

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 2013

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

Trustees	S. Pearlman B. Kennedy R. C. A. Leslie S. Pole C. J. Watts S. Nagler 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 Hertfordshire WD25 0NE
Bankers	CAF Bank 25 Kings Hill Avenue West Malling Kent ME19 4JQ

**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 2013

The trustees present their report and accounts for the year ended 31 March 2013.

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

(Retired 21 March 2013)

B. Kennedy

R. C. A. Leslie

S. Pole

C. J. Watts

S. Nagler

N. J. Welch

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 (CAH). 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 have 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 2013

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 support and information to voluntary groups in the borough, a funding advisory service, volunteer brokerage, training, information and sectoral representation to local community-voluntary groups, a number of community development projects delivering activities for the benefit of the community, operating Hertsmere 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

During this year, funding from the Big Local was awarded and CAH assisted in forming and advising the required Big Local Partnership which is based in the Big Local Community Shop in Leeming Road. It continues to be an exemplar of good practice.

The Hertsmere Volunteer Centre operation has moved to the Big Local Community Shop in line with the emphasis on volunteering at the heart of the community. The Hertsmere Time Bank launched in the preceding year has continued to develop and provide a way for people to be involved in their community.

CAH Small Groups Development work continued throughout the year, providing assistance and funding advice to small local groups and as usual, the target for this project was exceeded.

Following the success of Take Part in Cowley Hill, Take Part was extended into Potters Bar and Bushey and we thank both Hertsmere Borough Council and Hertsmere Together, the Local Strategic Partnership, for their support for this innovative and successful project. The project ends during this financial year but it is already evident that it, again, has been a great success with more people involved in their communities.

CAH ran a project funded by the Big Lottery's Awards for All, 'Learning from our Community' to raise awareness of how refugees from the Bosnia Herzegovina Community, rescued from prisoner of war camps, have settled over the last 20 years. The DVD produced from the project can be viewed on the CAH website www.communityactionhertsmere.org

Following the CAH feasibility study for a Food Bank in Borehamwood, CAH was delighted that a Food Bank has now opened in Borehamwood, with a further Food Bank planned in Potters Bar. CAH has no direct link with these schemes, but is pleased to have been able to support these worthwhile causes.

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

FOR THE YEAR ENDED 31 MARCH 2013

We continue to attract volunteers to CAH who provide additional support as well as enhancing their personal development.

CAH played an active part in TLI Hertfordshire and will continue to work, as appropriate with this continuing project.

During the year the Trustees had an Away Day with the staff and some volunteers to inform a new Business Plan.

At the end of the year Peter Weaver, who had given many years of service as a Trustee stood down. Peter had initially served Potters Bar CVS, which became Hertsmere CVS and latterly Community Action Hertsmere. We thank him for his dedication and care. We are pleased to welcome Nathan Welch to the Board.

We are, as always, grateful for the continued support of Hertsmere Borough Council, Elstree & Borehamwood Town Council, and Hertfordshire County Council for their continued support of, and understanding of CAH.

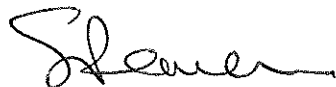
Financial review

The Trustees of CAH have carried out a detailed assessment of the budget for the coming year, looking at current and prospective projects and their contribution to core costs. In order to maintain core services during 2012-13 it has been necessary to utilise some reserves. CAH has been very successful in attracting locally based projects which have been extremely successful and work is now happening throughout the borough. However, all projects must contribute appropriately to core costs.

Plans for the future

"Take Part" has become a recognisable name and the intention is to brand many activities with this title. The Chair thanks all the Board and staff for their continued dedication and commitment to CAH. As stated above, the trustees recognise the need for all projects to contribute appropriately to core costs. Staff and trustees will be working to ensure that this is the case and that our core services can be protected for the good of the whole of the voluntary sector in Hertsmere.

On behalf of the board of trustees



S. Pearlman

Chair, Board of Trustees

Dated: 9 September 2013

**COMMUNITY ACTION HERTSMERE
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The trustees, who are also the directors of Community Action Hertsmere for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the trustees are required to:

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

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

TO THE TRUSTEES OF COMMUNITY ACTION HERTSMERE

I report on the accounts of the charity for the year ended 31 March 2013, which are set out on pages 6 to 14.

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 144(2) of the Charities Act 2011, the 2011 Act, and that an independent examination is needed.

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 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 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

Chartered Accountant
Howard Wilson Chartered Accountants
36 Crown Rise
Watford
Hertfordshire
WD25 0NE

Dated: 17 September 2013

**COMMUNITY ACTION HERTSMERE
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2013**

	Notes	Unrestricted funds £	Restricted funds £	Total 2013 £	Total 2012 £
<u>Incoming resources from generated funds</u>					
Activities for generating funds		10,109	150	10,259	9,377
Investment income	2	110	-	110	144
		10,219	150	10,369	9,521
Incoming resources from charitable activities	3	96,850	117,704	214,554	179,524
Other incoming resources	4	1,168	-	1,168	563
Total incoming resources		108,237	117,854	226,091	189,608
<u>Resources expended</u>					
	5				
Costs of generating funds					
Costs of generating voluntary income		-	257	257	2,650
Net incoming resources available		108,237	117,597	225,834	186,958
Charitable activities					
Core activities		128,230	117,597	245,827	241,708
Governance costs		960	-	960	1,080
Total resources expended		129,190	117,854	247,044	245,438
Net expenditure for the year/ Net movement in funds		(20,953)	-	(20,953)	(55,830)
Fund balances at 1 April 2012		24,434	23,997	48,431	104,261
Fund balances at 31 March 2013		3,481	23,997	27,478	48,431

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 2013

	Notes	2013		2012	
		£	£	£	£
Fixed assets					
Tangible assets	10		4,463		6,694
Current assets					
Debtors	11	20,369		24,888	
Cash at bank and in hand		55,444		35,592	
		<u>75,813</u>		<u>60,480</u>	
Creditors: amounts falling due within one year	12	<u>(52,798)</u>		<u>(18,743)</u>	
Net current assets			<u>23,015</u>		<u>41,737</u>
Total assets less current liabilities			<u>27,478</u>		<u>48,431</u>
Income funds					
Restricted funds	14		23,997		23,997
Unrestricted funds			<u>3,481</u>		<u>24,434</u>
			<u>27,478</u>		<u>48,431</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 2013. 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.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on 9 September 2013



S. Pearlman
Trustee



C. J. Watts
Trustee

Company Registration No. 06717968

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

FOR THE YEAR ENDED 31 MARCH 2013

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

	2013	2012
	£	£
Interest receivable	110	144

COMMUNITY ACTION HERTSMERE
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2013

3 Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2013 £	Total 2012 £
Core activities	<u>96,850</u>	<u>117,704</u>	<u>214,554</u>	<u>179,524</u>

Included within income relating to core activities are the following grants

Unrestricted funds

Hertsmere Borough Council	20,000	12,904
Hertfordshire Adult and Family Learning Service	-	14,104
Hertfordshire County Council	-	788
Elstree & Borehamwood Town Council	10,000	10,000
Lloyds TSB	4,750	-
Eden Project	2,500	-
Take Part - Hertsmere Borough Council	11,324	-
Small Groups - Herts Community Foundation	1,710	-
Big Lottery Fund - Big Local	2,498	-
Hertsmere Borough Council - Local Strategic Partnership	-	26,000
Health & Community Services [Wellbeing & Community]	15,832	-
Star Project	3,200	-
Community Shop	1,381	-

Restricted funds

Hertfordshire County Council	10,000	3,705
Take Part - Hertsmere Borough Council	46,670	24,000
Small Groups - Herts Community Foundation	24,128	27,710
Big Lottery Fund - Big Local	23,276	26,000
Health & Community Services [Wellbeing & Community]	13,630	4,648
	<u>190,899</u>	<u>150,359</u>

4 Other incoming resources

	2013 £	2012 £
Other income	<u>1,168</u>	<u>563</u>

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

FOR THE YEAR ENDED 31 MARCH 2013

5 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2013 £	Total 2012 £
Costs of generating funds					
Costs of generating voluntary income	-	-	257	257	2,650
Charitable activities					
<u>Core activities</u>					
Activities undertaken directly	180,553	2,231	63,043	245,827	241,708
Governance costs	-	-	960	960	1,080
	<u>180,553</u>	<u>2,231</u>	<u>64,260</u>	<u>247,044</u>	<u>245,438</u>

Governance costs includes payments to the independent examiners of £960 for examination fees.

6 Activities undertaken directly

	2013 £	2012 £
Other costs relating to core activities comprise:		
Unrestricted funds		
Other staff costs	-	961
Direct project costs	2,785	15,514
Premises costs	10,928	9,939
Insurance	1,215	1,164
Repairs and maintenance	492	2,945
Equipment hire	-	252
Office costs	7,540	8,199
Computer costs	4,630	2,355
Travel and subsistence	-	558
General expenses	1,248	1,976
Legal and professional	12,073	12,209
Other finance costs	4	256
Bad debts	-	1,424
Restricted funds		
Direct project costs	20,186	10,299
Office costs	1,648	369
General expenses	294	-
	<u>63,043</u>	<u>68,420</u>

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

FOR THE YEAR ENDED 31 MARCH 2013

7 Governance costs

	2013 £	2012 £
Other governance costs comprise:		
Independent examiners fees	960	1,080
	<u>960</u>	<u>1,080</u>

8 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

9 Employees

Number of employees

The average monthly number of employees during the year was:

	2013 Number	2012 Number
Core activities	<u>11</u>	<u>15</u>

Employment costs

	2013 £	2012 £
Wages and salaries	166,632	151,839
Social security costs	12,082	12,030
Other pension costs	1,839	2,173
	<u>180,553</u>	<u>166,042</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 2013

10 Tangible fixed assets

	Fixtures, fittings & equipment £
Cost	
At 1 April 2012 and at 31 March 2013	<u>16,727</u>
Depreciation	
At 1 April 2012	10,033
Charge for the year	2,231
At 31 March 2013	<u>12,264</u>
Net book value	
At 31 March 2013	<u>4,463</u>
At 31 March 2012	<u>6,694</u>

11 Debtors

	2013 £	2012 £
Trade debtors	15,225	19,670
Other debtors	1,100	997
Prepayments and accrued income	4,044	4,221
	<u>20,369</u>	<u>24,888</u>

12 Creditors: amounts falling due within one year

	2013 £	2012 £
Trade creditors	239	1,335
Taxes and social security costs	3,579	3,834
Other creditors	9,880	180
Accruals	3,165	1,894
Deferred income	35,935	11,500
	<u>52,798</u>	<u>18,743</u>

**COMMUNITY ACTION HERTSMERE
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2013**

13 Pension and other post-retirement benefit commitments
Defined contribution

	2013 £	2012 £
Contributions payable by the company for the year	1,839	2,173

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:

	Balance at 1 April 2012	Movement in funds		Balance at 31 March 2013
	£	Incoming resources	Resources expended	£
Take Part	8,581	46,670	(46,670)	8,581
Small Group	6,183	24,128	(24,128)	6,183
Big Local	3,904	23,276	(23,276)	3,904
Locality Budget	3,705	-	-	3,705
TimeBank	1,624	13,780	(13,780)	1,624
Awards for All	-	10,000	(10,000)	-
	<u>23,997</u>	<u>117,854</u>	<u>(117,854)</u>	<u>23,997</u>

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.

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

Big Local is a Big Lottery funded project to help local people in each area pull together ideas for a plan that will enable people to make their communities better places to live in, now and in the future. Local people will be helped to develop the skills and confidence they need to identify priorities that matter to them and to take action to change things for the better.

Locality Budget is grants received from Hertfordshire County Councillors for use in their locality.

TimeBank is a project designed to find a way for people to share skills in the local community and make a difference, as well as getting to know people.

Awards for All - a project 'Learning from our community' working with a ex prisoners of war, showing how they have adjusted and settled in our community.

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

FOR THE YEAR ENDED 31 MARCH 2013

15 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31 March 2013 are represented by:			
Tangible fixed assets	4,463	-	4,463
Current assets	51,816	23,997	75,813
Creditors: amounts falling due within one year	(52,798)	-	(52,798)
	<u>3,481</u>	<u>23,997</u>	<u>27,478</u>

