

Community Projects Carlisle

(A company limited by guarantee)

Report and Financial Statements

Year ended: 31 March 2008.

Charity no: 1099610
Company no: 4793697

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Administrative Information

Trustees

The trustees who served during the year and since are as follows:-

C A Rutherford, (Chair)

J M Gallop, (Treasurer)

L A Brown

E Lippiatt

M L Richardson

G L Ridgewell

C J Laxon

K Herd (appointed June 2007)

Company Secretary

J Crosbie

Registered Office

42 A Warwick Road, Carlisle, CA1 1DN

Bankers

CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, ME19 4JQ

Independent Examiner

S G Bell, ACCA , Roadends, Intack, Southwaite, Carlisle, CA4 0LH

Report of the Trustees for the year ended 31 March 2008

The trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the financial statements for the year ended 31st March 2008.

Community Projects Carlisle was registered as a charity on 29th March 2003 with number 1099610. The charity is a charitable company limited by guarantee and was set up on 10th June 2003. It is governed by its Memorandum and Articles of Association

On the 1st April 2004 it took over the work then being undertaken by the unincorporated charity of the same name. The charity's objects are: "the relief of need, hardship and distress of young people aged 16 -25 years, in Carlisle and district, by the provision of emergency overnight living accommodation and other related services and to encourage them towards independent living."

Governance

The Articles of Association stipulate the number of trustees shall be not less than three (with no maximum) and trustees are appointed at Annual General Meeting of the charity. A third of the trustees are required to retire from office by rotation at each Annual General Meeting and may be re-appointed. Existing trustees may appoint additional trustees to serve until the next following Annual General Meeting.

The trustees meet monthly to review the work undertaken and to progress the objectives and aims of the charity.

During the year the charity's objectives were delivered in three main ways:- the "KEY" drop-in advice centre, Carlisle Nightstop and in Workshops in a local secondary school and within its own premises.

KEY Drop in Advice Centre

This continues to be the main thrust of the charity's work and the doors of the centre are open each weekday afternoon. The dedicated staff offer help and advice on housing, benefits, debt and related issues with assistance from volunteers. The demand for this facility has again increased during the year. In the year under review 2635 young people received help and assistance; (the previous year, 2209). The charity's limited staff resources have again come under pressure resulting from this increase in demand for the Key facility.

Three hundred and sixteen people (102 last year) in severe hardship were also supported within Key by a mixture of the provision of laundry facilities, a change of clothes and/or assistance with an emergency supply of food. One hundred and forty one people were homeless.

Carlisle Nightstop

The charity, which is affiliated to the national charity Depaul Nightstop UK, has provided emergency overnight accommodation within the Carlisle area to young people who would otherwise have been “left on the streets”. This has been achieved by a small number of volunteer families offering a welcome to a young person with a meal, bed and breakfast and a listening ear, normally at very short notice. During the year Fourteen Nightstop referrals from approved agencies were processed and from these young people Ten were offered accommodation. In the event, while initially accepting the offer of accommodation, Five young people took up the offer. The main reason for these young people changing their mind of the offered accommodation appeared to be that friends provided an alternative bed for the night at “the last moment”.

Employees

Due to the increased numbers of young people attending KEY a third member of staff has joined the staff team. The staff team now consists of one Full Time member and two Part time members.

Volunteers

The charity appreciates the very valuable help it has received, and continues to receive, from a small band of volunteers. It is constantly on the look out for more help in this respect in order to maintain and improve its provision of the present services it offers to young people. During the year eight people enquired about becoming a volunteer with CPC and six people were accepted.

Finance

Community Projects Carlisle relies solely on donations and grants to fund its work and obtaining ongoing funding is a regular cause of concern to the trustees. They are grateful for those grant making bodies that have assisted and also to personal donations that have been given in the last twelve months. Funding for the year ending 31/3/08 has been received / promised and the trustees continue to submit applications to appropriate bodies for further funding in order that its work with young people can be maintained. The Big Lottery fund has awarded CPC three years continuation funding.

Full details of the accounts for the past year are given on the accompanying pages.

This report was approved by the Trustees on 20th May 2008 and signed by CA Rutherford (Chair)

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Statement of Financial Activities for the year ended 31st March 2008

	Notes	Unrestricted £	Restricted £	Total 2008 £	Total 2007 £
Income					
Donations		1399.00	0.00	1399.00	1432.92
Grants	2	30000.00	17664.99	47664.99	42432.34
Fees		0.00	0.00	0.00	400.00
Rent			0.00	0.00	.00
Bank Interest		987.59	0.00	987.59	1159.67
Sundries		565.01	0.00	565.01	1300.00
		<u>32951.60</u>	<u>17664.99</u>	<u>50616.59</u>	<u>46724.93</u>
Expenditure					
Management & Admin	3	35303.28	9046.00	44349.28	40998.76
Utilities		911.66	441.50	1353.16	1141.73
Educational Resources & Training		97.50		97.50	520.57
Rent	4	4875.00	1625.00	6500.00	6500.00
Equipment purchased	5	0.00	954.26	954.26	1653.50
		<u>41187.44</u>	<u>12066.76</u>	<u>53254.20</u>	<u>50814.56</u>
Net Income for the year		-8235.84	5598.23	-2637.61	-4089.63
Total funds brought forward		17022.78	391.18	17413.96	21503.59
Transfer between funds		200.20	-200.20	0.00	
Total funds carried forward		<u>8987.14</u>	<u>5789.21</u>	<u>14776.35</u>	<u>17413.96</u>

The statement of financial activities contains all gains and losses recognised during the year
All incoming resources and resources expended derive from continuing activities.

Balance Sheet as at 31st March 2008

	Total 2008	Total 2007
Current Assets		
CAF Bank	16357.74	17264.22
Cash	<u>43.61</u>	<u>149.74</u>
	16401.35	17413.96
Fixed Assets	<u>809.48</u>	<u>850.50</u>
Total Assets	17210.83	18264.46
Less Liabilities	<u>0.00</u>	<u>0.00</u>
Net Assets	<u><u>17210.83</u></u>	<u><u>18264.46</u></u>
Represented by		
Unrestricted funds	9796.60	17873.26
Restricted funds	<u>7414.23</u>	<u>391.20</u>
	<u><u>17210.83</u></u>	<u><u>18264.46</u></u>

For the year ended 31st March 2008, the company was entitled to exemption under section 249a(1) of the Companies Act 1985

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 249(b)2.

The directors acknowledge their responsibility for:-

- 1 Ensuring that the company keeps accounting records which comply with section 221 and
- 2 Preparing such accounts as give a fair view of the state of affairs of the company as at the end of its profit and loss end financial year in accordance with section 226 and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company.

Approved by the Trustees on 20th May 2008, and signed on their behalf by
Carole A Rutherford (Chair)

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Statement of Restricted funds

	Notes	As at 1/4/07 £	Income £	Expenditure £	Carried Forward 31/3/08 £
BIG Lottery	6	0.00	15000.00	9116.15	5883.85
Cumbria County Council N'hood Forums					
Office Equipment/Expenses Fund		0.00	1875.00	344.62	1530.38
Publicity Materials Fund		115.28	0.00	115.28	0.00
Volunteer Expenses Fund		75.72	0.00	75.72	0.00
Kitchen Equipment Fund	7	54.28	0.00	54.28	0.00
Independent Living Skills Fund	7	145.92	0.00	145.92	0.00
Church Urban Fund	8	0.00	789.99	789.99	0.00
Total		391.20	17664.99	10641.96	7414.23

Notes forming part of the financial statements for the year ended 31st March 2008

1 Accounting Policies:

(a) Basis of preparation.

The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in February 2005 and applicable accounting standards.

The charity has availed itself of paragraph 3 (3) of Schedule 4 of the Companies Act and adapted the Companies Act formats to reflect the special nature of the charity's activities.

(b) Company status

The charity is a company limited by guarantee. The members of the company are the trustees named on page 3. In the event of the company being wound up, the liability in respect of the guarantee is limited to £10 per member of the charity.

(c) Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors.

(d) Tangible fixed assets

The company does not possess any fixed assets of any realistic realisable value. The rented office and the drop-in centre are mostly furnished with well used items obtained originally at very little cost. See note 6 below regarding depreciation.

2 Grants received:

BIG Lottery	15000.00	(for agreed budget)
Church Urban Fund	789.99	(towards Office Equipment)
Cumbria County Council N'hood Forums	1875.00	(towards Office Equipment/Exp)
Tudor Trust	20000.00	(unrestricted)
Francis C Scott Charitable Trust	10000.00	(unrestricted)
Total	<u>47664.99</u>	

3 The Management & Admin figure includes the salaries of the three employees of the charity (one full time and two part time) totalling £36678.18. (The second part time worker commenced employment towards the end of the year on 10th March 2008.)

4 The property occupied by the charity (first and second floor rooms) is leased at a rental of £6500 per annum.

5 The charity purchased three used desks and chairs, a filing cabinet, a photocopier and a vacuum cleaner at a total cost of £954.26. Depreciation has been calculated to see the book value cleared within the expected useful life of the items concerned.

6. Expenditure of the BIG Lottery grant is restricted to the forecast figures agreed with BIG Lottery.

7 The surplus funds have been transferred to the general (unrestricted) fund by agreement with the grantees.

8 The final tranche of the grant from the Church Urban Fund has been utilised for the purchase of office equipment (mainly a photocopier) by agreement.

9 The trustees neither received nor waived any emoluments during the year. Out of pocket expenses were reimbursed to two trustees totalling £96.90.

10 Analysis of Net Assets between funds

	Restricted funds £	Unrestricted funds £	Total £
Fund Balances as at 31March 2008 are represented by:			
Tangible fixed assets	0.00	809.48	809.48
Investments	0.00	0.00	0.00
Current assets	7414.23	8987.12	16401.35
Current liabilities	0.00	0.00	0.00
Long term liabilities	0.00	0.00	0.00
Total Net Assets	<u>7414.23</u>	<u>9796.60</u>	<u>17210.83</u>