people with learning disabilities and autism. Set against the constraints of a continuing uncertain financial landscape, maintaining our record in this way is worthy of note. Research and data collected over this period indicate an enduring need for the kind of support that we offer together with clear evidence that we are unique in providing this support within our target area. For a number of people in Cheshire, The Bren Project represents the sole gateway towards a more rewarding and independent life.

Throughout 2012 we have endeavoured to explore ways in which to both raise the profile of the charity, and to offer it greater financial sustainability. We are forever indebted to those kind organisations and individuals who continue to support our work with generous donations and grants. However, it is good to report that we remain in dialogue with further potential partners and welcome the greater diversity provided via contracts with Local Authorities such as Halton Borough Council, and directly funded projects such as the ESF supported work that we carry out in partnership with Cheshire Aspergers Parents Support Group.

Little by little we are reaping the rewards of the tireless efforts of our team in this respect. While we celebrate the exceptional short-term success of The Bren Project, its long-term success remains very much in our minds and, indeed, in our strategic planning for the future.

My fellow trustees and I would like to offer our warmest thanks to all of those who have supported The Bren Project and to our committed team for all of their hard work and untiring dedication.

Jeremy Keeling
Chair of Trustees

In setting its objectives, the trustees have given careful consideration to the Charity Commission's guidance on public benefit.

The Bren Project
(A company limited by guarantee)

Report of the trustees (incorporating the directors' report)
for the year ended 31 December 2012

Achievements and performance

2012 was another exciting year at the Bren Project. Following on from 2 years of Big Lottery Funding we ran a smaller unified project aimed at supporting our two traditional beneficiary groups (the first being special school students approaching transition and the second being excluded individuals not able to access other services due to their support needs). In addition we developed a new strand to our work. Due to increasing demand we decided to add people affected by autism to our core work.

We worked with 20 people in 2012 and the project made a positive difference to the lives of everyone that took part. Without the support of our funders, this of course, would not be possible and I would like to personally thank them for their support.

The key to our success is in the way that we provide a person centred support approach that concentrates on the desires, hopes and aspirations of the people we serve. We have a small dedicated staff and Job Coach team that fully subscribe to this approach and its down to this and their hard work coupled with the hard work of our beneficiaries that has led to another successful year.

Financial review

Reserves Policy

The charity will aim to hold unrestricted general reserves equal to six months overall running costs.

Plans for future periods

We move into 2013 with a full case load of beneficiaries (and a two year waiting list!). Despite still having a smaller staff team than during the Lottery years we plan to increase the number of beneficiaries we will be working with to 28 - a 40% increase.

We continue to explore ways to maintain our sustainability. One of our key strengths is our ability to grow and contract as resources see fit. 2013 will be our 7th year of operation and we are developing a fine reputation for the quality of our service. We remain in a strong position to move forward during these difficult times and we are relishing the challenge.

Peter Sackett

Charity Manager

The Bren Project
(A company limited by guarantee)

Report of the trustees (incorporating the directors' report)
for the year ended 31 December 2012

Statement of trustees' responsibilities

The trustees (who are also directors of The Bren Project for the purpose of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice

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 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 judgements and 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, and
- 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 proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which 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.

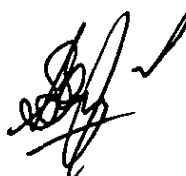
Small company provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

On behalf of the board



J Keeling
Director



S Brayford
Director

19 March 2013
P Sackett
Charity manager



The Bren Project
(A company limited by guarantee)

Independent examiner's report to the trustees on the unaudited financial statements of The Bren Project.

I report on the accounts of The Bren Project for the year ended 31 December 2012 set out on pages 2 to 15

Respective responsibilities of trustees and independent examiner

The charity's trustees (who are also the directors of the company for purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. It is my responsibility to examine the accounts under section 145 of the 2011 Act, to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, whether particular matters have come to my attention.

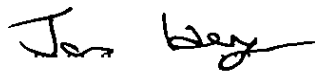
Basis of independent examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

- (i) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep proper accounting records in accordance with section 386 of the Companies Act 2006, and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charitieshave not been met, or
- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached



J A Hargreaves

ICAEW

Independent examiner

Cholmondeley House

Dee Hills Park

Chester

CH3 5AR

11 April 2013

The Bren Project
(A company limited by guarantee)

Statement of financial activities

For the year ended 31 December 2012

	Notes	Unrestricted funds £	Restricted funds £	2012 Total £	2011 Total £
Incoming resources					
Incoming resources from generating funds					
Voluntary income	2	22,730	25,928	48,658	132,580
Investment income	3	17	-	17	15
Total incoming resources		<u>22,747</u>	<u>25,928</u>	<u>48,675</u>	<u>132,595</u>
Resources expended					
Training & support		-	6,595	6,595	12,967
Staff costs	5	29,738	18,565	48,303	61,591
Establishment costs		3,655	835	4,490	6,284
Motor and travelling expenses		2,839	3,845	6,684	9,810
Accountancy fees		248	-	248	-
Examiners' remuneration		810	-	810	1,085
Communications and IT		649	165	814	1,428
Other office expenses		806	1,227	2,033	2,838
Depreciation and impairment		-	-	-	8
General fund - Subscriptions		724	-	724	-
Big Lottery Fund - Computer costs		-	-	-	147
Big Lottery Fund - Subscriptions		-	279	279	704
LTCW - Computer costs		-	-	-	37
LTCW - Subscriptions		-	-	-	176
St James Place - Subscriptions		-	8	8	-
Total resources expended		<u>39,469</u>	<u>31,519</u>	<u>70,988</u>	<u>97,075</u>
Net incoming/(outgoing) resources before transfers					
		(16,722)	(5,591)	(22,313)	35,520
Transfers between funds		<u>15,680</u>	<u>(15,680)</u>	<u>-</u>	<u>-</u>
Total funds brought forward		<u>38,215</u>	<u>29,612</u>	<u>67,827</u>	<u>32,307</u>
Total funds carried forward		<u>37,173</u>	<u>8,341</u>	<u>45,514</u>	<u>67,827</u>

The notes on pages 11 to 15 form an integral part of these financial statements.

The Bren Project
(A company limited by guarantee)

Income and expenditure account

For the year ended 31 December 2012

	Notes	2012 £	2011 £
Income		48,658	132,580
Operating expenditure		(70,988)	(97,075)
Operating (deficit)/surplus		(22,330)	35,505
Other income			
Interest receivable and similar income		17	15
		17	15
Retained (deficit)/surplus for the financial year		(22,313)	35,520

The notes on pages 11 to 15 form an integral part of these financial statements.

The Bren Project
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The notes on pages 11 to 15 form an integral part of these financial statements

The Bren Project
(A company limited by guarantee)

Balance sheet
as at 31 December 2012

		2012		2011	
	Notes	£	£	£	£
Current assets					
Debtors	9	-		705	
Cash at bank and in hand		46,414		68,022	
		<u>46,414</u>		<u>68,727</u>	
Creditors' amounts falling due within one year	10	(900)		(900)	
Net current assets			<u>45,514</u>		<u>67,827</u>
Net assets			<u>45,514</u>		<u>67,827</u>
Funds	11				
Restricted income funds			8,341		29,612
Unrestricted income funds			<u>37,173</u>		<u>38,215</u>
Total funds			<u>45,514</u>		<u>67,827</u>

The Balance Sheet continues on the following page

The notes on pages 11 to 15 form an integral part of these financial statements

The Bren' Project
(A company limited by guarantee)

Balance sheet (continued)

**Trustees statements required by the Companies Act 2006
for the year ended 31 December 2012**

In approving these financial statements as trustees of the company we hereby confirm

(a) that for the year stated above the company was entitled to the exemption conferred by section 477 of the Companies Act 2006 ,

(b) that no notice has been deposited at the registered office of the company pursuant to section 476 of the Companies Act 2006 requesting that an audit be conducted for the year ended 31 December 2012


(c) that we acknowledge our responsibilities for

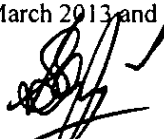
(1) ensuring that the company keeps proper accounting records which comply with section 386 of the Companies Act 2006, and

(2) preparing financial statements 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 year then ended in accordance with the requirements of sections 394 and 395, and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company

These financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved by the board on 19 March 2013 and signed on its behalf by


J Keeling
Director


S Brayford
Director

The notes on pages 11 to 15 form an integral part of these financial statements.

The Bren Project
(A company limited by guarantee)

Notes to financial statements
for the year ended 31 December 2012

1 Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

1.1. Basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005) and the Companies Act 2006.

1.2. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included.

Gifts donated for resale are included as incoming resources within activities for generating funds when they are sold.

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable.

Income from investments is included in the year in which it is receivable.

1.3. Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the charity's shop.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management.

1.4. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Plant and machinery

-

The Bren Project
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Notes to financial statements
for the year ended 31 December 2012

2. Voluntary income

	Unrestricted funds £	Restricted funds £	2012 Total £	2011 Total £
Donations - General Fund	22,730	-	22,730	13,852
Donations 2012 Project	-	-	-	25,680
Grants receivable Lloyds TSB	-	-	-	11,639
Grants receivable Big Lottery Fund	-	10,000	10,000	74,909
Grants receivable LTCW	-	-	-	6,500
Grants receivable Bailey Thomas	-	10,000	10,000	-
Grants receivable WEA Community Grant	-	5,928	5,928	-
	<u>22,730</u>	<u>25,928</u>	<u>48,658</u>	<u>132,580</u>

3. Investment income

	Unrestricted funds £	2012 Total £	2011 Total £
Bank interest receivable	17	17	15
	<u>17</u>	<u>17</u>	<u>15</u>

4. Net (outgoing)/incoming resources for the year

	2012 £	2011 £
Net (outgoing)/incoming resources is stated after charging		
Depreciation and other amounts written off tangible fixed assets	-	8
Examiner's remuneration	<u>810</u>	<u>1,085</u>

The Bren Project
(A company limited by guarantee)

Notes to financial statements
for the year ended 31 December 2012

5. Employees

Employment costs	2012	2011
	£	£
Wages and salaries	48,303	61,227
Other costs	-	364
	<u>48,303</u>	<u>61,591</u>

No employee received emoluments of more than £60,000 (2011 None)

Number of employees

The average monthly numbers of employees (including the trustees) during the year, calculated on the basis of full time equivalents, was as follows

	2012	2011
	Number	Number
Admin including Trustees	<u>7</u>	<u>8</u>

No salaries were paid to trustees in the period

7. Taxation

The charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in these accounts

8. Tangible fixed assets	Plant and machinery	Total
	£	£
Cost		
At 1 January 2012 and		
At 31 December 2012	<u>2,591</u>	<u>2,591</u>
Depreciation		
At 1 January 2012 and		
At 31 December 2012	<u>2,591</u>	<u>2,591</u>
Net book values		
At 31 December 2012	<u>-</u>	<u>-</u>

The Bren Project
(A company limited by guarantee)

Notes to financial statements
for the year ended 31 December 2012

9. Debtors

	2012 £	2011 £
Other debtors	-	705

10. Creditors: amounts falling due within one year

	2012 £	2011 £
Accruals and deferred income	900	900

11. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total funds £
Fund balances at 31 December 2012 as represented by			
Current assets	38,073	8,341	46,414
Current liabilities	(900)	-	(900)
	<u>37,173</u>	<u>8,341</u>	<u>45,514</u>

12. Unrestricted funds

	At 1 January 2012 £	Incoming resources £	Outgoing resources £	Transfers £	At 31 December 2012 £
General Fund	34,822	22,747	(39,469)	19,073	37,173
Westminster Fund	3,393	-	-	(3,393)	-
	<u>38,215</u>	<u>22,747</u>	<u>(39,469)</u>	<u>15,680</u>	<u>37,173</u>

Purposes of unrestricted funds

General Fund - To fund activities of the charity, not otherwise covered by specific funding

Westminster Foundation - Donation towards general project costs

The Bren Project
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Notes to financial statements
for the year ended 31 December 2012

13. Restricted funds	At 1 January 2012 £	Incoming resources £	Outgoing resources £	Transfers £	At 31 December 2012 £
Moving On	2,037	-	-	-	2,037
Bailey Thomas	-	10,000	(10,000)	-	-
Big Lottery Fund	1,895	10,000	(11,806)	-	89
WEA Community Grant	-	5,928	-	-	5,928
2012 Project	25,680	-	-	(25,680)	-
St James Place	-	-	(9,713)	10,000	287
	<u>29,612</u>	<u>25,928</u>	<u>(31,519)</u>	<u>(15,680)</u>	<u>8,341</u>

Purposes of restricted funds

Bailey Thomas - Provides funding towards salaries in the year

Big Lottery Fund - Provides 80 % of all running costs

WEA Community Grant - We secured a European Social Fund (ESF) Community Grant administered by the Workers Education association (WEA) to work with 6 people with Autism over a 6 month period (Jan to June 2013) The project will take 6 individuals through out complete support package

St James Place - We secured a grant of £10,000 from SJP The funding was £8,800 to cover direct job coach costs associated with supporting beneficiaries during 2012 and £1,200 as a contribution towards other beneficiary costs

14. Controlling interest

The company is controlled by the trustees

15. Company limited by guarantee

The Bren Project is a company limited by guarantee and accordingly does not have a share capital

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member

The Bren Project
(A company limited by guarantee)

The following pages do not form part of the statutory accounts.

The Bren Project
(A company limited by guarantee)

Detailed statement of financial activities

For the year ended 31 December 2012

	2012		2011	
	£	£	£	£
Incoming resources				
Incoming resources from generating funds:				
<i>Voluntary income</i>				
Donations - General Fund	22,730		13,852	
Donations 2012 Project	-		25,680	
Grants receivable Lloyds TSB	-		11,639	
Grants receivable Big Lottery Fund	10,000		74,909	
Grants receivable LTCW	-		6,500	
Grants receivable Bailey Thomas	10,000		-	
Grants receivable WEA Community Grant	5,928		-	
	<u>48,658</u>		<u>132,580</u>	
<i>Investment income</i>				
Bank interest receivable	17		15	
	<u>17</u>		<u>15</u>	
Total incoming resources from generating funds	<u>48,675</u>		<u>132,595</u>	
Total incoming resources	<u>48,675</u>		<u>132,595</u>	
Resources expended				
Costs of generating funds:				
<i>General fund</i>				
General Fund - Staff - Salaries & wages	29,738	-		
General fund - Establishment - Rent	3,415	-		
General fund - Establishment - Insurance	240	-		
General fund - Other motor & travel costs	2,839	-		
General fund - Professional - Accountancy fees	248	-		
General fund - Professional - Examiner fee	810	-		
General fund - Office expenses - Telephone	649	-		
General fund - Office expenses - Other	806	1,081		
General fund - Subscriptions	724	-		
	<u>39,469</u>		<u>1,081</u>	
<i>Westminster Foundation</i>				
Activity 2 - Staff - Salaries & wages	-	650		
	<u>-</u>	<u>650</u>		
<i>Moving On</i>				
Moving On - Staff - CRB, training & recruitment	-	320		
Moving On - Other motor & travel costs	-	127		
	<u>-</u>	<u>447</u>		

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Detailed statement of financial activities

For the year ended 31 December 2012

Lloyds TSB

Lloyds TSB - Staff - Salaries & wages	-	11,979	
			11,979

Big Lottery Fund

Big Lottery Fund - Training & support	675	10,628	
Big Lottery fund - Staff - Salaries & wages	8,565	48,598	
Big Lottery Fund - Staff - Other	-	35	
Big lottery Fund - Establishment - Rent	-	3,218	
Big Lottery Fund - Establishment - Insurance	465	515	
Big Lottery Fund - Establishment - Other	-	1,310	
Big Lottery Fund - Other motor & travel costs	595	7,840	
Big Lottery Fund - Professional - Examiner remuneration	-	868	
Big Lottery Fund - Office expenses - Telephone	-	1,142	
Big Lottery Fund - Office expenses - Other	1,227	1,405	
Big Lottery Fund - Depreciation	-	6	
Big Lottery Fund - Computer costs	-	147	
Big Lottery Fund - Subscriptions	279	704	
			11,806
			76,416

LTCW

LTCW - Training & Support	-	2,339	
LTCW - Staff - Other	-	9	
LTCW - Establishment - Rent	-	805	
LTCW - Establishment - Insurance	-	129	
LTCW - Establishment - Other	-	307	
LTCW - Other motor & travel costs	-	1,843	
LTCW - Professional - Examiner remuneration	-	217	
LTCW - Office expenses - Telephone	-	286	
LTCW - Office expenses - Other	-	351	
LTCW - Depreciation	-	2	
LTCW - Computer costs	-	37	
LTCW - Subscriptions	-	176	
			6,501

Activity 9

St James Place - Training & Support	5,920	-	
St James Place - Establishment - Rent	370	-	
St James Place - Other motor & travel costs	3,250	-	
St James Place - Office expenses - Telephone	165	-	
St James Place - Subscriptions	8	-	
			9,713

Support costs

Support - Staff - Wages & salaries	10,000	-	
			10,000
Total cost of generating voluntary income		70,988	97,074

The Bren Project
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Detailed statement of financial activities

For the year ended 31 December 2012

Fundraising trading:		
cost of goods sold and other costs		
Total costs of generating funds	70,988	97,074

The Bren Project
(A company limited by guarantee)

Detailed statement of financial activities

For the year ended 31 December 2012

	2012	2011
	£	£
Charitable activities		
Governance costs		
<i>Activities undertaken directly</i>		
Office expenses - Other	-	1
	<u>-</u>	<u>1</u>
	-	1
Total governance costs	<u>-</u>	<u>1</u>
	<u>-</u>	<u>1</u>
Net incoming/(outgoing) resources for the year	<u>(22,313)</u>	<u>35,520</u>