

5903530

**Ashton**

**Accounting**

Chartered Certified  
Accountants

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EX34 8AL

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Margaret Ashton FCCA MAAT

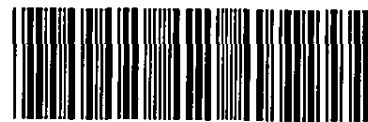
Registered Auditor with the  
Association of Chartered Certified  
Accountants

**“SCRIBES”  
(SOUTH WEST)  
C.I.C.**

**ILFRACOMBE**

**FOR THE  
YEAR ENDED  
31 MARCH 2010**

FRIDAY



\*RR3Q3Q7B\*

RM 24/12/2010 394  
COMPANIES HOUSE

# **“Scribes” (South West) C.I.C.**

**Financial Statements for the year ended 31 March 2010**

## **Report of the Directors**

The directors present their annual report with the Financial Statements of the company for the year ended 31 March 2010

### **Company Activities**

The company is to provide benefit to vulnerable groups in a program of their learning and development In order to improve quality of life, initially in the area of North Devon

### **Asset Lock**

We confirm the assets of the company are kept and will be treated within the conditions of the asset lock detailed in note 1 of the accounts and in the memorandum of the company

### **Steering Group**

As Directors we have invited a voluntary steering group to monitor our activities They are provided with the management accounts on a monthly basis We confirm there is no connection between the directors and members of the steering Committee

### **Directors Declaration**

We the undersigned declare that the company whose name appears above will not be

A political party

A political campaigning organisation or a subsidiary of a political campaigning organisation

We declare that the company will carry on its activities for the benefit of the community or a section thereof as declared in section 35 of the Companies (Audit Investigations and Community Enterprise) act 2004 and the Regulations

The company activities will provide benefit to vulnerable groups in a programme of their learning and development in order to improve quality of life, initially in the North Devon area

### **Directors**

The company is limited by guarantee.

Each member who served during the period as listed below has committed £1 each to the company

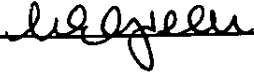
Ms Wendy Butler

Mrs N Green

The above report has been prepared in accordance with the special provision relating to small companies within part 15 of the companies act 2006



Ms Wendy Butler (Director)



Mrs Nancy Green (Director & Secretary)

7.12.

2010 Date

## **"Scribes" (South West) C.I.C.**

### **Accountants Report to the Shareholders for the Company.**

On Financial Statements for the year ended 31 March 2010

In accordance with the engagement letter dated 30 June 2008 and in order to assist you to fulfill your duties under the Companies Act 2006, we have compiled the financial statements of the company which comprise financial statements and the related notes from the accounting records and information and explanations you have given to us

This report is made solely to the Company's Board of Directors, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the Company's Board of Directors that we have done so, and state those matters that we have agreed to state to them in this 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 Board of Directors, as a body for our work or for this report.

We have carried out this engagement in accordance with technical guidance issued by the Association of Chartered Certified Accountants and have complied with the ethical guidance laid down by the institute relating to members undertaking the compilation of financial statements

You have acknowledged on the balance sheet as at 31 March 2010 your duty to ensure that the company has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 2006. You consider that the company is exempt from the statutory requirement for an audit for the year

We have not been instructed to carry out an audit of financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements

\_\_\_\_\_ 2010 Date

**ASHTON ACCOUNTING**  
**MARGARET ASHTON FCCA MAAT**  
**CHARTERED CERTIFIED ACCOUNTANT**  
**10 & 11 Northfield Road**  
**ILFRACOMBE**  
**Devon**  
**EX34 8AL**

**BES (SOUTH WEST) COMMUNITY INTEREST COMPANY**  
**FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 MARCH 2010**  
**MUTUOUS PROFIT & LOSS ACCOUNT**

	Note	£	2009
Grant Funding	1,2,3	9,808	18,826
Other Income - Donations		50	-
Administrative Expenses		(8,964)	(16,727)
<b>Operating Profit/(Loss)</b>	4	<u>894</u>	<u>2,099</u>
Interest Receivable		-	-
Interest Payable		-	-
<b>Profit/(Loss) on ordinary activities before Taxation</b>		<u>894</u>	<u>2,099</u>
Taxation on Ordinary Activities	5	-	-
<b>Profit/(Loss) on Ordinary Activities After Taxation</b>		<u>894</u>	<u>2,099</u>
<b>Retained Profit/(Loss) for the Year</b>		<u>894</u>	<u>2,099</u>
Retained Profit(Loss) as 1 April 2009		14,810	12,711
<b>Retained Profit(Loss) as at 31 March 2010</b>	£	<u><u>15,704</u></u>	<u><u>14,810</u></u>

**SCRIBES (SOUTH WEST) COMMUNITY INTEREST COMPANY  
FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 MARCH 2010  
BALANCE SHEET AS AT 31 MARCH 2010**

	Note	£	£	£	£
<b>Fixed assets</b>					
Tangible Assets	6		413		516
<b>Current Assets</b>					
Debtors	7	119		2,072	
Cash at Bank		15,449		12,488	
Cash in Hand		-		-	
		<u>15,568</u>		<u>14,560</u>	
<b>Creditors</b>					
Amounts Falling Due within one year	8	<u>275</u>		<u>264</u>	
<b>Net Current Assets</b>			<u>15,293</u>		<u>14,296</u>
<b>Net Assets</b>		£	<u>15,706</u>		<u>14,812</u>
<b>Capital &amp; Reserves</b>					

The company is a Community Interest Company Limited by Guarantee


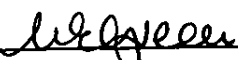
Members contributions -Guarantee			2		2
Retained Profit(loss)			<u>15,704</u>		<u>14,810</u>
<b>Funds</b>	9	£	<u>15,706</u>		<u>14,812</u>

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

For the financial year ended 31 March 2010 the company was entitled to exemption to audit under ss 477 of the Companies Act 2006, and no notice has been deposited under s.476 (member or members requesting an audit)

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records that comply with section 386 and preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the year and of its profit or loss for the financial year in accordance with requirements of ss 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company

The financial statements were approved by the board and signed on its behalf on

	Ms W Butler (Director)
	Mrs N Green (Director & Secretary)
7. 12. 2010	Date

**SCRIBES (SOUTH WEST) COMMUNITY INTEREST COMPANY**  
**FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 MARCH 2010**  
**NOTES TO THE ACCOUNTS**

**1. Accounting Policies**

**1.1 Basis of preparation of the financial Statements**

The Financial Statements are prepared under the historical cost convention and in accordance with the financial Reporting Standard for Smaller Entities (effective April 2008) They incorporate the results of the principle activities of the company as described in the Director's report

The company has taken advantage of the exemption from preparing a cash flow statement on the grounds that it qualifies as a small company under the Companies Act 2006

**1.2 Grant Funding**

The company is a community interest company and as such has not made any taxable supplies It has received grant funding

**1.3 Going Concern Basis of Accounting**

It is the Directors' opinion that sufficient reserves are in place for the company to continue for twelve months form the date of signing of these acocunts

**1.4 Limited Liability**

The company is limited by guarantee Each member committing a maximum of £1

**1.5 Asset Lock**

The company shall not transfer any of its assets other than for full consideration Provided the company complies with any restrictions listed in its memorandum, it may transfer assets to another asset locked body

If for the benefit of the community the company can transfer assets at less than full value

**2 Company Activities**

The company is to provide benefit to vulnerable groups in a programme of their learning and development In order to improve quality of life, initially in the area of North Devon

**3 Grant Funding**

	Funds as at 1 Apr 2009	Received or Receivable Relevant to the Year	Expenses Paid/Owing Relevant to Year	Transfer Between Funds	Funds as at 31 Mar 10
Core Funding From NDDC	16	50	964	898	0
Devon Community Foundation Grant	-				-
Deprived Area Fund	4,437			(898)	3,539
North Devon Homes	2,705				2,705
Empowering Communities Social Prescribing	1,906				1,906
Complex Care Teams	2,350	5,800	2,500		5,650
Transform For Work Phase 2	3,396	4,008	5,500		1,904
Reserves					-
	<b>£14,810</b>	<b>£ 9,858</b>	<b>£ 8,964</b>	<b>£ -</b>	<b>£15,704</b>

These figures are adjusted to include the debtors creditors and depreciation provision

**SCRIBES (SOUTH WEST) COMMUNITY INTEREST COMPANY**  
**FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 MARCH 2010**  
**NOTES TO THE ACCOUNTS**

<b>4 Operating Profit/(Loss)</b>	<u>2010</u>	<u>2009</u>
	£	
The operating profit/(Loss) is stated after charging		
<b>Director's Emoluments</b>		
Expenses Reimbursed Ms W Butler	£ <u>241</u>	£ <u>263</u>
Expenses Reimbursed Mrs N Green	£ <u>75</u>	£ <u>-</u>
Depreciation of owned tangible fixed assets	£ <u>103</u>	£ <u>129</u>
<b>5 UK current year taxation</b>	<u>2010</u>	<u>2009</u>
	£	£
The company is a mutual company and is only chargeable to tax on its investment income		
	-	-
	-	-
	£ <u>-</u>	£ <u>-</u>
<b>6 Tangible Fixed Assets</b>		
	Plant & Equipment	Total
<b>Cost or Valuation</b>		
As At 1 April 2009	913	913
Disposals	-	-
Additions	-	-
As At 31 March 2010	£ <u>913</u>	£ <u>913</u>
<b>Accumulated Depreciation</b>		
As At 1 April 2009	397	397
Charge For Year	103	103
As At 31 March 2010	£ <u>500</u>	£ <u>500</u>
<b>Net Book Value</b>		
As At 1 April 2009	£ <u>516</u>	£ <u>516</u>
As At 31 March 2010	£ <u>413</u>	£ <u>413</u>
<b>7 Debtors</b>	<u>2010</u>	<u>2009</u>
	£	£
Amounts falling due within one year	-	2,070
Grant Funding Due	119	2
Other Debtors	£ <u>119</u>	£ <u>2,072</u>
<b>8 Creditors Amounts falling due within one year</b>	<u>2010</u>	<u>2009</u>
	£	£
Other Creditors & Accruals	275	264
All of which are due within one year	£ <u>275</u>	£ <u>264</u>



**SCRIBES (SOUTH WEST) COMMUNITY INTEREST COMPANY**  
**FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 MARCH 2010**  
**NOTES TO THE ACCOUNTS**

<b>9 Reconciliation of Movements in Funds</b>	<u>2010</u>	<u>2009</u>
	£	£
Profit/(Loss) for the year	894	2,099
Members Guarantee received in year	<u>-</u>	<u>-</u>
Net Addition/Subtraction from shareholders funds	894	2,099
Funds as at 1 April 2009	<u>14,812</u>	<u>12,713</u>
Funds as at 31 March 2010	<u>£ 15,706</u>	<u>£ 14,812</u>

**10 Related Party transactions**

Mr A Green The Husband of one of the Directors Received monies to repay expenses incurred on behalf of the company

	<u>2010</u>	<u>2009</u>
	£	£
	-	12
	<u>£ -</u>	<u>£ 12</u>

The expenses were recharged at cost no extra amount being paid or payable  
 These amounts were fully paid at the year end no amount being owing

**During this period both directors carried out consultancy work for the company.**

This work was invoiced on a fully commercial basis The total for the period and any amount owing as at 31 March is as follows

	Invoices Issued	Expenses Claimed	Total	Owing as at 31 March 2010
Ms W Butler	4,000		4,000	-
Mrs N Green	4,000		4,000	-
	<u>8,000</u>	<u>-</u>	<u>8,000</u>	<u>-</u>

all amounts being fully paid as at 31 March 2010

**11 Post Balance Sheet Events**

There have been no such events since the balance sheet date

**SCRIBES (SOUTH WEST) COMMUNITY INTEREST COMPANY**  
**FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 MARCH 2010**  
**MANAGEMENT TRADING, PROFIT & LOSS ACCOUNT FOR THE YEAR**

			2009	
	£	£	£	£
<b>INCOME</b>				
Grant Funding		9,808		18,826
Donations		50		-
		<u>9,858</u>		<u>18,826</u>
<b>LESS EXPENSES</b>				
Room Hire	-	-	-	-
Insurance	75		156	
Consultancy - N Green	4,000		7,834	
Consultancy - W Butler	4,000		7,784	
Training	-		-	
Membership & Subscriptions	169		97	
Postage & Stationery	312		95	
I T Repairs & Consultants	-		-	
Accountancy	275		243	
Travel & Subsistence	-		-	
Companies House	30		-	
Company Registration	-		15	
Depreciation	103		129	
Removal Costs For Mr Joyce	-		374	
<b>TOTAL EXPENSES</b>		<u>8,964</u>		<u>16,727</u>
<b>EXCESS INCOME/(EXPENDITURE) -Prior to Interest</b>		894		2,099
<b>INTEREST RECEIVED</b>		-		-
<b>EXCESS INCOME/(EXPENDITURE )</b>		<u>894</u>		<u>2,099</u>
<b>RETAINED (DEFICIT)/SURPLUS</b>		894		2,099
<b>RETAINED SURPLUS - as at 1 April 2009</b>		14,810		12,711
<b>RETAINED SURPLUS - as at 31 March 2010</b>	£	<u>15,704</u>	£	<u>14,810</u>

**CIC 34****Community Interest Company Report**

For official use  
(Please leave blank)

Please  
complete in  
typescript, or  
in bold black  
capitals.

Company Name in  
full

'Scribes' (South West) C.I.C.

Company Number

5903530

Year Ending

31st March 2010

This template illustrates what the Regulator of Community Interest Companies considers to be best practice for completing a simplified community interest company report. All such reports must be delivered in accordance with section 34 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 and contain the information required by Part 7 of the Community Interest Company Regulations 2005. For further guidance see chapter 8 of the Regulator's guidance notes and the alternate example provided for a more complex company with more detailed notes.

**PART 1 - GENERAL DESCRIPTION OF THE COMPANY'S ACTIVITIES AND IMPACT**

In the space provided below, please insert a general account of the company's activities in the financial year to which the report relates, including a fair and accurate description of how they have benefited the community, or section of the community, which the company is intended to serve.

During the accounting year April 2009 - March 2010, the company has continued to work in partnership with other community groups and charities in North Devon. The primary focus continues to be the support of unemployed workers and users of the mental health services, (of all ages) assisting them to find work, training and volunteering opportunities.

As part of the Transform 4 Work Partnership, we have assisted more than 400 individuals with a range of support services.

We co-ordinate a Focus Group of our service users, who provide evidence to policy makers and other planning authorities. We tailor our services to the needs of our clients and respond flexibly to changes in legislation / regulation to ensure our services are delivered in a manner that best suits the individuals we support. In particular, it should be noted that the majority of our clients are resident in Ilfracombe Central Ward, the area of greatest local deprivation.

*(If applicable, please just state "A social audit report covering these points is attached")*

*(Please continue on separate continuation sheet if necessary)*



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\*AWOE6Q6A\*

23/12/2010

COMPANIES HOUSE

120

**PART 2 – CONSULTATION WITH STAKEHOLDERS** – Please indicate who the company's stakeholders are, how the stakeholders have been consulted and what action, if any, has the company taken in response to feedback from its consultations? If there has been no consultation, this should be made clear

Our stakeholders are all those clients who use our services and those agencies who refer clients to us. We consult with our stakeholders on a regular basis via our focus group and adapt our services in accordance with their requirements.

An example: many of our clients expressed a wish to undertake basic IT Training in an informal, supported environment. This has now been developed in partnership with a local training provider.

*(If applicable, please just state "A social audit report covering these points is attached")*

**PART 3 – DIRECTORS' REMUNERATION** – if you have provided full details in your accounts you need not reproduce it here. Please clearly identify the information within the accounts and confirm that, "There were no other transactions or arrangements in connection with the remuneration of directors, or compensation for director's loss of office, which require to be disclosed" (See example with full notes) If no remuneration was received you must state that "no remuneration was received" below

'No Directors' remuneration was received'.

**PART 4 – TRANSFERS OF ASSETS OTHER THAN FOR FULL CONSIDERATION** – Please insert full details of any transfers of assets other than for full consideration e.g. Donations to outside bodies. If this does not apply you must state that "no transfer of assets other than for full consideration has been made" below

'No transfer of assets other than for full consideration has been made'.

*(Please continue on separate continuation sheet if necessary)*

**(N.B. Please enclose a cheque for £15 payable to Companies House)**

**PART 5 – SIGNATORY**

The original report must be signed by a director or secretary of the company

Signed



Date

19/12/10

Office held (delete as appropriate) Director/Secretary

You do not have to give any contact information in the box opposite but if you do, it will help the Registrar of Companies to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record

WENDY BUTLER (DIRECTOR)	
3 RUPERTSWOOD TERRACE	
ILFRACOMBE, DEVON	
EX349EW	Tel 01271 867836
DX Number	DX Exchange

**When you have completed and signed the form, please send it to the Registrar of Companies at:**

*For companies registered in England and Wales:* Companies House, Crown Way, Cardiff, CF14 3UZ  
DX 33050 Cardiff

*For companies registered in Scotland:* Companies House, 4<sup>th</sup> Floor, Edinburgh Quay 2, 139  
Fountainbridge, Edinburgh, EH3 9FF DX 235 Edinburgh or LP – 4 Edinburgh 2

*For companies registered in Northern Ireland:* Companies House, 2nd Floor, The Linenhall, 32-38  
Linenhall Street, Belfast, BT2 8BG