

HARTCLIFFE COMMUNITY PROJECTS LIMITED

ACCOUNTS

to

31st March 1999

Company Registration No. 2102228
Registered Charity No. 298805



HARTCLIFFE COMMUNITY PROJECTS LIMITED

ACCOUNTS to 31st MARCH 1999

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HARTCLIFFE COMMUNITY PROJECTS LIMITED

DIRECTORS' REPORT

Year ended 31st March 1999

The directors present their report and financial statements of the charitable company for the year ended 31st March 1999.

LEGAL STATUS

The organisation is a registered charity and a company limited by guarantee.

OBJECTS

The objects of the charity are to promote and sponsor schemes in Hartcliffe which will be of benefit to the community, including running a City Farm.

REVIEW OF DEVELOPMENTS, ACTIVITIES, ACHIEVEMENTS AND FUTURE DEVELOPMENT

Hartcliffe Community Park Farm is both a working farm and a community resource. It offers a wide range of recreational, training and work opportunities to over 30,000 visitors a year from South Bristol and beyond.

The year has been one of paced change and consolidation. Improving our financial systems has been a cornerstone to the process. It took until the end of 1998 to modernise procedures and bring the finances up to date. This has been achieved with the support of the Bristol Community Accountancy Project. No sooner was this achieved, than it became clear that an imminent revenue shortfall could jeopardise the project. A timely grant from the Tudor Trust bridged the funding gap.

Work on obtaining a long-term lease and developing a business plan were also initiated and were still being worked on at the end of the year. As with the finances, these elements are all essential in laying down firm foundations for the future.

Other priorities on the Farm were also addressed; access to the main farmyard and car parking being top of the list of priorities. Funding from Bristol City Council has enabled us to start the process by employing an architect to draw up detailed plans. Work on the playbarn was finally completed by late spring, with the first playscheme taking place in the summer holidays. In December the Farm started to sell its meat directly to the public. This move has been prompted by the low market prices for livestock, but may lead on to more such initiatives in years to come.

In common with many voluntary organisations, the process of change is slow to take on board the views and needs of a range of members and the local community. All this work will, hopefully, pay dividends with the strong possibility of government Single Regeneration Budget funds being awarded to the area. This should create a number of opportunities for the Farm's development over the next few years.

(cont'd.....)

HARTCLIFFE COMMUNITY PROJECTS LIMITED

DIRECTORS' REPORT

Year ended 31st March 1999

(cont'd...../2)

DIRECTORS

The directors who served the project during this financial year were:

S Fiedor
J Anstey
B Harding
T Harding
V Holvey
S Martin
C Cane
M Denning

STATEMENT OF RESPONSIBILITY FOR THE PREPARATION OF THE ACCOUNTS

As set out above, the directors of the Company are also the trustees for the purpose of charity law.

Company law requires the Management Committee to prepare accounts for each financial period, which give a true and fair view of the state of affairs of the Company and of the income and expenditure of the Company for that period. In preparing these accounts, the Management Committee is required to select suitable accounting policies and then apply them consistently, to make judgements and estimates that are reasonable and prudent, and to prepare the accounts on the going concern basis, unless it is inappropriate to presume that the Company will continue operating.

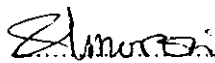
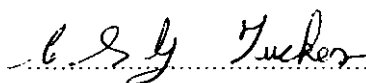
The Management Committee is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Company and to enable it to ensure that the accounts comply with the Companies Act 1985. It is also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and breaches of law and regulations.

PREPARATION OF THE REPORT

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

Registered Office:
Bristol Community Accountancy Project
Filwood Social Centre
Barnstaple Road
Bristol
BS4 1JP

Signed on behalf of the directors

Approved by the directors on 24.11.1999

HARTCLIFFE COMMUNITY PROJECTS LIMITED

REPORT OF THE INDEPENDENT EXAMINER ON 1998/99 ACCOUNTS

TO THE MANAGEMENT COMMITTEE OF HARTCLIFFE COMMUNITY PROJECTS LIMITED

Respective responsibilities of directors and independent examiners

As described on Page 3, the Company's directors are responsible for the preparation of financial statements. It is our responsibility as examiners under Company Law and Section 43 of the Charities Act 1993, to form an independent opinion on these statements and to report that to you.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

Matters which have come to my attention:

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 41 of the Act; and

* to prepare accounts which accord with the accounting records and so comply with the accounting requirements of the Act.

or

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

Signed: Stephanie Batterbury Date: 24/11/99

Stephanie Batterbury

Bristol Community Accountancy Project, Filwood Social Centre, Knowle Bristol BS4 1P.

HARTCLIFFE COMMUNITY PROJECTS LIMITED

STATEMENT OF FINANCIAL ACTIVITIES

Year ended 31st March 1999

	Note	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total 1999 £	Total 1998
INCOMING RESOURCES						
Grants	13	12,050	1,500	48,318	61,868	30,385
Donations		1,126			1,126	5,408
Fundraising		2,486			2,486	8,691
Income from animals		5,880			5,880	9,745
Sales of goods and services		388	1,860		2,248	943
Play activities				241	241	-
Use of community building		6,253			6,253	1,990
Sponsorship		115			115	-
Miscellaneous income		971			971	1,697
Bank interest		21	971	30	1,022	309
TOTAL INCOMING RESOURCES		29,290	4,331	48,589	82,210	59,168
RESOURCES EXPENDED						
Direct charitable expenditure		23,114	700	44,424	68,238	64,394
Fundraising and publicity		583		47	630	1,550
Management & administration		465		1,093	1,558	4,942
TOTAL RESOURCES EXPENDED		24,162	700	45,564	70,426	70,886
NET INCOMING RESOURCES FOR THE YEAR						
Balances brought forward	10	5,128	3,631	3,025	11,784	(11,718)
		4,657	31,453	7,746	43,856	50,326
TOTAL NET INCOMING RESOURCES FOR THE YEAR		9,785	35,084	10,771	55,640	38,608
Transfers between funds		-	-	-	-	-
Fixed assets		-	-	-	-	5,248
Balances carried forward	10	9,785	35,084	10,771	55,640	43,856

The charitable company has no recognised gains or losses other than the results for the year set out above.

All of the activities of the charitable company are classed as continuing.

The notes on pages 8 - 11 form part of these financial statements

HARTCLIFFE COMMUNITY PROJECTS LIMITED

BALANCE SHEET

Year ended 31st March 1999

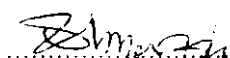
	Note	1999 £	1998 £
FIXED ASSETS			
Tangible assets	5	5,565	5,248
CURRENT ASSETS			
Stock	6	8,104	5,306
Debtors	7	5,990	-
Cash at bank and in hand		<u>37,405</u>	<u>36,449</u>
		51,499	41,755
CREDITORS: Amounts falling due within one year	8	<u>(1,424)</u>	<u>(3,669)</u>
NET CURRENT ASSETS		<u>50,075</u>	<u>38,086</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		55,640	43,334
Previous year adjustment		-	<u>522</u>
NET ASSETS		<u><u>55,640</u></u>	<u><u>43,856</u></u>
FUNDS			
Unrestricted:	11	9,785	4,657
Designated funds	10	35,084	31,453
Restricted	10	<u>10,771</u>	<u>7,746</u>
		<u><u>55,640</u></u>	<u><u>43,856</u></u>

The directors are satisfied that the Company is entitled to exemption from the provisions of the Companies Act 1985 (the Act) relating to the audit of the accounts for the year by virtue of section 249A(1), and that no member or members have requested an audit pursuant to section 249B(2) of the Act.


The directors have acknowledged their responsibilities for ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985.

The directors have acknowledged their responsibilities for preparing accounts which give a true and fair view of the company and of its profit for the year then ended in accordance with the requirements of Section 226 of the Companies Act 1985 and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to this company.

These financial statements were approved by the directors on the 24.11.1999 and are signed on their behalf by:



Director



Director

The notes on pages 8 - 11 form part of these financial statements.

HARTCLIFFE COMMUNITY PROJECTS LIMITED

PROFIT AND LOSS ACCOUNT

Year ended 31st March 1999

	Note	1999	1998
TURNOVER:		81,188	63,104
Less cost of sales		(40,905)	(37,340)
Administration expenses		(29,521)	(37,791)
OPERATING PROFIT/(LOSS)		<u>10,762</u>	<u>(12,027)</u>
Bank interest receivable		1,022	309
PROFIT/(LOSS) ON ORDINARY ACTIVITIES BEFORE TAXATION		<u>11,784</u>	<u>(11,718)</u>
Tax on profit/(loss) on ordinary activities	4	-	-
PROFIT/(LOSS) ON ORDINARY ACTIVITIES AFTER TAXATION	2	11,784	(11,718)

The Company has no recognised gains or losses other than the profit/loss for the above two financial years.

None of the Company's activities were acquired or discontinued during the above two financial years.

The notes on pages 8 - 11 form part of these financial statements

HARTCLIFFE COMMUNITY PROJECTS LIMITED
NOTES ON FINANCIAL STATEMENTS
YEAR ENDED 31st MARCH 1999

1. Accounting Policies

- 1.1 The financial statements have been prepared in accordance with applicable accounting standards and follow the recommendations in "Statement of Recommended Practice: Accounting by Charities" (SORP)
- 1.2 The Company has taken advantage of exemption from preparing a cash flow statement conferred by Financial Reporting Standard No. 1, on the grounds that it is entitled to exemption available in Sections 246/247 of the Companies Act 1985 for small companies.
- 1.3 Depreciation
Depreciation of fixed assets (see Note 5) is calculated to write off their cost or valuation over useful lives as follows:
- | | |
|--------------------|------------------------------|
| Motor vehicles | - 25% reducing balance basis |
| Other fixed assets | - 15% reducing balance basis |
- 1.4 Stocks
Consumable stocks are valued at the lower of cost and net realisable value. Cost is estimated on a first in first out basis. Animal stocks are valued at their estimated market value.
- 1.5 Grants
Grants are credited to income on a receivable basis.
- 1.6 Unrestricted Funds
Unrestricted funds are donations, sponsorship and other income received or generated for the objects of the charity without specified purpose and are available as general funds.
- 1.7 Restricted Funds
Restricted funds are funds given for a specific purpose as laid down by the donor. The position relative to restricted and designated funds are specified in detail in Statement of Financial Activities (SOFA) see page 6 and in the presentation of end of year funds in the balance sheet at 31st March 1999.
- 1.8 Support Costs
Support costs of charitable activities comprise of costs directly incurred in support of expenditure on the objects of the charity.

2 Operating profit

Operating surplus for 1998/99 of £11,784 after charging auditors remuneration (£200) and depreciation (see note 5).

The calculation is:

Operating profit for the year prior to audit and depreciation	(£12,972)
Audit inspection	(£ 200)
Depreciation	(£ 988)
Net profit on 1998/99	(£11,784)

(cont'd....)

HARTCLIFFE COMMUNITY PROJECTS LIMITED
NOTES ON FINANCIAL STATEMENTS
YEAR ENDED 31st MARCH 1999

(cont'd...2)

3 Income

Income is specified by source and purpose (unrestricted/designated/restricted funds) in SOFA, see page 6, which also analyses costs according to those funds. It represents a balance of trading (from the Farm etc) and non-trading income:-

	<u>1998/99</u>	<u>1997/98</u>
Income (all sources)	£82,210	£59,168

Within this grant income rose from £55,264 to £61,868 in 1998/99.

4 Taxation

The company is a registered charity and has no liability for taxation.

5 Tangible fixed assets

	Motor Vehicles £	Plant and Machinery £	Fixtures and Fittings £	Office Equipment £	Total £
Cost	300	9,912	335	495	11,042
Additions in year		1,000		305	1,305
	300	10,912	335	800	12,347
 Depreciation					
as at 1st April 1998	248	5,192	280	74	5,794
Charge for year	13	858	8	109	988
	261	6,050	288	183	6,782
 Net book value					
1st April 1998	52	4,720	55	421	5,248
31st March 1999	39	4,862	47	617	5,565

6 Stocks

Farm stock at cost valuation was £8,104 (31st March 1999) compared with £5,306 (1998); the increase of £2,798 being shown in the 1999 detailed Profit and Loss Account.

7 Debtors

A grant from Bristol City Council for disabled access was due in 1999 year.

(cont'd....)

HARTCLIFFE COMMUNITY PROJECTS LIMITED
NOTES ON FINANCIAL STATEMENTS
YEAR ENDED 31st MARCH 1999

(cont'd...3)

8 Creditors

Amounts falling due within one year:

	<u>1999</u>	<u>1998</u>
Taxation and social security	£ 294	£ 655
Accruals and deferred income (including £800 for Audit and Accounting still owed from 1997/98)	£1,130	£3,014
	<hr/>	<hr/>
	£1,424	£3,669

9 Members' liability

The Company is Limited by Guarantee. In the event of a winding up of the Company, members are required to contribute to the assets of the Company such amounts as may be required, but not exceeding £1 per member.

10 Restricted and designated funds

	Designated			Restricted					
	Building fund	Local Agenda 21	Local Agenda 21 garden	Farm	Recycl'g project	Play	Children in Need	Castle Grant	Disabled access
INCOME									
Earned income: Sales	1860								
Play activities						241			
Bank interest	971					30			
GRANTS:			1500	35298	700	5830		500	5990
TOTAL INCOMING RESOURCES	2831		1500	35298	700	6101		500	5990
EXPENDITURE									
Direct Charitable		198	297	36801	349	6666		80	
Support Costs			205			528			
Fundraising & Publicity						47			
Management & Admin.				88		14			
Ind. Exam/Accounts				100		20			
Depreciation				871					
TOTAL RESOURCES EXPENDED		198	502	37860	349	7275		80	
NET INCOMING RESOURCES	2831	-198	998	-2562	351	-1174		420	5990
Funds at 1 April 1998	30453	1000		4772	573	2339	62		
FUND BALANCES	33284	802	998	2210	924	1165	62	420	5990

11 General Funds

Movements from £4,657 (1.4.98 opening balance) and £9,785 closing balance (31.3.99) are detailed in SOFA.

12 Guarantees and financial commitments

The barn has now been replaced and the balance of the Building Fund will be set aside for future building projects.

13 Grants Received

Bristol City Council E & CJ	£35,298
Bristol City Council Disabled Access	£ 5,990
Bristol City Council Leisure Services	£ 5,830
Tudor Trust	£12,000
LA21 Gardening	£ 1,500
Recycling Consortium	£ 700
Royal Sun Alliance	£ 500
CSV Action Earth	£ 50
	<hr/>
	£61,868
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HARTCLIFFE COMMUNITY PROJECTS LIMITED

MANAGEMENT INFORMATION

YEAR ENDED 31 MARCH 1999

The following pages do not form part of the statutory financial statements.

HARTCLIFFE COMMUNITY PROJECTS LIMITED
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st MARCH 1999

	1999		1998	
	£	£	£	£
INCOME				
GRANTS	61,868		30,385	
DONATIONS	1,126		5,408	
FUND RAISING EVENTS	2,486		8,691	
SPONSORSHIP	115		-	
PLAY ACTIVITIES	241		-	
BANK INTEREST	1,022		309	
MISCELLANEOUS INCOME	<u>971</u>		<u>1,698</u>	
		67,829		46,491
FARM				
FARM SALES	5,339		13,989	
SALE OF MATERIALS & SERVICES	2,248		943	
COMMUNITY BUILDING	6,253		1,990	
MAFF GRANTS	<u>541</u>		<u>-</u>	
	14,381		16,922	
LESS COST OF SALES:				
ANIMAL COSTS	6,902		7,725	
FARM WAGES & NAT INSURANCE	36,801		25,371	
INCREASE/DECREASE IN STOCK	<u>(2798)</u>		<u>4,244</u>	
	40,905	(26,524)	37,340	(20,418)
		41,305		26,073
EXPENDITURE				
COMMUNITY DEV'TMENT SALARIES	8,517		6,316	
RENT AND RATES	2,060		1,099	
TRANSPORT AND TRAVEL	2,622		1,622	
FUND RAISING EXPENSES	432		275	
PUBLICITY	198		1,275	
POST, STATIONERY & TELEPHONE	1,941		2,275	
HEATING & LIGHTING	1,356		2,510	
REPAIRS, MAINTENANCE & TOOLS	359		1,602	
INSURANCE	552		1,750	
CLEANING, HEALTH & SAFETY	659		432	
SPECIAL PROJECTS COSTS	198		6,262	
RECYCLING PROJECT COSTS	349		927	
MATERIALS	1,903		-	
PLAYWORKERS WAGES & EXPENSES	5,334		5,136	
BANK CHARGES	148		817	
VOLUNTEER EXPENSES	636		563	
TRAINING	-		92	
MEMBERSHIPS	215		155	
FEES	-		310	
COMMUNITY BUILDING COSTS	-		1,910	
SUNDRIES	15		728	
ACCOUNTANCY & BOOK KEEPING	422		800	
DEPRECIATION	988		935	
PLAY ACTIVITIES	<u>617</u>	<u>29,521</u>	<u>37,791</u>	
NET SURPLUS/(DEFICIT) FOR YEAR		11,784		(11,718)