

Community Projects Carlisle

(A company limited by guarantee)

Report and Financial Statements

Year ended: 31 March 2006

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)
J K Burrow
E Lippiatt
M L Richardson
G L Ridgewell
C J Laxon

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 2006

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 2006.

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 technical college, a Community Centre 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 1480 young people received help and assistance; (the previous year, 1022). The charity's limited staff resources has again come under pressure resulting from this increase in demand for the *Key* facility. However, the funding received from Connexions Cumbria has to some extent alleviated this problem, by enabling extra staff resources to be provided during weekday mornings (for help and advice by appointment) Apart from the assistance mentioned above, fifty eight young people 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.

Carlisle Nightstop

The charity, which is affiliated to the national charity 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 20 Nightstop referrals from approved agencies were processed and from these 11 young people were offered accommodation. In the event only five took up the offer. The main reason for young people declining the offered accommodation appeared to be that friends provided an alternative bed for the night at “the last moment”. As the demand for the Nightstop facility continues to decline, particularly after normal office hours and at weekends, the evening and weekend referral facility was withdrawn during the year.

Workshops

Regular workshops on homelessness have taken place and the trustees believe this preventative advice work is having a beneficial affect on potential “home leavers” resulting in a fall in the number of Nightstop referrals. The charity is also involved with Carlisle Youth Offending Team and has provided workshops on a more individual basis to young people linked to the Intensive Supervision Surveillance Programme. During the year forty five workshops have been delivered.

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.

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 31/3/07 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.

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

This report approved by the Trustees on 16th May 2006 and signed by CA Rutherford (Chair)

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Statement of Financial Activities for the year ended 31st March 2006

	Notes	Unrestricted £	Restricted £	Total 2006 £	Total 2005 £
Income					
Donations		2127.88	0.00	2127.88	700.73
Grants	2	16500.00	14556.25	31056.25	37962.18
Fees	3	1325.00	0.00	1325.00	1250.79
Rent	4	25.00	0.00	25.00	3155.49
Bank Interest		985.32	0.00	985.32	1312.20
Sundries		201.65	0.00	201.65	37885.25
		<u>21164.85</u>	<u>14556.25</u>	<u>35721.10</u>	<u>82266.64</u>
Expenditure					
Management & Admin	5	18448.96	18894.73	37343.69	37667.93
Utilities		1009.22	0.00	1009.22	1565.25
Educational Resources & Training		108.74	0.00	108.74	105.59
Skills for Working Futures		0.00	0.00	0.00	2047.55
Rent	6	1500.00	5000.00	6500.00	8508.59
Depreciation	7	588.95	0.00	588.95	1038.64
		<u>21655.87</u>	<u>23894.73</u>	<u>45550.60</u>	<u>50933.55</u>
Net Income for the year		-491.02	-9338.48	-9829.50	31333.09
Total funds brought forward		15469.28	15863.81	31333.09	0.00
Transfer between funds	8	<u>6156.03</u>	<u>-6156.03</u>		
Total funds carried forward		<u>21134.29</u>	<u>369.30</u>	<u>21503.59</u>	<u>31333.09</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 2006

	Total 2006	Total 2005
Current Assets		
CAF Bank	21362.57	31293.09
Cash	<u>141.02</u>	<u>40.00</u>
	21503.59	31333.09
Other Assets	<u>0.00</u>	<u>0.00</u>
Total Assets	21503.59	31333.09
Less Liabilities	<u>0.00</u>	<u>0.00</u>
Net Assets	<u><u>21503.59</u></u>	<u><u>31333.09</u></u>
Represented by		
Unrestricted funds	21134.29	15469.28
Restricted funds	<u>369.30</u>	<u>15863.81</u>
	<u><u>21503.59</u></u>	<u><u>31333.09</u></u>

For the year ended 31st March 2006, 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 16th May 2006, and signed on their behalf by
Carole A Rutherford (Chair)

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Statement of Restricted funds

	Notes	As at 1/4/06	Income	Expenditure	Carried Forward 31/3/06
		£	£	£	£
Publicity Materials Fund		205.10	0.00	62.85	142.25
Cumbria Community Foundation Fund	9	1181.97	0.00	1181.97	0.00
Northern Rock Foundation Fund	9	8019.69	0.00	8019.69	0.00
Volunteer Expenses Fund		246.74	0.00	73.97	172.77
Kitchen Equipment Fund		54.28	0.00	0.00	54.28
Telephone & Other costs Fund	10	0.00	962.50	962.50	0.00
Church Urban Fund	11	0.00	5000.00	5000.00	0.00
Connexions Cumbria Fund	9	0.00	8593.75	8593.75	0.00
		9707.78	14556.25	23894.73	369.30
Partnership Independence Programme Fund - transfer to Unrestricted funds	8	6156.03	0.00	6156.03	0.00
Total		15863.81	14556.25	30050.76	369.30

Notes forming part of the financial statements for the year ended 31st March 2006

1 Accounting Policies:

(a) Basis of preparation.

The financial statements have been prepared in accordance with the Statement of Recommended Practise (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 furnished with well used items obtained originally at very little cost. See note 7 below regarding depreciation.

2 Grants received:

Connexions Cumbria	8593.75	(towards salaries)
Church Urban Fund	5000.00	(rent)
Cumbria County Council N'hood Forums	962.50	(various office expenses)
Garfield Weston Foundation	3000.00	(unrestricted)
Francis C Scott Charitable Trust	10000.00	(unrestricted)
NE & Cumbria Co-op members	500.00	(towards Computer)
Henry Smith Charity	3000.00	(unrestricted)
Carlisle City Council	<u>1000.00</u>	(unrestricted)
Total	<u>31056.25</u>	

3 Fee Income: Workshops provided to young people under the supervision of the Carlisle Youth Offending Service and the supervision/guidance for young people on attachment as part of the New Deal Programme/Job

4 Rent received: This has resulted from a casual rent of a room at the registered office of the charity. (The rent received in the previous financial year includes amounts from occupants of the house within the Partnership Independence Programme. This ceased when the programme was discontinued.)

- 5 The Management & Admin figure includes the salaries of the two employees of the charity (one full time and one part time) totalling £31588.70
- 6 The property occupied by the charity (first and second floor rooms) is leased at a rental of £6500 per annum.
- 7 The charity purchased a Laptop computer and fax machine during the year (£588.95) and the book value has been written off to Depreciation in one amount in view of the rapidly decreasing cost of such equipment.
- 8 The balance of the Partnership Independence Programme restricted fund has been transferred to unrestricted funds following permission from the grantees.
- 9 Grants restricted to, and utilised for, Salary costs.
- 10 Grant received from Cumbria County Council Neighbourhood Forum.
- 11 Grant received towards rent costs.
- 12 The trustees neither received nor waived any emoluments during the year. Out of pocket expenses were reimbursed to two trustees totalling £30.92.
- 13 Analysis of Net Assets between funds

	Restricted funds £	Unrestricted funds £	Total £
Fund Balances as at 31March 2006 are represented by:			
Tangible fixed assets	0.00	0.00	0.00
Investments	0.00	0.00	0.00
Current assets	369.30	21655.87	21503.59
Current liabilities	0.00	0.00	0.00
Long term liabilities	0.00	0.00	0.00
Total Net Assets	369.30	21655.87	21503.59