

Originals

Charity Registration No. 1127066

Company Registration No. 06717968 (England and Wales)

**COMMUNITY ACTION HERTSMERE**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**TRUSTEES' REPORT AND UNAUDITED ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2011**

**COMMUNITY ACTION HERTSMERE  
(A COMPANY LIMITED BY GUARANTEE)  
LEGAL AND ADMINISTRATIVE INFORMATION**

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**Trustees**

S. Pearlman  
P. Weaver  
M. P. A. Holdsworth  
B. Kennedy  
R. C. A. Leslie  
M. Ohren  
S. Pole  
C. J. Watts  
N. J. Welch

**Charity number**

1127066

**Company number**

06717968

**Principal address and registered office**

2 Allum Lane  
Elstree  
Herts.  
WD6 3PJ

**Independent Examiner**

Gary Howard FCA  
Howard Wilson Chartered Accountants  
36 Crown Rise  
Watford  
Herts  
WD25 0NE

**Bankers**

CAF Bank  
25 Kings Hill Avenue  
West Malling  
Kent  
ME19 4JQ

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**COMMUNITY ACTION HERTSMERE  
(A COMPANY LIMITED BY GUARANTEE)  
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**COMMUNITY ACTION HERTSMERE  
(A COMPANY LIMITED BY GUARANTEE)  
TRUSTEES' REPORT**

**FOR THE YEAR ENDED 31 MARCH 2011**

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The trustees present their report and accounts for the year ended 31 March 2011.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

**Structure, governance and management**

The Company has a Memorandum and Articles of Association which sets out how it is governed.

The charitable company was incorporated as a company limited by guarantee on 8 October 2008 and as such has no share capital. The charitable company was registered as a charity on 5 December 2008 by the Charity Commission for England and Wales.

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

S. Pearlman	
P. Weaver	
M. P. A. Holdsworth	(Appointed 30 March 2011)
B. Kennedy	
R. C. A. Leslie	
J. T. Metcalf	(Retired 21 June 2010)
M. Ohren	
S. Pole	
C. J. Watts	
S. Weaver	(Retired 16 June 2010)
N. J. Welch	(Appointed 30 March 2011)

New trustees are recruited from persons identified by the current trustees as having an interest in the work of the organisation and having a skill which will benefit Community Action Hertsmere. Such persons would then be co-opted until formal election at the next Annual General Meeting (AGM). At each AGM one third of the Board retire by rotation. Current directors are eligible to be re-elected for up to 3 terms. New trustees are inducted in accordance with current best practice, taking into account resources available. Trustees participate in training about which they are kept regularly informed.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Decisions concerning strategic direction and involving risk to the organisation and/or significant financial commitment are taken by the trustees.

The trustees has assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

**COMMUNITY ACTION HERTSMERE  
(A COMPANY LIMITED BY GUARANTEE)  
TRUSTEES' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2011**

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**Objectives and activities**

The charity's objects are:

- (a) promote any charitable purposes for the benefit of the community in the local government district of Hertsmere and neighbouring areas (hereinafter called "the Area of Benefit"), in particular: the relief of poverty, distress and sickness; the advancement of education, the protection and improvement of health; developing and improving the physical and social environment and developing the capacity and skills of the community in the area of benefit in such a way that it is better able to identify, and help meet its needs and to participate more fully in society;
- (b) promote and organise co-operation in the achievement of the above purposes and to that end to bring together representatives of the voluntary organisations and statutory authorities within the Area of Benefit.
- (c) undertake such other charitable purposes as the Company deems necessary in the Area of Benefit from time to time.

The main objectives for the period were the provision of a funding advisory service, volunteer brokerage, training, information and sectoral representation to local community-voluntary groups, delivering activities for the benefit of the community, operating the Volunteer Centre and the Community Shop.

The strategies for achieving the objectives were (a) gaining and maintaining financial resources required to deliver services, (b) acquiring and developing active support of key stakeholders in service provision, (c) recruiting and retaining competent staff and volunteers to ensure a high quality of service delivery and (d) building and maintaining excellent relations with service end-users.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

**Achievements and performance**

Following an in depth study of the organisation a Business & Development Manager was appointed in October 2010. This post was partly funded by the Local Strategic Partnership. This appointment has led to an increase in applications for funded projects many of which are yet to be awarded.

CAH has also been asked to lead the preparations for the Big Local funding for the Leeming Road/Cowley Hill area which will commence later in 2011.

We have continued our training work for the voluntary sector through the CV Learning project and achieved targets higher than those required. The successful Rolling Base project finished in December 2010, earlier than expected due to budget cuts. The Community Shop has become the base for a number of local groups, we are grateful to Elstree & Borehamwood Town Council for their support for the running costs.

Other projects included Supported Volunteering which assisted those who needed extra support to volunteer, this finished its work in October. The Small Groups work continued to provide assistance and funding advice to local groups.

Take Part completed its highly successful work in Cowley Ward at the end of March 2011 and was highly praised nationally for its achievements.

There has been an expansion in our volunteer workers who have provided a lot of help to our paid staff in delivering our services on projects and to members.

At the end of the year Chris Watts stood down as Chair after serving for many years first as Chair of Hertsmere Community Support and latterly of CAH. Sue Pearman took over as Chair.

**COMMUNITY ACTION HERTSMERE  
(A COMPANY LIMITED BY GUARANTEE)  
TRUSTEES' REPORT (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2011**

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**Financial review**

Community Action Hertsmere has carried out a detailed assessment of its budget for the coming year, looking at current and prospective projects and their contribution to core costs. The policy remains to have sufficient reserves to maintain core services for one year.

**Plans for the future**

As mentioned earlier we have been active in seeking funding for a number of projects in Hertsmere and current signs are that some of them will be awarded later in 2011, which will provide a good base for the organisation in the future. It is anticipated that some will allow us to spread our work to all areas of Hertsmere.

On behalf of the board of trustees



**S. Pearlman**

Trustee

Dated: 18 October 2011

**COMMUNITY ACTION HERTSMERE  
(A COMPANY LIMITED BY GUARANTEE)  
INDEPENDENT EXAMINER'S REPORT**

**TO THE TRUSTEES OF COMMUNITY ACTION HERTSMERE**

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I report on the accounts of the charity for the year ended 31 March 2011, which are set out on pages 5 to 13.

**Respective responsibilities of trustees and examiner**

The trustees, who are also the directors of Community Action Hertsmere for the purposes of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993, the 1993 Act, and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination being a .

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

- (i) examine the accounts under section 43 of the 1993 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- (iii) 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:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
  - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**Gary Howard FCA**

Howard Wilson Chartered Accountants  
36 Crown Rise  
Watford  
Herts  
WD25 0NE

Dated: 18 October 2011

**COMMUNITY ACTION HERTSMERE  
(A COMPANY LIMITED BY GUARANTEE)  
STATEMENT OF FINANCIAL ACTIVITIES  
INCLUDING INCOME AND EXPENDITURE ACCOUNT**

**FOR THE YEAR ENDED 31 MARCH 2011**

	Notes	Unrestricted funds £	Restricted funds £	Total 2011 £	Total 2010 £
<b><u>Incoming resources from generated funds</u></b>					
Activities for generating funds		12,578	-	12,578	30,748
Investment income	2	253	-	253	260
		12,831	-	12,831	31,008
Incoming resources from charitable activities	3	122,483	115,301	237,784	199,875
Other incoming resources	4	802	-	802	4,921
<b>Total incoming resources</b>		<b>136,116</b>	<b>115,301</b>	<b>251,417</b>	<b>235,804</b>
<b><u>Resources expended</u></b>					
<b>Charitable activities</b>					
Core activities	5	145,362	105,958	251,320	263,341
Governance costs		1,500	-	1,500	1,469
<b>Total resources expended</b>		<b>146,862</b>	<b>105,958</b>	<b>252,820</b>	<b>264,810</b>
<b>Net (outgoing)/incoming resources before transfers</b>		<b>(10,746)</b>	<b>9,343</b>	<b>(1,403)</b>	<b>(29,006)</b>
Gross transfers between funds		7,165	(7,165)	-	-
<b>Net (expenditure)/income for the year/ Net movement in funds</b>		<b>(3,581)</b>	<b>2,178</b>	<b>(1,403)</b>	<b>(29,006)</b>
Fund balances at 1 April 2010		105,664	-	105,664	134,670
<b>Fund balances at 31 March 2011</b>		<b>102,083</b>	<b>2,178</b>	<b>104,261</b>	<b>105,664</b>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.



**COMMUNITY ACTION HERTSMERE  
(A COMPANY LIMITED BY GUARANTEE)  
BALANCE SHEET**

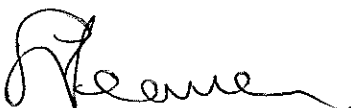
**AS AT 31 MARCH 2011**

	Notes	2011 £	£	2010 £	£
<b>Fixed assets</b>					
Tangible assets	10		10,503		3,575
<b>Current assets</b>					
Debtors	11	31,555		14,776	
Cash at bank and in hand		103,175		137,192	
		<u>134,730</u>		<u>151,968</u>	
<b>Creditors: amounts falling due within one year</b>	12	<u>(40,972)</u>		<u>(49,879)</u>	
<b>Net current assets</b>			<u>93,758</u>		<u>102,089</u>
<b>Total assets less current liabilities</b>			<u>104,261</u>		<u>105,664</u>
<b>Income funds</b>					
Restricted funds	14		2,178		-
Unrestricted funds			<u>102,083</u>		<u>105,664</u>
			<u>104,261</u>		<u>105,664</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2011. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

The accounts were approved by the Board on 18 October 2011

  
S. Pearlman  
Trustee

P. Weaver  
Trustee 

Company Registration No. 06717968

**COMMUNITY ACTION HERTSMERE  
(A COMPANY LIMITED BY GUARANTEE)  
NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2011**

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**1 Accounting policies**

**1.1 Basis of preparation**

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006.

**1.2 Incoming resources**

Donations, legacies and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement.

Grants receivable are credited to the Statement of Financial Activities (SOFA) in the year for which they are received. Deferred income represents amounts received for future periods and is released to incoming resources in the period for which it has been received.

**1.3 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings & equipment                      33% reducing balance

**1.4 Leasing and hire purchase commitments**

Rentals payable under operating leases are charged against income on a straight line basis over the period of the lease.

**1.5 Pensions**

The charity operates a defined contributions pension scheme. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.

**2 Investment income**

	2011	2010
	£	£
Interest receivable	253	260

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**COMMUNITY ACTION HERTSMERE  
(A COMPANY LIMITED BY GUARANTEE)  
NOTES TO THE ACCOUNTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2011**

**3 Incoming resources from charitable activities**

	Unrestricted funds £	Restricted funds £	Total 2011 £	Total 2010 £
Core activities	<u>122,483</u>	<u>115,301</u>	<u>237,784</u>	<u>199,875</u>

Included within income relating to core activities are the following grants

**Unrestricted funds**

Hertsmere Borough Council	38,500	77,167
Hertfordshire Adult and Family Learning Service	-	43,755
Hertfordshire County Council	-	10,000
Elstree & Borehamwood Town Council	10,000	-
Hertfordshire Community Foundation	-	14,607
Modernisation Grant	-	4,464

**Restricted funds**

Rolling Base - Hertfordshire County Council	32,779	33,508
Take Part - Hertsmere Borough Council	39,988	-
Supported Volunteering - Tribal Education	10,770	-
Small Group - Herts Community Foundation	24,990	-
Bike Track	6,774	-
Inter Faith	-	5,000
	<u>163,801</u>	<u>191,051</u>

**4 Other incoming resources**

	2011 £	2010 £
Other income	<u>802</u>	<u>4,921</u>

**COMMUNITY ACTION HERTSMERE  
(A COMPANY LIMITED BY GUARANTEE)  
NOTES TO THE ACCOUNTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2011**

5 Total resources expended	Staff costs £	Depreciation £	Other costs £	Total 2011 £	Total 2010 £
<b>Charitable activities</b>					
<b>Core activities</b>					
Activities undertaken directly	140,960	1,000	109,360	251,320	263,341
<b>Governance costs</b>	-	-	1,500	1,500	1,469
	<u>140,960</u>	<u>1,000</u>	<u>110,860</u>	<u>252,820</u>	<u>264,810</u>

Governance costs includes payments to the independent examiners of £1,500 for examination fees.

6 Activities undertaken directly	2011 £	2010 £
Other costs relating to core activities comprise:		
<b>Unrestricted funds</b>		
Other staff costs	993	891
Direct project costs	14,852	38,832
Premises costs	9,453	8,281
Insurance	1,129	1,483
Repairs and maintenance	2,120	2,073
Equipment hire	363	484
Office costs	9,199	8,763
Computer costs	3,659	9,937
Travel and subsistence	576	4,276
General expenses	1,172	1,463
Legal and professional	10,898	12,137
Other finance costs	42	18
<b>Restricted funds</b>		
Direct project costs	32,581	2,803
Equipment hire	20,648	22,440
Office costs	171	-
Computer costs	306	-
Travel and subsistence	1,198	460
Legal and professional	-	6,660
	<u>109,360</u>	<u>121,001</u>

**COMMUNITY ACTION HERTSMERE  
(A COMPANY LIMITED BY GUARANTEE)  
NOTES TO THE ACCOUNTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2011**

**7 Governance costs**

	2011 £	2010 £
Other governance costs comprise:		
Independent examiners fees	1,500	1,469
	<u>1,500</u>	<u>1,469</u>

**8 Trustees**

One trustee undertook consultancy work for the charity during the period and was paid £1,488 (2010: £712), no trustees were paid expenses during the period.

**9 Employees**

**Number of employees**

The average monthly number of employees during the year was:

	2011 Number	2010 Number
Core activities	<u>10</u>	<u>11</u>

**Employment costs**

	2011 £	2010 £
Wages and salaries	128,543	125,951
Social security costs	10,546	10,474
Other pension costs	1,871	4,128
	<u>140,960</u>	<u>140,553</u>

There were no employees whose annual remuneration was £60,000 or more.

**COMMUNITY ACTION HERTSMERE  
(A COMPANY LIMITED BY GUARANTEE)  
NOTES TO THE ACCOUNTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2011**

**10 Tangible fixed assets**

	<b>Fixtures, fittings &amp; equipment £</b>
<b>Cost</b>	
At 1 April 2010	5,362
Additions	7,928
	<u>13,290</u>
<b>At 31 March 2011</b>	
<b>Depreciation</b>	
At 1 April 2010	1,787
Charge for the year	1,000
	<u>2,787</u>
<b>At 31 March 2011</b>	
<b>Net book value</b>	
At 31 March 2011	<u>10,503</u>
At 31 March 2010	<u>3,575</u>

<b>11 Debtors</b>	<b>2011 £</b>	<b>2010 £</b>
Trade debtors	26,925	8,432
Other debtors	542	2,196
Prepayments and accrued income	4,088	4,148
	<u>31,555</u>	<u>14,776</u>

**COMMUNITY ACTION HERTSMERE  
(A COMPANY LIMITED BY GUARANTEE)  
NOTES TO THE ACCOUNTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2011**

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<b>12 Creditors: amounts falling due within one year</b>	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Trade creditors	<b>10,412</b>	14,267
Taxes and social security costs	<b>2,807</b>	93
Other creditors	<b>180</b>	8,388
Accruals	<b>1,573</b>	12,134
Deferred income	<b>26,000</b>	14,997
	<b><u>40,972</u></b>	<b><u>49,879</u></b>

**13 Pension and other post-retirement benefit commitments**  
**Defined contribution**

	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Contributions payable by the company for the year	<b><u>1,871</u></b>	<b><u>4,128</u></b>

**COMMUNITY ACTION HERTSMERE  
(A COMPANY LIMITED BY GUARANTEE)  
NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2011**

**14 Restricted funds**

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				Balance at 31 March 2011
	Balance at 1 April 2010	Incoming resources	Resources expended	Transfers	
	£	£	£	£	£
Rolling Base	-	32,779	(26,396)	(6,383)	-
Take Part	-	39,988	(44,131)	4,143	-
Supported Volunteering	-	10,770	(7,584)	(3,186)	-
Small Group	-	24,990	(22,812)	-	2,178
Bike Track	-	6,774	(5,035)	(1,739)	-
	-	115,301	(105,958)	(7,165)	2,178

Rolling Base is a project to provide a mobile activity-based youth facility for young people aged 11-13 operating across all areas of Hertsmere and funded by CSF.

Take Part - a programme to develop and deliver a range of activities designed to facilitate citizenship learning to help adults gain confidence, knowledge and skills to become empowered as members of their communities. The project focused on the Cowley Hill ward in Borehamwood.

Supported Volunteering - funding of a project to improve the employability of people with a learning disability.

Small Group - funding for Small Group Development Worker to assist in the set up, running and development of small groups in the area.

Bike Track - represents funding towards a project to establish a biker track in Radlett.

**15 Analysis of net assets between funds**

	Unrestricted funds	Restricted funds	Total
	£	£	£
Fund balances at 31 March 2011 are represented by:			
Tangible fixed assets	10,503	-	10,503
Current assets	132,552	2,178	134,730
Creditors: amounts falling due within one year	(40,972)	-	(40,972)
	102,083	2,178	104,261