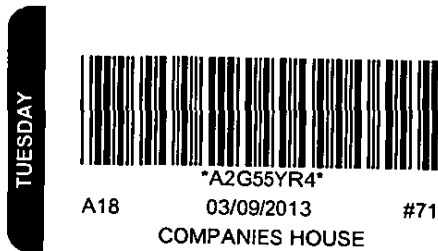


REGISTERED COMPANY NUMBER: 4754607 (England and Wales)
REGISTERED CHARITY NUMBER: 1100266

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013
FOR
BROCKWORTH COMMUNITY PROJECT**



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

BROCKWORTH COMMUNITY PROJECT
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FOR THE YEAR ENDED 31 MARCH 2013

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BROCKWORTH COMMUNITY PROJECT

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013

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 2013. 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 (England and Wales)

Registered Charity number

1100266

Registered office

Brockworth Library
Moorfield Road
Brockworth
Gloucester
Gloucestershire
GL3 4EX

Trustees

Ms C Bergin
Mr N D Hopwood
Mr B D Evans - resigned 26 4 12
Ms H Clifford
Ms A J Thurland
Ms N J Walsh

Company Secretary

Mr N D Hopwood

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

Mr N D Hopwood
Ms C Bergin
Ms A J Thurland
Ms N J Walsh
Ms H Clifford
Mrs J Perez
Mrs L Forey

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 and updated on 2 August 2012.

BROCKWORTH COMMUNITY PROJECT

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013

STRUCTURE, GOVERNANCE AND MANAGEMENT

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.

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 objectives for which the Project is established were updated in the change to the Articles of Association that was passed on 2 August 2012. The Project is established

- a to significantly contribute to the social and economic development of Brockworth by providing a community-based library and education centre, advice and support services for disadvantaged members of the local community and a positive meeting place and support centre for young people,
- b the relief of persons in need, hardship and distress,
- c the advancement of education amongst persons resident within the area of benefit,
- d the provision of services and activities for the personal, social, educational and economic benefit of residents,
- e the advancement of such other charitable purposes in the interests of Social Welfare as are beneficial to the community within the benefit area.

The benefit area is primarily the civil parish of Brockworth, the wider county of Gloucestershire and surrounding areas.

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 2013

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The financial year 2012-13 has been one of consolidation for Brockworth Community Project. Following the significant changes in services on offer during 2011-12, the organisation focused on ensuring the services that were delivered maintained the highest level of quality. The Management Committee and Trustees have been very pro-active in securing funding to provide these services.

Highlights of the year have been:

- Delivering youth services to the local communities. The youth provision offered by the Project continues to be seen as the benchmark project within the county. As a result of its fine reputation in this regard, the Project has been commissioned to develop and deliver various levels of youth services and activities for the local Parish Council and other neighbouring communities.

- Assuming responsibility for the library provision from Gloucestershire County Council as planned with the Project becoming fully responsible for the delivery of library services in Brockworth from November 2012. A successful recruitment campaign for new volunteers has resulted in a strong team of volunteers to support library services, fund raising events and administrative functions.

- Delivering adult information, advice and guidance sessions to the community in line with a renewed contract on behalf of the National Careers Service.

- Providing adult education classes throughout Brockworth, including Spanish, Yoga, Fitness as well as free maths and English classes from the Library Learning Centre.

- Obtaining the Matrix Award, a respected accreditation that acknowledges the organisation's professionalism and quality standards. This award avails the Project of contracts and funding for various services in the community services sector.

- Investing £6,000 in a new IT system which has made a dramatic improvement to day-to-day operations and efficiency.

FINANCIAL REVIEW

Investment policy and objectives

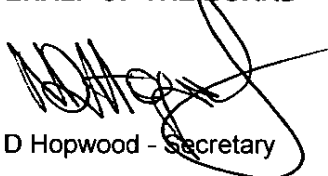
Due to the relatively low level of funds available for investment, the trustees consider that bank deposits provide a satisfactory return to the Project. There were no surplus funds available during the year.

FUTURE DEVELOPMENTS

During the coming year, the Project will look once again to consolidate and maintain the quality of services on offer to Brockworth and the wider community and to introduce our own Youth Work qualification. The Project shall try to expand the delivery of local youth and library provision and focus on the achievement of longer term funding to ensure the future of the organisation.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD



Mr N D Hopwood - Secretary

30 August 2013

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

I report on the accounts for the year ended 31 March 2013 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 144(2) of the Charities Act 2011 (the 2011 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 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 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 386 and 387 of the Companies Act 2006, and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 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



R
j
Roger Downes FCA
Andorran Limited
6 Manor Park Business Centre
Mackenzie Way
Cheltenham
Gloucestershire
GL51 9TX

30 August 2013

BROCKWORTH COMMUNITY PROJECT

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2013

	Notes	Unrestricted funds £	Restricted funds £	31 3 13 Total funds £	31 3 12 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	1,093	-	1,093	347
Activities for generating funds	3	7,880	-	7,880	4,792
Incoming resources from charitable activities					
Charitable	4	34,150	55,910	90,060	68,631
Total incoming resources		43,123	55,910	99,033	73,770
RESOURCES EXPENDED					
Costs of generating funds					
Fundraising trading cost of goods sold and other costs	5	171	478	649	348
Charitable activities					
Charitable	6	18,557	81,537	100,094	68,937
Governance costs	8	154	326	480	480
Total resources expended		18,882	82,341	101,223	69,765
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS					
		24,241	(26,431)	(2,190)	4,005
Gross transfers between funds	15	(23,546)	23,546	-	-
Net incoming/(outgoing) resources		695	(2,885)	(2,190)	4,005
RECONCILIATION OF FUNDS					
Total funds brought forward		13,380	8,908	22,288	18,283
TOTAL FUNDS CARRIED FORWARD		14,075	6,023	20,098	22,288

The notes form part of these financial statements

BROCKWORTH COMMUNITY PROJECT

BALANCE SHEET AT 31 MARCH 2013

	Notes	Unrestricted funds £	Restricted funds £	31 3 13 Total funds £	31 3 12 Total funds £
FIXED ASSETS					
Tangible assets	12	34	5,623	5,657	-
CURRENT ASSETS					
Debtors	13	4,688	-	4,688	1,332
Cash at bank and in hand		16,616	400	17,016	26,221
		<u>21,304</u>	<u>400</u>	<u>21,704</u>	<u>27,553</u>
CREDITORS					
Amounts falling due within one year	14	(7,263)	-	(7,263)	(5,265)
NET CURRENT ASSETS		<u>14,041</u>	<u>400</u>	<u>14,441</u>	<u>22,288</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>14,075</u>	<u>6,023</u>	<u>20,098</u>	<u>22,288</u>
NET ASSETS		<u>14,075</u>	<u>6,023</u>	<u>20,098</u>	<u>22,288</u>
FUNDS	15				
Unrestricted funds				14,075	13,380
Restricted funds				<u>6,023</u>	<u>8,908</u>
TOTAL FUNDS				<u>20,098</u>	<u>22,288</u>

The notes form part of these financial statements

BROCKWORTH COMMUNITY PROJECT

**BALANCE SHEET - CONTINUED
AT 31 MARCH 2013**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2013

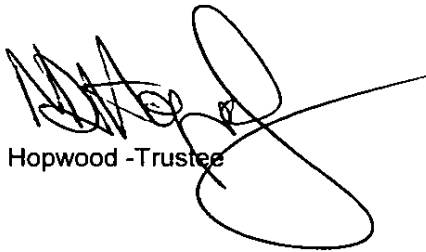
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2013 in accordance with Section 476 of the Companies Act 2006

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 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 surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 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 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved by the Board of Trustees on 30 August 2013 and were signed on its behalf by

A handwritten signature in black ink, appearing to read 'Mr N D Hopwood', with a large, stylized flourish extending from the end of the signature.

Mr N D Hopwood -Trustee

The notes form part of these financial statements

BROCKWORTH COMMUNITY PROJECT

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2013

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The Project relies on external funding to meet its day-to-day cash requirements and to fund its charitable activities. The levels of available funding have been decreasing in recent years and it is becoming more difficult to secure new funding sources.

The trustees consider that the Project should be able to generate sufficient funding going forward in order to enable it to provide planned services for a period of twelve months from the date of this report. Consequently the trustees consider it appropriate to prepare these financial statements on the basis that the Project is a going concern.

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 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.

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
--------------------	---------------

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

	31 3 13	31 3 12
	£	£
Donations	1,093	347

BROCKWORTH COMMUNITY PROJECT

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2013

3. ACTIVITIES FOR GENERATING FUNDS

	31 3 13	31 3 12
	£	£
Course fees	4,632	3,654
Other income	3,248	1,138
	<u>7,880</u>	<u>4,792</u>

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	31 3 13	31 3 12
	£	£
Grants	90,060	68,631
	<u>90,060</u>	<u>68,631</u>

Grants received, included in the above, are as follows

	31 3 13	31 3 12
	£	£
Tribal Ltd	23,087	15,680
Brockworth Parish Council	22,000	11,260
Tewkesbury Borough Council	14,996	8,000
Gloucestershire County Council	9,876	12,000
Coopers Edge Community Trust	9,708	-
Southwest Foundation	9,038	-
Severn Vale Housing Society	1,150	1,000
Summerfield Charitable Trust	-	10,000
Henry Smith Trust	-	6,000
GAVCA	-	3,110
Brockworth Enterprise School	-	1,331
Others	205	250
	<u>90,060</u>	<u>68,631</u>

5. FUNDRAISING TRADING· COST OF GOODS SOLD AND OTHER COSTS

	31 3 13	31 3 12
	£	£
Purchases	649	348
	<u>649</u>	<u>348</u>

6. CHARITABLE ACTIVITIES COSTS

	Direct costs (See note 7)	Totals
	£	£
Charitable	100,094	100,094
	<u>100,094</u>	<u>100,094</u>

BROCKWORTH COMMUNITY PROJECT

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2013

7. DIRECT COSTS OF CHARITABLE ACTIVITIES

	31 3 13	31 3 12
	£	£
Staff costs	74,181	43,613
Rent, rates and utilities	2,714	5,979
Insurance	1,337	1,481
Telephone	2,050	1,696
Stationery, postage & supplies	5,274	2,826
Sundries	19	257
Contracted services	6,714	6,197
Transport & travel	2,112	679
Maintenance & repairs	1,200	274
Volunteer expenses	512	1,901
Bank charges	268	297
Equipment purchase & hire	1,950	902
Training costs	742	-
Bad debts	-	16
IT & website	644	1,315
Members activities	-	807
Depreciation	377	697
	<u>100,094</u>	<u>68,937</u>

8. GOVERNANCE COSTS

	31 3 13	31 3 12
	£	£
Accountancy & book-keeping	<u>480</u>	<u>480</u>

9. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting)

	31 3 13	31 3 12
	£	£
Depreciation - owned assets	<u>377</u>	<u>697</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2013 nor for the year ended 31 March 2012

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2013 nor for the year ended 31 March 2012

11. STAFF COSTS

	31 3 13	31 3 12
	£	£
Wages and salaries	70,407	42,769
Social security costs	3,774	844
	<u>74,181</u>	<u>43,613</u>

BROCKWORTH COMMUNITY PROJECT

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2013**

12. TANGIBLE FIXED ASSETS

	Computer equipment £
COST	
At 1 April 2012	3,350
Additions	6,034
Disposals	<u>(3,350)</u>
At 31 March 2013	<u>6,034</u>
 DEPRECIATION	
At 1 April 2012	3,350
Charge for year	377
Eliminated on disposal	<u>(3,350)</u>
At 31 March 2013	<u>377</u>
 NET BOOK VALUE	
At 31 March 2013	<u>5,657</u>
At 31 March 2012	<u>-</u>

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31 3 13 £	31 3 12 £
Trade debtors	4,593	1,120
Prepayments	95	212
	<u>4,688</u>	<u>1,332</u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31 3 13 £	31 3 12 £
Trade creditors	5,465	3,837
Social security and other taxes	1,318	948
Accrued expenses	480	480
	<u>7,263</u>	<u>5,265</u>

BROCKWORTH COMMUNITY PROJECT

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2013

15. MOVEMENT IN FUNDS

	At 1 4 12 £	Net movement in funds £	Transfers between funds £	At 31 3 13 £
Unrestricted funds				
General fund	13,380	24,241	(23,546)	14,075
Restricted funds				
Youth Services	2,793	(25,326)	22,533	-
Youth Apprenticeship Scheme	3,866	(3,921)	55	-
Youth Volunteer Coordinator	2,249	(2,902)	653	-
Capital Equipment	-	5,623	-	5,623
Library Services	-	(305)	305	-
Employability Program	-	400	-	400
	8,908	(26,431)	23,546	6,023
TOTAL FUNDS	<u>22,288</u>	<u>(2,190)</u>	<u>-</u>	<u>20,098</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	43,123	(18,882)	24,241
Restricted funds			
Youth Services	26,996	(52,322)	(25,326)
Youth Apprenticeship Scheme	-	(3,921)	(3,921)
Youth Volunteer Coordinator	-	(2,902)	(2,902)
Capital Equipment	6,000	(377)	5,623
Library Services	13,876	(14,181)	(305)
Employability Program	9,038	(8,638)	400
	55,910	(82,341)	(26,431)
TOTAL FUNDS	<u>99,033</u>	<u>(101,223)</u>	<u>(2,190)</u>

BROCKWORTH COMMUNITY PROJECT

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2013

15. MOVEMENT IN FUNDS - continued

Details of Restricted Funds

Youth Services

Funding for staff costs and expenses for Brockworth Youth Centre, other youth activities and offsite events

Youth Apprenticeship Scheme

Costs for two apprentices, their employment, training and expenses

Youth Volunteer Coordinator

Costs for providing staff to supervise a team of young volunteers to provide youth services

Capital Equipment

Computers were purchased via this grant

Library Services

Funding for operational costs to provide local community library services including an IT suite for public use

Employability Program

Funding for staff and expenses to provide advice and guidance to people who are out of work

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

16. 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 the year-end