

REGISTERED NUMBER. 08336236 (England and Wales)

ABBREVIATED UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2015
FOR
CHILTERN RANGERS CIC

THURSDAY



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24/12/2015

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COMPANIES HOUSE

CHILTERN RANGERS CIC

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FOR THE YEAR ENDED 31 MARCH 2015**

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CHILTERN RANGERS CIC

**COMPANY INFORMATION
FOR THE YEAR ENDED 31 MARCH 2015**

DIRECTORS.

Mr J Shaw
Mr A L Speight
Ms S J Greenwood

REGISTERED OFFICE.

Kingsmead Depot
60 Fennels Road
High Wycombe
Buckinghamshire
HP11 1SL

REGISTERED NUMBER:

08336236 (England and Wales)

ACCOUNTANTS.

Seymour Taylor Audit Limited
57 London Road
High Wycombe
Buckinghamshire
HP11 1BS

**ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS
ON THE UNAUDITED FINANCIAL STATEMENTS OF
CHILTERN RANGERS CIC**

The following reproduces the text of the report prepared for the directors in respect of the company's annual unaudited financial statements, from which the unaudited abbreviated accounts (set out on pages three to five) have been prepared

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Chiltern Rangers CIC for the year ended 31 March 2015 which comprise the Income and Expenditure Account, the Balance Sheet and the related notes from the company's accounting records and from information and explanations you have given us

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at icaew.com/membershandbook

This report is made solely to the Board of Directors of Chiltern Rangers CIC, as a body, in accordance with our terms of engagement. Our work has been undertaken solely to prepare for your approval the financial statements of Chiltern Rangers CIC and state those matters that we have agreed to state to the Board of Directors of Chiltern Rangers CIC, as a body, in this report in accordance with AAF 2/10 as detailed at icaew.com/compilation. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and its Board of Directors, as a body, for our work or for this report.

It is your duty to ensure that Chiltern Rangers CIC has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit of Chiltern Rangers CIC. You consider that Chiltern Rangers CIC is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of Chiltern Rangers CIC. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

Seymour Taylor Audit Limited

Seymour Taylor Audit Limited
57 London Road
High Wycombe
Buckinghamshire
HP11 1BS

16 December 2015

ABBREVIATED BALANCE SHEET
31 MARCH 2015

	Notes	2015 £	2014 £
FIXED ASSETS			
Tangible assets	2	18,555	12,851
CURRENT ASSETS			
Debtors		18,324	5,534
Cash at bank and in hand		186,829	153,672
		205,153	159,206
CREDITORS			
Amounts falling due within one year		75,248	93,286
NET CURRENT ASSETS		129,905	65,920
TOTAL ASSETS LESS CURRENT LIABILITIES		148,460	78,771
RESERVES			
Pro Bono reserve		6,000	-
Strategic reserve		118,771	-
Income and expenditure account		23,689	78,771
		148,460	78,771

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2015

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2015 in accordance with Section 476 of the Companies Act 2006

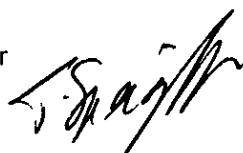
The directors acknowledge their responsibilities for

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company

The abbreviated accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies

The financial statements were approved by the Board of Directors on 16 December 2015 and were signed on its behalf by

Mr A L Speight - Director



The notes on pages 4 to 5 form part of these abbreviated accounts

**NOTES TO THE ABBREVIATED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2015**

1 ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

Turnover

Turnover represents net invoiced sales of goods, excluding value added tax

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life

Plant and machinery	- reducing balance - 25%
Fixtures and fittings	- reducing balance - 25%
Computer equipment	- straight line - 33%

Deferred tax

Deferred tax is provided in full on timing differences which result in an obligation to pay more (or less) tax at a future date, at the average tax rates that are expected to apply when the timing differences reverse, based on current tax rates and laws

Pension costs and other post-retirement benefits

The company operates a defined contribution pension scheme. Contributions payable to the company's pension scheme are charged to the profit and loss account in the period to which they relate.

Hire purchase and leasing commitments

Assets obtained under hire purchase contracts or finance leases are capitalised in the balance sheet. Those held under hire purchase contracts are depreciated over their useful economic lives. Those held under finance leases are depreciated over their estimated useful lives or the lease term, whichever is shorter.

The interest element of those obligations is charged to the profit and loss account over the relevant period. The capital element of the future payments is treated as a liability.

Financial instruments

Financial instruments are classified and accounted for, according to the substance of the contractual arrangement, as either financial assets, financial liabilities or equity instruments. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

Where the contractual obligations of financial instruments (including share capital) are equivalent to a similar debt instrument, those financial instruments are classified as financial liabilities. Financial liabilities are presented as such in the balance sheet. Finance costs and gains or losses relating to financial liabilities are included in the profit and loss account. Financial costs are calculated so as to produce a constant rate of return on the outstanding liability.

Where contractual terms of share capital do not have any terms meeting the definition of financial liability then this is classified as an equity instrument. Dividends and distributions relating to equity instruments are debited directly to equity.

NOTES TO THE ABBREVIATED ACCOUNTS - continued
FOR THE YEAR ENDED 31 MARCH 2015

2 TANGIBLE FIXED ASSETS

	Total £
COST	
At 1 April 2014	17,342
Additions	12,304
	<u>29,646</u>
At 31 March 2015	<u>29,646</u>
DEPRECIATION	
At 1 April 2014	4,491
Charge for year	6,600
	<u>11,091</u>
At 31 March 2015	<u>11,091</u>
NET BOOK VALUE	
At 31 March 2015	<u>18,555</u>
At 31 March 2014	<u>12,851</u>

3 ULTIMATE CONTROLLING PARTY

Chiltern Rangers CIC was under the control of the directors, Ms S Greenwood, Mr A Speight and Mr J Shaw during the current year and previous period

100019/15

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

Chiltern Rangers CIC

Company Number

8336236

Year Ending

31st March 2015

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.

Our first full year of trading as a social enterprise has been positive. We continue from our position last year of delivering against our mission statement 'Enhancing Chilterns habitats through conservation, education and community engagement'. We have grown the business to help more landowners be they public or private and have partnered most of the key conservation organisations in the region such as Woodland Trust, Wildlife Trust, Butterfly Conservation and National Trust. Delivering community-centric conservation at over 40 sites.

We have had interest in our services from a wide range of local landowners and community groups and have made some significant partnerships and contacts. We continue to work closely with Chilterns Conservation Board and have led delivery of an innovative volunteering project for Natural England with Bucks Natural Environment Partnership (NEP) at a wider level.

(See continuation sheet)

(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

We have a large number of stakeholders (local authorities, individuals, community groups, businesses) & to engage with them all is challenging. We continue to meet 5 times a year with Wycombe DC who, in turn, liaise with the wider local community & there continues to be a good two-way flow of information to ensure good communications as part of excellent contract delivery.

We have established regular communications with Bucks CC Localities teams, local 'Friends of' conservation groups and a range of youth groups. In this period, the emphasis has been on building links, developing relationships, meeting new & potential stakeholders/prospective partners. The informal feedback that we have obtained from the above meetings & interactions has influenced our objectives involving community groups in our work & to place community benefit on a par with environmental benefit. Some evaluation & monitoring of activities has been introduced.

(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

See accounts. 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.

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

As part of funding conditions from Bucks CC, we have made donations to community groups totalling £675.

No other transfer of assets other than for full consideration has been made.

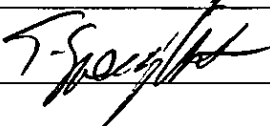
(Please continue on separate continuation sheet if necessary)

(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

11/12/2015

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.

Anthony Speight	
Kingsmead Depot, 60 Fennels Road	
High Wycombe, Bucks	
HP11 1SL	Telephone 01494 474486
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

CIC Report Continuation Sheet:

Chiltern Rangers CIC 8336236

1 Overview of the business 1st April 2014 - 31st March 2015

We were successful in obtaining funding to run conservation activities for young people in the local area and intend to expand this in future years. We maximised the impact of some of these sessions by involving other groups, such as 'Friends of ' Groups, who are predominantly people over 60 to create an inter-generational aspect and a true sense of community cohesion.

Also we have delivered 16 work experience placements this year including Year 10 & 11 pupils plus students from colleges, universities and Thames Valley Police trainee officers as part of their community placement. A particular success story has been of 2 students from a local college, both Autistic Spectrum Disorder who are nearing the end of one – day a week placement for the whole academic year. Their confidence & skills have developed significantly in this period.

Following on from our first 'year', we have invested in additional staff to help grow the business. We recruited a part-time Administrator in May 2014 and a young Apprentice Ranger in Sept 2014.

We have invested in a Kubota ride-on mower to help us become more sustainable by winning and delivering new contracts and to become more time efficient in managing existing contracts.

The Directors undertook several training courses during the year – some were funded by Cabinet Office through Mutual Ventures and included workshops pertinent to the strategic development and sustainability of the business. We also have worked on creating the right ethos including how we recruit at Chiltern Rangers and this is closely aligned to The Happy Manifesto by Henry Stewart following this course.

We have also benefitted from external business support to develop HR systems and a marketing strategy. We obtained funding for these through a VCS support initiative, funded by Bucks CC.

We continue to look ahead from our spin-out from the council towards 2018. The contract value decreases each year so we try to build resilience to this. 2018 is a crucial point in our company's evolution. We will have to tender for the Wycombe District Council core contract. There are various implications for the business associated with this. We are currently based in leased premises owned by Wycombe District Council. The future of these premises is uncertain in the medium to longer term, which may necessitate a relocation of the business. There may be cash flow issues if payment terms are altered, which we need to be able to withstand. We are also mindful of diversifying our income streams so as to lessen financial dependency on the Wycombe District Council core contract, therefore need capital for investment in new initiatives and assets. To help us plan for this, we have started to develop a new 5 year business plan as we were fortunate to recruit an expert volunteer with appropriate skills through Community Impact Bucks.

In the period of this report we have worked with 1,222 practical conservation volunteers who have given 4,510 hours of their time to a variety of tasks.

Building resilience:

We will be employing several strategies to build longer term resilience into the business, so that we are able to survive the re-contracting of our WDC contract come what may. These include

- Reducing our dependence upon Wycombe DC sites. Expanding the range of available sites to work on, with and without groups, both within Wycombe District and further afield into the Chiltern District (Amersham, Chesham & Chalfont) and South Bucks District (Beaconsfield, Burnham &) area
- Reducing dependence upon information held by one or two individuals and increasing efficiency of administrative processes. Installation and development of a CRM database to record a range of information pertinent to the business, including the monitoring and evaluation of activities
- We aim to secure and relocate to a 'new' premises around the time of re-contracting, or shortly afterwards. Initially we had identified a target of £100,000 would be needed to achieve this, but we feel that this will not be sufficient – initial build costs are significantly higher than that and as a third sector organisation, we may not easily attract the investment we will require. Plus there will be a number of associated legal fees, moving costs and so on to pay for. Additionally we may need to also pay for temporary facilities/accommodation whilst a new build is being developed. The intention remains that this new facility will be a multi-functional community facility fit for purpose and to possibly share with other social enterprises and charities and we have begun to explore options on this
- Building a capital reserve to continue to invest in the development of the business and to use as a buffer should we not re-contract with WDC in 2018. This reserve should be able to maintain the business for sufficient time to bring in new income streams and to source and secure alternative accommodation
- The next item identified is a community minibus, costing £25-30,000. Currently we hire a minibus to transport volunteers each week and as our site portfolio and volunteer numbers grow this is less sustainable. We have applied to a funding source for 50% of capital and 100% of first year's running costs
- We continue to apply for and have been successful in obtaining funding for a number of projects primarily delivering activities with young people. These are practical, physical, outdoor conservation sessions which benefit the young people individually (health & Well-being, skills and experience and social skills) but also their communities gain better green spaces and the wildlife gains as it can thrive in well managed habitats
- The acquisition of a towed wood chipper IRO £15,000-20,000 (subject to a successful funding bid) will help us to diversify the woodland management services we offer and we will become a more professionally equipped, quality provider. The environment will benefit as we will be able to place more woods into better condition for wildlife and for people. Currently we hire one which is time consuming and less sustainable economically

This year we have helped the community in a range of ways

Free Time:

We delivered a week long NCS programme with Action4Youth in August. Our time given free of charge on 4 days out of 5, facilitated 15 young people (plus 2 supervisors) who gave 30 hours each over the week as a social action project. They worked with other volunteer groups at a total of 5

nature reserves

A second smaller project for 10 young people was also delivered at October half term at one site over two days

Hosted a planning meeting for Revive the Wye, free of charge (Sept)

We have delivered 3 sessions with Marsh & Micklefield Big Local, free of charge, to help engage the hard to reach communities and raise aspirations and participation in this deprived ward

Free/Subsidised Kit tools and equipment loan:

We have continued to lend tools and equipment free of charge to a small local business Nature's Jewels. This has enabled them to engage with approximately 650 people delivering environmental education on topics such as butterflies, bats, pond life and more in the local area

Free Advice/Consultancy:

Great Marlow School Wildlife area & pond
SWR School half day help & advice re summer school 2014
Wycombe Heritage Arts Trust re spinning out

We intend to formalise the above activities in the forthcoming year by developing a pro-bono policy, as a mechanism to help us return an affordable part of our surplus to the local community. This will enable us to deliver additional social and environment benefits often to those who cannot afford it, whilst still ensuring we are a sustainable business in the short and longer term

Going forward:

Grow the team – we span out very 'light' in terms of personnel. We hope to continue to grow the team in a flexible, affordable way including with the use of additional seasonal and part-time staff as well as specific volunteers

We are also looking to diversify our income streams and reduce our dependence on the public purse. We have diversified significantly since spinning out from one core contract to now earn income from various parts of the public sector, but we must reduce this reliance as a percentage of turnover to ensure we are resilient against future spending reviews & cut backs

We have lots of plans and projects lined up in the next 12-18 months. As well as all the outcomes and outputs you might expect, we hope to create a stand-alone 'friends of' group and also hopefully create a mechanism for young people to become more active as stakeholders of the business. This is not straight forward but remains an ambition we are working towards

2 Consultation with stakeholders

Whilst useful evidence, we need to do more for the more vulnerable and disenfranchised people with work with

Volunteer engagement & consultation

This is done informally through a series of discussions on site, at events or at specific volunteer and partner events such as the one we held in September. Ultimately it could be good to move to more formalise structure although this may not be the case. People who are volunteers don't necessarily always want to be treated in the same way as employees - they often specifically don't want a 'review'. Instead regular discussions are held including identifying training needs.

We have invested in a range of short courses from 1st aid to wildlife id skills and practical skills such as pond survey, brush cutter training and social media skills. We also held a 1st birthday party BBQ for our stakeholders and regular volunteers to thank them for their help – this also ensure ideas etc are shared and people feel valued.

We are currently looking at launching a work experience placement 'student of the year' award in part as a way of recording the impact of and on young people and to make these placements more worthwhile. This will be led by our apprentice as part of his development.

We are also looking at awarding volunteer of the month to reward and incentivise our volunteers. This process will involve light touch evaluation which forms part of our volunteer stakeholder consultation.

We have since Oct '14 had a social media volunteer who gives half a day a week to help us drive our 2 main platforms.

She, as well as other volunteers, earns Bucks Time Credits as a 'thank you' for her time. In a recent evaluation she cited this as a real benefit to her volunteering, as well as the flexibility to balance commitments as a full time mum/carer to her disabled daughter, and the sense of fun and team she gained working with Chiltern Rangers.

Her efforts have been great we now regularly communicate with stakeholder such as partner organisations, volunteers and local residents through these platforms. Engagement has increased by about 50% in the past 6 months from Oct 14 when we had 274 Facebook likes and 374 Twitter followers.

We have created a series of marketing videos with various volunteers which are on our You Tube channel. Obviously they show us in a positive light but are genuine, unscripted and show a good level of engagement with a wide range of people.

We also issue an e-newsletter on a quarterly basis which goes to approx 600 contacts.

One of our aims for 2015-16 is to improve our stakeholder engagement with young people. It has quite a way to go and we are still a small very busy team.

This will in part involve creating a mechanism to directly engage with young people possibly via the Youth Council. We would like to get their views ideas and opinions feeding into the business more. This moves us away from a council style service doing to and towards a genuine collaboration with young people. This will enable us to deliver better sessions for and with them and engage even more of them.

If successful this mechanism may also include (eventually) a seat at board meetings to ensure the

young people's collective voice is heard and of course to give those people real life experience of decision making processes

We will also continue to liaise with our many community partners and organisations ensuring where necessary lessons are learnt and our sessions and offer improves One way we do this is via the Youth Services Forum which we attend at least twice a year

We are keen to explore as many ways of consulting and communicating with stakeholders as we can, including via digital platforms, e.g. website & social media as well as events, including guided walks and public meetings These are more responsive mechanisms than the dreaded feedback survey or consultation questionnaires

We will also look at how we can build it into projects as part of business as usual

We will be expanding our use of the CRM database This will help in many ways such as building business resilience by having a shared system – one benefit of which will be consultation We will set up groups of contacts to ensure they have regular communications specific to their project/site/group, as well as generic communications such as the quarterly newsletter