

# “SCRIBES” (SOUTH WEST) C.I.C

**Directors' Report and Financial Statements  
for the year ended 31 March 2013**

SATURDAY  
25/01/2014



\*E0ZILJ9N\*

EDX 12/12/2013 #874  
COMPANIES HOUSE

\*R30AÖTJD\*

RM 25/01/2014 #34  
COMPANIES HOUSE

Company Number 5903530 (England & Wales)

31/1/14 035

# **“SCRIBES” (SOUTH WEST) C.I.C.**

## **Company Information**

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

# **“SCRIBES” (SOUTH WEST) C.I.C**

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- 4 Statutory Profit & Loss Account
5. Balance Sheet
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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 2013**

#### **Report of the Directors**

The directors present their annual report with the Financial Statements of the company for the year ended 31 March 2013

#### **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**

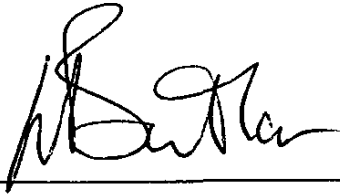
The company is limited by guarantee

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

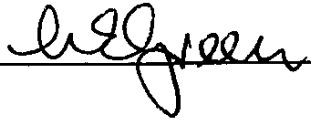
Ms Wendy Butler

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)

29 / 11 / 2013 Date

## **“Scribes” (South West) C.I.C.**

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

On Financial Statements for the year ended 31 March 2013

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 2013 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.

29 November 2013  
Date

*Margaret Ashton*  
*Accounting*

**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 2013  
 STATUTORY PROFIT & LOSS ACCOUNT**

	Note	£	2012
<b>Grant Funding</b>	1,2,3	<b>5,800</b>	11,759
<b>Other Income - Donations</b>		<b>422</b>	50
<b>Other Income - Contributions to Costs</b>		-	-
<b>Administrative Expenses</b>		<b>(10,964)</b>	(27,791)
<b>Operating Profit/(Loss)</b>	4	<b>(4,742)</b>	(15,982)
Interest Receivable		-	-
Interest Payable		-	-
<b>Profit/(Loss) on ordinary activities before Taxation</b>		<b>(4,742)</b>	(15,982)
Taxation on Ordinary Activities	5	-	-
<b>Profit/(Loss) on Ordinary Activities After Taxation</b>		<b>(4,742)</b>	(15,982)
<b>Retained Profit/(Loss) for the Year</b>		<b>(4,742)</b>	(15,982)
Retained Profit(Loss) as 1 April 2011		<b>18,422</b>	34,404
<b>Retained Profit(Loss) as at 31 March 2012</b>		<b>£ 13,680</b>	<b>18,422</b>

**SCRIBES (SOUTH WEST) COMMUNITY INTEREST COMPANY  
FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 MARCH 2013  
BALANCE SHEET AS AT 31 MARCH 2013**

	Note			2012	
		£	£	£	£
<b>Fixed assets</b>					
Tangible Assets	6		774		968
<b>Current Assets</b>					
Debtors	7	116		66	
Cash at Bank		13,104		18,702	
Cash in Hand		-		-	
		<u>13,220</u>		<u>18,768</u>	
<b>Creditors</b>					
Amounts Falling Due within one year	8	<u>312</u>		<u>1,312</u>	
<b>Net Current Assets</b>			<u>12,908</u>		<u>17,456</u>
<b>Net Assets</b>		£	<u><u>13,682</u></u>		<u><u>18,424</u></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>13,680</u>		<u>18,422</u>
<b>Funds</b>	9	£	<u><u>13,682</u></u>		<u><u>18,424</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 2013 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 Wendy Butler*

Ms W Butler (Director)

*Mrs N Green*

Mrs N Green (Director & Secretary)

*29th November 2013*

Date



**SCRIBES (SOUTH WEST) COMMUNITY INTEREST COMPANY  
FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 MARCH 2013  
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 2012	Received or Receivable Relevant to the Year	Expenses Paid/Owing Relevant to Year	Transfer Between Funds	Funds as at 31 Mar 13
Core Funding From NDDC	1,058	-	1,007	500	551
Devon Community Foundation Grant	500	-	-	500	-
Complex Care Teams	10,197	5,800	2,250	7,000	6,747
Transform For Work Phase 2	754	422	7,708	7,000	468
Reserves	5,913	-	-	-	5,913
	<b>£ 18,422</b>	<b>£ 6,222</b>	<b>£10,964</b>	<b>£ -</b>	<b>£ 13,680</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 2013  
NOTES TO THE ACCOUNTS**

<b>4 Operating Profit/(Loss)</b>	<u>2013</u>	<u>2012</u>
	£	
The operating profit/(Loss) is stated after charging		
<b>Director's Emoluments</b>		
Expenses Reimbursed Ms W Butler	£ -	£ -
Expenses Reimbursed Mrs N Green	£ 958	£ 217
Depreciation of owned tangible fixed assets	£ 194	£ 243
<b>5 UK current year taxation</b>	<u>2013</u>	<u>2012</u>
	£	£
The company is a mutual company and is only chargeable to tax on its investment income		
	-	-
	-	-
	£ -	£ -
<b>6 Tangible Fixed Assets</b>		
	Plant & Equipment	Total
<b>Cost or Valuation</b>		
As At 1 April 2012	1,977	1,977
Disposals	-	-
Additions	-	-
As At 31 March 2013	£ 1,977	1,977
<b>Accumulated Depreciation</b>		
As At 1 April 2012	1,009	1,009
Charge For Year	194	194
As At 31 March 2013	£ 1,203	1,203
<b>Net Book Value</b>		
As At 1 April 2012	£ 774	774
As At 31 March 2013	£ 820	774
<b>7 Debtors</b>	<u>2013</u>	<u>2012</u>
	£	£
Amounts falling due within one year	-	-
Grant Funding Due	-	-
Other Debtors	66	66
	£ 66	£ 66
<b>8 Creditors Amounts falling due within one year</b>	<u>2013</u>	<u>2012</u>
	£	£
Other Creditors & Accruals	312	1,312
All of which are due within one year	£ 312	£ 1,312

**SCRIBES (SOUTH WEST) COMMUNITY INTEREST COMPANY**  
**FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 MARCH 2013**  
**NOTES TO THE ACCOUNTS**

<b>9 Reconciliation of Movements in Funds</b>	<u>2013</u>	<u>2012</u>
	£	£
Profit/(Loss) for the year	(4,742)	(15,982)
Members Guarantee received in year	-	-
Net Addition/Subtraction from shareholders funds	<u>(4,742)</u>	<u>(15,982)</u>
Funds as at 1 April 2012	<u>18,424</u>	<u>34,406</u>
Funds as at 31 March 2013	<u>£ 13,682</u>	<u>£ 18,424</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>2013</u>	<u>2012</u>
	£	£
Mrs N Green	<u>958</u>	<u>217</u>
	<u>£ 958</u>	<u>£ 217</u>

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 2013
Ms W Butler	4,500		4,500	-
Mrs N Green	4,500		4,500	-
	<u>9,000</u>	<u>-</u>	<u>9,000</u>	<u>-</u>

Previous Year	Invoices Issued	Expenses Claimed	Total	Owing as at 31 March 2011
Ms W Butler	13,000	-	13,000	500
Mrs N Green	7,500	-	7,500	500
	<u>20,500</u>	<u>-</u>	<u>20,500</u>	<u>1,000</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 2013  
 MANAGEMENT TRADING, PROFIT & LOSS ACCOUNT FOR THE YEAR**

	£	£	2012 £	£
<b>INCOME</b>				
Grant Funding		5,800		11,759
Donations		422		50
CCT via NDVS - Travel costs		-		-
		<u>6,222</u>		<u>11,809</u>
<b>LESS EXPENSES</b>				
Insurance	191		330	
Consultancy - N Green	4,500		7,500	
Consultancy - W Butler	4,500		13,000	
Consultancy	-		2,000	
Training	-		220	
Membership & Subscriptions	132		35	
Postage & Stationery	149		1,658	
Accountancy	312		304	
Travel & Subsistence	958		277	
Companies House	29		29	
Depreciation	194		243	
Sundries	-		195	
Matched Funding for Strengthening Communities	-		2,000	
<b>TOTAL EXPENSES</b>		<u>10,964</u>		<u>27,791</u>
<b>EXCESS INCOME/(EXPENDITURE)</b>		<u>(4,742)</u>		<u>(15,982)</u>
<b>INTEREST RECEIVED</b>		-		-
<b>EXCESS INCOME/(EXPENDITURE )</b>		<u>(4,742)</u>		<u>(15,982)</u>
<b>RETAINED (DEFICIT)/SURPLUS</b>		(4,742)		(15,982)
<b>RETAINED SURPLUS - as at 1 April 2012</b>		18,422		34,404
<b>RETAINED SURPLUS - as at 31 March 2013</b>	£	<u>13,680</u>	£	<u>18,422</u>

300168/11  
2018 07 26 415

# CIC 34

## Community Interest Company Report

For official use  
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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 2013

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 covers...")

(Please continue on separate page)



COMPANIES HOUSE #15  
A2NBM7FS\*  
A67 16/12/2013 #78  
COMPANIES HOUSE

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

In the second section, the author details the various methods used to collect and analyze the data. This includes both manual and automated processes. The goal is to ensure that the data is as accurate and reliable as possible.

The third part of the document focuses on the results of the analysis. It shows that there is a clear trend in the data, which is consistent with the initial hypothesis. This finding is significant and warrants further investigation.

Finally, the document concludes with a summary of the findings and a list of recommendations. It suggests that the current methods are effective but could be improved in certain areas. The author also notes that the data is still being analyzed and that a final report will be published in the near future.

The following table provides a detailed breakdown of the data collected during the study.

Category	Sub-Category	Value	Percentage
Group A	Item 1	120	15%
	Item 2	180	22.5%
	Item 3	240	30%
	Item 4	260	32.5%
Group B	Item 1	150	18.75%
	Item 2	210	26.25%
	Item 3	270	33.75%
	Item 4	270	33.75%
Group C	Item 1	180	22.5%
	Item 2	240	30%
	Item 3	300	37.5%
	Item 4	360	45%

**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. In the last year, we have therefore also 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.

Furthermore, we have consulted with partner agencies and, as a result, re-configured our drop-in services to enable partner agencies to share our resources and thus improve 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 2013

**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

9/12/13

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 RUPERTSWOOD 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, 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