

COMPANY REGISTRATION NUMBER 4016295

**CATALYST STOCKTON ON TEES LIMITED  
COMPANY LIMITED BY GUARANTEE  
FINANCIAL STATEMENTS  
31 MARCH 2010**

Charity Number 1083231

SATURDAY



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**S J ACCOUNTING SERVICES**

24 Yarm Road  
Stockton on Tees  
TS18 3NA

**CATALYST STOCKTON ON TEES LIMITED  
COMPANY LIMITED BY GUARANTEE**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2010**

<b>CONTENTS</b>	<b>PAGE</b>
Trustees Annual Report	<b>1</b>
Independent examiner's report to the members	<b>12</b>
Statement of financial activities (incorporating the income and expenditure account)	<b>14</b>
Balance sheet	<b>15</b>
Notes to the financial statements	<b>17</b>

# **CATALYST STOCKTON ON TEES LIMITED COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES ANNUAL REPORT**

**YEAR ENDED 31 MARCH 2010**

The trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 31 March 2010

### **REFERENCE AND ADMINISTRATIVE DETAILS**

<b>Registered charity name</b>	Catalyst Stockton on Tees Limited
<b>Charity registration number</b>	1083231
<b>Company registration number</b>	4016295

<b>Registered office</b>	27 Yarm Road Stockton on Tees Cleveland TS18 3NJ
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### **THE TRUSTEES**

The trustees who served the company during the period were as follows

Mr S Bray	
Cllr J Beall	
Mr G Oram	
Mr R L Parker	
Ms C Williams	
Prof A D Chapman	
Ms K Gater	
Mr Rose	(Appointed 12 February 2010)
Mr K W Pitt	(Appointed 8 May 2009)
L King	(Appointed 9 October 2009)
Mr N Gittus	(Appointed 12 February 2010)
Mr A W Bain	(Resigned 13 October 2009)
Rev Dr DEG Whiting	(Resigned 31 March 2010)
Ms E Z Benomran	(Resigned 6 January 2010)

<b>Secretary</b>	Miss A Aguis
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### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Governing document**

The organisation is a charitable company limited by guarantee, incorporated on 16th June 2000 and registered as a charity on 8 November 2000

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up.

# **CATALYST STOCKTON ON TEES LIMITED COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES ANNUAL REPORT *(continued)***

**YEAR ENDED 31 MARCH 2010**

### **Recruitment and appointment of directors**

Under the articles, the Directors, who are trustees of the charity, serve a period of 3 years, subject to ratification at each AGM. Directors are drawn from a range of backgrounds with a view to developing the correct skills mix for the organisation. The voice of the Sector is represented through the Council of Interest.

### **Trustee induction and training**

Trustee training is undertaken with all trustees and focused upon 'the essential trustee' understanding the memorandum and articles of association, roles and responsibilities of trustees, and company directors, conflicts of interest, and ethical governance.

### **Risk management**

The Charity continues to recognise the risks to which it is exposed in terms of short term funding contracts and its implications for sustainable activity. The Business Plan contains an assessment of short term risks and the agency has recognised the importance of developing independent income generation through a sustainable recognition of its inherent assets.

In addition a risk assessment is undertaken annually and reviewed quarterly, by the Board of Directors.

### **Organisational structure**

The directors who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the period and up to the date of this report are set out on page 2. The directors are responsible for the strategic direction and policy of the charity. The day to day administration of the charity is delegated to the Executive Director.

# **CATALYST STOCKTON ON TEES LIMITED COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES ANNUAL REPORT *(continued)***

### **YEAR ENDED 31 MARCH 2010**

#### **Reserves policy**

2009/10 saw the agreement by the board of a reserves policy for unrestricted funds. The trustees require an unrestricted reserves level of £69,440 made up of the following elements

#### **Core Costs**

A fund equivalent to approximately 50% of the annual core costs of our work. We believe this to be an appropriate level of resources necessary to function effectively for an interim period of up to 6 months, should financial difficulties occur beyond the control of the charity. This would include unplanned expenditure and cash flow variations £45,000

#### **Project Fund**

A projects fund to aid gap funding problems and support new and unforeseen project activities £5,000

#### **Repair, Replacement and Maintenance Fund**

To meet the on-going costs of repairing and replacing capital equipment, and in particular boiler and roof repairs and IT equipment £10,000

#### **Redundancy Fund**

To cover the costs of redundancy of individuals whose posts may be lost during restructure or as a result of funding streams ending £3,000

#### **Current Contracts Fund**

To cover the costs of current contracts to include  
Hygiene £3,000 (2010 to 2013 @ £1000 per year)  
Franking £3,440 (2010 to 2013 @ £1720 per year)  
£6,440

Total £69,440

Trustees aim to put aside 3-4% of turnover per year into the restricted funds until the total required is met

The trustees aim to expend all funds on their charitable objects, but recognise the need to maintain a certain level of reserves as a cushion against possible future funding difficulties. Free reserves at the level of 6 months of running costs would allow the charity to continue its operations while alternative funding sources were sought

# **CATALYST STOCKTON ON TEES LIMITED COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES ANNUAL REPORT *(continued)***

**YEAR ENDED 31 MARCH 2010**

### **OBJECTIVES AND ACTIVITIES**

The company, which is limited by guarantee is a registered charity, exists to provide support for other organisations with charitable objectives within the voluntary and community sector in Stockton on Tees. It assists these organisations in their charitable work, and promotes and facilitates co-operation between voluntary sector organisations, statutory and public bodies.

Our objectives for 2009/10 were clearly set out in our three-year business plan 2008 -2011. Namely these were:

- \* Developing the Constituency Membership and Council of Interest
- \* Allocation of Funding & the VSSF (Voluntary Sector Service Fund)
- \* Develop Agreed Third Sector Strategy
- \* Market Intelligence
- \* The Development of Core Quality Standards
- \* Volunteering Support

# **CATALYST STOCKTON ON TEES LIMITED COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES ANNUAL REPORT *(continued)***

**YEAR ENDED 31 MARCH 2010**

### **Chairs Introduction to the 2009/2010 Annual Report**

I am writing this introduction to our 2009/10 annual report at the midway point of the 2010 election And what an election it is turning out to be, if nothing else, for the changing possibilities about its eventual outcome

Whatever the political colour, or indeed colours, of the next government, the challenges and changes for our society in the five years ahead are likely to be no less acute Which is why 2010/11 will be an important year both for Catalyst and its organisational partners

Belying somewhat our name, our focus next year will be less on acting as an agent of change- arguably there's enough of that around as to not require our additional input - and more on acting as an advocate and architect helping to design and build the strategic infrastructure that will enable the sector to best respond to the change.

Allison's separate review of the year just gone describes in more detail some of the foundation stones that we laid that will be essential ingredients in supporting a vibrant community/voluntary sector, a strengthening of the Council of Interests, the launch of Viva Volunteers, the signing off of a Third Sector Strategy, the start of the Council's review of it's funding for the sector, the thinking and commitment to the delivery of a Fit for Change programme

The next 12 months will see us build on those foundations to create a dynamic framework of support that we want each and every sector organisation to be able to access and benefit from according to their needs We don't underestimate the size of the task we have set ourselves, nor the constraints, nor the time needed to complete it, but we will work tirelessly and creatively to turn this vision into reality

Before closing this introduction I would wish lastly to place on record the board of Trustee's thanks Firstly to Allison and her team for their constant energy and commitment to their work Secondly to retiring Trustees, in particular Alex Bain, for giving of their valuable time and valued wisdom in helping guide the work of Catalyst and as ambassadors for the organisation

Stephen Bray  
Chair of Trustees

# **CATALYST STOCKTON ON TEES LIMITED COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES ANNUAL REPORT *(continued)***

**YEAR ENDED 31 MARCH 2010**

### **ACHIEVEMENTS AND PERFORMANCE**

We are delighted to report that most of the actions identified in our business plan 2008/11 have either been completed or are well underway

#### **Conference**

Financial year 2009/10 saw a number of major achievements for Catalyst some of which were launched at our first annual conference entitled 'The Power of Partnership'

Delegates saw presentations from a range of Catalyst led projects

#### **Viva Volunteer**

Catalysts was instrumental in the development and launch of VIVA, in partnership with the Professional Services Group, a volunteer hub that acts as a conduit and links public, private and Third Sector together. This took Stockton on Tees from being behind in the provision of centralised volunteering support to leading the way

#### **Third Sector Strategy**

The Third Sector strategy document, a vision and five-year plan for the sector, was completed at the end of this financial year after a nine-month consultation period. The typesetting and printing of the document is imminent. This provides us with a remit and focus for the next five years

#### **VSSF Review**

Catalyst played a key role in this consultation. Following the consultation the Catalyst Board and the Council of Interest formulated ten requests, which were formally submitted to the Local Authority by the Executive Director. The local authority agreed to all ten. This work is continuing and Catalyst expects to be further consulted and involved to help shape this work to ensure the best outcome for the Third Sector in our borough

#### **The Third Sector Academy**

At the Catalyst conference The Academy was launched. A project led by Skills Share, in partnership with a range of infrastructure organisations in the Tees Valley chaired by Catalyst's Executive Director. The Academy is a training school based in Tees Valley that is dedicated to campaigning for sector specific training for the sector and committed to building the capacity of the sector through train the trainer programmes enabling grass roots organisations to earn from training delivery

#### **Catalyst Members Insurance Scheme**

The launch of our insurance scheme for members, in partnership with Blue Fin, designed to provide quality advice with premium savings. Several members have already reported savings in their insurance, even in some cases where additional cover was taken out

# **CATALYST STOCKTON ON TEES LIMITED COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES ANNUAL REPORT *(continued)***

**YEAR ENDED 31 MARCH 2010**

### **Third Sector in Stockton on Tees**

As the leading voice of the sector we felt it was important to have a better understanding of who the sector was in Stockton. With that in mind we have conducted some research into the Stockton area using Guidestar and the Charity Commission and cleaned up several old databases. This resulted in us increasing our database from 425 to over 800 relevant and current contact details for organisations. After a data protection exercise the database was reduced to approximately 725 organisations. We are now set to begin base-lining the sector in 2010/11.

### **Our Membership**

We saw our membership increase to almost 90 members and we launched our weekly ebulletin - a quick round up of funding, tender opportunities, events and news that can easily be accessed by our members. We also saw the number of our Col reps grow. Although more work is needed this clearly demonstrated this year that we are now being viewed by the sector as an organisation worth engaging with.

### **Communication**

We continue to communicate with the sector at large, outside of our membership, through the use of our newsletter. This has grown in size from a two-sided sheet to four sides and we have reduced the issues from monthly to bi-monthly to accommodate the cost.

This year we added a new member service of a weekly ebulletin packed with news, events, consultations and funding information designed to keep our members informed.

We also launched our facebook and twitter, and added additional information to our website which has resulted in the content doubling on last year. Some rationalisation and review is planned for the next year.

Building on those links with the sector we held two seminars for Third Sector organisations 'the effects of the recession' and 'the personalisation agenda'. This gave the Executive Director an opportunity to meet with organisations directly. The ED has also visited over 30 member organisations this year for one to ones to better understand their needs.

### **Council of Interest**

The governance and terms of reference for the Council of Interest are still being wrestled with but there is a much clearer direction for the Col. It now has its own chair and vice chair and has been instrumental in discussing a number of key issues this year not least the VSSF review. The remit of the Col is to provide Catalyst with insight of the needs of the sector, assist in informing Catalyst of its priorities and holding Catalyst to account.

### **Partnerships**

# **CATALYST STOCKTON ON TEES LIMITED COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES ANNUAL REPORT *(continued)***

### **YEAR ENDED 31 MARCH 2010**

Catalyst has continued to build and strengthen its relationship with other key infrastructure organisations operating within the Borough most specifically Stockton Residents and Community Groups Association. Both organisations are now clear in their remit and this is being communicated to the sector at large and all our stakeholders. A memorandum of understanding is being drawn up to further clarify the roles.

We have a range of strong relationships with key stakeholders built in 2008 and 2009/10 saw a strengthening of these. We are now very well placed strategically both within the Borough of Stockton and the Tees Valley. We have also secured a number of important places regionally which we feel will assist in raising the profile of Stockton on Tees and its Third Sector.

The strength of these relationships, both with sector and key stakeholders, and the strong remit the third sector strategy gives us, has enabled us to develop more ambitious plans and the latter part of this year has seen the emergence of the 'Fit for Change 2010' project. This project is in the early stages of inception at the moment but will be designed to prepare the sector for the changes it faces in the new decade.

#### **Financial Achievements for the Sector**

Catalyst was the conduit for the distribution of £80,000 of PCT funds under the Fighting Fit Fund. These projects were targeted at communities whose health would be most likely affected by the credit crunch. This has been showcased in the Tees Valley as an excellent piece of partnership work and raised the profile of the Third Sector in Stockton on Tees.

#### **Internally**

On an organisational note we have now completed all the work required by the health and safety report and are fully compliant, we have improved our governance by agreeing a reserves policy and have strengthened the skills set of our board.

We now have a full time executive assistant, provide quality administrative experience to volunteers seeking work experience and have signed up to the LSC skills pledge.

# **CATALYST STOCKTON ON TEES LIMITED COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES ANNUAL REPORT *(continued)***

**YEAR ENDED 31 MARCH 2010**

### **FINANCIAL REVIEW**

The local authority is committed to core funding the organisation up to March 2011 and we have some additional funds generated from the rental of our building in Yarm Road. In addition the Executive Director secured further funding through a number of small strategic pilot projects that will enable Catalyst to keep full time administrative assistance in 2010/11.

There are some factors that could undermine our financial position, which we have little control over. In 2010 we will see a general election and subsequent cuts in public sector spending from 2011. As we have no security of funding from April 2011 we do not know if core funding will continue. However, given our performance in 2009/10 there is an optimistic air that the organisation will continue to be funded.

In addition we are losing one of our long-term tenants in the spring of 2010 and currently we have not secured a new tenant.

In 2008-2009 a full health and safety check was carried out on our building on Yarm Road along with an asbestos check. This resulted in the identification of some long needed investment in the maintenance of the property along with improvements in fire and security measures which is reflected in the accounts this year.

2009-2010 also saw us have some success in securing funds for the sector. The local authority proposed that the cost of the CEN be taken from the VSSF. Catalyst and the CoI challenged this and subsequently the LA sourced the £100,000 funds from elsewhere. We have also been the custodians of £119,000 from Stockton NHS for a Social Prescribing Pilot. This project is scheduled to start in 2010/11 in partnership with SRCGA.

We started the last financial year with a budget that required a dip into reserves of £7,500 but with careful management we have ended the year adding £14,331 to the reserves. This was helped by the fact that Durham University provided the venue and catering for our first conference.

This year we have a budget that anticipates a requirement of £3,551 from reserves but we are confident given last years performance that we can at least break even.

Although some finance has already been committed for full time administrative support we still ended 2010 in a strong position with total unrestricted funds of £54,787, of which £35,926 is free reserves, to take us forward into the coming year.

# **CATALYST STOCKTON ON TEES LIMITED COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES ANNUAL REPORT *(continued)***

**YEAR ENDED 31 MARCH 2010**

### **PLANS FOR FUTURE PERIODS**

In the next financial year we will hold our 2nd conference where we will launch our 'Fit for Change 2010' project, a thirteen-strand project largely born from the Third Sector strategy consultation and designed to assist our organisations to face the next decade

The project steering board consists of key commissioners in Stockton, infrastructure organisations and the private sector and we aim to launch some exciting initiatives from this at our conference in September

Catalyst will officially launch the Third Sector Strategy and action plan

It will be a year for a number of new activities for Catalyst including

- \* The launch of our Achievement Awards and the celebratory ceremony
- \* The launch of our CEO breakfast club designed to provide networking and valuable information to the valued leaders of our sector
- \* The launch of our the Trustees Forum to provide them with networking opportunities and peer support

In the area of voice Catalyst has decided, in the light of the national refresh in December 2009, to assist in the refresh of the local Compact. In addition we would like to see the Compact used more and will be launching our 'Campaign for the Compact: Getting it off the Shelf' with one of our key partners SRCGA

Catalyst will undertake a full review of all our communication mechanisms and our website

Internally we want to increase our membership to 100 and develop a plan to enable us to keep our Executive Assistant full time

We also have plans to start base lining the sector to enable us to better understand the sector we serve

# CATALYST STOCKTON ON TEES LIMITED COMPANY LIMITED BY GUARANTEE

## TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2010

### RESPONSIBILITIES OF THE TRUSTEES

The trustees (who are also the directors of Catalyst Stockton on Tees Limited for the purposes of company law) are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to

select suitable accounting policies and then apply them consistently,

observe the methods and principles in the Charities SORP,

make judgements and estimates that are reasonable and prudent,

state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements,

prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

### SMALL COMPANY PROVISIONS

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

Registered office  
27 Yarm Road  
Stockton on Tees  
Cleveland  
TS18 3NJ

Signed on behalf of the trustees



Mr S Bray  
Chair

11/6/10

**CATALYST STOCKTON ON TEES LIMITED  
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF  
CATALYST STOCKTON ON TEES LIMITED**

**YEAR ENDED 31 MARCH 2010**

I report on the accounts of the charity for the year ended 31 March 2010 set out on pages 14 to 21  
**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND INDEPENDENT EXAMINER**

The charity's trustees (who are also the directors of Catalyst Stockton on Tees Limited for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act), as amended by section 28 of the Charities Act 2006) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to

- examine the accounts (under section 43(3)(a) of the 1993 Act, as amended),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, as amended), and
- to state whether particular matters have come to my attention.

**BASIS OF INDEPENDENT EXAMINER'S STATEMENT**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on whether the accounts present a 'true and fair view'.

**INDEPENDENT EXAMINER'S STATEMENT**

In connection with my examination, no matter has come to my attention

(1) which gives me reasonable cause to believe that in any material respect the trustees have not met the requirements to ensure that

- proper accounting records are kept (in accordance with section 386 of the Companies Act 2006), and
- accounts are prepared which agree with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities, or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**CATALYST STOCKTON ON TEES LIMITED  
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF  
CATALYST STOCKTON ON TEES LIMITED *(continued)***

**YEAR ENDED 31 MARCH 2010**

S J Accounting Services  
Independent examiner



24 Yarm Road  
Stockton on Tees  
TS18 3NA

11/6/10

**CATALYST STOCKTON ON TEES LIMITED  
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE  
INCOME AND EXPENDITURE ACCOUNT)**

**YEAR ENDED 31 MARCH 2010**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2010 £	Total Funds 2009 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generating funds					
Voluntary income	2	76,500	214,666	291,166	61,324
Activities for generating funds	3	40,744	–	40,744	30,225
Investment income	4	419	–	419	76
<b>TOTAL INCOMING RESOURCES</b>		<u>117,663</u>	<u>214,666</u>	<u>332,329</u>	<u>91,625</u>
<b>RESOURCES EXPENDED</b>					
Charitable activities	5/6	(91,913)	(103,974)	(195,887)	(79,375)
Governance costs	7	(11,419)	–	(11,419)	(12,321)
<b>TOTAL RESOURCES EXPENDED</b>		<u>(103,332)</u>	<u>(103,974)</u>	<u>(207,306)</u>	<u>(91,696)</u>
<b>NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR/NET INCOME/(EXPENDITURE) FOR THE YEAR</b>					
	8	14,331	110,692	125,023	(71)
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>40,456</u>	<u>151,633</u>	<u>192,089</u>	<u>192,160</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>54,787</u>	<u>262,325</u>	<u>317,112</u>	<u>192,089</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared

All of the above amounts relate to continuing activities

The notes on pages 17 to 21 form part of these financial statements

**CATALYST STOCKTON ON TEES LIMITED  
COMPANY LIMITED BY GUARANTEE**

**BALANCE SHEET**

**31 MARCH 2010**

	Note	2010 £	2009 £
<b>FIXED ASSETS</b>			
Tangible assets	11	157,819	171,341
<b>CURRENT ASSETS</b>			
Debtors	12	4,293	17,044
Cash at bank and in hand		<u>166,060</u>	<u>95,198</u>
		170,353	112,242
<b>CREDITORS: Amounts falling due within one year</b>	13	<u>(11,060)</u>	<u>(91,494)</u>
<b>NET CURRENT ASSETS</b>		159,293	20,748
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>317,112</u>	<u>192,089</u>
<b>NET ASSETS</b>		<u>317,112</u>	<u>192,089</u>
<b>FUNDS</b>			
Restricted income funds	14	262,325	151,633
Unrestricted income funds	15	<u>54,787</u>	<u>40,456</u>
<b>TOTAL FUNDS</b>		<u>317,112</u>	<u>192,089</u>

The trustees are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477(2), and that no member or members have requested an audit pursuant to section 476(1) of the Act

The trustees acknowledge their responsibilities for

- (i) ensuring that the company keeps adequate accounting records which comply with section 386 of the Act, and
- (ii) 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 year and of its profit or loss for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006

The Balance sheet continues on the following page  
The notes on pages 17 to 21 form part of these financial statements

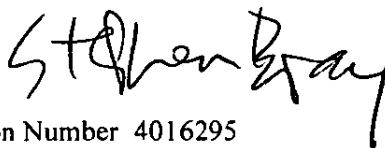
**CATALYST STOCKTON ON TEES LIMITED  
COMPANY LIMITED BY GUARANTEE**

**BALANCE SHEET** *(continued)*

**31 MARCH 2010**

These financial statements were approved by the members of the committee on the  
and are signed on their behalf by

MR S BRAY  
Director



Company Registration Number 4016295

11 June 2010

The notes on pages 17 to 21 form part of these financial statements.

# **CATALYST STOCKTON ON TEES LIMITED COMPANY LIMITED BY GUARANTEE**

## **NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2010**

### **1. ACCOUNTING POLICIES**

#### **Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005) and the Companies Act 2006

#### **Cash flow statement**

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the company is small

#### **Grants**

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable

#### **Resources expended**

Resources expended are recognised in the period in which they are incurred resources expended include attributable VAT which cannot be recovered Resources expended are allocated to the particular activity where the cost relates directly to that activity However certain of the overhead costs of the core activity cannot be directly attributed and are allocated on the basis of 90% to charitable activities and 10% to governance costs

#### **Fixed assets**

All fixed assets are initially recorded at cost

#### **Depreciation**

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows

Buildings -	5% per annum
Computer Equipment - Core	33% per annum

#### **Unrestricted funds**

Unrestricted funds are incoming resources receivable or generated by the charity for its objects without further specified purpose and are available as general funds

#### **Restricted funds**

Restricted funds are to be used for specific purposes laid down by the donor Expenditure meeting these criteria is charged to the fund along with a fair allocation of management costs

**CATALYST STOCKTON ON TEES LIMITED  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2010**

**2. VOLUNTARY INCOME**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2010 £	Total Funds 2009 £
<b>Donations</b>				
Donated Services and facilities	2,800	–	2,800	–
<b>Grants receivable</b>				
Stockton BC	73,700	–	73,700	61,324
Fighting Fit	–	80,000	80,000	–
Consortia Pilot	–	4,666	4,666	–
NEEP Regional Empower	–	10,000	10,000	–
PCT Social Prescribing	–	120,000	120,000	–
	<u>76,500</u>	<u>214,666</u>	<u>291,166</u>	<u>61,324</u>

**3. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS**

	Unrestricted Funds £	Total Funds 2010 £	Total Funds 2009 £
Room Hire, printing etc	40,339	40,339	30,225
Training Course Income	405	405	–
	<u>40,744</u>	<u>40,744</u>	<u>30,225</u>

**4. INVESTMENT INCOME**

	Unrestricted Funds £	Total Funds 2010 £	Total Funds 2009 £
Bank interest receivable	419	419	76

**5. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2010 £	Total Funds 2009 £
Charitable activity	<u>91,913</u>	<u>103,974</u>	<u>195,887</u>	<u>79,375</u>

**6. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE**

	Activities undertaken directly £	Total Funds 2010 £	Total Funds 2009 £
Charitable activity	<u>195,886</u>	<u>195,886</u>	<u>79,375</u>

**CATALYST STOCKTON ON TEES LIMITED  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2010**

**7. GOVERNANCE COSTS**

	Unrestricted Funds	Total Funds 2010	Total Funds 2009
	£	£	£
Salaries and wages	4,974	4,974	4,561
Premises costs	1,365	1,365	1,778
Legal & professional fees	2,419	2,419	3,485
Interest payable	93	93	45
Depreciation	2,022	2,022	2,090
Office costs	546	546	362
	<u>11,419</u>	<u>11,419</u>	<u>12,321</u>

No remuneration was paid to the trustees in the year

**8. NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR**

This is stated after charging

	2010	2009
	£	£
Staff pension contributions	2,053	8,106
Depreciation	<u>13,522</u>	<u>13,590</u>

**9. FUND TRANSFERS**

Transfers between funds relate largely to management and other charges from unrestricted to restricted funds as well as transfers from unrestricted funds to mark the charity's contribution to projects deriving their external funding from restricted sources

**10. STAFF COSTS AND EMOLUMENTS**

Total staff costs were as follows:

	2010	2009
	£	£
Wages and salaries	47,082	33,970
Social security costs	5,439	3,535
Other pension costs	2,053	8,106
Other post-retirement benefit costs	625	—
	<u>55,199</u>	<u>45,611</u>

**Particulars of employees:**

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows

	2010	2009
	No	No
Number of administrative staff	<u>2</u>	<u>1</u>

No employee received remuneration of more than £60,000 during the year (2009 - Nil)

**CATALYST STOCKTON ON TEES LIMITED  
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2010**

**11. TANGIBLE FIXED ASSETS**

	Land and buildings £	Other plant & machinery etc. £	Total £
<b>COST</b>			
At 1 April 2009 and 31 March 2010	<u>253,668</u>	<u>112,498</u>	<u>366,166</u>
<b>DEPRECIATION</b>			
At 1 April 2009	85,956	108,869	194,825
Charge for the year	<u>12,683</u>	<u>839</u>	<u>13,522</u>
At 31 March 2010	<u>98,639</u>	<u>109,708</u>	<u>208,347</u>
<b>NET BOOK VALUE</b>			
At 31 March 2010	<u>155,029</u>	<u>2,790</u>	<u>157,819</u>
At 31 March 2009	<u>167,712</u>	<u>3,629</u>	<u>171,341</u>

**12. DEBTORS**

	2010 £	2009 £
Trade debtors	<u>4,293</u>	<u>17,044</u>

**13. CREDITORS: Amounts falling due within one year**

	2010 £	2009 £
PAYE and social security	3,349	—
Other creditors	<u>7,711</u>	<u>91,494</u>
	<u>11,060</u>	<u>91,494</u>

# CATALYST STOCKTON ON TEES LIMITED COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2010

### 14. RESTRICTED INCOME FUNDS

	Balance at 1 Apr 2009 £	Incoming resources £	Outgoing resources £	Balance at 31 Mar 2010 £
Property - Big Lottery Fund	150,458	–	(11,500)	138,958
N Tees PCT Community Resources	1,175	–	–	1,175
PCT Fighting Fit	–	80,000	(80,000)	–
Consortia Pilot	–	4,666	(853)	3,813
NEEP Regional Empowerment and Engagement Dev Fund	–	10,000	(10,000)	–
PCT Social Prescribing	–	120,000	(1,621)	118,379
	<u>151,633</u>	<u>214,666</u>	<u>(103,974)</u>	<u>262,325</u>

### 15. UNRESTRICTED INCOME FUNDS

	Balance at 1 Apr 2009 £	Incoming resources £	Outgoing resources £	Balance at 31 Mar 2010 £
General Funds	<u>40,456</u>	<u>117,663</u>	<u>(103,332)</u>	<u>54,787</u>

### 16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £	Net current assets £	Total £
<b>Restricted Income Funds:</b>			
Property - Big Lottery Fund	138,958	–	138,958
N Tees PCT Community Resources	–	1,175	1,175
Consortia Pilot	–	3,813	3,813
PCT Social Prescribing	–	118,379	118,379
	<u>138,958</u>	<u>123,367</u>	<u>262,325</u>
<b>Unrestricted Income Funds</b>	<u>18,861</u>	<u>35,926</u>	<u>54,787</u>
<b>Total Funds</b>	<u>157,819</u>	<u>159,293</u>	<u>317,112</u>

### 17. COMPANY LIMITED BY GUARANTEE

The company is incorporated as a company limited by guarantee and not having a share capital. The members of the company have each undertaken to contribute an amount not exceeding £1 towards any deficit arising in the event of the company being wound up. This guarantee applies during the period of membership and extends one year after membership ceases.