

# **Community Projects Carlisle**

(A company limited by guarantee)

## **Report and Financial Statements**

**Year ended: 31 March 2007**

Charity no: 1099610  
Company no: 4793697

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<b>Contents</b>	<b>Page</b>
Administrative Information	3
Report of the Trustees	4
Statement of Financial Activities	6
Balance Sheet	7
Statement of Restricted funds	8
Notes to the Financial Activities	9

## **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, (resigned 20<sup>th</sup> June 2006)

E Lippiatt

M L Richardson

G L Ridgewell

C J Laxon

L Patrick (Elected 20<sup>th</sup> June 2006 and resigned 20<sup>th</sup> February 2007)

L A Brown (Elected 20<sup>th</sup> June 2006)

### **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 31<sup>st</sup> 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 10<sup>th</sup> June 2003. It is governed by its Memorandum and Articles of Association

On the 1<sup>st</sup> 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 2209 young people received help and assistance; (the previous year, 1480). The charity's limited staff resources have again come under pressure resulting from this increase in demand for the Key facility.

One hundred and two young people (58 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

## **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 Seven Nightstop referrals from approved agencies were processed and from these seven young people were offered accommodation. In the event, while initially accepting the offer of accommodation, not one young person 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”. In the light of these circumstances the directors are currently reviewing the Nightstop service CPC offers.

## **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. During the year thirty five workshops have been delivered to schools and young offenders.

## **Employees**

The present paid staff level of one full time member and one part time member is currently under review due to the increased numbers of young people attending KEY.

## **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 ten people enquired about becoming a volunteer with CPC and five 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 31/3/07 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 was approved by the Trustees on 15th May 2007 and signed by CA Rutherford (Chair)

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## Statement of Financial Activities for the year ended 31<sup>st</sup> March 2007

	Notes	Unrestricted £	Restricted £	Total 2007 £	Total 2006 £
<b>Income</b>					
Donations		1432.92	0.00	1432.92	2127.88
Grants	2	35000.00	7432.34	42432.34	31056.25
Fees	3	400.00	0.00	400.00	1325.00
Rent			0.00	0.00	25.00
Bank Interest		1159.67	0.00	1159.67	985.32
Sundries	11	1300.00	0.00	1300.00	201.65
		<u>39292.59</u>	<u>7432.34</u>	<u>46724.93</u>	<u>35721.10</u>
<b>Expenditure</b>					
Management & Admin	4	39454.49	1544.27	40998.76	37343.69
Utilities		1141.73	0.00	1141.73	1009.22
Educational Resources & Training		141.49	379.08	520.57	108.74
Rent	5	1500.00	5000.00	6500.00	6500.00
Equipment purchased	6	1249.08	404.42	1653.50	588.95
		<u>43486.79</u>	<u>7327.77</u>	<u>50814.56</u>	<u>45550.60</u>
Net Income for the year		-4194.20	104.57	-4089.63	-9829.50
Total funds brought forward		21134.29	369.30	21503.59	31333.09
Transfer between funds		<u>82.69</u>	<u>-82.69</u>	<u>0.00</u>	
Total funds carried forward		<u>17022.78</u>	<u>391.18</u>	<u>17413.96</u>	<u>21503.59</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 31<sup>st</sup> March 2007**

	Total 2007	Total 2006
<b>Current Assets</b>		
CAF Bank	17264.22	21362.57
Cash	149.74	141.02
	<u>17413.96</u>	<u>21503.59</u>
<b>Fixed Assets</b>	850.50	0.00
Total Assets	18264.46	21503.59
Less Liabilities	0.00	0.00
<b>Net Assets</b>	<u>18264.46</u>	<u>21503.59</u>
<b>Represented by</b>		
Unrestricted funds	17873.26	21134.29
Restricted funds	391.20	369.30
	<u>18264.46</u>	<u>21503.59</u>

For the year ended 31<sup>st</sup> March 2007, 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 15<sup>th</sup> May 2007, 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 31/3/07 £
Publicity Materials Fund		142.25	0.00	26.97	115.28
Independent Living Skills fund	10	0.00	500.00	354.08	145.92
Volunteer Expenses Fund		172.77	0.00	97.05	75.72
Various specified Office Items	8	0.00	766.00	766.00	0.00
Kitchen Equipment Fund		54.28	0.00	0.00	54.28
Church Urban Fund	9	0.00	5000.00	5000.00	0.00
Connexions Cumbria Fund	7	0.00	781.25	781.25	0.00
Total		369.30	7047.25	7025.35	391.20

## Notes forming part of the financial statements for the year ended 31<sup>st</sup> March 2007

### 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 many 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:

Connexions Cumbria	781.25	(towards salaries)
Church Urban Fund	5000.00	(towards rent)
Cumbria County Council N'hood Forums	766.00	(various office expenses)
Tudor Trust	20000.00	(unrestricted)
Francis C Scott Charitable Trust	10000.00	(unrestricted)
Youth Offending Service Team	5000.00	(unrestricted)
Carlisle Local Partnership	500.00	(for Independent Living Skills)
Cumbria Community Foundation	<u>385.09</u>	(washing machine + extras)
Total	<u>42432.34</u>	

3 Fee Income: Workshops provided to young people under the supervision of the Carlisle Youth Offending Service Team.

4 The Management & Admin figure includes the salaries of the two employees of the charity (one full time and one part time) totalling £34,960.66

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

6 The charity purchased a refrigerator, freezer, washing machine, chairs and a computer printer during the year (£653.50) and was awarded a computer from BT Community Awards scheme (£1000) .Depreciation has been calculated to see the book value cleared within the expected useful life of the items concerned.

7 Grant restricted to, and utilised towards, Salary costs.

8 Grants received from Cumbria County Council Neighbourhood Forums.

9 Grant received from Church Urban Fund towards rent costs.

10 Grant awarded by “Developing Youth Work in Cumbria”/Carlisle Local Partnership (Cumbria County Council)

11 Includes a notional figure of £1000 relating to the value of the award of computer from BT Community Awards Scheme.

12 The trustees neither received nor waived any emoluments during the year. Out of pocket expenses were reimbursed to one trustee totalling £20.00.

13 Analysis of Net Assets between funds

	Restricted funds £	Unrestricted funds £	Total £
Fund Balances as at 31March 2007 are represented by:			
Tangible fixed assets	0.00	850.50	850.50
Investments	0.00	0.00	0.00
Current assets	369.30	17044.66	17413.96
Current liabilities	0.00	0.00	0.00
Long term liabilities	0.00	0.00	0.00
Total Net Assets	369.30	17895.16	18264.46