

Community Accounting Plus
(Company number 3956691, registered charity number 1080565)
Financial statements
for the year ended 31 March 2013

Page	Contents
2 - 6	Directors' (Trustees') annual report
7	Independent examiner's report
8	Statement of financial activities (including the income and expenditure account)
9	Balance sheet
10 - 13	Notes to the accounts

Community Accounting Plus
Directors' report (incorporating the Trustees' annual report)
for the year ended 31 March 2013

The trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the financial statements for the year ended 31 March 2013.

Full name Community Accounting Plus
Other names the charity is known by CA Plus

Registered charity number 1080565
Registered company number 3956691

Registered office
7 Mansfield Road, Nottingham NG1 3FB

Directors (Trustees)

Anita Wakefield, Chairperson
Frank Griffiths
Jo Mossman
Janet Sentance
Jo McCarthy
Sam Crawford, appointed 26/02/2013

Tim Reed, resigned 26/11/2012
Bev Angell, Treasurer
Eric Woolsey, deceased 23/08/2013
Claire Grainger, resigned 16/05/2013
Julia Wilson, appointed 26/02/2013
Ian Wells, appointed 26/02/2013

Chief Executive and Company secretary

John O'Brien, MSc, FCCA, FCIE, DChA

Independent Examiner

Neil Burgin, Cobb Burgin & Co. Chartered Accountants, 129a Middleton Boulevard, Wollaton Park, Nottingham, NG8 1FW

Exemptions

The trustees have taken advantage of the exemptions available to small companies, including the audit exemption (see statement on balance sheet).

Trading Subsidiary

The charity is the sole member of the company limited by guarantee, CA Plus Trading Limited, which has remained inactive in this period.

Directors of the trading subsidiary
Frank Griffiths
John O'Brien

Community Accounting Plus Director's report (continued) for the year ended 31 March 2013

Governing document

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association dated 27 March 2000. It has no share capital and the liability of each member in the event of winding-up is limited to £1.

Structure Governance & Management

Community Accounting Plus (CA Plus) was incorporated as a Company Limited by Guarantee on 27 March 2000, and registered as a charity on 4 May 2000. It took over the work of Nottingham Community Accounting Services, which was itself formed in 1991.

Trustees, who are also directors of the company, are appointed by the member organisations at the annual general meeting, although up to three may be co-opted during the year. Membership is open to any 'charitable' organisation supporting the aims of CA Plus. Full meetings of the trustees are held quarterly with the Sub Committees for Finance and Personnel, meeting in between.

Day to day management and service delivery is the responsibility of the Chief Executive who reports to the trustees each month. The staff team comprises 14 members, some of whom work part time.

CA Plus works closely with other infrastructure support groups across the region as well as grant makers and funding authorities. It is essential that our services remain relevant and that local groups continue to hear about us through their local umbrella groups.

Objects & activities to benefit the public

We work primarily with small charitable organisations. With our support, they in turn, are better equipped to deliver services to their communities. Based in Nottingham, CA Plus operates across the East Midlands region although the main focus is on Nottingham and Nottinghamshire.

The formal objectives of CA Plus are:

- to improve the efficiency of the management and administration of charities by the provision of information and training for effective financial management and control, and other services and facilities ancillary or directly promoting the efficiency of charitable activities; and
- to advance education and training in management and administration.

CA Plus also plays a central role in supporting the national network of similar services throughout the UK. Our Chief Executive is currently chair of the Network. We administer the national website and organise the annual conference. We are regularly contacted by those wishing to develop similar services, seeking advice on how to get started.

The charity benefits from a relatively stable staff team with a wealth of experience in areas of financial and general management within voluntary organisations. There is a strong commitment to the training and development of staff in gaining both technical academic skills and general skills and experience.

The trustees are committed to ensuring that the charity is well resourced so that energy can be devoted to delivering services rather than struggling for survival.

Community Accounting Plus Director's report (continued) for the year ended 31 March 2013

Specific services

CA Plus offers a range of services to support good management, including:

- **Training in financial management and accounting**
This could involve assisting a group to correctly record its financial transactions to helping a group computerise their accounts. Training may involve one short session or many hours of work spread over a few months. We give support and advice through one-to-one visits, by phone, email and the website.
- **The Preparation and Independent Examination of Accounts**
As we work primarily with charitable organisations, most of this work is in accordance with the charities act and guidelines from the charity commission. It links to other services in that we often make recommendations on improvements to the accounting systems on conclusion.
- **The provision of Payroll services**
This service is provided for groups wishing to outsource this function.
- **Employment Advice Services**
Good management often involves dealing with employment. Advice, support and information is given through one-to-one visits, phone and email, as well as regular short training workshops. We also provide an extensive website resource and a monthly email bulletin. In 2013, we plan to work more closely with our partners at NCVS in delivering HR support across the sector.
- **Book-keeping Services**
This is a service providing book-keeping services to groups in need, financed through a combination of grants and fees. This service has been expanded significantly during the year.
- **Other Services and Support**
As well as containing information and advice, our website at www.caplus.org.uk is also used as the main way to communicate regularly with our client groups through email updates. Over 800 people have now signed up for this free service.

While our particular focus is financial management, we are able to offer support and advice in a range of related areas. It may be simple questions around the use of IT; or a group wanting to check that their policy around staff car parking makes sense. In more serious cases, we occasionally need to support groups in financial crises – establishing the extent of the problems and, if possible, helping the group to get through the crisis in a reasonable state of health.

We work with many different organisations, large and small, and we offer our support to trustees, staff and other volunteers, and with funders and regulators to help promote good practice. Many groups contact us when problems arise – staff turnover, a new treasurer, or an employment issue - working with organisations before they hit the crises remains a constant challenge.

Community Accounting Plus Director's report (continued) for the year ended 31 March 2013

Our work during 2012/2013

The following information provides a guide to our work during the year:

Financial Management Advice:

We directly advised 173 groups for a total of 974 hours. This is direct support at face to face meetings, by email and or by phone.

We also delivered training courses on approximately 19 occasions in the year and produced the regular monthly email updates through our website.

Employment Advice:

We directly advised 160 groups for a total of 774 hours. This is also direct support at face to face meetings, by email and or by phone.

We also delivered training courses and consultancy for approximately 53 hours in the year and produced the regular monthly email updates through our website.

Annual Accounts:

We prepared and independently examined the accounts for 208 organisations. Most of these are larger organisations as the thresholds have increased and many of the smaller organisations we used to serve no longer require our full service. With this in mind, we have made available free accounts templates for smaller groups through our website.

Payroll:

We provide a regular payroll service for 188 organisations.

Book-keeping:

We significantly expanded this service in the year. We now support an average of 40 organisations at any one time and the service continues to grow in 2013.

In addition to these core services, we provide a range of advice and information through our website and on related issues such as governance. We also continue to chair the national network, often supporting other services.

The risks we face and our policy on reserves

The trustees regularly review the risks faced by the charity and are satisfied that appropriate policies and procedures are in place.

In 2012-13 finance received from Nottingham City Council, previously in the form of a grant, was received through a partnership arrangement with Nottingham CVS. CA Plus is effectively a sub-contractor in the partnership. We continued to receive funding from Nottinghamshire County Council, but this will also change in 2013 to be delivered as a grant through a consortium .

The trustees have agreed that the free reserves of the charity should be sufficient to sustain activity for between three and four months as a minimum. At 31 March 2013, free reserves amounted to £158,473 (2012: £144,606). This represents approximately 43% (2012: 39%) of annual expenditure, or 5 months' worth (2012: 4.6).

Community Accounting Plus Director's report (continued) for the year ended 31 March 2013

Financial review

Financially, the charity relies on a combination of grant aid and fees. Over time the importance of fee income has increased as the work has expanded. Grant aid and contracts through the City and County Councils, tend to focus on subsidising services where the charging of fees may restrict a group's ability to take up the support and services available. The trustees consider that the overall financial position of CA Plus remains sound.

The future

The challenge, as ever, for existing services is to ensure that the combination of grants, contracts and fees is sufficient to cover the full costs of delivering each service.

The challenge is also to respond to increasing demand, while maintaining the quality of our services and a balance between our workload and our resources. We continue to make improvements in the efficiency of all our administrative and working practices, working closely in partnership with others.

There is a strong commitment to ensuring that CA Plus is well positioned to respond to opportunities that arise, and any challenges that come our way. That means having a staff team with good technical and all round ability, able to respond to the changing needs of the voluntary sector. It also requires sound finances; good open relationships with funders and colleagues in the sector, and a Board of Trustees with skills and confidence to deal with whatever lies ahead.

Responsibilities of the trustees

Company 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 charity at the end of the year and of the surplus or deficiency for the year then ended.

In preparing those financial statements, the trustees are required to: select suitable accounting policies, as described on page 10, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The members of the Committee must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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

Small company provisions:

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Signed on behalf of the charity's trustees:

Signed _____ Date _____
John O'Brien, Chief Executive and Company Secretary

Independent examiner's report to the trustees of Community Accounting Plus for the year ended 31 March 2013

I report on the accounts of the charity, which are set out on pages 8 to 13.

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 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. The charity's gross income exceeded £250,000 and I am qualified to undertake this examination by being a member of the Institute of Chartered Accountants in England & Wales.

Having satisfied myself that the charity is not subject to audit under Part 16 of the companies Act 2006 and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general directions given by the Charity Commissioners under section 145(5)(b) of the 2011 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 accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts 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 (Revised 2005) have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed _____ Date _____

Neil Burgin

Cobb Burgin & Co, Chartered Accountants, 129a Middleton Boulevard, Wollaton Park, Nottingham, NG8 1FW

Community Accounting Plus
Statement of financial activities
(incorporating the income and expenditure account)
for the year ended 31 March 2013

2012			Unrestricted General Fund £	Restricted Relocation Fund £	2013 Total Funds £
£	Note		£	£	£
Incoming resources					
	Incoming resources from generated funds				
	Voluntary income				
371	Donations		251	-	251
	Investment income				
725	Bank interest		766	-	766
	Incoming resources from charitable activities				
160190	Grants & donations		43750	12458	56208
198710	Fees & contracts		335823	-	335823
	Other incoming resources				
715	Sundry income		122	-	122
<u>360711</u>	Total incoming resources		<u>380712</u>	<u>12458</u>	<u>393170</u>
Resources expended					
366804	Costs of charitable activities	2	367838	966	368804
1107	Governance costs	3	2257	-	2257
<u>367911</u>	Total resources expended		<u>370095</u>	<u>966</u>	<u>371061</u>
(7200)	Net incoming/(outgoing) resources	4	10617	11492	22109
<u>155267</u>	Total funds brought forward		<u>148067</u>	-	148067
<u>148067</u>	Total funds carried forward		<u>158684</u>	<u>11492</u>	<u>170176</u>

The charitable company has no recognised gains or losses other than the results for the year as set out above.

All the activities of the charitable company are classed as continuing.

The notes on pages 10 to 13 form part of these financial statements

Community Accounting Plus
Balance sheet
at 31 March 2013

2012		Note	2013
£			£
	Fixed assets		
3461	Tangible assets	5	840
	Current assets		
3043	Work in progress		3702
21364	Debtors	6	49987
3421	Prepayments	7	4318
131308	Cash at bank and in hand		145052
<u>159136</u>	Total current assets		<u>203059</u>
	Liabilities		
	Creditors:	8	
<u>(14530)</u>	amounts falling due within one year		<u>(33723)</u>
144606	Net current assets		169336
<u>148067</u>	Net assets		<u>170176</u>
	The funds of the charity		
148067	Unrestricted income funds		158684
-	Restricted income funds (Relocation)		11492
<u>148067</u>	Total funds		<u>170176</u>

Exemption from audit

The trustees are satisfied that the charitable company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the accounts for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The trustees acknowledge their responsibilities for:

- (i) ensuring that the charitable company keeps proper accounting records which comply with section 386 of the Act, and
- (ii) preparing accounts which give a true and fair view of the state of affairs of the charitable company as at the end of the financial year and of its surplus or deficiency 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 financial statements, so far as applicable to the charitable company.

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

The trustees declare that they have approved the accounts above.

Signed on behalf of the charity's trustees:

Signed _____ Dated _____
 Anita Wakefield, Chairperson

Signed _____ Dated _____
 Bev Angell, Treasurer

The notes on pages 10 to 13 form part of these financial statements

Community Accounting Plus

Notes to the accounts

for the year ended 31 March 2013

1. Accounting policies

Basis of the preparation of the accounts

These financial statements have been prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities - Statement of Recommended Practice (SORP revised 2005), the Financial Reporting Standard for Smaller Entities (effective April 2008) and the provisions applicable to companies subject to the small companies regime under the Companies Act 2006.

Grants and donations

Revenue grants are taken into the statement of financial activities in the period in which the related expenditure is incurred.

Fee income

The fee income shown in the Statement of Financial Activities represents amounts invoiced during the year. In respect of long term contracts and contracts for ongoing services, turnover represents the value of work done in the year, including estimates of amounts not invoiced. Turnover in respect of long term contracts and contracts for ongoing services is recognised by reference to the stage of completion.

Interest receivable

Interest is included when receivable by the charity.

Depreciation

Depreciation is calculated to write down the cost or valuation, less estimated residual value, of all tangible fixed assets costing over £500 over their expected useful lives.

The rates applicable are:

General equipment	20.0%	straight line method
IT equipment	33.3%	straight line method

Operating leases

Rentals payable under operating leases are charged to the Statements of Financial Activities as incurred over the term of the lease.

Pension costs

The company operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the company. The annual contributions payable are charged to the Income and Expenditure Account.

Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT, which cannot be recovered.

Expenditure is recognised when a liability is incurred

Governance costs

Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constituted and statutory activities.

Community Accounting Plus
Notes to the accounts (continued)
for the year ended 31 March 2013

2. Cost of charitable activities

	Unrestricted funds £	Restricted fund £	Total funds £	2012 £
Bad debts	1540	-	1540	3017
Cleaning	1779	-	1779	1794
Courses & conference	-	-	-	876
Communications	6251	-	6251	5977
Depreciation	2621	-	2621	3682
Equipment, repairs & renewals	714	900	1614	897
Hospitality	606	-	606	759
Insurance	1047	-	1047	2181
IT software & maintenance	4199	-	4199	2692
Premises maintenance	-	-	-	43
Printing & stationery	3808	66	3874	3886
Publications & subscriptions	1645	-	1645	1466
Travel	4960	-	4960	4613
Rent & service charge	14132	-	14132	14188
Staff training & conference	4918	-	4918	4093
Utilities	1506	-	1506	3207
Wages, NI & pension	317763	-	317763	313397
Sundry expenditure	350	-	350	36
	367839	966	368804	366804

3. Governance costs

	Unrestricted funds £	Total funds £	2012 £
Professional fees	1703	1703	935
Meetings	554	554	172
	2257	2257	1107

4. Net incoming/(outgoing) resources

	2013 £	2012 £
Operating surplus is stated after charging:		
Trustees' emoluments	-	-
Staff pension contributions	21519	21676
Depreciation	2621	3682
Independent examination fees	520	520

Community Accounting Plus
Notes to the accounts (continued)
for the year ended 31 March 2013

5. Fixed assets

	General equipment	IT equipment	Total
Cost	£	£	£
At 1 April 2012	6454	25415	31869
Additions	-	-	-
Disposals	-	-	-
At 31 March 2013	<u>6454</u>	<u>25415</u>	<u>31869</u>
Depreciation			
At 1 April 2012	5334	23074	28408
Disposals	-	-	-
Charge this period	280	2341	2621
At 31 March 2013	<u>5614</u>	<u>25415</u>	<u>31029</u>
Net book value			
at 31 March 2013	<u>840</u>	<u>-</u>	<u>840</u>
at 31 March 2012	<u>1120</u>	<u>2341</u>	<u>3461</u>

6. Debtors

	<i>2013</i>	<i>2012</i>
	£	£
Fees	37529	20864
Grants receivable	12458	-
Insurance refund	-	500
	<u>49987</u>	<u>21364</u>

7. Prepayments

	<i>2013</i>	<i>2012</i>
	£	£
Rent	1507	2325
Staff training	1685	-
Pensions	380	582
Insurance	746	514
	<u>4318</u>	<u>3421</u>

8. Creditors

	<i>2013</i>	<i>2012</i>
	£	£
VAT	20896	11081
Grant received in advance	8750	-
Sundry creditors	4077	3449
	<u>33723</u>	<u>14530</u>

Community Accounting Plus
Notes to the accounts (continued)
for the year ended 31 March 2013

9. Staff costs and numbers

Staff costs were as follows:

	2013	2012
	£	£
Salaries	272420	266649
Social security costs	23824	25072
Pension	21519	21676
	<u>317763</u>	<u>313397</u>

No employee received emoluments of more than £60,000.

The average weekly number of employees during the year was 13 (2012: 12).

The charity contributes to a defined contribution scheme for 12 employees (2012: 12).

10. Analysis of net assets by fund

	General funds	Restricted funds	Total funds
	£	£	£
Fixed assets	840	11492	12332
Net current assets	157844	-	157844
	<u>158684</u>	<u>11492</u>	<u>170176</u>

11. Trustees' remuneration, benefits and expenses

Trustees received no expenses, remuneration or benefits in this period.

12. Related party transactions

No person connected with the trustees has received or is due to receive any remuneration for the year directly or indirectly from the charity's funds.

13. Commitments under operating leases

At March 31, 2013 the company had aggregate annual commitments under non-cancellable operating leases for land and buildings, as set out below:

	2013	2012
	£	£
Operating leases:		
Within 1 year	-	13107
Within 2 - 5 years	-	-
	<u>-</u>	<u>13107</u>

14. Group accounts

Group accounts have not been prepared since the transactions by the trading subsidiary (CA Plus Trading Limited, registration number 4057911, registered in England & Wales) are immaterial to the group as a whole. At 31 March 2013, the details of the trading subsidiary were:

	2013	2012
	£	£
Capital & reserves	<u>1120</u>	<u>1120</u>