

Registration number 03061079

Cyswllt Ceredigion Contact Limited

Directors' and Trustees' Report and Financial Statements

for the year ended 5 April 1999

Charity Number: 1047945



Cyswllt Ceredigion Contact Limited

Company Information

Directors and Trustees	Rev. A. T. G. John Mr G. E. Hughes Mrs M. A. Wootton Mrs L. Stockley
Secretary	Mrs M. A. Wootton
Company Number	03061079
Registered Office	2nd Floor 1 North Parade Aberystwyth Ceredigion SY23 2JH
Accountants	Davies & Lewis Oregon House Powell Street Aberystwyth Ceredigion SY23 1QQ
Bankers	Lloyds Bank plc 12 Terrace Road Aberystwyth Ceredigion
Solicitors	David James & Davies 15 Eastgate Aberystwyth Ceredigion SY23 2AR

Cyswllt Ceredigion Contact Limited

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Cyswllt Ceredigion Contact Limited

Directors' and Trustees Report for the year ended 5 April 1999

The directors and trustees present their report and the financial statements for the period ended 5 April 1999.

Objects and Principal Activities of the Charity

The Charity is constituted as a Company limited by guarantee, and is therefore governed by a memorandum and articles of association.

The principal activities of the charity are to advise and assist persons with alcohol or drug related or connected personal problems in overcoming those problems; to assist the families and dependants of such persons and to advance the education of the general public with the misuse of drugs, alcohol and other substances.

Development, Activities and Achievements

The past year has been one of both consolidation and growth for Cyswllt Ceredigion Contact. Group Therapy has been extended to a full day, we have begun a Recovery Group once a week for new clients and we are currently running a pilot 'Outreach' project in Lampeter one morning a week. In addition, our Schools Drug and Alcohol Education Programme - available on our website - has been endorsed and recommended by the National Grid for Learning. These developments have made this past year an exciting one, both in terms of continuing to build a strong, effective treatment programme and in extending the services we offer. We hope to continue this growth and development into the new millennium.

Directors and Trustees

The directors who are also the trustees of the charity who served during the period are as stated below:

Rev. A. T. G. John
Mr G. E. Hughes
Mrs M. A. Wootton
Mrs L. Stockley

Cyswllt Ceredigion Contact Limited

Directors' and Trustees' Report for the year ended 5 April 1999

Trustees Responsibilities

The Trustees are required by law to prepare financial statements for each financial year which give a true and fair view of the financial activities of the charity and of its financial position at the end of that year. In preparing those financial statements the trustees are required to:

- a) select suitable accounting policies and apply them consistently;
- b) make judgements and estimates that are reasonable and prudent;
- c) state whether the policies adopted are in accordance with the Companies Act 1985 and with applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the financial statements;
- d) prepare the financial statements on a going concern basis unless it is inappropriate to assume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approval

This report was approved by the board of directors and trustees on 17th August 1999 and signed on its behalf.

Mrs M. A. Wootton



Trustee

Cyswllt Ceredigion Contact Limited

**Accountants' Report to the Trustees on the Unaudited Financial Statements
of Cyswllt Ceredigion Contact Limited**

We report on the financial statements for the year ended 5 April 1999 set out on pages 4 to 9.

Respective responsibilities of directors and reporting accountants

As described on page 1 the charity's trustees who are also the directors of Cyswllt Ceredigion Contact Limited are responsible for the preparation of financial statements, and they consider that the charity is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion to you.

Basis of opinion

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the financial statements with the accounting records kept by the charity, and making such limited enquiries of the trustees of the charity as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

Opinion

In our opinion:

- a) the financial statements are in agreement with the accounting records kept by the company under Section 221 of the Companies Act 1985;
- b) having regard only to, and on the basis of, the information contained in those accounting records, the financial statements have been drawn up in a manner consistent with the accounting requirements specified in subsection (6) of Section 249C, so far as applicable to the company.
- c) having regard only to, and on the basis of, the information in the accounting records, the company satisfied the requirements of section 249A(4) or (5), for the financial year in question, and did not fall within section 249B(1)(a) to (f) at any time within that financial year.

Davies & Lewis
Chartered Certified Accountants and
Reporting Accountants
Oregon House
Powell Street
Aberystwyth
Ceredigion
SY23 1QQ

Davies & Lewis

17th August 1999

Cyswllt Ceredigion Contact Limited

Statement of Financial Activities for the year ended 5 April 1999

Summary Income and Expenditure Account

	Notes	Restricted £	Unrestricted £	Total 1999 £	Total 1998 £
Incoming Resources					
Grants and Donations	2	76286	12330	88616	65651
Interest Receivable		68	1771	1839	1237
Total Income		<u>76354</u>	<u>14101</u>	<u>90455</u>	<u>66888</u>
Resources Expended					
Direct charitable expenditure					
Centre running costs	3	46242	8832	55074	54944
Other expenditure					
Administration	4	12348	4537	16885	9263
Total expenditure		58590	13369	71959	64207
Net Income for the year		<u>17764</u>	<u>732</u>	<u>18496</u>	<u>2681</u>

Statement of Other Recognised Gains

There are no recognised gains or losses other than disclosed for the year.

The notes on pages 7 to 9 form part of these financial statements.

Cyswllt Ceredigion Contact Limited

**Balance Sheet
as at 5 April 1999**

	Notes	£	1999 £	£	1998 £
Fixed Assets					
Tangible Assets	7		903		1401
Current Assets					
Cash at bank and in hand		48016		27662	
Creditors: amounts falling due within one year					
Accruals		<u>(1713)</u>		<u>(353)</u>	
Net Current Assets			<u>46303</u>		<u>27309</u>
Total Assets Less Current Liabilities			<u>47206</u>		<u>28710</u>
			=====		=====
Funds					
Restricted Funds	9	41802		24038	
Unrestricted Funds		<u>5404</u>		<u>4672</u>	
			47206		28710
			=====		=====

The directors' statements required by Section 249B(4) are shown on the following page which forms part of this Balance Sheet.

The notes on pages 7 to 9 form part of these financial statements.

Cyswllt Ceredigion Contact Limited

Balance Sheet (continued)

**Director's statements required by Section 249B(4)
for the year ended 5 April 1999**

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

- a) that for the period stated above the company was entitled to the exemption conferred by Section 249A(2) of the Companies Act 1985.
- b) that no notice has been deposited at the registered of the company pursuant to Section 249B(2) requesting that an audit be conducted for the period ended 5 April 1999 and
- c) that we acknowledge our responsibilities for:
 - 1) ensuring that the company keeps accounting records which comply with Section 221, and
 - 2) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial period and of its profit or loss for the period then ended in accordance with the requirements of Section 226 and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company.

The financial statements were approved by the Board on 17th August 1999 and signed on its behalf by

Rev A. T. G. John

Chairman of Trustees



The notes on pages 7 to 9 form part of these financial statements.

Cyswllt Ceredigion Contact Limited

Notes to the Accounts for the year ended 5 April 1999

1. Accounting Policies

1.1. Basis of preparation of accounts

The accounts are prepared under the historical cost convention and include the results of the charity's operations which are described in the Directors' and Trustees' Report and all of which are continuing.

The accounts have been prepared in compliance with Statement of Recommended Practice on Charity Accounts.

The charity has taken advantage of the exemption in Financial Reporting Standard No. 1 from the requirement to produce a cashflow statement.

1.2. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Office Equipment	25% straight line basis
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1.3. Income

Voluntary income and donations are accounted for as received by the charity.

1.4. Operating leases

Rentals applicable to operating leases where substantially all the benefits and risks of ownership remain with the lessor are reflected in the Statement of Financial Activities as incurred.

1.5. Expenditure on management and administration of the charity

Administration expenditure includes all expenditure not directly related to the charitable activities.

2. Grants received

Grants received towards capital expenditure have been credited to a restricted fund against which the depreciation of the equipment will be charged.

Grants towards revenue expenditure are credited to a restricted fund and released as the expenditure is incurred.

Cyswllt Ceredigion Contact Limited

Notes to the Accounts for the year ended 5 April 1999 Continued

3. Direct charitable expenditure

	1999	1998
	£	£
Centre running costs:		
Wages & Salaries	43198	45716
Staff Training	2939	288
Travel & Accommodation	1048	223
Book & Educational Materials	699	331
Rent, Power & Insurance	4909	6034
Repairs & Maintenance	1198	1559
Advertising	195	
Depreciation	888	793
	<u>55074</u>	<u>54944</u>

4. Administration expenditure

	1999	1998
	£	£
Wages & Salaries	12668	5570
Staff Training	310	-
Telephone, Postage & Stationery	3037	3130
Advertising	130	-
Legal & Professional Fees	650	531
Bank Charges	90	32
	<u>16885</u>	<u>9263</u>

5. Surplus for the year

The surplus of income over expenditure is stated after charging:

	1999	1998
	£	£
Depreciation of tangible assets	888	793

6. Staff costs

No remuneration was paid to trustees in the year, nor were any expenses reimbursed to them. The costs of the remaining staff were:

	1999	1998
	£	£
Wages & Salaries	51275	47095
Social Security Costs	4591	4191
	<u>55866</u>	<u>51286</u>

Cyswllt Ceredigion Contact Limited

**Notes to the Accounts
for the year ended 5 April 1999 Continued**

6. Staff costs continued....

The average weekly number of full time staff employed by the charity during the year was five full time all involved directly with the centre.

7. Tangible fixed assets

	Office Equipment £
Cost	
At 6 April 1998	3168
Additions	<u>390</u>
At 5 April 1999	<u>3558</u>
Depreciation	
At 6 April 1998	1767
Charge for the year	<u>888</u>
At 5 April 1999	<u>2655</u>
Net book values	
At 5 April 1999	<u>903</u>
At 5 April 1998	<u>1401</u>

The equipment is all used directly for charitable purposes.

8. Funds of the Charity

The restricted fund is represented by funds held in the charity's bank account.

9. Analysis of fund balances between the net assets

	Restricted £	Unrestricted £	Total £
Tangible fixed assets	-	903	903
Net current assets	<u>41802</u>	<u>4501</u>	<u>46303</u>
	<u>41802</u>	<u>5404</u>	<u>47206</u>