

**THE CEED (CHARITY) LTD
FINANCIAL STATEMENTS
31 MARCH 2000**

**Company Registration Number 2134522
Charity Number 298844**

BURTON SWEET
Chartered Accountants & Registered Auditors
Thornton House, Richmond Hill
Clifton, Bristol, BS8 1AT



THE CEED (CHARITY) LTD

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2000

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THE CEED (CHARITY) LTD

OFFICERS AND PROFESSIONAL ADVISERS

The members of the committee

M Takolia
M Cole
R Griffith
A Sheriff (resigned - 11 November 1999)
L Goodridge
U Onyechi
P Brookes
K Smart
B Nwaokobia
H King (resigned - 11 November 1999)
A Garnett
K Rowe
R Butterworth
B Wallen
A H Giama
A Wahab
A Jama
H Nandwani
M Yazdani

Company secretary

R Sefia

Registered office

Ujima House
97-107 Wilder Street
St Pauls
Bristol
BS2 8QU

Auditors

Burton Sweet
Chartered Accountants & Registered Auditors
Thornton House, Richmond Hill
Clifton, Bristol, BS8 1AT

THE CEED (CHARITY) LTD

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2000

The trustees have pleasure in presenting their report and the financial statements of the charity for the year ended 31 March 2000.

INTRODUCTION

The charity has continued to provide quality training and support enabling its beneficiaries to gain employment and educational opportunities.

LEGAL STATUS

The company is a registered charity and is limited by guarantee.

OBJECTIVES OF THE CEED (CHARITY) LIMITED

To advance education and employment by developing the professional and technical skills of its clients, especially of those who have suffered disadvantage by reason of colour, race, nationality or ethnic or national origins.

ORGANISATION

The Trustees meet bi-monthly as a council of management. The day-to-day affairs of the charity are entrusted to the managing director who oversees four departments: Training & Employment; Corporate Support; I.T & Media; and Enterprise Development. Each of these departments is run by a manager who reports to the managing director.

The charity owns a trading company CEED (Trading) Limited.

FINANCIAL CONTROLS

Regular bi-monthly meetings of the finance/personnel committee headed by the Treasurer, provide full finance reports to the council of management.

INVESTMENT POWERS AND RESTRICTIONS

There are no restrictions on the investment powers of the Trustees placed on them by the company's Memorandum and Articles of Association.

REVIEW OF DEVELOPMENTS, ACTIVITIES AND ACHIEVEMENTS

A review is contained in the charity's full Annual Report.

FUND-BY-FUND ANALYSIS OF AVAILABILITY OF ASSETS

We confirm that the charity's assets are available and adequate to fulfill the obligations of the charity.

THE CEED (CHARITY) LTD

TRUSTEES ANNUAL REPORT *(CONTINUED)*

YEAR ENDED 31 MARCH 2000

THE TRUSTEES

The trustees who served the charity during the period were as follows:

M Takolia
M Cole
R Griffith
L Goodridge
U Onyechi
P Brookes
K Smart
B Nwaokobia
A Garnett
K Rowe
R Butterworth
B Wallen
A H Giama
A Wahab
A Jama
H Nandwani
M Yazdani
A Sheriff (Resigned 11th November 1999)
H King (Resigned 11th November 1999)

RESPONSIBILITIES OF THE TRUSTEES

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 charity at the end of the year and of the surplus or deficiency for the year then ended.

In preparing those financial statements, the trustees are required to select suitable accounting policies, as described on page 8, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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

AUDITORS

A resolution to re-appoint Burton Sweet as auditors for the ensuing year will be proposed at the annual general meeting in accordance with section 385 of the Companies Act 1985.

THE CEED (CHARITY) LTD

TRUSTEES ANNUAL REPORT (CONTINUED)

YEAR ENDED 31 MARCH 2000

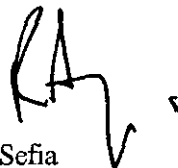
SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

Registered office:

Ujima House
97-107 Wilder Street
St Pauls
Bristol
BS2 8QU

Signed by order of the
trustees



R Sefia
Company secretary

Approved by the trustees on 27/11/00.....

THE CEED (CHARITY) LTD
AUDITORS' REPORT TO THE TRUSTEES
YEAR ENDED 31 MARCH 2000

We have audited the financial statements on pages 6 to 13 which have been prepared under the historical cost convention and the accounting policies set out on page 8.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND THE AUDITORS

As described on page 3, the directors (who also act as Trustees for the charitable activities of the company) are responsible for the preparation of the financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

BASIS OF OPINION

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

OPINION

In our opinion the financial statements give a true and fair view of the charity's state of affairs as at 31 March 2000 and of its incoming resources and application of resources in the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Thornton House, Richmond Hill
Clifton, Bristol, BS8 1AT

Burton Sweet
BURTON SWEET
Chartered Accountants
& Registered Auditors

29/11/00

THE CEED (CHARITY) LTD
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 MARCH 2000

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2000 £	Total Funds 1999 £
INCOMING RESOURCES					
Traineeships		257,716	-	257,716	431,360
Income generation		136,177	-	136,177	110,638
Grants receivable	2	403,742	45,315	449,057	440,876
Interest receivable		10,417	-	10,417	7,137
Other income		85,374	-	85,374	118,189
TOTAL INCOMING RESOURCES		<u>893,426</u>	<u>45,315</u>	<u>938,741</u>	<u>1,108,200</u>
RESOURCES EXPENDED					
Direct charitable expenditure	3	626,139	45,315	671,454	711,433
Fundraising and publicity	4	10,575	-	10,575	11,933
Management and administration	5	92,343	-	92,343	111,703
TOTAL RESOURCES EXPENDED	6	<u>729,057</u>	<u>45,315</u>	<u>774,372</u>	<u>835,069</u>
NET INCOMING RESOURCES FOR THE YEAR		164,369	-	164,369	273,131
Balances brought forward		481,981	396,085	878,066	604,935
Balances carried forward		<u>646,350</u>	<u>396,085</u>	<u>1,042,435</u>	<u>878,066</u>

The charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing.

The notes on pages 8 to 13 form part of these financial statements.

THE CEED (CHARITY) LTD

BALANCE SHEET

31 MARCH 2000

	Note	2000	1999
		£	£
FIXED ASSETS			
Tangible assets	7	563,887	549,979
CURRENT ASSETS			
Stocks	8	6,178	-
Debtors	9	332,985	281,864
Cash at bank and in hand		216,067	140,038
		<u>555,230</u>	<u>421,902</u>
CREDITORS: Amounts falling due within one year	10	<u>(76,682)</u>	<u>(93,815)</u>
NET CURRENT ASSETS		478,548	328,087
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>1,042,435</u>	<u>878,066</u>
FUNDS			
Unrestricted		646,350	481,981
Restricted	12	396,085	396,085
		<u>1,042,435</u>	<u>878,066</u>

These financial statements have been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

These financial statements were approved by the members of the committee on the ~~23rd March~~....., and are signed on their behalf by:


.....
A H GIAMA

The notes on pages 8 to 13 form part of these financial statements.

THE CEED (CHARITY) LTD

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2000

1. ACCOUNTING POLICIES

Basis of Accounting

The financial statements have been prepared under the historical cost convention.

The financial statements have been prepared in accordance with the Statement of Recommended Practice "Accounting by Charities."

Cash Flow Statement

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

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:

Equipment - 15% Reducing Balance

No depreciation is provided on freehold property as, in the opinion of the Trustees, the value of the property at the balance sheet date exceeds the total costs incurred as at that date.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Operating Lease Agreements

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

Allocation of Costs

80% of costs incurred in respect of telephone, postage, stationery, printing, accountancy and consultancy fees have been allocated to direct charitable expenditure; the remaining 20% have been allocated to management and administration.

THE CEED (CHARITY) LTD

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2000

2. GRANTS RECEIVABLE

	2000	1999
	£	£
SRB Funding	383,327	279,808
National Lottery Charities Board	45,315	33,239
Natwest Charitable Trust	-	95,240
Equalities & Community Development Committee (BCC)	6,071	21,833
Employment Services	-	10,756
Audio Dynamo	14,344	-
	<u>449,057</u>	<u>440,876</u>

3. DIRECT CHARITABLE EXPENDITURE

	Unrestricted Funds	Restricted Funds	Total Funds 2000	Total Funds 1999
	£	£	£	£
Provision of charitable services:				
General Fund	558,573	45,315	603,888	618,008
Support costs:				
Telephone	12,143	-	12,143	10,440
Postage, Stationery & Printing	12,868	-	12,868	11,738
Consultancy Fees	38,579	-	38,579	51,023
Accountancy	-	-	-	3,482
Media License Costs & Miscellaneous	-	-	-	16,742
Heat & Light	3,102	-	3,102	-
Rates and Water	874	-	874	-
	<u>626,139</u>	<u>45,315</u>	<u>671,454</u>	<u>711,433</u>

Analysis of provision of charitable services:

	Staff costs	Other costs	Total 2000	Total 1999
	£	£	£	£
General Fund	<u>239,994</u>	<u>363,894</u>	<u>603,888</u>	<u>618,008</u>

4. FUNDRAISING AND PUBLICITY

	Unrestricted Funds	Restricted Funds	Total Funds 2000	Total Funds 1999
	£	£	£	£
Training	2,572	-	2,572	3,601
Marketing and Advertising	8,003	-	8,003	8,332
	<u>10,575</u>	<u>-</u>	<u>10,575</u>	<u>11,933</u>

THE CEED (CHARITY) LTD

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2000

5. MANAGEMENT AND ADMINISTRATION

	Unrestricted Funds	Restricted Funds	Total Funds 2000	Total Funds 1999
	£	£	£	£
Office costs	71,052	-	71,052	92,481
Accountancy fees	-	-	-	870
Audit fees	2,938	-	2,938	4,113
Costs of trustees' meetings	5,727	-	5,727	-
Interest payable	2,086	-	2,086	1,176
Other	10,540	-	10,540	13,063
	<u>92,343</u>	<u>-</u>	<u>92,343</u>	<u>111,703</u>

6. TOTAL RESOURCES EXPENDED

	Staff costs	Depreciation	Other costs	Total Funds 2000	Total Funds 1999
	£	£	£	£	£
Direct charitable expenditure	239,994	-	431,460	671,454	711,433
Fundraising and publicity	-	-	10,575	10,575	11,933
Management and administration	-	13,900	78,443	92,343	111,703
	<u>239,994</u>	<u>13,900</u>	<u>520,478</u>	<u>774,372</u>	<u>835,069</u>

The aggregate payroll costs were:

	2000	1999
	£	£
Wages and salaries	219,750	219,284
Social security costs	20,244	19,014
	<u>239,994</u>	<u>238,298</u>

Particulars of employees:

The average number of staff employed by the charity during the financial year amounted to:

	2000	1999
	No.	No.
Number of administrative staff	3	3
Number of management staff	3	3
Number of technical staff	2	2
	<u>8</u>	<u>8</u>

THE CEED (CHARITY) LTD

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2000

7. TANGIBLE FIXED ASSETS

	Land and buildings £	Other plant & machinery etc. £	Total £
COST			
At 1 April 1999	477,388	136,972	614,360
Additions	1,995	28,996	30,991
At 31 March 2000	<u>479,383</u>	<u>165,968</u>	<u>645,351</u>
DEPRECIATION			
At 1 April 1999	-	67,564	67,564
Charge for the year	-	13,900	13,900
At 31 March 2000	<u>-</u>	<u>81,464</u>	<u>81,464</u>
NET BOOK VALUE			
At 31 March 2000	<u>479,383</u>	<u>84,504</u>	<u>563,887</u>
At 31 March 1999	<u>477,388</u>	<u>69,408</u>	<u>546,796</u>

8. STOCKS

	2000 £	1999 £
Stock	<u>6,178</u>	<u>-</u>

9. DEBTORS

	2000 £	1999 £
Trade debtors	163,786	177,838
Amounts owed by group undertakings	36,866	32,744
Grants receivable	48,956	-
Other debtors	83,377	71,282
	<u>332,985</u>	<u>281,864</u>

Included in other debtors is a figure of £69,578 (1998: £63,310) relating to YEDF Loans which are repayable over a maximum period of three years and carry interest at a fixed rate of 9% per annum for the duration of the loan.

THE CEED (CHARITY) LTD
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2000

10. CREDITORS: Amounts falling due within one year

	2000	1999
	£	£
Trade creditors	20,200	23,319
PAYE and social security	6,838	5,724
Other creditors	4,799	-
Accruals and deferred income	44,845	64,772
	<u>76,682</u>	<u>93,815</u>

11. COMMITMENTS UNDER OPERATING LEASES

At 31 March 2000 the charity had annual commitments under non-cancellable operating leases as set out below.

	Assets other than land and buildings	
	2000	1999
	£	£
Operating leases which expire:		
Within 2 to 5 years	<u>1,708</u>	<u>2,082</u>

12. RESTRICTED FUNDS

Restricted Funds	<u>£ 396,085</u>
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There have been no movements on restricted funds during the year ended 31 March 2000.

13. ANALYSIS OF NET ASSETS BETWEEN RESTRICTED AND UNRESTRICTED FUNDS

	Tangible fixed assets	Other net assets	Total
	£	£	£
Restricted funds	<u>396,085</u>	-	396,085
Restricted funds	396,085	-	396,085
Unrestricted funds	<u>167,802</u>	<u>478,548</u>	<u>646,350</u>
	<u>563,887</u>	<u>478,548</u>	<u>1,042,435</u>

THE CEED (CHARITY) LTD

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2000

14. RELATED PARTY TRANSACTIONS

CEED (Trading) Limited, a company limited by guarantee, forms the trading arm for the charity. The managing director and two of the Trustees serve on the Board of Directors of the trading company. The charity was charged by the trading company £16,848 (1999: £16,851) in respect of property rent during the year and charged the trading company management charges of £nil (1999: £1,000). At the balance sheet date CEED (Trading) Limited owed the charity £36,866 (1999: £32,744).

15. COMPANY LIMITED BY GUARANTEE

The company is limited by guarantee and as such has no issued share capital. In the event of the company being wound up the liability of the members is limited to £1 each.