

Company No. 04139974

Elmore Community Services

Financial Statements

For the year ended 31 March 2005

Charity no: 1090616

ELMORE COMMUNITY SERVICES

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2005

Charity Details

Registered Charity number: 1090616

Registered office and
Operational Address: 174b Bullingdon House
Cowley Road
Oxford
OX4 1UT

Company Secretary: Miss K L Cocker

Board of Trustees: Ms N Brodie
Mr M Hammond
Ms T M Lea
Dr S Pearce
Mr B J Phillips
Miss C E Rowntree
Mr M R Wigglesworth

Bankers: Barclays Plc
Oxford

Auditors: Edmund Gibbs
Chartered Certified Accountants
& Registered Auditors
Kingsgate
4610 Cascade Way
Oxford Business Park South
Oxford
OX4 2SU

ELMORE COMMUNITY SERVICES

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2005

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ELMORE COMMUNITY SERVICES

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2005

Report of the Trustees

The Board of Trustees has pleasure in presenting their report and audited financial statements for the year ended 31 March 2005.

Status

Elmore Community Services is a charitable company registered in England (number 04139974) that is limited by guarantee and governed by its Memorandum and Articles of Association.

The charitable company incorporated on 11th January 2001 and registered as a charity on 15th February 2002 (number 1090616).

Objectives of the Charity

The charity's objectives are to identify individuals with multiple needs, on the margins of existing services, and to engage those individuals to assess their needs and provide practical and emotional support to enable them to have equal access to basic rights enjoyed by society

Organisational Structure

Overall responsibility for Elmore Community Services rests with the Board of Trustees who are also appointed as Directors of the charitable company. The selection of Trustees is designed to supplement the existing skills and expertise of the Trustees and is governed by an informal skills assessment. Appointments of Trustees are made in accordance with the articles of association including receipt and approval of an application for membership.

The Board of Trustees meet formally four times a year. Authority from the Trustees is delegated to a manager, who is also the company secretary, and is responsible for the day to day running of the charitable company. The manager is supported operationally by a team leader and financially by a finance administrator. The team leader co-ordinates the support workers who undertake the direct charitable activities.

Review of activities and future developments

A full description of the activities for the year and of future developments is contained in the Annual Review which accompanies these financial statements.

ELMORE COMMUNITY SERVICES

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2005

Report of the Trustees

Directors

The following persons served as Directors throughout the year unless otherwise stated. They are also Trustees under charity law, and have no beneficial interest in the charitable company.

Ms N Brodie	(appointed 31 st January 2005)
Mr M Hammond	
Ms T M Lea	
Dr S Pearce	
Mr B J Phillips	
Mr S B Pont	(resigned 31 st March 2005)
Miss C E Rowntree	
Mrs M A Simpson	(resigned 1 st September 2004)
Mr M R Wigglesworth	(appointed 31 st January 2005)

The Trustees guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up. The total amount of such guarantees at 31 March 2005 was £7 (2004 - £7).

Responsibilities of the Directors

Company law requires the Directors to prepare financial statements for each financial year, which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of their incoming resources and the application of resources, including income and expenditure, for the year then ended.

In preparing those financial statements the Directors should follow best practice and:

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the group and charitable company will continue on that basis

The Directors are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 1985 and the Charities Act 1993.

The Directors are also responsible for safeguarding the assets of the group and charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

ELMORE COMMUNITY SERVICES

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2005

Report of the Trustees

Risk Assessment

As Trustees of Elmore Community Services we recognise and accept our responsibility for ensuring that risks to which the charity is exposed are reviewed and steps taken to mitigate potential damage by use of appropriate preventative controls and corrective actions. A risk management strategy has been implemented which comprises:

- an annual review of the risks which the charity may face
- the establishment of systems and procedures to mitigate those risks identified
- the implementation of procedures designed to minimise any potential impact on the charity should any of those risks materialise

Reserves Policy

Unrestricted funds are needed to cover support costs and administration costs, without which the charitable company could not function, as well as to contribute to the direct expenses incurred in working towards our objectives, the restricted funding for which is usually insufficient. Additionally unrestricted funds are needed to provide funds that can be designated to specific projects to enable these projects to be undertaken.

Our long-term aim is to have sufficient unrestricted funds to cover normal expenditure for a period of at least nine months and at the same time to finance designated projects as appropriate.

Unrestricted funds are currently approximately £53,000 in excess of normal expenditure. This figure is abnormally high, as £30,000 has been earmarked for office relocation cost in July 2005. The balance of funds will be applied towards financing future designated projects.

The level of reserves is monitored by the Trustees four times a year

Investment policy

Monies surplus to operational working capital requirements are invested in line with our investment policy, the objective of which is to maximise returns whilst ensuring that as far as possible funds are adequately safeguarded.

Auditors

Edmund Gibbs were appointed auditors during the year and a resolution to re-appoint them as auditors for the next year will be put to the Committee at the Annual General Meeting.

ELMORE COMMUNITY SERVICES

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2005

Report of the Trustees

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

The financial Statements on pages 6 to 13 have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002)

Approved by the Board of Trustees on 20th October 2005 and signed on their behalf by

Mark Hammond
.....
Chairman

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF ELMORE COMMUNITY SERVICES

We have audited the financial statements of Elmore Community Services for the year ended 31 March 2005 which comprise the principal accounting policies, the statement of financial activities, the balance sheet and the related notes. These financial statements have been prepared in accordance with financial reporting standards under the historical cost convention and the accounting policies set out therein.

This report is made solely to the charity's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's members as a body, for our audit work, for this report, or for the opinions that we have formed.

Respective responsibilities of the management committee and auditors

The management committee are responsible for preparing the report of the management committee and the financial statements in accordance with United Kingdom law and accounting standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom auditing standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the report of the management committee is not consistent with the financial statements, if the charity has not kept proper accounting records and if we have not received all the information and explanations we require for the audit.

We read other information contained in the report of the management committee, and consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

Basis of opinion

We conducted our audit in accordance with United Kingdom auditing standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the management committee in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the charity's affairs at 31 March 2005 and of its incoming resources and application of resources for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Edmund Gibbs
Registered Auditors
21st October 2005

Kingsgate
4610 Cascade Way
Oxford Business Park South
Oxford OX4 2SU

ELMORE COMMUNITY SERVICES

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2005

Principal Accounting Policies

BASIS OF PREPARATION

The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards, the Companies Act 1985 and the recommendations issued in October 2000 of the Statement of Recommended Practice: Accounting and Reporting by Charities (the SORP).

The principal accounting policies have remained unchanged from the previous year and are set out below.

INCOMING RESOURCES

Donations

All monetary donations are included in full in the statement of financial activities when receivable, provided that there are no donor-imposed restrictions as to the timing or the related expenditure, in which case recognition is deferred until the pre-condition is met.

Grants receivable

Revenue grants are credited as incoming resources when they are receivable provided conditions for receipt have been complied with, unless they relate to a specified future period, in which case they are deferred.

RESOURCES EXPENDED

Expenditure, which is charged on an accruals basis, is allocated between:

- Expenditure incurred directly to the fulfilment of the charity's objectives;
- Expenditure incurred in supporting the activities that directly fulfil the charity's objectives;
- Expenditure incurred in the management and administration of the charity.

FUND ACCOUNTING

Restricted funds are to be used for specific purposes laid down by the donor. Expenditure for those purposes is charged to the fund.

Unrestricted funds are donations and other incoming resources received or generated for expenditure on the general objectives of the charity.

TAXATION

As Elmore Community Services is a registered charity, its income and capital gains are generally exempt from tax if applied for charitable purposes.

CONTRIBUTIONS TO PENSION SCHEMES

The pension costs charged against profits represent the amount of the contributions payable to the scheme in respect of the accounting period.

ELMORE COMMUNITY SERVICES

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2005

Statement of Financial Activities

	Note	Restricted Funds £	Unrestricted Funds £	Total 2005 £	Total 2004 £
Incoming resources					
Donations	1	5,247	2,500	7,747	8,265
Grants	2	-	342,608	342,608	356,350
Interest receivable		11	8,894	8,905	4,750
		<hr/>	<hr/>	<hr/>	<hr/>
Total incoming resources		5,258	354,002	359,260	369,365
		<hr/>	<hr/>	<hr/>	<hr/>
Resources expended					
Charitable expenditure:					
Furthering charity objectives	3	4,572	192,911	197,483	226,891
Support costs	4	-	97,609	97,609	77,476
Management and administration	5	-	11,522	11,522	8,379
		<hr/>	<hr/>	<hr/>	<hr/>
Total resources expended		4,572	302,042	306,614	312,746
		<hr/>	<hr/>	<hr/>	<hr/>
Net incoming resources before transfer		686	51,960	52,646	56,619
Transfers between funds	12	500	(500)	-	-
		<hr/>	<hr/>	<hr/>	<hr/>
Net incoming resources for the year		1,186	51,460	52,646	56,619
Fund balances at 1 April 2004		2,641	228,261	230,902	174,283
		<hr/>	<hr/>	<hr/>	<hr/>
Fund balances at 31 March 2005	12	3,827	279,721	283,548	230,902
		<hr/>	<hr/>	<hr/>	<hr/>

All of the above results are derived from continuing activities. The statement of financial activities includes all gains and losses recognised in 2004 and 2005. The accompanying accounting policies and notes form an integral part of these financial statements.

ELMORE COMMUNITY SERVICES

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2005

Balance Sheet

	Note	2005 £	2004 £
Fixed assets		-	-
Current assets			
Cash in bank and in hand		292,914	251,993
Debtors	8	700	5,598
		-----	-----
		293,614	257,591
Current liabilities			
Creditors	9	(10,066)	(26,689)
		-----	-----
Net Assets	11	283,548	230,902
		-----	-----
Funds			
Restricted funds		3,827	2,641
Unrestricted funds		279,721	228,261
		-----	-----
Total Funds	12	283,548	230,902
		-----	-----

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and the Financial Reporting Standard for Smaller Entities (Effective June 2002).

The financial statements were approved by the board on 20th October 2005 and signed on their behalf by

Tan Lea
 Trustee

Mark Hammond
 Trustee

The accompanying accounting policies and notes form an integral part of these financial statements.

ELMORE COMMUNITY SERVICES

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2005

Notes to the Financial Statements

	Restricted £	Unrestricted £	Total 2005 £	Total 2004 £
1. DONATIONS				
Night Shelter Sleep-outs	700	-	700	950
Stanton Ballard Trust	-	-	-	1,262
Oxford University Homeless Action Group	-	-	-	210
Street Smart	1,000	-	1,000	-
Oxford Poverty Action Trust	-	-	-	915
Oxford Citizens' Housing Association	-	-	-	108
Various Other Donations under £1,000	2,547	-	2,547	4,120
The Cumber Family Charitable Trust	1,000	-	1,000	-
St Michael's and All Saints Charities	-	2,500	2,500	2,500
Bromford Housing Group	-	-	-	200
Cherwell Housing Group	-	-	-	(2,000)
	<hr/>	<hr/>	<hr/>	<hr/>
	5,247	2,500	7,747	8,265
	<hr/>	<hr/>	<hr/>	<hr/>
2. GRANTS				
Oxfordshire Health Authority - Primary Care Trust	-	38,389	38,389	37,325
Oxfordshire County Council - Supporting People	-	75,901	75,901	74,653
- Annual Grant	-	30,756	30,756	73,314
- Learning Disability	-	3,605	3,605	3,500
- Watching Brief Funding	-	11,190	11,190	-
Oxford City Council - Support Workers	-	71,199	71,199	69,457
- Annual Grant	-	40,000	40,000	40,000
- SRB Funding	-	33,568	33,568	34,500
- Computer Funding	-	-	-	3,001
Thames Valley Probation Service	-	18,000	18,000	20,600
Tudor Trust	-	10,000	10,000	-
Night Shelter	-	10,000	10,000	-
	<hr/>	<hr/>	<hr/>	<hr/>
	-	342,608	342,608	356,350
	<hr/>	<hr/>	<hr/>	<hr/>

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FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2005

Notes to the Financial Statements

CHARITABLE EXPENDITURE	Restricted £	Unrestricted £	Total 2005 £	Total 2004 £
3. FURTHERING CHARITY OBJECTIVES				
Client Welfare Support and Project Work	4,572	-	4,572	10,164
SRB Funding	-	-	-	23,000
Project Leader and Social Work Staff	-	159,003	159,003	145,106
Health Authority Secondment	-	19,024	19,024	37,027
Travel and Subsistence	-	1,945	1,945	2,359
Consultancy/Mentoring	-	5,483	5,483	1,514
Telephones	-	7,456	7,456	7,721
	<u>4,572</u>	<u>192,911</u>	<u>197,483</u>	<u>226,891</u>

4. SUPPORT COSTS

Salaries	-	39,931	39,931	26,977
Secretarial Support	-	15,905	15,905	14,271
Rent, Rates, Heating, Lighting and Cleaning	-	22,923	22,923	16,255
Repairs and Renewals	-	-	-	181
Computer Equipment and Supplies	-	6,754	6,754	7,376
Recruitment Advertising	-	1,139	1,139	1,781
Stationery, Printing and Office Expenses	-	3,715	3,715	5,073
Postage, Books and Publications	-	832	832	971
Staff Training	-	3,103	3,103	3,062
Miscellaneous Expenses	-	3,307	3,307	1,529
	<u>-</u>	<u>97,609</u>	<u>97,609</u>	<u>77,476</u>

5. MANAGEMENT AND ADMINISTRATION

Management and Admin Support	-	3,028	3,028	3,063
Ex-gratia payment	-	2,173	2,173	-
Bookkeeping and Payroll Services	-	468	468	606
Insurance	-	2,292	2,292	2,281
Audit Fees	-	2,028	2,028	1,528
Accountancy and Professional Fees	-	1,533	1,533	901
	<u>-</u>	<u>11,522</u>	<u>11,522</u>	<u>8,379</u>

ELMORE COMMUNITY SERVICES

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2005

Notes to the Financial Statements

6. ANALYSIS OF RESOURCES EXPENDED

	Staff costs £	Other £	Total 2005 £	Total 2004 £
Charitable expenses				
Direct Charitable	159,003	38,480	197,483	226,891
Support costs	55,837	41,772	97,609	77,476
Management and administration	5,201	6,321	11,522	8,379
	<u>220,041</u>	<u>86,573</u>	<u>306,614</u>	<u>312,746</u>

Total resources expended include:

	2005 £	2004 £
Trustee remuneration	-	-
Trustee expenses	-	-
Auditors remuneration - audit	2,028	1,528
Auditors remuneration - non audit	-	-
Pension costs	10,666	9,535
	<u>12,694</u>	<u>11,063</u>

7. EMPLOYEES

Staff costs during the year were as follows:

	2005 £	2004 £
Salaries and wages	193,303	167,775
Social security costs	15,210	12,107
Pension costs	10,666	9,535
	<u>219,179</u>	<u>189,417</u>

The average weekly number of full time equivalent employees was

Project Leader	1	1
Social Work Staff	11	8
Secretarial Support	1	1
Rough Sleepers' Initiative	2	2
	<u>15</u>	<u>12</u>

No employee earned more than £50,000 per annum in the current or preceeding period.

ELMORE COMMUNITY SERVICES

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2005

Notes to the Financial Statements

8. DEBTORS

	2005	2004
	£	£
Donations and Grants	700	5,598
	<hr/>	<hr/>

9. CREDITORS

	2005	2004
	£	£
Trade Creditors	212	4,508
Accruals	2,500	2,000
PAYE	5,181	3,856
Receipts in Advance	-	16,325
Other	2,173	-
	<hr/>	<hr/>
	10,066	26,689
	<hr/>	<hr/>

10. RECEIPTS IN ADVANCE

	1 April 2004	Released	Received	31 March 2005
	£	£	£	£
Oxfordshire County Council	6,325	(6,325)	-	-
Tudor Trust	10,000	(10,000)	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
	16,325	(16,325)	-	-
	<hr/>	<hr/>	<hr/>	<hr/>

11. ANALYSIS OF NET ASSETS BETWEEN FUNDS

Fund Balances at 31st March 2005 are represented by:

	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total</u>
	<u>Funds</u>	<u>Funds</u>	<u>£</u>
	£	£	£
Current assets	3,827	289,787	293,614
Current liabilities	-	(10,066)	(10,066)
	<hr/>	<hr/>	<hr/>
	3,827	279,721	283,548
	<hr/>	<hr/>	<hr/>

ELMORE COMMUNITY SERVICES

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2005

Notes to the Financial Statements

12. FUNDS MOVEMENTS

	Opening Balances £	Incoming Resources £	Resources Expended £	Funds Transfers £	Closing Balances £
Restricted Funds					
Welfare Account	2,641	5,258	(4,572)	500	3,827
Unrestricted Funds					
General Reserve	228,261	354,002	(302,042)	(500)	279,721
Total Funds	<u>230,902</u>	<u>359,260</u>	<u>(306,614)</u>	<u>-</u>	<u>283,548</u>

The funds of the charity comprise restricted funds and unrestricted funds.

The restricted funds are those where the donor has imposed restrictions on the income of the funds.

The Welfare Account is for welfare purposes and providing white goods (i.e. washing machines, cookers, etc) to those in need.

The unrestricted funds consist of a freely available general reserve.