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Southville Community Development Association

Accounts for the year ending

31st. March 2004



SOUTHVILLE COMMUNITY DEVELOPMENT ASSOCIATION

REPORT OF THE TRUSTEES FOR THE YEAR ENDING 31 MARCH 2004.

INTRODUCTION

The Trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the audited financial statements for the year ending 31 March 2004. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in October 2000 in preparing the annual report and financial statements of the charity.

PRINCIPAL AIMS AND ACTIVITIES

SCDA's principal aim is to improve the quality of life for those living in the Southville ward of Bristol and its neighbouring areas. The current areas of focus are on improving the local environment, harnessing the creativity of the local community, supporting children and older people and developing the Southville Centre.

SCDA's most substantial asset is the Southville Centre, a multi-purpose building, within which is provided a range of opportunities for local people of all ages in a safe, accessible environment. The Centre also provides a service to the wider community of Bristol by providing rooms for rent and associated activities.

SCDA aims to develop and deliver sustainable services to meet the needs of local people. It also directly and indirectly provides employment and supports local people to attend training and employment by providing a range of affordable, high quality childcare services.

SCDA works with other groups and organisations in the local community to support developments in the area.

PROGRESS DURING THE YEAR

The Sustainable Southville Project has been in operation for a full year and has involved a large number of volunteers in improving the public landscape, clearing derelict patches of land, installing benches around the area and developing support groups for local parks. There have also been junk swap events, litter picks, tree shredding and a host of other public events. A Green Guide has been produced and distributed and reusable bags designed. A host of spin-off activities such as a dog fouling campaign working with the local authority and fun events such as dog shows have caught the imagination of the community.

In terms of arts activities there have been two key events. An Arts Council funded piece of work bringing together a range of professional artists and performers with local schoolchildren. This was called "Walking With Water" and is captured in a commemorative book. The other key event was the first performance and arts trail in the area, the South Bank Show, in May 2003. This was extremely successful, was funded through sponsorship by a local company, Mail Marketing International, and over 80 artists showed their work in a mixture of private and public buildings. The streets of Southville were alive with thousands of people throughout the weekend event.

Work with older people has developed with funding through Neighbourhood Renewal for work with isolated older people in the pensioner preferred flats in the area. There has also been some work around the transport needs of this sector of our community.

The Southville Centre has continued to thrive with an extremely successful year for its services and activities. It was an extremely busy year for the Oasis Café, the community café at the Centre and for our high-quality childcare provision through First Steps Nursery and our After School Club and Holiday Playscheme. Some feasibility work has also been done to look at possible expansion into addition space in a nearby building to meet demand, particularly for office space.

With the increasing level of activity of the Association, the level of core funding continues to cause it concern. It is only with the continued loyalty and support of paid workers and volunteers that this level of

activity at the Southville Centre and of the Association in its wider community development role can be maintained.

RESERVES POLICY AND RISK MANAGEMENT

The Trustees are maintaining a level of Designated Funds necessary to meet the requirements of any staff redundancy costs, particularly as SCDA has a number of full-time staff in post with between 7 and 10 years service. The level of unrestricted general reserves in 2003/4 is £29,284. This is still a low level of reserves compared to the monthly wage bill of £25,000. The Trustees aim to achieve an unrestricted reserve equivalent to 3 months salary costs.

The greatest risk to the Association is its reliance on key volunteers and key staff, particularly at a managerial level. This is understood by Trustees and will be taken into account when considering future staffing models as the funds become available to put them in place.

The Trustees are satisfied that all operational systems are in place to ensure sound governance of the Association and this has been upheld in the monitoring undertaken by our funding bodies.

CONCLUSION

In preparing the attached accounts, the Trustees consider the charity has:

- used suitable accounting policies and applied them consistently
- made judgements and estimates that are reasonable and prudent
- stated whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- has prepared the accounts under the historical cost convention, in accordance with applicable accounting standards, following the recommendations Statement of Recommended Practice: Accounting by Charities.

The Trustees have responsibility for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable it to ensure that the financial statements comply with the Companies Act 1985. They also have responsibility for safeguarding the assets of the charity and for taking reasonable steps to prevent and detect fraud and other irregularities.

THE TRUSTEES

The Trustees constitute directors of SCDA for the purposes of the Companies Act 1985 and the trustees of the charity for purposes of the Charities Act 1993. There are up to twelve Trustees elected by the SCDA membership at the Annual General Meeting. One third of the serving Trustees come up for election each year. The following members were in office at 31 March 2004 and served throughout the year:

Ben Barker, Annie Cooper, Billy Forsythe, Roger Cleeves, Doreen Kerr, Linda Salter and Matthew Symonds. Steven Rockey stood down during the year and Tracy Hall was co-opted onto the Committee. At the AGM in October 2003 Gee Gourlay and Sophia Richards were elected onto the Committee with Pamela Connor being co-opted in November 2003.

No Trustees received any remuneration for services as members of SCDA Management Committee, or for expenses.

No Trustees had any beneficial interest in any contract with SCDA.

SENIOR EXECUTIVE

Company Secretary and Centre Manager – Elaine Flint

Café Manager – Pat Biggs

Nursery Manager – Paula Thompson

EMPLOYEES

SCDA had 33 full and part-time staff at 31 March 2004. Recruitment of staff follows our Equal Opportunities Policy and all staff have job descriptions and contracts of employment.

LEGAL STATUS

SCDA is a registered charity no: 1000544, it is also a Company Limited by guarantee no: 2542176.

BANKERS

Lloyds TSB, Bedminster Branch, East Street, Bedminster, Bristol BS3

SOLICITORS

Osborne Clarke, 50 Queen Charlotte St, Bristol BS1 4HE

AUDITORS

Dick Maule, Bristol Community Accountants, 12 Picton St, Bristol BS6.
The auditor, Dick Maule, has indicated his willingness to accept re-
appointment under S385(2) of the Companies Act 1985.

Signed Ben Barker.....(chair)..... W. J. P. G. G......(Treasurer)

Date.. 15 September 2004

Independent auditor's Report to the members of Southville Community Development Association

I have audited the financial statements of Southville Community Development Association for the year ended 31st. March 2004 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

Respective responsibilities of the Trustees and auditor

As described in the Statement of the Trustees's Responsibilities the trustees, who are also the Trustees for the purpose of company law are responsible for the preparation of the financial statements in accordance with applicable law and the United Kingdom Accounting Standards.

My responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Accounting Standards.

I report to you my opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. I also report to you if, in my opinion, the Trustees Report is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for my audit, or if the information specified by law regarding Trustees remuneration and transactions with the company is not disclosed.

I read the Trustees's Report and consider the implications for my report if I became aware of any apparent misstatements within it.

Basis of opinion


I conducted my audit in accordance with United Kingdom Accounting 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 judgements made by the Trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed. I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or other irregularity or error. In forming my opinion I also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In my opinion the financial statements give a true and fair view of the charitable company's affairs at 31st. March 2004, and of its incoming resources and application of resources, including its income and expenditure for the year then ended, and have been properly prepared in accordance with the Companies Act 1985.

Dick Maule
Chartered Accountant and Registered Auditor
10 Picton Street
Bristol 6

dated: 22.9.04



(6)

Southville Community Development Association

Balance sheet as at 31st. March 2004

	Notes	2004 £	2003 £
Tangible assets	(2)	3,934	<u>5,751</u>
Current assets			
Cafe stock		3,206	3,359
Debtors and prepayments	(3)	40,458	34,173
Joint bank account with Bristol City Council		49	49
Cash at bank and on hand		<u>68,710</u>	<u>73,087</u>
		112,423	110,668
Current liabilities			
Creditors: amounts falling due within 12 months	(4)	<u>(3,783)</u>	<u>(12,034)</u>
Net Current assets		<u>108,640</u>	<u>98,633</u>
Net assets		<u>112,574</u>	<u>104,384</u>
Unrestricted Funds	(5)		
General Funds		29,284	24,056
Designated Funds		50,000	30,000
Restricted Funds		33,290	50,328
Total funds		<u>112,574</u>	<u>104,384</u>

These financial statements were approved by the Council of Management on... 15 September 2004

On behalf of the Council of Management

Ben Barker

i. j. j. j. j. dated: 15 September 2004

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Southville Community Development Association

Statement of Financial Activities [including Income and Expenditure Account]
for the year ended 31st. March 2004

Notes	Unrestricted Funds 2004 £	Restricted Funds 2004 £	Total Funds 2004 £	2003 £
Incoming resources				
Grants	45,410	74,389	119,799	52,747
Donations and fund-raising	1,165	-	1,165	2,350
<i>Activities to further the charity's objects:</i>				
Income from cafe	91,144	-	91,144	91,863
Income from nursery	156,388	-	156,388	148,970
Room hire	71,013	-	71,013	64,329
Daycare and Playscheme	38,090	-	38,090	41,028
<i>Activities for generating funds:</i>				
Rent	7,802	-	7,802	8,460
Sales and sundry earned income	10,886	-	10,886	6,308
Investment income and interest	1,087	-	1,087	332
Total Incoming Resources	<u>422,986</u>	<u>74,389</u>	<u>497,375</u>	<u>416,386</u>
Resources expended				
Cost of activities in furthering the objects of the charity				
Direct charitable expenditure	[11] 392,529	91,427	483,956	406,445
Management and administration	[11] 5,230	-	5,230	5,205
Total Resources Expended	<u>397,759</u>	<u>91,427</u>	<u>489,186</u>	<u>411,650</u>
Net incoming resources				
- Net income for the year	25,227	(17,038)	8,189	4,736
Total funds at 1st. April 2003	54,056	50,328	104,384	99,648
Total funds at 31st. March 2004	<u>79,284</u>	<u>33,290</u>	<u>112,574</u>	<u>104,384</u>

Southville Community Development Association

Notes to the accounts for the year ended 31st. March 2004

(1) Principal Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year.

The accounts have been prepared under the historical cost convention, and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities. (SORP 2000) issued in October 2000, applicable accounting standards and the Companies Act 1985. The principal accounting policies adopted in the preparation of the financial statements are as follows:

Restricted funds

Restricted funds are to be used for specific purposes as laid down by the donor, unrestricted funds are income received and generated by the objects of the charity without further specified purpose and are available as general funds.

Designated funds

Designated funds are unrestricted funds earmarked by the committee for particular purposes.

Depreciation

Equipment and furniture are written off over the expected useful life of the asset, at 25% on the straight line basis. Items under £250 are not capitalised.

The building is on a 999 year lease from Bristol City Council

and would revert to Bristol City Council if the Association ceased operations. Expenditure on the project is therefore not capitalised.

Grants

Grants are recognised in full in the S.O.F.A. in the year in which they are receivable.

Resources expended

Resources expended are recognised in the period in which they occur. Resources expended exclude attributable VAT.

(2) Tangible assets

	Furniture & equipment £
Cost	
balance brought forward	50,472
additions in the year	<u>534</u>
	<u>51,006</u>
Depreciation	
balance brought forward	44,722
charge for the year	<u>2,351</u>
	<u>47,073</u>
Net book value at 31st. March 2004	<u>3,934</u>
Net book value at 31st. March 2003	<u>5,751</u>

	2004 £	2003 £
(3) Debtors and prepayments		
Sundry debtors	<u>40,458</u>	<u>34,173</u>
(4) Creditors and accruals		
Amounts falling due within 12 months		
Sundry creditors	<u>3,783</u>	<u>12,034</u>

Southville Community Development Association

Notes to the accounts for the year ended 31st. March 2004

(5) Movements in funds

	Balance 1st. April 2003	Incoming Resources	Outgoing Resources	Balance Transfers	Balance 31st. March 2004
	£	£	£	£	£
Unrestricted funds					
<i>Designated Funds</i>					
Staff Contingency Reserve	30,000	-	-	-	30,000
Building Development Fund	-	-	-	20,000	20,000
	30,000	-	-	20,000	50,000
General Fund	<u>24,056</u>	<u>422,986</u>	<u>(397,759)</u>	<u>(20,000)</u>	<u>29,284</u>
	<u>54,056</u>	<u>422,986</u>	<u>(397,759)</u>	-	<u>79,284</u>
Restricted funds					
Day Care Grants	3,588	18,780	(21,262)	-	1,106
Communities Fund	35,758	-	(35,758)	-	-
WWW Event	-	10,660	(10,660)	-	-
Neighbourhood Transport Benches	478	241	-	-	719
Neighbourhood Renewal	-	16,000	(8,291)	-	7,709
Awards for All	-	5,000	-	-	5,000
Art & Business	-	3,000	(100)	-	2,900
NTI Community Bus Study	-	3,000	-	-	3,000
FROGS	-	2,900	-	-	2,900
South Bank Show	-	5,354	(3,322)	-	2,032
SSP Churngold	-	4,750	(2,460)	-	2,290
Other grants	<u>10,504</u>	<u>4,704</u>	<u>(9,574)</u>	-	<u>5,634</u>
	<u>50,328</u>	<u>74,389</u>	<u>(91,427)</u>	-	<u>33,290</u>

(6) Capital commitments and contingent liabilities

There were none at 31st. March 2004

(7) Joint accounts with Bristol City Council

Representatives of Bristol City Council are joint signatories to these accounts, with the money being strictly spent on the new building project.

(8) Status

Southville Community Development Association is a charity, and a company limited by guarantee. No corporation tax is due.

(9) Employee information

	2004	2003
Number of employees	33	33
No employee received emoluments of more than £50,000.		
	£	
Salaries and wages	295,559	
Social security costs	<u>15,912</u>	
	<u>311,471</u>	

Southville Community Development Association

Notes to the accounts for the year ended 31st. March 2004

(10) Trustees information

	£	£
Trustees remuneration and expenses	-	-
	<u> </u>	<u> </u>

(11) Resources expended

	Direct Costs £	Management and Administration £	Total 2004 £	Total 2003 £
Wages	306,971	4,500	311,471	268,201
Nursery	26,027	-	26,027	22,952
After school club	6,143	-	6,143	5,831
Print, post and stationery	2,618	-	2,618	2,625
Rates	3,797	-	3,797	3,777
Heat and light	4,572	-	4,572	3,245
Telephone	3,898	-	3,898	2,942
Cafe	35,505	-	35,505	35,781
Advertising and promotion	1,167	-	1,167	2,301
Training and recruitment	675	-	675	233
Sundry expenses	66	-	66	-
Project	39,226	-	39,226	12,862
Repairs and renewals	15,091	-	15,091	10,754
Equipment hire	924	-	924	819
Insurance	8,635	-	8,635	6,279
Community/ Respite	11,215	-	11,215	6,651
Cleaning	2,636	-	2,636	1,510
Auditors fees re audit	-	410	410	405
Auditors fees for accountancy and advice	-	320	320	300
Depreciation	2,351	-	2,351	2,557
Refreshments and volunteer expenses	2,826	-	2,826	3,482
Licenses and subscriptions	2,102	-	2,102	2,024
Lottery grant	7,221	-	7,221	14,193
Legal and professional	265	-	265	-
Letswork	-	-	-	1,900
Bank charges	25	-	25	25
	<u>483,956</u>	<u>5,230</u>	<u>489,186</u>	<u>411,650</u>

(12) Analysis of net assets between funds

	General Funds £	Designated Funds £	Restricted Funds £	Total £
Tangible fixed assets	3,934	-	-	3,934
Current assets	29,132	50,000	33,290	112,423
Current liabilities	(3,783)	-	-	(3,783)
Net assets at 31st March 2004	<u>29,284</u>	<u>50,000</u>	<u>33,290</u>	<u>112,574</u>