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PORTSMOUTH AND DISTRICT CEREBRAL PALSY ASSOCIATION

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED

31ST MARCH 1997

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PORTSMOUTH AND DISTRICT CEREBRAL PALSY ASSOCIATION

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 1997

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PORTSMOUTH AND DISTRICT CEREBRAL PALSY ASSOCIATION

EXECUTIVE COMMITTEE:	*MR. D. ARRANDALE (appointed November 1996)* *MRS. S. BLOMFIELD* *MR. C. BROWN* *MRS. H. BROWN* *MR. H. CHAPPELL* *MRS. I. D. CHAPPELL* *MR. R. G.CHAPPELL (appointed November 1996)* *MR. S. ELSOM* *MRS. J. HAWKINS* *MR. K. HOLMES (resigned March 1997)* *MR. A. McKINDER* *MISS H. PRIVETT*
AUDITORS:	*EVANS PEARCE,* *Pendower House,* *Cumberland Business Centre,* *Northumberland Road,* *Southsea,* *Hampshire,* *PO5 1DS*
BANKERS:	*TSB BANK PLC,* *80 London Road,* *North End,* *Portsmouth,* *Hampshire,* *PO2 0NU*
REGISTERED OFFICE:	*311 Copnor Road,* *Portsmouth,* *Hampshire,* *PO3 5EG*
SOLICITORS:	*BLAKE LAPTHORN,* *1 Barnes Wallis Road,* *Segensworth,* *Fareham,* *Hampshire,* *PO15 5UA*
COMPANY NUMBER:	*1405937*
CHARITY REGISTRATION NUMBER:	*276422*

PORTSMOUTH AND DISTRICT CEREBRAL PALSY ASSOCIATION

REPORT OF THE EXECUTIVE COMMITTEE

The Executive Committee presents their annual report and the audited accounts of the company for the year ended 31st March 1997.

PRINCIPAL ACTIVITIES

The company continued to offer care, welfare, education, training and support to people with cerebral palsy and other related disabilities in the area.

RESULTS

The surplus for the year including designated funds (Note 6) amounted to £17208 (1996 - £21410).

EXECUTIVE COMMITTEE

The members of the Executive Committee who served the company during the year were:-

D. ARRANDALE (appointed November 1996), S. BLOMFIELD, C. BROWN, H. BROWN, H. CHAPPELL, I. D. CHAPPELL, MR. R. G. CHAPPELL (appointed November 1996), S. ELSOM, J. HAWKINS, K. HOLMES (resigned March 1997) , A. McKINDER and H. PRIVETT.

The company is limited by guarantee and therefore the members of the Executive Committee do not hold any shares in the company.

EXECUTIVE COMMITTEE'S RESPONSIBILITIES

Company law requires the Executive Committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing those financial statements, the Executive Committee is required to

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

The Executive Committee is responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the company and to enable it to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

FIXED ASSETS

Changes in fixed assets are as stated in note 3.

On behalf of the Executive Committee

Chairman AS McKinder

Date: 14 8 97

REPORT OF THE AUDITORS

TO THE MEMBERS OF PORTSMOUTH AND DISTRICT CEREBRAL PALSY ASSOCIATION

ON THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 1997

We have audited the financial statements on pages 4 to 9 which have been prepared under the accounting policies set out on page 4.

Respective responsibilities of Executive Committee and auditor

As described on the Report of the Executive Committee, it is the responsibility of the Executive Committee to prepare financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

Basis of opinion

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Executive Committee in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error or other irregularity. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion, the financial statements give a true and fair view of the state of the company's affairs as at 31st March 1997 and of its surplus for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

EVANS PEARCE
Chartered Accountants
Registered Auditor

Dated: 14th August 1997

PORTSMOUTH AND DISTRICT CEREBRAL PALSY ASSOCIATION

ACCOUNTING POLICIES FOR THE YEAR ENDED 31ST MARCH 1997

The accounts have been prepared under the historical cost convention. The principal accounting policies of the company have remained unchanged from the previous year, and are set out below.

TOTAL INCOME

This is defined as the income of the company from goods sold, services provided, grants, donations and rents received, and any income derived from investments.

DESIGNATED INCOME

This is defined as the income of the company from grants and donations which is intended to be used for a specific purpose.

DEPRECIATION

Depreciation is provided on tangible fixed assets as follows:-

	%		
Fixtures, fittings and equipment	25	-	written down value
Leasehold property improvements	25	-	written down value
Freehold property	0	-	

The Executive Council are of the opinion that the current market value of the freehold building is in excess of cost.

CASH FLOW STATEMENT

The company has taken advantage of the exemption in Financial Reporting Standard No.1 from producing a cash flow statement on the grounds that it is a small company.

PORTSMOUTH AND DISTRICT CEREBRAL PALSY ASSOCIATION

INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31ST MARCH 1997

	Note	£	*1997* £	£	*1996* £
INCOME					
Donations and legacies			452		716
Cluewin club			1952		2741
Subscriptions			241		228
Investment income	1		20358		20537
Rent from Warren Avenue			16000		16000
Rent from office and flat			5962		5184
Sundry income and fund raising			404		566
			45369		45972
EXPENDITURE					
Wages, NIC and pension costs		37268		36063	
Travel and telephone		1679		1946	
Honorary officers expenses		350		209	
Donations - Special Need Fund		2881		2670	
Postage, stationery and photocopier costs		1540		1392	
Insurance		144		391	
Accountancy and audit		1175		999	
Repairs and maintenance		200		904	
Rates and water		449		421	
Light and heat		439		370	
Sundries		1140		1234	
Depreciation		1112		581	
Investment advice		630		513	
The Portsmouth Housing Trust (Void Payment Settlement)	8	-		8546	
			49007		56239
NET DEFICIT OF GENERAL INCOME FOR THE YEAR			(3638)		(10267)
Designated income	6	43005		50715	
Less: expenditure	6	22159		19038	
			20846		31677
NET SURPLUS FOR THE YEAR *(Including designated funds)*	6		17208		21410

The accounting policies on page 4 and notes on pages 7 to 9 form part of these accounts.

There are no recognised gains and losses in 1997 or 1996 other than the surplus for the year.

PORTSMOUTH AND DISTRICT CEREBRAL PALSY ASSOCIATION

BALANCE SHEET - 31ST MARCH 1997

	Note		1997		1996
		£	£	£	£
FIXED ASSETS					
Tangible assets	3		69603		68079
Investments	4		169970		169970
			239573		238049
CURRENT ASSETS					
Debtors	5	14230		8719	
Cash at bank and building society and in hand		154896		144733	
		169126		153452	
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR					
Creditors and accruals		2055		2065	
NET CURRENT ASSETS			167071		151387
TOTAL NET ASSETS			406644		389436
ACCUMULATED FUNDS	6		406644		389436

The accounts on pages 4 to 9 were approved by the Executive Committee on 14th August 1997 and were signed on its behalf by:-

B McLinden

T Hawkins

The accounting policies on page 4 and notes on pages 7 to 9 form part of these accounts.

PORTSMOUTH AND DISTRICT CEREBRAL PALSY ASSOCIATION

NOTES TO ACCOUNTS - 31ST MARCH 1997

1. *INVESTMENT INCOME*

	1997	*1996*
	£	£
Interest received	20358	20537

2. *TAXATION*

The company is a registered charity and is therefore not liable to taxation on its operating income, investment income or capital profits.

3. *TANGIBLE FIXED ASSETS*

	Fittings and Equipment	*Leasehold Property and Improvements*	*Freehold Property and Improvements*	*Total*
	£	£	£	£
COST				
At 1st April 1996	5909	43048	66285	115242
Additions	2636	-	-	2636
At 31st March 1997	8545	43048	66285	117878
DEPRECIATION				
At 1st April 1996	5041	42122	-	47163
Provided during year	880	232	-	1112
At 31st March 1997	5921	42354	-	48275
NET BOOK VALUE				
At 31st March 1997	2624	694	66285	69603
At 31st March 1996	868	926	66285	68079

4. *INVESTMENTS*

	1997		*1996*	
	Market Value	*Cost*	*Market Value*	*Cost*
	£	£	£	£
Listed	162520	144970	157584	144970
Unlisted	25000	25000	25000	25000
	187520	169970	182584	169970

The investments are included in the accounts at original cost and therefore any increase in market value has not been reflected in the accounts, except where the investment has been disposed of, whereby the gain is credited to the accounts in the year in which it occurred.

PORTSMOUTH AND DISTRICT CEREBRAL PALSY ASSOCIATION

NOTES TO ACCOUNTS - 31ST MARCH 1997 (Continued)

5. *DEBTORS*

		1997	1996
		£	£
Debtors		410	4552
Prepayments and accrued income	*	13820	4167
		14230	8719

*Includes £8459 in respect of prepaid expenditure on the adjoining property at 313 Copnor Road, Portsmouth. See Note 10.

6. *ACCUMULATED FUNDS*

	Designated		Undesignated		Total	
	1997	1996	1997	1996	1997	1996
	£	£	£	£	£	£
Funds brought forward	38887	7210	350549	360816	389436	368026
Surplus/(deficit) for year	20846	31677	(3638)	(10267)	17208	21410
	59733	38887	346911	350549	406644	389436

A more detailed breakdown of designated funds is shown below.

	Note	Income for the Year	Expenditure for the Year	Surplus/ (Deficit) for the Year	Opening Funds	Closing Funds
		£	£	£	£	£
Disability Awareness		444	467	(23)	466	443
Parents to Parents					889	889
Special Need Childrens Booklet					(8)	(8)
Emergency Respite Scheme/ F.A.C.E.S.		7700	847	6853	1652	8505
Employment Helpline			165	(165)	2645	2480
Summer Play Scheme		23361	20345	3016	3743	6759
Advocacy Scheme	9	11500	335	11165	29500	40665
TOTALS		43005	22159	20846	38887	59733

PORTSMOUTH AND DISTRICT CEREBRAL PALSY ASSOCIATION

NOTES TO ACCOUNTS - 31ST MARCH 1997 (Continued)

7. *CAPITAL COMMITMENTS AND CONTINGENT LIABILITIES*
There were no contingent liabilities at 31st March 1997 (1996 nil).

The Association exchanged contracts on the purchase of 313 Copnor Road and has committed to redevelop this property and the existing property. Details are set out in Note 10.

8. *VOID PAYMENTS SETTLEMENT*
This related to a "one-off" payment that completed an obligation to The Portsmouth Housing Trust for vacant rooms at the residential hostel.

9. *ADVOCACY SCHEME*
It is anticipated that these funds will be utilised in setting up a specialist disability advocacy scheme employing a part time co-ordinator.

10. *POST BALANCE SHEET EVENTS*
On 23rd April 1997 the Association completed the purchase of the adjoining property of 313 Copnor Road at a cost of £60,000 plus costs of £1964. In addition to this the Association has also contracted for building alterations and improvements to both 311 and 313 Copnor Road at an estimated cost of £25,000.

PORTSMOUTH AND DISTRICT CEREBRAL PALSY ASSOCIATION

DEBTORS

		1997	*1996*
Debtors and Prepayments			
Cluewin Club debtors		410.16	551.73
Rent Warren Avenue (accrued income)		-	4000.00
		410.16	4551.73
Rent due on flat		80.00	-
Prepayments			
Croner Publications (subs)		102.25	81.76
Deposit 313 Copnor Road	*	6000.00	-
Building Regulation Fee	*	340.00	-
Planning fee	*	160.00	-
Kerr Livingstone on account	*	1959.08	-
Accrued Deposit Interest			
Woolwich Building Society		242.05	260.70
TSB 60 Day Account		4936.82	3824.87
		14230.36	8719.06

*These items will be capitalised together with the balance of the acquisition and improvement costs next year.

PORTSMOUTH AND DISTRICT CEREBRAL PALSY ASSOCIATION

CREDITORS

	1997	*1996*	
Evans Pearce	998.75	822.50	
Waldberg Foundation	98.70	98.70	
Donations for Great Southsea Street	752.70	752.70	
Insurance due	129.87	391.00	*
BT Telephone (estimate)	75.00	-	
	2055.02	2064.90	