

Charity Registration Number 1082841
Company Registration Number 4025310

Communitywise
Trustees' Report and Accounts
For the year ended
31 March 2013



**Communitywise
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Communitywise
Legal and administrative information

Trustees	Mr P Carter Mr M Relf Miss S Smith Miss C Kimber Mr S Blundell
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	Maiden Accountancy Services 95 Seaside Road Eastbourne E Sussex BN21 3PL
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 2013

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 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005

Community Wise became a registered charity during 2000 upon relinquishment by the YWCA of Great Britain. The community premises 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 P Carter

Chairman

Mr M Relf

Miss S Smith

Miss C Kimber

Mr S Blundell

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.

Four meetings were held during the year, including an Annual General Meeting at which the accounts and report of the previous year were received and adopted.

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

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

Volunteering

Over 50 volunteers gave their time to support Community Wise in its activities, its administration or in looking after and improving its premises on a regular basis. This included help with maintenance and repairs, painting and decorating, reception duties, advertising, and running groups for different sections of the community. Many others helped on an occasional basis. The value of such activity resulted in approximately 4,800 volunteer hours per year. At £7.00 per hour this is valued at almost £35,000.

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 2012 to 2013 Community Wise provided community activities and facilities. 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. We were used by 57 separate groups, and during the year over 2000 group activities took place in our halls and small rooms.

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. A partnership with English in the Community enabled more than 150 English lessons to take place for small groups of non-English speaking Eastbourne residents. Up to 20 groups or agencies use the premises on a weekly basis for community activities in addition to those arranged by Community Wise.

To encourage the family

Several weekly activities that focus on encouraging family life continued during the year. These included three parent and toddler groups and a group for new and expectant mothers held in partnership with the NCT.

To value individuals, identifying and responding to their needs

Over 3000 individuals of all ages and from all backgrounds 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. Community Wise joined the Eastbourne Foodbank when it was launched in 2011/12. Food parcels are distributed to recipients on a daily basis and donations of food are collected. From November to February Community Wise participated in the Eastbourne Night Shelter Scheme one evening and night per week by recruiting volunteers who provided evening meal, bed, breakfast and support to approximately twelve homeless people. 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 and supporting community champions. 80 people took part in our short course programme.

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. A monthly Saturday local produce Market was launched in April 09 that has continued in popularity. Community Wise has participated in a newly formed group of local traders set up to encourage local business and tourism in the immediate local area.

Communitywise Trustees' report (continued)

Premises

A new loan from the Chanty Bank for £150,000 over 20 years was arranged in 2006 order to undertake refurbishment and renovation of the property and create disabled access. In 2008 a grant from EDF Green Fund enabled a Renewable Energy Appraisal to be undertaken. Improvements were itemised and a new condensing boiler was installed in 2009. In 2010 grants from The Veolia Environmental Trust and E-on sustainable Energy Fund enabled cavity wall insulation, further double-glazing, and the insulation of the entire roof. Corrosion in the structure of the building was discovered while the roof was being insulated and a major repair was undertaken, paid for from a fund-raising appeal and general funds. 42 solar panels were installed onto the flat roof, producing electricity for the National Grid and for Community Wise use. These were connected in May 2012. During the year the upstairs kitchen and landing were refurbished and two new toilets, one for wheelchair users, were installed.

Funding

By running its own integral charity shop, holding fund-raising events and by using volunteers where possible, the charity is able to be self-financing on a day to day basis. The Solar Panels were installed free of charge. A grant of £3,500 was received from the Sussex Community Foundation towards the refurbishment costs of the upstairs kitchen and toilets.

Financial Review

The charity made a deficit in the year of £11,912 compared to a deficit of £7,934 in the previous year, due to increased staff costs and an increase in the depreciation charge as a result of the refurbishment projects mentioned above.

Y's Buys continued to perform strongly.

Future Plans

The Trustees are continuing to investigate the possibility of major improvement to and development of the back of the property. The Trustees intend for the charity to continue its services and expand its services as opportunities allow during the forthcoming year.

Communitywise Trustees' report (continued)

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 2006. 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

Asset cover for funds

Note 12 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

Communitywise

Examiner's unqualified report

Independent examiner's report to the trustees of Communitywise

I report on the accounts of the company for the year ended 31 March 2013 set out on pages 6 to 16

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to

- (i) examine the accounts under section 43 of the 1993 Act,
- (ii) to follow the procedures laid down in the general Directions given by the Chanty Commission under section 43(7)(b) of the 1993 Act, and
- (iii) to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Chanty Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below

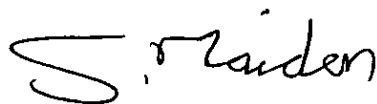
Independent examiner's statement

In connection with my examination, no matter has come to my attention

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - (a) to keep accounting records in accordance with section 386 of the Companies Act 2006, and
 - (b) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities

have not been met, or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached



Steve Maiden, ACA
95 Seaside Road
Eastbourne
E Sussex, BN21 3PL

Dated 25 July 2013

**Communitywise
Statement of Financial Activities
Including Income and Expenditure Account
For the year ended 31 March 2013**

	Notes	2013 £	2012 £
Incoming resources from generated funds			
Voluntary income		7,581	7,741
Activities for generating funds		38,404	38,442
Investment income		16	26
		46,001	46,209
Activities in furtherance of the charity's objects			
Charitable activities		49,889	50,481
Other incoming resources		1,886	2,573
Total incoming resources	2	97,776	99,263
Resources expended			
Costs of generating funds		11,754	12,193
Charitable activities		95,540	91,733
Governance costs		2,393	3,271
Total resources expended	3	109,687	107,197
Net deficit for the year		(11,911)	(7,934)
Fund balances at 1 April		133,754	141,688
Fund balances at 31 March		121,843	133,754

**Communitywise
Balance sheet
As at 31 March 2013**

	Notes	2013 £	2013 £	2012 £	2012 £
Fixed assets					
Tangible assets	8		229,675		235,495
Current assets					
Debtors	9	3,877		5,804	
Cash at bank and in hand		9,468		18,158	
		<u>13,345</u>		<u>23,962</u>	
Creditors: amounts falling due within one year	10	<u>(14,946)</u>		<u>(13,905)</u>	
Net current assets			(1,601)		10,057
Total assets less current liabilities			<u>228,074</u>		<u>245,552</u>
Creditors: amounts falling due after more than one year	11		<u>(106,231)</u>		<u>(111,798)</u>
Net Assets			<u>121,843</u>		<u>133,754</u>
Income funds					
General Fund	12		<u>121,842</u>		<u>133,754</u>

For the year ending 31 March 2013 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies

Directors' responsibilities,

- i) The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- ii) The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

The financial statements were approved by the board on

Trustee *C. Kimber*

Miss Caroline Kimber

Trustee

Mr Mautyn John Relf
Mr Mautyn John Relf

Communitywise
Notes to the accounts
For the year ended 31 March 2013

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 2006 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 Chanty 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 2013

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

Communitywise
Notes to the accounts
For the year ended 31 March 2013

2 Incoming resources

	Total 2013 £	Total 2012 £
Incoming resources from generated funds		
Voluntary income		
Donations and gifts	7,581	7,741
Activities for generating funds		
Shop sales	33,620	33,377
Commercial lettings	0	445
Contributions from users	4,784	4,620
	38,404	38,442
Investment income		
Interest receivable	16	26
	16	26
Activities in furtherance of the charity's objects		
Charitable activities		
Lettings	38,660	39,476
Short courses	7,339	6,570
Membership	390	435
Grants	3,500	4,000
	49,889	50,481
Other incoming resources		
Sundry	1,886	2,573
	1,886	2,573
Total incoming resources	97,776	99,263

Communitywise
Notes to the accounts
For the year ended 31 March 2013

3 Resources expended

	Total 2013 £	Total 2012 £
Costs of generating funds		
Shop salaries	8,799	8,488
Shop heat and light	554	511
Shop rates	320	311
Shop insurance	276	258
Shop volunteer expenses	192	134
Chief executive salary	1,613	2,491
	11,754	12,193
Charitable activities		
Short courses - Tutors	2,568	2,739
Salaries and NIC	28,333	24,562
Telephone and postage	946	1,528
Printing, stationery and photocopier	2,605	2,224
Computer costs	588	849
Hospitality and resources	5,392	5,121
Depreciation	31,344	28,792
Rates and water	922	965
Cleaning and household	3,059	3,817
Light and heat	4,990	4,597
Insurance	2,487	2,325
Maintenance of building and equipment	2,723	2,625
Loan interest	7,333	7,675
Legal and professional fees	1,014	2,465
Bank charges	102	114
Advertising	1,135	1,335
	95,541	91,733
Governance		
Accountancy	780	780
Chief executive salary	1,613	2,491
	2,393	3,271
Total resources expended	109,688	107,197

Communitywise
Notes to the accounts
For the year ended 31 March 2013

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 £6,373 (2012 £9,612) per annum

5 Employees

	2013 Number	2012 Number
Direct charitable	5	5
Administrative	2	2
	7	7
Employment costs		
	2013 £	2012 £
Wages and salaries	37,053	35,888
Social security costs	3,305	2,144
	40,358	38,032

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 £0 (2012 £0). 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 2013

8 Tangible fixed assets

	Freehold property £	Improvements to property £	Computer equipment £	Fixtures, fittings and equipment £	Total £
Cost					
As at 1 April 2012	135,750	260,766	6,411	14,186	382,065
Additions	0	25,524	0	0	25,524
As at 31 March 2013	135,750	286,290	6,411	14,186	407,589
Depreciation					
As at 1 April 2012	27,145	133,876	6,411	14,186	154,473
Charge for year	2,715	28,629	0	0	31,344
As at 31 March 2013	29,860	162,505	6,411	14,186	183,102
Net Book Value					
As at 31 March 2013	105,890	123,785	0	0	229,675
As at 1 April 2012	108,605	126,890	0	0	235,495

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

9 Debtors

	2013 £	2012 £
Other debtors	913	2,385
Prepayments and accrued income	2,964	3,419
	3,877	5,804

10 Creditors: amounts falling due within one year

	2013 £	2012 £
Charity bank loan	12,900	12,900
Accruals	2,046	1,005
	14,946	13,905

Communitywise
Notes to the accounts
For the year ended 31 March 2013

11 Creditors: amounts falling due after more than one year

	2013 £	2012 £
Charity bank loan	106,231	111,798
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	54,630	60,197
	119,131	124,698

12 Fund balances

	Balance at 1 April 2012 £	Incoming resources £	Resources expended £	Balance at 31 March 2013 £
General fund	133,754	97,776	(109,688)	121,842

13 Commitments under operating leases

At 31 March 2013 the company had annual commitments under non-cancellable operating leases as follows

	2013 £	2012 £
Expiry date		
Within one year	0	0
Between two and five years	1,104	1,104
	1,104	1,104