

PADDOCK COMMUNITY TRUST
(a company limited by guarantee)

FINANCIAL STATEMENTS

31 MARCH 2012

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Company registration number : 04253006

Charity registration number : 1093998

PADDOCK COMMUNITY TRUST

TRUSTEES' REPORT

The trustees submit their report and financial statements for the period ended 31 March 2012.

Reference and administrative information

Charity name:	Paddock Community Trust
Charity registration number:	1093998
Company registration number:	04253006
Registered office and operational address:	Paddock Village Hall West View Paddock Huddersfield HD1 4TX

Trustees and directors

The following persons served as trustees of the charity and as directors of the company during the year:

S Ahmed
P M Bower
H Goulbourne
R Guthrie (appointed 25 March 2011)
B R Jones

Company secretary

B R Jones

Independent examiner

Michael Bland ACA
For and on behalf of:

Wheawill & Sudworth
Chartered Accountants
35 Westgate
Huddersfield
HD1 1PA

Bankers

The Cooperative Bank plc
PO Box 101
1 Balloon Street
Manchester
M60 4EP

CAF Bank Limited
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

PADDOCK COMMUNITY TRUST

TRUSTEES' REPORT (continued)

Structure, governance and management

The charity is a company limited by guarantee and was formed on 16 July 2001. It is governed by a memorandum and articles of association amended 13 October 2010. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

Recruitment, appointment and training of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

One third (or the number nearest to one third) of the trustees must retire at each AGM.

Trustees are inducted by attending general and trustees' meetings, personal discussion with the secretary and other trustees and involvement in one or more particular aspects of the charity's activity.

Objectives and activities

The charity's objects are:

The promotion for the public benefit of urban or rural regeneration in areas of social and economic regeneration within the Kirklees Metropolitan District of West Yorkshire by all or any of the following means:

- the advancement of education, training or re-training, particularly among non-employed people, and providing non-employed people with work experience;
- the relief of unemployment for the benefit of the public in such ways as may be thought fit, including assistance to find employment;
- for the public benefit to promote learning for pleasure by people no longer in full time employment through the continuous development of their individual capabilities, competencies, skills and understanding in subjects of educational value;
- the maintenance, improvement or provision of public amenities;
- the provision of assistance, in the provision of recreational facilities for the public at large and/or those who, by reason of their youth, age infirmity or disablement, poverty or social and economic circumstances, have need of such facilities;
- the protection or conservation of the environment;
- the provision of public health facilities and childcare;
- the promotion of public safety and the prevention of crime; and
- such other means as may, from time to time, be determined subject to the prior consent of the Charity Commissioner for England and Wales.

Change of name

The charity changed its name by resolution on 16 November 2011 from Paddock Community Forum to Paddock Community Trust.

PADDOCK COMMUNITY TRUST

TRUSTEES' REPORT (continued)

The charity's main activities

Paddock Community Trust (PCT) is an umbrella organisation providing practical support for voluntary groups whose activities are based within the Paddock Village Settlement. These member-groups are engaged in activities that contribute to the well being of residents in the community and to community cohesion.

PCT also provides community based learning. This educational activity has been extended into disadvantaged communities throughout Kirklees through community centres.

Public benefit statement

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular: 1) Advancement of education and training 2) Preparation for adults to return to employment 3) Encouragement of healthy lifestyles 4) Enhancement and appreciation of the urban environment and 5) Furtherance of community cohesion.

Achievements and performance

Paddock Community Trust (PCT) has promoted activities that reduce social isolation and promote healthier lifestyles. These include a community allotments project, IT Buddies, a women's walking group, classes for those whose English is a second language, a pensioners friendship group and a coffee drop-in morning.

Paddock Community Trust has consulted the community of Paddock about their views on the management and the ownership of Paddock Village Hall, where many of the above activities are based.

Paddock Learning Centre (PLC) has continued to grow and has developed learning services in Community Centres in the north and south of Kirklees Metropolitan District. These services are mainly IT based. PLC works with partner agencies, eg. Kirklees Council, Kirklees College, The Job Centre, Paddock Children's Centre, Paddock Junior School and Royds Hall High School. Learning provision has been focussed mainly on raising the education and life skills of adults who wish to take up employment.

Paddock Village Hall

With effect from 4 January 2012 all activities come under the responsibility of Paddock Community Trust with Kirklees Metropolitan Council relinquishing all of their responsibilities at Paddock Village Hall.

Financial review

The net deficit incurred for the period was £5,624 (2010: surplus of £12,412), comprising a surplus of £7,852 on unrestricted funds and a deficit of £13,476 on restricted funds.

PADDOCK COMMUNITY TRUST

TRUSTEES' REPORT (continued)

Reserves policy

The charity's unrestricted reserves, excluding fixed assets, at 31 March 2012 were £32,145 (2010: £30,456). The charity's reserves policy is to hold a sufficient level of reserves to cover three months running costs plus redundancy payments which would become due should the centre have to close.

Statement of trustees' responsibilities

The trustees (who are also the directors of Paddock Community Trust for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards (UK Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statement for each financial period which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005) and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees:

P M BOWER
Director and trustee
17 May 2012

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF PADDOCK COMMUNITY TRUST

I report on the accounts of the company for the period ended 31 March 2012 which are set out on pages 6 to 12.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this period under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to an 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;
- follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the Act, as amended); and
- state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with 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 statement 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 of the Companies Act 2006; and
 - to prepare accounts 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 (SORP 2005)
 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.

MICHAEL BLAND ACA

For and behalf of:
WHEAWILL & SUDWORTH LIMITED

35 Westgate
Huddersfield
HD1 1PA
17 May 2012

PADDOCK COMMUNITY TRUST

STATEMENT OF FINANCIAL ACTIVITIES

(including summary income and expenditure account)

for the period

1 OCTOBER 2011 to 31 MARCH 2012

Notes	Unrestricted funds 2012 £	Restricted funds 2012 £	Total funds 2012 £	Total funds 2010 £	
	INCOMING RESOURCES				
2	Grants and donations	97,178	66,615	163,793	82,171
	Sales and fees	5,774	-	5,774	1,499
	Service level agreements and contracts	197,311	-	197,311	147,974
	My Guide registrations	7,835	-	7,835	-
	Rental income	17,486	-	17,486	10,602
	Management charges	1,452	-	1,452	2,322
	Miscellaneous income	3,684	-	3,684	1,526
	Bank interest	171	-	171	61
	Total incoming resources	330,891	66,615	397,506	246,155
	RESOURCES EXPENDED				
3	Salaries and NIC	187,638	42,807	230,445	102,059
	Payroll costs	666	102	768	378
	Tutors	28,455	575	29,030	17,814
	Sessional workers	13,163	-	13,163	8,065
	Childcare costs	11,336	-	11,336	1,516
	Advertising and publicity	2,143	190	2,333	612
	Heat and light	2,452	-	2,452	-
	Training and recruitment	5,902	18	5,920	1,030
	Travel expenses	7,232	1,766	8,998	2,375
	OCN registration fees	4,918	-	4,918	-
	Administrative expenses	10,339	269	10,608	6,547
	Rent and room hire	33,761	856	34,617	4,988
	Insurance	3,663	600	4,263	2,983
	Equipment	2,949	385	3,334	9,214
	Events and hospitality	1,211	337	1,548	654
	Project expenses	14,619	8,618	23,237	7,792
	Subscriptions	572	-	572	35
	Repairs and servicing	3,193	-	3,193	2,405
	Cleaning	1,797	-	1,797	-
	Accountancy/Independent examination	2,642	-	2,642	2,205
	Bank charges	24	-	24	-
	Amortisation of software licences	-	-	-	30,000
	Sundries	796	62	858	-
	Depreciation	4,896	1,268	6,164	13,816
	Management charges	(5,690)	6,600	910	3,105
	Donation of computer equipment	-	-	-	16,150
	Total resources expended	338,677	64,453	403,130	233,743
	Net (outgoing) incoming resources	(7,786)	2,162	(5,624)	12,412
4	Transfers between funds	15,638	(15,638)	-	-
	Net movement in funds	7,852	(13,476)	(5,624)	12,412
	Fund balances brought forward	30,456	32,562	63,018	50,606
4	Fund balances carried forward	38,308	19,086	57,394	63,018

All incoming resources and resources expended derive from continuing activities.
The notes on pages 8 to 12 form part of these financial statements.

PADDOCK COMMUNITY TRUST

BALANCE SHEET

31 MARCH 2012

Notes	Unrestricted funds 2012 £	Restricted funds 2012 £	Total funds 2012 £	Total funds 2010 £
	Fixed assets			
5	Tangible fixed assets	6,163	-	6,163
5	Intangible fixed assets	-	-	-
		<u>6,163</u>	<u>-</u>	<u>6,163</u>
	Current assets			
6	Debtors	48,661	-	48,661
7	Cash at bank and in hand	54,156	19,086	73,242
		<u>102,817</u>	<u>19,086</u>	<u>121,903</u>
8	Creditors: amounts becoming due and payable within one year	(70,672)	-	(70,672)
		<u>32,145</u>	<u>19,086</u>	<u>51,231</u>
	Net current assets			<u>63,018</u>
	Net assets	<u>38,308</u>	<u>19,086</u>	<u>57,394</u>
	Funds			
4	Restricted funds	-	19,086	19,086
	Unrestricted funds	38,308	-	38,308
		<u>38,308</u>	<u>19,086</u>	<u>57,394</u>
	Total funds	<u>38,308</u>	<u>19,086</u>	<u>63,018</u>

The trustees (who are also directors for the purpose of company law) are satisfied that the charitable company was entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the period by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The trustees/directors acknowledge their responsibilities for:

- i. ensuring that the charitable company keeps adequate accounting records which comply with Section 386 of the Act; and
- ii. preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of its financial period and of its surplus or deficit for the financial period in accordance with the requirements of sections 394 and 395, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved at a meeting of trustees on 17 May 2012 and are signed on its behalf by

B R JONES
Director and trustee

Company Registration Number: 04253006

The notes on pages 8 to 12 form part of these financial statements.

PADDOCK COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS

31 MARCH 2012

1 Accounting policies

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005), the Companies Act 2006 and the Financial Reporting Standard for Smaller Entities (effective April 2008).

There has been no change to the accounting policies since the previous accounting period.

No changes have been made to the financial statements for previous accounting periods.

Incoming resources

All incoming resources are included in the SOFA when the charity becomes entitled to the resources, the trustees are virtually certain they will receive the resources and the monetary value can be measured with sufficient reliability.

Grants

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred.

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out the resources.

Taxation

As a registered charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Intangible fixed assets and amortisation

Intangible fixed assets are capitalised if they have a useful value of more than one year. Amortisation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Software licences – 100% on cost

Tangible fixed assets and depreciation

Tangible fixed assets are capitalised if they can be used for more than one year. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Computers hardware – 33⅓% on cost

Fixtures and fittings – 10% on cost

Kitchen equipment – 20% on cost

Pensions

Contributions are paid to the employee to pay into their own pension fund.

PADDOCK COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (continued)

31 MARCH 2012

1 Accounting policies (continued)

Fund accounting

Funds held by the charity are either:

Unrestricted funds

These are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanations of the nature and purpose of each fund is included in the notes to the financial statements.

2 Grants and donations	Unrestricted funds 2012 £	Restricted funds 2012 £	Total funds 2012 £	2010 £
Niace	-	-	-	28,333
UK Online (1) – Capital	-	-	-	6,861
UK Online (2) – Smarter Government	-	7,310	7,310	7,310
UK Online (3) – Talk about Local	-	-	-	500
UK Online (4) – Training	-	-	-	500
KMC – Reducing Inequalities	-	15,450	15,450	4,546
KMC – IT Buddies	-	32,680	32,680	32,680
KMC – Bleakhouse project	6,142	-	6,142	1,000
Donations	323	-	323	441
UK Online – CCB project	10,000	-	10,000	-
Lloyds TSB Foundation	37,900	-	37,900	-
Britannia Foundation	10,000	-	10,000	-
Low Carbon Living & Working project	27,536	-	27,536	-
Big Lottery – Awards for All	-	8,425	8,425	-
UK Online – D Shop	4,527	-	4,527	-
KMC – Batley Online Outreach project	-	2,750	2,750	-
NHS Kirklees Small Grants Scheme	750	-	750	-
	<u>97,178</u>	<u>66,615</u>	<u>163,793</u>	<u>82,171</u>
3 Staff costs and numbers			2012 £	2010 £
Gross salaries and pensions			215,032	93,984
Social security costs			15,413	8,075
			<u>230,445</u>	<u>102,059</u>

No employee earned £60,000 per annum or more in the current accounting period (2010: None).

The average number of employees during the year was 9 (2010: 6.5 average).

PADDOCK COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (continued)

31 MARCH 2012

4 Restricted funds summary	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
UK Online (2) – Smarter Government	174	7,310	-	(7,484)	-
KMC – Reducing Inequalities	3,388	15,450	(12,166)	(6,672)	-
KMC – IT Buddies	29,000	32,680	(42,594)	-	19,086
Big Lottery – Awards for All	-	8,425	(8,425)	-	-
KMC – Batley Online Outreach project	-	2,750	(1,268)	(1,482)	-
	<u>32,562</u>	<u>66,615</u>	<u>(64,453)</u>	<u>(15,638)</u>	<u>19,086</u>

Purpose of restricted funds

Fund name	Purpose of restriction
UK Online (2) – Smarter Government	To deliver a weekly IT session to encourage learners to start/complete their Myguide user journey.
KMC – Reducing inequalities	To deliver a community gardening project for people suffering from alcoholic/drug issues and mental health problems.
KMC – IT Buddies	To deliver an IT buddying scheme to older people, individuals with learning disabilities and individuals with mental health needs in Kirklees.
Big Lottery – Awards for All	To support capital projects at the Branch Street allotment site together with the creation of a community garden.
KMC – Batley Online Outreach project	To equip Batley Lodge Training Centre with five laptops for community use.

PADDOCK COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (continued)

31 MARCH 2012

5	Fixed assets	Intangible Software licences £	Tangible Computers and equipment £	Total £
	Cost:			
	At 1 October 2010	60,000	13,816	73,816
	Additions	-	12,327	12,327
	Disposals	-	-	-
	At 31 March 2012	60,000	26,143	86,143
	Depreciation and amortisation:			
	At 1 October 2010	60,000	13,816	73,816
	Charge for period	-	6,164	6,164
	Disposals	-	-	-
	At 31 March 2012	60,000	19,980	79,980
	Net book amount at:			
	31 March 2012	-	6,163	6,163
	30 September 2010	-	-	-
6	Debtors		2012 £	2010 £
	Debtors		23,769	5,170
	Accrued income		20,928	-
	Prepayments		3,964	2,336
			48,661	7,506
7	Cash at bank and in hand		2012 £	2010 £
	Current account		59,082	45,887
	Deposit account		13,713	13,672
	Cash in hand		447	150
			73,242	59,709
8	Creditors: amounts becoming due and payable within one year		2012 £	2010 £
	Creditors		6,457	2,307
	Deferred income		63,015	-
	Accruals		1,200	1,890
			70,672	4,197

PADDOCK COMMUNITY TRUST**NOTES TO THE FINANCIAL STATEMENTS (continued)****31 MARCH 2012****9 Transactions with trustees**

No trustee receive any remuneration either directly or indirectly.

No trustee received any payments for expenses in this period (2010: £Nil).

10 Related party transactions

There were no related party transactions during this or the previous account period.