

Charity Registration Number 1082841
Company Registration Number 4025310

Communitywise
Trustees' Report and Accounts
For the year ended
31 March 2008



Communitywise Contents

	Page
Legal and administrative information	1
Trustees' report	2 - 5
Accountants' report	6
Statement of financial activities	7
Balance sheet	8
Notes to the accounts	9 - 17

Communitywise

Legal and administrative information

Trustees	Mr D Roberts Mr M Relf Miss S Smith Miss C Kimber Mr P Carter Mrs J Osborn (Appointed 1st April 07)
Secretary and Chief Executive	Mrs S Relf
Charity Number	1082841
Company Number	4025310
Registered Office	The Communitywise Community Centre Ocklynge Road Eastbourne East Sussex BN21 1PY
Reporting Accountants	Prontac Data Service Ltd 2 Lordslaine Close Eastbourne East Sussex BN20 7UF
Bankers	Co operative Bank PO Box 250 Delf House Southway Skelmersdale WN8 6WT
Solicitors	Lawson Lewis 11 Hyde Gardens Eastbourne East Sussex BN21 4PP

Communitywise Trustees' report

The trustees present their report and financial statements for the period ended 31 March 2008

Governance Structure and Management

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, the Companies Act 1985 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005

Community Wise became a registered charity during 2000 when it was relinquished by the YWCA of Great Britain. The community premises were opened in 1965 as the Eastbourne YWCA. The charitable work started then was taken over by Community Wise and the freehold was purchased. Goodwill, experience, local knowledge and local participation provide social capital that has huge value.

Officer of Charity

Mrs S Relf

Chief Executive and Company Secretary

Trustees

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

Mr D Roberts

Chairman

Mr M Relf

Miss S Smith

Miss C Kimber

Mr P Carter

Mrs J Osborn

(Appointed 1st April 07)

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.

Trustees are elected by the Members of Community Wise.

At least four meetings per year are held, including an Annual General Meeting at which the accounts and report of the previous year are received and adopted.

Currently the General Committee responsible for the day to day oversight and development of Community Wise is the Trustee body with the support of a Management Committee.

A partnership with Living Stones Community Church has been established. The Trustees comprise leaders and members of the Church.

Volunteering

Over 30 volunteers gave their time weekly to support Community Wise in its activities, its administration or in looking after and improving its premises. This included help with book-keeping, maintenance and repairs, cleaning and housekeeping, reception duties, running groups for different sections of the community, painting and decorating, clearing rubbish and advertising. Many others helped on an occasional basis. The value of such activity in financial terms amounts to over £30,000 per annum if calculated at a minimum £5 per hour.

Communitywise Trustees' report (continued)

Review of activities

Objects of the charity

The object of Community Wise is to help to facilitate vibrant community life for all through Christian faith in action

During the year 2007 to 2008 Community Wise enabled community activities and facilities to up to 1700 users per term time week of all ages and backgrounds to take place. Some activities were initiated and led by Community Wise staff and volunteers, others were held in partnership with other agencies and others were organised by other community or charitable groups who hired the facilities. The goals of the charity are summarised under four headings

To serve the community

During the year activities were held and arranged, both on a weekly and an occasional basis and in consultation with young people and children, parents with their children, older people and those suffering disadvantage of different kinds. Live Wires Youth Club supported up to 100 young people aged 9-16 each week. Wise Up health promotion programme for teenage girls, funded by the Joseph Rank Benevolent Trust, was delivered weekly to over 70 participants. A partnership with English in the Community enabled English lessons to take place for small groups of non-English speaking Eastbourne residents

To encourage the family

Several weekly activities that focus on encouraging family life continued during the year. These included three parent and toddler groups. Partnership with the NCT saw the growth of a new group supporting pregnant women and new mothers

To value individuals, identifying and responding to their needs

Up to 1700 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 or launch group activities by using their evident skills, promoting local enterprise

To promote community spirit

Community Wise builds social capital and the area in which the Centre is placed benefits economically and socially both directly and indirectly from the charitable activity that takes place. The numbers of groups currently hiring the premises has increased as more space for community activities was created at the end of 2006/07. 55 separate individuals hired the premises for one off events during 07/08 and 56 groups used the premises on a regular basis. In addition to fund-raising and occasional one-day community events, Community Wise organised an additional 20 activities each week

Premises

A new loan from the Charity Bank for £150,000 over 20 years was arranged in 2006 order to make major improvements and essential repairs to the premises

During 06/07 a lift to the first floor was installed, the forecourt was redesigned and resurfaced to include a ramp and an automatic opening door was installed to give disabled people equality of access. Creating space downstairs enabled the integral charity shop, Wise Buys, to be relocated to the ground floor. A new foyer and reception area was added to the front of the building. In the space previously occupied by the shop on the first floor, two new seminar rooms and an office have been created. During 07/08 a new toilet suite was created. This included the installation of a toilet fully accessible to wheelchair users

Communitywise

Trustees' report (continued)

Funding

Community Wise received a grant from Eastbourne Borough Council towards general funds. A grant from the Sussex Community Foundation for £2000 subsidised the use of the premises by English in the Community for English language lessons. By running its own integral charity shop and by using volunteers where possible, the charity is able to be self-financing on a day to day basis.

Financial Review

The General Fund showed a deficit for the year of £7191. This was covered by a transfer from the Y's Buys Fund which had an operating surplus of £13148 for the year.

Future Plans

The Trustees intend that further improvements be made during the year 2007/08, including creating improved storage and renovating the toilet facilities downstairs. The Trustees intend for the charity to continue its services and expand as opportunities permit during the forthcoming year.

Trustees responsibilities

The trustees are responsible for preparing the accounts in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the trust and of its incoming resources and application of resources, including its net income and expenditure for the year.

In preparing these accounts, the trustees are required to

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

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the trust and which enable them to ensure that the accounts comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Risk factors

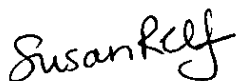
The trustees have examined the major business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

**Communitywise
Trustees' report (continued)**

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

16/10/08

Communitywise Accountants report

Accountants report to the members on the unaudited accounts of Communitywise

We report on the accounts for the year ended 31 March 2008 set out on pages 6 to 16

This report is made solely to the charity's members, as a body, in accordance with Section 249C of the Companies Act 1985. Our reporting work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an independent accountant'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 charity and the charity's members as a body, for our reporting work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and reporting accountants

As described on page 6 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)



Prontac Data Service Ltd
2 Lordslaine Close
Eastbourne
East Sussex
BN20 7UF

Dated 16/10/08

Communitywise
Statement of Financial Activities
Including Income and Expenditure Account
For the year ended 31 March 2008

	Notes	Unrestricted funds	Restricted funds	Total 2008 £	2007 £
Incoming resources from generated funds					
Voluntary income		2,908	10,005	12,913	20,694
Activities for generating funds		33,029	0	33,029	20,600
Investment income		390	0	390	405
		36,327	10,005	46,332	41,699
Activities in furtherance of the charity's objects					
Charitable activities		52,969	26,250	79,219	113,829
Other incoming resources		1,689	0	1,689	1,265
Total incoming resources	2	90,985	36,255	127,240	156,793
Resources expended					
Costs of generating funds		11,142	0	11,142	9,567
Charitable activities		59,615	47,909	107,524	103,472
Governance costs		2,699	0	2,699	5,229
Total resources expended	3	73,456	47,909	121,365	118,268
Net incoming resources before transfers		17,529	(11,654)	5,875	38,525
Gross transfers between funds	12	447	(447)	0	0
Net income for the year		17,976	(12,101)	5,875	38,525
Fund balances at 1 April		66,294	114,804	181,098	142,573
Fund balances at 31 March		84,270	102,703	186,973	181,098

Communitywise
Balance sheet
As at 31 March 2008

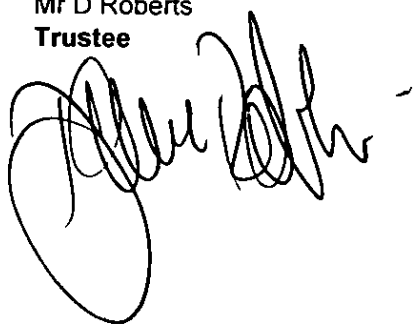
	Notes	2008 £	2008 £	2007 £	2007 £
Fixed assets					
Tangible assets	8		288,813		293,837
Current assets					
Debtors	9	3,308		4,788	
Cash at bank and in hand		45,742		33,691	
		49,050		38,479	
Creditors: amounts falling due within one year	10	(19,888)		(16,110)	
Net current assets			29,162		22,369
Total assets less current liabilities			317,975		316,206
Creditors: amounts falling due after more than one year	11		(131,002)		(135,108)
Total assets less current liabilities			186,973		181,098
Income funds					
Restricted funds	12		102,703		114,804
Unrestricted funds	12		84,270		66,294
Shareholders' funds			186,973		181,098

In preparing these financial statements

- a) The directors are of the opinion that the company is entitled to the exemption from audit conferred by Section 249A(1) of the Companies Act 1985 and that no member or members have requested an audit pursuant to Section 249B(2) of the Act, and
- b) The directors acknowledge their responsibilities for
 - i) ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985, and
 - ii) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of Section 226 of the Companies Act 1985, and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the company

The financial statements were approved by the board on

Mr D Roberts
 Trustee



Trustee



Communitywise
Notes to the accounts
For the year ended 31 March 2008

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 January 2005), the Companies Act 1985 and following the recommendations in the Accounting and reporting by Charities Statement of Recommended Practice issued in March 2005

The accounts comparatives have been re-stated to take into account the changes in allocation of costs and income into the SORP 2005 headings

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. Resources include irrecoverable VAT

Costs of generating funds comprise the costs associated with attracting voluntary income and grants and the shop trading activities

Charitable activities expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries

Where costs cannot be directly attributed to specific activities, they have been apportioned across the cost categories on a basis consistent with the use of these resources

	Activities for generating funds	Charitable Governance activities	
Salaries and pension			
Chief executive	25%	50%	25%
Shop staff	100%		
Other staff		100%	
Other overheads and direct costs			
Insurance, gas and water rates	10%	90%	
Administration and support costs		100%	
Accountancy and Accountants report Review			100%
Legal and professional			100%

Governance represents the strategic and legal costs of the charity

Communitywise
Notes to the accounts
For the year ended 31 March 2008

1 Accounting policies

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	10% and 20% Straight line basis
Computer equipment	33 1/3% Straight line basis
Fixtures, fittings and equipment	25% Straight line basis

Items below £200 are not capitalised

1.5 Leasing and hire purchase commitments

Rentals payable under operating leases are charged against income on a straight line basis over the period of the lease

1.6 Stock

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

1.7 Pensions

The trust operates a defined contributions pension scheme. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme

1.8 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

1.9 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 parents with preschool children

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 and develop the Communitywise Community Centre

Health Wise - this fund ran self esteem and parenting courses during the year in partnership with local health visitors. This project was closed in April 2006

Depreciation of Buildings - the funds raised for the building project after sundry costs have been transferred to a separate fund where future depreciation of the buildings will be charged until exhausted whereupon it will be set against the General Fund

Communitywise
Notes to the accounts
For the year ended 31 March 2008

2 Incoming resources

	Unrestricted funds £	Restricted funds £	Total 2008 £	Total 2007 £
Incoming resources from generated funds				
Voluntary income				
Donations and gifts	2,908	10,005	12,913	14,694
Grants	0	0	0	6,000
	<u>2,908</u>	<u>10,005</u>	<u>12,913</u>	<u>20,694</u>
Activities for generating funds				
Shop sales	25,671	0	25,671	20,600
Commercial lettings	5,275	0	5,275	0
Contributions from users	2,083	0	2,083	0
	<u>33,029</u>	<u>0</u>	<u>33,029</u>	<u>20,600</u>
Investment income				
Interest receivable	390	0	390	405
	<u>390</u>	<u>0</u>	<u>390</u>	<u>405</u>
Activities in furtherance of the charity's objects				
Charitable activities				
Lettings	32,101	0	32,101	27,955
Short courses	13,008	0	13,008	11,621
Membership	460	0	460	230
Grants	7,400	26,250	33,650	74,023
	<u>52,969</u>	<u>26,250</u>	<u>79,219</u>	<u>113,829</u>
Other incoming resources				
Sundry	1,689	0	1,689	1,265
	<u>1,689</u>	<u>0</u>	<u>1,689</u>	<u>1,265</u>
Total incoming resources	90,985	36,255	127,240	156,793

Communitywise
Notes to the accounts
For the year ended 31 March 2008

3 Resources expended

	Unrestricted funds £	Restricted funds £	Total 2008 £	Total 2007 £
Costs of generating funds				
Shop salaries	7,760	0	7,760	6,772
Shop heat and light	531	0	531	76
Shop rates	226	0	226	164
Shop insurance	203	0	203	197
Shop volunteer expenses	287	0	287	243
Chief executive salary	2,135	0	2,135	2,115
	11,142	0	11,142	9,567
Charitable activities				
Short courses - Tutors	6,863	0	6,863	6,122
Rent	0	390	390	853
Salaries and NIC	17,284	18,927	36,211	40,136
Pension	0	680	680	1,092
Telephone and postage	2,429	428	2,857	1,386
Printing, stationery and photocopier	2,148	98	2,246	2,218
Computer costs	154	225	379	489
Hospitality and resources	2,705	2,668	5,373	5,338
Depreciation	3,547	23,261	26,808	21,457
Rates and water	1,723	0	1,723	1,474
Cleaning and household	2,651	0	2,651	3,655
Light and heat	4,777	0	4,777	3,874
Insurance	1,832	0	1,832	1,774
Maintenance of building and equipment	4,326	0	4,326	2,456
Hire of equipment	0	0	0	399
Loan interest	8,794	0	8,794	5,843
Travelling	24	818	842	1,234
Legal and professional fees	176	0	176	2,676
Bank charges	24	0	24	59
Advertising	158	414	572	937
	59,615	47,909	107,524	103,472

Communitywise
Notes to the accounts
For the year ended 31 March 2008

3 Resources expended (continued)

	Unrestricted funds £	Restricted funds £	Total 2008 £	Total 2007 £
Governance				
Legal and professional fees	0	0	0	999
Accountancy	564	0	564	1,175
Accountants report review	0	0	0	940
Chief executive salary	2,135	0	2,135	2,115
	<u>2,699</u>	<u>0</u>	<u>2,699</u>	<u>5,229</u>
Total resources expended	<u>73,456</u>	<u>47,909</u>	<u>121,365</u>	<u>118,268</u>

4 Trustees

Two of the trustees were reimbursed expenses incurred on behalf of the charity 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 £8,112 (2007 £8,116) per annum

Communitywise
Notes to the accounts
For the year ended 31 March 2008

5 Employees

	2008 Number	2007 Number
Direct charitable	4	4
Administrative	2	2
	6	6

Employment costs

	2008 £	2007 £
Wages and salaries	43,452	47,288
Social security costs	4,789	2,314
Pension	680	1,092
	48,921	50,694

There were no employees whose annual emoluments were £60,000 or more

6 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 £680 (2007 £1,092). No contributions were payable to the fund at the year end.

7 Taxation

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

Communitywise
Notes to the accounts
For the year ended 31 March 2008

8 Tangible fixed assets

	Freehold property £	Improvements to property £	Computer equipment £	Fixtures, fittings and equipment £	Total £
Cost					
As at 1 April 2007	135,750	183,672	5,993	14,186	339,601
Additions	0	21,784	0	0	21,784
As at 31 March 2008	135,750	205,456	5,993	14,186	361,385
Depreciation					
As at 1 April 2007	13,570	18,364	5,993	7,837	45,764
Charge for year	2,715	20,546	0	3,547	26,808
As at 31 March 2008	16,285	38,910	5,993	11,384	56,287
Net Book Value					
As at 31 March 2008	119,465	166,546	0	2,802	288,813
As at 1 April 2007	122,180	165,308	0	6,349	293,837

In the opinion of the trustees the Community Wise Community centre Building is valued in excess of the book value shown

9 Debtors

	2008 £	2007 £
Other debtors	892	2,753
Prepayments and accrued income	2,416	2,035
	3,308	4,788

10 Creditors: amounts falling due within one year

	2008 £	2007 £
Charity bank loan	12,900	12,900
Accruals	6,988	3,210
	19,888	16,110

Communitywise
Notes to the accounts
For the year ended 31 March 2008

11 Creditors: amounts falling due after more than one year

	2008 £	2007 £
Charity bank loan	131,002	135,108
Loan maturity analysis		
Debt due in one year or less	12,900	12,900
In more than two years but not more than five years	51,601	51,601
In more than five years	79,401	83,507
	<u>143,902</u>	<u>148,008</u>

12 Fund balances

	Balance at 1 April 2007 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2008 £
Unrestricted funds					
General fund	66,044	65,314	(62,314)	447	69,491
Y's buys	250	25,671	(11,142)		14,779
	<u>66,294</u>	<u>90,985</u>	<u>(73,456)</u>	<u>447</u>	<u>84,270</u>
Restricted funds					
Family workshop	447			(447)	0
Wise up	33,237	23,913	(24,648)		32,502
Building and Refurbishment works	81,120	12,342	(23,261)		70,201
	<u>114,804</u>	<u>36,255</u>	<u>(47,909)</u>	<u>(447)</u>	<u>102,703</u>

Transfers from restricted funds represent management charges for staff and facilities used, the costs of which are borne as unrestricted costs

Communitywise
Notes to the accounts
For the year ended 31 March 2008

13 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31 March 2008 are represented by			
Tangible fixed assets	218,612	70,201	288,813
Current assets	16,548	32,502	49,050
Creditors amounts falling due within one year	(19,888)		(19,888)
Creditors amounts falling due after more than one year	(131,002)		(131,002)
	<u>84,270</u>	<u>102,703</u>	<u>186,973</u>

14 Commitments under operating leases

At 31 March 2008 the company had annual commitments under non-cancellable operating leases as follows

	2008 £	2007 £
Expiry date		
Within one year	0	810
Between two and five years	1,493	494
	<u>1,493</u>	<u>1,304</u>