

Charity Registration No. 1082841
Company Registration No. 4025310 (England and Wales)

COMMUNITYWISE

TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2002



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LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	L Benn D Kemp K Adams M Relf D Roberts
Secretary	Mrs S Relf
Charity number	1082841
Company number	4025310
Principal address	The Y Community Centre Ocklynge Road Eastbourne East Sussex BN21 1PY
Registered office	The Y Community Centre Ocklynge Road Eastbourne East Sussex BN21 1PY
Accountants	Caladine Stevens 1 The Avenue Eastbourne East Sussex BN21 3YA
Bankers	Barclays Bank Plc PO Box 779 Eastbourne East Sussex BN21 3PQ
Solicitors	Lawson Lewis 37 Brassey Avenue Eastbourne Sussex BN22 9QD

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2002

The trustees present their report and accounts for the year 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 Memorandum and Articles, applicable law and the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in October 2000.

Objects of the charity

The the trust is a company limited by guarantee. The major object of the Trust is to advance the Christian religion among people of all ages regardless of gender, ethnic origin, beliefs or background to advance their education, to relieve their poverty, and to promote any other charitable purpose for their benefit.

Review of activities

During the year 2001 to 2002 Community Wise continued to provide its community facilities for the benefit of up to 1000 people per week who attend its various activities and groups. Some activities are initiated and led by Community Wise staff and volunteers, others are held in partnership with other ages, and others are organised by other community or charitable groups who hire the facilities. The aims of the charity are summarised under four headings:

To serve the community, especially women and young people

During the year activities were held and arranged, both on a weekly and an occasional basis for young people and children, for parents with their children, for older people and for those suffering disadvantage of different kinds. A model railway exhibition and an art exhibition were held. An outreach programme which encourages health amongst teenage girls grew and is now being organised using community premises in other parts of Sussex and managed from the Community Wise Centre during the year.

To encourage the family

Several weekly activities which focus on encouraging family life continued during the year. These included two parent and toddler groups, a group for lone parents with their pre-school children, parenting courses held by two local health visitors, and a regular Saturday fun activity afternoon for the whole family together.

To value individuals, identifying and responding to their needs

Approximately 1000 individuals visit the premises to attend activities each week, or visit the integral charity shop. Almost all are known by name by the staff or the volunteers and receive a personal welcome and interest in their life.

To promote community spirit

Community Wise is a huge builder of social capital, and the area in which the Centre is placed has been greatly enhanced by the relationships, support and friendships which are nurtured in the welcoming and caring atmosphere created by the Trustees, staff and volunteers who manage the Centre and its programme.

There was a surplus on the General Fund for the year of £12,309 which was carried to reserves brought forward. The balance on the Projects Fund of £45,236 included a grant of £27,651 specifically allocated to 2002/3.

Trustees

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

C Barton	(Resigned 26 June 2002)
L Benn	
C Butcher	(Resigned 26 June 2002)
D Kemp	
S Medway	(Resigned 31 August 2001)
E Walke	(Resigned 31 August 2001)
K Adams	(Appointed 2 October 2001)
M Relf	(Appointed 2 October 2001)

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

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.

Reserves policy

Short term projects are only commenced when funding is received.

The trust seeks to hold cash reserves to meet its day to day commitments over the following six monthly period. The trust is reliant upon voluntary donations and fund raising activities. It is the intention to repay borrowings in relation to the freehold property before medium to long term reserves are accumulated.

Risk factors

The trustees have examined the major business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

Asset cover for funds

Note 15 sets out an analysis of the assets attributable to the various funds. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

On behalf of the board of trustees



Mrs S Relf
Secretary

Dated: 5 November 2002

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ACCOUNTANTS' REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF COMMUNITYWISE

We report on the accounts for the year ended 31 March 2002 set out on pages 4 to 12.

Respective responsibilities of trustees and reporting accountants

As described on page 5 the charitable company's trustees, who are also the directors of COMMUNITYWISE for the purpose of company law, are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

Basis of opinion

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

Opinion

In our opinion:

- (a) the accounts are in agreement with the accounting records kept by the charitable company under section 221 of the Companies Act 1985;
- (b) having regard only to, and on the basis of, the information contained in those accounting records:
 - (i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in section 249C(6) of the Act; and
 - (ii) the charitable company satisfied the conditions for exemption from an audit of the accounts for the year specified in section 249A(4) of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1).



Caladine Stevens

Chartered Certified Accountants
Reporting Accountants
1 The Avenue
Eastbourne
East Sussex
BN21 3YA

Dated: 5 November 2002

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

	Notes	Unrestricted funds £	Restricted funds £	Total 2002 £	Total 2001 £
<u>Incoming resources</u>					
Donations and legacies	2	15,653	82,012	97,665	24,228
Activities in furtherance of the charity's objects	3	30,939	7,373	38,312	58,814
Activities for generating funds	4	17,426	-	17,426	16,049
Investment income	5	287	-	287	577
Total incoming resources		64,305	89,385	153,690	99,668
<u>Resources expended</u>					
Costs of generating funds		6,751	-	6,751	6,749
Direct costs in furtherance of the objects of the charity		3,300	24,681	27,981	16,835
Other support costs		25,550	2,898	28,448	25,476
Building maintenance and running costs		12,998	-	12,998	38,861
Management and administration		2,403	250	2,653	1,609
Total resources expended	6	51,002	27,829	78,831	89,530
Net income for the year/ Net movement in funds		13,303	61,556	74,859	10,138
Fund balances at 1 April 2001		10,118	21,435	31,553	21,415
Fund balances at 31 March 2002	14	23,421	82,991	106,412	31,553

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

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BALANCE SHEET AS AT 31 MARCH 2002

	Notes	2002 £	£	2001 £	£
Fixed assets					
Tangible assets	10		139,036		578
Current assets					
Debtors	11	2,139		2,063	
Cash at bank and in hand		66,160		31,748	
		68,299		33,811	
Creditors: amounts falling due within one year	12	(16,675)		(2,836)	
Net current assets			51,624		30,975
Total assets less current liabilities			190,660		31,553
Creditors: amounts falling due after more than one year	13		(84,248)		-
Net assets			106,412		31,553
Income funds					
Restricted funds	14		82,991		21,435
Unrestricted funds	14		23,421		10,118
			106,412		31,553

The company is entitled to the exemption from the audit requirement contained in section 249A(2) of the Companies Act 1985, for the year ended 31 March 2002. No member of the company has deposited a notice, pursuant to section 249B(2), requiring an audit of these accounts.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with section 221 of the Act; and
- (b) preparing accounts which give a true and fair view of the state of affairs of the company at 31 March 2002 and of its profit for the year then ended in accordance with section 226, and otherwise comply with the requirements of the Act relating to accounts, so far as applicable to the company.

The accounts were approved by the Board of Trustees on 5 November 2002

K Adams
Trustee



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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2002

1 Accounting policies

1.1 Basis of preparation

The Financial Statements are prepared under the Historical Cost Convention and are in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2000) the Companies Act 1985 and follow the recommendations in Accounting and reporting by Charities Statement of Recommended Practice issued in October 2000.

1.2 Incoming resources

Voluntary income and donations are accounted for as received by the Charity.

Grants are recognised in full in the Statement of Financial Activities in the period in which they are receivable.

1.3 Resources expended

Resources expended are recognised in the period in which they are incurred and allocated to the particular cost centre to which they relate.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation.

Depreciation is provided using the following rates and basis to reduce by annual instalments, the cost of the tangible assets over their estimated useful lives.

Freehold buildings	2% Straight line basis
Computer equipment	33 1/3% Straight line basis
Fixtures, fittings & equipment	25% Straight line basis

1.5 Stock

Stocks of consumables and food are considered of no value and no valuation is included within the Financial Statements.

1.6 Unrestricted funds

Unrestricted funds include donations and other incoming resources receivable or generated for the Objects of the Charity without further specified purpose and are available as general funds.

1.7 Restricted funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund together with the appropriate management and support costs. The following restricted funds are operated:

Family workshop - a weekday morning activity held weekly for lone parents with preschool children

Kids plus - for 'kids plus their parents' - a weekly activity held for the whole family every winter Saturday afternoon

Kingsmere project - held at Conqueror Hall, Kingsmere, a project held on two mornings per week, run in partnership with ECAT to introduce computer skills to local parents, build community ties and support the development of preschool children

Street Y's - a project to improve community ties and support the social development of disaffected young men, held one evening per week

Y's up - a health education programme for teenage girls with weekly groups held at several venues in Eastbourne and in neighbouring East Sussex towns

Building fund - a fund established to enable Community Wise to purchase the Y Community Centre from the YWCA of Great Britain

Computer fund - a fund established for the purchase of new computer equipment

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

2 Donations and legacies

	Unrestricted funds £	Restricted funds £	Total 2002 £	Total 2001 £
Donations and gifts	10,983	33,368	44,351	20,578
Grants	4,670	48,644	53,314	3,650
	<u>15,653</u>	<u>82,012</u>	<u>97,665</u>	<u>24,228</u>

3 Activities in furtherance of the charity's objects

	Unrestricted funds £	Restricted funds £	Total 2002 £	Total 2001 £
Income from projects	3,181	7,373	10,554	39,871
Lettings	20,928	-	20,928	13,240
Short courses	6,640	-	6,640	5,400
Membership	190	-	190	303
	<u>30,939</u>	<u>7,373</u>	<u>38,312</u>	<u>58,814</u>

4 Activities for generating funds

	Unrestricted funds £	Restricted funds £	Total 2002 £	Total 2001 £
Shop sales	16,712	-	16,712	15,050
Sundry	714	-	714	999
	<u>17,426</u>	<u>-</u>	<u>17,426</u>	<u>16,049</u>

5 Investment income

	Unrestricted funds £	Restricted funds £	Total 2002 £	Total 2001 £
Interest receivable	287	-	287	577
	<u>287</u>	<u>-</u>	<u>287</u>	<u>577</u>

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

6 Total resources expended

	Unrestricted funds £	Restricted funds £	Total 2002 £	Total 2001 £
Costs of generating funds				
Shop salaries	6,751	-	6,751	6,749
Direct costs in furtherance of the objects of the charity				
Short courses - Tutors	3,300	-	3,300	2,707
Salaries and NIC	-	14,041	14,041	10,959
Rent	-	7,779	7,779	259
Other expenses	-	2,861	2,861	2,910
	<u>3,300</u>	<u>24,681</u>	<u>27,981</u>	<u>16,835</u>
Other support costs				
Salaries and NIC	20,028	-	20,028	18,692
Telephone and Postage	867	-	867	936
Printing, Stationery, Photocopier and advertising	2,822	-	2,822	3,023
Computer costs	-	-	-	247
Depreciation	377	2,898	3,275	193
Miscellaneous	1,456	-	1,456	2,385
	<u>25,550</u>	<u>2,898</u>	<u>28,448</u>	<u>25,476</u>
Building maintenance and running costs				
Rates and water	546	-	546	746
Cleaning and Household	1,959	-	1,959	1,916
Light and Heat	2,883	-	2,883	2,288
Refurbishment of Building	-	-	-	28,058
Insurance	1,174	-	1,174	1,105
Maintenance of Building and Equipment	4,414	-	4,414	4,748
Loan interest	2,022	-	2,022	-
	<u>12,998</u>	<u>-</u>	<u>12,998</u>	<u>38,861</u>
Management and administration				
Legal and professional fees	472	250	722	859
Accountancy	914	-	914	750
Bank charges	1,017	-	1,017	-
	<u>2,403</u>	<u>250</u>	<u>2,653</u>	<u>1,609</u>

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

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year.

8 Employees

Number of employees

The average monthly number of employees during the year was:

	2002 Number	2001 Number
Direct charitable	8	8
Administrative	2	2
	<u>10</u>	<u>10</u>

Employment costs

	2002 £	2001 £
Wages and salaries	39,581	35,584
Social security costs	1,239	1,182
Other pension costs	-	-
	<u>40,820</u>	<u>36,766</u>

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

9 Taxation

No corporation tax is payable on the results as Community Wise is a registered charity number 1065086.

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

10 Tangible fixed assets

	Freehold property	Computer equipment	Fixtures, fittings & equipment	Total
	£	£	£	£
Cost				
At 1 April 2001	-	-	770	770
Additions	135,000	5,993	740	141,733
At 31 March 2002	135,000	5,993	1,510	142,503
Depreciation				
At 1 April 2001	-	-	192	192
Charge for the year	900	1,998	377	3,275
At 31 March 2002	900	1,998	569	3,467
Net book value				
At 31 March 2002	134,100	3,995	941	139,036
At 31 March 2001	-	-	578	578

11 Debtors

	2002 £	2001 £
Other debtors	846	-
Prepayments and accrued income	1,293	2,063
	2,139	2,063

12 Creditors: amounts falling due within one year

	2002 £	2001 £
Loan, Investors in Society (Charities Aid Foundation)	13,330	-
Accruals	3,345	2,836
	16,675	2,836

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

13 Creditors: amounts falling due after more than one year	2002 £	2001 £
Loan, Investors in Society (Charities Aid Foundation)	84,248	-
Loan maturity analysis		
Debt due in one year or less	13,330	-
In more than two years but not more than five years	53,321	-
In more than five years	30,927	-
	97,578	-

The loan from Investors in Society is secured by a first legal charge on the freehold property known as the Y Community Centre, Ocklynge Road, Eastbourne.

14 Fund balances

	Movement in funds				
	Balance at 1 April 2001	Incoming resources	Resources expended	Transfers	Balance at 31 March 2002
	£	£	£	£	£
Unrestricted funds					
General fund	7,695	47,593	(50,984)	15,700	20,004
Y's buys	2,423	16,712	(18)	(15,700)	3,417
	<u>10,118</u>	<u>64,305</u>	<u>(51,002)</u>	<u>-</u>	<u>23,421</u>
Restricted funds					
Building fund	-	34,660	(900)	-	33,760
Family workshop	1,502	2,108	(2,347)	-	1,263
Kids plus	449	2,016	(1,211)	-	1,254
Kingsmere project	4,572	1,050	(4,384)	-	1,238
Street Y's	385	(350)	(35)	-	-
Y's up	14,527	43,908	(16,954)	-	41,481
Computer fund	-	5,993	(1,998)	-	3,995
	<u>21,435</u>	<u>89,385</u>	<u>(27,829)</u>	<u>-</u>	<u>82,991</u>

Included within the sum of £41,481 for Y's up is a grant of £27,651 donated for the accounting year 2002/3.

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

15 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31 March 2002 are represented by:			
Tangible fixed assets	941	138,095	139,036
Current assets	25,825	42,474	68,299
Creditors: amounts falling due within one year	(3,345)	(13,330)	(16,675)
Creditors: amounts falling due after more than one year	-	(84,248)	(84,248)
	<u>23,421</u>	<u>82,991</u>	<u>106,412</u>

16 Commitments under operating leases

At 31 March 2002 the company had annual commitments under non-cancellable operating leases as follows:

	2002 £	2001 £
Expiry date:		
Between two and five years	<u>895</u>	<u>895</u>