

# **Community Projects Carlisle**

(A company limited by guarantee)

## **Report and Financial Statements**

**Year ended: 31 March 2010**

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:-

G L Ridgewell (Chair)

E S Causey (Treasurer) (Appointed September 2009)

C A Rutherford,

E Lippiatt

P Ryan

Rev D Hasson

F. Powley (Appointed February 2010)

### **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 2010**

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 2010

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 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."

Community Projects Carlisle embarked on a joint venture agreement with Centrepoin in 2009 and this ended in February 2010. The Project benefitted from working with a nationally recognised Agency and through this we were able to develop our Paperwork systems and access training for staff and Trustees.

### **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 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" provides practical support, by the provision of clothing, food etc. and the Workshops deliver preventative and Independent Living advice to young people in local secondary school's.

### **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 3353 young people received help and assistance; (the previous year, 2861). The charity's limited staff resources have again come under pressure resulting from this increase in demand for the KEY facility.

Six hundred and eighteen (534 last year) 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 Three hundred and forty four 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 ten young people accommodation and we successfully accommodated one young person for 3 days who was then accommodated as a lodger. We continue to promote this service. We now have three host families.

## **Employees**

Our staff team remains at three employees: one Project Manager, who is Full Time, and two 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 ten people enquired about becoming a volunteer with CPC and four people went on to become volunteers.

We have also hosted 3 Students on placement from Carlisle College and 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 31/3/10 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 ends in November 2010 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. We are also in communication with Carlisle Law Centre and we are looking to submit a joint bid to the Big Lottery – reaching Communities for a Young persons Rights worker. .

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

This report was approved by the Trustees on 20th July 2010 and signed by G L Ridgewell  
(Chair)

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## Statement of Financial Activities for the year ended 31<sup>st</sup> March 2010

	Notes	Unrestricted £	Restricted £	Total 2010 £	Total 2009 £
<b>Income</b>					
Donations		3702.40	1500.00	5202.40	2645.70
Grants		0.00	67203.00	67203.00	59333.00
Rent					
Bank Interest		24.68		24.68	695.51
Sundries		6944.45		6944.45	
	2	<u>10671.53</u>	<u>68703.00</u>	<u>79374.53</u>	<u>62674.21</u>
<b>Expenditure</b>					
Management & Admin	3	10333.92	52645.49	62979.41	51729.90
Utilities		0.00	1821.46	1821.46	1530.87
Educational Resources & Training		0.00	609.40	609.40	60.99
Rent	4	0.00	6500.00	6500.00	6500.00
Depreciation	6	0.00	779.92	779.92	684.82
		<u>10333.92</u>	<u>62356.27</u>	<u>72690.19</u>	<u>60506.58</u>
Net Income for the year		337.61	6346.73	6684.34	2167.63
Total funds brought forward		10477.76	8900.70	19378.46	17210.83
Transfer between funds		0.00	0.00	0.00	0.00
Total funds carried forward		<u>10815.37</u>	<u>15247.43</u>	<u>26062.80</u>	<u>19378.46</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 31<sup>st</sup> March 2009**

	Total 2010	Total 2009
<b>Fixed Assets</b>		
Tangible Assets	1188.30	646.68
<b>Current Assets</b>		
CAF Bank	26597.00	21430.90
Cash	<u>2.03</u>	<u>43.61</u>
	26599.03	21474.51
 <b>Less Current Liabilities</b>		
Creditors- Amounts falling due within one year	<u>1724.53</u>	<u>2742.73</u>
 Net Current Assets	<u>24874.50</u>	<u>18731.78</u>
<b>Net Assets</b>	<u><u>26062.80</u></u>	<u><u>19378.46</u></u>
 <b>Represented by</b>		
Unrestricted funds	10815.37	10477.76
Restricted funds	<u>15247.43</u>	<u>8900.70</u>
	<u><u>26062.80</u></u>	<u><u>19378.46</u></u>

For the year ended 31<sup>st</sup> March 2010 the company is 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 of the Act and
- 2 Preparing such accounts as give a true and fair view of the state of affairs of the company as at the end of its financial year in accordance with section 226(2) and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company.

These accounts are prepared in accordance with the special provisions of part vii of the Companies Act 1985 relating to small companies.

Approved by the Trustees on  
Graeme L Ridgwell (Chair)

, and signed on their behalf by

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## Statement of Restricted funds

	Notes	As at 1/4/09 £	Income £	Expenditure £	Carried Forward 31/3/10 £
BIG Lottery	7	7173.53	52203.00	59129.10	247.43
CCC Neighbourhood Forum		602.17	1500.00	2102.17	0.00
Church Urban Fund		1125.00	0.00	1125.00	0.00
Frances Scott Charitable Fund			15000.00	0.00	15000.00
<b>Total</b>		<b>8900.70</b>	<b>68703.00</b>	<b>62356.27</b>	<b>15247.43</b>

## Notes forming part of the financial statements for the year ended 31<sup>st</sup> March 2010

### 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 Donations and Grants received:

Grants – BIG Lottery	£52,203.00
Frances Scott Charitable Fund	£15,000.00
Donations – Church Donations	£1,108.40
Cumbria Community Foundation	£800.00
Cumbria County Council	£700.00
Cumberland Building Society	£500.00
Pirelli Ltd	£100.00
Sundry Donations	£1994.00

3 The Management & Admin figure includes the salaries of the three employees of the charity (two full time and one part time) totalling £44127.95 and Pension Contribution for Full time employee.

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 a computer and printer during the year costing £1,243.75.

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

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

7 The trustees neither received nor waived any emoluments during the year. Out of pocket expenses were reimbursed to one trustee totalling £27.00.

8 A volunteer was reimbursed £17.20 for travelling expenses.