



Building a Better Christchurch Together



CHRISTCHURCH COMMUNITY PARTNERSHIP LIMITED

A Company limited by guarantee

Company No. 07485083

Charity No. 1149162

Abbreviated Accounts and
Trustees' report for the year

1st April 2014 to 31st March 2015

CONTENTS

	Page
Charity Information	3
Trustees' Annual Report	4
Independent Examiner's Report	9
Abbreviated Balance Sheet	10
Notes to the Accounts	11

CHARITY INFORMATION

Abbreviated Accounts for the year ended 31st March 2015

Trustees, officers and advisers:

Board of Trustees:

Irene Cradick (Appointed 28th January 2015)
Robert Gilbertson (Resigned 27th November 2014)
Reverend Sandra Prudom (Chair)
Mike Turvey
David Williams (Honorary Treasurer)

Charity / Company Secretary

Richard Ashdown (Appointed 21st October 2015)

Volunteer Executive Officers

Janice Childs
Rod Darrington

Charity Administrator

Cammy Brunton

Company number

07485083

Charity number

1149162

Registered office

23 Barrack Road
Christchurch
Dorset
BH23 1PA

Independent Examiner

Clement M J Wareham FCCA
Wareham & Associates, Chartered Certified Accountants
38 Mudeford
Christchurch
Dorset
BH23 3NL

Banker

National Westminster Bank
57 High Street
Christchurch
Dorset
BH23 1AZ

TRUSTEES' REPORT

The Trustees, who are also Directors of the Partnership for the purposes of the Companies Act, submit their Report and the Abbreviated Accounts for the year ended 31 March 2015. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005. As a charitable company, the Partnership is governed by a Memorandum and Articles of Association.

Overview

These accounts represent the second year of trading as a Charity and Company Limited by Guarantee. The changeover from an unincorporated Charity had no impact on the charitable objectives of the Partnership. The Partnership operates independently of Christchurch Borough Council but works in partnership wherever possible, and has appreciated their support towards funding projects such as Christchurch Angels.

Financial Overview

A detailed analysis of the Partnership's financial position can be obtained from the Income and Expenditure Statement. Income over expenditure for the year reveals an overall surplus of £6,042.19p. Fund raising continues to remain a key issue in maintaining the future fluidity of the Partnership especially with regard to our directly delivered projects such as Christchurch Angels, Dial-a-Bus and Neighbour Cars. The Partnership holds a number of restricted funds, detailed in the Income and Expenditure Statement that arise from grants and donations that have been donated to support specific activities. A total of £62,881.17p is fully designated, leaving £32,437.92p for administration, ongoing activities and to seed-fund new initiatives.

Structure and Governance

Over the course of the past year Dr Bob Gilbertson retired as a Trustee and Paul Martin, as a Volunteer Executive Officer. The Board of Trustees expresses sincere appreciation for their significant and invaluable contributions. One new Trustee has been appointed – Irene Cradick with responsibility for Volunteering. It is hoped that additional Trustees/VEOs with the right skill set will be recruited in the year ahead.

The rationalisation of the project portfolio down to those for which the Partnership is carrying resource or delivery risk has worked well and has enabled the Partnership to continue to manage growth and volunteer recruitment more effectively. The Board continues to manage project delivery through the Project Leaders and delivers its pan Christchurch networking function through the quarterly Volunteer Forum. The decision taken by the Board to theme these meetings has resulted in them being more outcome focused which partner organisations have both appreciated and enabled them to contribute significantly to the success of this strategy.

The Partnership has continued to take every opportunity to raise its profile through the delivery of its various projects and has increased its partnership working with other

organisations, including Impact, Christchurch Activities for Young People and Early Intervention Services. This was aided by the establishment of a dedicated office in the Christchurch Citizens Advice Bureau building in Sopers Lane in May 2014 and subsequent move to its own office at 23 Barrack Road in October 2015. A part time Administrative Assistant who has been appointed to manage both the growing administrative requirements and to deliver the new marketing strategy for the Partnership will further the achievement of its vision which remains:

“To improve the quality of life for Christchurch people, by enabling residents and agencies to work together for the benefit of the whole community.”

2014/2015 Outcomes Review

Although historically responsible for delivering an array of community focused projects the Partnership continues to concentrate its limited resources on a restricted number of key life-enhancing projects; one such example, that complements the Partnership’s vision, is the transfer of ownership over the next 12 months of Christchurch Neighbour Cars. The reporting period has witnessed the continued networking with the local third sector agencies, including assisting with administrative support and funding for several smaller organisations. The Partnership’s policy remains that it will only adopt new projects if accompanied by a robust business case and an identified Project Lead.

New Druitt Hall. There has been no change in status with this project since the report rendered in last year’s accounts. Given the current retention of the existing Druitt building this project is unlikely to proceed so the Board approached the Charity Commission requesting approval to donate the Restricted Funds still held by the Partnership to the newly formed Druitt Hall Community Association which now holds the lease on the existing Druitt Hall and who are seeking to improve it for the use of the community. Approval was provided and the funds transferred in October 2015.

Dial-a-Bus. The service continues to operate successfully with 6 volunteer drivers, and 2 Bus Buddies in addition to a part-time volunteer Administrator and the oversight of a Volunteer Executive Officer. Considerable work has been done towards marketing this service more effectively to maximise its use and a new business plan is being implemented to this end. The Dial-a-Bus has also been made available to support community benefitting initiatives.

Christchurch Angels. Launched in 2013 as a pilot project, Christchurch Angels has gone from strength to strength and is an excellent model of partnership working. It is led by the Partnership and has been funded to date by Dorset Community Foundation, Christchurch Borough Council, the Dorset Clinical Commissioning Group and Sovereign Housing Group. The Board continues to be very grateful to these funding partners. The project was designed to reach those in our community who do not have a network of family/friends to give help and support in times of crisis or illness. So far 29 volunteers registered for training have been recruited and 75 residents have been referred and supported since September 2013 with over half of these referrals coming via GP Surgeries. With current referrals growing at 2-3 residents a week the new client pool will be 100 – 150 within 12 months. Responding to this demand provides a formidable but not unsurmountable challenge. The Stakeholder

Partnership Board oversees and steers the direction of travel of the Christchurch Angels project and includes representatives from Christchurch Community Partnership, Christchurch Borough Council, Dorset County Council (Partnerships for Older People Service), GP Surgeries, Age Concern Christchurch, Richmond Fellowship, Faithworks and Carers UK.

Annual Volunteer of the Year Award. This was presented at the January Volunteer Forum and again attracted some high calibre nominations. The winner was a long standing volunteer from the Regent Centre, with the two runners up being a young volunteer for Dorset Reclaim and the founder of Christchurch Neighbour Cars.

Friends of Christchurch Station. This project has sought to become a charity in its own right and it achieved independence from the Partnership during 2015 although it will still remain affiliated to the CCP.

Future Direction

The Partnership continues to regularly review its structure and governance to maximise the efficiency of project delivery, empower its project leaders and, through themed Volunteer Forums, to strengthen its networking function. The recruitment of additional Trustees and Volunteer Executive Officers with the right skill set, the appointment of an administrator, and the establishment of a CCP office have all been fundamental. The Board has agreed that the priorities for the coming year will be:

Christchurch Angels. Building on its success so far, expansion will require more assured funding and an increase in volunteer support whilst seeking to work in partnership with other organisations. Funding has been secured for the year ahead and the recruitment and training of new volunteers continues with the inclusion of additional GP Surgeries in the programme.

Youth Engagement. This project had to be significantly scaled down due to a lack of resources but will be the Partnership's main focus for the year ahead. In the meantime the Board has been able to 'seed fund' smaller projects compatible with the longer term vision for this project. The intention is to continue working closely with other agencies and organisations who are currently involved in delivering services for the young people of Christchurch.

Volunteer Forum. The vision for this continues to be to bring together individuals, groups, businesses and other organisations to engage in partnership working in order that the needs of the community can be identified and met. The current thematic approach is able to deliver this more successfully and there have been some promising outcomes.

Office premises. This objective was realised in May 2014 and has been particularly significant in enabling both Christchurch Neighbour Cars and Dial a Bus to be run centrally and more efficiently. The office is manned five mornings a week by trained volunteers who deal with bookings for CCP's projects, as well as providing a base for our administrator. It is envisaged that over the next year it will be open for longer

periods and has already contributed greatly to the way CCP can market its services for the community. The Board was very grateful to the Trustees and Manager of Christchurch Citizens Advice Bureau for their ongoing support and co-operation to the CCP and for providing the premises before our move to 23 Barrack Road.

Summary

During the period under report the Partnership has continued to build on the excellent foundations laid by past Trustees and Volunteer Executive Officers, to whom the Board is extremely grateful. With the addition of new Trustees and VEOs with new skillsets, as well as a greatly increased administrative capacity, the overarching objective of the Board of Trustees is to achieve our vision of delivering even greater benefits to the wider Christchurch community, through effective partnership working.

Reserves

The Trustees regularly review the reserves of the Trust. The Trustees believe that free reserves should be between 3 and 6 months of normal operating costs and this level of reserves has been achieved. The Trustees have concluded that the level of reserves available now will satisfy any immediate requirement based upon the current cost base. Prudent costs management will ensure that this position is maintained during 2015/2016 financial period.

Governance

The Partnership, which is a registered Charity, is limited by guarantee and does not have a share capital. The liability of each Member under guarantee (who are also the Trustees/Directors) does not exceed the sum of £10. It is governed by a Memorandum and Articles of Association. The Trustees receive no remuneration for their services. The Trustees who served during the year are as shown above.

The Board of Trustees generally meets face-to-face at monthly Board meetings and by other means as may be required. It is supported by Trustee-led Working Groups that have more detailed responsibility for the following matters: Projects; Volunteer Management; and, Finance and Governance. The Board undertakes regular reviews to ensure that it remains an effective Body that achieves an appropriate balance between operational and strategic involvement.

Risk Management

The Trustees actively review the major risks, which the Partnership faces on a regular basis. Recognising its size and scope, the Partnership has developed appropriate systems to monitor and control these risks and to mitigate any impact they may have on the Partnership's future.

Trustees' Responsibilities

Company and charity law requires the Trustees to prepare financial statements that give a true and fair view of the state of affairs of the Charitable Partnership and Company at the end of each financial year and of its surplus or deficit for that financial year. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Trust will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with Section 396 of the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the Charitable Partnership and Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent Examination

The Trust is entitled to exemption from a full audit under Section 477(1) of the Companies Act 2006 for the period ended 31 March 2015.

The Members have not required the Trust to obtain a full audit of its financial statements for the period ended 31 March 2015 in accordance with Section 476 of the Companies Act 2006.

The Members have required the Trust to obtain an Independent Accountant's Report of its financial statements for the period ended 31 March 2015 and is attached at the end of these accountants.

Approved by the Board of Trustees/Directors
and signed on behalf of the Board



Rev Sandra Prudom
Chair

10th January 2016

INDEPENDENT EXAMINERS REPORT
CHRISTCHURCH COMMUNITY PARTNERSHIP

Registered Charity No: 1125977

Independent Examiner's Report to the Directors of Christchurch Community Partnership

I report on the accounts of the Charity for the year ended 31 March 2015 which are set out on pages 8 to 13.

Respective responsibilities of directors and examiner

The charity's directors are responsible for the preparation of the accounts. The charity's directors consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and sections 476 and 477 of the Companies Act 2006 (the Companies Act); and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act;
- To follow the procedures laid down in the general directions given by the Charities Commissioners (under section 145(5)(b) of the Charities Act); and
- To state whether particular matters have come to my attention.

Basis of 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 directors concerning 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 qualified statement

The accounts disclose that monies were removed outside of the view of the Trustees to a separate bank account, which bypassed control procedures. Following internal investigations, the use of the entire amount is indeterminate as at 31st March 2015 and a debtor has been disclosed for the amount not evidenced as at 31st March 2015. The matter has been reported to the Charities Commission and a note added to these Accounts that includes a narrative of post balance date actions. No independent review of activities post the 31st March 2015 balance date has been conducted as part of this examiner's review.

As with voluntarily organizations, it is difficult to ascertain completeness of income; although an analytical review was undertaken and the findings advised to the Trustees for their consideration.

During the period under review, not all payroll taxes had been paid to HMRC. This matter has been raised with HMRC and a creditor for this liability has been disclosed on the balance sheet.

In connection with my examination, apart from the matters referred to above, no other 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 130 of the Charities Act;
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 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.

Clement M J Wareham FCCA
38 Mudeford, Christchurch
Dorset, BH23 3NL

14th January 2016

ABBREVIATED BALANCE SHEET
As at 31 March 2015

	<u>2015</u>	<i>Notes</i>	<u>2014</u>
Current Assets			
NatWest Account Current	33,055.91		3,557.18
Virgin Charity Savings Account	62,303.18		81,041.51
	<u>95,359.09</u>		<u>84,598.69</u>
plus: Debtors			
Mismanagement of Funds	2,895.00	5.3	
Overpayment of Wages	217.20	5.5	
less: Creditors			
Suspense Creditor (Wages Payment)	(195.00)	5.6	
Outstanding HMRC account	(3,407.81)	5.7	
Net Current Assets	<u>94,868.48</u>		<u>84,598.69</u>
plus: Fixed Assets			
Bus	32,308.00		
Tablet	633.00		
Office Equipment	434.00		
	<u>33,375.00</u>		32,941.00
less: Accumulated depreciation	(18,146.40)	3	-13,484.80
	<u>15,228.60</u>		<u>19,456.20</u>
Net Total Assets	<u>110,097.08</u>		<u>104,054.89</u>
Capital & Reserves			
Reserves: Community Funds	104,054.89	4	94,612.34
P&L Account	6,042.19		9,442.55
	<u>110,097.08</u>		<u>104,054.89</u>

The Directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year ended 31 March 2015 by virtue of section 477, and that no member or members have requested an audit pursuant to the section 476 of the Act.

The Directors acknowledge their responsibilities for:

- * ensuring that the company keeps adequate accounting records that comply with section 386 of the Act;
- * preparing financial statements that give a true and fair view of the state of affairs of the company as at the end of the financial period and of its profit and loss for the period in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as is applicable to the company.

These abbreviated accounts have been prepared in accordance with the special provisions for small companies under part 15 of the Companies Act 2006.

These abbreviated accounts were approved by the Directors and authorised for issue on 10 January 2016 and are signed on their behalf by:



Reverend Sandra Prudom
Chair

10 January 2016



Mike Turvey
Trustee

NOTES TO THE ABBREVIATED ACCOUNTS

1. Accounting Policies

Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Turnover

Turnover comprises the value of grants and donations received together with the expenditure of monies on the designated projects including overheads, administration and salaries, inclusive of VAT which is not recoverable.

2. Company Limited by Guarantee

The company is limited by guarantee and does not have a share capital. The liability of each member is limited to £1, being the amount each member undertakes to contribute to the assets of the company in the event of it being wound up while he or she is a member or within one year after he or she ceases to be a member.

3. Tangible Fixed Assets

These assets include one Dial-a-Bus vehicle, an Apple Ipad Tablet held by the Christchurch Angels coordinator and a variety of Office Equipment to support activities from the Citizens Advice Bureau:

	£
Laptop Computer	226.80
Printer/Photocopier/Scanner	49.00
Ink Cartridges for Printer	27.99
Wireless Keyboard and Mouse	14.34
Work Station	34.99
Lockable Filing Cabinet	39.00
Extension Lead	9.99
Telephone Set	30.00
Total	£434.00

	Plant & Machinery	Total
Cost	£	£
At 1 April 2014	32,941.00	
Additions – Office Equipment	434.00	
At 31 March 2015	33,375.00	33,375.00
Depreciation		
At 1 April 2014	(13,484.80)	
Charge for the year	(4,661.60)	(18,146.40)
	(18,146.40)	(18,146.40)
<u>Net Book Value (31 March 2015)</u>		<u>15,228.60</u>

The Depreciation on Dial-a-Bus and the tablet (Christchurch Angels) is calculated using the straight line method over 5 years with an estimated residual value of £10,000 and £133 respectively. The depreciation on the Office Equipment is similarly calculated using the straight line method over 4 years with an estimated residual value of £34.

At 31 March 2015

Dial-a-Bus – Cost: £32,308 Accumulative Depreciation: £17,846.40 (Year 4)

IPAD – Cost: £633 Accumulative Depreciation: £200 (Year 2)

Office Equipment – Cost: £434 Accumulative Depreciation: £100 (Year 1)

4. Reserves

Profit & Loss Account	
£	
At 1 April 2014	104,054.89
Profit for the Year	6,042.19
At 31 March 2015	110,097.08

5. Restricted Reserves

Certain grants and donations were made on condition that the funds were to be used for the specific projects named by the donating body. These funds are included within the profit and loss reserve.

Project	Donor	Initial Grant /Donation	Date Donated	Funds Remaining
Dial-a-Bus	Dorset County Council	£865.00	Dec 14	431.00
Christchurch Angels	Clinical Commissioning Group	£30,000.00	Feb 15	£30,000.00
	Dorset NHS	£2,199.60	Jul 14	£2,199.60
	Christchurch Borough Council	£7,381.20	May 14	£5,487.46
	Sovereign Housing	£2,000.00	Mar 15	£2,000.00
	Clinical Commissioning Group	£25,000.00	Apr/Oct 13	-
	Christchurch Borough Council	£8,000.00	Mar 14	-
	Sovereign House	£3,000.00	Feb 13	-
New Druitt Hall	Various		Prior years	£21,763.11
Friends of Christchurch Station	Christchurch Borough Council	£1,000.00	Apr 13	£1,000.00
			TOTAL	£62,881.17

5.1 Virgin Savings Account The interest payment for year ending 31 Mar 15 totalled £1,261.67 Given the Druitt fund is circa £22K within a circa £95K cash holding a proportion of the interest has been transferred to the Druitt fund (£292) and the remainder retained in the 'General Account' (£969.67)

5.2 Rationalisation of Funds. The 2013 – 2014 funds associated with the Watersports and Community Radio projects are no longer extant and the funds, along with monies retained under Fund Raising, have been merged within the 'General Fund'.

5.3 Debtors. The misguided transfer of money into, and from, the CCP account has resulted in a net debt to the Partnership of £2,895. As a result, action is being taken to determine whether this money has been used to pay legitimate Partnership expenses and if not to pursue the recovery of these funds.

5.4 This bye pass of financial control procedures and transferring of money into another account has been reported to the Charity Commission as a 'serious incident'.

5.5 Calculation errors have resulted in a £217.20 overpayment in wages during the year. This is being recovered fully over the next 12 months from the monthly wage commencing January 2016 (First month £19.20 then 11 months at £18 / month.

5.6 Creditors. Analysis of the accounts reveals that one employee has only received 11 payments over the year from the account, despite being in receipt of the full 12 monthly wage payments. This has resulted in a suspense creditor account entry of £195 on the Balance Sheet.

5.7 Income Tax accrued during the financial year has not been fully accounted with HMRC. Assessed as £3,407.81 to pay; discussions are being held with HMRC to agree a process by which the monies can be paid

5.8 Dial-a-Bus. The last 12 months have seen this project put on a more robust financial footing. Still reliant on Dorset County Council funding (£865) and generating a modest income (£4,896.05) the profit margin is low (Expenditure - £4,837.41) given a desire to expand the service in due course.

5.9 Christchurch Angels. This successful project as detailed in the narrative to these accounts is attracting vital financial support from Christchurch Borough Council (£7.4K) and the Clinical Commissioning Group (£30K). Major costs to the project are the wages associated with 3 necessary employees; expansion will require further paid individuals and should be approached cautiously until funding provision is guaranteed.

**INCOME AND EXPENDITURE ACCOUNT
For the year ended 31 March 2015**

Grant and Donations		Notes
Dorset County Community Fund (CA)	7,381.20	
Clinical Commissioning Grp (CA)	30,000.00	
Dorset NHS (CA salary payment)	2,199.60	
Dorset County Council (Dial-a-Bus)	865.00	
Sovereign Housing (CA)	2,000.00	
	<u>42,445.80</u>	
Income		
Interest on Capital invested	1,261.67	1
Dial-a-Bus	4,031.15	
	<u>5,292.82</u>	
TOTAL INCOME	<u>47,738.62</u>	
less: Direct Expenses		
Miscellaneous	(444.40)	2
Volunteer Functions	(676.18)	3
Local Publications	(433.12)	
Druitt Hall - repay donation	(250.00)	
Phone Costs	(457.13)	
Charitable Donations	(1,130.00)	4
Depreciation	(4,661.60)	
Dial-a-Bus		
Fuel	(1,298.75)	
Maintenance	(614.89)	
Tax & Insurance	(1,788.79)	
Advertising & Training Expenses	(287.00)	
	<u>(847.98)</u>	
	(4,837.41)	
Christchurch Angels		
Salary and Tax	(21,528.96)	
Expenses	(1,259.17)	
Marketing	(466.60)	
Training	(165.00)	
	<u>(23,419.73)</u>	
Total Direct Expenses	<u>(36,309.57)</u>	
GROSS SURPLUS (DEFICIT)	11,429.05	
less: Overheads		
Office Rent	(2,145.00)	
Stour Surgery	(400.00)	5
Professional Fees	(975.00)	
Website Management	(949.46)	6
Public Liability Insurance	(917.40)	
	<u>(5,386.86)</u>	
NET SURPLUS (DEFICIT)	<u>6,042.19</u>	

Notes:

1. Based on capital figures at end of year proportionally distributed - General Fund (£969.67) / Druitt Hall (£292.00)
2. Includes annual bedding plants for Christchurch Station.
3. Costs of staging Volunteer of the Year award and the Volunteer Fayre.
4. Four donations - Youth Engagement, Impact and Fairtrade Poetry.
5. Overhead costs associated with basing Christchurch Angels in Stour Surgery.
6. £825.50 associated with establishing website for Christchurch Angels.