REPORT OF THE TRUSTEES AND AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2009 FOR BUXTON CIVIC ASSOCIATION LIMITED

TUESDAY

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Smith Cooper Chartered Accountants & Registered Auditors 2A Grove Parade Buxton Derbyshire SK17 6AJ

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REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST DECEMBER 2009**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st December 2009. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

944439 (England and Wales)

Registered Charity number

258163

Registered office

Poole's Cavern Visitor Centre

Green Lane

Buxton

Derbyshire

SK17 9DH

Trustees

J N Boardman

M F Bryant

P Dinsdale

H E Lawrence

P H Phillipson

J W G Preece

S P Robinson K G Smith

A Tomlinson

B M Wragg

M T Sisson

P Hobdey

M T Monaghan

R E Hughes

- resigned 23/4/2009

- appointed 18/5/2009

Company Secretary

B M Wragg

Auditors

Smith Cooper Chartered Accountants & Registered Auditors 2A Grove Parade **Buxton** Derbyshire SK17 6AJ

Solicitors

Pricketts

12 Hardwick Street

Buxton

Derbyshire

SK17 6BN

EVENTS SINCE THE END OF THE YEAR

Information relating to events since the end of the year is given in the notes to the financial statements

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, Memorandum and Articles of Association and is a limited company, limited by guarantee, as defined by the Companies Act 2006

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST DECEMBER 2009

STRUCTURE, GOVERNANCE AND MANAGEMENT

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

The trustees have a risk management strategy which comprises

- 1, An annual review of the risks the charity might face
- The establishment of systems and procedures to mitigate those risks, and
- 3, Implementation of procedures designed to minimise any potential impact on the charity should those risks materialise

Both non financial and financial risks are covered. A key element in the management of financial risk is the setting of a reserves policy and its regular review by the trustees

OBJECTIVES AND ACTIVITIES

The company's objectives are to promote the permanent preservation for the benefit of the public generally and especially of the inhabitants of the Borough of Buxton in the county of Derby of lands, natural features, and buildings of beauty, environmental, or historic interest '

ACHIEVEMENT AND PERFORMANCE

The principal activity of the company in the year under review was that of the management of Poole's Cavern Show Cave, Buxton Country Park and Woodlands, and the protection of Buxton's Civic Heritage

FINANCIAL REVIEW

Reserves policy

The trustees have established the level of reserves (that is funds that are freely available) that the charity ought to have Reserves are needed to bridge the gaps arising from the seasonal nature of income from Poole's Cavern and the trading activity of the visitor centre compared with the continuous costs of overheads and the cashflow impact of loan repayments

In addition, reserves are required to cover possible emergency spending such as might arise through storm damage to the woodlands. Finally, small scale grant funded development opportunities occur which require degrees of matched funding and reserves are required to enable advantage to be taken of such opportunities. In the trustees' view the ideal level of cash reserves as at 31 December 2009 would be £30,000. The actual cash reserves at that date were £48,649.

The results for the year and financial position of the company are as shown in the annexed financial statements

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Buxton Civic Association Limited for the purposes of company law) are responsible for preparing the Report of the Trustees 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 those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charity SORP,
- make judgements and estimates that are reasonable and prudent,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business

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 to 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.

REPORT OF THE TRUSTEES **FOR THE YEAR ENDED 31ST DECEMBER 2009**

STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

So far as the trustees are aware, there is no relevant information (as defined by Section 418 of the Companies Act 2006) of which the charitable company's auditors are unaware, and each trustee has taken all the steps that they ought to have taken as a trustee in order to make them aware of any audit information and to establish that the charitable company's auditors are aware of that information

AUDITORS

The auditors, Smith Cooper, will be proposed for re-appointment at the forthcoming Annual General Meeting

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies

ON BEHALF OF THE BOARD

B M Wragg - Secretary

Date 17 May 2013

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF BUXTON CIVIC ASSOCIATION LIMITED

We have audited the financial statements of Buxton Civic Association Limited for the year ended 31st December 2009 on pages six to thirteen. The financial statements have been prepared under the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective April 2008)

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's trustees 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 charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed

Respective responsibilities of trustees and auditors

The trustees' (who are also the directors of the charitable company for the purposes of company law) responsibilities for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the financial statements give a true and fair view are set out on page two

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland)

We report to you our opinion as to whether the financial statements give a true and fair view, are properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice and are prepared in accordance with the Companies Act 2006. We also report to you whether, in our opinion the information given in the Report of the Trustees is consistent with those financial statements.

In addition, we report to you if, in our opinion, the charitable company has not kept adequate accounting records, if the charitable company's financial statements are not in agreement with the accounting records and returns, if we have not received all the information and explanations we require for our audit, or if certain disclosures of trustees' remuneration specified by law are not made

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

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) 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 judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable 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 charitable company's affairs as at 31st December 2009 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities,
- the financial statements have been prepared in accordance with the Companies Act 2006, and
- the information given in the Report of the Trustees is consistent with the financial statements

Bruce James Montgomery (Senior Statutory Auditor) for and on behalf of Smith Cooper Chartered Accountants & Registered Auditors 2A Grove Parade Buxton Derbyshire SK17 6AJ

Date

17/1/10

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31ST DECEMBER 2009

		2009 Unrestricted	2008 Total
		funds	funds
Notes		£	£
INCOMING RESOURCES			
Incoming resources from generated funds			
Voluntary income	2	50,759	58,312
Activities for generating funds	3	373,670	324,610
Investment income	4	17,595	6,368
Other incoming resources		-	92
Total incoming resources		442,024	389,382
RESOURCES EXPENDED Costs of generating funds Fundraising trading cost of goods sold and other			
costs	5	216,707	178,547
Charitable activities	6	,	•
Preservation of historical assets and woodland		188,950	165,611
Governance costs	7	5,832	6,659
Total resources expended		411,489	350,817
NET INCOMING RESOURCES		30,535	38,565
RECONCILIATION OF FUNDS			
Total funds brought forward		316,545	277,980
TOTAL FUNDS CARRIED FORWARD		<u>347,080</u>	316,545

BALANCE SHEET AT 31ST DECEMBER 2009

	Notes	2009 Unrestricted funds £	2008 Total funds £
FIXED ASSETS Tangible assets	12	524,868	543,795
CURRENT ASSETS Stocks Debtors Cash at bank and in hand	13	15,004 15,014 48,649 78,667	19,943 7,523 6,329 33,795
CREDITORS Amounts falling due within one year	14	(38,253)	(32,645)
NET CURRENT ASSETS		_40,414	1,150
TOTAL ASSETS LESS CURRENT LIABILITIE	s	565,282	544,945
CREDITORS Amounts falling due after more than one year	15	(218,202)	(228,400)
NET ASSETS		347,080	316,545
FUNDS Unrestricted funds	17		
General fund Capital development fund		180,121 166,959	158,330 158,215
		347,080	316,545
TOTAL FUNDS		<u>347,080</u>	316,545

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

The financial statements were approved by the Board of Trustees on 17 Hay 2313 and were signed on its behalf by

P Dinsdale -Trustee

J N Boardman -Trustee

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST DECEMBER 2009

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), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy

The charity's policy in relation to grants received for the purchase of fixed assets is to recognise the grant in full in incoming resources and to include the grant funded asset at full cost within a designated fund. The fund is then depreciated over the life of the asset, as disclosed in note 16 to the accounts

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

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

Freehold land Freehold buildings -not provided -4% on cost

Fixtures and equipment Motor vehicles

-33% on reducing balance -25% on reducing balance

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items

Taxation

The charity is exempt from corporation tax on its charitable activities

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees

Restricted funds can only be used for particular restricted purposes within the objects of the charity Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31ST DECEMBER 2009

2. VOLUNTARY INCOME

	Gift aid Grants Subscriptions and donations Exceptional items	2009 £ 26,537 16,212 3,010 5,000 50,759	2008 £ 7,637 33,863 6,812 10,000
	Grants received, included in the above, are as follows	2009	2008
	Derbyshire Aggregates Levy Grant Scheme Ethel James Trust	£ 16,212 ———————————————————————————————————	£ 26,363
		16,212	<u>33,863</u>
3.	ACTIVITIES FOR GENERATING FUNDS		
		2009	2008
	Shop income Cafe income Admissions Car parking charges Sundry receipts Cavern entertainment income Venue hire	£ 52,317 79,580 215,395 19,015 75 6,467 821 373,670	£ 49,062 66,791 182,428 16,026 100 6,321 3,882
4.	INVESTMENT INCOME		
	Rents received	2009 £ 17,586	2008 £ 6,289
	Deposit account interest	9 17,595	<u>79</u> 6,368
5.	FUNDRAISING TRADING. COST OF GOODS SOLD AND OTHER COSTS		
		2009 £	2008 £
	Purchases Staff costs	84,064 128,614	63,938 112,008
	Bad debts Cavern entertainment costs	97 3,932	
		216,707	178,547

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31ST DECEMBER 2009

6. CHARITABLE ACTIVITIES COSTS

		Direct costs	Totals
	Preservation of historical assets and woodland	£ 188,950	£ 188,950
7.	GOVERNANCE COSTS		
	Professional fees Staff training costs Auditors' remuneration	2009 £ 2,356 316 3,160 <u>5,832</u>	2008 £ 3,639 - 3,020 6,659
8.	NET INCOMING/(OUTGOING) RESOURCES		
	Net resources are stated after charging/(crediting)		
	Auditors' remuneration Depreciation - owned assets Deficit\(surplus\) on disposal of fixed asset	2009 £ 3,160 36,510 2,086	2008 £ 3,020 40,801 (92)

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st December 2009 nor for the year ended 31st December 2008

Trustees' Expenses

There were no trustees' expenses paid for the year ended 31st December 2009 nor for the year ended 31st December 2008

10. STAFF COSTS

No employees were paid more than £60,000 during the year

11. EXCEPTIONAL ITEMS

The exceptional income of £5,000 was received from Mr M D and Mrs J East in respect of an agreement reached regarding their encroachment on Buxton Civic Association (BCA) land at Gadley Wood Mr and Mrs East also paid the Pricketts legal costs incurred by BCA in the sum of £600 plus VAT, as disclosed in note 19

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31ST DECEMBER 2009

12.	TANGIBLE FIXED ASSETS					
		Freehold land £	Freehold buildings £	Fixtures and equipment £	Motor vehicles £	Totals £
	COST At 1st January 2009 Additions Disposals	12,000	538,191 13,900	71,496 6,419 (5,163)	15,000	636,687 20,319 (5,163)
	At 31st December 2009	12,000	552,091	72,752	15,000	651,843
	DEPRECIATION At 1st January 2009 Charge for year Eliminated on disposal		49,160 22,083	39,981 11,614 (2,426)	3,750 2,813 	92,891 36,510 (2,426)
	At 31st December 2009		71,243	49,169	6,563	126,975
	NET BOOK VALUE At 31st December 2009	12,000	480,848	23,583	<u>8,437</u>	<u>524,868</u>
	At 31st December 2008	12,000	489,031	31,515	11,250	543,796
13.	DEBTORS					
	Debtors and prepayments				2009 £ <u>15,014</u>	2008 £
14.	CREDITORS					
	Bank loans and overdrafts Hire purchase Social security and other taxes Creditors and accrued expense				2009 £ 10,632 1,996 8,652 16,973	2008 £ 3,875 5,555 23,215
					<u> 30,233</u>	32,043
15.	CREDITORS: AMOUNTS FA	LLING DUE AFTE	R MORE THAI	N ONE YEAR		
	Bank loans 2 to 5 years Bank loans more than 5 years Hire purchase				2009 £ 72,040 134,478 11,684	2008 £ 64,662 152,488
					218,202	228,400
	Amounts falling due in more th	an five years				
	Repayable by instalments Bank loans more than 5 years				134,478	152,488

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31ST DECEMBER 2009

16. SECURED DEBTS

The following secured debts are included within creditors

	2009	2008
	£	£
Bank loans	217,150	217,150

The Royal Bank of Scotland plc hold a first legal charge over the charity's property at Pooles Cavern, Green Lane, Buxton, Derbyshire as security in relation to Flexible Business Loan agreements dated 23 October 2006 and 21 January 2008

The loan facilities were used to assist with the development of the Visitor Centre

The first loan of £166,650 is repayable in 144 monthly instalments, the first monthly payment being due on 1 May 2010

Interest is charged at 2 5% above The Royal Bank of Scotland plc base rate

The second loan of £50,500 is repayable in 147 monthly instalments, the first monthly payment being due on 1 September 2010

Interest is charged at 2% above The Royal Bank of Scotland plc base rate

17. MOVEMENT IN FUNDS

Navardajakad Gunda	At 1/1/09 £	Net movement in funds £	At 31/12/09 £
Unrestricted funds General fund Capital development fund	158,330 158,215	21,791 <u>8,744</u>	180,121 166,959
	316,545	30,535	347,080
TOTAL FUNDS	<u>316,545</u>	30,535	<u>347,080</u>
Net movement in funds, included in the above are as follows			
	Incoming resources	Resources expended	Movement in funds
Unrestricted funds	£	£	£
General fund	425,812	(404,021)	21,791
Capital development fund	16,212	(7,468)	<u>8,744</u>
	442,024	(411,489)	30,535
TOTAL FUNDS	442,024	<u>(411,489</u>)	30,535

The capital development fund represents the net book value of grant funded property developments

The incoming resources relate to grants received in the year as disclosed in note 2 and resources expended represent the depreciation charge on the fixed assets purchased with the grant income, spread over a 25 year period on a straight line basis

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31ST DECEMBER 2009

18. CONTINGENT LIABILITIES

On 18 September 2006 Buxton Civic Association Limited (BCA) signed a contract with Derby and Derbyshire Economic Partnership (DDEP) by which that organisation agreed to provide BCA with a grant of £118,500 towards the capital cost of extending the Visitor Centre at Poole's Cavern

On 2 November 2007 BCA signed a contract with Derbyshire County Council by which that organisation agreed to provide BCA with a grant of £39,500 pursuant to the Derbyshire Aggregates Levy Grant Scheme (DALGS) towards phase 2 costs of the Visitor Centre redevelopment. On 8 October 2008 BCA signed another contract with Derbyshire County Council by which that organisation agreed to provide BCA with a grant of £16,212 pusuant to the Derbyshire Aggregates Levy Scheme, towards the costs of the provision of interpretation and educational facilities at Poole's Cavern Visitor Centre

As at 31 December 2009 BCA had fully drawn all the above grants. Any part of any grant that is drawn down is repayable in the event that the project is not completed in accordance with the criteria set out in the contract, or if any other conditions of the contracts are breached within a ten year period.

19. RELATED PARTY DISCLOSURES

The charity's secretary, Mr B M Wragg, is a partner in Pricketts solicitors and Mr P Dinsdale is a director of Price Dinsdale Associates Ltd

Pricketts have provided legal services to Buxton Civic Association during the year ended 31 December 2009 in respect of the resolution of the Gadley Wood land encroachment dispute. The fees charged were £600 plus VAT, the whole of which was paid for by by Mr M D and Mrs J East, as agreed in the settlement of the dispute

Price Dinsdale Associates Ltd has provided printing services to Buxton Civic Association during the year ended 31 December 2009. The fees charged were £606 plus VAT

20. POST BALANCE SHEET EVENTS

The effect of events relating to the year ended 31 December 2009 which occurred before the date of approval of the financial statements by the board of directors, have been included to the extent required to show a true and fair view of the state of affairs at 31 December 2009 and of the results for the year ended on that date

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST DECEMBER 2009

	2009	2008
	£	£
INCOMING RESOURCES		
Voluntary income Gift aid	26 527	7.637
Grants	26,537 16,212	7,637 33,863
Subscriptions and donations	3,010	6,812
Exceptional items	5,000	10,000
	50,759	58,312
Activities for generating funds		
Shop income	52,317	49,062
Cafe income	79,580	66,791
Admissions	215,395	182,428
Car parking charges Sundry receipts	19,015	16,026
Cavern entertainment income	75 6,467	100 6,321
Venue hire	821	3,882
	373,670	324,610
	3.3,0.0	32 1,010
Investment income Rents received	17 506	C 200
Deposit account interest	17,586 9	6,289 79
Deposit decount interest		
	17,595	6,368
Other incoming resources		
Gain on sale of tangible fixed assets		92
Total incoming resources	442,024	389,382
DESCUIRCES EXPENDED		
RESOURCES EXPENDED		
Fundraising trading: cost of goods sold and other costs		
Shop purchases	34,146	20,986
Cafe purchases Wages	49,918 128,614	42,952 112,008
Bad debts	97	112,006
Cavern entertainment costs	3,932	2,601
	216,707	178,547
Charita bia activatica		
Charitable activities Wages	41 240	27 773
Pensions	41,240 838	37,772 810
Rates and water	4,406	3,467
Insurance	8,561	7,664
Light and heat	13,740	10,467
Telephone Post, stationeny and adverts	851 34 534	875
Post, stationery and adverts Sundry expenses	24,534	18,862
Motor expenses	3,238 1,990	2,012 1,861
Hygiene and cleaning	4,381	5,281
Woodland expenses	10,386	4,089
Carried forward	114,165	93,160

This page does not form part of the statutory financial statements

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST DECEMBER 2009