

Charity Registration No. 1069085

Company Registration No. 03512607 (England and Wales)

PORTSMOUTH COMMUNITY SAFETY PARTNERSHIP
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2003



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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 Hampshire PO1 2AL
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 YEAR ENDED 31 MARCH 2003

The trustees present their report and accounts for the year ended 31 March 2003.

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 and articles of association grant wide powers of investment to the trustees.

Review of activities

In the financial year ended 31 March 2003 PCSP completed a successful year of service delivery to achieve reduction, prevention and diversion of youth offending in Portsmouth. Over eight hundred young people received services from PCSP during the year.

A cautious approach to budget setting was required at the start of the financial year due to diminishing resources over the two previous years, together with increasing numbers of staff and key grants coming to the end of their grant period (Community Fund, YJB Mentoring Grant).

Following actions taken early in the financial year to stem the flow of cash out of the organisation PCSP successfully fulfilled all contracts and service level agreements to improved standards with fewer support staff and within budgets.

During the year the organisation reviewed the entire operation of PCSP in preparation for setting goals for the short and longer term future to be incorporated in the next three year Business Plan.

Thus, alongside the comprehensive review the activity of PCSP was stabilised and performance improved.

Services remain organised over four departments, three of which are service delivery; Pathways, Group Support Services, Individual Support Services plus Management and Administration. During the year specific services received praise from commissioners which included the Appropriate Adult Service, Mentoring and 121 Support and the delivery of education services to Highlands - Portsmouth's Pupil Referral Unit.

PORTSMOUTH COMMUNITY SAFETY PARTNERSHIP

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2003

The review led to the wide consultation and drafting of PCSP's next three year Business Plan which will be published in 2003/04. Key stakeholders were also involved in the consultation process, who are Portsmouth City Council and the Youth Offending Team. The Portsmouth City Crime and Disorder Strategy and Partnership remain key links to PCSP's work.

Agreed priorities coming out of the Business Plan consultation are:

- * Recognition of Portsmouth City as PCSP's main focus of work.
- * Continued long term stable operation of the organisation.
- * Sound financial planning with only moderate growth.
- * Continuous improvement and excellence in services.

The organisation is also planning a change of name to establish it as a separate organisation from the city council's community safety strategy and to be fully recognised as an independent organisation. Therefore, new logo and information publicity will be launched together with the Business Plan and Annual Report in late autumn.

We would like to take this opportunity to thank all of PCSP's staff and volunteers for working so hard once again, not only in delivering services but also playing a major part in shaping the future direction of PCSP. We could not have achieved what we have without them and they should be very proud of their achievements.

Trustees

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

Ian Piper

Mark Button

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 £629,272 (2002 - £616,487) and at 31 March 2003 carried forward funds of £113,139 (2002 - £71,077) of which £67,111 was unrestricted, £45,000 was designated and £1,028 was restricted.

Designated Funds:

The Board has approved the following allocation of designated funds:

- * Contribution to new minibus purchase - £10,000.
- * Implementation of the three year Business Plan - the board recognises that to achieve the Business Plan objectives inward investment is required, in particular staff development; staff training, development of models in practice; information and marketing materials. Although the organisation will need to further raise funds to support its development an amount to enable the process to begin has been agreed - £25,000.
- * Change of name, development of new logo and printed materials - £10,000.

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.

PORTSMOUTH COMMUNITY SAFETY PARTNERSHIP

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2003

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.

Auditors

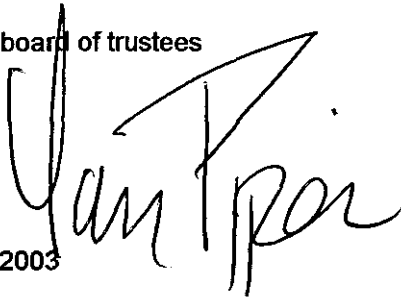
In accordance with section 385 of the Companies Act 1985, a resolution proposing that Jones Avens be reappointed as auditors of the company will be put to the Annual General Meeting.

On behalf of the board of trustees

Ian Piper

Trustee

Dated: 7 August 2003

A handwritten signature in black ink, appearing to read 'Ian Piper', is written over the printed name and title.

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 year ended 31 March 2003 set out on pages 6 to 14. These accounts have been prepared under the historical cost convention and the accounting policies set out on page 8.

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

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 2003 and of its incoming resources and application of resources, including its income and expenditure, in the year 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: 7 August 2003



PORTSMOUTH COMMUNITY SAFETY PARTNERSHIP

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2003

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2003 £	Total 2002 £
<u>Incoming resources</u>						
Donations and legacies	2	720	-	-	720	1,200
Activities in furtherance of the charity's activities	3	386,213	-	215,805	602,018	585,791
Investment income	4	1,808	-	-	1,808	1,434
Other incoming resources	5	24,726	-	-	24,726	28,062
Total incoming resources		413,467	-	215,805	629,272	616,487
<u>Resources expended</u>						
<u>Charitable expenditure</u>						
Direct charitable expenditure		317,577	-	213,950	531,527	570,332
Management and administration		55,683	-	-	55,683	56,068
Total resources expended	6	373,260	-	213,950	587,210	626,400
Net incoming/(outgoing) resources before transfers		40,207	-	1,855	42,062	(9,913)
Transfers between funds		(28,526)	45,000	(16,474)	-	-
Net income/(expenditure) for the year/ Net movement in funds		11,681	45,000	(14,619)	42,062	(9,913)
Fund balances at 1 April 2002		55,430	-	15,647	71,077	80,990
Fund balances at 31 March 2003		67,111	45,000	1,028	113,139	71,077

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

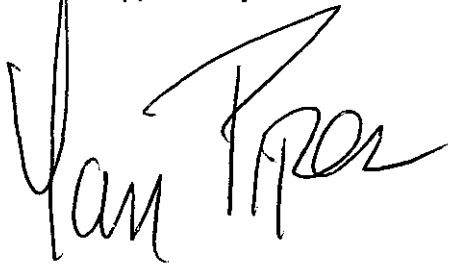
PORTSMOUTH COMMUNITY SAFETY PARTNERSHIP

BALANCE SHEET AS AT 31 MARCH 2003

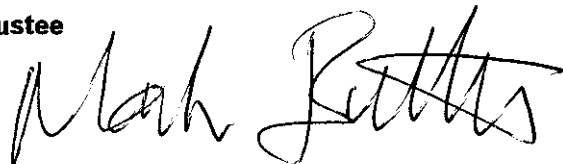
	Notes	2003 £	£	2002 £	£
Fixed assets					
Tangible assets	9		1,309		99
Current assets					
Debtors	10	46,726		96,106	
Cash at bank and in hand		113,602		32,088	
		<u>160,328</u>		<u>128,194</u>	
Creditors: amounts falling due within one year	11	<u>(48,498)</u>		<u>(57,216)</u>	
Net current assets			<u>111,830</u>		<u>70,978</u>
Total assets less current liabilities			<u>113,139</u>		<u>71,077</u>
Income funds					
Restricted funds	12		1,028		15,647
Unrestricted funds:					
Designated funds			45,000		-
Other charitable funds			67,111		55,430
			<u>113,139</u>		<u>71,077</u>

The accounts were approved by the Board on 7 August 2003

Ian Piper
Trustee



Mark Button
Trustee



PORTSMOUTH COMMUNITY SAFETY PARTNERSHIP

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2003

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 YEAR ENDED 31 MARCH 2003

2 Donations and legacies

	2003 £	2002 £
Donations and gifts	<u>720</u>	<u>1,200</u>

3 Activities in furtherance of the charity's activities

	Unrestricted funds £	Restricted funds £	Total 2003 £	Total 2002 £
Service level agreements and grants	376,213	1,855	378,068	324,302
Government funding	10,000	176,950	186,950	198,205
Charitable grants	-	37,000	37,000	63,284
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

4 Investment income

	2003 £	2002 £
Interest receivable	<u>1,808</u>	<u>1,434</u>

5 Other incoming resources

	2003 £	2002 £
Other income	<u>24,726</u>	<u>28,062</u>

PORTSMOUTH COMMUNITY SAFETY PARTNERSHIP

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2003

6 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2003 £	Total 2002 £
Charitable expenditure:					
Direct charitable expenditure	342,160	1,400	187,967	531,527	570,332
Management and administration	43,019	-	12,664	55,683	56,068
	<u>385,179</u>	<u>1,400</u>	<u>200,631</u>	<u>587,210</u>	<u>626,400</u>

Other costs:

Rent and room hire	87,637	90,328
Activities and events	17,579	9,355
Staff training and other costs	11,296	12,625
Staff travel and subsistence	4,464	4,905
Volunteer expenses	2,432	3,134
Volunteer training	3,216	2,474
Consultancy fees	18,537	8,820
Insurances	7,970	5,293
Telephone	7,767	10,715
Printing, postage, stationery and advertising	8,314	11,983
Coach, minibus and taxi expenses	6,945	12,936
Repairs and maintenance	4,648	0
Computer expenses	4,007	6,697
Subscriptions	1,820	1,802
Sundry expenses	1,335	3,142
Legal and professional	3,408	0
Audit and accountancy	9,068	8,264
Bank charges and interest	188	139
	<u>200,631</u>	<u>192,612</u>

Management and administration costs includes payments to the auditors of £2,200 (2002 - £2,056) for audit fees and £6,868 (2002 - £6,208) for other services.

The company's service agreement with Portsmouth City Council expired on 31 March 2003 and was then renewed for a further two year period ending 31 March 2005. Under this agreement the council has seconded staff, provided services and office accommodation. The accommodation has been quantified at £85,700 and included as income and corresponding expenditure.

7 Trustees

None of the trustees received any remuneration or expenses during the year (2002 £Nil)

PORTSMOUTH COMMUNITY SAFETY PARTNERSHIP

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2003

8 Employees

Number of employees

The average monthly number of employees during the year was:

	2003 Number	2002 Number
Chief Executive	1	1
Direct Charitable Staff	19	26
	<u>20</u>	<u>27</u>

Employment costs

	2003 £	2002 £
Wages and salaries	<u>385,179</u>	<u>430,403</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.

9 Tangible fixed assets

	Computer equipment £	Fixtures, fittings & equipment £	Motor vehicles £	Total £
Cost				
At 1 April 2002	10,277	1,687	11,516	23,480
Additions	2,610	-	-	2,610
At 31 March 2003	<u>12,887</u>	<u>1,687</u>	<u>11,516</u>	<u>26,090</u>
Depreciation				
At 1 April 2002	10,276	1,591	11,514	23,381
Charge for the year	1,305	95	-	1,400
At 31 March 2003	<u>11,581</u>	<u>1,686</u>	<u>11,514</u>	<u>24,781</u>
Net book value				
At 31 March 2003	<u>1,306</u>	<u>1</u>	<u>2</u>	<u>1,309</u>
At 31 March 2002	<u>1</u>	<u>96</u>	<u>2</u>	<u>99</u>

PORTSMOUTH COMMUNITY SAFETY PARTNERSHIP

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2003

10 Debtors	2003 £	2002 £
Trade debtors	18,549	70,687
Grants receivable	26,111	24,109
Prepayments and accrued income	2,066	1,310
	<u>46,726</u>	<u>96,106</u>

11 Creditors: amounts falling due within one year	2003 £	2002 £
Trade creditors	19,343	7,564
Accruals	29,155	49,652
	<u>48,498</u>	<u>57,216</u>

Accruals includes deferred income of £19,000 in respect of projects where funding has been received in advance.

PORTSMOUTH COMMUNITY SAFETY PARTNERSHIP

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2003

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 2002	Incoming resources	Resources expended	Transfers	Balance at 31 March 2003
	£	£	£	£	£
Individual Support Services:					
Community Fund	-	12,872	(12,872)	-	-
Other	2,024	15,419	(15,419)	(2,024)	-
Group Support Service	473	96,025	(95,236)	(767)	495
Pathways Service:					
Community Fund	-	24,128	(24,128)	-	-
Other	-	67,361	(66,295)	(533)	533
Project Support Service	13,150	-	-	(13,150)	-
	<u>15,647</u>	<u>215,805</u>	<u>(213,950)</u>	<u>(16,474)</u>	<u>1,028</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 and grant income released to cover depreciation on fixed assets paid for out of restricted funds.

PORTSMOUTH COMMUNITY SAFETY PARTNERSHIP

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2003

13 Analysis of net assets between funds

	Unrestricted funds £	Designated funds £	Restricted funds £	Total £
Fund balances at 31 March 2003 are represented by:				
Tangible fixed assets	3	-	1,306	1,309
Current assets	101,143	45,000	14,185	160,328
Creditors: amounts falling due within one year	(34,035)	-	(14,463)	(48,498)
	<u>67,111</u>	<u>45,000</u>	<u>1,028</u>	<u>113,139</u>