



## **Project Agora**

(a charitable company limited by guarantee)

**Report and Financial Statements**

**Year ended 31 March 2016**

**Company Number 4430518**

**Charity Registration Number 1110788**



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## **Structure, governance and management**

The organisation is a charitable company limited by guarantee incorporated on the 1 May 2002 and registered as a charity on 9<sup>th</sup> August 2005. The company was established under a Memorandum of Association which established its objects and powers and is governed under its Articles of Association. Under those articles the Trustees are elected at the Annual General Meeting for a period of three years. New trustees are identified through existing networks or by advertisement and may be invited to attend a board meeting on an exploratory basis prior to co-option, followed by formal election at the following Annual General Meeting. Their induction is managed by the Chair in accordance with their previous experience. The Board welcomes enquiries from people interested in serving as Trustees.

### **The Board of Trustees (from 1 April 2015 until 31 March 2016)**

Mr Mike Roberts (Chair)

Mr Mark Burton (Treasurer)

Ms Joy Carey

Mr Mike Cardwell

### **Company Secretary**

Rev Dr Chris Sunderland

### **Co-ordinator**

Rev Dr Chris Sunderland

### **Registered Office and operation address**

50 Guest Avenue, Emersons Green, Bristol BS16 7GA

### **Independent Examiner**

Mr Philip Hodges, former Chief Accountant, Bristol City Council

### **Bankers**

HSBC, 24 College Green, Bristol BS1 5TD

### **Solicitors**

Wrigleys, 19 Cookridge Street, Leeds LS2 3AG



## Project Agora Report of the Trustees of Project Agora for the year ended March 31<sup>st</sup> 2016

The Trustees present their report and financial statements for the year ended 31 March 2016.

### **Constitution and Objects**

Project Agora, which is also known as Agora, is constituted as a charitable company limited by guarantee whose objects are:

1. The promotion of civic responsibility and good citizenship
2. The advancement of religion
3. The advancement of education

### **Principal activities to achieve objectives**

Our Real Economy project aims to provide good quality local food to food clubs around the city with a special emphasis on areas where people are on tight budgets. A review of the project in November 2015 led to a significant restructuring, which has produced substantial growth in the core business. Work in disadvantaged areas of the city, however, remains challenging and we have experimented with a range of interventions, such as cooking and farm visits to encourage an interest in food and the food system in these areas.

The challenge of providing for those most in need of healthy food, has led us to explore creating an alternative to food banks, inspired by the Community Food Centres of Canada. Having raised a small grant from Awards for All, we have researched the potential for developing a Community Food Centre network in the City of Bristol, whereby food centres provide food to people in crisis in the context of a community gathering, a meal and opportunities for education, especially regarding food and the food system, training, in cooking, growing, making and repairing, as well as providing a focus for local community organising that can reach isolated people. This work culminates in a feasibility study to be published in December 2016. The community food centre network will include a central facility with a particular focus on developing food products for vulnerable people from local suppliers with surplus. The network is likely to be managed by Real Economy Co-operative restructured as a charitable community benefit society.

Our Walled Garden project in Barton Hill closed to the public in November 2015 after its most successful season. A local group, convened by the church, has arisen in the hope of continuing the project on part of the original plot, but has yet to begin operations.

Agora's Coordinator has been employed for much of this year on the Real Economy project as funded by Tudor Trust and the Joseph Rowntree Charitable Trust. He currently works for Agora one day per week, half of which is in a voluntary capacity.

Agora's financial position shows a small surplus on the year and our reserves position remains in line with our policy.

### **Risk management**

The Trustees have examined the major strategic, business and operational risks which the company faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

### **Responsibilities of the Trustees**

Company law requires the board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing these financial statements the Trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The Board of Trustees is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The Board are also responsible for safeguarding the assets of the company and hence taking reasonable steps for the prevention and detection of fraud and other irregularities. Having become a charity in August 2005, the Trustees have also prepared this report and accounts in the light of SORP 2005 and its requirements for small charitable companies.

### **Members of the Board of Trustees**

Members of the Board of Trustees who served during the year up to the date of this report are set out on page 3.

Members of the Board guarantee to contribute an amount not exceeding £1 to the assets of the company in the event of winding up. The total number of such guarantees was four as at 31 March 2015.

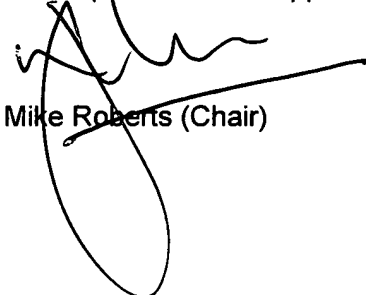
### **Independent Examiner**

Philip Hodges has been appointed by the board as independent examiner for the year up to 31 March 2016.

### **Public Benefit**

Trustees hereby declare that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charity Commission.

This report has been approved by the Trustees and signed on their behalf by :

A handwritten signature in black ink, appearing to read 'Mike Roberts', is written over a horizontal line. Below the signature, the name 'Mike Roberts (Chair)' is printed in a standard font.

Mike Roberts (Chair)

## Independent Examiner's Report to the Trustees of Project Agora

I report on the accounts of the Company for the year ended 31 March 2016

The charity's trustees 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) and that an independent examination is needed.

It is my responsibility to:

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

My examination was carried out in accordance with 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 the 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 statement below.

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 41 of the 1993 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Acthave 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.

Signed:

*P. L. Hodges.*

Date:

*18/11/16*

Philip Hodges,  
Former Chief Accountant, Bristol City Council

**Project Agora**  
**Year ended 31st March 2016**

**Incoming Resources**

	<b>Agora Core £</b>	<b>Tudor Walled Garden £</b>	<b>Green Capital Neighbourhood Project £</b>	<b>Quartet £</b>	<b>Total 15/16 £</b>	<b>Total 14/15 £</b>
Donations	3,628	21,417	9,102	1,300	35,447	46,396
Fees	6,637				6,637	1,932
Sales	-				-	120
Other Income	185				185	213
Bank Interest	9				9	17
<b>Total Incoming Resources</b>	<b>10,458</b>	<b>21,417</b>	<b>9,102</b>	<b>1,300</b>	<b>42,278</b>	<b>48,678</b>

**Resources Expended**

Staff Costs	5,495	16,066	3,412		24,973	23,090
Project Workers	0	4,008	2,616		6,624	0
Supplies	40	607	649	1,300	2,595	1,303
Cost of Sales	0	0	0		0	720
Travel Costs	58	0	0		58	315
Office Costs	2,042	637	0		2,679	3,007
Conferences	0	0	0		0	161
Legal & Professional	0	0	0		0	0
Site Development	0	100	2,425		2,525	40
Depreciation	187	0	0		187	187
Funding for Real Economy Project	0	0	0		0	19,200
<b>Total Resources Expended</b>	<b>7,822</b>	<b>21,417</b>	<b>9,102</b>	<b>1,300</b>	<b>39,642</b>	<b>48,024</b>
<b>Net incoming resources</b>	<b>2,636</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,636</b>	<b>654</b>

**Project Agora Ltd**  
**Notes to the Accounts for 2015/16**

**Fixed Assets**

	£
Fixed Assets	375

**Staff Costs**

	£
Salaries	18,059
National Insurance	0
	<u>18,059</u>

**Cash in Hand**

	£
Current Account	32,622
Deposit Account	13,107
Bristol Pound	1,021
Petty Cash	0
	<u>46,750</u>

**Stock**

There was no stock at 31/3/16

**Debtors**

	£
Tax refund re Gift Aid	412
Other	40
	<u>451</u>

**Creditors**

	£
Wellspring Healthy Living Centre	2,425
Bank Charges	55
C Sunderland expenses telephone	123
	<u>2,603</u>

**Income in Advance**

	£
Income from Tudor Trust	30,000
Income Sovereign for Walled Garden	1,430
	<u>31,430</u>



## Balance Sheet at 31/3/2016

### Current Assets

	£	£
Fixed Assets		375
Cash in Hand	46,750	
Stock	0	
Debtors	451	
<b>Current Liabilities</b>		
Income in advance	-31,430	
Creditors	-2,603	
Net current assets		<u>13,168</u>
Total assets		<u><u>13,543</u></u>
<b>Financed by</b>		
Surplus c/f		10,907
Surplus 2015/16		2,636
		<u><u>13,543</u></u>

## Statement of Financial Activities

### Accounting Policies

The financial statements are prepared under the historical cost convention and in accordance with applicable accounting standards.

For the year ending 31<sup>st</sup> March 2016 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts
- these accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the Trustees and signed on their behalf by:

  
 Mike Roberts (Chair)