

**SOUTHAMPTON AREA CO-OPERATIVE
DEVELOPMENT AGENCY**

A COMPANY LIMITED BY GUARANTEE

FINANCIAL STATEMENTS

**FOR THE YEAR ENDED
31 MARCH 2000**

COMPANY NUMBER 2028621



SOUTHAMPTON AREA CO-OPERATIVE DEVELOPMENT AGENCY
FOR THE YEAR ENDED 31 MARCH 2000

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SOUTHAMPTON AREA CO-OPERATIVE DEVELOPMENT AGENCY

REPORT OF THE DIRECTORS

FOR THE YEAR ENDED 31 MARCH 2000

The directors present their report with the Financial Statements of the company for the year ended 31 March 2000.

PRINCIPAL ACTIVITY

The Principal activity of the company in the year under review was the promotion of co-operatives and common ownership enterprises within industry and commerce through business counselling, training and education.

REVIEW OF BUSINESS

Co-operative Development Services were funded by Economic Development Services during April and May.

Southampton Area Co-operative Development Agency (SACDA), in partnership, with Southampton City Council and Southampton Voluntary Services carried out a capacity building project for the Southampton Voluntary Sector, funded by European Social Fund money under Objective 3 Priority 4.

SACDA worked with partners from Ireland, Italy and Belgium to develop and deliver a training programme aimed at start-up social firms.

SACDA continued to work on Luton Borough Council's European ADAPT programme, contributing to a model of best practice for co-operative development agencies.

Business counselling, training and education for co-operatives and common ownership business was delivered throughout the year by Co-operative Assistance Network.

DIRECTORS

The directors who held office in the year to 31 March 2000 were as follows:

G Mitchell	(Chairman)
C C Funnell	(Resigned May 1999)
K Killander	
N Packer	
B J Titley	
A Moran	

SOUTHAMPTON AREA CO-OPERATIVE DEVELOPMENT AGENCY

**REPORT OF THE DIRECTORS
(CONTINUED)**

FOR THE YEAR ENDED 31 MARCH 2000

AUDITORS

A resolution to re-appoint Abraham & Dobell as auditors for the ensuing year will be proposed at the Annual General Meeting in accordance with Section 385 of the Companies Act 1985.

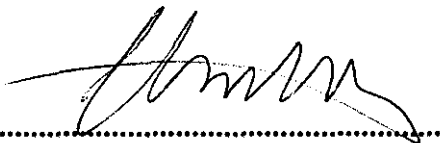
SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

REGISTERED OFFICE

12 Bellevue Road
Southampton
SO15 2AY

Approved by the Board of Directors on 13 December 2000



.....
DIRECTOR

**AUDITOR'S REPORT TO THE MEMBERS OF
SOUTHAMPTON AREA CO-OPERATIVE DEVELOPMENT AGENCY
FOR THE YEAR ENDED 31 MARCH 2000**

We have audited the Financial Statements on pages 4 to 10, which have been prepared under the historical cost convention and the accounting policies set out on page 6 to 7.

RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND AUDITORS

As described in the Notes to the Financial Statements, the company's directors are responsible for the preparation of Financial Statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

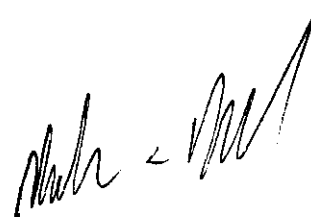
BASIS OF OPINION

We conducted our audit in accordance with auditing standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amount and disclosures in the Financial Statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the Financial Statements and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the Financial Statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the Financial Statements.

OPINION

In our opinion, the Financial Statements give a true and fair view of the state of affairs of the company as at 31 March 2000 and of its deficit for the year then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985.



**Abraham & Dobell
Chartered Accountants and
Registered Auditors
230 Shirley Road
Southampton
SO15 3HR**

Date: 13 December 2000

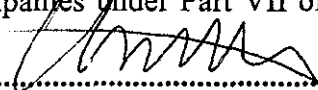
SOUTHAMPTON AREA CO-OPERATIVE DEVELOPMENT AGENCY

BALANCE SHEET

AS AT 31 MARCH 2000

	Notes	£	2000 £	£	1999 £
FIXED ASSETS					
Tangible assets	3		2,767		3,602
CURRENT ASSETS					
Debtors and prepayments	4	17,140		14,419	
Cash at bank and in hand		360		35	
Work in progress		33,745		8,992	
			51,245	23,446	
CREDITORS: Amounts falling					
due within one year	5	47,454		26,448	
NET CURRENT ASSETS/(LIABILITIES)			3,791		(3,002)
Creditors: Amounts falling due after					
more than one year	6		10,106		-
			£(3,548)		£600
CAPITAL AND RESERVES					
Revenue reserves	7		(5,923)		(1,400)
Other reserves	8		2,375		2,000
			£(3,548)		£600

These Financial Statements have been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

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DIRECTOR

Approved by the Board of Directors on 13 December 2000

The notes on pages 6 to 10 form part of these Financial Statements

SOUTHAMPTON AREA CO-OPERATIVE DEVELOPMENT AGENCY

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2000

	Notes	2000 £	1999 £
INCOME	9	35,747	93,595
EXPENDITURE			
Project costs		24,017	66,947
Administrative expenses		16,253	35,253
		<u>40,270</u>	<u>102,200</u>
(DEFICIT) OF INCOME OVER EXPENDITURE BEFORE TAXATION	10	(4,523)	(8,605)
Taxation	11	-	-
		<u>-</u>	<u>-</u>
(DEFICIT) OF INCOME OVER EXPENDITURE AFTER TAXATION	7	(4,523)	(8,605)
(DEFICIT)/SURPLUS OF INCOME OVER EXPENDITURE BROUGHT FORWARD	7	(1,400)	7,205
		<u>-</u>	<u>-</u>
(DEFICIT) OF INCOME OVER EXPENDITURE AT 31 MARCH 2000	7	£(5,923)	£(1,400)
		<u>-</u>	<u>-</u>

The company has no recognized gains or losses other than the results for the year.

All of the activities of the company are classed as continuing.

The notes on pages 6 to 10 form part of these Financial Statements

SOUTHAMPTON AREA CO-OPERATIVE DEVELOPMENT AGENCY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2000

1. **DIRECTORS' RESPONSIBILITIES**

Company law requires directors to prepare Financial Statements for each financial year, which give a true and fair view of the company's state of affairs at the end of the year and profit or loss for the year then ended.

In preparing those Financial Statements, the directors are required to select suitable accounting policies, as described below, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The directors must also prepare the Financial Statements on the going concern basis, unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the Financial Statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and, hence, for taking reasonable steps for the prevention and detection of fraud and other irregularities.

2. **ACCOUNTING POLICIES**(a) **Basis of Accounting**

The Financial Statements have been prepared under the historical cost convention.

(b) **Income**

Income represents grants receivable, interest received, donations and other income. Grants and European Social Funds are accounted for in income on the accruals basis.

(c) **Tangible Fixed Assets**

Depreciation is provided at the following annual rates in order to write-off each asset over its estimated useful life:

Office equipment and fixtures	15%	Written Down Value
Computer Equipment	25%	Written Down Value

SOUTHAMPTON AREA CO-OPERATIVE DEVELOPMENT AGENCY

NOTES TO THE FINANCIAL STATEMENTS
(CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2000

2. ACCOUNTING POLICIES (CONTINUED)

(d) Format of Accounts

As allowed by Section 227 of the Companies Act 1985 the company, being non-trading, has prepared an Income and Expenditure Account instead of a Profit and Loss Account.

Schedule 4 of the Companies Act 1985 has, therefore, not been complied within relation to the Profit and Loss Account. The directors have departed from Schedule 4 in preparing an Income and Expenditure Account in order not to give misleading information regarding the company's activities which are non-profit making.

(e) Cash Flow Statement

The directors have taken advantage of the exemption in Financial Reporting Standard No 1 from including a Cash Flow Statement in the Financial Statements, on the grounds that the company is small.

3. TANGIBLE FIXED ASSETS

	Computer Equipment £	Office Equipment & Fixtures £	Total £
Cost			
At 1 April 1999	13,326	1,816	15,142
	_____	_____	_____
At 31 March 2000	13,326	1,816	15,142
	_____	_____	_____
Depreciation			
At 1 April 1999	10,372	1,168	11,540
Charge for the year	738	97	835
	_____	_____	_____
At 31 March 2000	11,110	1,265	12,375
	_____	_____	_____
Written Down Values			
At 31 March 2000	£2,216	£551	£2,767
	_____	_____	_____
At 31 March 1999	£2,954	£648	£3,602
	_____	_____	_____

There were no capital commitments contracted for, nor authorized and not contracted for, at the Balance Sheet date.

SOUTHAMPTON AREA CO-OPERATIVE DEVELOPMENT AGENCY

NOTES TO THE FINANCIAL STATEMENTS
(CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2000

4. DEBTORS

	2000	1999
	£	£
Other debtors	13,624	12,294
Prepayments	3,516	2,125
	£17,140	£14,419

5. CREDITORS: Amounts falling due within one year

	2000	1999
	£	£
Bank overdraft	4,658	8,604
Social Security	-	1,027
Other creditors	36,591	9,937
Accruals and deferred income	6,205	6,880
	£47,454	£26,448

6. CREDITORS: Amounts falling due after more than one year

During the year the company contracted for services from Co-operative Assistance Network Limited. Services to the value of £10,106 were not paid and it was agreed that this would be treated as a loan from Co-operative Assistance Network Limited. This would be repaid by mutual agreement. Interest is being charged at 2% per month.

7. REVENUE RESERVES

	2000	1999
	£	£
(Deficit) for the financial year	(4,523)	(8,605)
Balance brought forward	(1,400)	7,205
Balance carried forward	(5,923)	£(1,400)

SOUTHAMPTON AREA CO-OPERATIVE DEVELOPMENT AGENCY

NOTES TO THE FINANCIAL STATEMENTS
(CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2000

8. OTHER RESERVES

	2000 £	1999 £
Co-operative Fund Reserve		
Balance brought forward	2,000	5,000
Income - Grant	375	-
Expenditure	-	(3,000)
Balance carried forward	£2,375	£2,000

9. INCOME

The income can be analyzed as follows:

	2000 £	1999 £
National Lottery Charities Board	-	48,767
Southampton Co-operative Development	2,300	20,000
Consultancy and training fees	-	375
Miscellaneous income	2,023	1,038
Photocopying	679	1,637
Room hire and rent	10,668	3,285
Company registration	1,639	-
Leonardo	5,851	3,467
South East Region Co-operative Council	-	851
European Social Fund Objective 3:		
- Priority 4 98	-	6,500
- Priority 4 99	9,977	875
- Priority 4 00	1,786	-
European Social Fund Objective 4 98	(200)	5,800
CDA Anywhere	1,024	1,000
	£35,747	£93,595

SOUTHAMPTON AREA CO-OPERATIVE DEVELOPMENT AGENCY

NOTES TO THE FINANCIAL STATEMENTS
(CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2000

10. (DEFICIT) OF INCOME OVER EXPENDITURE

The deficit of income over expenditure is stated after charging:

	2000	1999
	£	£
Depreciation	835	1,098
Auditor's remuneration	995	975

11. TAXATION

There is no liability to Corporation Tax during the year as the company's activities are non-profit making, subject to agreement with the Inland Revenue.

12. COMPANY LIMITED BY GUARANTEE

The company was incorporated as a company limited by guarantee. The liability of each member is limited to £1.

The company is exempt from requirements to include the word "Limited".

13. DIRECTORS' INTERESTS

Southampton Area Co-operative Development Agency has entered into contracts in the normal course of business with the following companies, where there is a common directorship:

Co-operative Assistance Network Limited	C C Funnell
Total Coverage Limited	G Mitchell

14. POST BALANCE SHEET EVENTS

There are no post Balance Sheet events (1999 - NIL)

SOUTHAMPTON AREA CO-OPERATIVE DEVELOPMENT AGENCY

COMMITTEE INFORMATION

FOR THE YEAR ENDED 31 MARCH 2000

**The following pages do not form part of the statutory
Financial Statements which are the subject of
the Auditor's Report on page 3**

SOUTHAMPTON AREA CO-OPERATIVE DEVELOPMENT AGENCY

DETAILED INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2000

	2000		1999	
	£	£	£	£
SALES		35,747		93,595
COST OF SALES				
Opening work in progress	8,992		-	
Project costs	48,770		75,939	
	<u>57,762</u>		<u>75,939</u>	
Closing work in progress	(33,745)		(8,992)	
		<u>24,017</u>		<u>66,947</u>
		11,730		26,648
ADMINISTRATIVE EXPENDITURE				
Salaries	-		6,505	
Volunteers' expenses	153		74	
Training and conferences	-		556	
Meeting expenses	40		182	
Publicity and advertising	15		4,403	
Printing, postage and stationery	2,132		2,803	
Moving expenses	(1,012)		554	
Insurance	-		260	
Rent	8,301		6,050	
Rates	1,360		1,677	
Building services	(252)		327	
Light and heat	355		221	
Computer expenses	-		125	
Audit and accountancy	995		975	
Professional and subscriptions	460		1,302	
Sundries	324		451	
Telephone and fax	779		1,206	
Bank charges and interest	1,047		523	
Loan interest	633		-	
Depreciation of equipment	835		1,098	
Project development	88		5,847	
Donations	-		100	
Library	-		14	
		<u>16,253</u>		<u>35,253</u>
DEFICIT OF INCOME OVER EXPENDITURE FOR THE YEAR		<u>£(4,523)</u>		<u>£(8,605)</u>