

Charity Registration Number 1082841
Company Registration Number 4025310

Communitywise
Trustees' Report and Accounts
For the year ended
31 March 2014



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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 Mr P Board (appointed 18 April 2013)
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 Blakers 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 2014

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

Mr P Board (appointed 18 April 2013)

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 2013 to 2014 Community Wise provided community activities and facilities for over 3000 beneficiaries in an average term time month. 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. 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 four parent and toddler groups and a group for new and expectant mothers held in partnership with the NCT Family Practice Contact Services, Time Out Fostering and East Sussex County Council Family Conferencing Service use the premises on a regular basis. The premises are used regularly at weekends for family parties and children's birthdays.

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 ten 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. Working with Sussex Downs College this year, new courses were introduced, and 133 people attended various short courses during 2013-14. Community Wise has supported the Eastbourne Area Epilepsy Group launch a youth group during the year and also supports Young Carers, who, under the umbrella of Care for the Carers, use the premises once per fortnight for their support group.

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 flourished since then. During the year 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 Charity 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 2012/13 the upstairs kitchen and landing were refurbished and two new toilets, one for wheelchair users, were installed.

During 2013/14 planning permission was sought and approved to undertake major improvement to and development of the back of the property. The extension of one small room will increase its capacity, and the erection of a further small room in wasted space will enable Community Wise to accommodate medium sized community groups currently turned away through lack of space. The tarmacked outside play area is in poor condition and is deteriorating. Resurfacing the area and line-marking will improve the facility and bring it into full community use. The whole area is in a dilapidated condition and in urgent need of repair and improvement. Fund-raising towards this proposed capital expenditure was launched during the year and will continue in 2014/15.

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.

Financial Review

The charity made a deficit in the year of £11,671 compared to a deficit of £11,911 in the previous year. The deficits arise as a result of the depreciation charged on property repairs and improvements, which the charity has sufficient reserves to cover.

The charity's integral charity shop, Wise Buys, continued to perform strongly.

Future Plans

The Trustees intend for the charity to continue its services and expand its services as opportunities allow during the forthcoming year. A major capital improvement of the rear of the freehold premises is planned for 2014/15 following a fund-raising appeal.

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

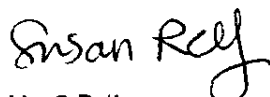
Risk factors

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

6/8/14

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 2014 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 Charity 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 Charity 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.

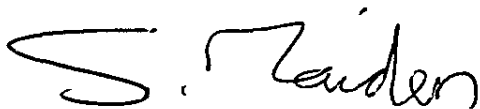
Independent examiner's statement

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

**Communitywise
Statement of Financial Activities
Including Income and Expenditure Account
For the year ended 31 March 2014**

	Notes	Unrestricted funds	Restricted funds	2014 £
Incoming resources from generated funds				
Voluntary income		4,599	6,700	11,299
Activities for generating funds		39,831	0	39,831
Investment income		16	0	16
		44,446	6,700	51,146
Activities in furtherance of the charity's objects				
Charitable activities		50,555	0	50,555
Other incoming resources		1,083	0	1,083
Total incoming resources	2	96,084	6,700	102,784
Resources expended				
Costs of generating funds		11,795	0	11,795
Charitable activities		97,225	3,650	100,875
Governance costs		1,785	0	1,785
Total resources expended	3	110,805	3,650	114,455
Net deficit for the year		(14,721)	3,050	(11,671)
Fund balances at 1 April		121,843	0	121,843
Fund balances at 31 March		107,122	3,050	110,172

2013
£
7,581
38,404
16
46,001
49,889
1,886
97,776
11,754
95,540
2,393
109,687
(11,911)
133,754
121,843

**Communitywise
Balance sheet
As at 31 March 2014**

	Notes	2014 £	2014 £	2013 £	2013 £
Fixed assets					
Tangible assets	8		198,331		229,675
Current assets					
Debtors	9	5,169		3,877	
Cash at bank and in hand		21,699		9,468	
		<u>26,868</u>		<u>13,345</u>	
Creditors amounts falling due within one year	10	<u>(14,708)</u>		<u>(14,946)</u>	
Net current assets			12,160		(1,601)
Total assets less current liabilities			<u>210,491</u>		<u>228,074</u>
Creditors amounts falling due after more than one year	11		<u>(100,319)</u>		<u>(106,231)</u>
Net Assets			<u>110,172</u>		<u>121,843</u>
Income funds					
General Fund	12		107,122		121,843
Building and Refurbishment works			3,050		0
			<u>110,172</u>		<u>121,843</u>

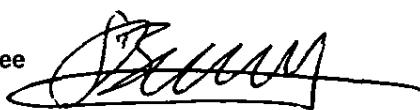
For the year ending 31 March 2014 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies

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 06/08/14

Trustee


STEVEN BLUNDELL

Trustee


MARTYN RELF

Communitywise
Notes to the accounts
For the year ended 31 March 2014

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 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 activities	Governance
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 2014

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 2014

2 Incoming resources

	Unrestricted funds £	Restricted funds £	Total 2014 £	Total 2013 £
Incoming resources from generated funds				
Voluntary income				
Donations and gifts	4,599	6,700	11,299	7,581
Activities for generating funds				
Shop sales	36,078	0	36,078	33,620
Commercial lettings	0	0	0	0
Contributions from users	3,753	0	3,753	4,784
	39,831	0	39,831	38,404
Investment income				
Interest receivable	16	0	16	16
	16	0	16	16
Activities in furtherance of the charity's objects				
Charitable activities				
Lettings	42,527	0	42,527	38,660
Short courses	7,708	0	7,708	7,339
Membership	320	0	320	390
Grants	0	0	0	3,500
	50,555	0	50,555	49,889
Other incoming resources				
Sundry	1,083	0	1,083	1,886
	1,083	0	1,083	1,886
Total incoming resources	96,084	6,700	102,784	97,776

Communitywise
Notes to the accounts
For the year ended 31 March 2014

3 Resources expended

	Unrestricted funds £	Restricted funds £	Total 2014 £	Total 2013 £
Costs of generating funds				
Shop salaries	9,512	0	9,512	8,799
Shop heat and light	289	0	289	554
Shop rates	328	0	328	320
Shop insurance	272	0	272	276
Shop volunteer expenses	389	0	389	192
Chief executive salary	1,005	0	1,005	1,613
	11,795	0	11,795	11,754
Charitable activities				
Short courses - Tutors	3,617	0	3,617	2,568
Salaries and NIC	32,061	0	32,061	28,333
Telephone and postage	942	0	942	946
Printing, stationery and photocopier	2,623	0	2,623	2,604
Computer costs	3,207	0	3,207	588
Hospitality and resources	2,761	0	2,761	5,392
Depreciation	31,344	0	31,344	31,344
Rates and water	1,045	0	1,045	922
Cleaning and household	3,064	0	3,064	3,059
Light and heat	2,600	0	2,600	4,990
Insurance	2,447	0	2,447	2,487
Maintenance of building and equipment	2,981	0	2,981	2,723
Loan interest	6,989	0	6,989	7,333
Travelling	57	0	57	0
Legal and professional fees	13	3,515	3,528	1,014
Bank charges	54	0	54	102
Advertising	1,420	135	1,555	1,135
	97,225	3,650	100,875	95,540
Governance				
Accountancy	780	0	780	780
Chief executive salary	1,005	0	1,005	1,613
	1,785	0	1,785	2,393
Total resources expended	110,805	3,650	114,455	109,687

Communitywise
Notes to the accounts
For the year ended 31 March 2014

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 £4,020 (2013 £6,373) per annum

5 Employees

	2014 Number	2013 Number
Direct charitable	5	5
Administrative	2	2
	7	7
Employment costs		
	2014 £	2013 £
Wages and salaries	41,414	37,053
Social security costs	2,170	3,305
	43,584	40,358

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 (2013 £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 2014

8 Tangible fixed assets

	Freehold property £	Improvements to property £	Computer equipment £	Fixtures, fittings and equipment £	Total £
Cost					
As at 1 April 2013	135,750	286,290	6,411	14,186	442,637
Additions	0	0	0	0	0
As at 31 March 2014	135,750	286,290	6,411	14,186	442,637
Depreciation					
As at 1 April 2013	29,860	162,505	6,411	14,186	212,962
Charge for year	2,715	28,629	0	0	31,344
As at 31 March 2014	32,575	191,134	6,411	14,186	211,731
Net Book Value					
As at 31 March 2014	103,175	95,156	0	0	198,331
As at 1 April 2013	105,890	123,785	0	0	229,675

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

9 Debtors

	2014 £	2013 £
Other debtors	2,076	913
Prepayments and accrued income	3,093	2,964
	<u>5,169</u>	<u>3,877</u>

10 Creditors: amounts falling due within one year

	2014 £	2013 £
Charity bank loan	12,900	12,900
Accruals	1,808	2,046
	<u>14,708</u>	<u>14,946</u>

Communitywise
Notes to the accounts
For the year ended 31 March 2014

11 Creditors' amounts falling due after more than one year

	2014 £	2013 £
Charity bank loan	100,319	106,231
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	48,718	54,630
	<u>113,219</u>	<u>119,131</u>

12 Fund balances

	Balance at 1 April 2013 £	Incoming resources £	Resources expended £	Balance at 31 March 2014 £
Unrestricted funds				
General fund	121,843	96,084	(110,805)	107,122
Restricted funds				
Building and Refurbishment works	0	6,700	(3,650)	3,050

Communitywise
Notes to the accounts
For the year ended 31 March 2014

13 Commitments under operating leases

At 31 March 2014 the company had annual commitments under non-cancellable operating leases as follows

	2014 £	2013 £
Expiry date		
Within one year	0	0
Between two and five years	1,104	1,104
	<u>1,104</u>	<u>1,104</u>