

REGISTERED COMPANY NUMBER: 4754607
REGISTERED CHARITY NUMBER: 1100266

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2009
FOR
BROCKWORTH COMMUNITY PROJECT**

Andorran Limited
6 Manor Park Business Centre
Mackenzie Way
Cheltenham
Gloucestershire
GL51 9TX

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BROCKWORTH COMMUNITY PROJECT
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FOR THE YEAR ENDED 31 MARCH 2009

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BROCKWORTH COMMUNITY PROJECT

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2009

The trustees, who are also directors of the charity for the purposes of the Companies Act 1985, present their report with the financial statements of the charity for the year ended 31 March 2009. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005, as amended 2008.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
4754607

Registered Charity number
1100266

Registered office
Brockworth Community Centre
Office 1 Court Road
Brockworth
Gloucester
Gloucestershire
GL3 4ET

Trustees

W Hughes	Chair	- resigned 26.2.09
Ms C Bergin	Treasurer	- resigned 16.3.09
Mrs E J Rose		- resigned 16.3.09
M R Yemm		
Mrs W A Thorne		- appointed 16.3.09
Ms L E Scott		- appointed 19.3.09
		- resigned 19.6.09
Mrs J M Perez		- appointed 19.3.09
		- resigned 19.6.09
I Aruna		- appointed 16.3.09
Mrs R Clark		- appointed 16.3.09
		- resigned 19.6.09
Ms C Bergin		- appointed 18.11.09

Company Secretary
Mrs W A Thorne

Independent Examiner
Andorran Limited
6 Manor Park Business Centre
Mackenzie Way
Cheltenham
Gloucestershire
GL51 9TX

Bankers
Lloyds TSB
Eastgate Street
Gloucester
GL1 1NU

Management Committee
T Wiltshire
S Lewis
A Thorne
N Milner

BROCKWORTH COMMUNITY PROJECT

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2009

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Project is constituted as a company limited by guarantee and therefore has no share capital. In the event of the company being wound up and the liabilities and winding up expenses being in excess of assets, the liability of each member is limited to £1. The Project's governing document is its Memorandum and Articles of Association dated 19 May 2003.

Recruitment and appointment of new trustees

Details of officers and advisers are given on page 1 of this report. The power to appoint new trustees is vested in existing trustees.

Organisational structure

In accordance with the Articles of Association, the Project is directed by an Executive Committee comprising a Chair, Vice Chair, Treasurer, Secretary, and such other Honorary Officers as the Project shall decide. The Executive Committee meets monthly.

Related parties

The Project was a member of the Gloucestershire Neighbourhood Projects Network until its liquidation in November 2008. The Project has no subsidiary undertakings.

Risk management

The trustees actively review the major risks which the Project faces on a regular basis and carry out reviews of the controls over key financial systems. The trustees have also considered other financial, operational and business risks faced by the Project, especially the raising of relevant funding and the maintenance of adequate reserves, and confirm that systems have been established to mitigate, as far as possible, any significant risks.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Project was set up as a Neighbourhood Project to provide services to residents of the Brockworth Ward in the Borough of Tewkesbury in the following ways:

- the relief of persons resident in the area of benefit in need, hardship and distress, including the elderly and the disabled by providing or assisting in the provisions:
- advice and information regarding their legal entitlements particularly (but not exclusively) state benefits, housing, consumer matters and debt;
- facilities and services to relieve persons suffering from substance addiction;
- the advancement of education;
- the advancement of such other charitable purposes in the interests of Social Welfare as are benefits to the Community.

Public benefit

In planning the Project's activities for the year the trustees kept in mind the Charity Commission's guidance on public benefit. The focus of the Project's activities during the year, which explains the delivery by the Project of public benefit, is set out below under 'Achievement and performance' and above under 'Objectives and activities'.

BROCKWORTH COMMUNITY PROJECT

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2009

ACHIEVEMENT AND PERFORMANCE

Charitable activities

During the financial year of 2008-09, the economic climate took its toll on Brockworth Community Project's service provisions.

At the end of 2008, it was necessary to make cut backs in expenditure, including those related to staffing, overheads and utility costs. Despite gradual reductions across the board during the year, BCP was forced to move venues from 3-4 The Parade to Brockworth Community Centre and to reduce staffing hours to a sustainable level in order to reduce expenditure. As part of these cutbacks and as a result of reduced staffing capacity, services traditionally provided by BCP, which had until recently been funded mostly from unrestricted funds, were put on hold or outsourced to other organisations.

The provision of Education Services has continued to be one of the most successful parts of the Project, having increased steadily throughout the year thanks to the continued funding gratefully received from Brockworth Enterprise School. With the introduction of new courses, such as English for Speakers of other Languages (ESOL), we have formed a network of new delivery partners including Gloucestershire College and Brockworth Library. We have run a total of 42 low-cost or free courses for the local community and completed over 300 IAG's (Information, Advice and Guidance Sessions).

BCP's Benefit, Debt, Housing and Welfare Advice Service is still running well, offering two sessions of advice per week for free. The service is also working with the prison service to help ex-offenders with financial and family issues.

FINANCIAL REVIEW

Investment policy and objectives

Due to the relatively low level of funds available for investment, the trustees consider that bank deposits provide a satisfactory return to the Project. There were no surplus funds available during the year.

FUTURE DEVELOPMENTS

We hope to continue with all the present services for the foreseeable future. If funding can be found, we would like to re-initiate and, if possible, increase the services affected by the current economic climate.

We are also hoping to develop further links with local schools and organisations. The key areas of development will be adult education, volunteering and networking with other Community Projects in the area.

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

ON BEHALF OF THE BOARD:



Mrs W A Thorne - Secretary

13 January 2010

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
BROCKWORTH COMMUNITY PROJECT**

I report on the accounts for the year ended 31 March 2009 set out on pages five to thirteen.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's 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 required.

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:

- examine the accounts under Section 43 of the 1993 Act
- 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
- to state whether particular matters have come to my attention.

Basis of the 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 statements 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
- to keep accounting records in accordance with Section 221 of the Companies Act 1985; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Section 226 of the Companies Act 1985 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.

Andorra Limited

Andorra Limited
6 Manor Park Business Centre
Mackenzie Way
Cheltenham
Gloucestershire
GL51 9TX

13 January 2010

BROCKWORTH COMMUNITY PROJECT

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2009

		Unrestricted funds £	Restricted funds £	2009 Total funds £	2008 Total funds £
	Notes				
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	7,000	-	7,000	-
Activities for generating funds	3	7,473	230	7,703	15,352
Investment income	4	566	-	566	938
Incoming resources from charitable activities					
Charitable	5	7,000	79,322	86,322	86,772
Total incoming resources		22,039	79,552	101,591	103,062
RESOURCES EXPENDED					
Charitable activities					
Charitable	6	22,280	72,392	94,672	130,952
Governance costs					
	9	1,300	1,000	2,300	2,203
Total resources expended		23,580	73,392	96,972	133,155
NET INCOMING/(OUTGOING) RESOURCES before transfers					
		(1,541)	6,160	4,619	(30,093)
Gross transfers between funds	16	9,602	(9,602)	-	-
Net incoming/(outgoing) resources		8,061	(3,442)	4,619	(30,093)
RECONCILIATION OF FUNDS					
Total funds brought forward		1,277	8,817	10,094	40,187
TOTAL FUNDS CARRIED FORWARD		9,338	5,375	14,713	10,094

The notes form part of these financial statements

BROCKWORTH COMMUNITY PROJECT

BALANCE SHEET AT 31 MARCH 2009

		Unrestricted funds £	Restricted funds £	2009 Total funds £	2008 Total funds £
	Notes				
FIXED ASSETS					
Tangible assets	13	-	2,373	2,373	3,210
CURRENT ASSETS					
Debtors: amounts falling due within one year	14	2,701	5,390	8,091	14,678
Cash at bank and in hand		10,297	3,537	13,834	12,740
		<u>12,998</u>	<u>8,927</u>	<u>21,925</u>	<u>27,418</u>
CREDITORS					
Amounts falling due within one year	15	(3,660)	(5,925)	(9,585)	(20,534)
NET CURRENT ASSETS		<u>9,338</u>	<u>3,002</u>	<u>12,340</u>	<u>6,884</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>9,338</u>	<u>5,375</u>	<u>14,713</u>	<u>10,094</u>
NET ASSETS		<u><u>9,338</u></u>	<u><u>5,375</u></u>	<u><u>14,713</u></u>	<u><u>10,094</u></u>
FUNDS	16				
Unrestricted funds				9,338	1,277
Restricted funds				<u>5,375</u>	<u>8,817</u>
TOTAL FUNDS				<u><u>14,713</u></u>	<u><u>10,094</u></u>

The notes form part of these financial statements

BROCKWORTH COMMUNITY PROJECT

**BALANCE SHEET - CONTINUED
AT 31 MARCH 2009**

The charitable company is entitled to exemption from audit under Section 249A(1) of the Companies Act 1985 for the year ended 31 March 2009.

The trustees have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2009 in accordance with Section 249B(2) of the Companies Act 1985.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Section 221 of the Companies Act 1985 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its income and expenditure for each financial year in accordance with the requirements of Section 226 and which otherwise comply with the requirements of the Companies Act 1985 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2007).

The financial statements were approved by the Board of Trustees on 13 January 2010 and were signed on its behalf by:



Mrs W A Thorne -Trustee



Ms C Bergin -Trustee

BROCKWORTH COMMUNITY PROJECT

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2009

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standards for Smaller Entities (effective January 2007), the Companies Act 1985 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Computer equipment	-25% on cost
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Taxation

The charity is exempt from corporation tax on its charitable activities. It is not, however, exempt from VAT, and irrecoverable VAT is included in the cost of those items to which it relates.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. VOLUNTARY INCOME

	2009	2008
	£	£
Local Authority Contracts	7,000	-

3. ACTIVITIES FOR GENERATING FUNDS

	2009	2008
	£	£
Course fees	5,276	9,214
Newsletter income	1,730	4,488
Other income	697	1,650
	<u>7,703</u>	<u>15,352</u>

BROCKWORTH COMMUNITY PROJECT

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2009

4. INVESTMENT INCOME

	2009	2008
	£	£
Deposit account interest	146	528
Rental income	420	410
	<u>566</u>	<u>938</u>

5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	2009	2008
	£	£
Grants	<u>86,322</u>	<u>86,772</u>

Grants received, included in the above, are as follows:

	2009	2008
	£	£
Gloucestershire County Council	37,926	23,985
Big Lottery	21,560	24,301
Brockworth Enterprise School	9,150	10,099
Connexions	8,550	1,500
Comic Relief	5,000	-
Steel Charitable Trust	2,000	-
Others	1,500	800
European Social Fund	636	5,319
Local Network Fund	-	7,000
Lloyds TSB	-	5,000
ACET	-	3,368
Gloucester Housing Association	-	2,400
Summerfield Charitable Trust	-	2,000
Age Concern	-	1,000
	<u>86,322</u>	<u>86,772</u>

6. CHARITABLE ACTIVITIES COSTS

	Direct costs (See note 7)	Grant funding of activities (See note 8)	Totals
	£	£	£
Charitable	<u>80,213</u>	<u>14,459</u>	<u>94,672</u>

BROCKWORTH COMMUNITY PROJECT

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2009

7. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2009	2008
	£	£
Staff costs	51,487	81,712
Rent, rates and water	7,220	7,678
Insurance	936	626
Light and heat	2,013	1,046
Telephone	2,338	4,992
Stationery & advertising	1,416	1,551
Sundries	15	338
Tutor costs	5,331	9,786
Transport & travel	436	522
Repairs & cleaning	447	988
Members activities	94	780
Bank charges	426	457
Equipment purchase & hire	228	3,022
Newsletter costs	1,646	3,124
Secondment fees	-	4,680
Training costs	-	510
Room hire	3,001	4,180
Bad debts	2,342	-
Depreciation	837	140
	<u>80,213</u>	<u>126,132</u>

8. GRANTS PAYABLE

	2009	2008
	£	£
Charitable	<u>14,459</u>	<u>4,820</u>

The total grants paid to institutions during the year was as follows:

	2009	2008
	£	£
Priors Park Neighbourhood Project	5,923	1,975
Churchdown Neighbourhood Partnership Limited	8,536	2,845
	<u>14,459</u>	<u>4,820</u>

9. GOVERNANCE COSTS

	2009	2008
	£	£
Accountancy & book-keeping	1,300	1,294
Legal fees	1,000	909
	<u>2,300</u>	<u>2,203</u>

10. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2009	2008
	£	£
Depreciation - owned assets	<u>837</u>	<u>140</u>

BROCKWORTH COMMUNITY PROJECT

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2009

11. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2009 nor for the year ended 31 March 2008.

Trustees' Expenses

There were no trustees' expenses paid for the year ended 31 March 2009 nor for the year ended 31 March 2008.

12. STAFF COSTS

	2009 £	2008 £
Wages and salaries	49,830	77,293
Social security costs	1,657	4,419
	<u>51,487</u>	<u>81,712</u>

13. TANGIBLE FIXED ASSETS

	Computer equipment £
COST	
At 1 April 2008 and 31 March 2009	<u>3,350</u>
DEPRECIATION	
At 1 April 2008	140
Charge for year	<u>837</u>
At 31 March 2009	<u>977</u>
NET BOOK VALUE	
At 31 March 2009	<u>2,373</u>
At 31 March 2008	<u>3,210</u>

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2009 £	2008 £
Trade debtors	7,541	14,678
Prepayments	550	-
	<u>8,091</u>	<u>14,678</u>

BROCKWORTH COMMUNITY PROJECT

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2009

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2009	2008
	£	£
Bank loans and overdrafts	5,390	3,444
Trade creditors	1,527	659
Social security and other taxes	232	889
Other creditors	585	306
Accrued expenses	1,851	1,235
Income in advance	-	14,001
	<u>9,585</u>	<u>20,534</u>

16. MOVEMENT IN FUNDS

	At 1.4.08	Net movement in funds	Transfers between funds	At 31.3.09
	£	£	£	£
Unrestricted funds				
General fund	1,277	(1,541)	9,602	9,338
Restricted funds				
Education	-	10,913	(10,913)	-
Gardening	738	122	-	860
Internet, cafe, radio & IT	697	(95)	-	602
Capital Equipment	4,750	(837)	-	3,913
Fairshares	-	(658)	658	-
Lottery	2,632	(3,285)	653	-
	<u>8,817</u>	<u>6,160</u>	<u>(9,602)</u>	<u>5,375</u>
TOTAL FUNDS	<u>10,094</u>	<u>4,619</u>	<u>-</u>	<u>14,713</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	22,039	(23,580)	(1,541)
Restricted funds			
Education	46,186	(35,273)	10,913
Gardening	230	(108)	122
Youth Services	3,101	(3,101)	-
Internet, cafe, radio & IT	2,475	(2,570)	(95)
Capital Equipment	-	(837)	(837)
Fairshares	6,000	(6,658)	(658)
Lottery	21,560	(24,845)	(3,285)
	<u>79,552</u>	<u>(73,392)</u>	<u>6,160</u>
TOTAL FUNDS	<u>101,591</u>	<u>(96,972)</u>	<u>4,619</u>

BROCKWORTH COMMUNITY PROJECT

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2009

16. MOVEMENT IN FUNDS - continued

Details of Restricted Funds

Education

Additional students have been able to access services in order to obtain internationally recognised qualifications following funding in this area.

Gardening

This is run for the benefit of elderly, frail or disabled residents, to ensure their gardens are tended on a monthly basis.

Young People

Funding in this area has helped us establish ourselves as a key deliverer of youth services.

Internet Café

The internet café has increased in popularity with a mobile internet café now available to all.

Capital Equipment

Computers and a phone link for the Mobile Internet café were purchased via this grant.

Fair Shares

Working with local youngsters to establish Youth Forums and provide local representation.

Lottery

Provides a programme to help substance mis-users, ex-offenders, the unemployed and those with disabilities into employment or education. Complementary therapies are also provided.

Transfers between funds

Transfers are made between restricted and unrestricted funds at the end of every accounting period in cases where:-

i) the activity of the restricted fund has come to an end and there is an unspent balance that is not repayable to the funder(s), when the surplus is transferred to unrestricted funds; and

ii) the restricted fund is in deficit and has either come to an end or there is no prospect of a surplus in a later period, when the deficit is eliminated by transfer from unrestricted funds.

17. CONTINGENT LIABILITIES

Various funders retain the right to claw back grants should the use of the funds not be in accordance with the terms of the grant. In the opinion of the trustees no such liability exists at 31 March 2009.

18. RELATED PARTY DISCLOSURES

Until its liquidation in November 2008, Gloucestershire Neighbourhood Projects Network acted as a central body for providing support for various Neighbourhood Projects within Gloucestershire, including Brockworth Community Project. All funds relating to Brockworth Community Project obtained via Gloucestershire Neighbourhood Projects Network were included within the Statement of Financial Activities under the appropriate income heading.