

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

COMMUNITYWISE
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2004



COMMUNITYWISE

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 Limited 1 The Avenue Eastbourne East Sussex BN21 3YA
Bankers	Alliance and Leicester 62 Hagley Road Birmingham B16 8PE
Solicitors	Lawson Lewis 37 Brassey Avenue Eastbourne East Sussex BN22 9QD

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2004

The trustees present their report and accounts for the year ended 31 March 2004.

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 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 2003 to 2004 Community Wise continued to provide its community facilities for the benefit of up to 1600 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 agencies and others are organised by other community or charitable groups who hire the facilities. The goals of the charity are summaries 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. With the support of a grant from the Joseph Rank Trust a young woman continues her training in youth work as she develops the Community Wise Wise Up health education project in Sussex and further afield. An after-school club organised by a local child-care provider began daily at Communitywise in September 03.

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 preschool children, parenting and self-esteem courses held by two local health visitors and a Saturday fun activity afternoon for the whole family together.

To value individuals, identifying and responding to their needs

Up to 1600 individuals attended the premises on a regular basis during the year. Almost all are known by name by staff or volunteers and receive a personal welcome and interest in their life. Unqualified people from the local community have been encouraged to teach informal adult education courses by using their evident skills.

To promote community spirit

Community Wise is a huge builder of social capital and the area in which the Centre is placed benefits both directly and indirectly from the charitable activities which takes place at the premises.

There was a transfer from the Kingsmere fund to the Family Workshop, as the Kingsmere project has now ceased and the funds have been transferred to the Family Workshop to use the funds in accordance with the original donors wish and for family support.

A transfer between the individual projects and the general fund has been made to reflect the use of the facilities and for administration expenses by the projects.

There was a deficit after transfers on the Restricted Fund for the year of £7,481, this was due to income being used during the year which had been received in previous periods. The General Fund showed a surplus and after a Y's Buys transfer of £12,000 to the General Fund, this gives the General Fund a balance at the year end £30,530 and Y's buys a balance of £1,197.

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TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2004

Trustees

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

L Benn
D Kemp
K Adams
M Relf
D Roberts

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 13 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: 14 September 2004

COMMUNITYWISE

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

We report on the accounts for the year ended 31 March 2004 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 Limited

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

Dated: *14 September 2004*

COMMUNITYWISE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2004

	Notes	Unrestricted funds £	Restricted funds £	Total 2004 £	Total 2003 £
<u>Incoming resources</u>					
Donations and gifts		4,861	39,028	43,889	23,348
Activities in furtherance of the charity's objects		41,770	319	42,089	38,428
Activities for generating funds		20,619	-	20,619	19,764
Investment income		597	-	597	396
Total incoming resources	2	67,847	39,347	107,194	81,936
<u>Resources expended</u>					
Costs of generating funds		7,072	-	7,072	6,947
Direct costs in furtherance of the objects of the charity		6,849	34,642	41,491	36,071
Other support costs		28,355	5,919	34,274	37,050
Building maintenance and running costs		16,425	-	16,425	15,309
Management and administration		3,286	-	3,286	2,702
Total resources expended	3	61,987	40,561	102,548	98,079
Net incoming/(outgoing) resources before transfers		5,860	(1,214)	4,646	(16,143)
Transfers between funds		6,267	(6,267)	-	-
Net income/(expenditure) for the year/ Net movement in funds		12,127	(7,481)	4,646	(16,143)
Fund balances at 1 April 2003		19,600	70,669	90,269	106,412
Fund balances at 31 March 2004	12	31,727	63,188	94,915	90,269

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 2004

	Notes	2004 £	£	2003 £	£
Fixed assets					
Tangible assets	7		132,653		138,523
Current assets					
Debtors	8	3,587		3,510	
Cash at bank and in hand		44,309		42,155	
		47,896		45,665	
Creditors: amounts falling due within one year	9	(17,214)		(17,354)	
Net current assets			30,682		28,311
Total assets less current liabilities			163,335		166,834
Creditors: amounts falling due after more than one year	10		(68,420)		(76,565)
Net assets			94,915		90,269
Income funds					
Restricted funds	12		63,188		70,669
Unrestricted funds	12		31,727		19,600
			94,915		90,269

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 2004. 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 2004 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 14 September 2004



K Adams

Trustee

COMMUNITYWISE

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2004

1 Accounting policies

1.1 Basis of preparation

The financial statements are prepared under the historic cost convention and are in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), the Companies Act 1985 and following the recommendations in the 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
Improvements	20% 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 Pensions

The pension costs charged in the accounts represent the contributions payable by the trust during the year in accordance with SSAP 24.

1.7 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.

1.8 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 - has now ceased and the funds transferred to the family workshops.

Wise 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

Health Wise - funded by grants this fund ran self esteem courses during the year

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NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2004

2 Incoming resources

Donations and gifts

	Unrestricted funds £	Restricted funds £	Total 2004 £	Total 2003 £
Donations and gifts	1,241	4,740	5,981	10,160
Grants	3,620	34,288	37,908	13,188
	<u>4,861</u>	<u>39,028</u>	<u>43,889</u>	<u>23,348</u>

Activities in furtherance of the charity's objects

	Unrestricted funds £	Restricted funds £	Total 2004 £	Total 2003 £
Income from projects	-	-	-	5,956
Lettings	26,955	319	27,274	23,057
Short courses	14,580	-	14,580	9,178
Membership	235	-	235	237
	<u>41,770</u>	<u>319</u>	<u>42,089</u>	<u>38,428</u>

Activities for generating funds

	Unrestricted funds £	Restricted funds £	Total 2004 £	Total 2003 £
Shop sales	19,504	-	19,504	18,684
Sundry	1,115	-	1,115	1,080
	<u>20,619</u>	<u>-</u>	<u>20,619</u>	<u>19,764</u>

Investment income

	Unrestricted funds £	Restricted funds £	Total 2004 £	Total 2003 £
Interest receivable	597	-	597	396
	<u>597</u>	<u>-</u>	<u>597</u>	<u>396</u>

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NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2004

3 Resources expended

	Unrestricted funds £	Restricted funds £	Total 2004 £	Total 2003 £
Costs of generating funds				
Shop salaries	7,072	-	7,072	6,757
Recruitment costs	-	-	-	190
	<u>7,072</u>	<u>-</u>	<u>7,072</u>	<u>6,947</u>
Direct costs in furtherance of the objects of the charity				
Short courses - Tutors	6,756	575	7,331	5,415
Salaries and NIC	-	27,467	27,467	18,398
Rent	-	-	-	5,558
Other expenses	93	6,600	6,693	6,700
	<u>6,849</u>	<u>34,642</u>	<u>41,491</u>	<u>36,071</u>
Other support costs				
Salaries and NIC	21,976	-	21,976	25,084
Pension	-	595	595	-
Telephone and Postage	103	225	328	1,454
Printing, Stationery, Photocopier and advertising	2,073	-	2,073	3,375
Computer costs	793	261	1,054	595
Depreciation	1,234	4,838	6,072	5,118
Miscellaneous	2,176	-	2,176	1,424
	<u>28,355</u>	<u>5,919</u>	<u>34,274</u>	<u>37,050</u>
Building maintenance and running costs				
Rates and water	518	-	518	541
Cleaning and Household	1,629	-	1,629	2,753
Light and Heat	3,204	-	3,204	3,149
Insurance	1,536	-	1,536	1,293
Maintenance of Building and Equipment	4,353	-	4,353	1,925
Loan interest	5,185	-	5,185	5,648
	<u>16,425</u>	<u>-</u>	<u>16,425</u>	<u>15,309</u>
Management and administration				
Advertising	565	-	565	238
Legal and professional fees	353	-	353	101
Accountancy	2,244	-	2,244	1,988
Bank charges	124	-	124	375
	<u>3,286</u>	<u>-</u>	<u>3,286</u>	<u>2,702</u>

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NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2004

4 Trustees

None of the trustees received any remuneration during the year.

Mrs S Relf (wife of one of the trustees) is employed as the company secretary and chief executive at a salary of £7681 per annum.

5 Employees

Number of employees

The average monthly number of employees during the year was:

	2004 Number	2003 Number
Direct charitable	6	10
Administrative	3	3
	<u>9</u>	<u>13</u>

Employment costs

	2004 £	2003 £
Wages and salaries	53,941	47,838
Social security costs	2,574	2,401
	<u>56,515</u>	<u>50,239</u>

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

6 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 2004

7 Tangible fixed assets

	Freehold property	Improvements to property	Computer equipment	Fixtures, fittings & equipment	Total
	£	£	£	£	£
Cost or valuation					
At 1 April 2003	135,750	630	5,993	4,735	147,108
Additions	-	-	-	202	202
At 31 March 2004	135,750	630	5,993	4,937	147,310
Depreciation					
At 1 April 2003	2,710	126	3,996	1,753	8,585
Charge for the year	2,715	126	1,997	1,234	6,072
At 31 March 2004	5,425	252	5,993	2,987	14,657
Net book value					
At 31 March 2004	130,325	378	-	1,950	132,653
At 31 March 2003	133,040	504	1,997	2,982	138,523

8 Debtors	2004 £	2003 £
Other debtors	1,745	1,730
Prepayments and accrued income	1,842	1,780
	3,587	3,510

9 Creditors: amounts falling due within one year	2004 £	2003 £
Charity Bank Loan	13,330	13,330
Accruals	3,884	4,024
	17,214	17,354

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NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2004

10 Creditors: amounts falling due after more than one year	2004 £	2003 £
Charity Bank Loan	68,420	76,565
Loan maturity analysis		
Debt due in one year or less	13,330	13,330
In more than two years but not more than five years	53,321	53,321
In more than five years	15,099	23,244
	81,750	89,895

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

11 Pension costs

The trust 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 £595 (2003- £0). Contributions totalling £85 (2003- £0) were payable to the fund at the year end and are included in creditors.

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NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2004

12 Fund balances

	Balance at 1 April 2003	Movement in funds			Balance at 31 March 2004
	£	Incoming resources	Resources expended	Transfers	£
Unrestricted funds					
General fund	18,486	48,343	(54,915)	18,267	30,530
Y's buys	1,114	19,504	(7,072)	(12,000)	1,197
	<u>19,600</u>	<u>67,847</u>	<u>(61,987)</u>	<u>6,267</u>	<u>31,727</u>
Restricted funds					
Building fund	31,824	5	(2,841)	-	28,988
Family workshop	1,941	-	(219)	(179)	1,543
Kids plus	1,403	319	(48)	(781)	893
Kingsmere project	1,188	-	-	(1,188)	-
Health wise	2,620	788	(953)	(1,330)	1,125
Wise up	29,696	38,235	(34,503)	(2,789)	30,639
Computer fund	1,997	-	(1,997)	-	-
	<u>70,669</u>	<u>39,347</u>	<u>(40,561)</u>	<u>(6,267)</u>	<u>63,188</u>

13 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31 March 2004 are represented by:			
Tangible fixed assets	103,665	28,988	132,653
Current assets	13,696	34,200	47,896
Creditors: amounts falling due within one year	(17,214)	-	(17,214)
Creditors: amounts falling due after more than one year	(68,420)	-	(68,420)
	<u>31,727</u>	<u>63,188</u>	<u>94,915</u>

14 Commitments under operating leases

At 31 March 2004 the company had annual commitments under non-cancellable operating leases as follows:

	2004 £	2003 £
Expiry date:		
Between two and five years	<u>895</u>	<u>895</u>