

*Companies  
House*

**PLYMOUTH COMMUNITY PARTNERSHIP LIMITED**

**Company Number: 3175989  
Charity Number: 1079113**

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 MARCH 2005**



**BISHOP FLEMING  
CHARTERED ACCOUNTANTS  
PLYMOUTH**

**PLYMOUTH COMMUNITY PARTNERSHIP LIMITED**

**FINANCIAL STATEMENTS**

**for the year ended 31 March 2005**

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**PLYMOUTH COMMUNITY PARTNERSHIP LIMITED****LEGAL AND ADMINISTRATIVE INFORMATION**

**Company registration number:** 3175989

**Charity registration number:** 1079113

**Registered office:** The Old Treasury Building  
Catherine Street  
Plymouth  
Devon

**Directors / trustees:** M Aspinall (Chair)  
J Watkins (Vice – Chair)  
Z Moyse  
D Jasper-Eustis  
N Edwards (resigned 16 December 2004)  
G J Plumb  
A A Williams

**Director of Operations:** G Constable

**Secretary:** G Constable

**Auditors:** Bishop Fleming  
Chartered Accountants and  
Registered Auditors  
Cobourg House  
Mayflower Street  
Plymouth  
Devon

**Bankers:** Royal Bank of Scotland  
Old Town Street  
Plymouth  
Devon

Unity Trust Bank  
Nine Brindley Place  
4 Oozells Square  
Birmingham

# PLYMOUTH COMMUNITY PARTNERSHIP LIMITED

## TRUSTEES' REPORT

31 March 2005

The Trustees are pleased to present their reports together with the financial statements of the charity for the year ended 31 March 2005. Legal and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice – Accounting and Reporting by Charities.

### Legal and administrative information

#### Status

The organisation is a charitable company limited by guarantee incorporated on 21<sup>st</sup> March 1996 and is a registered charity.

#### Directors and Trustees

The directors of the charitable company ("the charity") are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees. As set out in the Articles of Association the trustees are elected at the AGM to serve for a period of 3 years.

The trustees serving during the year and since the year end are listed on page 1.

#### Objects of the charity

The principle objects of the charity are to promote urban regeneration in areas of social and economic deprivation in the city of Plymouth. Also to promote and organise co-operation to achieve these objectives by bringing voluntary and community organisations into association and create partnerships with the local statutory authorities within the city of Plymouth.

#### Review of activities

##### *The services we provide.*

We provide a specialist capacity building service to organisations in the community and voluntary sector within the city of Plymouth. These services are provided by an experienced and skilled staff team and supported by the Board of Trustees.

#### Representation

We provide two levels of representation. One through the election of community representatives onto strategic partnership bodies the other through the involvement of staff in strategic partnership working. This provides a perspective and voice for the sector at both an operational and strategic level.

#### Training

Our training programme lies at the centre of our activities and provides a comprehensive set of opportunities for member groups. Through this programme they can gain qualifications or do one day sessions. We also provide our training service on an outreach basis where groups have a particular need to develop a group of staff or trustees. Members can also experience taster sessions at our Annual Conference which is always well attended.

#### Funding advice

The Partnership provides different levels of funding advice dependent on need. One worker specialises in advice on small grant sources and advice on the application process. Whilst the other worker provides advice on larger funding sources and advice and help on developing the requisite business plan. This service is complemented by the provision of a funding information newsletter that goes out to all members each month, this is often the only funding information that groups receive.

#### Legal and start up advice

This specialist service provides groups, especially new groups, with all the information they need to start up and develop with all the legal and administrative information that they will require. We believe that this approach gives groups the best possible help towards sustainable development.

**PLYMOUTH COMMUNITY PARTNERSHIP LIMITED****TRUSTEES' REPORT (continued)****31 March 2005****Review of activities – continued****Community Accountancy Service**

This again is a twofold service, one part delivering a payroll service the other providing financial advice. Our payroll service is well used by groups who cannot put in place a BACS system because they are too small, it is also used by groups who find it more cost effective to use this than employ someone to carry out this task. The second element of the service provides groups with much needed financial advice on systems and the provision of an Examination of Accounts service.

**Networking Opportunities**

Our Annual Conference held in July each year provides a platform for community organisations to display their services and network with each other, this is always well attended (usually over 120 people) by a good range of different groups.

As the lead organisation in the Plymouth Community Network we provide a raft of opportunities for members to meet together and discuss pertinent issues. We also keep people informed through a website and regular newsletter.

**Resource Centre**

Our city centre based resource suite enables members to access computers and the internet, alongside a comprehensive range of information which is paper based. This information ranges from charity commission leaflets to funding sources. They can also produce their own publicity with support and advice from a skilled worker.

**Information and advice**

We ensure our members are kept up to date and well informed with information that they need to be effective and efficient. One way is through our two monthly newsletters 'Mailout' and 'Funding Information for Groups'.

We regularly update our website with new information and ensure all our members get a copy of our training programme which is produced twice a year.

***Developments over the last year***

Alongside the Governments agenda for modernising the voluntary sector infrastructure PCP has become the lead organisation and accountable for the Change Up programme in the city. This will lead to an increase in the capacity and quality of infrastructure organisations such as PCP to deliver services to frontline organisations working with communities across the city.

***Future strategy of PCP***

PCP aims to provide the best possible service to community and voluntary sector groups in the city. We will remain at the forefront of capacity building support through utilisation and development of best practice.

PCP is actively involved in the provision of training and development opportunities that will enable its members to maintain and improve the delivery of services to local communities. Our training and development strategy for the future will be based on the findings from the Change Up programme and the needs of the community and voluntary sector in the city.

**Organisation**

There are currently 275 members of the Partnership. Each member shall further, to the best of their ability, the objects, interests, and influence of the Partnership. The Trustees are appointed by the members of the organisation. Full responsibility for the running of the Charity is vested in the Trustees, who by reason of the incorporation of the Charity, are also Directors of the Company. The Trustees can appoint from the membership to fill any vacancy that arises until the next AGM.

# PLYMOUTH COMMUNITY PARTNERSHIP LIMITED

## TRUSTEES' REPORT (continued)

31 March 2005

### Organisation - continued

A board of trustees of up to 10 members, who meet once every six weeks, administers the charity. There are sub-committees covering Personnel, Finance and Membership. A Director is appointed by the trustees to manage the day-to-day operations of the charity.

### Investment powers

Under the memorandum and articles of the association, the charity has the power to make any investment which the trustees see fit.

### Future Strategy

The charity plans continuing the activities as outlined above in the forthcoming years subject to satisfactory funding arrangements.

### Reserves Policy

The Trustees believe that the charity should hold financial reserves (the Emergency Operating Reserve – EOR) because:

- It requires protection against, and the ability to continue operating despite catastrophic or lesser but damaging events.

The trustees believe that the minimum level of the EOR should be the equivalent of 50% of operating costs i.e. £262,000 calculated and reviewed annually, and built up to the desired level in stages in accordance with the charity's overall financial position and its need to maintain its charitable activities. This approximates to the value of staff redundancy and other costs should the charity dissolve. The general unrestricted reserve is detailed under note 9, together with restricted funds.

### Risk Review

The trustees have conducted its own review of the major risks to which the charity is exposed and systems have been established to mitigate those risks.

The key risks identified were:

- The introduction of activities that are outside our objects and powers, this would be addressed through a protocol for reviewing new projects to ensure consistency with objects, powers and terms of funding.
- Loss of key staff which would be addressed through undertaking succession planning, ensuring the appropriate systems are in place and through appropriate training.
- Competition from other organisations which would be addressed through ensuring our profile is good by regular contact with funders and a fund raising strategy.
- Disaster recovery and planning, although the organisation has sound procedures in place for IT recovery we will put in place a plan for alternative accommodation.
- Dependency on income sources is key to the organisation within the present climate and we will need to identify our major dependencies, put in place an adequate reserves policy and diversification plan.

### Related Parties

Trustees and management of the charity are required to disclose connections with any organisation applying to Plymouth Community Partnership Limited for funding or being considered as a supplier. In such circumstances, the relevant individual takes no part in the related decision making process.

As mentioned in note 9 to the financial statements the charity is the lead organisation and accountable body for the Community Empowerment Fund. The other partner organisations have no influence over the policies and decisions of Plymouth Community Partnership and are not deemed to be related parties.

**PLYMOUTH COMMUNITY PARTNERSHIP LIMITED****TRUSTEES' REPORT (continued)****31 March 2005**

Some 275 separate groups are members of the charity. The transactions with these member organisations are at arm's length and none are deemed to be material.

**Trustees' responsibilities in relation to the financial statements**

Company law requires the trustees to prepare financial statements that give a true and fair view of the state of the affairs of the charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume the charity will continue in business.

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

**Auditors**

A resolution will be proposed at the Annual General Meeting that Bishop Fleming be re-appointed as auditors to the charity for the ensuing year.

**Small Company Exemptions**

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Approved by the trustees on 24<sup>th</sup> November 2005 and signed on its behalf by:



M Aspinall (Chair)

**PLYMOUTH COMMUNITY PARTNERSHIP LIMITED****INDEPENDENT AUDITORS' REPORT****Auditors' report to the members of Plymouth Community Partnership Limited**

We have audited the financial statements of Plymouth Community Partnership Limited for the year ended 31 March 2005 on pages 7 to 14. These financial statements have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets and the accounting policies set out on page 9.

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 trustees and auditors**

As described on page 5, the trustees, who are also the directors of Plymouth Community Partnership Limited for the purposes of company law, are responsible for the preparation of the trustees' annual report and 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 prepared in accordance with applicable law. We also report to you if, in our opinion, the trustees' annual report is not consistent with the financial statements, if the charity 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 trustees' emoluments and transactions with the charity is not disclosed.

We read other information contained in the trustees' annual report, and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

**Basis of audit 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 judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity'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 charity's affairs as at 31 March 2005 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985.

  
Bishop Fleming  
Chartered Accountants and  
Registered Auditors  
Cobourg House  
Mayflower Street  
Plymouth

5 December 2005



## PLYMOUTH COMMUNITY PARTNERSHIP LIMITED

STATEMENT OF FINANCIAL ACTIVITIES  
(including income and expenditure account)

for the year ended 31 March 2005

|   | Notes | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2005<br>£ | Total<br>2004<br>£ |
|---|-------|----------------------------|--------------------------|--------------------|--------------------|
| <b>Incoming resources</b>                                   |       |                            |                          |                    |                    |
| Activities to further the charity's objects:                |       |                            |                          |                    |                    |
| Grants and contracts  | 2     | 324,181                    | 184,278                  | 508,459            | 568,117            |
| Other income  |       | 47,477                     | -                        | 47,477             | 25,513             |
| In kind income  |       | 16,656                     | -                        | 16,656             | 16,656             |
| Bank deposit interest                                       |       | 3,842                      | 2,301                    | 6,143              | 3,027              |
| <b>Total incoming resources</b>                             |       | <b>392,156</b>             | <b>186,579</b>           | <b>578,735</b>     | <b>613,313</b>     |
| <b>Resources expended</b>                                   |       |                            |                          |                    |                    |
| Charitable expenditure:                                     |       |                            |                          |                    |                    |
| Grants payable  | 3     | -                          | 47,497                   | 47,497             | 1,503              |
| Furtherance of objectives                                   | 3     | 293,629                    | 231,031                  | 524,660            | 505,813            |
| Management and administration                               | 3     | 3,000                      | -                        | 3,000              | 2,994              |
| <b>Total resources expended</b>                             |       | <b>296,629</b>             | <b>278,528</b>           | <b>575,157</b>     | <b>510,310</b>     |
| <b>Net incoming / (outgoing) resources before transfers</b> |       | <b>95,527</b>              | <b>(91,949)</b>          | <b>3,578</b>       | <b>103,003</b>     |
| Transfers between funds                                     | 9     | (738)                      | 738                      | -                  | -                  |
| <b>Net incoming / (outgoing) resources</b>                  |       | <b>94,789</b>              | <b>(91,211)</b>          | <b>3,578</b>       | <b>103,003</b>     |
| Total funds at 1 April 2004                                 |       | 106,968                    | 93,727                   | 200,695            | 97,692             |
| <b>Total funds at 31 March 2005</b>                         |       | <b>201,757</b>             | <b>2,516</b>             | <b>204,273</b>     | <b>200,695</b>     |

Movement in funds are disclosed in note 9 to the financial statements.

All of the above results are derived from continuing activities. There are no gains or losses in the year other than those shown above.

## PLYMOUTH COMMUNITY PARTNERSHIP LIMITED

## BALANCE SHEET

at 31 March 2005

|                             | Notes | 2005           |                | 2004           |                |
|-----------------------------|-------|----------------|----------------|----------------|----------------|
|                             |       | £              | £              | £              | £              |
| <b>FIXED ASSETS</b>         |       |                |                |                |                |
| Tangible assets             | 6     |                | 11,841         |                | 11,038         |
| <b>CURRENT ASSETS</b>       |       |                |                |                |                |
| Stocks                      |       | 1,200          |                | 1,200          |                |
| Debtors                     | 7     | 147,839        |                | 63,643         |                |
| Cash at bank and in hand    |       | 52,194         |                | 133,775        |                |
|                             |       | <u>201,233</u> |                | <u>198,618</u> |                |
| <b>CREDITORS: amounts</b>   |       |                |                |                |                |
| falling due within one year | 8     | (8,801)        |                | (8,961)        |                |
|                             |       | <u></u>        |                | <u></u>        |                |
| <b>Net current assets</b>   |       |                | 192,432        |                | 189,657        |
| <b>NET ASSETS</b>           |       |                | <u>204,273</u> |                | <u>200,695</u> |
| Unrestricted funds          | 9     |                | 201,757        |                | 106,968        |
| Restricted funds            | 9     |                | 2,516          |                | 93,727         |
| <b>TOTAL FUNDS</b>          |       |                | <u>204,273</u> |                | <u>200,695</u> |

These accounts are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

The financial statements on pages 7 to 14 were approved by the Trustees on *24 November* 2005 and signed on their behalf by:-



M Aspinall  
Chair

## PLYMOUTH COMMUNITY PARTNERSHIP LIMITED

## NOTES ON FINANCIAL STATEMENTS

31 March 2005

**1. Accounting policies****Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice – “Accounting and Reporting by Charities (SORP 2000)”, applicable standards and the Companies Act 1985. The principal accounting policies adopted in the preparation of the financial statements are as follows:-

**Income recognition from grants**

Income from grants is included in incoming resources when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. If the grants are received as an “up front” payment for which the conditions of payments have yet to be met then this income is deferred until the conditions have been met.

**In kind income and expenditure**

In kind income and expenditure is included in the Statement of Financial Activities at estimated values.

**Restricted projects**

The charity runs a number of projects which are financed by the public sector and European monies. The funds for these projects are restricted and accounted for as such.

At the end of a specific project a surplus or deficit balance may be transferred to unrestricted general funds at the discretion of the trustees and if permitted by the funder.

**Fund accounting**

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is shown in the notes to the financial statements.

**Tangible fixed assets**

Depreciation of fixed assets is calculated to write off their cost or valuation less any residual value over their estimated useful lives as follows:-

|                       |         |
|-----------------------|---------|
| Office equipment      | 5 years |
| Fixtures and fittings | 5 years |
| Computer equipment    | 3 years |

**Stocks**

Stocks are valued at the lower of cost and net realisable value.

**Basis of allocation of expenditure**

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered.

**Grants**

The charity administers the Community Empowerment Fund, which aims to increase and improve the involvement of local community and voluntary sector groups in the Local Strategic Partnership in Plymouth. The criteria for the use of the grants are governed by the contract between the charity and the First Secretary of State.

**Pensions – defined contribution scheme**

The charity operates a defined contribution scheme, the assets of which are held in independently administered funds. Contributions are charged to the Statement of Financial Activities as they become payable.

**Operating leases**

Rentals applicable to operating leases are charged to the Statement of Financial Activities over the period in which the cost is incurred.

## PLYMOUTH COMMUNITY PARTNERSHIP LIMITED

## NOTES ON FINANCIAL STATEMENTS

31 March 2005

## 2. Grants and contracts received

|   | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2005<br>£ | Total<br>2004<br>£ |
|---|----------------------------|--------------------------|--------------------|--------------------|
| Single Regeneration Budget              | 57,822                     | -                        | 57,822             | 16,000             |
| Plymouth City Council                   | 85,000                     | -                        | 85,000             | 50,000             |
| Lloyds TSB                              | -                          | -                        | -                  | 9,000              |
| Community Fund (NLCB)                   | -                          | 33,201                   | 33,201             | 72,018             |
| European Regional Development Fund      | 138,914                    | -                        | 138,914            | 134,122            |
| Community Empowerment Fund              | -                          | 92,077                   | 92,077             | 182,748            |
| Neighbourhood Renewal Fund              | 32,765                     | -                        | 32,765             | 31,556             |
| Community Cohesion Pathfinder Programme | -                          | 25,000                   | 25,000             | 44,250             |
| Community Champions                     | -                          | 34,000                   | 34,000             | 15,000             |
| DCF Community Chest                     | 9,680                      | -                        | 9,680              | 13,423             |
|   | <u>324,181</u>             | <u>184,278</u>           | <u>508,459</u>     | <u>568,117</u>     |

## 3. Total resources expended

| Grants payable           | 2005<br>£     | 2004<br>£    |
|--------------------------|---------------|--------------|
| Community Champions Fund | <u>47,497</u> | <u>1,503</u> |

## Furtherance of objectives

|  | Direct<br>Charitable<br>Expenditure<br>£ | Support<br>Costs<br>£ | Total<br>2005<br>£ | Total<br>2004<br>£ |
|--|--|-----------------------|--------------------|--------------------|
| Salaries, wages and associated staff costs | 305,150                                  | 10,000                | 315,150            | 297,927            |
| Premises costs                             | 15,024                                   | 1,666                 | 16,690             | 18,956             |
| Other costs                                | 188,292                                  | -                     | 188,292            | 187,129            |
| Audit fee                                  | -  | 1,798                 | 1,798              | 1,801              |
| Other accountancy costs                    | -  | 2,730                 | 2,730              | -                  |
|  | <u>508,466</u>                           | <u>16,194</u>         | <u>524,660</u>     | <u>505,813</u>     |

## Management and administration

|           | 2005<br>£    | 2004<br>£    |
|-----------|--------------|--------------|
| Audit fee | <u>3,000</u> | <u>2,994</u> |

## PLYMOUTH COMMUNITY PARTNERSHIP LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

31 March 2005

**4. Trustees and related parties**

The trustees neither received nor waived any emoluments during the year (2004: nil).

One trustee received reimbursement amounting to £213 (2004: £324).

The company has purchased professional indemnity liability insurance costing £578 on behalf of the staff and trustees. (2004: £550).

The Director of Operations, Mrs G Constable, is also a director of Plymouth SRB Partnership Limited, who have provided grants to the company.

There were no transactions with related parties which are required to be disclosed in these accounts.

**5. Staff costs**

|                       | 2005<br>£      | 2004<br>£      |
|-----------------------|----------------|----------------|
| Wages and salaries    | 269,379        | 251,887        |
| Social security costs | 26,389         | 24,540         |
| Pension contributions | 12,801         | 11,807         |
|                       | <u>308,569</u> | <u>288,234</u> |

The number of employees whose emoluments as defined for taxation purposes amounted to over £50,000 in the year was nil (2004: nil).

The average number of employees, calculated on a full time equivalent basis, analysed by function was:-

|  | 2005<br>No. | 2004<br>No. |
|--|-------------|-------------|
| Furtherance of objectives, including support | <u>14</u>   | <u>12</u>   |

## PLYMOUTH COMMUNITY PARTNERSHIP LIMITED

## NOTES ON FINANCIAL STATEMENTS

31 March 2005

## 6. Tangible fixed assets

|                        | Office<br>Equipment<br>£ | Fixtures<br>&<br>Fittings<br>£ | Computer<br>Equipment<br>£ | TOTAL<br>£ |
|------------------------|--------------------------|--------------------------------|----------------------------|------------|
| <b>Cost</b>            |                          |                                |                            |            |
| At 1 April 2004        | 14,545                   | 7,398                          | 106,842                    | 128,785    |
| Additions              | 3,156                    | 174                            | 4,521                      | 7,851      |
|                        | <hr/>                    | <hr/>                          | <hr/>                      | <hr/>      |
| At 31 March 2005       | 17,701                   | 7,572                          | 111,363                    | 136,636    |
|                        | <hr/>                    | <hr/>                          | <hr/>                      | <hr/>      |
| <b>Depreciation</b>    |                          |                                |                            |            |
| At 1 April 2004        | 9,618                    | 3,627                          | 104,502                    | 117,747    |
| Charge for year        | 2,127                    | 1,301                          | 3,620                      | 7,048      |
|                        | <hr/>                    | <hr/>                          | <hr/>                      | <hr/>      |
| At 31 March 2005       | 11,745                   | 4,928                          | 108,122                    | 124,795    |
|                        | <hr/>                    | <hr/>                          | <hr/>                      | <hr/>      |
| <b>Net book amount</b> |                          |                                |                            |            |
| As at 31 March 2005    | 5,956                    | 2,644                          | 3,241                      | 11,841     |
|                        | <hr/>                    | <hr/>                          | <hr/>                      | <hr/>      |
| As at 31 March 2004    | 4,927                    | 3,771                          | 2,340                      | 11,038     |
|                        | <hr/>                    | <hr/>                          | <hr/>                      | <hr/>      |

Included within the figures above is equipment belonging to the Community Empowerment Fund with a net book value of £2,516 office equipment (2004: £3,679) and £nil computer equipment (2004: £1,488).

## 7. Debtors

|                | 2005<br>£ | 2004<br>£ |
|----------------|-----------|-----------|
| Trade debtors  | 30,245    | 19,101    |
| Accrued income | 115,744   | 42,287    |
| Prepayments    | 1,850     | 2,255     |
|                | <hr/>     | <hr/>     |
|                | 147,839   | 63,643    |
|                | <hr/>     | <hr/>     |

## 8. Creditors: amounts falling due within one year

|                              | 2005<br>£ | 2004<br>£ |
|------------------------------|-----------|-----------|
| Trade creditors              | 2,271     | 3,661     |
| Other creditors and accruals | 6,530     | 5,300     |
|                              | <hr/>     | <hr/>     |
|                              | 8,801     | 8,961     |
|                              | <hr/>     | <hr/>     |

## PLYMOUTH COMMUNITY PARTNERSHIP LIMITED

## NOTES ON FINANCIAL STATEMENTS

31 March 2005

## 9. Movement in funds

|                                 | At 1 April<br>2004<br>£ | Income<br>£    | Expenditure<br>£ | Transfers<br>£ | At 31 March<br>2005<br>£ |
|---------------------------------|-------------------------|----------------|------------------|----------------|--------------------------|
| <b>Unrestricted funds:</b>      |                         |                |                  |                |                          |
| General reserve                 | 40,968                  | 392,156        | (296,629)        | (124,738)      | 11,757                   |
| Emergency operating reserve     | 66,000                  | -              | -                | 124,000        | 190,000                  |
| <b>Total unrestricted funds</b> | <u>106,968</u>          | <u>392,156</u> | <u>(296,629)</u> | <u>(738)</u>   | <u>201,757</u>           |
| <b>Restricted funds</b>         |                         |                |                  |                |                          |
| Comm. Empowerment Fund          | 29,120                  | 93,133         | (119,636)        | (101)          | 2,516                    |
| Community Fund (NLCB)           | -                       | 33,201         | (33,201)         | -              | -                        |
| Community Cohesion Fund         | 51,110                  | 26,245         | (78,194)         | 839            | -                        |
| Community Champions Fund        | 13,497                  | 34,000         | (47,497)         | -              | -                        |
| <b>Total restricted funds</b>   | <u>93,727</u>           | <u>186,579</u> | <u>(278,528)</u> | <u>738</u>     | <u>2,516</u>             |
| <b>Total funds</b>              | <u>200,695</u>          | <u>578,735</u> | <u>(575,157)</u> | <u>-</u>       | <u>204,273</u>           |

The General reserve represents the free funds of the charity which are not designated for particular purposes.

The Emergency operating reserve represents funds which the trustees have set aside to both protect against, and to continue operating in the event of, damaging events.

**Community Empowerment Fund**

The Community Empowerment Fund grant is restricted monies to be used by the Plymouth Community Empowerment Consortium to facilitate the setting up of the Plymouth Community Network. Plymouth Community Partnership is the lead organisation and accountable body for the Consortium.

**Community Fund**

The grants are received from the Community Fund, which is the operating name of the National Lottery Charities Board. During the year grants of £33,201 were received to defray expenditure of a similar amount. The benefits of the project that is financed by the funds are as follows:

- The establishment of a Community Accountancy service available to community groups.
- The establishment of outreach, advice and support work for community groups.
- More groups and individuals will be able to benefit from the work of Plymouth Community Partnership due to the expansion of services.
- Community groups will have more financial and management skills.
- ICT training will be developed to suit the specific needs of the community sector.

**Community Cohesion Funds**

The grant for the Community Cohesion Pathfinder Programme is a restricted fund to be used solely for the funding of a Pathfinder scheme.

**Community Champions Fund**

The grant is for the support of community capacity building for the purposes of providing support to individuals aged 18-25 years, inclusive, who are resident in the Plymouth Authority area and who have shown leadership in stimulating community activity. It is also provided to support small scale community inspired projects in the Plymouth area.

## PLYMOUTH COMMUNITY PARTNERSHIP LIMITED

## NOTES ON FINANCIAL STATEMENTS

31 March 2005

## 10. Analysis of net assets between funds

|   | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>Funds<br>£ |
|---|----------------------------|--------------------------|---------------------|
| <b>Fund balances at 31 March 2005 are represented by:</b> |                            |                          |                     |
| Tangible fixed assets                                     | 9,325                      | 2,516                    | 11,841              |
| Current assets  | 201,233                    | -                        | 201,233             |
| Current liabilities                                       | (8,801)                    | -                        | (8,801)             |
| Net assets at 31 March 2005                               | <u>201,757</u>             | <u>2,516</u>             | <u>204,273</u>      |

## 11. Leasing commitments

Operating lease payments amounting to £3,826 (2004: £5,071) are due within one year. The leases to which these amounts relate expire as follows:

|                            | 2005                       |            | 2004                       |            |
|----------------------------|----------------------------|------------|----------------------------|------------|
|                            | Land and<br>buildings<br>£ | Other<br>£ | Land and<br>buildings<br>£ | Other<br>£ |
| Between one and five years | -                          | 7,003      | -                          | 3,473      |

## 12. Guarantees and other financial commitments

The majority of the company's income derives from public sector funding. In accordance with the funding contracts, there are commonly clauses allowing for the clawback of funding previously made, as well as specific assets, if certain events occur or criteria are not met. In the opinion of the board of trustees, this is not likely to occur.

## 13. Control

The charitable company is controlled by its trustees.



## PLYMOUTH COMMUNITY PARTNERSHIP LIMITED

DETAILED INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 MARCH 2005

|   | 2005 |             | 2004 |             |
|---|------|-------------|------|-------------|
|   | £    | £           | £    | £           |
| <b>Income</b>   |      |             |      |             |
| Grants and contracts  |      | 508,459     |      | 568,117     |
| Community Cohesion / Champions Fund interest                                  |      | 1,245       |      | -           |
| Community Empowerment Fund interest   |      | 1,056       |      | 2,616       |
| PlymCAS services  |      | 4,543       |      | 2,943       |
| Payroll services  |      | 16,340      |      | -           |
| Other services  |      | 6,214       |      | -           |
| Photocopying / printing services  |      | 6,979       |      | 4,564       |
| Membership subscriptions  |      | 3,600       |      | -           |
| Plymouth City Council (in kind)   |      | 16,656      |      | 16,656      |
| Other income (miscellaneous)  |      | 1,130       |      | -           |
| Bank deposit interest   |      | 3,842       |      | 411         |
| CEF contribution for Newsletter   |      | -           |      | 1,500       |
| CEF contribution for administration costs                                     |      | 8,022       |      | 16,506      |
| Community Cohesion / Champions Fund contributions<br>for administration costs |      | 649         |      | -           |
|   |      | <hr/>       |      | <hr/>       |
|   |      | 578,735     |      | 613,313     |
| <b>Expenditure</b>  |      |             |      |             |
| Grants payable (page 16)  |      | 47,497      |      | 1,503       |
| In furtherance of objectives (page 16)  |      | 524,660     |      | 505,813     |
| Management & administration (page 16)   |      | 3,000       |      | 2,994       |
|   |      | <hr/>       |      | <hr/>       |
|   |      | 575,157     |      | 510,310     |
| <b>Net surplus for the year</b>   |      | <hr/> <hr/> |      | <hr/> <hr/> |
|   |      | 3,578       |      | 103,003     |

Note – the statutory accounts include ‘in kind’ income and expenditure valued at £16,656 being the value of accommodation and services provided by Plymouth City Council.

**PLYMOUTH COMMUNITY PARTNERSHIP LIMITED**  
**DETAILED INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2005**

|   | 2005<br>£      | 2004<br>£      |
|---|----------------|----------------|
| <b>Grants payable</b>                       |                |                |
| Community Champions                         | 46,819         | 1,503          |
| Evaluation and management charge            | 678            | -              |
|   | <u>47,497</u>  | <u>1,503</u>   |
| <b>Furtherance of objectives</b>            |                |                |
| Salaries & recruitment                      | 224,261        | 217,057        |
| Other staff costs                           | 7,881          | 8,051          |
| Community group training                    | 706            | 603            |
| Recruitment costs                           | 4,482          | 1,258          |
| Consultants costs                           | 13,704         | 2,617          |
| Rent & rates                                | 34             | 2,300          |
| Plymouth City Council in kind:              |                |                |
| - Heating & lighting                        | 4,352          | 4,352          |
| - Rent & rates                              | 12,304         | 12,304         |
| Community newsletter                        | -              | 2,989          |
| Other community development                 | 5,437          | 5,619          |
| Telephone & postage                         | 8,926          | 5,788          |
| Printing, stationery & office               | 10,626         | 12,382         |
| Publicity & marketing                       | 1,569          | 632            |
| Resource centre materials & books           | 1,075          | 755            |
| Subscriptions                               | 1,254          | 174            |
| Sundry expenses                             | 608            | 2,839          |
| Depreciation                                | 4,397          | 7,855          |
| Equipment repairs & maintenance             | 13,470         | 4,556          |
| Equipment rental                            | 1,001          | 5,011          |
| Information system                          | 4,251          | 3,561          |
| Insurances                                  | 2,297          | 2,050          |
| Annual conference and AGM                   | 4,134          | 1,952          |
| Bank charges and interest                   | 61             | 53             |
| Community Cohesion                          |                |                |
| - Staff salaries                            | 17,038         | 9,083          |
| - Travel expenses                           | 357            | 95             |
| - Research                                  | 2,000          | 3,763          |
| - Auditor's fees                            | 881            | -              |
| - Newsletter                                | 14,723         | 336            |
| - Central administration costs              | 477            | -              |
| - Training & support                        | 42,718         | 4,865          |
| Community Empowerment Fund                  |                |                |
| - Staff salaries                            | 65,970         | 65,269         |
| - CEN partners                              | 40,330         | 72,721         |
| - CEN events                                | 3,377          | -              |
| - Other central administration costs        | 925            | 18,800         |
| - Auditor's fees                            | 917            | -              |
| - Publicity & marketing                     | 5,427          | 15,509         |
| - Other costs                               | 39             | 7,963          |
| - Depreciation                              | 2,651          | 2,651          |
|   | <u>524,660</u> | <u>505,813</u> |
| <b>Management and administration</b>        |                |                |
| Legal & professional fees (including audit) | 3,000          | 2,994          |