



CHRISTCHURCH COMMUNITY PARTNERSHIP

Charity No. 1125977

Financial Statement and Report for the year
1 April 2012 to 31 March 2013

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ANNUAL REPORT OF TRUSTEES **YEAR ENDING 31 MARCH 2013**

Introduction

- The past 12 months have seen the Partnership bed in the revised business processes detailed in the March 2012 Management Plan whilst highlighting those areas of the initial laydown requiring further change. With the intention of implementing these early lessons and strengthening the intent to deliver community focused projects the Management Plan is currently under review, reflecting both an increased confidence and an optimistic view of the Partnership's future.
- The introduction of the Befriending Project (Christchurch Angels) is a result of these changes, attracting significant funding from the local Dorset NHS Commissioning Group, Dorset County Community Fund and Sovereign Housing. Although very much early days the recent recruitment of a dedicated Volunteer Coordinator will start to see the Project gather momentum.
- The successful re-accreditation of the 'Investing in Volunteers' award is testament that the new look Partnership has retained the required standards of good practice in volunteer management; there are inevitably issues that need to be addressed but the award has benchmarked how effective the Partnership is in recruiting, employing and treating its volunteers.
- The Partnership is now fully independent of Christchurch Borough Council but continues to work alongside the Council through a grant based service level agreement, funding being made available to assist in the delivery of the agreed outcomes. It is anticipated that the same arrangement will be in place for 2013/2014.
- These accounts represent the final stage in the transition to full incorporation as a 'Company Limited by Guarantee'. Intended to provide a degree of liability protection for the Trustees this changeover has no impact on the charitable objectives of the Partnership.

Financial Overview

- A detailed analysis of the Partnership's accounts is contained in the Statement of Financial Activities. However the various bank accounts have been rationalized into a single current account and a single saving account, offering 2.6% interest.
- Income over expenditure for the year reveals an overall deficit of £3,238.92. Fund raising will be a key issue in maintaining the future fluidity of the Partnership especially if new initiatives are to be funded and overhead costs met. The recent drive to ensure new and current projects are financially self-sustaining is gradually being realized as the Partnership achieves greater independence and moves away from the previous funding regime.
- The Partnership holds a number of restricted funds, detailed in the Statement of Financial Activities, that arise from grants and donations that have been donated to support specific outcomes. Totally £35,095.11 out of total cash holding of £75,483.54 restricts how the Board may flex money across the projects.

Structure and Governance

- One key purpose of the change process that commenced in 2012 was to raise the purview of the Board of Trustees and ensure that the Board, through its Management Plan, provided strategic direction to the organization. This has been achieved with some success but must be continued in the forthcoming revision to the Management Plan. Targeting a Board of 7 Trustees natural wastage has resulted in only 4 Trustees remaining; the Partnership is well advanced in recruiting new Trustees of the right calibre utilizing a recently revised induction process.
- The rationalization of the project portfolio down to those for which the Partnership is carrying resource or delivery risk has sharpened the Board's appreciation of where volunteer numbers are required and financial provision needs to be increased. The Board manages project delivery through the Project Steering Group as supported by its 8 Theme Champions and delivers its pan Christchurch networking function through the Volunteer Forum. Although both structures are working as originally envisaged the Partnership has taken on board the lessons identified during the change process and will inevitably continue to adjust the governance process in its drive for greater manpower and financial efficiencies. Key to this will be the gradual adoption of recognized Project Management Principles.
- At the end of this reporting period the Board considered whether it could continue to fund its Volunteer Coordinator. Given the costs involved and value for money considerations the decision was taken to no longer employ a Volunteer Coordinator and put in place alternative processes by which potential volunteers can apply. Utilizing both the Christchurch Borough Council's Information Centre, as a physical link to the Partnership, and the new look website, the take up of new volunteers has been promising.
- The introduction of the new website and the development of the Facebook page have heightened local awareness of the Partnership, in conjunction with a positive marketing strategy and increased visibility of major new community based projects. The Partnership remains alert to any opportunity to increase local awareness of the role it strives to play in the town and that significant ground needs to be covered if its Vision is to be realized.

Vision

- Our Vision is to be a household name within Christchurch by 2015; recognized and supported fully for the Partnership's contribution to the community.

Mission Statement

- By engaging all sectors of the community and reaching out to every Christchurch resident, the Partnership wishes to play an influential role in building a better Christchurch community.
- By building local pride, ownership and community esteem this will benefit both personal well-being and the success of local charitable, business and statutory organizations.

Overarching Objectives

- Promote the benefits of the inhabitants of Christchurch (without distinction of sex, sexual orientations and race or, of political, religious or other opinions) by bringing together statutory, private and voluntary organizations in a common effort to improve the physical and economic conditions of life in the Christchurch area.

- Promote all or any charitable purpose for the benefit of the community within Christchurch.

2012/2013 Outcomes Review

- Although historically responsible for delivering an array of community focused projects the Partnership now concentrates its limited resources on a limited number of key hard hitting projects. The reporting period has very much witnessed the bedding in of revised governance procedures in parallel with continuing to network the local third sector agencies, revitalizing current projects and only adopting new projects if accompanied by a robust business case.
- Building ties with the local business community has been a common thread throughout the year's activities. Membership of the Chamber of Trade, supported by close ties with Waitrose, the Kings Hotel and 2 local shops, Stanpit Wines and Matthews Shoes, are the start of a concerted campaign to engage the business sector in volunteer matters; through their Community Matters scheme (Green tokens) Waitrose have donated £270 as well as increasing the local awareness of the Partnership.
- Linking up with a local charity (Amelia's Rainbow) the Partnership facilitated a charity concert that realised circa £1300 to provide lifetime experiences to local children with terminal, life-limiting or chronic illnesses.
- New Druitt Hall. There has been no progress with this project since the report rendered in last year's accounts. Despite issuing a public statement declaring the Partnership's position – available on the website – 3 donors have asked for their money to be returned (£3,250.00); the remaining restricted funds (£21,362.05) have been invested in a Charitable Savings Account.
- Dial-a-Bus. This initiative has undergone a number of positive changes during the period under report. Initially employing 2 drivers this was shown to be too expensive and from September 2012 the service has very successfully operated with 6 volunteer drivers.
- With a view to better promoting the project the Partnership engaged Bournemouth University, Business Faculty, over the autumn. As part of the Association of Project Management's Annual Challenge a team of 4 students adopted the project and were tasked with generating ideas, many of which have been implemented. Of the 57 teams participating in the challenge they were shortlisted for the finals in November and in February 2013 won the cup for the most sustainable project against 13 competing teams.
- In the process of undertaking a major marketing campaign intended to attract more customers, both for individual transportation as well as group visits, this project relies heavily on external donations.
- Christchurch Angels. Very much in its infancy, the public launch of this befriending project is scheduled for 10 July 2013. Currently in the process of scoping the art of the possible before launching a pilot programme in 2014 the project will target those in the community in need of short term befriending support. This support will be provided by a volunteer cadre and supervised by a paid project leader / volunteer coordinator. Funding provision is sufficient for the next 18 months and it is hoped that successful implementation will attract further financial interest.
- Christchurch Water Sports. Attracting 63 students from the 3 local Secondary Schools for the 'Introduction to Water Sports Course' in 2012 this project is approaching its fourth year.

- Fiesta Fayre. Delivered its third annual cultural day in 2012 the project is now well established.
- Community Radio. Continues to provide a local media service, recording voice interviews on subjects of local interest.
- Give-n-Gain Shop. Ceased trading in Jan 2012 given that the rental licence could not be renewed. Furthermore it was considered that a shop manager needed to be employed if the initiative was to be run efficiently but it was judged that the additional cost would impact on the profitability.

Future Initiatives

- It is vital that the Partnership continues with the process of change, seeking a structure that maximizes the efficiency of project delivery, empowers project leaders and strengthens its networking function. Key to this will be the recruitment of additional Trustees with the right skill set and ensuring sufficient funding is in place to support its future aspirations. Playing front stage will be the following projects:
 - Christchurch Angels. This year's focus must be the implementation of the pilot programme.
 - Youth Engagement. Encapsulating last year's 'Youth Employment' initiative the first stage in this project is to conduct a gap analysis by understanding the need and recognizing what is already in place within the local community ahead of developing an action plan.
 - Fiesta Fayre. Targeting 2014 the vision is to bring all the summer cultural events under one umbrella, thereby strengthening the marketing potential and attracting more visitors to the town.
- On 10 July 2013 the Partnership intends to launch the Christchurch Volunteer of the Year Award.

Conclusion

- Throughout the past year the Partnership has gone through considerable change and has built strong foundations upon which to move forward with confidence; many lessons have been identified and the process of taking on board these fresh ideas will continue. It has strengthened its networking role through the introduction of the Christchurch Volunteer Forum and although continuing to support legacy projects for which it still has responsibility the headline new initiatives are the Christchurch Angels (Befriending Project), Youth Engagement and an expanded Fiesta Fayre. The intention of these latter 3 projects is to deliver effect that truly benefits the Christchurch wider community. There is no doubt that these proposals are well considered and the structures necessary to deliver are in place; the next 12 months will see if this ambitious programme can be realized and the desired outcomes fully implemented.

ADMINISTRATIVE DETAIL

Board of Trustees (At 31 March 2013)

Reverend Sandra Prudom (Chair) Mike Turvey (Secretary) Lesley Cooke Robert Gilbertson Jason Perry (to be confirmed) Fred Neale (resigned 31.8.13)	- The following Trustees resigned July 2012 at the Annual General Meeting: Mark Merritt (Treasurer) Denise Jones Mike Green Lance Cliff Stella Jackson-Smith Josephine Spencer Nicki Burt
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Contact Details

Christchurch Community Partnership c/o 312 New Road FERNDOWN Dorset BH22 8ET	Internet: www.christchurchcommunitypartnership.org.uk www.facebook.com/ChristchurchCommunityPartnership
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Bankers

National Westminster Bank
57 High Street
CHRISTCHURCH
Dorset
BH23 1AZ

Virgin Money (Charity Deposit Account)
Jubilee House
Gosforth
NEWCASTLE UPON TYNE
NE3 4TG

Registered Charity Number: 1125977

Independent Examiner: Clement Wareham FCCA, Wareham & Associates Chartered
Certified Accountants

Governing Document: Constitution as amended 2008

SECTION 2
INDEPENDENT EXAMINERS REPORT

CHRISTCHURCH COMMUNITY PARTNERSHIP

Independent Examiners' Report to the Trustees of Christchurch Community Partnership

I report on the accounts of the partnership for the year ended 31 March 2013 which are set out on pages 7 to 11.

Respective Responsibilities of the Trustees and Examiner

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

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act;
- Follow the procedures laid down in the general directions given by the Charity 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 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 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

STATEMENT OF FINANCIAL ACTIVITIES

CHRISTCHURCH COMMUNITY PARTNERSHIP

Income and Expenditure Account (Year ending 31 March 2013)

Grant and Donations		Notes
Christchurch Borough Council	12,440.00	
Christchurch Borough Council (Celebration 2012)	750.00	3
Dorset County Council (Dial-a-Bus)	3,110.00	
Dorset County Community Fund (Christchurch Angels)	6,616.00	
Sovereign Housing (Christchurch Angels)	3,000.00	
Christchurch Watersports	<u>225.00</u>	
		26,141.00
Income		
Give 'N' Gain	1,305.53	4
Druitt Hall	3,669.47	4
Dial-a-Bus	6,548.35	
Christchurch Station	274.95	
Fiesta Fayre	293.40	
Fund Raising	469.00	
Christchurch Watersports	<u>1,700.00</u>	
		14,260.70
less: Direct Expenses		
Miscellaneous Expense	(373.95)	
Travel & Subsistence	(548.60)	5
Dial-a-Bus		
Lottery Funding Expenditure		
Fuel	(1,236.62)	
Maintenance	(401.52)	
Tax & Insurance	(2,462.61)	
Driver Training	(540.00)	
Driver Salaries	(6,792.87)	6
Driver Expenses	<u>(287.62)</u>	
		(11,721.24)
Christmas Lunch	(724.50)	
Nordcat Bus Transport	(396.18)	
Depreciation	<u>(4,461.60)</u>	
		(17,303.52)
Druitt Hall - Returned Donations	(3,250.00)	7
Fiesta Fayre 2012	(225.74)	
Community Radio (Tascam Recorder)	(144.97)	
Christchurch Watersports	(9,173.00)	
Christchurch Station	<u>(537.65)</u>	
		<u>(31,557.43)</u>
Gross Surplus (Deficit)		8,844.27

less: Overheads

Salaries

Volunteer Coordinator
Bus Buddies Manager

(12,748.33)

(699.50)

(13,447.83)

Membership and Licences

(116.70)

Professional Fees

(666.00)

Website Fee

(60.00)

Regent Centre - Hire of Foyer

(410.00)

Postage & Stationary

(210.56)

Public Liability Insurance

(726.10)

Audit and Accounting fees

(702.00)

(16,339.19)

Net Surplus (Deficit)

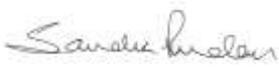
(7,494.92)

SECTION 4
BALANCE SHEET

CHRISTCHURCH COMMUNITY PARTNERSHIP
Balance Sheet as at 31 March 2013

	2013	Notes	2012
Current Assets			
NatWest Account Current	15,423.28		54,158.24
Give'N'Gain Bank Account	0.00		2,274.20
HSBC - New Druitt Fund	0.00		20,942.58
Petty Cash	60.26		76.84
Virgin Charity Savings Account	<u>60,000.00</u>		<u>0.00</u>
	75,483.54		77,451.86
plus: Debtors & Prepayments			
Nil	<u>0.00</u>		<u>1,065.00</u>
			<u>1,065.00</u>
	<u>75,483.54</u>		<u>78,516.86</u>
less: Creditors			
	<u>(4,256.00)</u>	1	<u>(4,256.00)</u>
Net Current Assets	71,227.54		74,260.86
plus: Fixed Assets			
Bus	32,308.00		32,308.00
less: Accumulated depreciation	<u>(8,923.20)</u>		<u>(4,461.60)</u>
	23,384.80		27,846.40
Net Total Assets	<u>94,612.34</u>		<u>102,107.26</u>
Capital & Reserves			
Reserves: Community Funds	102,107.26		65,736.42
P&L Account	<u>(7,494.92)</u>		14,645.00
	<u>94,612.34</u>	2	21,725.84
			<u>102,107.26</u>

Approved by the Trustees on - 15 May 2013

Signed on their behalf by 

Reverend Sandra Prudom
Chair
Christchurch Community Partnership

SECTION 5
NOTES TO THE ACCOUNTS

Accounting Policies

These accounts have been prepared in accordance with the Statement of Recommended Accounting Practice (Accounting and Reporting by Charities (SORP 2005), UK Accounting Standards and the Charities Act 2011.

Depreciation on the bus has been calculated using the straight line method over 5 years with an estimated residual value of £10,000.

Notes

1. The outstanding Creditor detailed in the 2011/2012 Accounts – now in excess of 12 months – has been retained while discussions with Creditor continue with regards to agreeing a way forward.
2. The Community fund of £94,612.34 for 2012/2013 includes a number of ‘Restricted’ funds:

Project	Donor	Initial Grant/Donation	Date Donated	Funds Remaining
Dial-a-Bus	Lottery Fund	£14,645.00	Feb 12	£3,892.06
	Dorset County Council	£3,110.00	Sep 12	-
Christchurch Angels	Dorset County Community Fund	£6,616.00	Feb 13	£6,616.00
	Sovereign House	£3,000.00	Feb 13	£3,000.00
New Druitt Hall	Various			£21,362.05
Christchurch Water Sports	Christchurch Hotels Ltd	£225.00	Jul 12	£225.00
			TOTAL	£35,095.11

3. Three Projects received £250.00 each – Christchurch Water Sports, Fiesta Fayre and Community Radio.

4. Rationalisation of various bank accounts (including interest) resulted in net income. In particular for Druitt Hall Fund:

HSBC Savings -	£20,942.58
HSBC Current -	£20.42
NatWest Current -	£3,649.05
Total =	£24,612.05
Less Repaid Donations	(£3250.00)
Total =	£21,362.05

5. Cheque 267 (£160) dated 5 Feb 12 has not been presented and therefore removed from account; debit 'Bank' and credit 'Travel & Subsistence'.
6. Includes reversal of 2012 Balance Sheet net wages pre-payment of £1,065.00.
7. Three donors requested return of respective donations.

Post Balance Sheet Event

As of 1 April 2013, the Partnership will continue to operate as an Incorporated Charity, Christchurch Community Partnership Limited. (Company Registration No. 07485083 / Charity Registration No. 1149162)