

Crisis Centre Limited

operating as

*Crisis Centre
Ministries*

*Bringing God's grace and healing love
to people with life-disrupting problems*

Annual Report
and Full Statutory Accounts

April March
2003 – 2004

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Introduction

Welcome to our Annual Report for the period April 2003 – March 2004.

About Us

Crisis Centre Ministries ('CCM') works in inner-city Bristol, offering love and practical help to the most needy members of our society. We mainly work with people who have been – or still are – homeless. Most of them are struggling with many complex issues: addiction, abuse, criminality, family breakdown, physical and mental health problems, little or no formal education... the list seems to go on forever.

We have a holistic, client-centred approach: the aim is not to solve problems for people, but to build relationships, and help our clients begin to believe that life can change for the better. We don't have a fixed programme we push everyone through, but try to respond to each person's needs, concerns and priorities. We have found that this, in the long run, is the best way to see the deepest problems addressed, and the deepest needs met.

Many people first make contact through *The Wild Goose* – our coffee shop, which also functions as a drop-in centre, perhaps because they were given a meal voucher by one of our supporters. This is a great way to help people who are begging without giving them money.

This Report

In this report, as we are required to do, we look back and review the activities of the past year. We must give members of the public the information they need so they can be confident that the organisation is being run in a responsible way and the money we receive is being used in the most effective way possible.

But we want to give more than the facts and the figures. The most important reason for writing this report is to let people know what we are doing – to give the best description we can manage of not only the challenges and difficulties of the work, but also the encouragement and excitement of seeing people's lives changed.

The formal parts of this report (the company information, members' report and financial details) only relate to the financial year, which ended in March 2004. The other parts of the report should bring you up to date with what has happened up to September 2004, when this report was being completed.

We are a Christian organisation: set up by Christians, with the aim of communicating the Christian gospel and the love of God as we work to help people. Dealing with the need for food, housing and freedom from addiction is relatively straightforward – the deeper problems are all spiritual in nature: does my life have any value, any purpose? If not, you may as well live on the street and drink yourself to death. But as Christians, we believe we have the best possible reason for telling people that they do matter, and that they can discover a real purpose in their life.

We hope that we can share with you in the following pages something of how we do this.

Chairman's Report

Business As Usual

Looking back to last year's Report, we were looking forward ... and that continues to be the case! We still have many clients, many problems to solve, many projects to aim for, many goals to achieve – and thankfully wonderful staff supported by many wonderful volunteers, without whom the whole ministry would collapse. The vision remains – to bring God's grace and healing love to people with life-disrupting problems.

There may be fewer rough sleepers and fewer beggars on our streets, but the number of homeless people is still increasing. They may be sleeping in a hostel or a squat or on a friend's floor, but the need for somewhere to live is generally only the tip of the iceberg. So often the unseen issues sink any attempt to solve the obvious problems, which is where we come in.

There is a constant flow of new people into the Coffee Shop, coming for help and advice, or just a hot meal. Sometimes the team have provided 80 meals in an evening and there is a constant demand during the day for all that the place can offer – a comforting cuppa, a hot meal, a shoulder to cry on, counselling, practical help and advice on housing problems, where to find rehab, training for work, and people who care about the spiritual problems as well as the practical ones.

Sometimes we have felt discouraged by lack of funds, or the need for more volunteers, and then the Lord has sent exactly what we needed and more. Sometimes we laugh rather ruefully at the appropriateness of our name "Crisis Centre Ministries" as we seem to lurch from one crisis to the next – but looking back we can see how the Lord has been leading us and blessing the ministry in many ways. We do thoroughly appreciate our dedicated team, and all the prayers and gifts of our supporters.

Staff Development

Staff training and development is increasingly important in a world where needs and regulations are both rapidly changing. As well as the formal and informal courses they attend, all the staff have a personal mentor to help them both to increase their effectiveness in the job and to grow and develop as people.

James Preston, the new Coffee Shop Manager who joined us in September 2003, is undertaking a course of study arranged through his church which complements the very practical focus of his work with us, and helps to place it in a wider context.

Trudie Lane completed her Diploma in Counselling and was encouraged by the University to go on to study for her MSc. Her work in the office has been invaluable and we appreciate her sympathetic support of staff and clients alike. We are still looking for another trained counsellor to work part-time as a volunteer alongside her.

Andy Luxford has nearly completed his training with Life for the World, and is presently working (in his spare time!) in his final placement with the Salvation Army. This is not only proving to be an excellent experience for Andy, but is also improving communication between the two organisations.

Paul Hazelden has continued studying part-time for his MTh. However, he has found it difficult to do all the work involved in the time available – it would be wonderful to be able to appoint an assistant to share the workload and enable him to work more reasonable hours.

Finances

Martin Horton has persevered with the faith-building job of keeping our books in order, with much appreciated help from our Auditors, Richardson Whitby-Smith. We urgently need someone to work alongside Martin with a view to handing over the job in the not-too-distant future.

We have had one or two ‘dodgy’ months when the payment of wages had to be delayed, and still need to increase our regular income to cover salaries and outgoings. We are planning to appoint a professional fundraiser for a limited period to help us cover our core costs and, we hope, find the salary for two new members of staff.

Networking

Paul Hazelden has put in a lot of work co-ordinating the work of BCAN and the BCAN Homeless Forum, and attending various other networking meetings. Working together to make sure we complement rather than duplicate one another’s area of ministry has been extremely sensible and beneficial.

He continues to provide first class training opportunities for volunteers from a number of organisations around Bristol. The monthly training sessions have been well attended and extremely worthwhile, and will be repeated in the coming year.

We are increasingly working in partnership with a number of other organisations, such as Aspire, Caring at Christmas and the Salvation Army. In addition, we want to develop closer partnerships with some local Churches.

Looking to the Future

We frequently run out of space in the Coffee Shop, and we should, if possible, run the LITE Course from a location with disabled access. We sometimes have to discourage volunteers from coming to help us in the office because there is no space for them, despite installing a new desk in the General Manager’s office. We urgently need more space, and more suitable space, as the present level of activity from the current building is not sustainable. But this, again, means we need to increase our regular monthly income.

The production of the excellent publicity video by Keith and Judy Sheather of St. Mary Magdalene Church will be a tremendous asset in sharing the vision for the work and for the recruitment of volunteers, and we are extremely grateful to them for all their help. Thanks, too, to Chris Vacher of the BBC for doing the voice-over for us, which is a super boost to morale!

Thank you so much for all your prayers and practical help – without which we achieve nothing.

Anni Davey

Chair of Trustees

General Manager's Report

Introduction

It is an impossible task to summarise a whole year in a few words in a report. We can talk about events and progress and plans, but for each of us when we look back, it is the people we remember – individual moments, when you feel privileged to be a part of someone else's life, and a part of what God is doing to bless, heal, encourage, and restore them.

In some ways, this was best summarised for me in a recent visit. *Business in the Community* organised another 'Seeing is Believing' tour: local senior businesspeople go on a short tour, visiting places that help the homeless, and meeting homeless people face to face. James and Jayne laid on a free breakfast in the Coffee Shop, and Andy arranged for past and present LITE Course students to be around. The plans didn't quite work out as intended, but our part of the event was a stunning success – the highlight of their day was meeting our folk and hearing them tell their stories. You can't go through that sort of experience and not be changed in some way.

A Few Events

Last year, we had been very nervous about how many people would attend the celebration of the *Wild Goose* re-opening again after the kitchen refit, but in the end the event had been really well supported. This year, we had similar worries about the Open Day in June, but sadly our concerns were well-founded. Those who came said they had a really good time, but it was hard not to be disappointed after so much work to prepare the event. Some people subsequently suggested it was the weather, or the date, or holding it on a Saturday, but we are still not very clear why so few turned up. So we are trying to understand the reasons and learn the lessons for next time.

Much more successful was the trip by the Bridgehead Church and the LITE Course students to Noah's Ark earlier this year. The weather held, and the animals and demonstrations and displays were brilliant. Even the bone-jerking ride behind a tractor was enjoyable, and it was good to relax together and discover something more of the wonder of God's creation.

Around 18 months ago, I was asked by the organisers of *Jesus in the City* to do a presentation at their congress in Glasgow this Summer. In the end, all the staff team came with me, and Jayne brought her husband Paul, too; between us, we did two presentations about different aspects of the ministry, which were well received. We all gained from being at the congress in various ways, and learned a lot from the people we met and the projects we visited. One encouraging discovery was that, despite all the problems, difficulties and frustrations we face, we are not doing at all badly as a social action project and as a Christian ministry.

2003 was a difficult year: three of the people who got CCM established in the early days all died within a few months of each other. First, Tony Bowen died in February, then Derek Groves in August, and Jeff Baker in September. We published a short and wholly inadequate tribute to Derek in the Newsletter, and we continue to think of and pray for his family. As Anni Davey put it: his vision lives on, and its continued development is the greatest tribute we can offer.

The kind people at Trinity Tabernacle allowed us to use their building for a celebration of Jeff's life, which was a deeply moving experience for everyone present. Both Jeff and Derek had touched so many lives, and their deaths so close together was very difficult for many people to cope with. Please continue to pray for those who miss them, and for the continuing health and growth of the work they started.

The LITE Course

Andy Luxford has continued to run one of the most difficult and most important parts of the ministry: lifeskills training. While we struggle with student numbers, the results are so encouraging, and the investment Andy and his helpers make in each individual is, so often, nothing less than life-changing. We struggle to make the training cost-effective in comparison with other training providers, but in human terms the value of the work cannot be questioned.

Andy's skills are second to none, and we encourage our clients to take up the opportunities he offers, and several of his students have found work or gone on to further training, which is very satisfying. He has also been helping with the work at *Andrew House* in Clevedon, *The Well* (a safe house for women), and at *Lazarus House*, a first home for people coming out of prison.

Coffee Shop

The new kitchen, opened last September, is proving a much better and safer place to work, it is far easier for James Preston, Jayne Griffiths and the volunteers to keep clean, and provides a more welcoming environment for our clients.

Churches and individuals continue to buy our meal vouchers and give them out: there may be fewer people begging on the streets of Broadmead, but many of them have not moved very far. We continue to be blessed and encouraged by Elim@Bristol and their meal voucher scheme, and many people are fed each day through their love and generosity.

Even more importantly, we continue to be blessed with some wonderful volunteers, who take responsibility for much of the practical work, and without whom we simply could not open. We are especially encouraged by the team from Bristol Vineyard, who have taken responsibility for providing both volunteers and food on Monday evenings. This has worked brilliantly. Is there another church that would be willing to help us open on Wednesday evenings – the only weekday night we are now missing?

The most significant unmet need continues to be Sundays. We believe that in all the churches in Bristol, there must be enough volunteers who would enable us to open for a few hours at least on a Sunday. The weekends are the most difficult time for many homeless people, and so few professional services are available. It has to be possible, one way or another.

Keeping Busy

One of the difficult aspects of life for people coming off addiction is how to fill their days. The official term is 'meaningful occupation' – finding something positive

and creative to fill the space which used to be occupied by the excitement of stealing, dealing and using their particular choice of drug. We provide a range of activities.

Jayne's husband, Paul, has been running a weekly video club in the basement, and we have been grateful for the gift of some wholesome videos. Board games have proved popular too, and we have a range of them for people to enjoy.

Trudie is now running the weekly Art Workshop. This has been supported by a number of talented volunteers, and has produced some amazing pieces of work – much of which will feature in an exhibition to be held in St Pauls later this year.

Bridgehead Church

Every week, we find that Bridgehead Church is a place where people can come and share their questions and struggles, be prayed for, and meet God in the middle of their difficulties. It is very encouraging to see real signs of spiritual growth in some of those who attend, and we are very grateful to Jeff Cockburn and the others who take part in leading these sessions.

Many of our clients find that continuing Christian friendship and fellowship are vital if they are to establish themselves in a new life away from the old ways and influences. It takes a great deal of patience and time, but there is no other way to see lasting change.

Publicity

Communicating what we do is an important part of our work. However, preparing material for distribution is quite time consuming, and it is hard to find the right balance between this activity and our 'real' work. Last year, we attempted to form a Publicity Group to help us in this area, but we really need one or two volunteers who could help us – especially people with publicity, presentation and design skills.

The web site is seeing a continuing stream of visitors. Many people who contact us say that they have looked at the site, and it is increasingly important as a way of communicating what we do. We are grateful to Chris and Emily O'Shea for their work in keeping the site updated. Some of the content has migrated over to the new BCAN site (www.bcan.org.uk), but there is plenty left to keep them busy.

We continue to send people to talk to churches and other groups. This might be anything from a small midweek meeting to a training event or Sunday service. As always, we welcome invitations from churches and other groups to lead services, preach, and attend midweek meetings and homegroups.

There is still a great deal of ignorance concerning the issues we deal with, and a great deal of well intentioned but wasted activity. We can provide basic education about the issues, help groups think and pray about a suitable response, or consider Biblical material from the perspective of our work. You can contact us at the office, or via the web site at www.crisis-centre.org.uk.

Finally, I would like to thank Andy Luxford for designing the front cover of this report: a vast improvement on the minimalist design of previous years!

Paul Hazelden
General Manager

Treasurer's Report

Support

We are, as always, immensely grateful for all the ways people contribute to the work of the Crisis Centre, and for the churches and other groups that help us in a variety of ways such as baking cakes and puddings for the customers in the Coffee Shop.

We are financed almost entirely through gifts, mainly from individuals. The majority of the gifts we receive are one-off. Approximately one third of the gifts on an average month come from regular standing orders, and this provides a vital level of stability. Some existing donors have 'gift-aided' their contributions, which provides additional income for us at no extra cost to them – an excellent move! We are very grateful to trustees and volunteers for their hard work in seeking to raise funds to meet our requirements.

The donations we have received in 2003-2004 have been tremendously encouraging. The generosity of our supporters has risen and almost met our increasing outgoings. However, the cost of undertaking this ministry is continuing to rise, and we will need to work and pray even more enthusiastically over the coming year to continue to meet our commitments.

We are very grateful for the gifts we receive for specific purposes – these become 'restricted funds' in the accounts' jargon. However, it is important to remember that we need to cover our 'core' costs – things like salaries and the telephone bill. There is little point in having the funds to undertake a worthwhile activity if we can't afford to pay the staff! So, please try to ensure, as far as possible, that gifts are unrestricted. That way, we can use the gift where it is most needed.

Income Generation

We asked Paul Hazelden to try and offset some of the costs of providing support and training to other organisations, and this has generated some £500 over the past year. We want to be supportive of other groups, but where they can afford to contribute something for the help they receive, we feel it is fair to ask them to do so.

Other Details

You will have read in the Chairman's Report that we plan to employ a professional fundraiser for a limited period. One part of this plan is that they will train people at CCM how to select and approach charities and grant-making trusts to increase our income. Of course, we will need people at this end who are available to benefit from this training – please pray that we find them.

Finally, our thanks go to Scott Whitby-Smith, who has been helping us learn how to use the new accounting system, and how to pull useful information out of it.

Martin Horton

Treasurer

Company Information

Company

‘Crisis Centre Ministries’ and ‘CCM’ are the trading names of *Crisis Centre Limited*, a registered company limited by guarantee, and also a registered charity.

Registered Office	12 City Road, St Pauls, Bristol, BS2 8TP
Registered Company Number	2214814
Registered Charity Number	298528

Appointments

Company Secretary	Richard Hill
General Manager	Paul Hazelden
Reporting accountants	Richardson Whitby Smith Ltd, 53 High Street, Keynsham, Bristol, BS31 1DS
Bankers	HSBC Bank plc, 49 Corn Street, Bristol, BS99 7PP
Solicitors	Sharples & Co, 62 Gloucester Road, Bishopston, Bristol, BS7 8BH

People

The members of the Council of Management and their liability on winding up the company are listed below. The members of the Council of Management are also the trustees of the charity.

All questions at any meeting are determined by simple majority votes cast by members present, with each member having one vote. In the event of an equality of votes, the Chair may exercise a second casting vote.

	31 March 2004	31 March 2003
Anthea Davey (Chair)	£10	£10
Martin Horton (Treasurer – retired 6 October 2003)	-	£10
Susan Hazelden (retired 6 October 2003)	-	£10
Ann Banks	£10	£10
Anne-Marie Holland	£10	£10
David Wiles	£10	£10
David Jeanneret (retired 6 October 2003)	-	£10
Graham Donald	£10	£10
Andrew Robinson	£10	£10
Jane Hoskins (appointed 6 October 2003)	£10	-
Nick Wood (appointed 6 October 2003)	£10	-

Council of Management Members' Report

The Council of Management members present their report and accounts for the year ended 31 March 2004.

Charitable Objectives and Principal Activities

The charitable objects of the company are the advancement of the Christian faith and the relief of poverty and sickness. These objectives continue to be pursued by:

- providing a 'Drop-in Centre' that provides meals as well as help, advice and spiritual support;
- training for employment;
- Bible study, prayer and counselling;
- providing teaching, help and ongoing support to churches and individuals who are in contact with the same client group.

The Council of Management is satisfied with the performance of the charity during the year in pursuing the above objectives, and in the financial position at 31 March 2004, and consider that the charity is in a strong position to continue its activities during the coming year, and that the charity's assets are adequate to fulfil its obligations.

Constitution

The company rules are set out in its Memorandum and Articles of Association. There are no restrictions in the governing document on the operation of the charity or on its investment powers, other than those imposed by general charity law.

The company is limited by guarantee and does not have a share capital. Every Member undertakes to contribute an amount not exceeding £10 to the assets of the company in the event of the winding up of the company.

The company members form the Council of Management, which has the power and responsibility to run the company.

Council of Management

The Council of Management members who served during the year and their interests in the company are listed in the *Company Information* above.

The Council meets on the second Monday of alternate months as a full board. It has established sub groups, which discuss the activities of the charity in terms of finance and staffing. There is also a standing committee comprised of the honorary officers. The sub groups make recommendations to the Council and monitor operational activities. Staff of the charity have delegated authority to carry out day-to-day work within policies agreed by the Council. Financial standing orders give necessary authorisation of different amounts.

No member had any interest in the transactions of the company, or received any remuneration from the company other than reclaiming travel expenses.

Transactions and Financial Position

The financial accounts are set out on pages 11 to 19. The financial statements have been prepared implementing the Statement of Recommended Practice for Accounting and Reporting by Charities issued by the Charity Commission for England and Wales (effective October 2000) and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002). The Council Members consider the financial performance by the charity during the year has been satisfactory.

The Statement of Financial Activities show net outgoing resources for the year of a revenue nature of £3,229 (2003 was net incoming £7,027). The total reserves at the year end stand at £42,267 (2003 £45,496).

Fixed Assets

There have been no changes in the fixed assets owned during the year, they have continued to be depreciated in line with the accounting policy (note 1). The main asset is the freehold property, whose purpose is to provide the premises from which the charity operates its 'Drop-in Centre' and training, and is its registered office.

Council Members' responsibilities

Company law requires the Council members to prepare accounts 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 for that period. In preparing those accounts, the Council members are required to:

- select suitable accounting policies and then apply them consistently;
- 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 company will continue in business.

The Council members are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts 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.

Charitable and Small Company Special Provisions

The report of the Council of Management Members has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Signed:

(Richard Hill, Company Secretary)

Approved by the Council of Management 13 September 2004.

Accountants' Report

Accountants' report on the unaudited accounts to the Council of Management members of Crisis Centre Limited:

As described on the balance sheet you are responsible for the preparation of the accounts for the year ended 31 March 2004, set out on pages 12 to 19, and you consider that the company is exempt from an audit under section 249A(1) of the Companies Act 1985. In accordance with your instructions, we have compiled these unaudited accounts in order to assist you to fulfil your statutory responsibilities, from the accounting records and information and explanations supplied to us.

Signed:
(Scott Whitby-Smith, on behalf of Richardson Whitby Smith Ltd)

Richardson Whitby Smith Ltd
Chartered Accountants

53 High Street
Keynsham
Bristol
BS31 1DS

13 September 2004

Financial Report

Statement of Financial Activities

Crisis Centre Limited Statement of Financial Activities for the year ended 31 March 2004

	Notes	Unrestricted	Restricted	2004	2003
		£	£	Total	Total
				£	£
Incoming resources	3				
<i>Voluntary income:</i>					
Donations and legacies		86,779	8,318	95,097	96,697
Grant for Life Skills training		-	1,000	1,000	-
Grants for Coffee Shop		-	2,300	2,300	-
<i>Activities in furtherance of the charity's objectives:</i>					
Training income		596	-	596	218
Shop income		2,410	-	2,410	1,561
<i>Investment income:</i>					
Interest receivable		62	-	62	19
Total incoming resources		89,847	11,618	101,465	98,495
Resources expended	4				
<i>Cost of generating funds:</i>					
Printing leaflets etc.		2,119	-	2,119	2,145
<i>Charitable expenditure:</i>					
Other direct expenditure on charitable objectives:		85,939	10,853	96,792	83,861
Resources expended on management and administration:					
Accountancy fees		470	-	470	-
Bank and other fees		130	-	130	467
Proportion of General Manager's salary		5,183	-	5,183	4,995
Total resources expended		93,841	10,853	104,694	91,468
Net (outgoing)/incoming resources		(3,994)	765	(3,229)	7,027
Transfer between funds		6,737	(6,737)	-	-
Net movements in funds		2,743	(5,972)	(3,229)	7,027
Total funds brought forwards		39,124	6,372	45,496	38,469
Total funds carried forwards		41,867	400	42,267	45,496
Analysis of net assets between funds					
Tangible fixed assets		41,795	-	41,795	36,113
Investments		10	-	10	10
Net current assets		62	400	462	9,373
Total funds carried forwards		41,867	400	42,267	45,496

Income and Expenditure Account

Crisis Centre Limited Income and Expenditure Account for the year ended 31 March 2004

	Notes	2004 £	2003 £
Turnover – shop sales		2,410	1,561
Cost of sales – shop purchases		(3,205)	(2,443)
Gross loss		<u>(795)</u>	<u>(882)</u>
Administrative expenses		(101,489)	(89,025)
Other gross income		98,993	96,915
Operating (deficit)/surplus	2	<u>(3,291)</u>	<u>7,008</u>
Interest receivable		62	19
(Deficit)/surplus on ordinary activities before taxation		<u>(3,229)</u>	<u>7,027</u>
Loss on sale of fixed assets		-	-
Tax on (deficit)/surplus on ordinary activities		-	-
(Deficit)/surplus for the financial year		<u>(3,229)</u>	<u>7,027</u>
Retained (deficit)/surplus for the financial year	11	<u>(3,229)</u>	<u>7,027</u>

Balance Sheet

Crisis Centre Limited Balance Sheet as at 31 March 2004

	Notes	2004 £	2003 £
Fixed assets			
Tangible assets	6	41,795	36,113
Investments	7	<u>10</u>	<u>10</u>
		41,805	36,123
Current assets			
Stocks		80	80
Debtors	8	1,616	2,239
Cash at bank and in hand		<u>1,636</u>	<u>9,403</u>
		3,332	11,722
Creditors: amounts falling due within one year			
	9	<u>(2,870)</u>	<u>(2,349)</u>
Net current assets			
		<u>462</u>	<u>9,373</u>
Net assets			
		<u>42,267</u>	<u>45,496</u>
Capital and reserves			
Revaluation reserve	10	13,475	13,843
Capital reserve		5,449	5,449
Income and expenditure account	11	23,343	26,204
Total funds			
		<u>42,267</u>	<u>45,496</u>

The Council of Management Members are satisfied that the company is entitled to exemption under Section 249A(1) of the Companies Act 1985 and that no Member or Members have requested an audit pursuant to section 249B(2) of the Act.

The Council of Management Members acknowledge their responsibilities for:

- (i) ensuring that the company keeps proper accounting records which comply with Section 221 of the Companies Act 1985; and
- (ii) 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 income and expenditure for the financial year in accordance with the requirements of Section 226 of the Companies Act 1985, and which otherwise comply with the requirements of this act relating to accounts, so far as applicable to the company.

The accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985.

Signed:

(Anthea Davey, Council of Management Chairman)

Approved by the Council of Management 13 September 2004.

Notes to the Accounts

1. Accounting policies

Basis of preparation of the accounts

The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE), effective June 2002, as modified by the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, effective October 2000. The accounts have been drawn up in accordance with the provisions of the Charities Act and the Companies Act.

The company has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement.

The charity is entirely dependent on continuing donations and grant aid and as a consequence the going concern basis is also dependent on the continuing income from these sources.

The particular accounting policies adopted are set out below.

Accounting convention

The financial statements are prepared, on a going concern basis, under the historical cost convention as modified by the revaluation of freehold land and buildings.

Incoming resources

Incoming resources are accounted for on a receivable basis.

Recognition of liabilities

Liabilities are recognised on the accruals basis in accordance with normal accounting principles, modified where necessary in accordance with the guidance given in the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales.

Resources expended

Resources expended comprise the following.

- *Costs of raising and generating funds.*
- *Costs of activities fulfilling the charity's objectives.* These comprise cost of goods and services and ancillary trading costs.
- *Management and administration costs of the charity.* These comprise the costs of management of the charity's assets, organisational administration and compliance with charitable and statutory requirements.

Fund structure policy

The charity maintains a *general unrestricted fund*, which represents funds which are expendable at the discretion of the Council in furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment. *Restricted funds* have been provided to the charity for particular purposes, and it is the policy of the Council to carefully monitor application of those funds in accordance with the restrictions placed upon them.

Reserves policy

The policy is to hold reserves at least sufficient to fund approximately six months of planned activities. We do not have these reserves at present.

Turnover

Turnover represents the value of sales from the shop.

Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Freehold property	2% straight line
Plant and equipment	25% straight line
Kitchen equipment	10% straight line

An amount equal to the excess of the annual depreciation on revalued assets over the notional historical cost depreciation on those assets is transferred annually from the revaluation reserve to the revenue reserve account.

Stocks

Stock is valued at the lower of cost and net realisable value.

Pensions

The company operates a defined contribution pension scheme. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

2. Result for the year

	2004	2003	2004	2003
	No	No	£	£
This is stated after charging:				
Depreciation of owned fixed assets			1,711	1,312
Depreciation of assets held under finance leases and hire purchase contracts			602	602
Indemnity insurance for Council Members and employees			-	-
Council Members:				
-wages, salaries, benefits			-	-
-expenses payments	1	1	11	54
Employees remuneration:				
-wages and salaries	5	5	73,148	64,886
-pension costs			3,908	2,198
Reporting accountant's fees and expenses			-	-

3. Incoming Resources Statement

	2004			2003
	<i>Unrestricted</i>	<i>Restricted</i>	<i>Total</i>	
	£	£	£	£
Gifts:	-	-	-	-
Crisis Centre Ministries	86,779	8,318	95,097	96,697
Grant for Life Skills training	-	1,000	1,000	-
Grant for Coffee Shop	-	2,300	2,300	-
Trading in furtherance of charitable objectives:				
Sales: shop	2,410	-	2,410	1,561
Training income	596	-	596	218
Investment income:				
Interest receivable	62	-	62	19
Total incoming resources	89,847	11,618	101,465	98,495

4. Resources expended statement

	2004			2003
	<i>Unrestricted</i>	<i>Restricted</i>	<i>Total</i>	
	£	£	£	£
Cost of generating funds:				
Printing leaflets etc.	2,119	-	2,119	2,145
Other direct expenditure on charitable objectives:				
Wages and salaries	61,020	10,853	71,873	62,089
Insurance	3,882	-	3,882	3,317
Depreciation	2,313	-	2,313	1,914
Repairs and maintenance	2,177	-	2,177	513
Telephone	2,363	-	2,363	2,330
Stationery and printing	1,260	-	1,260	2,572
Sundry expenses	501	-	501	1,607
Equipment expensed	1,824	-	1,824	1,141
Rates and water	747	-	747	761
Training and subscriptions	3,516	-	3,516	2,371
Shop purchases	3,205	-	3,205	2,443
Light and heat	1,986	-	1,986	2,543
Postage	615	-	615	260
Travel and subsistence	530	-	530	-
Resources expended on management and administration:				
Other legal and professional	129	-	129	454
Accountancy fees	470	-	470	-
Bank charges	1	-	1	13
Proportion of General Manager's salary	5,183	-	5,183	4,995
Total resources expended	93,841	10,853	104,694	91,468

5. Movements on restricted funds

	2004			2003
	<i>Balance</i>	<i>Incoming resources</i>	<i>Resources expended</i>	<i>Balance</i>
	£	£	£	£
Restricted funds:				
Lite courses	-	8,553	(8,553)	-
Coffee Shop	-	2,300	(2,300)	-
Kitchen refurbishment	-	765	(6,737)	5,972
Video	400	-	-	400
Transferred to General Fund	-	-	6,737	-
Total restricted funds	400	11,618	(10,853)	6,372
Total unrestricted funds	41,867	89,847	(93,841)	39,124
Total funds	42,267	101,465	(104,694)	45,496

6. Tangible fixed assets

	Land and buildings	Plant and machinery	Kitchen equipment	Total
	£	£	£	£
Cost or valuation				
At 1 April 2003	45,000	18,865	-	63,865
Additions	-	-	7,995	-
At 31 March 2004	<u>45,000</u>	<u>18,865</u>	<u>7,995</u>	<u>71,860</u>
Depreciation				
At 1 April 2003	9,900	17,852	-	27,752
Charge for the year	900	1,013	400	2,313
At 31 March 2004	<u>10,800</u>	<u>18,865</u>	<u>400</u>	<u>30,065</u>
Net book value				
At 31 March 2004	<u>34,200</u>	<u>-</u>	<u>7,595</u>	<u>41,795</u>
At 31 March 2003	<u>35,100</u>	<u>1,013</u>	<u>-</u>	<u>36,113</u>

Freehold land and buildings: the property was revalued in line with current market value as at 31 March 1993 by the Council of Management.

	2004	2003
	£	£
Historical cost	<u>27,109</u>	<u>27,109</u>
Cumulative depreciation based on historical cost	<u>8,672</u>	<u>8,130</u>

Under the transitional provisions of the Financial Reporting Standard for Smaller Entities 2000, no subsequent revaluation has been undertaken.

	2004	2003
	£	£
Net book value of plant and machinery included above held under finance leases and hire purchase contracts	<u>-</u>	<u>602</u>

7. Investments in subsidiary undertakings

	£
Cost of shares in Crisis Centre (Creation Enterprises) Limited	
At 1 April 2003	<u>10</u>
At 31 March 2004	<u>10</u>

The company holds 20% or more of the share capital of the following companies:

Company	Country of registration or incorporation	Shares held Class	%
Crisis Centre (Creation Enterprises) Limited	England and Wales	Ordinary	100

(Group accounts are not prepared as the company is dormant and immaterial)

8. Debtors

	2004	2003
	£	£
Other debtors and payments in advance	1,616	2,239

9. Creditors: amounts falling due within one year

	2004	2003
	£	£
Other creditors	2,870	2,349

10. Revaluation reserve

	2004	2003
	£	£
At 1 April	13,843	14,211
Transfer from the income and expenditure account	<u>(368)</u>	<u>(368)</u>
At 31 March	<u>13,475</u>	<u>13,843</u>

11. Income and expenditure account

	2004	2003
	£	£
At 1 April	26,204	18,809
Retained surplus	(3,229)	7,027
Transfer from capital redemption reserve	<u>368</u>	<u>368</u>
At 31 March	<u>23,343</u>	<u>26,204</u>

12. Contingent liabilities

There were no unprovided capital, or revenue commitments.

13. Taxation

The charity is exempt for the purposes of Income Tax and Corporation Tax under section 360 Income & Corporation Taxes Act 1970.

14. Guarantors, controlling party

The company is limited by guarantee. The current and recent past members are listed on page 8, their individual liability is limited to £10 in the event of the winding-up of the company. Current members comprise the Council of Management, which is the ultimate controlling party of the charity.

15. Winding up or dissolution of the charity

If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.