
INGOL AND TANTERTON COMMUNITY TRUST LTD
(A company limited by guarantee)

UNAUDITED

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2013

INGOL AND TANTERTON COMMUNITY TRUST LTD
(A company limited by guarantee)

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The following pages do not form part of the statutory financial statements:

INGOL AND TANTERTON COMMUNITY TRUST LTD
(A company limited by guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2013**

Trustees

Mr William Dermot Shannon, Chair
Mr Bert Shepherd, Treasurer
Mrs Anne Rowland
Mrs Pauline Mary Brown
Mr Jim Glancy (resigned June 2012)
Mr Malcolm Arthur Clarke
Ms Julie Humphrey
Ray Sudlow
Charlene Lyndsey (appointed June 2012)
Christine Macallun (appointed June 2012)

Company registered number

06716300

Charity registered number

1128330

Registered office

The Centre
49 Whitby Avenue, Ingol
Preston
Lancashire
PR2 3YP

Company secretary

Miss Denise Claire Hartley

Chief executive officer

Miss Denise Claire Hartley

Accountants

Bootstrap Services (Blackburn) Ltd
Accounting Services
35 Railway Road
Blackburn
Lancashire
BB1 1EZ

Bankers

Royal Bank of Scotland
2 Lytham Road
Fulwood
Preston
PR2 8JB

INGOL AND TANTERTON COMMUNITY TRUST LTD
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CHAIRMAN'S STATEMENT
FOR THE YEAR ENDED 31 MARCH 2013

For most of us involved with Intact, the highlight of 2012 was seeing Intact leading the Communities Procession as part of Preston Guild 2012, along with our partners from the three local primary schools. After weeks of bad weather, we were so lucky that the weather turned out fine, and the sun shone upon our theme of "Ingol in Bloom". For the children dressed up as flowers, and the volunteers accompanying them, many also in fancy dress, it was truly a day to remember – and one to look back on next time round, in Preston Guild 2032!

One of the changes this year has been our really starting to take advantage of the excellent catering facilities, following the installation of the new kitchen last year. We have welcomed David Humphreys, who is now in charge of catering, and we are in the process of a major relaunch of the Community Café. The other big news has been the securing of a grant to allow us to do the development work for a proposed major extension to the Community Centre. The grant, from the Big Lottery Fund "Reaching Communities" buildings fund, has allowed us to draw up designs, consult with our volunteers and users, complete the planning application to Preston City Council, and cost everything out. If everything goes as we hope, we will secure the final stage later in 2013, involving almost £500,000, which will allow us to add an upper floor with training and office space and a media room, and extend the ground floor, creating a large fit-for-purpose community room – all of which should be up and running by this time next year!

In terms of our this year's finances, as you will see from the numbers on page 9, we have made a loss of £24,190. This was in part due to a carry-over from last year, when the accounts showed a profit of £68,859. In fact, if you take the three years to the end of March 2011, 2012 and 2013, our combined profit on the three years is £935. Obviously, we would feel more comfortable if that figure was somewhat larger, as we need to build up our reserves in case of a "rainy day". But at least we have not made a cumulative loss, and we continue to be in much better shape than many other voluntary and community organisations in and around Preston.

Once again, I would like to thank Denise and all the team for the hard work they have again put into fund-raising and delivering our services. Can I also thank the Board for their contributions, and welcome our two new Trustees onto the Board, Christine McCallum and Charlene Lindsay.

Name Bill Shannon
Chairman

Date 17 June 2013

INGOL AND TANTERTON COMMUNITY TRUST LTD
(A company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2013

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the financial statements of Ingol and Tanterton Community Trust Ltd (the charity) for the year ended 31 March 2013. The Trustees confirm that the Annual report and financial statements of the charity comply with the current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

The charity also trades under the name INTACT.

Structure, governance and management

a. CONSTITUTION

The charity is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 6 October 2008 and amended by special resolution on 23 February 2009 , and is a registered charity number 1128330.

b. METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association.

c. ORGANISATIONAL STRUCTURE AND DECISION MAKING

The Trustees who served during the year are set out on the Reference, Trustees and Admin details on page 1 of these financial statements. The Trustees meet on a quarterly basis as a minimum and more often if required. The Intact Sub Committees ie. Finance, Business Development and Personnel and Policy, meet on a monthly to six weekly basis to oversee the efficient running of the charity

d. RISK MANAGEMENT

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

INGOL AND TANTERTON COMMUNITY TRUST LTD
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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2013

Objectives and Activities

a. POLICIES AND OBJECTIVES

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the charity commission relating to public benefit.

The objectives of the charity are to further benefit the residents of Preston and the surrounding areas, primarily but not exclusively those inhabitants of Ingol and Tanterton ward, through the following:-

- the advancement of education through training, advice and guidance
- the relief of poverty and the promotion of good health through provision of drop in, advice, counselling, training, information and guidance sessions
- the provision of facilities for recreation and other leisure time occupation for those persons who have need by reason of their youth, age and infirmity, social or economic circumstances with the object of improving their conditions of life as a way of promoting community cohesion.

b. ACTIVITIES FOR ACHIEVING OBJECTIVES

To achieve the objectives specified above, the charity provides a community centre and drop-in facility for members of the local community, where it offers a wide range of services and activities for local people including a range of confidential services from fully trained staff and volunteers, to meet the needs of the community, especially the vulnerable.

c. VOLUNTEERS

The charity is grateful for the unstinting efforts of its volunteers who are involved in service provision, in a range of disciplines. Intact has a long history of working with volunteers and is proud to hold the 'Investor in volunteers Award'. This award demonstrates Intacts commitment to the development, and quality of volunteering opportunities. Intacts simple recruitment system ensures we get the right volunteer for each roles. The 6 categories of Volunteering are Young People; Health; Centre Support; Catering; Office and Training.

Intact have four volunteer forums each year, a volunteer social group and two volunteer celebrations each year. Intact believe that this is really important to help volunteers get the most out of their volunteering opportunity where they want to stay with us year in and year out. Intact strive to improve and develop its training opportunities, and currently offer, a detailed induction, child protection, confidence building and IT. Intact has funded some volunteers to do coaching and health management courses to run activities at the centre.

People come to Intact to volunteer for many reasons such as to give something back to their community; to gain experience for future career moves; to share their skills and knowledge and to make friends. Whatever you volunteer for – one thing is guaranteed – you will have good fun.

It is estimated that over 5,000 volunteer hours were provided during the year. If this is conservatively valued at £6.50 an hour the volunteer effort amounts to over £32,500. The Volunteer Manager ensures that best value is derived from the sterling efforts of our volunteers.

INGOL AND TANTERTON COMMUNITY TRUST LTD
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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2013

Achievements and performance

a. REVIEW OF ACTIVITIES

Intact is a focus for services to meet local peoples needs which include leisure; educational & volunteering opportunities, practical/emotional support, weekly 'drop-in'; welfare & employment advice, youth clubs, fun schemes, community events.

Main activities include:

Service Provision: - providing local services/acting as a gateway to help people access other services i.e. CAB; welfare benefits; housing/employment surgeries, IT training (UK Online centre). Intact delivers a broad programme of services which includes, but is not exhaustive:

Employment/Training Opportunities - work clubs / support services to equip people with confidence and skills to apply for job/training opportunities; IT

Adults and Older people – Volunteering, social events; activities; community based health services; basic skills; IT courses.

Children/young people – fun schemes; homework/fishing/youth clubs

Throughout the year Intact had provided benefit/debt advice, employment, and community health services in Ingol and some deprived wards of Preston through offering locally based services. Intact has helped to reduce barriers people face by providing easily accessible services to address local needs.

Intact has helped tackle the disadvantaged by its;

1. Drop-in services - to use the telephone; talk to someone; help with finances, benefits; housing. At least 75% of enquiries relate to debt/financial troubles. Having this service situated locally greatly increases the ease with which people can access support;
2. Work clubs – Participants have increased confidence & well-being through 1-1 support; CV writing; help with application forms; free supported computer training, basic skills training (English; Maths); certified training (First Aid, Food Hygiene); thus leading to employment/further education;
3. Social activities – weekly activities reduce social isolation i.e. Good Companions, Bingo, Painting
4. Volunteering – well established programme. Intacts 'Investors in Volunteers' Quality mark provides quality volunteering opportunities for local people.

Learning opportunities and vocational/non vocational courses has increased participation, leading to improved life skills and increased educational opportunities. An all-encompassing service and volunteer work experience has removed barriers to getting a job and has assisted those looking to improve skills in their journey into employment.

Bespoke action plans have catered for the needs of all beneficiaries no matter where they are on their 'journey'. Links with the job centre, partners/colleges has ensured up to date timely advice/information is available. Intacts Information, Advice and Guidance (IAG), service has provided assistance for those in need of support.

Programmes has included confidence/self-esteem training, support with debt and money management; specialist advice i.e. CAB, drop in sessions, signposting services to tackle the multitude of issues surrounding deprivation and health.

INGOL AND TANTERTON COMMUNITY TRUST LTD
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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2013

a. REVIEW OF ACTIVITIES - continued

Community based health services has helped improve peoples health whilst reducing health inequalities that exist locally. Intact has embraced community based health services that support local people to help address their needs. Intact has achieved Silver Health works award and our healthy Lifestyles Officer (5 year funded post) provides non-intrusive activities to educate & give local people healthy lifestyle choices. Exercise, lunch clubs, Wii fit, dietary information, health checks, cookery lessons & dance sessions get local people involved. Good partnerships have provided health MOT checks at Intact. Our participation in cancer awareness programmes, to increase awareness of early signs & symptoms have encouraged people to visit their doctors. Trained staff & volunteers (Health Champions programme) are good role models as they participate in community health activities.

An annual report has been prepared which reviews in detail all community activities and events for the past year, and acknowledges the kind support of all funders and joint partnerships. This report is available on request.

Financial review

a. RESERVES POLICY

It is the normal policy of the charity to maintain unrestricted funds which are free reserves of the charity which equates to two months unrestricted expenditure. This normally provides sufficient reserves to cover management, administrative and support costs for the ensuing two months.

Plans for the future

a. FUTURE DEVELOPMENTS

Intact is entering into exciting times with its next stages of development and growth. Intact has seen a tremendous increase in the use of its services. Since the success of a five year Reaching Communities project in February 2011, which was worth £486,000, Intact has been able to offer more localised services. This has resulted in an increased demand for these services and as a result of this, we have outgrown our existing community centre facilities.

A recent successful capital application to the Reaching Communities programme, to put on a half million pound two storey extension to our existing building has been successful, thus receiving a £40,000 development grant to progress it to the third and final stage. If successful, Intact expect to start building the new extension in January 2014, with a completion date around August 2014. There will be some fantastic facilities that will enable delivery of a wider community programme. An essential requirement for the development of this project is to have a full team of staff in post to ensure the effective and smooth running and development of this new community building.

INGOL AND TANTERTON COMMUNITY TRUST LTD
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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2013

a. FUTURE DEVELOPMENTS - continued

Developing a Quality Service for the Intact 'Drop-in'

The foundation of Intact was established by the INTAG drop in which was formed, way back in 1993. Over the years the drop in service has evolved, changed and grown more demanding, more so in the recent economic climate. Over the next three years Intact want to ensure the drop in service offers a consistent quality service that provides a worthwhile and effective experience for client using the Intact drop-in. By developing the drop in service Intact expect the outcomes to be as follows:

1. A new tier of community based information, advice and support for individuals
2. Fully trained volunteers in a range of subject based training programmes including financial capability, debt, housing issues; welfare benefits
3. To enable an early intervention to people's poverty related issues and problems to prevent them escalating out of control.
4. An effective referral to ensure minimum inconvenience is experienced by service users needing to access other more appropriate services

The new tier of community based information, advice and support, with fully trained advice champions will support the delivery of a quality, effective services that can refer directly in to the more experienced advice service centres i.e. Citizens Advice Bureau, Disability North West etc. Salvation Army and local churches (food parcels; clothing banks). Service users will have increased access to appropriate specialised advice services and support. With increased access to appropriate benefit entitlement and financial capability skills they will be more equipped to resolve their own life issues and problems. Throughout the project there will be an emphasis on sustainability. We expect to have a fully functioning and mostly autonomous volunteer network which will carry on supporting their local community. They will have continuing access to advice and supervision from partners in the same way as all volunteers working within our organisation.

MEMBERS' LIABILITY

The Members of the charity guarantee to contribute an amount not exceeding £10 to the assets of the charity in the event of winding up.

INGOL AND TANTERTON COMMUNITY TRUST LTD
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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2013

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees (who are also directors of Ingol and Tanterton Community Trust Ltd for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

Company and charity law requires the Trustees to prepare financial statements for each financial year 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 that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Trustees on 17 July 2013 and signed on their behalf, by:

Trustee

Trustee

INGOL AND TANTERTON COMMUNITY TRUST LTD
(A company limited by guarantee)

INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2013

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF INGOL AND TANTERTON COMMUNITY TRUST LTD

I report on the financial statements of the charity for the year ended 31 March 2013 which are set out on pages 11 to 23.

This report is made solely to the charity's Trustees, as a body, in accordance with Section 43 of the Charities Act 1993 and regulations made under section 44 of that Act. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work, for this report, or for the opinions I have formed.

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 financial statements. The Trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of AAT.

Having satisfied myself that the charity is not subject to audit under charity or company law and is eligible for independent examination, it is my responsibility to:

- examine the financial statements under section 43 of the Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the Act; and
- 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 financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

INGOL AND TANTERTON COMMUNITY TRUST LTD
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INDEPENDENT EXAMINER'S REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2013

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 financial statements which accord with the accounting records and 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
- have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Signed:

Dated: 18 July 2013

Gillian Davies AAT qualified

BOOTSTRAP SERVICES (BLACKBURN) LTD

Accounting Services

35 Railway Road
Blackburn
Lancashire
BB1 1EZ

INGOL AND TANTERTON COMMUNITY TRUST LTD
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2012**

	Note	Designated Funds 2013 £	Restricted funds 2013 £	Unrestricted funds 2013 £	Total funds 2013 £	Total funds 2012 £
INCOMING RESOURCES						
Incoming resources from generated funds:						
Activities for generating funds	2	-	-	11,863	11,863	-
Incoming resources from charitable activities	3	-	228,551	42,547	271,098	416,425
Other incoming resources	4	-	-	504	504	812
TOTAL INCOMING RESOURCES		-	228,551	54,914	283,465	417,237
RESOURCES EXPENDED						
Costs of generating funds:						
Costs of generating voluntary income	5	-	-	12,510	12,510	-
Charitable activities	9	319	230,671	58,534	289,524	330,966
Governance costs	7	-	4,862	759	5,621	17,412
TOTAL RESOURCES EXPENDED	8	319	235,533	71,803	307,655	348,378
NET INCOMING RESOURCES / (RESOURCES EXPENDED) BEFORE TRANSFERS		(319)	(6,982)	(16,889)	(24,190)	68,859
Transfers between Funds	15	-	2,711	(2,711)	-	-
NET MOVEMENT IN FUNDS FOR THE YEAR		(319)	(4,271)	(19,600)	(24,190)	68,859
<i>Total funds at 1 April 2012</i>		584	233,072	89,643	323,299	254,440
TOTAL FUNDS AT 31 MARCH 2013		265	228,801	70,043	299,109	323,299

The notes on pages 14 to 23 form part of these financial statements.

INGOL AND TANTERTON COMMUNITY TRUST LTD
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SUMMARY INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2013

	Note	Restricted funds 2013 £	Unrestricted funds 2013 £	Total funds 2013 £	<i>Total funds 2012 £</i>
TOTAL INCOME		228,551	54,914	283,465	<i>417,237</i>
LESS: TOTAL EXPENDITURE		235,533	71,803	307,336	<i>348,059</i>
Net (expenditure)/income for the year before transfers		(6,982)	(16,889)	(23,871)	<i>69,178</i>
Transfers between funds	15	2,711	(2,711)	-	-
Income less expenditure for the year		(4,271)	(19,600)	(23,871)	<i>69,178</i>
NET EXPENDITURE FOR THE YEAR	15	(4,271)	(19,600)	(23,871)	<i>69,178</i>

The notes on pages 14 to 23 form part of these financial statements.

STATEMENT OF TOTAL RECOGNISED GAINS AND LOSSES
FOR THE YEAR ENDED 31 MARCH 2011

	Note	Designated Funds 2013 £	Restricted funds 2013 £	Unrestricted funds 2013 £	Total funds 2013 £	<i>Total funds 2012 £</i>
NET EXPENDITURE FOR THE YEAR	15	(319)	(4,271)	(19,600)	(24,190)	<i>68,859</i>
TOTAL GAINS AND LOSSES RECOGNISED SINCE 1 APRIL 2012	15	(319)	(4,271)	(19,600)	(24,190)	<i>68,859</i>

There is no difference between the (expenditure)/income on ordinary activities for the year stated above and its historical cost equivalent.

The notes on pages 14 to 23 form part of these financial statements.

INGOL AND TANTERTON COMMUNITY TRUST LTD
(A company limited by guarantee)
REGISTERED NUMBER: 06716300

BALANCE SHEET
AS AT 31 MARCH 2013

	Note	£	2013 £	£	2012 £
FIXED ASSETS					
Tangible fixed assets	12		207,975		226,616
CURRENT ASSETS					
Debtors	13	36,890		23,657	
Cash at bank and in hand		76,807		114,945	
		<u>113,697</u>		<u>138,602</u>	
CREDITORS: amounts falling due within one year	14	(22,563)		(41,919)	
NET CURRENT ASSETS			91,134		96,683
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>299,109</u>		<u>323,299</u>
CHARITY FUNDS					
Designated funds	15		265		584
Restricted funds	15		228,801		233,072
Unrestricted funds	15		70,043		89,643
			<u>299,109</u>		<u>323,299</u>

The Trustees consider that the charity is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act. The Trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the charity as at 31 March 2013 and of its loss for the year then ended in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to the financial statements so far as applicable to the charity.

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

The financial statements were approved by the Trustees on 17 July 2013 and signed on their behalf, by:

Trustee

Trustee

The notes on pages 14 to 23 form part of these financial statements.

INGOL AND TANTERTON COMMUNITY TRUST LTD
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in March 2005, applicable accounting standards and the Companies Act 2006.

1.2 Company status

The charity is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the charity.

1.3 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

1.4 Incoming resources

All incoming resources are included in the Statement of financial activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Donated services or facilities, which comprise donated services, are included in income at a valuation which is an estimate of the financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognised where there is no financial cost borne by a third party.

1.5 Resources expended

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

INGOL AND TANTERTON COMMUNITY TRUST LTD
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013

1. ACCOUNTING POLICIES (continued)

1.6 Tangible fixed assets and depreciation

All assets costing more than £1,000 are capitalised.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Freehold property	-	2% straight line
Fixtures & fittings	-	written off over five years
Computer equipment	-	written off over three years

2. FUNDRAISING INCOME

	Designated Funds 2013 £	Restricted funds 2013 £	Unrestricted funds 2013 £	Total funds 2013 £	<i>Total funds 2012 £</i>
Catering income	-	-	11,863	11,863	-

3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Designated Funds 2013 £	Restricted funds 2013 £	Unrestricted funds 2013 £	Total funds 2013 £	<i>Total funds 2012 £</i>
Funding bids received	-	215,621	177	215,798	338,113
Room hire	-	-	2,640	2,640	2,482
Commissioning of services	-	12,175	500	12,675	11,722
Student placement income	-	-	19,096	19,096	20,832
Management and administration costs recovered	-	-	14,133	14,133	34,730
Community activities and events	-	755	2,931	3,686	6,568
Training and consultancy income	-	-	1,700	1,700	1,110
200 Club monies received	-	-	1,370	1,370	868
	-	228,551	42,547	271,098	416,425

INGOL AND TANTERTON COMMUNITY TRUST LTD
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013**

4. OTHER INCOMING RESOURCES

	Designated Funds 2013 £	Restricted funds 2013 £	Unrestricted funds 2013 £	Total funds 2013 £	<i>Total funds 2012 £</i>
Sundry income including donations and sale of old equipment	-	-	504	504	<i>812</i>

5. COSTS OF GENERATING VOLUNTARY INCOME

	Designated Funds 2013 £	Restricted funds 2013 £	Unrestricted funds 2013 £	Total funds 2013 £	<i>Total funds 2012 £</i>
Catering costs	-	-	6,238	6,238	-
Catering staff costs	-	-	6,272	6,272	-
	-	-	12,510	12,510	-

6. EXPENDITURE BY CHARITABLE ACTIVITY

SUMMARY BY FUND TYPE

	Designated Funds 2013 £	Restricted funds 2013 £	Unrestricted funds 2013 £	Total funds 2013 £	<i>Total funds 2012 £</i>
Charitable activities	319	230,671	58,534	289,524	<i>330,966</i>

SUMMARY BY EXPENDITURE TYPE

	Staff costs 2013 £	Depreciation 2013 £	Other costs 2013 £	Total 2013 £	<i>Total 2012 £</i>
Charitable activities	203,986	16,838	68,700	289,524	<i>330,966</i>

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7. GOVERNANCE COSTS

	Designated Funds 2013 £	Restricted funds 2013 £	Unrestricted funds 2013 £	Total funds 2013 £	<i>Total funds 2012 £</i>
Accountancy and financial training fees	-	678	-	678	663
Legal and professional fees	-	-	727	727	12,553
Bank and credit card charges	-	-	32	32	12
Depreciation on property	-	4,184	-	4,184	4,184
	<u>-</u>	<u>4,862</u>	<u>759</u>	<u>5,621</u>	<u>17,412</u>

8. ANALYSIS OF RESOURCES EXPENDED BY EXPENDITURE TYPE

	Staff costs 2013 £	Depreciation 2013 £	Other costs 2013 £	Total 2013 £	<i>Total 2012 £</i>
Costs of generating catering income	6,272	-	6,238	12,510	-
Costs of generating funds	6,272	-	6,238	12,510	-
Charitable activities	203,986	16,838	68,700	289,524	330,966
Governance	-	4,184	1,437	5,621	17,412
	<u>210,258</u>	<u>21,022</u>	<u>76,375</u>	<u>307,655</u>	<u>348,378</u>

9. ANALYSIS OF RESOURCES EXPENDED BY ACTIVITIES

	Activities undertaken directly 2013 £	Support costs 2013 £	Total 2013 £	<i>Total 2012 £</i>
Charitable activities	<u>289,524</u>	<u>-</u>	<u>289,524</u>	<u>330,966</u>

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ANALYSIS OF CHARITABLE ACTIVITIES

	2013	2012
	£	£
Wages and salaries	177,131	168,917
Employers Ni	16,529	16,089
Pension costs	10,326	7,430
Depreciation	16,838	17,668
Staff training costs	6,086	7,585
Staff travel costs	1,744	2,245
Project costs	30,078	46,030
Board and volunteer costs	1,517	1,292
Office utility costs	7,966	7,095
IT costs	3,903	13,285
Office admin costs	3,918	6,468
Building costs	9,059	26,361
Equipment costs	2,513	6,418
Promotional costs	1,916	4,083
	<hr/>	<hr/>
Total	289,000	330,966
	<hr/> <hr/>	<hr/> <hr/>

10. NET INCOMING RESOURCES / (RESOURCES EXPENDED)

This is stated after charging:

	2013	2012
	£	£
Depreciation of tangible fixed assets:		
- owned by the charity	21,022	21,852
Accountancy and financial training fees	678	663
Pension costs	10,326	7,430
	<hr/>	<hr/>

During the year, no Trustees received any remuneration (2012 - £NIL).

During the year, no Trustees received any benefits in kind (2012 - £NIL).

During the year, no Trustees received any reimbursement of expenses (2012 - £156).

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11. STAFF COSTS

Staff costs were as follows:

	2013 £	2012 £
Wages and salaries	183,096	168,917
Social security costs	16,836	16,089
Other pension costs	10,326	7,430
	<u>210,258</u>	<u>192,436</u>

The average monthly number of employees during the year was as follows:

	2013 No.	2012 No.
Chief Executive Officer	1	1
Manager	1	1
Finance and Administration	2	1
Community Project Workers	4	4
	<u>8</u>	<u>7</u>

No employee received remuneration amounting to more than £60,000 in either year.

12. TANGIBLE FIXED ASSETS

	Land and buildings £	Furniture, fittings and equipment £	Total £
Cost			
At 1 April 2012	209,228	78,342	287,570
Additions	-	2,381	2,381
	<u>209,228</u>	<u>80,723</u>	<u>289,951</u>
At 31 March 2013	209,228	80,723	289,951
Depreciation			
At 1 April 2012	10,866	50,088	60,954
Charge for the year	4,184	16,838	21,022
	<u>15,050</u>	<u>66,926</u>	<u>81,976</u>
At 31 March 2013	15,050	66,926	81,976
Net book value			
At 31 March 2013	<u>194,178</u>	<u>13,797</u>	<u>207,975</u>
At 31 March 2012	<u>198,362</u>	<u>28,254</u>	<u>226,616</u>

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**NOTES TO THE FINANCIAL STATEMENTS
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13. DEBTORS

	2013 £	2012 £
Invoiced debtors	33,613	15,769
Other debtors	-	821
Prepayments and accrued income	1,267	1,087
Accrued income	2,010	5,980
	36,890	23,657

**14. CREDITORS:
Amounts falling due within one year**

	2013 £	2012 £
Other creditors	1,491	10,308
Social security and other taxes	4,762	7,545
Other creditors	1,550	1,503
Accruals and deferred income	14,760	22,563
	22,563	41,919

15. STATEMENT OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers for Capital Items and Sundry Overspend £	Carried Forward £
Unrestricted funds					
General funds	89,643	54,914	(71,803)	(2,711)	70,043
	89,643	54,914	(71,803)	(2,711)	70,043
Designated funds					
Security Lighting	584	-	(319)	-	265
	584	-	(319)	-	265

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15. STATEMENT OF FUNDS (continued)

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers for Capital Items and Sundry Overspend £	Carried Forward £
Restricted funds					
Completed capital projects	213,766	-	(12,447)	-	201,319
Football Foundation/Preston CC - Floodlights for Hub	3,868	-	(2,110)	-	1,758
Contributions to Strategic costs Children in Need - Youth Development Project	-	33,195	(33,195)	-	-
Contributions to Fishing Club	-	32,797	(32,797)	-	-
Contributions to Soccer and DJ Tournament	1,565	-	(640)	-	925
LCC - Funding for Cookery Courses	698	-	(435)	-	263
Lancashire Children's Fund - Playschemes	592	2,200	(2,611)	-	181
Big Lottery - Life Changes	-	800	(800)	-	-
Nacro - Under 12's	1,474	104,739	(106,592)	379	-
LCC - Young Peoples Services - Youth Cafe	3,963	-	(3,963)	-	-
UK Online - Webinar Training	-	500	(690)	190	-
Lancashire Teaching FT - Cancer Awareness Project	-	3,325	-	-	3,325
Job Centre Plus - Work Club 2012-13	-	3,000	(3,000)	-	-
Preston 41 Club - Community Kitchen	1,635	-	(710)	-	925
Office of the Chief Executive - Local Initiatives	1,748	-	(1,748)	-	-
Preston CVS- Small Sparks - Yoga	399	-	(399)	-	-
Radio Preston	-	-	(1,764)	1,764	-
Lancashire Youth Consortium - Greater Together project	-	5,850	(5,850)	-	-
Workers Educational Association - ESF fund	-	11,535	(11,873)	338	-
UK Online Centres Innovation Funding 2012-13	-	2,350	(502)	-	1,848
Lancashire County Council - Learn Share Grow fund	-	21,000	(5,897)	-	15,103
Preston Sports Forum - Project workers	-	200	(200)	-	-
Lancashire County Council - Music Therapy sessions	-	900	(910)	10	-
Lancashire County Council - YCAP priorities	-	2,760	(1,856)	-	904

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15. STATEMENT OF FUNDS (continued)

Preston County Council - Diversionary activities	-	1,500	-	-	1,500
Lancashire County Council - Local Members grants	-	1,050	(300)	-	750
Lancashire County Council - Local Members Scheme - Older People's Event	-	300	(330)	30	-
Contributions for the Guild Street Party	-	550	(550)	-	-
	<u>233,072</u>	<u>228,551</u>	<u>(235,533)</u>	<u>2,711</u>	<u>228,801</u>
 Total of funds	 <u>323,299</u>	 <u>283,465</u>	 <u>(307,655)</u>	 <u>-</u>	 <u>299,109</u>

The majority of the restricted funds carried forward represent capital expenditure which will be written off over the asset's useful life.

SUMMARY OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers for Capital Items and Sundry Overspend £	Carried Forward £
General funds	89,643	54,914	(71,803)	(2,711)	70,043
Designated funds	584	-	(319)	-	265
Restricted funds	233,072	228,551	(235,533)	2,711	228,801
	<u>323,299</u>	<u>283,465</u>	<u>(307,655)</u>	<u>-</u>	<u>299,109</u>

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Designated Funds 2013 £	Restricted funds 2013 £	Unrestricted funds 2013 £	Total funds 2013 £	Total funds 2012 £
Tangible fixed assets	265	204,022	3,688	207,975	226,616
Current assets	-	40,661	73,036	113,697	138,602
Creditors due within one year	-	(15,882)	(6,681)	(22,563)	(41,919)
	<u>265</u>	<u>228,801</u>	<u>70,043</u>	<u>299,109</u>	<u>323,299</u>

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17. PENSION COMMITMENTS

The charity pays pension contributions into their staff's personal pension schemes. Any amounts owing at the year end are shown in creditors.

18. CONTROLLING PARTY

The charity is controlled by the trustees