Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2014
for
Catalyst Stockton on Tees Limited

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05/09/2014 COMPANIES HOUSE

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Davies Tracey
Chartered Accountants and Business Advisers
Swan House
Westpoint Road
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Chairman's Report for the Year Ended 31 March 2014

2013/14 has been another year of challenge for both Catalyst and the voluntary, community and social enterprise sector (VCSE) as a whole. The realities of the economic downturn mean that sources of funding and opportunities have been reduced and all service delivery organisations have had to find new ways of maintaining services for people in the borough.

At Catalyst we are extremely sensitive to these realities and strive to ensure that the services we provide help to ensure that all VCSE organisations feel supported, have information that may help them going forward (especially funding opportunities) and are available to advise in times of crisis. In addition, Catalyst continues to advocate on behalf of our sector with all public sector commissioners and funders to help maintain and even grow services we provide. It is pleasing to note that our dialogue with public sector partners continues to mature and that ever more complex and effective relationships have developed for the benefit of people in Stockton-on-Tees.

The world the VCSE operates within may have changed but our passions remain and the services we provide continue to give joy and sustenance to those who rely on us. I hope that all in our sector ensure that the strength of the many organisations in the borough combine to become bigger than the sum of the parts. I hope that collaboration and true partnerships flourish and that the quality found in small organisations is not undermined by the activities of the large and all accept the responsibility of building a strong VCSE going forwards.

In the past year we welcomed a new Chief Executive to Catalyst. Steve Rose was asked to act as an interim manager to ensure that the Transforming Local Infrastructure Project (TLI) was completed. At the end of this project he enjoyed the work so much he was successful when applying for the permanent position. The Board of Catalyst welcomes Steve and we look forward to him developing our work and that of the sector over the coming years.

The end of TLI saw some intended outcomes which were planned from the outset. We helped to create Synergy VCS Consortium as an independent trading body. OnSite Community Trust has been developed as an independent asset transfer company and currently manages four former local authority premises. Stockton Centre of Excellence is co-ordinating training and support across the sector and Stockton Voice has now developed to facilitate consultation and feedback activity.

Looking forward, Catalyst has started to develop a new strategy for our sector which defines where we are going together and what is need to get us there. This includes refreshing the Stockton Compact, developing a Volunteering Strategy as well as defining services needed for the VCSE as a whole.

None of our work would have been possible without the support of some key players and organisations. My thanks to all VCSE organisations, staff and volunteers who help Catalyst in our work and, more importantly, improve the lives of people in the borough. We are also indebted to Stockton-on-Tees Borough Council which provides resources, consistent support and new opportunities that are the envy of other infrastructure organisations across the country. Without their help, guidance and funding our sector would not be as vibrant and we should all feel grateful to be working alongside them. I would also like to thank other public sector colleagues especially the Hartlepool & Stockton Clinical Commissioning Group which has supported Catalyst and the VCSE in the past year.

Finally, I would like to thank the trustees and staff of Catalyst who have made my task over the past year an enjoyable one and I look forward to working with them all in the future.

The challenges we face as a sector, now and in the future, must not detract from our strengths and our passion to provide services for people in Stockton-on-Tees. Catalyst is committed to building capacity and to supporting everyone in the VCSE and I trust that next year we will have seen many more examples of how our ability to innovate and grow has helped to ensure a better, brighter borough.

Ian Cockerill
Chair of Catalyst Trustees

Report of the Trustees for the Year Ended 31 March 2014

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2014. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

- resigned 12.9.13

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

04016295 (England and Wales)

Registered Charity number

1083231

Registered office

27 Yarm Road Stockton-on-Tees Cleveland TS18 3NJ

Trustees

S Bray N K Gittus

Mrs L King

G Oram

Ms T Williams

I D Cockerill

D W Coleman

D W Pickard

Dr P D Williams

Company Secretary

Miss A L Atherley

Independent examiner

Davies Tracey
Chartered Accountants and Business Advisers
Swan House
Westpoint Road
Teesdale Business Park
Stockton on Tees

TS17 6BP

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Report of the Trustees for the Year Ended 31 March 2014

OBJECTIVES AND ACTIVITIES

Objectives and aims

The year 2013/14 saw a pleasing combination of planned change and continued achievement of objectives.

The long-standing Chief Executive was replaced firstly by an interim appointment who then became a permanent replacement in January 2014.

Catalyst were one of only four successful bids in the north east for funding from the government's Transforming Local Infrastructure Fund. This major programme was successfully completed in October 2013 and resulted in a new consortium, an asset transfer company, strengthened links between voluntary, community and social enterprise agencies (VCSE) and a new approach to capacity building.

The year 2013/14 saw Catalyst remain at the centre of the strategic development of the VCSE in Stockton through the delivery of the Third Sector Strategy and development of new projects and organisations. This report describes in detail the key elements of this activity.

ACHIEVEMENT AND PERFORMANCE

Performance against Objectives

Catalyst objectives for 2013/14 were clearly itemised in the organisational action plan as part of the business planning process. The main objectives were:

- a) Delivery of the Third Sector Strategy for Stockton
- b) Organisational Excellence
- c) VCSE Capacity Building
- d) Completion of Transforming Local Infrastructure Projects
- e) New ideas and projects
- f) Strong networks
- g) Clear communication
- h) Awards & Events

Summary of Performance

- a) Delivery of the Third Sector Strategy for Stockton: the Action Plan for delivery of the Third Sector Strategy was approved by the Catalyst Board and Council of Interest and scrutinised throughout the year. The main targets were met in terms of all the items described below. The main two delays were in the successful completion of a Quality Assurance standard for Catalyst and the establishment of a clear pathway for volunteering in the borough. The board and Council of Interest accepted reasons for the delays.
- b) Organisational Excellence: the Catalyst Board completed a review of policies and adopted new procedures for HR and small changes to finance. Work towards achieving the first stage of a PQASSO quality mark continued. It was hoped to achieve this by the end of 2013/14 but, due to PQASSO capacity, this was delayed and is hoped to be achieved by September 2014. The Board also approved the budget going forward including a reserve policy for holding over six months running costs in lieu of an expected shortfall in the future.
- c) VCSE Capacity Building: a wide range of workshops and training was held to improve tendering and commissioning within new contract and procurement processes. In addition, there were many training opportunities on other issues such as marketing, branding and use of social media as well sessions in support of governance of organisations. To enhance joint working and a united voice the Senior Leaders Breakfast was reintroduced and augmented by an Emerging Leaders programme. Catalyst also managed the Stockton Investment Fund to help build capacity in organisations.
- d) Volunteering: it was intended to create a new, cohesive approach to volunteering in 2013/14. This was delayed due to capacity issues and is now in hand to be completed by September 2014.
- e) Completion of Transforming Local Infrastructure Projects: all projects were completed and Cabinet Office alongside BIG Lottery signed off the final report. This programme resulted in a new consortium, an asset transfer company, strengthened links between voluntary, community and social enterprise agencies (VCSE) and a new approach to capacity building.
- f) New ideas and projects: these included a range of health related projects including Health & Wellbeing Fellowship, A Fairer Start, Children & Young People's Mental Health Mapping, A Call to Action and organising a marketplace for adult service providers.
- g) Strong networks: Stockton Voice is a project managed by Catalyst. The regular Voice Forum and resulting task & finish groups have proved a successful replacement for the former structures. Stockton's new locality forums have been supported by Catalyst in the recruitment and training of VCSE representatives.

Report of the Trustees for the Year Ended 31 March 2014

ACHIEVEMENT AND PERFORMANCE

- h) Clear communication: Catalyst website has seen a dramatic increase in activity that is mostly driven by links from the weekly eBulletin and also social media outlets. This is backed up by continued use of print material, especially the Catalyst Chronicle.
- i) Awards & Events: Catalyst Achievement Awards were held in October 2013 and attended by over 120 people and full coverage in local press. The annual conference was also held in October 2013 and attracted over 100 people and 20 stall holders. Other events included a small recognition of cultural and religious festivals as well a number of meeting s and forums, some described above.

Financial Review

The ongoing grant from Stockton Borough Council represents around 45% of core funding which is augmented by projects management fees and grants.

ON BEHALF OF THE BOARD:

I D Cockerill - Trustee

Date: 93/0/2014

I report on the accounts for the year ended 31 March 2014 set out on pages six to eleven.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors 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 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required. The charity's gross income exceeded £250,000 and 1 am qualified to undertake the examination by being a qualified member of Institute of Chartered Accountants England and Wales.

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 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

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 requirements
 - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and
 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

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

Craig Davies FCA

Institute of Chartered Accountants England and Wales

Davies Tracey

Chartered Accountants and Business Advisers

Swan House

Westpoint Road

Teesdale Business Park

Stockton on Tees

TS17 6BP

Date: 3 September 2014.

Statement of Financial Activities (including summary income and expenditure account) for the Year Ended 31 March 2014

	Note s	Unrestricted fund £	Restricted funds	2014 Total funds	2013 Total funds
INCOMING RESOURCES Incoming resources from generated funds Voluntary income	ŭ	218,414	198,114	416,528	358,692
Activities for generating funds Investment income	2 3	61,158 1,256	546	61,158 1,802	58,161 4,386
Total incoming resources		280,828	198,660	479,488	421,239
RESOURCES EXPENDED Governance costs Other resources expended		10,817 294,222	1,063 191,238	11,880 485,460	6,572 404,695
Total resources expended		305,039	192,301	497,340	411,267
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS		(24,211)	6,359	(17,852)	9,972
Gross transfers between funds	10	120,652	(120,652)		
Net incoming/(outgoing) resources		96,441	(114,293)	(17,852)	9,972
Other recognised gains/losses Revaluation RECONCILIATION OF FUNDS		137,705	-	137,705	-
Total funds brought forward		126,047	274,786	400,833	390,861
TOTAL FUNDS CARRIED FORWARD		360,193	160,493	520,686	400,833

The notes form part of these financial statements

Balance Sheet At 31 March 2014

	Note	Unrestricted fund £	Restricted funds	2014 Total funds	2013 Total funds
FIXED ASSETS Tangible assets	s 7	259,128	4,815	263,943	129,177
CURRENT ASSETS Debtors Cash at bank and in hand	8	41,596 319,821 361,417	590,542 455,153 1,045,695	632,138 774,974 1,407,112	128,456 413,346 541,802
CREDITORS Amounts falling due within one year	9	(260,352)	(890,017)	(1,150,369)	(270,146)
NET CURRENT ASSETS		101,065	155,678	256,743	271,656
TOTAL ASSETS LESS CURRENT LIABILITIES		360,193	160,493	520,686	400,833
NET ASSETS		360,193	160,493	520,686	400,833
FUNDS Unrestricted funds Restricted funds	10			360,193 160,493	126,047
TOTAL FUNDS				520,686	400,833

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2014.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2014 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

I D Cockerill -Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain assets and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Freehold property

- 5% on cost

Plant and machinery

- 33% on reducing balance

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2012

2. ACTIVITIES FOR GENERATING FUNDS

		2014	2013
		£	£
	Room Hire, printing etc	37,291	45,383
	Training Course Income	407	-
	Misc Income	1,583	-
	Management Income	21,877	12,778
		61,158	58,161
3.	INVESTMENT INCOME		
		2014	2013
		£	£
	Bank account interest	1,802	4,386

4. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2014	2013
	£	£
Depreciation - owned assets	<u> 19,075</u>	14,766

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2014 nor for the year ended 31 March 2013.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2014 nor for the year ended 31 March 2013.

6. STAFF COSTS

Wages and salaries Social security costs Other pension costs	2014 £ 176,099 16,122	2013 £ 194,904 19,319 2,256
	192,221	216,479
The average monthly number of employees during the year was as follows:	2014	2012
	2014 <u>16</u>	2013 16

No employees received emoluments in excess of £60,000.

7.	TANGIBLE FIXED ASSETS	Freehold property £	Plant and machinery	Totals
	COST OR VALUATION At 1 April 2013 Additions	253,668	126,036 16,136	379,704 16,136
	Revaluations	137,705		137,705
	At 31 March 2014	391,373	142,172	533,545
	DEPRECIATION At 1 April 2013	136,689	113,838	250,527
	Charge for year	12,684	6,391	19,075
	At 31 March 2014	149,373	120,229	269,602
	NET BOOK VALUE At 31 March 2014	242,000	21,943	3,943
	At 31 March 2013	116,979	<u>12,198</u>	129,177
	The Charity had the freehold property revalued by Robertson Simpson Property	y Consultants.		
8.	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR			
	Trade debtors Other debtors		2014 £ 621,439 10,699	2013 £ 127,902 554
			632,138	128,456
9.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR			
	Trade creditors Social security and other taxes		2014 £ 20,108 5,163	2013 £ 9,935 4,419
	Other creditors Deferred income Accrued expenses		1,123,798 1,300	254,472 1,320
			1,150,369	270,146

10. MOVEMENT IN FUNDS

	At 1.4.13	Net movement in funds £	Transfers between funds £	At 31.3.14
Unrestricted funds				
General fund	126,047	113,494	120,652	360,193
Restricted funds				
Property - Big Lottery Fund	104,458	(11,500)	(92,958)	-
PCT Social Prescribing	10,853	-	(10,853)	-
ULO Development Fund	9,188	-	-	9,188
Public Health Programme	10,000	-	-	10,000
QA Pilot	12,193	(455)	-	11,738
SBC Investments	31,965	(6,159)	-	25,806
NCS	(1)	-	1	-
T.L.I.F.	26,001	13,210	(39,211)	-
NHS Health Check Community	11,000	-	(11,000)	-
SBC Projects	27,245	(1,551)	1,500	27,194
Middlesbrough PCT	11,000	-	(11,000)	-
Catalyst Design Solutions	-	9,832	-	9,832
Health and Well-being Fellowship	20,884	(9,187)	6,302	17,999
VCS Capacity Building Project	-	26,920	12,638	39,558
A fairer Start		(14,751)	23,929	<u>9,178</u>
	274,786	6,359	(120,652)	160,493
TOTAL FUNDS	400,833	119,853		520,686

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses	Movement in funds
Unrestricted funds				
General fund	280,828	(305,039)	137,705	113,494
Restricted funds				
SBC Investments	-	(6,159)	-	(6,159)
T.L.I.F.	148,022	(134,812)	-	13,210
SBC Projects	· -	(1,551)	-	(1,551)
Catalyst Design Solutions	10,921	(1,089)	-	9,832
Health and Well-being Fellowship	1	(9,188)	-	(9,187)
VCS Capacity Building Project	39,716	(12,796)	-	26,920
Property - Big Lottery Fund	· -	(11,500)	-	(11,500)
QA Pilot	-	(455)	-	(455)
A fairer Start		<u>(14,751</u>)		<u>(14,751</u>)
	198,660	(192,301)	-	6,359
				
TOTAL FUNDS	479,488	(497,340)	137,705	119,853

Detailed Statement of Financial Activities for the Year Ended 31 March 2014

	2014	2013
	£	£
INCOMING RESOURCES		
Voluntary income	2.042	
Donations & sponsorship Grants	8,960 407,568	358,692
Giants	407,508	338,092
	416,528	358,692
Activities for generating funds		
Room Hire, printing etc	37,291	45,383
Training Course Income	407	-
Misc Income	1,583	10.779
Management Income		12,778
	61,158	58,161
Investment income		
Bank account interest	1,802	4,386
Total incoming resources	479,488	421,239
RESOURCES EXPENDED		
Other resources expended		
Wages	176,099	194,904
Social security Pensions	16,122	19,319 2,256
Staff training	- 796	2,230
Insurance	3,302	3,413
Premises costs	15,664	15,934
Legal & professional	11,899	7,717
Telephone Office costs	5,026 19,491	2,957 32,260
Publicity, advertising & event	2,876	7,645
Other project costs	21,493	19,497
Admin costs	18,000	15,000
Sub contracted work	162,651	64,726
Bad Debts written off	9,470	
Staff Travel Subscriptions	6,319	4,362
Freehold property depreciation	4,752 11,500	1,066 _ 11,500
	485,460	404,695
Support costs		
Management Sundries	785	_
Dullaties		•
Premises costs	3,206	2,957

This page does not form part of the statutory financial statements

Detailed Statement of Financial Activities for the Year Ended 31 March 2014

	2014	2013
	£	£
Management		
Brought forward	3,991	2,957
Freehold property depreciation	1,183	1,183
Equipment depreciation	6,391	2,083
Bank charges	315	349
	_11,880	6,572
Total resources expended	497,340	411,267
Net (expenditure)/income	(17,852)	9,972

This page does not form part of the statutory financial statements