

“SCRIBES” (SOUTH WEST) C.I.C

**Directors’ Report and Financial Statements
for the year ended 31 March 2014**

Company Number 5903530 (England & Wales)

SATURDAY



R3M6A4LV

RM

06/12/2014

#3

COMPANIES HOUSE

“SCRIBES” (SOUTH WEST) C.I.C.

Company Information

Directors	Ms Wendy Butler Mrs Nancy Green
Secretary	Mrs Nancy Green
Company Number	5903530
Registered Office	3 Rupertswood Terrace Ilfracombe Devon EX34 9EW
Accountants	ASHTON ACCOUNTING Margaret Ashton FCCA MAAT Chartered Certified Accountant 10 & 11 Northfield Road ILFRACOMBE Devon EX34 8AL
Bankers	Unity Trust Bank Nine Brindleyplace Birmingham B1 2HB
Solicitors	

“SCRIBES” (SOUTH WEST) C.I.C

CONTENTS

1	Directors Report
2	Directors Report
3	Accountants report
4	Statutory Profit & Loss Account
5	Balance Sheet
6	Notes to the Accounts
7	Notes to the Accounts
8	Notes to the Accounts

The Following pages do not form part of the statutory accounts.

9	Management trading Profit & Loss Account
---	--

“Scribes” (South West) C.I.C.

Financial Statements for the year ended 31 March 2014

Report of the Directors

The directors present their annual report with the Financial Statements of the company for the year ended 31 March 2014.

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.

Peoples Health Trust

Funding was granted from Peoples Health Trust to develop focus groups in Ilfracombe. This project is called ‘Transform Together’.

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.

W Butler

Ms Wendy Butler (Director)

N Green

Mrs Nancy Green (Director & Secretary)

2/12/14 Date

“Scribes” (South West) C.I.C.

Accountants Report to the Shareholders for the Company.

On Financial Statements for the year ended 31 March 2014

In accordance with the engagement letter dated 30 June 2008 and in order to assist you to fulfil 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 2014 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.

_____ Date

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

**SCRIBES (SOUTH WEST) COMMUNITY INTEREST COMPANY
FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 MARCH 2014
STATUTORY PROFIT & LOSS ACCOUNT**

	Note	£	2013
Grant Funding	1,2,3	14,252	5,800
Other Income - Donations		690	422
Other Income		108	-
Administrative Expenses		(10,308)	(10,964)
Operating Profit/(Loss)	4	4,742	(4,742)
Interest Receivable		-	-
Interest Payable		-	-
Profit/(Loss) on ordinary activities before Taxation		4,742	(4,742)
Taxation on Ordinary Activities	5	-	-
Profit/(Loss) on Ordinary Activities After Taxation		4,742	(4,742)
Retained Profit/(Loss) for the Year		4,742	(4,742)
Retained Profit(Loss) as 1 April 2011		13,680	18,422
Retained Profit(Loss) as at 31 March 2012	£	18,422	13,680

**SCRIBES (SOUTH WEST) COMMUNITY INTEREST COMPANY
 FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 MARCH 2014
 BALANCE SHEET AS AT 31 MARCH 2014**

	Note		2013	
Fixed assets		£	£	£
Tangible Assets	6		619	774
Current Assets				
Debtors	7	647		116
Cash at Bank		23,949		13,104
Cash in Hand		-		-
		<u>24,595</u>		<u>13,220</u>
Creditors				
Amounts Falling Due within one year	8	<u>6,790</u>		<u>312</u>
Net Current Assets			<u>17,805</u>	<u>12,908</u>
Net Assets		£	<u><u>18,424</u></u>	<u><u>13,682</u></u>
Capital & Reserves				

The company is a Community Interest Company Limited by Guarantee

Members contributions -Guarantee			2	2
Retained Profit(loss)			<u>18,422</u>	<u>13,680</u>
Funds	9	£	<u><u>18,424</u></u>	<u><u>13,682</u></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 2014 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006

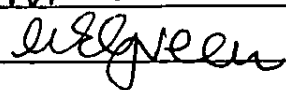
The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime

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



Ms W Butler (Director)



Mrs N Green (Director & Secretary)

Date 2nd December 2014

**SCRIBES (SOUTH WEST) COMMUNITY INTEREST COMPANY
FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 MARCH 2014
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 Tangible Fixed Assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life Equipment - 20% on a reducing balance basis

1.3 Grant Funding

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

1.4 Going Concern Basis of Accounting

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

1.5 Limited Liability

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

1.6 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 2013	Received or Receivable Year	Expenses Paid/Owing Relevant to Year	Transfer Between Funds	Funds as at 31 Mar 14
Core Funding From NDDC	551	0	1,423	352	(520)
Peoples Health Trust Transform Together	0	4,812	113	0	4,699
Complex Care Teams	6,747	5,800	1,833	(7,000)	3,714
Transform For Work Phase 2	468	4,438	6,938	6,648	4,616
Reserves	5,913	0	0	0	5,913
	£ 13,679	£15,050	£10,307	£ -	£ 18,422

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 2014
NOTES TO THE ACCOUNTS

4 Operating Profit/(Loss)	<u>2014</u>	<u>2013</u>
	£	
The operating profit/(Loss) is stated after charging		
Director's Emoluments		
Expenses Reimbursed Ms W Butler	£ -	£ -
Expenses Reimbursed Mrs N Green	£ 832	£ 958
Depreciation of owned tangible fixed assets	£ 155	£ 194
5 UK current year taxation	<u>2014</u>	<u>2013</u>
	£	£
The company is a mutual company and is only chargeable to tax on its investment income		
	-	-
	-	-
	£ -	£ -
6 Tangible Fixed Assets		
	Plant & Equipment	Total
Cost or Valuation		
As At 1 April 2012	1,977	1,977
Disposals	-	-
Additions	-	-
As At 31 March 2013	£ 1,977	1,977
Accumulated Depreciation		
As At 1 April 2012	1,203	1,203
Charge For Year	155	155
As At 31 March 2013	£ 1,358	1,358
Net Book Value		
As At 1 April 2012	£ 619	619
As At 31 March 2013	£ 820	619
7 Debtors	<u>2014</u>	<u>2013</u>
	£	£
Amounts falling due within one year	-	-
Grant Funding Due	647	66
Other Debtors	£ 647	£ 66
8 Creditors Amounts falling due within one year	<u>2014</u>	<u>2013</u>
	£	£
Other Creditors & Accruals	6,790	312
All of which are due within one year	£ 6,790	£ 312

SCRIBES (SOUTH WEST) COMMUNITY INTEREST COMPANY
FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 MARCH 2014
NOTES TO THE ACCOUNTS

9 Reconciliation of Movements in Funds	<u>2014</u>	<u>2013</u>
	£	£
Profit/(Loss) for the year	4,742	(4,742)
Members Guarantee received in year	-	-
Net Addition/Subtraction from shareholders funds	<u>4,742</u>	<u>(4,742)</u>
Funds as at 1 April 2013	<u>13,682</u>	<u>18,424</u>
Funds as at 31 March 2014	<u>£ 18,424</u>	<u>£ 13,682</u>

10 Related Party transactions

Mrs N Green as one of the Directors received monies to repay expenses incurred on behalf of the company

	<u>2014</u>	<u>2013</u>
	£	£
Mrs N Green	<u>832</u>	<u>958</u>
	<u>£ 832</u>	<u>£ 958</u>

At the year end £302 was still 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 2014
Ms W Butler	3,667		3,667	667
Mrs N Green	3,667		3,667	667
	<u>7,333</u>	-	<u>7,333</u>	<u>1,333</u>

	Invoices Issued	Expenses Claimed	Total	Owing as at 31 March 2013
Previous Year				
Ms W Butler	4,500	-	4,500	-
Mrs N Green	4,500	-	4,500	-
	<u>9,000</u>	-	<u>9,000</u>	-

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 2014
 MANAGEMENT TRADING, PROFIT & LOSS ACCOUNT FOR THE YEAR**

	£	£	2013	
	£	£	£	£
INCOME				
Grant Funding		14,252		5,800
Donations		690		422
Other Income		108		-
		<u>15,050</u>		<u>6,222</u>
LESS EXPENSES				
Insurance	123		191	
Consultancy - N Green	3,667		4,500	
Consultancy - W Butler	3,667		4,500	
Membership & Subscriptions	122		132	
Postage & Stationery	163		149	
Repairs & Renewals	572			
Telephone & Internet	250			
Accountancy	372		312	
Travel & Subsistence	832		958	
Companies House	28		29	
Depreciation	155		194	
Sundries	87		-	
Supplies for food banks	271		-	
TOTAL EXPENSES		<u>10,308</u>		<u>10,964</u>
EXCESS INCOME/(EXPENDITURE)		<u>4,742</u>		<u>(4,742)</u>
INTEREST RECEIVED		-		-
EXCESS INCOME/(EXPENDITURE)		<u>4,742</u>		<u>(4,742)</u>
RETAINED (DEFICIT)/SURPLUS		4,742		(4,742)
RETAINED SURPLUS - as at 1 April 2013		13,680		18,422
RETAINED SURPLUS - as at 31 March 2014	£	<u>18,422</u>	£	<u>13,680</u>

CIC 34

Community Interest Company Report

300 212/15

For official use
(Please leave blank)

--

Please complete in typescript, or in bold black capitals.

Company Name in full

Scribes (South West) Community Interest Company

Company Number

05903530

Year Ending

31 March 2014

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.

Scribes continues to provide training and support services for vulnerable clients in the Ilfracombe area of North Devon. We also co-ordinate focus groups to enable people to share their experiences and to develop self-help and mutual support.

We assist with form-filling and guide people through the complexities of dealing with government departments (DWP/HMRC etc).

We offer personal counselling and signpost clients to other specialist support services to improve their wellbeing and confidence.

These activities have benefited both the individuals and the wider community, by reducing social isolation and building networks of companionship and common purpose.

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

(Please continue on separate continuation sheet if necessary)

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

Scribes stakeholders are our clients, our partner agencies, our various funders and our community supporters (such as local schools and churches)

We consult with our clients continually, to ensure that the services we provide are appropriate to their needs. As in previous years, we have co-ordinated emergency food provision, as many clients have found themselves in need of such provision (due to changes to welfare benefits and rising living costs). Additional community volunteers have been recruited and trained to assist with this activity.

We continue to share our resources with partner agencies to improve our and their own outreach support services.

(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 remuneration was received. Please see note 10 of the accounts for the year to 31 March 2014.

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 has taken place.

(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

2/12/14

Office held (tick 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	
3 RUPERSWOOD TERRACE	
ILFRACOMBE	
DEVON EX34 9EW	Telephone 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, 4th 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