

Company number: 06270032

302535/15


Farringdon Jubilee Centre

Community interest Company

Company Number: 06270032

Financial Statements for the Year Ended 31st March 2013

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**Farringdon Jubilee Centre
Allendale Road
Farringdon
Sunderland
SR3 3EL**

Company number: 06270032

Farringdon Jubilee Centre, Community Interest Company

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Company number: 06270032

Farringdon Jubilee Centre, Community Interest Company

Legal and Administrative Information

Name: Farringdon Jubilee Centre, Community Interest Company

Company Number: 06270032

Directors: Charles Bate - Chairman
David Knox – Treasurer
Maureen Wilkins
Stuart Porthouse
Jeremy Chadd

Company Secretary: Jemma Amer

Registered Office: Allendale Road
Farringdon
Sunderland
SR3 3EL

Structure: Farringdon Jubilee Centre is a Community Interest Company, registered with Companies House on 6th June 2007.

Bankers: The Co-operative Bank
Fawcett Street
Sunderland
SR1 1SJ

Independent Examiner: Susan Carruthers
South Tyneside CVS
John Hunt House
27 Beach Road
South Shields
NE33 2QA

Farringdon Jubilee Centre, Community Interest Company

Director's Report

Review of 2012 - 2013

In 2012 – Farringdon Jubilee Centre:

Secured Funding from:

- The Big Lottery – Young Peoples Fund - £95753
- Coalfields Regeneration Trust - £43605
- Greggs Foundation - £15000
- Community Chest - £1300
- Gentoo - £770
- TPCT - £15000
- Tom Cowie - £2300

Delivered Contracts:

- Farringdon Community Sports College Delivery - £2645
- Learn Direct Contract - £5719
- Youth Development Group SIB - £2595

Income Generation:

- Room Hire - £2694
- Learning Delivery - £7995
- Miscellaneous - £10507

Total Income

- **£190,883**

We have continued to support many local organisations this year as part of our ongoing development of community resources within the area including smaller grass roots groups:

- Jubilee Babes (parent and toddler group) – assistance in accessing funding
- Jubilee Watercolours – office base and administrative support
- Gentoo housing – delivery of ICT in social housing venues, community event planning and litter picks.
- South Forum – Host and line management of project
- A690 Youth Initiative – Management team support
- Plains Farm Community Initiative – Management Team support
- Teaching Primary Care Trust – Delivery of Smoking Cessation, C Card and Chlamydia Training
- Sunderland City Council – Health Champions Service
- St Davids Church - Administrative support
- Farringdon Residents association – Finance administration support and office resources

We have also assisted larger organisations through partnership working:

- Farringdon Community Sports College – continued partnership work to develop the local community- delivery of lunch and after school sessions – newly developed mentoring service..
- Sunderland South Forum – Ongoing partnership support mechanism, management.
- Gentoo – delivery of ICT and Arts learning in assisted housing facilities
- Sunderland City Library Service – delivery of ICT and arts learning programme across multiple venues.
- The A690 Youth initiative – Partnership Delivery
- Youth Development Group – Holiday activities for children and young people.
- Sunderland City Council – Community IT team – host of chips machine and ongoing project support

This year we have delivered 28, 10 week non-accredited learning courses the following subjects:

- Arts and crafts – 15
- ICT –6
- Worklessness – 2
- Health - 2

This year we have delivered the following one off events/workshops to meet community demand:

- 10th birthday celebrations
- Jubilee Christmas Fair with choir and Santa's grotto
- Go Large Olympic Event
- 4 week summer play scheme
- Half term Play scheme
- Easter fun play scheme
- Youth Excursions
- Healthy Eating Lunch Trips
- Young Peoples Pizza and cinema night
- Young Peoples Mexican evening
- Young Peoples trip through India evening
- Gentoo Summer Fayre

We have secured ongoing support from, contractors and Trust Funders have invested in the organisation.

We have developed our smoking cessation service by leading on a teaching primary care funded smoking prevalence project.

We have developed a mentoring project delivered for and funded by Farringdon Community Sports College.

We have moved over 98 people into work using JobStart Mentoring this year

We operated 5 days a week 8am to 9pm delivering training between the hours of 9am and 8pm over 50 weeks of the year.

Worked in partnership with the following agencies:-

- **Sunderland South Forum** – Management and Office Rental.
- **Gentoo** – delivery of learning in supported accommodation – Drop in Job Club
- **Job Centre Plus** – Work Club provision
- **Sunderland City Libraries** – delivery of learning in libraries across Sunderland.
- **Local Education Authority** – provider of free rent to our premises.
NHS – Smoking cessation service
- **Farrington Community Sports College** - Service provision of extended school activities within the Jubilee Centre on their behalf..
- **Joblinkage SNCBC** – Sign posting two way referral system for unemployed clients.
- **Teaching Primary Care Trust** – A partner and service provider.
- **Jubilee Watercolours** – Community Art Group, use centre to provide services including advice and guidance from staff.
- **FISCUS** – Coordinate finance support workshops within FJC.
- **Jubilee Babes** – Parent and Toddler Group, use centre to provide services including advice and guidance from staff.
- **A690 Youth Project** – Partner of 'Get Young People off the Streets' initiative, provider of youth detached worker.
- **Children Centres**– Provider of occasional family learning provision.
Local Authority – South Area council representation within the Jubilee Centre management committee.
- **The Box Youth Project** – St Chad's delivery support for youth work.

Farringdon Jubilee Centre CIC

Financial Statements for the periods

1st April 2012

To

31st March 2013

Certificate of approval

2012/2013 Financial Statements

We certify that the annexed income and expenditure and balance sheets have been approved by the
'Board of Directors'

Signed

Chairman



CHARLES BATE

Treasurer



DAVID KNOX

Company Secretary

Date 27th November 2013



JENNA AMER

Company number: 06270032

**South Tyneside Council for Voluntary Service
John Hunt House, 27 Beach Road, South Shields, NE33 2QA.**

Independent Examiners Report on the Accounts

Accruals Accounts

Report to the trustees of	Farrington Jubilee Centre
Registered Company / Charity Number:	06270032
On Accounts for the Period Ended	31/03/2013
Set out on Pages.	6-7

I report on the accounts of the company for the period ended 31 March 2013, which are set out on pages 6 to 7

Respective responsibilities of the trustees and Examiner

The trustees (who are also the directors of the company for the 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.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act: and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

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 the 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

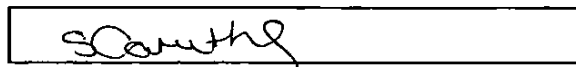
In connection with my examination, no matter has come to my attention:

- (1) Which gives me reasonable cause to believe that in any material respect the requirements:
- To keep accounting records in accordance with the 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 Charities

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

10/10/2013

Name

Miss S Carruthers FMAAT (Association of Accounting Technicians)

Assistant Director, Finance and Resources at South Tyneside CVS

Farringdon Jubilee Centre		Company No	6270032
Annual accounts for the period			
From	01/04/2012	To	31/03/2013

Statement of Financial Activities

	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total this year £	Total last year £
Incoming resources (Note 3)					
Incoming resources from generated funds	-	-	-	-	-
Voluntary income	-	-	-	-	-
Activities for generating funds	49,225	-	-	49,225	20,310
Investment income	31	-	-	31	117
Incoming resources from charitable activities	-	130,068	-	130,068	150,143
Other incoming resources	23,457	-	-	23,457	31,795
Total incoming resources	72,713	130,068	-	202,781	202,365
Resources expended (Notes 4-6)					
Costs of Generating Funds	-	-	-	-	-
Costs of generating voluntary income	-	-	-	-	-
Fundraising trading costs	-	-	-	-	-
Investment management costs	-	-	-	-	-
Charitable activities	66,260	159,567	-	225,827	226,293
Governance costs	1,291	-	-	1,291	1,583
Other resources expended	-	-	-	-	-
Total resources expended	67,551	159,567	-	227,119	227,876
Net incoming/(outgoing) resources before transfers	5,162	- 29,499	-	- 24,337	- 25,511
Gross transfers between funds			-	-	-
Net incoming/(outgoing) resources before other recognised gains/(losses)	5,162	- 29,499	-	- 24,337	- 25,511
Other recognised gains/(losses)					
Gains and losses on revaluation of fixed assets for the charity's own use	-	-	-	-	-
Gains and losses on investment assets	-	-	-	-	-
Net movement in funds	5,162	- 29,499	-	- 24,337	- 25,511
Total funds brought forward	28,446	54,479	-	82,925	108,436
Total funds carried forward	33,607	24,980	-	58,587	82,925

The notes on pages 8 to 17 form an integral part of these financial statements

Balance sheet as at 31st March 2013

	Unrestricted funds £	Restricted income funds £	Endowment funds £	Total this year £	Total last year £
Fixed assets					
Tangible assets (Note 7)	-	-	-	-	-
Investments	-	-	-	-	-
Total fixed assets	-	-	-	-	-
Current assets					
Stock and work in progress	-	-	-	-	-
Debtors (Note 8)	-	-	-	-	2,366
(Short term) investments	-	-	-	-	-
Cash at bank and in hand	34,107	24,980	-	59,087	81,059
Total current assets	34,107	24,980	-	59,087	83,425
Creditors: amounts falling due within one year (Note 9)	500	-	-	500	500
Net current assets/(liabilities)	33,607	24,980	-	58,587	82,925
Total assets less current liabilities	33,607	24,980	-	58,587	82,925
Creditors: amounts falling due after one year (Note 9)	-	-	-	-	-
Provisions for liabilities and charges	-	-	-	-	-
Net assets	33,607	24,980	-	58,587	82,925
Funds of the Charity					
Unrestricted funds	33,607			33,607	28,446
	-			-	-
Restricted income funds (Note 10)		24,980		24,980	54,479
Endowment funds (Note 10)			-	-	-
Total funds	33,607	24,980	-	58,587	82,925

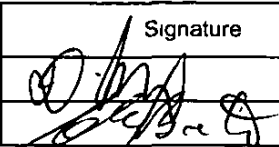
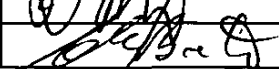
For the year ending 31/03/2013 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies

Directors' responsibilities

the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts,

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime

Signed by one or two Directors on behalf of the company

Signature	Print Name	Date of approval
	D. KNOX	27 11 13
	C. E. BATE	27 11 13

Notes to the accounts

Note 1 Basis of preparation

1.1 Basis of accounting

These accounts have been prepared on the basis of historic cost (except that investments are shown at market value) in accordance with



Financial Reporting Standards for Smaller Enterprises (FRSSE),

1.2 Change in basis of accounting

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year

1.3 Changes to previous accounts

No changes have been made to accounts for previous years

Notes to the accounts

Note 2

Accounting policies

INCOMING RESOURCES

Recognition of incoming resources	These are included in the Statement of Financial Activities (SoFA) when <ul style="list-style-type: none"> the charity / company becomes entitled to the resources, the directors are virtually certain they will receive the resources, and the monetary value can be measured with sufficient reliability
Incoming resources with related expenditure	Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA
Grants and donations	Grants and donations are only included in the SoFA when the charity has unconditional entitlement to the resources
Tax reclaims on donations and gifts	Incoming resources from tax reclaims are included in the SoFA at the same time as the gift to which they relate
Contractual income and performance related grants	This is only included in the SoFA once the related goods or services have been delivered
Gifts in kind	Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity Gifts in kind for use by the charity are included in the SoFA as incoming resources when receivable
Donated services and facilities	These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received
Volunteer help	The value of any voluntary help received is not included in the accounts but is described in the director's annual report
Investment income	This is included in the accounts when receivable
Investment gains and losses	This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year

EXPENDITURE AND LIABILITIES

Liability recognition	Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources
Restricted Funds	Funds to be used for specific purposes as laid down by the donor
Governance costs	Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters
Grants with performance conditions	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output
Grants payable without performance conditions	These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity
Support Costs	Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage

ASSETS

Tangible fixed assets for use by charity	These are capitalised if they can be used for more than one year, and cost at least £500. They are valued at cost or a reasonable value on receipt. Depreciation is calculated to write off the cost, less estimated residual value, of all tangible fixed assets, over the expected useful life. The rate applicable is 33% straight line for fixtures, fittings, computers and equipment
Investments	Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value
Stocks and work in progress	These are valued at the lower of cost or market value

POLICIES ADOPTED ADDITIONAL TO OR DIFFERENT FROM THOSE ABOVE

Voluntary income is received by way of donations and gifts, and is included in full in the Statement of Financial Activities when receivable. Grants in respect of capital expenditure are credited to a capital reserve account and are released to the income and expenditure account in equal annual installments over the expected useful life of the relevant assets. Grants of a revenue nature are credited to the Statement of Financial Activities during the period received.

Notes to the accounts

Note 3 Analysis of incoming resources

	Analysis	This year £	Last year £
Other Incoming Resources	Refunds	18,996	17,428
	Healthy Cities	-	-
	Job Linkage	-	14,367
	Tom Cowie Grant	2,300	-
	Community Chest	2,161	-
	Total	23,457	31,795
Activities for generating funds	Learning Budget	7,996	5,851
	Room Hire	2,694	3,652
	Miscellaneous	11,107	10,808
	Management Fees	3,600	-
	Events	1,140	-
	Kaplan	6,199	-
	Stop Smoking	15,280	-
	Administration	1,210	-
	Total	49,225	20,311
Investment income	Bank Interest Received	31	117
		-	-
		-	-
		-	-
		-	-
	Total	31	117
Incoming resources from charitable activities	Awards for All Grant	-	8,075
	SIB	-	-
	Coalfields Regeneration Trust	43,605	33,985
	Greggs Foundation	15,000	15,000
	Big Lottery Fund Grant	71,463	93,083
	UK Online	-	-
	ACL	-	-
	Total	130,068	150,143

Notes to the accounts

Note 4 Analysis of resources expended

	Analysis	This year £	Last year £
Costs of generating voluntary income		-	-
		-	-
		-	-
	Total	-	-
Fundraising trading costs		-	-
		-	-
		-	-
	Total	-	-
Investment management costs		-	-
		-	-
		-	-
	Total	-	-
Charitable activities	Cleaning, Health and Safety	891	1,329
	Insurance	1,668	1,573
	Printing, Postage and Stationery	8,086	7,922
	Repairs and Building Maintenance	2,756	8,260
	Security	-	543
	Event and Training Costs	31,986	55,699
	Trainer Costs	-	16,455
	Telephone and Internet	2,797	2,310
	Travel and Subsistence	405	755
	Salary Costs	149,361	106,980
	South Forum	15,187	7,115
	IT Costs	675	570
	Equipment	1,165	3,184
	Catering	2,912	2,797
	Running Costs	7,860	10,720
	Sundries	80	80
	Total	225,827	226,213
Governance costs			
	Accountancy & Professional	791	1,083
	Independent Examination	500	500
	Total	1,291	1,583

Notes to the accounts

Note 5 Details of certain items of expenditure

5.1 Trustee expenses

Number of trustees who were paid expenses

Nature of the expenses

Total amount paid

This year	Last year
None	None
None	None
£0	£0

5.2 Fees for examination or audit of the accounts

Independent examiner's or auditors' fees for reporting on the accounts

Other fees (for example: advice, consultancy, accountancy services) paid to the independent examiner or auditor

This year £	Last year £
500	500
0	0

Notes to the accounts

Note 6

Paid employees

6.1 Staff Costs

	This year £	Last year £
Gross wages, salaries and benefits in kind	140,494	98,348
Employer's National Insurance costs	8,866	8,632
Pension costs	-	-
Total staff costs	149,361	106,980

6.2 Average number of full-time equivalent employees in the year

	This year Number	Last year Number
The parts of the charity in which the employees work		
Fundraising	-	-
Charitable Activities	7	7
Governance	-	-
Other	-	-
Total	7	7

6.3 Defined contribution pension scheme

Brief details of the scheme

No pension scheme operated

	This year £	Last year £
The costs of the scheme to the charity for the year	0	0
The amount of any contributions outstanding at the year end	0	0
The amount of any contributions prepaid at the year end	0	0

Notes to the accounts

Note 7 Tangible fixed assets

7.1 Cost or valuation

	Freehold land & buildings	Other land & buildings	Plant, machinery and motor vehicles	Fixtures, fittings and equipment	Payments on account and assets under construction	Total
	£	£	£	£	£	£
Balance brought forward			-	18,281	-	18,281
Additions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers *	-	-	-	-	-	-
Balance carried forward	-	-	-	18,281	-	18,281

7.2 Accumulated depreciation and impairment provisions

Basis				SL	
Rate				33%	

Balance brought forward	-	-	-	18,281	-	18,281
Depreciation charge for year	-	-	-	-	-	-
Impairment provisions	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-
Disposals	-	-	-	-	-	-
Transfers*	-	-	-	-	-	-
Balance carried forward	-	-	-	18,281	-	18,281

7.3 Net book value

Brought forward	-	-	-	-	-	-
Carried forward	-	-	-	-	-	-

7.4 Revaluation

No fixed assets have been revalued during the financial year.

Notes to the accounts

Note 8 Debtors and prepayments

Analysis of debtors

Trade debtors
 Amounts due from subsidiary and associated undertakings
 Other debtors
 Prepayments and accrued income

Total

Amounts falling due within one year		Amounts falling due after more than one year	
This year £	Last year £	This year £	Last year £
-	-	-	-
-	-	-	-
-	2,365	-	-
-	-	-	-
-	2,365	-	-

Note 9 Creditors and accruals

9.1 Analysis of creditors

Loans and overdrafts
 Trade creditors
 Amounts due to subsidiary and associated undertakings
 Other creditors
 Accruals and deferred income

Total

Amounts falling due within one year		Amounts falling due after more than one year	
This year £	Last year £	This year £	Last year £
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
500	500	-	-
500	500	-	-

Notes to the accounts

Note 10 Endowment and restricted income funds

10.1 Funds held

- restricted income funds, including special trusts, of the charity (R).

Fund Name	Type PE, EE or R	Purpose and Restrictions
Big Lottery Fund Grant	R	The Young People's Local Fund This fund is for The Launch Pad Youth Zone
Coalfields Regeneration Trust	R	Grant to fund employability training Grant is for salary costs and training
Greggs Foundation	R	This is a three year grant towards salary costs
Awards for All	R	Grant for the purchase of a wooden lodge together with associated costs

10.2 Movements of major funds

Fund names	Fund balances brought forward £	Incoming resources £	Outgoing resources £	Transfers £	Gains and losses £	Fund balances carried forward £
	-				-	-
Big Lottery Fund Grant	43,169	71,463	95,816		-	18,816
Coalfields Regeneration Trust	9,579	43,605	48,640		-	4,544
Greggs Foundation	1,730	15,000	15,110		-	1,620
Awards for All	-	-	-	-	-	-
	-	-	-	-	-	-
Total Funds	54,478	130,068	159,566	-	-	24,980

10.3 Transfers between funds

From Fund (Name)	To Fund (Name)	Reason	Amount

Notes to the accounts**Note 11****Transactions with related parties****11 1 Remuneration and benefits**

Name of trustee or connected party	Legal authority (eg order, governing document)	Amounts paid or benefit value	
		This year £	Last year £
None	None	0	0

11 2 Other transaction(s) with trustees or related parties

Name of the trustee or related party	Relationship to charity	Description of the transaction(s)	This year £	Last year £
None	None	None	0	0

302335 / 15

CIC 34**Community Interest Company Report**

For official use
(Please leave blank)

*Please
complete in
typescript, or
in bold black
capitals.*

**Company Name in
full**

Farringdon Jubilee Centre CIC

Company Number

6270032

Year Ending

2013 31 / 3 / 2013

This template illustrates what the Regulator of Community Interest Companies considers to be best practice for completing a simplified community interest company report. All such reports must be delivered in accordance with section 34 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 and contain the information required by Part 7 of the Community Interest Company Regulations 2005. For further guidance see chapter 8 of the Regulator's guidance notes and the alternate example provided for a more complex company with more detailed notes.

PART 1 - GENERAL DESCRIPTION OF THE COMPANY'S ACTIVITIES AND IMPACT

In the space provided below, please insert a general account of the company's activities in the financial year to which the report relates, including a fair and accurate description of how they have benefited the community, or section of the community, which the company is intended to serve.

A community regeneration project supporting our local community of all ages to make improvements to their lives and futures.

(If applicable, please just state "A social audit report covering these points is attached")

(Please continue on separate continuation sheet if necessary)

PART 2 – CONSULTATION WITH STAKEHOLDERS – Please indicate who the company's stakeholders are, how the stakeholders have been consulted and what action, if any, has the company taken in response to feedback from its consultations? If there has been no consultation, this should be made clear

Our stakeholders are the local community and we regularly ask for feedback and satisfaction surveys to be completed to help us to find the best delivery to develop to meet their needs

(If applicable, please just state "A social audit report covering these points is attached")

PART 3 – DIRECTORS' REMUNERATION – if you have provided full details in your accounts you need not reproduce it here. Please clearly identify the information within the accounts and confirm that, "There were no other transactions or arrangements in connection with the remuneration of directors, or compensation for director's loss of office, which require to be disclosed" (See example with full notes) If no remuneration was received you must state that "no remuneration was received" below

NO REMUNERATION RECEIVED

PART 4 – TRANSFERS OF ASSETS OTHER THAN FOR FULL CONSIDERATION – Please insert full details of any transfers of assets other than for full consideration e.g. Donations to outside bodies. If this does not apply you must state that "no transfer of assets other than for full consideration has been made" below

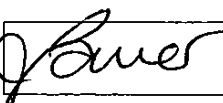
NO TRANSFER OF ASSETS OTHER THAN FOR FULL CONSIDERATION HAS BEEN MADE

(Please continue on separate continuation sheet if necessary)

(N.B. Please enclose a cheque for £15 payable to Companies House)

PART 5 – SIGNATORY

The original report must be signed by a director or secretary of the company

Signed 

Date 20/01/14

Office held (tick as appropriate) ☐ Director ☒ Secretary

You do not have to give any contact information in the box opposite but if you do, it will help the Registrar of Companies to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

Jemma Amer	
Farrington Jubilee Centre	
Allendale Road, Sunderland	
SR3 3EL	Telephone 0191 5228447
DX Number	DX Exchange

When you have completed and signed the form, please send it to the Registrar of Companies at:

For companies registered in England and Wales: Companies House, Crown Way, Cardiff, CF14 3UZ
DX 33050 Cardiff

For companies registered in Scotland: Companies House, 4th Floor, Edinburgh Quay 2, 139
Fountainbridge, Edinburgh, EH3 9FF DX 235 Edinburgh or LP – 4 Edinburgh 2

For companies registered in Northern Ireland: Companies House, 2nd Floor, The Linenhall, 32-38
Linenhall Street, Belfast, BT2 8BG