

STUDENT COMMUNITY ACTION

ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2011

CONTENTS AND CHARITY INFORMATION

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EXECUTIVE COMMITTEE

STUDENT MEMBERS

Jacob Cain	President
David Franklin	Secretary
Bodil Isaksen	Junior Treasurer
Hannah Ponting	Internal Projects
Ros Buckland	External Projects
Hannah Malcolm	Committee Member
Oliver Crawford	Committee Member

SENIOR MEMBERS

Paul Taylor	Senior Treasurer
Joye Rosenstiel	
Joanna Haywood	
Penny Wilson	
Phillip Hobday	
Rachel Duncan	
Nicola Buckley	

MANAGER

Caroline Ward

VOLUNTEER ADMINISTRATOR

Ania Rygielska

PRINCIPAL OFFICE

10 Pembroke Street  
Cambridge  
CB2 3QY

CHARITY REGISTRATION NUMBER

263361

INDEPENDENT EXAMINER

Geoff Mann  
Geoff Mann Limited  
Dee House  
Highworth Avenue  
Cambridge  
CB4 2BQ

ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2011

REPORT OF THE TRUSTEES

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

STATEMENT OF TRUSTEES RESPONSIBILITIES

Charity 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 surplus or deficit of the charity for that year.

In preparing those accounts, the trustees are required to:

- (i) Select suitable accounting policies and apply them consistently.
- (ii) Make judgements and estimates that are reasonable and prudent.
- (iii) Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue to meet its objectives.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time, the financial position of the charity and to enable them to ensure that the accounts comply with charity law and the charity's constitution.

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.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Student Community Action was formed by a Constitution adopted on 28 November 1971 which was subsequently amended on 26 January 1981, 22 November 1998, 7 March 2002, and 11 March 2004, 9 March 2006, and was registered as a charity on 21 January 1972.

Appointment of trustees

New trustees are appointed by a majority of the trustees in office at that time.

Organisational structure

The trustees set out the general policy of the charity. The day to day affairs of the charity are run by the co-ordinators.

OBJECTIVES AND ACTIVITIES

The charity is established to 'promote any charitable purpose for the benefit of the community in the Cambridge area and in particular the advancement of education, the furtherance of health and the relief of poverty, distress and sickness, and to promote amongst students in Cambridge the idea and practice of community service and community action in so far as it be legally charitable'.

## ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2011

## REPORT OF THE TRUSTEES

## RESERVES POLICY

The purpose of the Reserves Policy is to set out the reasoning behind and the method of calculating the reserves that the Charity should have. The Policy takes into account the regulation for Trustees to spend income within a reasonable time and to keep reserves as to prevent the charity facing avoidable risk.

**Calculation of Reserves**

The value that Trustees should constitute the Charity's Reserve has been calculated and agreed by reference to a formula based on risk assessment and wind-down period as shown below.

*Risk Assessment for ongoing organisation*

There are a number of events that could occur during a year that are generally not budgeted for and would be typically funded from reserves.

Sickness - the probability of all staff being sick for their maximum entitlement in one year is very low so this reserve has been reduced to 50%	£2,161
Other types of leave requiring cover: maternity, parental or adoption leave;	£2,883
Provision to cover loss of a regular funder	£7,000
A minimum level or reserves for day to day operation be held in the bank representing 1 month's running costs	£5,800

*What would happen if we had a staff cost such as redundancy?*

The Charity employs two members of staff, both of whom would require redundancy payments in the event that the Charity was to cease operating. The Trustees therefore consider it prudent to retain reserves of £5,766 for the payment of this.

**Wind down***How long would it take to run down the organisation and how much would this cost?*

Should the Charity's position become financially untenable then the organisation might face being wound up. The Trustees consider a period of 3 months sufficient to ensure all services are closed and allocate an appropriate amount of running costs, £15,750 to the reserves policy accordingly.

In addition, and in terms of the lease for the Charity's premises, a sum equal to £9,815 for each year not expired on the lease shall be payable.

**Capital Fund**

This fund includes monies raised to form permanent retained capital for the benefit of the charity. The fund comprises the £72,000 which was raised by appeals in 1981 and 1986, the capital to be permanently invested to provide income to contribute towards the running costs of the organisation, and the £7,872 capital increase since the date of the appeals. This capital increase is available to be spent for the charitable purposes of the organisation.

## ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2011

## REPORT OF THE TRUSTEES

The Trustees agree that in the event of the winding up of the organisation, the costs of meeting the lease and three months wind down should be made from this amount before dispersing the balance under the terms of the Wind Up clause within the Constitution.

**Cash Flow Reserves**

The Trustees therefore agree that the Reserves necessary to meet the minimum operation of the Charity should consist of the sum shown in the Risk Assessment plus an amount of 3 months running costs to cover any Wind Down period.

In addition, the Trustees agree that a minimum level of Reserves for day to day operation be held in the bank to the value of £5,800 representing 1 month's running costs.

**Summary**

Identified Risk	Value assigned	Applies to Fund
Replacement of a break in annual funding	£7,000	Bank
Day to day minimum	£5,800	Bank
Sick leave	£2,161	Bank
Other types of leave, maternity, parental, adoption	£2,883	Bank
Redundancy	£5,766	Capital Fund
Lease	£19,630	Capital Fund
Wind Down running costs	£15,750	Capital Fund

**Monitoring**

The Finance Group will monitor the Bank Balance in accordance with this Policy and report any relevant matters to the Trustees.

The reserves policy requires £17,294 of unrestricted funding in the bank. At year end 2011 we had £23,637 of unrestricted funds (page 7) and the Finance Group will be reviewing this.

**Reviewing**

This policy was last reviewed on 28th February 2011 and is due for a further review by the Finance Group at their May 2012 meeting.

**INVESTMENT POWERS**

These are governed by the Constitution which states that the trustees are given the power ' to undertake and execute any Charitable Trusts which may further the attainment of the Organisation.'

**ACHIEVEMENTS**

A full report on these can be found in the Handbook.

## ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2011

## REPORT OF THE TRUSTEES

## TRUSTEES

## STUDENT MEMBERS

Student members are appointed by the board of trustees to take up their post for one academic year, beginning at the end of each academic year.

Members in post from January 2011 to June 2011 (first in post June 2010):

Aigneis Cheevers  
David Franklin

Lucy Akril  
Jonny Walker

Scott Whittaker  
Nicci Shall  
Jacob Cain  
Kirsty Wright  
Taz Rasul (Until Lent term 2011)

President  
Vice President  
Secretary  
Junior Treasurer  
Internal Projects  
External Projects  
IT Officer  
Committee Member  
Committee Member  
Committee Member  
Committee Member

Members in post from June 2011 to December 2011 (first in post June 2011):

Jacob Cain

David Franklin  
Bodil Isaksen  
Hannah Ponting  
Ros Buckland

Hannah Malcolm  
Oliver Crawford

## SENIOR MEMBERS

Senior members are appointed by the board of trustees for a period of three years.

Joanna Haywood  
Penny Wilson  
Rachel Duncan  
Joye Rosenstiel  
Paul Taylor                      Senior Treasurer  
Nicola Buckley  
Philip Hobday

This report was approved by the trustees on *5 MARCH 2012* and signed on their behalf.

*P. Taylor*

PAUL TAYLOR  
SENIOR TREASURER

ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2011

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF STUDENT COMMUNITY ACTION

I report on the accounts of the charity for the year ended 31 December 2011, which are set out on pages 6 to 12.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND THE EXAMINER

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, 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 Commissioners. 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 I do not express an audit opinion on the view given by the accounts.

INDEPENDENT EXAMINER'S STATEMENT

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

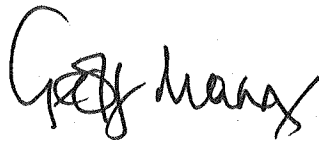
(1) which gives me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 41 of the Act: and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act

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.

Geoff Mann  
Geoff Mann Limited  
Dee House  
Highworth Avenue  
Cambridge  
CB4 2BQ



6 March 2012



## ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2011

## STATEMENT OF FINANCIAL ACTIVITIES

		2011			2010
	Notes	Capital Fund	Restricted Funds (note 8)	Unrestricted Funds	Total Funds
		£	£	£	£
<b>INCOMING RESOURCES</b>					
Grants		0	16,186	11,545	27,731
Donations		0	0	9,462	9,462
Other income		0	0	12,482	12,482
Investment income		0	0	3,536	3,536
<b>TOTAL INCOMING RESOURCES</b>	<b>1</b>	<b>0</b>	<b>16,186</b>	<b>37,025</b>	<b>53,211</b>
<b>RESOURCES EXPENDED</b>					
Costs of generating funds		0	0	0	787
Charitable expenditure	4				
Direct operating costs		0	21,729	24,673	46,402
Management and administration		0	0	6,000	6,000
<b>TOTAL RESOURCES EXPENDED</b>	<b>2</b>	<b>0</b>	<b>21,729</b>	<b>30,673</b>	<b>52,402</b>
<b>NET INCOMING RESOURCES FOR THE YEAR</b>		<b>0</b>	<b>-5,543</b>	<b>6,352</b>	<b>809</b>
<b>OTHER RECOGNISED GAINS AND LOSSES</b>					
Unrealised gains on investments		3,795	0	0	3,795
<b>NET MOVEMENT IN FUNDS FOR THE YEAR</b>		<b>3,795</b>	<b>-5,543</b>	<b>6,352</b>	<b>4,604</b>
<b>RESERVES BROUGHT FORWARD</b>		<b>76,077</b>	<b>8,739</b>	<b>17,285</b>	<b>102,101</b>
<b>RESERVES CARRIED FORWARD</b>		<b>79,872</b>	<b>3,196</b>	<b>23,637</b>	<b>106,705</b>

## STATEMENT OF TOTAL RECOGNISED GAINS AND LOSSES

There were no recognised gains or losses for 2011 or 2010 other than those included in the Statement of Financial Activities.

## ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2011

## BALANCE SHEET

	Notes	2011		2010	
		£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	4		0		0
Investments	5		79,872		76,077
			<u>79,872</u>		<u>76,077</u>
<b>CURRENT ASSETS</b>					
Debtors	6	3,318		3,004	
Cash at bank and in hand		29,904		25,635	
		<u>33,222</u>		<u>28,639</u>	
CREDITORS: amounts falling due within one year	7	6,389		2,615	
			<u>26,833</u>		<u>26,024</u>
<b>NET CURRENT ASSETS</b>			<u>26,833</u>		<u>26,024</u>
<b>NET ASSETS</b>			<u>106,705</u>		<u>102,101</u>
<b>RESERVES</b>					
Capital Fund	1		79,872		76,077
Restricted Funds	8		3,196		8,739
Unrestricted Funds			23,637		17,285
			<u>106,705</u>		<u>102,101</u>
<b>ACCUMULATED RESERVES</b>			<u>106,705</u>		<u>102,101</u>

Approved by the trustees on

5 MARCH 2012

and signed on their behalf.



PAUL TAYLOR  
SENIOR TREASURER



## ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2011

## NOTES TO THE ACCOUNTS

## 1 ACCOUNTING POLICIES

## (a) BASIS OF PREPARATION OF ACCOUNTS

The accounts have been prepared under the historical cost convention, subject to fixed asset investments being included at their market value, and include the results of the charity's operations, which are described in the Report of the Trustees and all of which are continuing. They have been prepared in accordance with the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

## (b) INCOMING RESOURCES

Incoming resources are recognised in the year in which the charity is entitled to the receipt, and the amount can be measured with reasonable certainty. Income is only deferred when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

## (c) RESOURCES EXPENDED

Includes all expenditure incurred by the charity other than that which has been capitalised.

## (d) OPERATING LEASES

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor, are charged against income as incurred.

## (e) DEPRECIATION

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life as follows:

Office equipment	20% straight line basis
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## (f) INVESTMENTS

Investments held for the long term to generate income or capital growth are carried at market value as fixed assets.

## (g) CAPITAL FUND

This fund includes monies raised to form permanent retained capital for the benefit of the charity. The fund comprises the £72,000 which was raised by appeals in 1981 and 1986, the capital to be permanently invested to provide income to contribute towards the running costs of the organisation, and the £7,872 capital increase since the date of the appeals. This capital increase is available to be spent for the charitable purposes of the organisation.

## ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2011

## NOTES TO THE ACCOUNTS

## (h) CASH FLOW STATEMENTS

The charity qualifies as a small entity as outlined in Financial Reporting Standard No.1, and has used the exemption provided by that document under which it is not required to include a cash flow statement as part of its accounts.

2	TOTAL RESOURCES EXPENDED	Costs of generating funds	2011 Charitable expenditure	Total expenditure	2010 Total expenditure
		£	£	£	£
	Accountancy	0	505	505	560
	Activities	0	688	688	2,406
	Copying	0	260	260	215
	CRB checks	0	4,953	4,953	7,283
	Depreciation	0	0	0	365
	Fundraising	0	0	0	787
	Insurance	0	791	791	899
	Light and heat	0	426	426	718
	Miscellaneous expenses	0	1,542	1,542	1,321
	Office supplies	0	866	866	569
	Postage	0	375	375	321
	Publicity	0	0	0	770
	Recruitment	0	67	67	35
	Rent and service charge	0	9,653	9,653	9,816
	Repairs	0	85	85	0
	Salaries (note 3)	0	30,409	30,409	34,922
	Small equipment	0	718	718	182
	Telephone	0	808	808	709
	Training	0	256	256	254
	Transport	0	0	0	256
		0	52,402	52,402	62,388

## 3 STAFF COSTS

No remuneration was paid to any of the trustees in the year, nor were any expenses reimbursed to them.

The staff costs were:

	2011 £	2010 £
Wages and salaries	28,262	32,255
Social security costs	2,147	2,667
	30,409	34,922

## ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2011

## NOTES TO THE ACCOUNTS

The average weekly number of staff employed by the charity during the year was as follows:

Co-ordinators	1	1
Administrator	1	1
	<u>2</u>	<u>2</u>

## 4 TANGIBLE FIXED ASSETS

		Office equipment		
		Restricted	Unrestricted	Total
		Funds	Funds	Funds
		£	£	£
COST	Balance at 1 January 2011	6,516	3,510	10,026
	Additions	0	0	0
	Balance at 31 December 2011	<u>6,516</u>	<u>3,510</u>	<u>10,026</u>
DEPRECIATION	Balance at 1 January 2011	6,516	3,510	10,026
	Charge for the year	0	0	0
	Balance at 31 December 2011	<u>6,516</u>	<u>3,510</u>	<u>10,026</u>
NET BOOK VALUE	At 31 December 2011	<u>0</u>	<u>0</u>	<u>0</u>
	At 1 January 2011	<u>0</u>	<u>0</u>	<u>0</u>

## 5 INVESTMENTS

	2011		2010	
	Cost	Market value	Cost	Market value
	£	£	£	£
National Savings Income Bonds	2,000	2,000	2,000	2,000
Fledgeling UK Equity Fund	7,500	8,774	7,500	9,673
Fledgeling Bond Fund	58,588	69,098	58,588	64,404
	<u>68,088</u>	<u>79,872</u>	<u>68,088</u>	<u>76,077</u>
Market value at beginning of year		76,077		73,019
Net profit on revaluation at 31 December 2011		3,795		3,058
Market value at end of year		<u>79,872</u>		<u>76,077</u>

## ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2011

## NOTES TO THE ACCOUNTS

6	DEBTORS: Due within one year	2011 £	2010 £		
	Trade debtors	934	410		
	Prepayments	2,384	2,594		
		3,318	3,004		
7	CREDITORS: Due within one year	2011 £	2010 £		
	Accruals	540	560		
	Other creditors	0	807		
	Payments received in advance	5,250	0		
	Social security and other taxes	599	751		
	Sundry creditors	0	497		
		6,389	2,615		
8	RESTRICTED FUNDS	Brought Forward £	Receipts £	Payments £	Carried Forward £
	Big Siblings				
	BBC Children in Need	802	1,696	2,105	393
	Cambridge City Council	660	2,167	2,285	542
	Cambs County Council	0	2,000	2,000	0
	Others	0	75	75	0
	Bounce				
	BBC Children in Need	745	1,693	2,045	393
	Cambridge City Council	440	722	982	180
	Comic Relief	1,375	0	1,375	0
	Others	0	75	75	0
	Craftroom				
	BBC Children in Need	330	846	980	196
	Cambridge City Council	561	722	1,103	180
	Homework				
	Woodroffe Benton	138	0	138	0
	Parklife				
	BBC Children in Need	564	846	1,214	196
	Cambridge City Council	330	722	871	181
	Pathways				
	National Lottery	1,650	0	1,650	0
	Woodroffe Benton	138	0	138	0
	TESL				
	BBC Children in Need	426	1,693	1,726	393
	British Red Cross	0	366	366	0
	Cambridge City Council	440	2,167	2,065	542
	Cambs Community Foundation	0	396	396	0
	Woodroffe Benton	140	0	140	0
		8,739	16,186	21,729	3,196

## ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2011

## NOTES TO THE ACCOUNTS

## 9 ANALYSIS OF NET ASSETS BY FUNDS

	Investments	Net current assets	Total
	£	£	£
Capital Fund	79,872	0	79,872
Restricted Funds	0	3,196	3,196
Unrestricted Funds	0	23,637	23,637
	<u>79,872</u>	<u>26,833</u>	<u>106,705</u>

## 10 COMMITMENTS

As at 31 December 2011 the charity had annual commitments under non cancellable operating leases for land and buildings as follows:

	2011	2010
	£	£
Between 2 and 5 years	8,840	8,840
	<u>8,840</u>	<u>8,840</u>