

REGISTERED COMPANY NUMBER 05844145 (England and Wales)  
REGISTERED CHARITY NUMBER. 1117333

REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS for the year ended  
31 MARCH 2010  
FOR  
WIRRAL CHANGE LIMITED



Morris & Co  
Chester House  
Lloyd Drive  
Cheshire Oaks Business Park  
Ellesmere Port  
Cheshire  
CH65 9HQ

**WIRRAL CHANGE LIMITED**

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**for the year ended 31 MARCH 2010**

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## **WIRRAL CHANGE LIMITED**

### **REPORT OF THE TRUSTEES** **for the year ended 31 MARCH 2010**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2010. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
05844145 (England and Wales)

**Registered Charity number**  
1117333

**Registered office**  
15 Morpeth Close  
Moreton  
Wirral  
CH46 6HQ

#### **Trustees**

S Ahmed	
E Clabby	- resigned 19 6 2009
Ms P Cocker	
Ms M Davies	- resigned 19 6 2009
Ms J Magdore	
Ms R Mullins	
J Raws	
Ms J Sharpe	
Ms J Wood	

**Company Secretary**  
Ms J Wood

**Independent Examiner**  
Morris & Co  
Chester House  
Lloyd Drive  
Cheshire Oaks Business Park  
Ellesmere Port  
Cheshire  
CH65 9HQ

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The organisation is a charitable company limited by guarantee. 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.

##### **Recruitment and appointment of new trustees**

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the management committee.

## **WIRRAL CHANGE LIMITED**

### **REPORT OF THE TRUSTEES** **for the year ended 31 MARCH 2010**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Induction and training of new trustees**

Most trustees are already familiar with the practical work of the charity prior to being appointed trustee

Additionally, new trustees are invited and encouraged to attend a series of short training sessions (of no more than one hour) to familiarise themselves with the charity and the context within which it operates. These are led by the chair of the Management Committee of the charity and cover

- the obligations of Management Committee members,
- the main documents which set out the operational framework for the charity including the Memorandum and Articles of Association,
- resourcing and the current financial position as set out in the latest published accounts and,
- future plans and objectives

##### **Organisational structure**

Wirral Change is a Company Limited by Guarantee. The Board Members are therefore the Trustees of The Charity. There are three staff Management Team members who individually line manage the outreach team.

##### **Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

The main object of the charity is to provide and improve access to the employment market for members of the black and ethnic minority community.

Other objects of the charity include

- to promote, for the benefit of the inhabitants of The Wirral and surrounding area of Merseyside, the provision of facilities for education of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of the said inhabitants,
- to promote general charitable purposes for the benefit of the communities of Wirral and the surrounding area of Merseyside and to advance the education of its residents of all ages, and in particular to provide opportunities for the afore mentioned residents to participate fully in the life of their community in ways which address and alleviate social and economic disadvantage,
- to relieve poverty, advance education and promote general charitable purposes beneficial to the community in The Wirral by promoting the effective use of their charitable resources and,
- to promote the efficiency and effectiveness of charities run by and/or serving the ethnic minority communities in the Wirral by promoting the effective use of their charitable resources

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing aims and objectives and in planning future activities.

**WIRRAL CHANGE LIMITED**

**REPORT OF THE TRUSTEES**  
**for the year ended 31 MARCH 2010**

**FINANCIAL REVIEW**

**Reserves policy**

The Trustees have a set reserves policy which requires that reserves be maintained at a level which ensures that the charity's core activity could continue during a period of unforeseen difficulties and that a proportion of reserves be maintained in readily available form

The calculation of the required level of reserves is an integral part of the charity's planning, budget and forecast cycle. The desired levels of reserves that are required for this year have been calculated at approximately two months' worth of operating costs, excluding part time staff. This is due to part time staff only being contracted up to 31 March 2010. Operating costs excluding salaries amount to £8,106 per month. The unrestricted fund balance at 31 March 2010 was £19,113 (2009 - £23,396)

Wirral Change does not currently carry a surplus of reserved funds as grants are allocated per financial year and must be spent within that financial year

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**

  
Ms J Wood - Trustee

Date 17/12/2010

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
WIRRAL CHANGE LIMITED**

I report on the accounts for the year ended 31 March 2010 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 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

Mrs JM Carr FCA  
Morris & Co  
Chester House  
Lloyd Drive  
Cheshire Oaks Business Park  
Ellesmere Port  
Cheshire  
CH65 9HQ

22 December 2010

**WIRRAL CHANGE LIMITED****STATEMENT OF FINANCIAL ACTIVITIES**  
**for the year ended 31 MARCH 2010**

			Year Ended 31 3 10	Period 1 7 08 to 31 3 09
	Notes	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOMING RESOURCES</b>				
<b>Incoming resources from generated funds</b>				
Voluntary income		-	1,509	1,509
<b>Incoming resources from charitable activities</b>				
Charitable activity		2,785	377,616	380,401
<b>Total incoming resources</b>		<u>2,785</u>	<u>379,125</u>	<u>381,910</u>
<b>RESOURCES EXPENDED</b>				
<b>Charitable activities</b>				
Charitable activity		4,818	355,815	360,633
Governance costs		2,250	-	2,250
<b>Total resources expended</b>		<u>7,068</u>	<u>355,815</u>	<u>362,883</u>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>				
		(4,283)	23,310	19,027
<b>RECONCILIATION OF FUNDS</b>				
Total funds brought forward		23,396	10,220	33,616
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>19,113</u>	<u>33,530</u>	<u>52,643</u>

**WIRRAL CHANGE LIMITED****BALANCE SHEET**  
**AT 31 MARCH 2010**

	Notes	Unrestricted funds £	Restricted funds £	2010 Total funds £	2009 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	7	3,098	2,919	6,017	7,454
<b>CURRENT ASSETS</b>					
Debtors	8	27,205	48,878	76,083	53,608
Cash at bank and in hand		4,023	17,617	21,640	16,114
		<u>31,228</u>	<u>66,495</u>	<u>97,723</u>	<u>69,722</u>
<b>CREDITORS</b>					
Amounts falling due within one year	9	(15,213)	(35,884)	(51,097)	(43,560)
<b>NET CURRENT ASSETS</b>		<u>16,015</u>	<u>30,611</u>	<u>46,626</u>	<u>26,162</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>19,113</u>	<u>33,530</u>	<u>52,643</u>	<u>33,616</u>
<b>NET ASSETS</b>		<u><u>19,113</u></u>	<u><u>33,530</u></u>	<u><u>52,643</u></u>	<u><u>33,616</u></u>
<b>FUNDS</b>	11				
Unrestricted funds				19,113	23,396
Restricted funds				<u>33,530</u>	<u>10,220</u>
<b>TOTAL FUNDS</b>				<u><u>52,643</u></u>	<u><u>33,616</u></u>



**WIRRAL CHANGE LIMITED**

**BALANCE SHEET - CONTINUED**  
**AT 31 MARCH 2010**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2010

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2010 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 17/12/2010 - and were signed on its behalf by

  
Ms J Wood - Trustee

**NOTES TO THE FINANCIAL STATEMENTS**  
for the year ended 31 MARCH 2010

**WIRRAL CHANGE LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**for the year ended 31 MARCH 2010**

**3 TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the period ended 31 March 2010

**Trustees' Expenses**

There were no trustees' expenses paid for the period ended 31 March 2010

**4 STAFF COSTS**

	Year Ended 31 3 10 £	Period 1 7 08 to 31 3 09 £
Wages and salaries	243,275	144,753
Social security costs	22,342	6,092
	<u>265,617</u>	<u>150,845</u>

## WIRRAL CHANGE LIMITED

### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the year ended 31 MARCH 2010

#### **5 RESTRICTED FUNDS**

<b>Project Name</b>	<b>Description</b>
EID Project	To pay for the hall where the celebration was held This was funded by a Wirral Partnership Homes Community Grant
Football Tournament	To pay for equipment for participants, hire of venue, refreshments, referees, entertainment and trophies/medals
International Womens Day	Celebration of being a women, sharing information and awareness of services available The running costs of the entire event was funded by VCAW (Voluntary & Community Action Wirral)
Social Capital Fund	Start up fund from the Local Authority for business plan and website
Wirral PCT	Health and emotional well-being project Funding is for running costs and one post
Working Wirral	Funding is for the running costs and salaries of the BRM employment outreach project
ESOL Funding	To pay for room hire and a tutor to provide students with ESOL (English for Speakers of Other Languages) lessons
BME Coffee Morning	A support group to offer help and advice to women in ethnic minorities
Wirral Stop Smoking Support Group	A support group to help members of the local community give up smoking
Atlas Project	Offers travel advice to members of the local community
Merseyside Employment Law	To pay for room hire needed for confidential discussions
Future Jobs Fund	To pay for Future Job Fund employees' salaries on placement at Wirral Change
Health & Well-being	To pay for running costs of the charity and salaries
Better Together	Funding received to manage the drop in sessions held at Wirral Change

#### **6 DESIGNATED FUNDS**

This fund was established to segregate an over-funding from Working Wirral The Charity has attempted to repay this but due to administrative difficulties this has not been possible The funds will be released back to the general fund if no claim is made within three years

**WIRRAL CHANGE LIMITED****NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**for the year ended 31 MARCH 2010****7 TANGIBLE FIXED ASSETS**Plant and  
machinery  
etc  
£**COST**

At 1 April 2009 and 31 March 2010

9,587

**DEPRECIATION**

At 1 April 2009

2,133

Charge for year

1,437

At 31 March 2010

3,570

**NET BOOK VALUE**

At 31 March 2010

6,017

At 31 March 2009

7,454

**8 DEBTORS AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2010 £	2009 £
Other debtors	76,083	53,608

**9 CREDITORS AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2010 £	2009 £
Taxation and social security	7,201	215
Other creditors	43,896	43,345
	51,097	43,560

**10 OPERATING LEASE COMMITMENTS**

The following operating lease payments are committed to be paid within one year

	2010 £	2009 £
Expiring Within one year	4,039	-

**WIRRAL CHANGE LIMITED****NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**for the year ended 31 MARCH 2010****11 MOVEMENT IN FUNDS**

	At 1 4 09 £	Net movement in funds £	At 31 3 10 £
<b>Unrestricted funds</b>			
General Fund	8,268	(4,283)	3,985
Designated Fund	15,128	-	15,128
	<u>23,396</u>	<u>(4,283)</u>	<u>19,113</u>
<b>Restricted funds</b>			
International Women's Day	(134)	2,161	2,027
Social Capital Fund	1,290	(210)	1,080
Wirral PCT	8,392	2,136	10,528
Working Wirral	-	3,809	3,809
BME Coffeee Morning	518	1,323	1,841
The Atlas Project	154	943	1,097
Football Tournament	-	381	381
ESOL Funding	-	(667)	(667)
Future Jobs Fund	-	2	2
Health & Well-being	-	9,547	9,547
Better Together	-	3,885	3,885
	<u>10,220</u>	<u>23,310</u>	<u>33,530</u>
<b>TOTAL FUNDS</b>	<u>33,616</u>	<u>19,027</u>	<u>52,643</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General Fund	2,785	(7,068)	(4,283)
<b>Restricted funds</b>			
International Women's Day	5,700	(3,539)	2,161
Social Capital Fund	-	(210)	(210)
Working Wirral	261,620	(257,811)	3,809
BME Coffeee Morning	1,323	-	1,323
The Atlas Project	1,540	(597)	943
EID Project	1,000	(1,000)	-
Wirral PCT	53,000	(50,864)	2,136
Wirral Stop Smoking Support Group	5,692	(5,692)	-
Football Tournament	2,550	(2,169)	381
ESOL Funding	6,360	(7,027)	(667)
Merseyside Employment Law	423	(423)	-
Future Jobs Fund	9,032	(9,030)	2
Health & Well-being	27,000	(17,453)	9,547
Better Together	3,885	-	3,885
	<u>379,125</u>	<u>(355,815)</u>	<u>23,310</u>
<b>TOTAL FUNDS</b>	<u>381,910</u>	<u>(362,883)</u>	<u>19,027</u>

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**WIRRAL CHANGE LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED**  
**for the year ended 31 MARCH 2010**

**11     MOVEMENT IN FUNDS - continued**

The ESOL Funding restricted fund is showing an overspend of £667 currently This is due to an accrual being included at the year end This will be cleared when further funding is received in the next financial period

**12     APB ETHICAL STANDARD - PROVISIONS AVAILABLE FOR SMALL ENTITIES**

In common with many other charities of our size and nature we use our independent examiner to assist with the preparation and submission of the financial statements

**WIRRAL CHANGE LIMITED****DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**for the year ended 31 MARCH 2010**

	Year Ended 31 3 10 £	Period 1 7 08 to 31 3 09 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Donations	1,509	2,516
<b>Incoming resources from charitable activities</b>		
Contributions towards costs	22,896	2,618
L A Grants	357,505	155,845
	<u>380,401</u>	<u>158,463</u>
<b>Total incoming resources</b>	<b>381,910</b>	<b>160,979</b>
 <b>RESOURCES EXPENDED</b>		
<b>Charitable activities</b>		
Wages	243,275	144,753
Social security	22,342	6,092
Other operating leases	16,941	8,714
Insurance	1,006	396
Telephone	4,986	3,054
Postage and stationery	7,328	3,505
Misc expenditure	12,066	225
Events	13,248	7,008
Training	15,872	11,764
Travel and subsistence	2,449	2,489
Repairs and renewals	2,241	584
Computer costs	5,885	3,186
Room hire	4,776	200
Legal and professional fees	1,881	450
Vouchers	4,900	-
Computer equipment	1,437	1,438
Grants to individuals	-	1,882
	<u>360,633</u>	<u>195,740</u>
 <b>Governance costs</b>		
Accountancy	2,250	1,881
Legal fees	-	15
	<u>2,250</u>	<u>1,896</u>
<b>Total resources expended</b>	<b>362,883</b>	<b>197,636</b>
 <b>Net income/(expenditure)</b>	<b><u>19,027</u></b>	<b><u>(36,657)</u></b>