

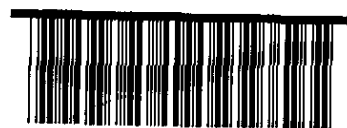
**COMMUNITY LINKS WEST DUNBARTONSHIRE**

**REPORT AND FINANCIAL STATEMENTS**

**YEAR ENDED 31<sup>ST</sup> MARCH 2003**

**CHARITY NUMBER: SCO32934**

**COMPANY NUMBER: 229753**



SCT	SMTQSPMO	0430
COMPANIES HOUSE		30/10/03

SCT	SLC8GOTU	0097
COMPANIES HOUSE		01/10/03

**COMMUNITY LINKS WEST DUNBARTONSHIRE****LEGAL & ADMINISTRATIVE INFORMATION****DIRECTORS**

Sandra Davidson

Rose Harvie

John Hearn

Sue Hemmings

Laurie Mackay

Moira O'Neill

Ian Redpath

June Todd

Chair

Treasurer

Vice Chair

**COMPANY SECRETARY**

Stephen Singer

**Registered Office**

75 Kilbowie Road

Clydebank

GLASGOW

G81 1BL

**Auditors**

Alexander Sloan C.A.

144 West George Street

GLASGOW

G2 2HG

**Bankers**

Bank of Scotland

63 Kilbowie road

Clydebank

GLASGOW

G81 1BL

**Solicitors**

Burness

242 West George Street

GLASGOW

G2 4QY

## **COMMUNITY LINKS WEST DUNBARTONSHIRE**

### **DIRECTORS' REPORT**

**YEAR ENDED 31<sup>ST</sup> MARCH 2003**

#### **OBJECTS AND ORGANISATION STRUCTURE**

The Charity was established as a company limited by guarantee on 28<sup>th</sup> March 2002. The company's objects are to relieve poverty among the residents of West Dunbartonshire by promoting employment and educational opportunities, to improve the environment and to promote social welfare in the area.

#### **REVIEW OF ACTIVITIES**

The company has had an encouraging first year in pursuit of its aims. Funds totalling £187,961 were raised with assistance from our partners of local Housing Associations, West Dunbartonshire Council, Communities Scotland and Scottish Enterprise. After expenditure incurred on pursuing our charitable aims a surplus of £26,885 was made to carry forward as reserves, which the directors regard as satisfactory.

#### **TRUSTEES**

The Trustees of the Charity are the directors, as listed on page 1. The directors are appointed by election at the Annual General Meeting of the Charity, with terms of office running for a period of one year.

#### **RESERVES POLICY**

It is the policy of the Charity to maintain unrestricted funds at a level to provide sufficient funds to cover management, administration and support costs.

#### **RISK MANAGEMENT**

The directors have assessed the major risks to which the Charity is exposed, in particular those relating to the operations and finances of the Charity, and is satisfied that systems are in place to mitigate our exposure to major risks.

#### **AUDITORS**

Alexander Sloan C.A. were appointed as auditors for the first year of trading. A resolution to re-appoint Alexander Sloan will be put to the members at the Annual General Meeting.

#### **SMALL COMPANY EXEMPTIONS**

These accounts have been prepared in accordance with the special provisions of Part VII of the Company Act relating to small entities.

#### **BY ORDER OF THE COMMITTEE**



Stephen Singer  
**COMPANY SECRETARY**

GLASGOW, .....

**COMMUNITY LINKS WEST DUNBARTONSHIRE****YEAR TO 31<sup>ST</sup> MARCH 2003****STATEMENT OF DIRECTORS' RESPONSIBILITIES**

Company Law requires the directors to prepare Financial Statements for each financial year which give a true and fair view of the state of affairs of the Company and of the surplus or deficit of the Company for that period. In preparing those Financial Statements, the Committee is required to:-

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the Financial Statements;
- prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the Company will continue in existence.

The directors are responsible for keeping 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. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The director confirms that the Financial Statements comply with the above requirements.

## **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF COMMUNITY LINKS WEST DUNBARTONSHIRE**

We have audited the financial statements of Community Links West Dunbartonshire for the year ended 31<sup>st</sup> March 2003 on pages 5 to 10. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), under the historical cost convention and the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective Responsibilities of Directors and Auditors**

As described in the Statement of Directors' Responsibilities the company's directors are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Directors' Report is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the company is not disclosed.

We read the Directors' Report and consider the implications for our report if we become aware of any apparent misstatements within it.

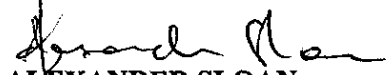
### **Basis of Opinion**

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

### **Opinion**

In our opinion the Financial Statements give a true and fair view of the state of the company's affairs as at 31<sup>st</sup> March 2003 and of its surplus for the year then ended and have been properly prepared in accordance with the Companies Act 1985.



**ALEXANDER SLOAN**  
Chartered Accountants  
Registered Auditors

GLASGOW, 26<sup>th</sup> June 2003

**COMMUNITY LINKS WEST DUNBARTONSHIRE**

**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING  
INCOME AND EXPENDITURE ACCOUNT)**

**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2003**

	Notes	Unrestricted Funds £	Restricted Funds £	2003 Total Funds £
<b>INCOMING RESOURCES</b>				
Grants and Project Awards	2	110,357	75,000	185,357
Interest received and other income		4,229	-	4,229
		<hr/>	<hr/>	<hr/>
		<b><u>114,586</u></b>	<b><u>75,000</u></b>	<b><u>189,586</u></b>
 <b>RESOURCES EXPENDED</b>				
Cost of generating funds:				
Fundraising and Publicity		297	-	297
Charitable Expenditure:				
Direct Charitable Expenditure		56,374	75,000	131,374
Training and Information		2,828	-	2,828
Capital Costs		8,898	-	8,898
Management and Administration		19,304	-	19,304
		<hr/>	<hr/>	<hr/>
<b>Total Resources Expended</b>	3	<b><u>87,701</u></b>	<b><u>75,000</u></b>	<b><u>162,701</u></b>
<b>Net incoming resources and movement in funds</b>	4	26,885	-	26,885
<b>Total funds at 1<sup>st</sup> April 2002</b>		-	-	-
		<hr/>	<hr/>	<hr/>
<b>Total funds at 31<sup>st</sup> March 2003</b>		<b><u>26,885</u></b>	<b><u>-</u></b>	<b><u>26,885</u></b>

# COMMUNITY LINKS WEST DUNBARTONSHIRE

## BALANCE SHEET

AS AT 31<sup>ST</sup> MARCH 2003

	Notes	£	£
<b>CURRENT ASSETS</b>			
Debtors	7	473	
Cash at Bank and in hand		71,267	
		<hr/>	
		71,740	
Creditors: amounts falling due within one year	8	44,855	
		<hr/>	
<b>NET ASSETS</b>			<b><u>26,885</u></b>
 <b>GENERAL FUNDS</b>	 9		 <b><u>26,885</u></b>

These accounts are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective June 2002).

The accounts were approved by the directors on 26<sup>th</sup> June 2003 and signed on its behalf by :

S. Hemmings  
Chairperson

.....

I. Redpath  
Treasurer

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# COMMUNITY LINKS WEST DUNBARTONSHIRE

## NOTES TO FINANCIAL STATEMENTS

FOR YEAR ENDED 31<sup>ST</sup> MARCH 2003

### 1. ACCOUNTING POLICIES

- (a) The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), the Companies Act 1985 and follow the recommendations in "Accounting and Reporting by Charities: Statement of Recommended Practice" issued in October 2000.
- (b) 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.
- (c) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.
- (d) Resources expended are allocated to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration on each activity, comprising the salary and overhead costs of the central function, is apportioned on the following basis which are an estimate, based on staff time, of the amount attributable to each activity:
 

Management and administration of the charity	10%
Direct Charitable Expenditure	90%
- (e) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.
- (f) Designated funds are unrestricted funds earmarked by the directors for particular purposes.
- (g) Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.



# COMMUNITY LINKS WEST DUNBARTONSHIRE

## NOTES TO ACCOUNTS

FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2003

### 2. GRANTS AND PROJECT AWARDS

	Unrestricted Funds £	Restricted Funds £	2003 Total Funds £
Housing Associations	48,732	-	48,732
Communities Scotland	-	75,000	75,000
Scottish Enterprise	15,000	-	15,000
West Dunbartonshire Partnership	46,625	-	46,625
	<u>110,357</u>	<u>75,000</u>	<u>185,357</u>

### 3. RESOURCES EXPENDED

	Funding & Publicity £	Direct Charitable £	Training & Information £	Capital Costs £	Management & Administration £	2003 Total £
Salaries	-	111,390	-	-	12,377	123,767
Travel	-	3,562	-	-	396	3,958
Recruitment	-	1,386	-	-	154	1,540
Committee Expenses	-	-	-	-	513	513
Legal & Audit Fees	-	-	-	-	750	750
Premises Costs	-	15,036	-	-	1,671	16,707
Office Supplies	-	-	-	-	3,443	3,443
Publicity	297	-	-	-	-	297
Conferences/Seminars	-	-	1,307	-	-	1,307
Affiliations	-	-	1,521	-	-	1,521
Decoration	-	-	-	86	-	86
Computer Costs	-	-	-	8,196	-	8,916
Furniture	-	-	-	616	-	616
<b>Total resources expended</b>	<u>297</u>	<u>131,374</u>	<u>2,828</u>	<u>8,898</u>	<u>19,304</u>	<u>162,701</u>

# **COMMUNITY LINKS WEST DUNBARTONSHIRE**

## **NOTES TO ACCOUNTS**

**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2003**

### **4. NET INCOMING RESOURCES** **2003** **£**

This is stated after charging:

Auditors' Remuneration	<u><b>750</b></u>
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Travel costs amounting to £3,958 were reimbursed to 4 members of staff.

No remuneration was paid to any director.

### **5. STAFF COSTS & NUMBERS** **2003** **£**

Staff costs were as follows:

Salaries and wages	94,861
Social Security costs	28,906
	<hr/>
	<u><b>123,767</b></u>

No employee received emoluments of more than £50,000.

The average number of employees during the year, calculated on the basis of full time equivalents, was 5.

### **6. TAXATION**

The charitable company is exempt from corporation tax on its charitable activities.

# COMMUNITY LINK WEST DUNBARTONSHIRE

## NOTES TO ACCOUNTS

FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2003

<b>7. DEBTORS</b>	<b>2003</b>
	<b>£</b>
Other Debtors	323
Prepayments	150
	<hr/>
	<b><u>473</u></b>

**8. CREDITORS : Amounts falling due within one year**

Tax & Social Security	2,431
Other creditors	36,674
Accruals	750
Accrued Income	5,000
	<hr/>
	<b><u>44,855</u></b>

**9. MOVEMENT IN FUNDS**

	<b>At 1st April 2003 £</b>	<b>Incoming Resources £</b>	<b>Outgoing Resources £</b>	<b>At 31<sup>st</sup> March 2003 £</b>
General Fund	-	114,586	87,701	26,885
Restricted Funds	-	75,000	75,000	-
	<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<b>-</b>	<b>189,586</b>	<b>162,701</b>	<b>26,885</b>
	<hr/>	<hr/>	<hr/>	<hr/>