

Registered Company No: 03061079

Charity No: 1047945

Cyswllt Ceredigion Contact Limited
Directors' and Trustees' Report and Financial Statements
for the year ended 5 April 2001



Cyswllt Ceredigion Contact Limited

Charity Information

Directors and Trustees	Rev. A.T.G. John Mrs M.A. Wootton Dr. P. Stanley
Secretary	Mrs M.A. Wootton
Company Number	03061079
Charity Number	1047945
Registered Office	2nd Floor 1 North Parade Aberystwyth Ceredigion SY23 2JH
Information and advice website	www.recovery.org.uk
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 2001

The trustees present their report for the year ended 5 April 2001.

Constitution, objects and principal activities

The Charity is constituted as a Company limited by guarantee, and is governed by memorandum and articles of association. The trustees meet every two months. Day-to-day management of the charity is delegated to the Manager and the Programme Co-ordinator.

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

This year has been one of consolidation, which has left Cyswllt poised for expansion. Counselling staff numbers were very limited for the first six months of the year and an enormous amount of work was done by the existing counsellors to maintain Cyswllt's high standard of service. The Trustees were extremely supportive to the whole team over this period. Towards the end of the year the National Assembly for Wales awarded Cyswllt funding to employ a Project Worker, who will act as co-facilitator for the Drug and Alcohol Awareness Programme and be responsible for developing our schools educational service. Cyswllt is now fully staffed and all of the organisation's programmes have been refined and developed over the year. In addition Planning Permission has been gained for Cyswllt to relocate to larger premises in the centre of Aberystwyth. The charity received the services of 3 volunteers during the year.

Policies and Financial Management

- a) The charity has no policy on reserves.
- b) The trustees are empowered by the Articles of Association to invest the funds of the Charity as they see fit.
Any funds not required for immediate expenditure are placed in a bank deposit account until needed.
- c) The Tudor Trust fund is in deficit by £1,493 at 31 March 2001. This deficit has been cleared by the receipt of a further grant from the trust in the following year.
- d) The trustees confirm that they have identified major risks to which the charity is exposed and have established systems to mitigate these risks.

Cyswllt Ceredigion Contact Limited

Directors' and Trustees' Report for the year ended 5 April 2001 (continued)

Directors and Trustees

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

Rev. A. T. G. John	
Mrs M.A. Wootton	Resigned 8 February 2001
Mrs L. Stockley	Resigned 7 August 2000
Dr. P. Stanley	Appointed 11 April 2000
Dr. C. Colbourn	Appointed 1 February 2001
Mr H. Davey	Appointed 1 February 2001

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.

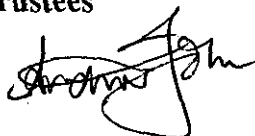
The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report is prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Approval

This report was approved by the board of directors and trustees on 10 October 2001 and signed on their behalf by

Rev ATG John
Chairman of Trustees



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

We report on the financial statements for the year ended 5 April 2001 set out on pages 4 to 10.

Respective responsibilities of directors and reporting accountants

As described on page 2 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.

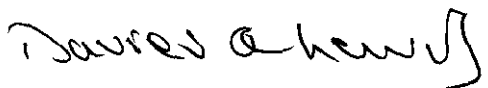
Basis of opinion

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), 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
Oregon House
Powell Street
Aberystwyth
Ceredigion
SY23 1QQ

Date: 16 October 2001

Cyswllt Ceredigion Contact Limited

**Statement of Financial Activities for the
year ended 5 April 2001**

	Note	2001 Restricted £	2001 Unrestricted £	2001 Total £	2000 Total £
Incoming Resources					
Donations from individuals and NGO's		16,075	1,279	17,354	13,690
Grants receivable					
Lottery		57,438	-	57,438	44,446
Ceredigion County Council		9,923	-	9,923	9,923
Social Services		-	12,794	12,794	10,768
Arrest Referral Scheme		7,869	1,546	9,415	-
Interest receivable		-	1,988	1,988	1,211
Total Incoming Resources		<u>91,305</u>	<u>17,607</u>	<u>108,912</u>	<u>80,038</u>
Outgoing Resources					
Direct Charitable Expenditure					
Centre running costs	2	65,698	7,266	72,964	54,664
Other Charitable Expenditure					
Administration	3	21,879	3,928	25,807	21,545
Total Outgoing Resources		<u>87,577</u>	<u>11,194</u>	<u>98,771</u>	<u>76,209</u>
Net Movements in Funds	4	3,728	6,413	10,141	3,829
Total Funds Brought Forward:					
As originally stated		40,918	10,117	51,035	47,206
Prior year adjustment	9	(6,196)	6,196	-	-
Restated		34,722	16,313	51,035	47,206
Total Funds Carried Forward		<u>38,450</u>	<u>22,726</u>	<u>61,176</u>	<u>51,035</u>

Statement of Other Recognised Gains

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

Notes 1 to 9 form part of these financial statements

Cyswllt Ceredigion Contact Limited

**Balance Sheet
as at 5 April 2001**

	Note	2001		2000	
		£	£	£	£
Fixed Assets	6		1,405		608
Current Assets					
Prepayments		357		315	
Cash at Bank and in hand		<u>77,433</u>		<u>50,700</u>	
		<u>77,790</u>		<u>51,015</u>	
Less: Liabilities Due Within 1 Year					
Grants received in advance		16,317		-	
Accruals		<u>1,702</u>		<u>588</u>	
		<u>18,019</u>		<u>588</u>	
Net Current Assets			59,771		50,427
Net Assets			<u>61,176</u>		<u>51,035</u>
Represented by:					
Unrestricted Funds			22,726		16,313
Restricted Funds	8		38,450		34,722
			<u>61,176</u>		<u>51,035</u>

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

Notes 1 to 9 form part of these financial statements

Cyswllt Ceredigion Contact Limited

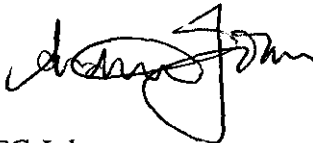
Balance Sheet (continued)

**Director's statements required by Section 249B(4)
for the year ended 5 April 2001**

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 office of the company pursuant to Section 249B(2) requesting that an audit be conducted for the period ended 5 April 2001 and
- c) that we acknowledge our responsibilities for:
 - 1) ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985, 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 net movement of funds 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 10 October 2001 and signed on its behalf by



Rev ATG John
Chairman of Trustees

Notes 1 to 9 form part of these financial statements.

Cyswllt Ceredigion Contact Limited

Notes to the Accounts for the year ended 5 April 2001

1. Accounting Policies

1.1 Basis of preparation of the 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 accordance with the Statement of Recommended Practice for Charity Accounts (2000) and the Financial Reporting Standard for Smaller Entities.

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 for use by the charity and depreciation

Tangible fixed assets for use by the charity are stated at cost less depreciation. Assets costing less than £500 are not capitalised.

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 basis:

Office Equipment	25% straight line basis
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1.3 Voluntary income and donations

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

1.4 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.

1.5 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.

1.6 Management and administration expenses

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

1.7 Value Added Tax

Value added tax is not recoverable by the charity, and as such is included in the relevant costs in the Statement of Financial Activities.

Cyswllt Ceredigion Contact Limited

Notes to the Accounts for the year ended 5 April 2001 continued

2. Direct Charitable Expenses: Centre running costs

	2001 £	2000 £
Wages & Salaries	52,098	36,277
Supervision	3,895	1,846
Staff training	3,374	4,709
Volunteers' expenses	1,408	-
Travel & Accommodation	2,793	3,498
Books & Educational Materials	1,229	1,424
Rent, Power & Insurance	5,526	5,696
Repairs & Maintenance	2,641	959
Advertising	-	255
	<u>72,964</u>	<u>54,664</u>

3. Administration Expenses

	2001 £	2000 £
Wages & Salaries	17,368	15,319
Telephone, Postage & Stationery	4,224	3,649
Advertising	935	487
Reporting Accountant Fees	1,409	426
Other Accountancy Fees	-	588
Legal & Professional	205	-
Subscriptions	420	-
Bank Charges	246	236
Sundry	422	-
Depreciation	578	840
	<u>25,807</u>	<u>21,545</u>

4. Net Movement in Funds for the Year

The net movement in funds for the year is stated after charging:

	2001 £	2000 £
Depreciation of fixed assets – for use by the charity	<u>578</u>	<u>840</u>

Cyswllt Ceredigion Contact Limited

Notes to the Accounts for the year ended 5 April 2001 continued

5. Staff Costs

No remuneration was paid to trustees in the year, nor were any trustees' expenses reimbursed.

The costs of the staff were:

	2001	2000
	£	£
Wages and Salaries	68,873	49,820
Social Security Costs	4,487	3,622
	<u>73,360</u>	<u>53,442</u>

The average monthly number of staff employed, calculated as full time equivalents during the year was as follows:

	2001	2000
	No.	No.
Direct charitable work	4	4
Administrative	2	1

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

6. Fixed Assets

	Office Equipment £
Cost	
Balance at 6 April 2000	4,103
Additions	1,375
Balance at 5 April 2001	<u>5,478</u>
Accumulated Depreciation	
Balance at 6 April 2000	3,495
Charge for the year	578
Balance at 5 April 2001	<u>4,073</u>
Net Book Value	
As at 5 April 2001	<u>1,405</u>
As at 5 April 2000	<u>608</u>

All the fixed assets are used directly for charitable purposes.

Cyswllt Ceredigion Contact Limited

Notes to the Accounts for the year ended 5 April 2001 continued

7. Analysis of fund balances between the net assets

	Restricted £	Unrestricted £	Total £
Tangible fixed assets	985	420	1,405
Net current assets	37,465	22,306	59,771
	<u>38,450</u>	<u>22,726</u>	<u>61,176</u>

8. Restricted Funds

	Balance at 06-04-2000 £	Income 2001 £	Expenditure 2001 £	Balance at 05-04-2001 £
Funds Mainly Represented by Cash				
Funds for staff costs:				
Lottery	20,472	57,438	43,830	34,080
Welsh Office Mental Illness Strategy	5,176	9,923	13,828	1,271
Leigh Trust	2,061	-	2,061	-
Tudor Trust	1,314	12,500	15,307	(1,493)
Lloyds TSB for premises	1,747	2,375	4,118	4
Lampeter Outreach Centre	3,952	-	264	3,688
Arrest Referral Scheme	-	7,869	7,869	-
Funds Represented by Fixed Assets				
DAAT computer fund	-	1,200	300	900
Total Funds	<u>34,722</u>	<u>91,305</u>	<u>87,577</u>	<u>38,450</u>

9. Prior year adjustment

The prior year adjustment of £6,196 arises from the restatement of costs previously allocated to general fund to restricted funds.