

PADDOCK COMMUNITY TRUST
(a company limited by guarantee)

FINANCIAL STATEMENTS

31 MARCH 2013

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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 year ended 31 March 2013.

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 (resigned 12 December 2012)
P M Bower
H Goulbourne (resigned 17 May 2012)
R Guthrie
B R Jones

Company secretary

B R Jones

Independent examiner

Michael Bland ACA
For and on behalf of:

Wheawill & Sudworth Limited
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 offers lifelong learning and support for residents of Kirklees, particularly those from the most deprived communities facing the greatest disadvantage. The Trust provides community based learning both at its centre and in outreach work throughout Kirklees in a range of community venues. This includes informal and accredited learning awarded through the Trust's membership of the Open College Network. Paddock Community Trust is an approved supplier of training for Kirklees Council and, is subject to OFSTED inspections and maintains a high standard of quality assurance. A significant part of the Trust's work includes innovation and the development of new products and services to help deliver its core aims. This year the Trust has also developed a new partnership with the NHS in North Kirklees. The Digital Health Guide programme will help more vulnerable adults access online health services and reduce hospital admissions.

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 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 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. The Centre 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.

The Trust opened a charity shop in Paddock in June 2012 which supports Paddock Village Hall, provides opportunities for training and volunteering and provides daily contact with the local community. West View Café also opened in May 2012 through the support of a Local Food Big Lottery grant. The Trust allotment produce is used to promote healthy eating in the café, and also offers training and volunteering opportunities which includes food safety qualifications for volunteers. The café has become an informal focus for the local community and provides an access point to all our community services.

Financial review

The net surplus for the year ended 31 March 2013 was £6,043 (18 month period 1 October 2011 to 31 March 2012: deficit of £5,624), comprising a surplus of £24,414 on unrestricted funds and a deficit of £18,371 on restricted funds.

Future activities

The Trust will continue to develop significant project work commenced in the year ended 31 March 2013 in to the next financial year. This includes the Local Food Big Lottery project which will be completed in March 2014 and the digital innovation programme supported by JISC (national technology support agency) designed to create a new online learning resource for mobile devices.

PADDOCK COMMUNITY TRUST**TRUSTEES' REPORT** (continued)**Reserves policy**

The charity's unrestricted reserves, excluding fixed assets, at 31 March 2013 were £14,835 (2012: £32,145). 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
9 May 2013

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

I report on the accounts of the company for the year ended 31 March 2013 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 year 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
9 May 2013

PADDOCK COMMUNITY TRUST

STATEMENT OF FINANCIAL ACTIVITIES

(including summary income and expenditure account)

for the year ended

31 MARCH 2013

Notes	Year to 31 March 2013			18 month period to 31 March 2012	
	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £	
	INCOMING RESOURCES				
2	Grants and donations	252,375	2,821	255,196	163,793
	Café and shop sales	22,874	-	22,874	-
	Sales and fees	236	-	236	5,774
	Service level agreements and contracts	89,885	-	89,885	197,311
	My Guide registrations	-	-	-	7,835
	Rental income	10,684	-	10,684	17,486
	Management charges	-	-	-	1,452
	Miscellaneous income	828	-	828	3,684
	Bank interest	53	-	53	171
	Total incoming resources	376,935	2,821	379,756	397,506
	RESOURCES EXPENDED				
3	Salaries and NIC	209,702	19,283	228,985	230,445
	Café and shop purchases	13,931	9	13,940	-
	Tutors	4,581	-	4,581	29,030
	Sessional workers	3,391	-	3,391	13,163
	Childcare costs	4,960	-	4,960	11,336
	Advertising and publicity	1,405	-	1,405	2,333
	Heat and light	13,844	-	13,844	2,452
	Training and recruitment	10,830	-	10,830	5,920
	Vehicle costs	3,926	-	3,926	-
	Travel expenses	6,818	901	7,719	8,998
	OCN registration fees	3,689	-	3,689	4,918
	Administrative expenses	15,731	-	15,731	10,608
	Rent and room hire	16,358	-	16,358	34,617
	Insurance	5,003	-	5,003	4,263
	Equipment	2,859	-	2,859	3,334
	Events and hospitality	809	-	809	1,548
	Project expenses	12,643	56	12,699	23,237
	Repairs and servicing	2,092	-	2,092	3,193
	Cleaning	9,758	-	9,758	1,797
	Accountancy/Independent examination	1,320	-	1,320	2,642
	Bank charges	38	-	38	24
	Legal fees	780	-	780	-
	Sundries	846	-	846	2,198
	Depreciation	12,799	-	12,799	6,164
	Amortisation of capital grants	(4,649)	-	(4,649)	-
	Management charges	-	-	-	910
	Total resources expended	353,464	20,249	373,713	403,130
	Net incoming (outgoing) resources	23,471	(17,428)	6,043	(5,624)
4	Transfers between funds	943	(943)	-	-
	Net movement in funds	24,414	(18,371)	6,043	(5,624)
	Fund balances brought forward	38,308	19,086	57,394	63,018
4	Fund balances carried forward	62,722	715	63,437	57,394

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 2013

Notes		Unrestricted funds 2013 £	Restricted funds 2013 £	Total funds 2013 £	Total funds 2012 £
	Fixed assets				
5	Tangible fixed assets	47,787	-	47,787	6,163
6	Investment	100	-	100	-
		<u>47,887</u>	<u>-</u>	<u>47,887</u>	<u>6,163</u>
	Current assets				
7	Debtors	24,341	715	25,056	48,661
8	Cash at bank and in hand	46,122	-	46,122	73,242
		<u>70,463</u>	<u>715</u>	<u>71,178</u>	<u>121,903</u>
9	Creditors: amounts becoming due and payable within one year	(28,277)	-	(28,277)	(70,672)
10	Deferred capital grants	(27,351)	-	(27,351)	-
	Net current assets	<u>14,835</u>	<u>715</u>	<u>15,550</u>	<u>51,231</u>
	Net assets	<u>62,722</u>	<u>715</u>	<u>63,437</u>	<u>57,394</u>
	Funds				
4	Restricted funds	-	715	715	19,086
	Unrestricted funds	62,722	-	62,722	38,308
	Total funds	<u>62,722</u>	<u>715</u>	<u>63,437</u>	<u>57,394</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 year 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 year and of its surplus or deficit for the financial year 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 9 May 2013 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 2013

1 Accounting policies

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommend 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.

Grants to fund capital expenditure

Grants in respect of expenditure on tangible fixed assets are treated as deferred income which is credited to the SOFA by instalments over the expected useful economic life of the related asset on a basis consistent with the depreciation policy.

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.

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:

Property refurbishment	– 10% on cost
Fixtures and fittings	– 10% on cost
Kitchen equipment	– 20% on cost
Computer hardware	– 33⅓% on cost
Motor vehicles	– 25% on cost

In the period of acquisition tangible fixed assets are depreciated from the beginning of the financial period.

PADDOCK COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (continued)

31 MARCH 2013

1 Accounting policies (continued)

Pensions

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

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 2013 £	Restricted funds 2013 £	Total funds 2013 £	Total funds 2012 £
UK Online (2) – Smarter Government	-	-	-	7,310
KMC – Reducing Inequalities	-	-	-	15,450
KMC – IT Buddies	-	2,106	2,106	32,680
KMC – Bleakhouse project	-	-	-	6,142
Donations	102	-	102	323
UK Online – CCB project	40,000	-	40,000	10,000
Lloyds TSB Foundation	-	-	-	37,900
Britannia Foundation	-	-	-	10,000
Low Carbon Living & Working project	42,676	-	42,676	27,536
Big Lottery – Awards for All	-	-	-	8,425
UK Online – D Shop	-	-	-	4,527
KMC – Batley Online Outreach project	-	-	-	2,750
NHS Kirklees Small Grants Scheme	-	-	-	750
JISC Advance	72,500	-	72,500	-
Big Lottery – Local Food project	75,788	-	75,788	-
NAS – Apprenticeship grant	-	715	715	-
KMC – West View Social Club	17,015	-	17,015	-
KMC – Local Food project	2,126	-	2,126	-
North Kirklees – Health grants	2,168	-	2,168	-
	<u>252,375</u>	<u>2,821</u>	<u>255,196</u>	<u>163,793</u>

PADDOCK COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (continued)

31 MARCH 2013

3	Staff costs and numbers	2013	2012
		£	£
	Gross salaries and pensions	213,615	215,032
	Social security costs	15,370	15,413
		<u>228,985</u>	<u>230,445</u>

No employee earned £60,000 per annum or more in the current accounting year (2012: None).

The average number of employees during the year was 13 (2012: 9 average).

4	Restricted funds summary	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
		£	£	£	£	£
	KMC – IT Buddies	19,086	2,106	(20,249)	(943)	-
	NAS – Apprenticeship grant	-	715	-	-	715
		<u>19,086</u>	<u>2,821</u>	<u>(20,249)</u>	<u>(943)</u>	<u>715</u>

Purpose of restricted funds

Fund name

Purpose of restriction

KMC – IT Buddies

To deliver an IT buddying scheme to older people, individuals with learning disabilities and individuals with mental health needs in Kirklees.

NAS – Apprenticeship grant

To fund the necessary training for an employee of the Trust to attain an NVQ qualification.

PADDOCK COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (continued)

31 MARCH 2013

5 Tangible fixed assets

	Property refurbishment £	Motor vehicles £	Computers and equipment £	Fixtures and fittings £	Total £
Cost:					
At 1 April 2012	-	-	26,143	-	26,143
Additions	23,980	3,900	23,966	2,577	54,423
At 31 March 2013	<u>23,980</u>	<u>3,900</u>	<u>50,109</u>	<u>2,577</u>	<u>80,566</u>
Depreciation:					
At 1 April 2012	-	-	19,980	-	19,980
Charge for year	2,398	975	9,168	258	12,799
At 31 March 2013	<u>2,398</u>	<u>975</u>	<u>29,148</u>	<u>258</u>	<u>32,779</u>
Net book amount at:					
31 March 2013	21,582	2,925	20,961	2,319	47,787
31 March 2012	-	-	6,163	-	6,163

6 Investment

The charity's investment comprises a holding of 100 shares in Slaithwaite Cooperative Limited.

7 Debtors

	2013 £	2012 £
Debtors	19,261	23,769
Accrued income	5,295	20,928
Prepayments	500	3,964
	<u>25,056</u>	<u>48,661</u>

8 Cash at bank and in hand

	2013 £	2012 £
Current account	37,866	59,082
Deposit account	7,369	13,713
Cash in hand	887	447
	<u>46,122</u>	<u>73,242</u>

9 Creditors: amounts becoming due and payable within one year

	2013 £	2012 £
Creditors	3,144	6,457
Deferred income	19,512	63,015
PAYE/NIC creditor	4,421	-
Accruals	1,200	1,200
	<u>28,277</u>	<u>70,672</u>

PADDOCK COMMUNITY TRUST**NOTES TO THE FINANCIAL STATEMENTS (continued)****31 MARCH 2013**

10 Deferred capital grants	2013	2012
	£	£
Receivable		
At 1 April 2012	-	-
Receivable during year	32,000	-
	<hr/>	<hr/>
At 31 March 2013	32,000	-
	<hr/>	<hr/>
Amortisation		
At 1 April 2012	-	-
Credit to SOFA	4,649	-
	<hr/>	<hr/>
At 31 March 2013	4,649	-
	<hr/>	<hr/>
Net balance at 31 March 2013	<u>27,351</u>	<u>-</u>

11 Transactions with trustees

No trustee received any remuneration either directly or indirectly.

No trustee received any payments for expenses in this year (2012: £Nil).

12 Related party transactions

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