

**Registration number 03061079**

**Cyswllt Ceredigion Contact Limited**

**Directors' and Trustees' Report and Financial Statements**

**for the year ended 5 April 2000**

**Charity Number: 1047945**



## **Cyswllt Ceredigion Contact Limited**

### **Contents**

|                                   | <b>Page</b>   |
|-----------------------------------|---------------|
| Directors' and Trustees' Report   | <b>1 - 2</b>  |
| Accountants' Report               | <b>3</b>      |
| Statement of Financial Activities | <b>4</b>      |
| Balance Sheet                     | <b>5 - 6</b>  |
| Notes to the Financial Statements | <b>7 - 10</b> |

## **Cyswllt Ceredigion Contact Limited**

### **Directors' and Trustees Report for the year ended 5 April 2000**

The directors and trustees present their report and the financial statements for the period ended 5 April 2000.

#### **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 an exciting one for Cyswllt Ceredigion Contact. We now have in place our new Programme Co-ordinator, who has brought fresh ideas and inspiration to the organisation. In addition, towards the end of the financial year, we were awarded £197,047 from the National Lotteries Charity Board to enable us to expand our existing services into other areas of Ceredigion. These two factors have afforded Cyswllt the stability it needs to further its work in the community and to continue to develop an effective treatment programme that reaches all who need it.

#### **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  |                    |
| Mrs L. Stockley    | Resigned 07/08/00  |
| Dr. P. Stanley     | Appointed 11/04/00 |

## **Cyswllt Ceredigion Contact Limited**

### **Directors' and Trustees' Report for the year ended 5 April 2000**

#### **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 26<sup>th</sup> September 2000 and signed on its behalf.

**Mrs M. A. Wootton**



**Trustee**

**Cyswllt Ceredigion Contact Limited**

**Statement of Financial Activities  
for the year ended 5 April 2000**

**Summary Income and Expenditure Account**

|  | Notes | Restricted<br>£ | Unrestricted<br>£ | Total 2000<br>£ | Total 1999<br>£ |
|--|-------|-----------------|-------------------|-----------------|-----------------|
| <b>Incoming Resources</b>                  |       |                 |                   |                 |                 |
| Donations                                  | 2     | 11750           | 1940              | 13690           | 25978           |
| Grants Receivable                          |       |                 |                   |                 |                 |
| Lottery                                    |       | 44446           | -                 | 44446           | 42155           |
| Welsh Office                               |       | 9923            | -                 | 9923            | 9925            |
| Social Services                            |       | -               | 10768             | 10768           | 10558           |
| Interest Receivable                        |       | -               | 1211              | 1211            | 1839            |
| Total Income                               |       | <u>66119</u>    | <u>13919</u>      | <u>80038</u>    | <u>90455</u>    |
| <b>Resources Expended</b>                  |       |                 |                   |                 |                 |
| <b>Direct charitable expenditure</b>       |       |                 |                   |                 |                 |
| Centre running costs                       | 3     | 51040           | 3624              | 54664           | 55074           |
| <b>Other expenditure</b>                   |       |                 |                   |                 |                 |
| Administration                             | 4     | 15963           | 5582              | 21545           | 16885           |
| <b>Total expenditure</b>                   |       | <u>67003</u>    | <u>9206</u>       | <u>76209</u>    | <u>71959</u>    |
| Net (Expenditure) / Income<br>for the year |       | <u>( 884)</u>   | <u>4713</u>       | <u>3829</u>     | <u>18496</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 10 form part of these financial statements.

# Cyswllt Ceredigion Contact Limited

## Balance Sheet as at 5 April 2000

|   | Notes | £             | 2000<br>£    | £              | 1999<br>£    |
|---|-------|---------------|--------------|----------------|--------------|
| <b>Fixed Assets</b>                                   |       |               |              |                |              |
| Tangible Assets                                       | 7     |               | 608          |                | 903          |
| <b>Current Assets</b>                                 |       |               |              |                |              |
| Prepayments   |       | 315           |              | -              |              |
| Cash at bank and in hand                              |       | <u>50700</u>  |              | <u>48016</u>   |              |
|   |       | <u>51015</u>  |              | <u>48016</u>   |              |
| <b>Creditors: amounts falling due within one year</b> |       |               |              |                |              |
| Accruals  |       | <u>( 588)</u> |              | <u>( 1713)</u> |              |
| <b>Net Current Assets</b>                             |       |               | <u>50427</u> |                | <u>46303</u> |
| <b>Total Assets Less Current Liabilities</b>          |       |               | <u>51035</u> |                | <u>47206</u> |
| <b>Funds</b>  |       |               |              |                |              |
| Restricted Funds                                      | 9     | 40918         |              | 41802          |              |
| Unrestricted Funds                                    |       | <u>10117</u>  |              | <u>5404</u>    |              |
|   |       |               | <u>51035</u> |                | <u>47206</u> |

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 10 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 2000**

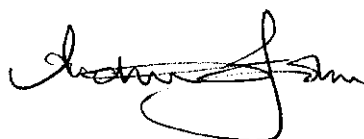
In approving these financial statements as directors of the company we hereby confirm:

- 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 2000 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 26<sup>th</sup> September 2000 and signed on its behalf by

**Rev A. T. G. John**

**Chairman of Trustees**



The notes on pages 7 to 10 form part of these financial statements.

## **Cyswllt Ceredigion Contact Limited**

### **Notes to the Accounts for the year ended 5 April 2000**

#### **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 |
|------------------|-------------------------|

##### **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 2000 Continued

### 3. Direct charitable expenditure

|                              | 2000         | 1999         |
|------------------------------|--------------|--------------|
|                              | £            | £            |
| Centre running costs:        |              |              |
| Wages & Salaries             | 38123        | 43198        |
| Staff Training               | 4709         | 2939         |
| Travel & Accommodation       | 3498         | 1048         |
| Book & Educational Materials | 1424         | 699          |
| Rent, Power & Insurance      | 5696         | 4909         |
| Repairs & Maintenance        | 959          | 1198         |
| Advertising                  | 255          | 195          |
| Depreciation                 | -            | 888          |
|                              | <u>54664</u> | <u>55074</u> |

### 4. Administration expenditure

|                                 | 2000         | 1999         |
|---------------------------------|--------------|--------------|
|                                 | £            | £            |
| Wages & Salaries                | 15319        | 12668        |
| Staff Training                  | -            | 310          |
| Telephone, Postage & Stationery | 3649         | 3037         |
| Advertising                     | 487          | 130          |
| Reporting Accountant Fees       | 426          | 650          |
| Other Accountancy Fees          | 588          | -            |
| Bank Charges                    | 236          | 90           |
| Depreciation                    | 840          | -            |
|                                 | <u>21545</u> | <u>16885</u> |

### 5. Surplus for the year

The surplus of income over expenditure is stated after charging:

|                                 | 2000 | 1999 |
|---------------------------------|------|------|
|                                 | £    | £    |
| Depreciation of tangible assets | 840  | 888  |

### 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:

|                       | 2000         | 1999         |
|-----------------------|--------------|--------------|
|                       | £            | £            |
| Wages & Salaries      | 49820        | 51275        |
| Social Security Costs | <u>3622</u>  | <u>4591</u>  |
|                       | <u>53442</u> | <u>55866</u> |

# **Cyswllt Ceredigion Contact Limited**

## **Notes to the Accounts for the year ended 5 April 2000 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<br>£ |
|------------------------|-----------------------|
| <b>Cost</b>            |                       |
| At 6 April 1999        | 3558                  |
| Additions              | <u>545</u>            |
| At 5 April 2000        | <u>4103</u>           |
| <b>Depreciation</b>    |                       |
| At 6 April 1999        | 2655                  |
| Charge for the year    | <u>840</u>            |
| At 5 April 2000        | <u>3495</u>           |
| <b>Net book values</b> |                       |
| At 5 April 2000        | <u>608</u>            |
| At 5 April 1999        | <u>903</u>            |

The equipment is all used directly for charitable purposes.

### **8. Funds of the Charity**

| Restricted Funds         | Balance      | Movement |             | Balance      |
|--------------------------|--------------|----------|-------------|--------------|
|                          | 6 April 1999 | Incoming | Outgoing    | 5 April 2000 |
| Lottery                  | 18878        | 44446    | 35387       | 27937        |
| Welsh Office             | 6287         | 9923     | 9984        | 6226         |
| Leigh Trust              | 1958         | 6000     | 6494        | 1464         |
| Tudor Trust              | 8841         | -        | 8124        | 717          |
| Lloyds / TSB             | 838          | 5750     | 5966        | 622          |
| Lampeter Outreach Centre | <u>5000</u>  | <u>-</u> | <u>1048</u> | <u>3952</u>  |
|                          | 41802        | 66119    | 67003       | 40918        |

The restricted funds are represented by funds held in the charity's bank account and prepayments.

**Cyswllt Ceredigion Contact Limited**

**Notes to the Accounts  
for the year ended 5 April 2000 Continued**

**9. Analysis of Net Assets between Funds**

|                           | <b>Tangible<br/>Fixed Assets</b> | <b>Net Current<br/>Assets</b> | <b>Total</b> |
|---------------------------|----------------------------------|-------------------------------|--------------|
| <b>Restricted Funds:</b>  |                                  |                               |              |
| Lottery                   | -                                | 27937                         | 27937        |
| Welsh Office              | -                                | 6226                          | 6226         |
| Leigh Trust               | -                                | 1464                          | 1464         |
| Tudor Trust               | -                                | 717                           | 717          |
| Lloyds / TSB              | -                                | 622                           | 622          |
| Lampeter Outreach Centre  | -                                | 3952                          | 3952         |
|                           | <hr/> -                          | <hr/> 40918                   | <hr/> 40918  |
| <b>Unrestricted Funds</b> | <hr/> 608                        | <hr/> 9509                    | <hr/> 10117  |
| <b>Total</b>              | <hr/> 608                        | <hr/> 50427                   | <hr/> 51035  |