

**Ashton**

**Accounting**

Chartered Certified  
Accountants

10 & 11 Northfield Road  
ILFRACOMBE  
Devon  
EX34 8AL

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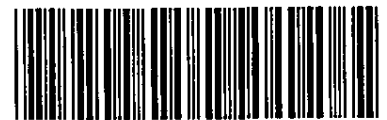
Margaret Ashton FCCA MAAT

**“SCRIBES”  
(SOUTH WEST)  
C.I.C.**

**ILFRACOMBE**

**FOR THE  
YEAR ENDED  
31 MARCH 2016**

THURSDAY



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COMPANIES HOUSE

# **“SCRIBES” (SOUTH WEST) C.I.C**

**Directors’ Report and Financial Statements  
for the year ended 31 March 2016**

**Company Number 5903530 (England & Wales)**

# **“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 B1 2HB
<b>Solicitors</b>	

# **“SCRIBES” (SOUTH WEST) C.I.C**

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

9	Management trading Profit & Loss Account
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# **“Scribes” (South West) C.I.C.**

**Financial Statements for the year ended 31 March 2016**

## **Report of the Directors**

The directors present their annual report with the Financial Statements of the company for the year ended 31 March 2016

### **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**

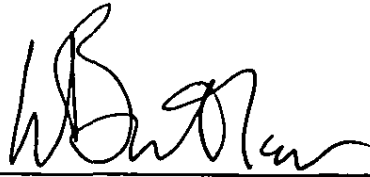
The company is limited by guarantee.

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

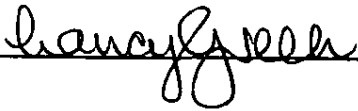
Ms Wendy Butler

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



Ms Wendy Butler (Director)



Mrs Nancy Green (Director & Secretary)

11/11/2016 Date

## **“Scribes” (South West) C.I.C.**

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

On Financial Statements for the year ended 31 March 2016

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 2016 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 2016**  
**STATUTORY PROFIT & LOSS ACCOUNT**

	Note	£	2015 £
<b>Grant Funding</b>	1,2,3	<b>19,536</b>	27,202
<b>Other Income - Donations</b>		<b>2,204</b>	1,027
<b>Other Income</b>		<b>220</b>	-
<b>Administrative Expenses</b>		<b>(18,171)</b>	(16,665)
<b>Operating Profit/(Loss)</b>	4	<b>3,788</b>	11,564
Interest Receivable		-	-
Interest Payable		-	-
<b>Profit/(Loss) on Ordinary Activities Before Taxation</b>		<b>3,788</b>	11,564
Taxation on Ordinary Activities	5	-	-
<b>Profit/(Loss) on Ordinary Activities After Taxation</b>		<b>3,788</b>	11,564
Retained Profit/(Loss) for the Year		<b>3,788</b>	11,564
Retained Profit/(Loss) as 1 April 2015		<b>29,986</b>	18,422
Retained Profit/(Loss) as at 31 March 2016		<b>£ 33,774</b>	<b>£ 29,986</b>



**SCRIBES (SOUTH WEST) COMMUNITY INTEREST COMPANY  
 FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 MARCH 2016  
 BALANCE SHEET AS AT 31 MARCH 2016**

	Note	2015	
		£	£
<b>Fixed assets</b>			
Tangible Assets	6	1,861	791
<b>Current Assets</b>			
Debtors	7	54	152
Cash at Bank		33,936	34,605
Cash in Hand		-	-
		<u>33,990</u>	<u>34,757</u>
<b>Creditors</b>			
Amounts Falling Due Within One Year	8	<u>2,075</u>	<u>5,560</u>
<b>Net Current Assets</b>		<u>31,915</u>	<u>29,197</u>
<b>Net Assets</b>		<u>£ 33,776</u>	<u>£ 29,988</u>
<b>Capital &amp; Reserves</b>			
<b>The company is a Community Interest Company Limited by Guarantee</b>			
Members Contributions - Guarantee		2	2
Retained Profit/(Loss)		<u>33,774</u>	<u>29,986</u>
<b>Funds</b>	9	<u>£ 33,776</u>	<u>£ 29,988</u>

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime as set out in Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

For the financial year ended 31 March 2015 the company was entitled to exemption to audit under ss. 477 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 for 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 Ms W Butler (Director)  
Mrs N Green Mrs N Green (Director & Secretary)  
 11/11/2016 Date

The Notes on pages 6 to 8 form part of these financial statements

**SCRIBES (SOUTH WEST) COMMUNITY INTEREST COMPANY  
FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 MARCH 2016  
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 January 2015). 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 2015	Received or Receivable Relevant to the Year	Expenses Paid/Owing Relevant to Year	Transfer Between Funds	Funds as at 31 Mar 16
Core Funding From NDDC	1,344	3,197	3,471	-	1,070
Complex Care Teams	3,848	6,113	4,212	-	5,749
Transform for Work Phase 2	5,782	869	550	-	6,100
Peoples Health Trust (HealthContract)	7,099	7,318	11,475	-	2,942
Reserves	11,913	6,000	-	-	17,913
	<b>£ 29,986</b>	<b>£ 23,496</b>	<b>£ 19,708</b>	<b>-</b>	<b>£ 33,774</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 2016**  
**NOTES TO THE ACCOUNTS**

<b>4 Operating Profit/(Loss)</b>	<u>2016</u>	<u>2015</u>
	£	£
The operating Profit/(Loss) is stated after charging		
<b>Director's Emoluments</b>		
Expenses Reimbursed Ms W Butler	£ -	£ -
Expenses Reimbursed Mrs N Green	£ 442	£ 1,512
Depreciation of Owned Tangible Fixed Assets	£ 466	£ 198
<b>5 UK Current Year Taxation</b>	<u>2016</u>	<u>2015</u>
	£	£
The company is a mutual company and is only chargeable to tax on its investment income		
	-	-
	-	-
	£ -	£ -
<b>6 Tangible Fixed Assets</b>	<u>Plant &amp; Equipment</u>	<u>Total</u>
<b>Cost or Valuation</b>		
As At 1 April 2015	2,347	2,347
Disposals	-	-
Additions	1,536	1,536
As At 31 March 2016	£ 3,883	£ 3,883
<b>Accumulated Depreciation</b>		
As At 1 April 2015	1,556	1,556
Charge For Year	466	466
As At 31 March 2016	£ 2,022	£ 2,022
<b>Net Book Value</b>		
As At 1 April 2015	£ 791	£ 791
As At 31 March 2016	£ 1,861	£ 1,861
<b>7 Debtors</b>	<u>2016</u>	<u>2015</u>
	£	£
Amounts falling due within one year	-	-
Grant Funding Due	54	647
Other Debtors	54	647
	£ 54	£ 647
<b>8 Creditors Amounts Falling Due Within One Year</b>	<u>2016</u>	<u>2015</u>
	£	£
Other Creditors & Accruals	2,075	5,560
All of which are due within one year	£ 2,075	£ 5,560

**SCRIBES (SOUTH WEST) COMMUNITY INTEREST COMPANY**  
**FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 MARCH 2016**  
**NOTES TO THE ACCOUNTS**

<b>9 Reconciliation of Movements in Funds</b>	<u>2016</u>	<u>2015</u>
	£	£
Profit/(Loss) for the year	3,788	11,564
Members Guarantee received in year	-	-
Net Addition/Subtraction from shareholders funds	<u>3,788</u>	<u>11,564</u>
Funds as at 1 April 2015	29,988	18,424
Funds as at 31 March 2016	<u>£ 33,776</u>	<u>£ 29,988</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>2016</u>	<u>2015</u>
	£	£
Mrs N Green	442	1,512
	<u>£ 442</u>	<u>£ 1,512</u>

At the year end nothing 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 2016 is as follows

	Invoices Issued	Expenses Claimed	Total	Owing as at 31 March 2016
Ms W Butler	9,791	-	9,791	1,284
Mrs N Green	2,430	442	2,872	-
	<u>12,221</u>	<u>442</u>	<u>12,663</u>	<u>1,284</u>

	Invoices Issued	Expenses Claimed	Total	Owing as at 31 March 2015
Previous Year				
Ms W Butler	8,233	-	8,233	-
Mrs N Green	4,333	-	4,333	-
	<u>12,566</u>	<u>-</u>	<u>12,566</u>	<u>-</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 2016  
 MANAGEMENT TRADING, PROFIT & LOSS ACCOUNT FOR THE YEAR**

	£	£	2015 £	£
<b>INCOME</b>				
Grant Funding		19,536		27,202
Donations		2,204		1,027
Other Income		220		-
		<u>21,960</u>		<u>28,229</u>
<b>LESS EXPENSES</b>				
Insurance	274		207	
Consultancy - N Green	2,430		4,333	
Consultancy - W Butler	9,791		8,233	
General Consultancy	622		-	
Membership & Subscriptions	155		35	
Room Hire	815		-	
Postage & Stationery	769		529	
Repairs & Renewals	565		365	
Telephone & Internet	-		500	
Accountancy	385		350	
Travel & Subsistence	709		1,002	
Companies House	28		15	
Depreciation	466		198	
Sundries	121		114	
Materials for Focus	577		13	
Supplies for food banks	465		771	
<b>TOTAL EXPENSES</b>		<u>18,171</u>		<u>16,665</u>
<b>EXCESS INCOME/(EXPENDITURE)</b>		<u>3,788</u>		<u>11,564</u>
<b>INTEREST RECEIVED</b>		-		-
<b>EXCESS INCOME/(EXPENDITURE )</b>		<u>3,788</u>		<u>11,564</u>
<b>RETAINED (DEFICIT)/SURPLUS</b>		3,788		11,564
<b>RETAINED SURPLUS - as at 1 April 2015</b>		29,986		18,422
<b>RETAINED SURPLUS - as at 31 March 2016</b>	£	<u>33,774</u>	£	<u>29,986</u>

# CIC 34

## Community Interest Company Report

**For official use**  
*(Please leave blank)*

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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 2016

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.

**(N.B. A Filing Fee of £15 is payable on this document. Please enclose a cheque or postal order payable to Companies House)**

**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 description of how they have benefited the community.

Scribes continue 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 provide free use of public access computers for clients to undertake job-search and online training.

We offer personal counselling and signpost clients to other specialist support services to improve their well being 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 2016.



**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)*

**PART 5 – SIGNATORY**

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

Signed



Date

9/11/2016

*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	
3 RUPERTSWOOD TERRACE	
ILFRACOMBE	
DEVON EX34 9EW	Tel 01271 867836
DX Number	DX Exchange

**When you have completed and signed the form, please attach it to the accounts and send both forms by post 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

The accounts and CIC34 **cannot** be filed online

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