

COMPANY REGISTRATION NUMBER 3071683

**SANDWELL COMMUNITY INFORMATION AND
PARTICIPATION SERVICE LIMITED**

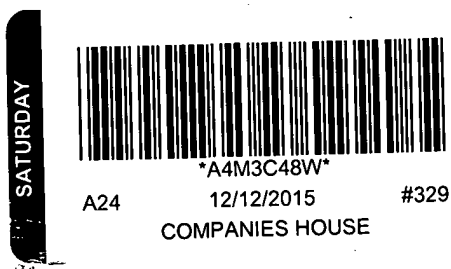
COMPANY LIMITED BY GUARANTEE

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MARCH 2015

Charity Number 1097702



**SANDWELL COMMUNITY INFORMATION AND
PARTICIPATION SERVICE LIMITED**

COMPANY LIMITED BY GUARANTEE

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2015

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**SANDWELL COMMUNITY INFORMATION AND
PARTICIPATION SERVICE LIMITED**

COMPANY LIMITED BY GUARANTEE

MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

Registered charity name	Sandwell Community Information and Participation Service Limited
Charity number	1097702
Company registration number	3071683
Registered office	Ground Floor Christ Church Birmingham Street Oldbury West Midlands B69 4DY
Directors and trustees	Mrs A M Docker Ms M Baker Mrs E Barker Mrs M Dacey Mr T Davys Ms G Francis Mrs J Grantham Mr C Langford Ms E Plummer Mr L Turner Mr T Purcell Mr L Smith Mr M J Spencer Mr A D Williams
Secretary	Ms J Macmillan
Independent examiner	Mr J S Pye FCCA John Pye & Co Chartered Certified Accountants Emmanuel Court Reddicroft Sutton Coldfield B73 6AZ

SANDWELL COMMUNITY INFORMATION AND PARTICIPATION SERVICE LIMITED

COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2015

The Directors and Trustees, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the company for the year ended 31 March 2015.

REFERENCE AND ADMINISTRATIVE DETAILS

Reference and administrative details are shown in the schedule of members of the board and professional advisers on page 1 of the financial statements.

THE DIRECTORS AND TRUSTEES

The Directors and Trustees who served the company during the period were as follows:

Mrs A M Docker
Ms M Baker
Mrs E Barker
Ms L D Boatman
Mr B Cohen
Mrs M Dacey
Mr T Davys
Ms G Francis
Mrs J Grantham
Mr C Langford
Ms E Plummer
Mr L Turner
Mr T Purcell
Mr L Smith
Mr M J Spencer
Mr A D Williams

Ms L D Boatman passed away on 8 November 2014.

Mr A D Williams retired as a trustee on 9 June 2014 and was reappointed on 21 March 2015.

Mr T Purcell was appointed as a trustee on 21 March 2015.

Mr L Smith was appointed as a trustee on 21 March 2015.

Mr M J Spencer was appointed as a trustee on 21 March 2015.

Mr B Cohen passed away on 16 May 2015.

SANDWELL COMMUNITY INFORMATION AND PARTICIPATION SERVICE LIMITED

COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2015

STRUCTURE, GOVERNANCE AND MANAGEMENT

(a) Governing document

Sandwell Community Information and Participation Service Limited (formerly known as Sandwell Tenants and Residents Federation Limited) achieved charitable status on 28 May 2003 (registered number 1097702) and is a company limited by guarantee (registered number 3071683).

(b) Organisational structure

Sandwell Community Information and Participation Service Limited (SCIPS) has a management committee of up to 15 members who meet regularly and are responsible for the strategic direction and policy of the charity.

A scheme of delegation is in place and day to day responsibility for the provision of services rests with a manager, Jan Macmillan who is responsible for ensuring that the charity delivers the services specified. The manager has responsibility for ensuring the day to day operational management of the charity, individual supervision of the staff team and ensuring that the staff team continue to develop their skills and working practices in line with good practice.

(c) Appointment of trustees

The directors of the company are also charity trustees for the purposes of charity law. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Under the requirements of the Memorandum and Articles of Association trustees are elected to the management committee to serve for a period of up to three years after which trustees must be re-elected at the next annual general meeting.

(d) Trustee induction and training

New trustees undergo an orientation day to brief them on legal obligations under charity law, the content of the charity's Memorandum and Articles of Association, the committee and decision making process and the recent financial performance of the charity. During the induction they meet key employees and other trustees and are supplied with a comprehensive board manual containing copies of all current policies and procedures. Trustees are encouraged to attend appropriate external training events where these will facilitate the understanding of their role.

(e) Risk management

The trustees have examined the major strategic, business and operational issues which the organisation faces. They confirm that systems are in place to enable regular reports to be produced so that necessary steps can be taken to reduce risks.

SANDWELL COMMUNITY INFORMATION AND PARTICIPATION SERVICE LIMITED

COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2015

OBJECTIVES AND ACTIVITIES

The objects and principle activities of the charity are to promote the benefits of the residents of the Borough of Sandwell in the West Midlands by associating the residents, local authorities and voluntary organisations with the common aim of:

- (a) advancing education, protecting health and relieving poverty or sickness and
- (b) providing or assisting in the provision of facilities in the interests of social welfare for recreation and leisure time occupation.

In order, therefore, to fulfil its objects and principle activities the charity provides support, information, training and advocacy to tenant and community groups in the Borough of Sandwell, thus aiming to provide communities with the confidence and skill to enable them to influence decisions which affect their homes and environment.

ACHIEVEMENTS AND PERFORMANCE

(a) Service Level Agreement

SCIPS have successfully delivered the work programme funded through the service level agreement with Sandwell Council. The aim of the agreement is to provide:-

- 1 Training for tenant led groups and organisations
- 2 Support for existing and new tenant led groups and organisations
- 3 Development and capacity building to groups leading to local initiatives, especially provision of activities and services
- 4 Support for tenant led groups and organisations to develop initiatives and to attract funding to deliver and sustain them.

The Board also successfully re negotiated the lease on the Resource Centre to enable the company to stay in the current premises until March 2017.

(b) Hateley Cross Big Local

SCIPS were appointed as the Locally Trusted Organisation to support the community to develop the £1 million Big Local programme in Hateley Heath and Stone Cross. A series of events were held throughout 2014 to consult the community enabling them to identify the issues that are important to them. A survey was developed to record the communities' views and SCIPS used this information to produce a Community Profile of the area which was published in March 2015.

(c) Lloyds TSB Mentoring Project

SCIPS continued to deliver the Tick and Click project which was funded by the Lloyds TSB Charitable Foundation. The aim of the project is to provide support to local residents around IT as part of a digital inclusion programme. In 2014/15 the project delivered 7 group sessions which were attended by 125 people and 34 one to one sessions. Throughout the life of the project 21 mentors were trained with 15 receiving accreditation from the Open College Network.

SANDWELL COMMUNITY INFORMATION AND PARTICIPATION SERVICE LIMITED

COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2015

(d) Soho Victoria Friends and Neighbours

SCIPS supported the Board of Soho Victoria Friends and Neighbours throughout 2014/15. In May they secured funding from a national programme to develop an operational plan exploring how the community could be more involved in delivering local services. SCIPS provided a co-ordination role and drafted much of the final plan which was extremely well received nationally.

(e) Cotterills Farm

Cotterills Farm is a well-established tenant management organisation based in Tipton. SCIPS have delivered a programme of training and development with the Board to assist them to re-negotiate their management agreement with the Council.

(f) Community First Funding

SCIPS provided support and managed the Oldbury Community First programme. Over a 4 year period a panel of local representatives allocated £87,000 of funding to 40 groups in the Oldbury area. The criteria required the grant to be matched with volunteer hours and throughout the life of the programme over 20,000 hours were donated with a value of £226,531.

FINANCIAL REVIEW

SCIPS is reliant upon the income derived from grants it receives from organisations such as Sandwell Metropolitan Borough Council and other grant making organisations. SCIPS have obtained core funding for the current year ending 31 March 2016 and for a further year ending 31 March 2017.

The Statement of Financial Activities shows a gross income of **£199,766** (2014 - £198,238) and expenditure of **£206,008** (2014 - £205,205). The reserves are primarily to cover the development and future running expenses of all aspects of the organisation. The excess unrestricted reserve will be used to pilot activities and initiatives which will enable SCIPS to secure funding for new areas of work in the future.

Reserves Policy

The trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets ("the free reserves") held by the charity should be approximately 6 months of the resources expended which equates to approximately £87,000 in general funds. At this level the trustees feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding. In addition the trustees have identified that in the event of a loss in in funding SCIPS could have a potential liability for staff redundancy. The trustees have estimated that this would cost £20,000. Unrestricted reserves at 31 March 2015 total £120,896 sufficient to cover 6 months expenditure plus any potential liability for staff redundancy. The trustees have also designated £16,000 of unrestricted funds for the planned provision of new IT equipment and company restructure costs during the year ended 31 March 2016.

SANDWELL COMMUNITY INFORMATION AND PARTICIPATION SERVICE LIMITED

COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2015

PLANS FOR FUTURE PERIODS

(a) Continuation of core services

SCIPS will continue to develop and deliver services to community groups across the Borough funded through the service level agreement with Sandwell Council. Key priorities for the coming years are around the council's need to save money and to explore different ways of delivering local services using the voluntary and community sector

(b) Hateley Cross Big Local

In January 2015 the Hateley Cross Steering Group agreed to retain SCIPS as their Locally Trusted Organisation for the next phase of the project. SCIPS will continue to deliver events and activities on behalf of the programme and assist the Steering Group to appoint a plan writer to produce their Big Local Plan.

(c) Business Planning

SCIPS current Business Plan runs out at the end of 2015. The Board will be delivering a programme of consultation and development to produce a new business plan which will be launched at the organisations AGM in 2016.

(d) Your Value!

SCIPS have retained the Investor in People award for 15 years. The organisation is due for reassessment in September 2015. The Board decided to look for a quality mark that measured the social impact of the organisation. The Your Value! package was identified and the company will be developing this approach through 2015.

(e) Cotterills Farm

The Cotterills Farm Board have commissioned SCIPS to deliver a community development programme to encourage more people to get involved in the work of the organisation.

(f) Soho Victoria Friends and Neighbours

SCIPS will be continuing its work with the Board of Soho Victoria Friends and Neighbours to develop a transitional plan that will enable the group to be more self-sustaining. In addition SCIPS will be leading a governance review on behalf of the organisation.

INDEPENDENT EXAMINER

Mr J S Pye FCCA has been re-appointed as independent examiner for the ensuing year.

**SANDWELL COMMUNITY INFORMATION AND
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COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2015

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies' exemption.

Registered office:
Ground Floor
Christ Church
Birmingham Street
Oldbury
West Midlands
B69 4DY

Signed by order of the
Directors and Trustees

A handwritten signature in black ink, appearing to read 'J Macmillan', written in a cursive style.

Ms J Macmillan
Company Secretary

3 December 2015

**SANDWELL COMMUNITY INFORMATION AND
PARTICIPATION SERVICE LIMITED**

COMPANY LIMITED BY GUARANTEE

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF
SANDWELL COMMUNITY INFORMATION AND
PARTICIPATION SERVICE LIMITED**

YEAR ENDED 31 MARCH 2015

I report on the financial statements of the company for the year ended 31 March 2015 which are set out on pages 10 to 19.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The trustees (who are also the directors of Sandwell Community Information and Participation Service Limited for the purposes of company law) are responsible for the preparation of the financial statements. The 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 needed.

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

- examine the financial statements 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 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 company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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.

**SANDWELL COMMUNITY INFORMATION AND
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COMPANY LIMITED BY GUARANTEE

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF
SANDWELL COMMUNITY INFORMATION AND
PARTICIPATION SERVICE LIMITED (continued)**

YEAR ENDED 31 MARCH 2015

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 of the Companies Act 2006; and
- to prepare financial statements 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 financial statements to be reached.



Mr J S Pye FCCA
Independent examiner

John Pye & Co
Chartered Certified Accountants
Emmanuel Court
Reddicroft
Sutton Coldfield
B73 6AZ

3 December 2015

SANDWELL COMMUNITY INFORMATION AND PARTICIPATION SERVICE LIMITED

COMPANY LIMITED BY GUARANTEE

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)

YEAR ENDED 31 MARCH 2015

	Note	Unrestricted funds £	Restricted funds £	Total funds 2015 £	Total funds 2014 £
INCOMING RESOURCES					
Incoming resources from generating funds:					
Voluntary income	2	—	—	—	100
Investment income	3	72	—	72	539
Incoming resources from charitable activities - grants receivable					
	4	121,000	77,347	198,347	193,703
Other incoming resources	5	1,347	—	1,347	3,896
TOTAL INCOMING RESOURCES		<u>122,419</u>	<u>77,347</u>	<u>199,766</u>	<u>198,238</u>
RESOURCES EXPENDED					
Charitable activities	6	(86,084)	(74,347)	(160,431)	(161,447)
Governance costs	7	(45,577)	—	(45,577)	(43,758)
TOTAL RESOURCES EXPENDED		<u>(131,661)</u>	<u>(74,347)</u>	<u>(206,008)</u>	<u>(205,205)</u>
NET OUTGOING RESOURCES FOR THE YEAR/NET EXPENDITURE FOR THE YEAR					
	8	(9,242)	3,000	(6,242)	(6,967)
RECONCILIATION OF FUNDS					
Total funds brought forward		130,138	—	130,138	137,104
TOTAL FUNDS CARRIED FORWARD		<u>120,896</u>	<u>3,000</u>	<u>123,896</u>	<u>130,137</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 13 to 18 form part of these financial statements.

**SANDWELL COMMUNITY INFORMATION AND
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COMPANY LIMITED BY GUARANTEE

BALANCE SHEET

31 MARCH 2015

	Note	2015 £	2014 £
FIXED ASSETS			
Tangible assets	10	3	3
CURRENT ASSETS			
Debtors	11	7,578	9,668
Cash at bank and in hand		120,309	153,143
		<u>127,887</u>	<u>162,811</u>
CREDITORS: amounts falling due within one year	12	(3,994)	(32,677)
		<u>123,893</u>	<u>130,134</u>
NET CURRENT ASSETS			
		<u>123,896</u>	<u>130,137</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>123,896</u>	<u>130,137</u>
NET ASSETS			
		<u>123,896</u>	<u>130,137</u>
FUNDS			
Restricted income funds	13	3,000	—
Unrestricted income funds	14	120,896	130,137
TOTAL FUNDS		<u>123,896</u>	<u>130,137</u>

For the year ended 31 March 2015 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors and trustees' responsibilities:

- the members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476; and
- the Directors and Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

The balance sheet continues on the following page.

The notes on pages 13 to 18 form part of these financial statements.

**SANDWELL COMMUNITY INFORMATION AND
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COMPANY LIMITED BY GUARANTEE

BALANCE SHEET *(continued)*

31 MARCH 2015

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved by the members of the committee and authorised for issue on the 3 December 2015 and are signed on their behalf by:



Mrs A M Docker
Director

Company Registration Number: 3071683

The notes on pages 13 to 18 form part of these financial statements.

SANDWELL COMMUNITY INFORMATION AND PARTICIPATION SERVICE LIMITED

COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2015

1. ACCOUNTING POLICIES

Basis of accounting

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), and the requirements of the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005).

Cash flow statement

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the company is small.

Company status

The charity is a company limited by guarantee. The members of the company are the trustees named on the members of the board page. In the event of the charity being wound up the liability in respect of the guarantee is limited to £1 per member of the charity.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise of unrestricted funds that have been set aside by the trustees for particular purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each fund is set out in the notes to the financial statements.

Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy.

The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants, where entitlement is not conditional on the delivery of specific performance by the charity, are recognised when the charity becomes:-

**SANDWELL COMMUNITY INFORMATION AND
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COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2015

1. ACCOUNTING POLICIES *(continued)*

unconditionally entitled to the grant. Grants, where related performance and specific deliverables, are accounted for as the charity earns the right to consideration by performance,

Donated services and facilities are included at the value to the charity where this can be quantified,

Investment income is included where receivable.

Resources expended

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

Costs of generating funds comprise the costs associated with attracting voluntary income and the cost of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include accountancy fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the statement of financial activities on the basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

Fixed assets

All fixed assets are initially recorded at cost.

Operating lease agreements

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

**SANDWELL COMMUNITY INFORMATION AND
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COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2015

2. VOLUNTARY INCOME

	Total funds 2015 £	Total funds 2014 £
Donations		
Wednesbury 2000 Limited	<u>—</u>	<u>100</u>

3. INVESTMENT INCOME

	Unrestricted funds £	Total funds 2015 £	Total funds 2014 £
Investment income	<u>72</u>	<u>72</u>	<u>539</u>

**4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES - GRANTS
RECEIVABLE**

	Unrestricted funds £	Restricted funds £	Total funds 2015 £	Total funds 2014 £
Core Grant	120,000	—	120,000	161,803
Unrestricted Grants	1,000	—	1,000	—
Community First - Hateley Cross Grant	—	2,500	2,500	—
Cotterills Farm TMO Development Grant	—	22,986	22,986	—
Soho Victoria Friends And Neighbours Project Grant	—	18,461	18,461	5,300
Big Local Trust - Hateley Cross Grant	—	15,000	15,000	5,000
Lloyds TSB Foundation Grant	—	18,400	18,400	21,600
	<u>121,000</u>	<u>77,347</u>	<u>198,347</u>	<u>193,703</u>

5. OTHER INCOMING RESOURCES

	Unrestricted funds £	Total funds 2015 £	Total funds 2014 £
Miscellaneous income	<u>1,347</u>	<u>1,347</u>	<u>3,896</u>

SANDWELL COMMUNITY INFORMATION AND PARTICIPATION SERVICE LIMITED

COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2015

6. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted funds	Restricted funds	Total funds 2015	Total funds 2014
	£	£	£	£
Wages and salaries	44,710	57,151	101,861	95,745
Project support costs	–	17,196	17,196	26,600
Directors' and members' expenses	4,042	–	4,042	2,812
Telephone	932	–	932	1,049
Office expenses	8,567	–	8,567	8,216
AGM and annual report	451	–	451	713
Rent and rates	18,984	–	18,984	18,984
Insurances	1,288	–	1,288	1,260
Building maintenance	784	–	784	278
Light and heat	1,413	–	1,413	903
General expenses	2,125	–	2,125	2,243
Cleaning expenses	2,788	–	2,788	2,644
	<u>86,084</u>	<u>74,347</u>	<u>160,431</u>	<u>161,447</u>

7. GOVERNANCE COSTS

	Unrestricted funds	Total funds 2015	Total funds 2014
	£	£	£
Wages and salaries	16,278	16,278	16,278
Directors' and members' expenses	2,352	2,352	3,567
Telephone	400	400	449
Office expenses	2,856	2,856	2,513
AGM and annual report	451	451	713
Accountancy	2,697	2,697	2,697
Professional fees	9,456	9,456	7,076
Rent and rates	8,136	8,136	8,136
Insurances	552	552	540
Building maintenance	336	336	119
Light and heat	606	606	323
Cleaning expenses	1,195	1,195	1,133
Bank charges	262	262	214
	<u>45,577</u>	<u>45,577</u>	<u>43,758</u>

8. NET OUTGOING RESOURCES FOR THE YEAR

This is stated after charging:

	2015 £	2014 £
Depreciation	<u>–</u>	<u>–</u>

SANDWELL COMMUNITY INFORMATION AND PARTICIPATION SERVICE LIMITED

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NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2015

9. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2015 £	2014 £
Wages and salaries	101,313	123,186
Social security costs	8,886	9,940
	<u>110,199</u>	<u>133,126</u>

Particulars of employees:

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	2015 No	2014 No
Administrative staff	<u>4</u>	<u>5</u>

No employee received remuneration of more than £60,000 during the year (2014 - Nil).

10. TANGIBLE FIXED ASSETS

	Fixtures and equipment £	Property imprvemnts £	Total £
COST			
At 1 April 2014 and 31 March 2015	<u>19,720</u>	<u>42,623</u>	<u>62,343</u>
DEPRECIATION			
At 1 April 2014 and 31 March 2015	<u>19,718</u>	<u>42,622</u>	<u>62,340</u>
NET BOOK VALUE			
At 31 March 2015	<u>2</u>	<u>1</u>	<u>3</u>
At 31 March 2014	<u>2</u>	<u>1</u>	<u>3</u>

11. DEBTORS

	2015 £	2014 £
Other debtors	396	2,676
Prepayments	7,182	6,992
	<u>7,578</u>	<u>9,668</u>

SANDWELL COMMUNITY INFORMATION AND PARTICIPATION SERVICE LIMITED

COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2015

12. CREDITORS: amounts falling due within one year

	2015	2014
	£	£
PAYE and social security	–	2,215
Grants receivable - deferred income	–	24,700
Other creditors	3	1,489
Accruals	3,991	4,273
	<u>3,994</u>	<u>32,677</u>

13. RESTRICTED INCOME FUNDS

	Incoming resources £	Outgoing resources £	Balance at 31 Mar 2015 £
Lloyds TSB Foundation Project	18,400	(18,400)	–
Big Local Trust - Hateley Cross Grant	15,000	(13,500)	1,500
Soho Victoria Friends and Neighbours Grant	18,461	(16,961)	1,500
Cotterills Farm TMO Development Grant	22,986	(22,986)	–
Community First - Hateley Cross Grant	2,500	(2,500)	–
	<u>77,347</u>	<u>(74,347)</u>	<u>3,000</u>

14. UNRESTRICTED INCOME FUNDS

	Balance at 1 Apr 2014 £	Incoming resources £	Outgoing resources £	Balance at 31 Mar 2015 £
General funds	130,138	122,419	(131,661)	120,896

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Net current assets £	Total £
Restricted income funds:		
Big Local Trust - Hateley Cross Grant	1,500	1,500
Soho Victoria Friends and Neighbours Grant	1,500	1,500
	<u>3,000</u>	<u>3,000</u>
Unrestricted income funds	120,896	120,896
Total funds	<u>123,896</u>	<u>123,896</u>