

Bradford Community Payroll and Accounts Limited

Report and accounts

31 March 2004

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Registered office

19 - 25 Sunbridge Road

Bradford

West Yorkshire

BD1 2AY

M W DENTON

CHARTERED ACCOUNTANT

KEIGHLEY

COMPANY NUMBER 3036613



Bradford Community Payroll and Accounts Limited

Directors' report for the year ended 31 March 2004

The directors present their report and financial statements for the year ended 31 March 2004.

Statement of directors' responsibilities

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that year. In preparing those financial statements, the directors are required to:-

- (a) Select suitable accounting policies and then apply them consistently.
- (b) Make judgements and estimates that are reasonable and prudent.
- (c) 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.

Principal activity

The principal activity of the company continued to be that of providing services which support voluntary action, in particular payroll and accounts.

Charitable and political donations

The company made a gift aid payment of £3,000 (2003 - £5,782). No political donations were made.

Directors

The following directors have held office since 1 April 2003.

A J Clipsom
S Crowe
M Williams
A O Bateson
L Birch
S D Douglas

None of the directors had a beneficial interest in the equity of the company.

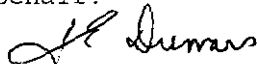
Auditor

Stuart B Lodge & Co resigned as auditors during the year and M W Denton was appointed. A resolution proposing his reappointment will be put to the Annual General Meeting in accordance with Section 385 of the Companies Act 1985.

Small company rules

These accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

This report was approved by the board on September 30 2004 and signed on its behalf.



J E Durrans
Secretary

Bradford Community Payroll and Accounts Limited

Profit and loss account
for the year ended 31 March

		<u>2004</u>	<u>2003</u>
		<u>£</u>	<u>£</u>
	<u>Note</u>		
Turnover	1	103,319	102,000
Administrative expenses		(106,951)	(94,911)
Operating (loss) profit		(3,632)	7,089
Interest receivable		7,918	6,693
Gift aid		(3,000)	(5,782)
Profit on ordinary activities before taxation		1,286	8,000
Taxation on profit on ordinary activities	3	-	-
Retained profit for the year		1,286	8,000
Retained profit brought forward		8,005	5
Retained profit carried forward		9,291	8,005

The notes on pages 4 and 5 form part of these financial statements.

Bradford Community Payroll and Accounts Limited

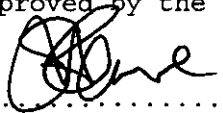
Balance sheet as at 31 March

2004

2003

		£	£	£	£
	<u>Note</u>				
<u>Fixed assets</u>					
Tangible assets	4		2,880		3,977
<u>Current assets</u>					
Stocks		389		495	
Debtors	5	16,960		19,124	
Cash at bank and in hand		10,667		7,976	
		<u>28,016</u>		<u>27,595</u>	
<u>Creditors: amounts falling due within one year</u>	6	<u>21,605</u>		<u>23,567</u>	
<u>Net current assets</u>			<u>6,411</u>		<u>4,028</u>
<u>Total assets less current liabilities</u>			<u>9,291</u>		<u>8,005</u>
<u>Capital and reserves</u>					
Profit and loss account			<u>9,291</u>		<u>8,005</u>

The financial statements which have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 applicable to small companies were approved by the board on September 30 2004 and signed on its behalf.


.....
S Crowe - director

The notes on pages 4 and 5 form part of these accounts.

Bradford Community Payroll and Accounts Limited

Year ended 31 March 2004

Notes to the financial statements

1 Accounting policies

(a) Basis of preparation of financial statements

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002).

The company has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement on the grounds that it is a small company.

(b) Stocks

Stocks are stated at the lower of cost, and net realisable value.

(c) Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation

Depreciation is provided at rates calculated to write off the cost of fixed assets less their estimated residual value, over their expected useful lives on the following bases:

Office equipment - 25% per annum reducing balance basis

Computer equipment - 33.33% per annum straight line

(e) Turnover

Turnover represents the amount of goods sold and services provided net of value added tax.

(f) Government Grants

Grants are recognised within the profit and loss account when received. Any grants received in advance are treated as deferred income and included in creditors.

(g) Pensions

The company operates a defined contribution pension scheme. The pension charge represents the amounts payable by the company to the fund in respect of the year.

2 Operating profit

	<u>2004</u>	<u>2002</u>
	£	£
This is stated after charging:		
Auditors' remuneration	353	685
Depreciation	2,662	2,405

3 Taxation

The company has no liability to corporation tax for either year.

Bradford Community Payroll and Accounts Limited

Year ended 31 March 2004

Notes to the financial statements

	<u>2004</u>	<u>2003</u>
<u>4 Tangible fixed assets</u>		
	£	£
Cost		
1 April	8,346	6,480
Additions	1,565	1,866
31 March	9,911	8,346
Depreciation		
1 April	4,369	1,964
Charge for the year	2,662	2,405
31 March	7,031	4,369
Balance sheet value	2,880	3,977
<u>5 Debtors</u>		
Due within one year		
Trade debtors	16,460	18,854
Other debtors	500	270
	16,960	19,124
<u>6 Creditors: amounts falling due within one year</u>		
Trade creditors	431	228
Amount owed to group undertakings and undertakings		
In which the company has a participating interest	3,000	5,782
Taxation and social security	3,165	2,569
Other creditors	15,009	14,988
	21,605	23,567

7 Pension Costs

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £6,366 (2003 - £5,747)

8 Related party transactions

The company makes a gift aid payment each year to its single member, Bradford Community and Voluntary Service, registered charity number 1090036 and registered company 4283003, to which a rent and services charge of £4,120 was made (2003 - £4,600). These charges are at a fair value.

At 31 March 2004 £15,009 was outstanding to Bradford Community and Voluntary Service in respect of wages and salaries (2003 - £14,092).

Bradford Community Payroll and Accounts Limited

Year ended 31 March 2004

Independent auditors report to the shareholders of Bradford Community Payroll and Accounts Limited

I have audited the financial statements of Bradford Community Payroll and Accounts Limited for the year ended 31 March 2004 on pages 2 to 5. The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), under the historical cost convention and the accounting policies set out on page 4.

This report is made solely to the company's members, as a body, in accordance with S.235 of the Companies Act 1985. My audit work has been undertaken so that I might state to the company's members those matters I am required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's members as a body, for my audit work, for this report, or for the opinions I have formed.

Respective responsibilities of directors and auditors

As described in the Statement of Directors Responsibilities on page 1 the company's directors are responsible for the preparation of the financial statements in accordance with the applicable law and United Kingdom Accounting Standards.

My responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

I report to you my opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. I also report to you, if, in my opinion, the directors report is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations I require for my audit, or if information specified by law regarding directors remuneration and transactions with the company is not disclosed.

I read the directors report and consider the implications for my report if I become aware of any apparent misstatements within it.

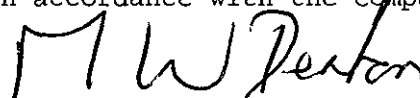
Basis of opinion

I conducted my audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts 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.

I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me 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 my opinion I also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In my opinion the financial statements give a true and fair view of the state of the company's affairs as at 31 March 2004 and of its profit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.



M W Denton
Chartered Accountant and
Registered Auditor

Keighley
September 30 2004