

Charity Registration No. 1069085

Company Registration No. 03512607 (England and Wales)

PORTSMOUTH COMMUNITY SAFETY PARTNERSHIP
TRUSTEES' REPORT AND ACCOUNTS
FOR THE PERIOD ENDED 31 MARCH 2002



PORTSMOUTH COMMUNITY SAFETY PARTNERSHIP

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Ian Piper Mark Button Marion Dawson
Secretary	Mark Button
Charity number	1069085
Company number	03512607
Principal address	The Guildhall Guildhall Square Portsmouth PO1 2AL Hampshire
Registered office	53 Kent Road Southsea Hampshire PO5 3HU
Auditors	Jones Avens 53 Kent Road Southsea Hampshire PO5 3HU
Bankers	Co-operative Bank plc 46/48 Arundel Street Portsmouth Hampshire PO1 1TD CAF Gold Fund Kings Hill West Malling Kent ME19 4TA

PORTSMOUTH COMMUNITY SAFETY PARTNERSHIP

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PORTSMOUTH COMMUNITY SAFETY PARTNERSHIP

TRUSTEES' REPORT FOR THE PERIOD ENDED 31 MARCH 2002

The trustees present their report and accounts for the period ended 31 March 2002.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, applicable law and the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in October 2000.

Legal and administrative information

The company was incorporated on 18 February 1998 and is limited by guarantee. The company is registered as a charity. The company is governed by the articles and memorandum of association. The schedule of company information sets out further details.

The charity is governed by the Council of Management comprising not less than two or more than eight members. At each annual general meeting one third of the members shall retire and will be eligible for re-election.

Charitable objectives

The objects for which the association was established are "To promote for the benefit of the public the protection of people and property from criminal acts and to reduce crime and the fear of crime through strategic and social crime prevention methods".

Investment powers

The memorandum of articles of association grant wide powers of investment to the trustees.

Review of activities

Portsmouth Community Safety Partnership (PCSP) has continued to serve the city of Portsmouth in reducing offending by young people through delivery of a wide range of services. Over one thousand individual young people have received services from PCSP. Specific services have achieved marked improvements in reduction of youth crime, e.g. 65% reduction in Portsea with delivery of the Youth Inclusion Programme for the Youth Offending Team.

Key partners working towards the reduction and prevention of youth offending for PCSP are Portsmouth City Council and the Youth Offending Team.

Portsmouth City Council supports the work of PCSP through infrastructure funding and through more specific service level agreements with a number of different departments. In particular PCSP is closely linked to Portsmouth City Crime and Disorder Strategy and works with the Crime and Disorder Partnership.

The Youth Offending Team, both Portsmouth and Wessex are also key supporters of the work of PCSP with whom different service level agreements are in place.

PORTSMOUTH COMMUNITY SAFETY PARTNERSHIP

TRUSTEES' REPORT (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2002

PCSP aims to achieve successful reduction in youth crime through contributions to city wide strategic initiatives as well as endeavouring to continuously develop and improve service delivery. Thus involvement with Connexions, the Drugs Action Team, Housing and Homelessness Strategy, City Youth Strategy and Vulnerable Pupils Panel is supported by PCSP.

The broad range of services fall largely into individual services such as intensive one to one contact and support, mentoring, anger management and group services such as youth football league, delivery of curriculum with the Pupil Referral Unit, challenge and adventure (Duke of Edinburgh Award Scheme), residential outdoor activity programmes, snooker, fishing, boxercise as well as easter and summer holiday playschemes.

However, the uniqueness and strength of PCSP continues to be our ability to engage with the most disaffected and disengaged young people. The popularity of our services with hard to reach young people across the city is critical for any services or strategic initiatives hoping to reduce offending amongst young people.

Internally PCSP has improved its data collection processes and procedures and introduced a new client recording database, due to be fully functioning next financial year. It will continue to be imperative to balance income to expenditure and adjust accordingly. To achieve this PCSP successfully reviewed expenditure on staff at the end of the financial year. The organisation also started its business planning process to review its current functioning and future plans. The three year business plan will be available in the new financial year. Internal finance and personnel procedures have similarly been reviewed and upgraded.

Trustees

The trustees, who are also the directors for the purpose of company law, who served during the period were:

Colin Monk	(Resigned 18 July 2002)
Brian Partridge	(Resigned 18 July 2002)
Ian Piper	(Appointed 31 January 2002)
Marion Dawson	

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Review of financial position

In the last year of operation the charity has generated income of £616,487 (2001 - £664,547) and at 31 March 2002 carried forward funds of £71,077 (2001 - £80,990) of which £55,430 was unrestricted and £15,647 was restricted.

Reserves policy

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. As at the year end unrestricted funds reserves represented approximately 13 weeks expenditure, ie, at the bottom end of the scale and the trustees will be considering ways of improving this.

Risk factors

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks. The assessment of risk is and will always be an ongoing process.

Asset cover for funds

There are adequate and available assets of each fund sufficient to meet all liabilities and obligations.

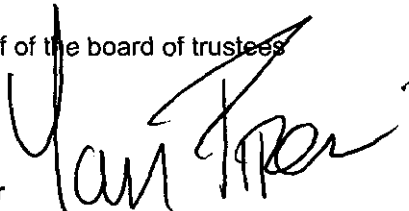
PORTSMOUTH COMMUNITY SAFETY PARTNERSHIP

TRUSTEES' REPORT (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2002

Auditors

In accordance with section 385 of the Companies Act 1985, a resolution proposing that Jones Avens be reappointed as auditors of the company will be put to the Annual General Meeting.

On behalf of the board of trustees


Ian Piper
Trustee

Dated: 14 November 2002

PORTSMOUTH COMMUNITY SAFETY PARTNERSHIP

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the charitable company's state of affairs at the end of the year and of its income and expenditure for that period.

In preparing those accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the accounts 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.

PORTSMOUTH COMMUNITY SAFETY PARTNERSHIP

INDEPENDENT AUDITORS' REPORT

TO THE MEMBERS OF PORTSMOUTH COMMUNITY SAFETY PARTNERSHIP

We have audited the accounts of Portsmouth Community Safety Partnership for the period ended 31 March 2002 set out on pages 6 to 13. These accounts have been prepared under the historical cost convention and the accounting policies set out on page 8.

Respective responsibilities of trustees and auditors

As described on page 4, the trustees, who are also the directors of Portsmouth Community Safety Partnership for the purpose of company law, are responsible for the preparation of accounts in accordance with applicable law and United Kingdom Accounting Standards. Our responsibility is to audit the accounts in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the accounts give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Trustees' Report is not consistent with the accounts, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the charitable company is not disclosed.

We are not required to consider whether the statement in the Trustees' Report concerning the major risks to which the charity is exposed covers all existing risks and controls, or to form an opinion on the effectiveness of the charity's risk management and control procedures.

We read other information contained in the Trustees' Report, and consider whether it is consistent with the audited accounts. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the accounts. Our responsibilities do not extend to any other information.

Basis of opinion

We conducted our 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 accounts. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the accounts, and of whether the accounting policies are appropriate to the charitable 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 as to whether the accounts 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 accounts.

Opinion

In our opinion the accounts give a true and fair view of the charitable company's state of affairs as at 31 March 2002 and of its incoming resources and application of resources, including its income and expenditure, in the period then ended and have been properly prepared in accordance with the Companies Act 1985.

Jones Avens
Chartered Accountants
Registered Auditor
53 Kent Road
Southsea
Hampshire
PO5 3HU



Dated: 14 November 2002

PORTSMOUTH COMMUNITY SAFETY PARTNERSHIP

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE PERIOD ENDED 31 MARCH 2002

	Notes	Unrestricted funds £	Restricted funds £	Total 2002 £	Total 2001 £
<u>Incoming resources</u>					
Donations and legacies	2	500	700	1,200	1,530
Activities in furtherance of the charity's activities	3	261,232	324,559	585,791	647,104
Investment income	4	1,434	-	1,434	3,871
Other incoming resources	5	3,669	24,393	28,062	12,042
Total incoming resources		266,835	349,652	616,487	664,547
<u>Resources expended</u>					
Costs of generating funds					
Charitable expenditure					
Direct charitable expenditure		170,835	399,497	570,332	684,957
Management and administration		56,068	-	56,068	48,091
Total resources expended	6	226,903	399,497	626,400	733,048
Net incoming/(outgoing) resources before transfers		39,932	(49,845)	(9,913)	(68,501)
Transfers between funds		10,000	(10,000)	-	-
Net income/(expenditure) for the year/ Net movement in funds		49,932	(59,845)	(9,913)	(68,501)
Fund balances at 1 April 2001		5,498	75,492	80,990	149,491
Fund balances at 31 March 2002		55,430	15,647	71,077	80,990

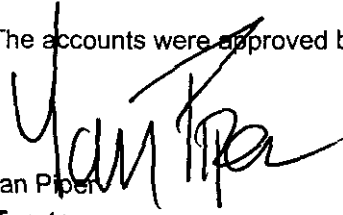
The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 1985.

PORTSMOUTH COMMUNITY SAFETY PARTNERSHIP

BALANCE SHEET AS AT 31 MARCH 2002

	Notes	2002 £	£	2001 £	£
Fixed assets					
Tangible assets	9		99		3,484
Current assets					
Debtors	10	96,106		42,123	
Cash at bank and in hand		32,088		76,141	
		<u>128,194</u>		<u>118,264</u>	
Creditors: amounts falling due within one year	11	<u>(57,216)</u>		<u>(40,758)</u>	
Net current assets			<u>70,978</u>		<u>77,506</u>
Total assets less current liabilities			<u><u>71,077</u></u>		<u><u>80,990</u></u>
Income funds					
Restricted funds	12		15,647		75,492
Unrestricted funds			55,430		5,498
			<u><u>71,077</u></u>		<u><u>80,990</u></u>

The accounts were approved by the Board on 14 November 2002


Ian Piper
Trustee


Marion Dawson
Trustee

PORTSMOUTH COMMUNITY SAFETY PARTNERSHIP

NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31 MARCH 2002

1 Accounting policies

1.1 Basis of preparation

The accounts are prepared under the historical cost convention.

The accounts have been prepared in accordance with the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in October 2000.

1.2 Incoming resources

Grants receivable are taken to income when the conditions for their receipt are met. Grants are deferred if the donor specifies that the expenditure is to be incurred at a later date.

Income is recognised in the statement of financial activities when the conditions for receipt have been met and there is reasonable assurance of receipt.

1.3 Resources expended

Management and administration expenses are incurred in the management of the charity's assets, administration and compliance with constitutional and statutory requirements.

Direct charitable expenditure includes all expenditure directly related to the objects of the charity.

1.4 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 less estimated residual value of each asset over its expected useful life, as follows:

Computer equipment	50%
Fixtures, fittings & equipment	25%
Motor vehicles	75%

1.5 Leasing and hire purchase commitments

Operating lease rentals are recognised in the statement of financial activities as incurred.

1.6 Funds

The charity maintains the following funds:

Restricted Funds:

Restricted funds represent grants and donations received which are allocated by the donor for specific purposes.

Designated Funds:

Designated funds are amounts which have been put aside out of unrestricted funds at the discretion of the trustees.

Unrestricted Funds:

Unrestricted funds represent funds which are expendable at the discretion of the trustees in the furtherance of the objects of the charity.

PORTSMOUTH COMMUNITY SAFETY PARTNERSHIP

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2002

2 Donations and legacies

	Unrestricted funds £	Restricted funds £	Total 2002 £	Total 2001 £
Donations and gifts	500	700	1,200	1,530

3 Activities in furtherance of the charity's activities

	Unrestricted funds £	Restricted funds £	Total 2002 £	Total 2001 £
Service level agreements and grants	251,232	73,070	324,302	388,556
Government funding	10,000	188,205	198,205	191,334
Charitable grants	-	63,284	63,284	62,987
Deferred income	-	-	-	4,227
	261,232	324,559	585,791	647,104

4 Investment income

	2002 £	2001 £
Interest receivable	1,434	3,871

5 Other incoming resources

	Unrestricted funds £	Restricted funds £	Total 2002 £	Total 2001 £
Other income	3,669	24,393	28,062	12,042

PORTSMOUTH COMMUNITY SAFETY PARTNERSHIP

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2002

6 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2002 £	Total 2001 £
Charitable expenditure:					
Direct charitable expenditure	382,738	3,385	184,209	570,332	684,957
Management and administration	47,665	-	8,403	56,068	48,091
	<u>430,403</u>	<u>3,385</u>	<u>192,612</u>	<u>626,400</u>	<u>733,048</u>

Management and administration costs includes payments to the auditors of £2,056 (2001 - £1,762) for audit fees and £6,044 (2001 - £4,457) for other services.

The company has a service agreement with Portsmouth City Council covering a two year period commencing 1 April 2000. Under this agreement the council has seconded staff, provided services and office accommodation. The accommodation has been quantified at £85,654 and included as income and corresponding expenditure.

7 Trustees

None of the trustees received any remuneration or expenses during the year (2001 £Nil)

8 Employees

Number of employees

The average monthly number of employees during the period was:

	2002 Number	2001 Number
Chief Executive	1	1
Administrative Staff	2	3
Other Staff	24	32
	<u>27</u>	<u>36</u>

Employment costs

	2002 £	2001 £
Wages and salaries	<u>430,403</u>	<u>508,454</u>

There were no employees whose annual emoluments were £50,000 or more.

The Chief Executive has been supported by four Service/ Strategic Managers during the year.

PORTSMOUTH COMMUNITY SAFETY PARTNERSHIP

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2002

9 Tangible fixed assets

	Computer equipment	Fixtures, fittings & equipment	Motor vehicles	Total
	£	£	£	£
Cost				
At 1 April 2001 and at 31 March 2002	10,277	1,687	11,516	23,480
Depreciation				
At 1 April 2001	7,313	1,169	11,514	19,996
Charge for the period	2,963	422	-	3,385
At 31 March 2002	10,276	1,591	11,514	23,381
Net book value				
At 31 March 2002	1	96	2	99
At 31 March 2001	2,964	518	2	3,484

10 Debtors

	2002 £	2001 £
Trade debtors	70,687	-
Grants receivable	24,109	25,332
Other debtors	-	8,248
Prepayments and accrued income	1,310	8,543
	96,106	42,123

11 Creditors: amounts falling due within one year

	2002 £	2001 £
Trade creditors	7,564	9,009
Accruals	49,652	31,749
	57,216	40,758

Accruals includes deferred income of £38,000 in respect of projects where funding has been received in advance.

PORTSMOUTH COMMUNITY SAFETY PARTNERSHIP

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2002

12 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				
	Balance at 1 April 2001	Incoming resources	Resources expended	Transfers	Balance at 31 March 2002
	£	£	£	£	£
Individual Support Services:					
Community Fund Crucial Contact Coordinator	-	27,284	(27,284)	-	-
Community Fund Parenting Project	-	36,000	(36,000)	-	-
Other	9,090	89,482	(96,548)	-	2,024
Group Support Services	22,949	86,671	(99,147)	(10,000)	473
Pathways Service	23,684	90,154	(133,263)	19,425	-
Project Support Service	19,769	20,061	(7,255)	(19,425)	13,150
	<u>75,492</u>	<u>349,652</u>	<u>(399,497)</u>	<u>(10,000)</u>	<u>15,647</u>

The Individual Support Service works wholly or mainly on a one to one basis with clients, integrating with other provision by the charity and other agencies. It includes mentoring of young people and parents, and intensive targeted programmes of intervention.

The Group Support Service works wholly or mainly in group settings with clients, including outdoor challenging activities and indoor work in educational and recreational group settings.

The Pathways Service provides access, involvement and monitoring to the charity and other agencies. It is client-focused, ensuring young people and parents are engaged, involved in service development. Pathways monitors their action plans and the impact of the charity's work on their offending behaviour and the risk factors related to offending.

The Project Support Service provides direct support to the charity's services through for example, training and project development.

The transfer of funds relates to management charges between funds.

PORTSMOUTH COMMUNITY SAFETY PARTNERSHIP

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2002

13 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31 March 2002 are represented by:			
Tangible fixed assets	98	1	99
Current assets	99,960	28,234	128,194
Creditors: amounts falling due within one year	(44,628)	(12,588)	(57,216)
	<u>55,430</u>	<u>15,647</u>	<u>71,077</u>
Unrealised gains at 31 March 2002	-	-	-