

Community Projects Carlisle

(A company limited by guarantee)

Report and Financial Statements

Year ended: 31 March 2011

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:-

F. Powley (**Chair**)

E S Causey (Treasurer)

C A Rutherford,

E Lippiatt

P Ryan

Rev D Hasson

G L Ridgewell

B Leather (Appointed November 2010)

J Wardlow (Appointed January 2011) (Resigned June 2011)

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

Valerie Young F.C.A

Report of the Trustees for the year ended 31 March 2011

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 2011

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 bi-monthly to review the work undertaken and to progress the objectives and aims of the charity.

During the year the charity's main activities undertaken for the benefit of the public were delivered in four main ways: - the "KEY" drop-in advice centre (see below); Carlisle Nightstop (see below); the "In Need Support" which provides practical support, by the provision of clothing, food etc. and the Workshops which deliver preventative and Independent Living advice to young people in local secondary schools and other groups.

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 offers 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 2539 young people received help and assistance; The charity's limited staff resources have again come under pressure resulting from this increase in demand for the KEY facility.

Four hundred and seventy eight in severe hardship were also assessed for In Need Support which was given within KEY by a mixture of the provision of laundry facilities, a change of clothes and/or assistance with an emergency supply of food. There were one hundred and fifty nine presentations as homeless.

Carlisle Nightstop

The charity, which is affiliated to the national charity Depaul UK, provides emergency overnight accommodation within the Carlisle area to young people who would otherwise have been “left on the streets”. This is 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 we offered seven young people accommodation .We continue to promote this service. We now have two host families.

Employees

Our staff team remains at four employees: one Project Manager, who is Full Time, and three Part Time Project Workers.

Volunteers / Students

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 fifteen people enquired about becoming a volunteer with CPC and four people went on to become volunteers.

We have also hosted 2 Students on placement from the University of Cumbria.

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 31/3/11 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 funding ended in February 2011 and the Trustees have been actively seeking continuation funding. We have so far been successful in obtaining funding from various Grant making Trusts (see page 8) and await decisions from other funding organisations. A joint bid to the Big Lottery with Carlisle Law Centre was unsuccessful and we are looking to submit a funding application to the Big Lottery on our own.

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

This report was approved by the Trustees on Date _____ and signed by F. Powley
(Chair)

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Statement of Financial Activities for the year ended 31st March 2011

	Notes	Unrestricted £	Restricted £	Total 2010 £	Total 2010 £
Income					
Donations		3048.44		3048.44	5202.40
Grants	2		69254.27	70779.27	67203.00
Grants for young people			1525.00	1525.00	
Rent					
Bank Interest		33.67		33.67	24.68
Sundries		8028.17		6469.50	6944.45
		<u>11076.61</u>	<u>70779.27</u>	<u>81855.88</u>	<u>79374.53</u>
Expenditure					
Management & Admin	3	10212.86	54826.51	65039.37	62979.41
Utilities			1894.09	1894.09	1821.46
Educational Resources & Training			990.63	990.63	609.40
Rent	4		6500.00	6500.00	6500.00
Depreciation	5	752.55		752.55	779.92
Young People's Expenses			1374.95	1374.95	
		<u>10965.41</u>	<u>65586.18</u>	<u>76551.59</u>	<u>72690.19</u>
Net Income for the year		111.20	5193.09	5304.29	6684.34
Total funds brought forward		10815.37	15247.43	26062.80	19378.46
Transfer between funds		0.00	0.00	0.00	0.00
		<u>10926.57</u>	<u>20440.52</u>	<u>31367.09</u>	<u>26062.80</u>
Total funds carried forward		<u>10926.57</u>	<u>20440.52</u>	<u>31367.09</u>	<u>26062.80</u>

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

Balance Sheet as at 31st March 2011

	Total 2011	Total 2010
Fixed Assets		
Tangible Assets	1385.34	1188.30
Current Assets		
CAF Bank	28223.00	26597.00
Cash	0.00	2.03
	<u>28223.00</u>	<u>26599.03</u>
 Plus Debtors		
Invoice UNI04	2800.00	
 Less Current Liabilities		
Creditors- Amounts falling due within one year	1041.25	<u>1724.53</u>
 Net Current Assets	<u>29981.75</u>	<u>24874.50</u>
Net Assets	<u><u>31367.09</u></u>	<u><u>26062.80</u></u>
 Represented by		
Unrestricted funds	10926.57	10815.37
Restricted funds	<u>20440.52</u>	<u>15247.43</u>
	<u><u>31367.09</u></u>	<u><u>26062.80</u></u>

For the year ended 31st March 2011 the company is entitled to exemption under section 477 of the Companies Act 2006

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies' regime.

Approved by the Trustees on
Fiona Powley (Chair)

, and signed on their behalf by

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Statement of Restricted funds

Notes	As at 1/4/10	Income	Expenditure	Carried Forward 31/3/11
	£	£	£	£
BIG Lottery	247.43	16401.00	16648.43	0.00
Frances Scott Charitable Fund	15000.00	15000.00	12492.38	17507.62
Proven Family Trust	0.00	300.00	300.00	0.00
Lloydstsb Foundation	0.00	20000.00	20000.00	0.00
Hadfield Trust – Capital Grant	0.00	1506.61	1506.61	0.00
Hadfield Trust – Income Grant	0.00	1493.39	1000.00	493.39
Northern Rock Foundation	0.00	15000.00	14326.03	673.97
Co-operative	0.00	2584.88	819.34	1765.54
Total	15247.43	72285.88	67092.79	20440.52

Notes forming part of the financial statements for the year ended 31st March 2011

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 5 below regarding depreciation.

2 Donations and Grants received:

Grants – Big Lottery – now ceased	£1,6401.00
Frances Scott Charitable Fund	£15,000.00
Proven Family Trust	£300.00
Lloydstsb Foundation	£20,000.00
Hadfield Trust – Revenue and Capital Expenses	£3,000.00
Northern Rock Foundation	£15,000
Co-operative	£2,584.88
Donations – Church Donations	£708.35
Cumbria Newspapers	£300.00
Rotary Club	£110.09
United Biscuits	£250.00
Cumbria Youth Offenders	£60.00
Sundry Donations	£1,620.00

3 The Management & Admin figure includes the salaries of the four employees of the charity (one full time and three part time) and Pension Contribution for the full time employee totalling £50,854.46.

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 computer equipment, CTV camera and carpets totalling £2,136.08. The Hadfield Trust had granted us £2,000 towards capital purchases.

Depreciation has been provided on all fixed assets at rates estimated to write off the value of the asset over its useful life.

6 The trustees neither received nor waived any emoluments during the year.