

**WORKING TOGETHER PROJECT LIMITED**  
**(A Company Limited by Guarantee)**

**Company Number: 4114544**  
**Charity Number: 1086756**

**UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2011**

**WORKING TOGETHER PROJECT LIMITED**  
(A Company Limited by Guarantee)

**Working Together Project Limited**  
(A Company Limited by Guarantee)  
**Fab Training for Organisations & Communities**

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**WORKING TOGETHER PROJECT LIMITED**  
(A Company Limited by Guarantee)

**Legal and Administrative Information**

**Previous Name**

The Brighton and Hove Working Together Project (Changed February 2011)

**Trustees**

|           |                            |                           |
|-----------|----------------------------|---------------------------|
| C Byard   | (Appointed Sept 2006       | Re-elected January 2011)  |
| E Dennis  | (Appointed Oct 2004.       | Re-elected February 2010) |
| H Gill    | (Appointed Oct 2004.       | Re-elected February 2010) |
| K McPhee  | (Appointed Dec 2005.       | Re-elected February 2010) |
| K Ward    | (Appointed Sept 2006.      | Re-elected January 2011)  |
| J Warren  | (Appointed Sept 2006       | Resigned 18/11/10)        |
| C Witz    | (Appointed July 2009)      |                           |
| T Tohill  | (Appointed July 2009)      |                           |
| M Pasmore | (Appointed September 2009) |                           |
| A Evans   | (Appointed June 2010)      |                           |
| R Beck    | (Appointed June 2010       | Resigned 06/10/10)        |

**Company Secretary**

M R Regan (To August 2010)  
MJ Gregory (From August 2010)

**Principal Officers**

P Bramwell  
L A Stone  
MJ Gregory

**Registered Office and Operation Address**

Brighton Junction  
1A Isetta Square  
35 New England Street  
Brighton and Hove, BN1 4GQ

Visit our website for more information at [www.workingtogetherproject.org.uk](http://www.workingtogetherproject.org.uk)

**Independent Examiner**

J Thacker FCA DChA  
Clark Brownscombe Limited  
8 The Drive  
Hove, BN3 3JT

**Bankers**

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

**WORKING TOGETHER PROJECT LIMITED**  
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**Report of the Directors and Trustees for The Year Ended 31 March 2011**

Welcome to the Trustees Annual Report and Unaudited Financial Statements for the year ended 31 March 2011.

**i) Objectives and Activities**

The objects of the charity are to promote and advance education; and to promote the efficiency and efficacy of charities, community groups and social enterprises.

**Mission Statement**

The Working Together Project (WTP) is dedicated to meeting the workforce development and community capacity building needs of the Third Sector and the Public Sector by offering a wide range of creative and partnership based training, learning and education. WTP is committed to community empowerment, reducing inequality and improving services to disadvantaged people and communities.

**Aims**

1. WTP aims to work in partnership to build the capacity of the Voluntary & Community Sector (VCS) by meeting the training, learning and educational needs of staff, volunteers, community activists and management committees.
2. WTP aims to work in partnership to build the capacity and culture of the VCS to develop, deliver and support access to learning for their staff, volunteers, members and service users.
3. WTP aims to work in partnership to deliver cross-sector training to improve partnership, networking, sharing expertise and to develop the public sector workforce for the benefit of the VCS and the statutory sector.
4. WTP aims to improve the quality of life of all local residents, by supporting the VCS and the public sector to provide effective activities and services; particularly in, with and to, the most disadvantaged and / or those facing discrimination, so as to bring about social, cultural, economic and environmental improvement.

**Activities April 2010 – March 2011 Under Strategic Objectives**

2010-11 has again been a successful period for WTP. Organisational growth has stabilised with a similar income to last year, so we have again been able to deliver on all areas of our five year strategic plan. WTP's business plan for 2010-11 aimed to meet the aims of the strategic plan in the following ways.

**Rolling programme of short courses:**

- Completed 3-year funded programmes in Brighton and Hove and Sussex;
- Delivery of a programme of training for volunteers in Brighton & Hove.

**Outreach service & ensuring clear progression for learners:**

- Dedicated member of staff provided outreach, IAG, signposting and training needs analyses to groups and organisations across Sussex.

**Community based courses with clusters of community groups within and across communities:**

- Bespoke unaccredited training for clusters of community groups, local action teams and area partnerships in 10 disadvantaged neighbourhoods.

**WORKING TOGETHER PROJECT LIMITED**  
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**Report of the Directors and Trustees for The Year Ended 31 March 2011 - continued**

**Leadership and management programme:**

- Accredited leadership programme with mentoring support for 32 community leaders.

**Support partnership working & networking:**

- Participation in the range of partnerships required for funding as well as strategic bodies and networking groups;
- Supporting networking on courses through provision of open courses and contact lists.

**Enable local communities to have a strong voice in the planning and delivery of local services through the provision of learning opportunities:**

- Training for 20 people in representing their group with the outcome that 3 people stood for election to become Community & Voluntary Sector Forum reps;
- Events and funding for partner activities that support citizenship and participation in local decision making.

**Provide learning and information resources:**

- Contribution of articles to the shared Spoke magazine.

**Develop a range of charged for services:**

- Dedicated member of staff continued to develop and market a management development programme, open courses and bespoke in-house provision.

**Identification of need**

- Needs were collected through the following mechanisms: feedback forms, demand for courses, requests by telephone, email and online, outreach, training needs analysis sessions, networking, the findings of partners through their 1:1 work and workshops, partner discussions at steering group meetings, Community Development Workers' perspectives, trainers' perspectives, research reports such as "Taking Account" - the social and economic audit of the third sector in Brighton and Hove, keeping abreast of developments in the sector for ideas on timely courses, and research into gaps.

**Training courses and Workshops - Overall participation:**

|  |      |
|--|------|
| Total number of courses offered                              | 156  |
| Total number of places taken up                              | 1811 |
| Total number of individuals participating                    | 1288 |
| Total number of organisations supported                      | 584  |
| Total additional demand for course places from waiting lists | 638  |

**WORKING TOGETHER PROJECT LIMITED**  
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**Report of the Directors and Trustees for The Year Ended 31 March 2011 - continued**

**ii) Plans for Future Activity**

The Charity plans to continue many of the activities outlined above in the forthcoming years, subject to satisfactory funding arrangements. The organisation also plans to deliver a range of additional training and consultancy services in 2010-11 which are outlined below:

- launch a range of professional development courses for people in a management role, and more advanced courses for frontline staff and trustees to improve their knowledge and skills in: fundraising - bidding and tendering, strategic planning, managing staff and volunteers, team work, organisational development, project delivery and management, diversity and equalities issues, staff and volunteer recruitment, marketing, financial management, project design, partnership working, legal issues and other key management areas as needs arise;
- launch and bid to deliver a range of consultancy services including bespoke training and facilitation, help with PQASSO, delivery of community engagement training, delivery of qualifications based training and delivery of action learning sets;
- provide advice and support to learners to enable them to access relevant learning opportunities. This work will also play a key part in informing the future strategic direction and development of WTP, including the detail of the new projects that we are seeking funding for;
- ensure effective fundraising, marketing and business development: the charity will be developing a new five year strategic plan, new website, customer management system and development of social media use.

**iii) Structure, Governance and Management**

**Governing Document and Constitution**

The Working Together Project is a charitable company limited by guarantee (without share capital), and as a charity its governing instruments are its memorandum and articles of association. It was incorporated as a company limited by guarantee on 24 November 2000 and registered as a charity on 24 May 2001.

The members have guaranteed to contribute a maximum of £1 each in the event of the company being wound up. Trustees are elected annually or co-opted from the membership and are also Directors of the Charitable Company for the purpose of the Companies Act.

WTP recently made changes to its governing document to clarify the role of the organisation and to extend the area of benefit to aid compliance with the document and the sustainability of the organisation.

**Recruitment and Appointment of the Trustee Board**

The directors of the charitable company (the Charity) are also charity trustees for the purposes of charity law and under the company's articles are known as members of the Trustee Board.

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**Report of the Directors and Trustees for The Year Ended 31 March 2011 - continued**

The Annual General Meeting (AGM) was held in February 2010. The members of the Trustee Board are elected to serve for a period of one year when one half (or the number nearest one half) must retire at each AGM, those longest in office retiring first and the choice between any of equal service being made by drawing lots, after which they can be re-elected at the next AGM. Therefore one half of the trustees retired. During this financial period there were two Trustee Boards serving (details on page 1).

The trustees have the power to co-opt any person to fill a vacancy in numbers or as an additional trustee, but co-opted trustees hold office only until the next AGM. Two trustees were co-opted in this financial year.

Trustee vacancies are advertised locally and on our website, following identification of gaps in the trustee board in terms of skills, knowledge, gender, etc. An annual recruitment drive is run before our AGM, to include invitations to the membership, advising them of the retiring trustees and requesting nominations for the AGM. The intention of such a process is to ensure that the needs of the membership are appropriately reflected through the diversity of the trustee board. To enhance the potential pool of trustees, the charity has, through its mailing list and networking with local voluntary and community organisations (VCOs), sought to identify learners who would be willing to become members of the organisation and use their direct experience to assist the charity.

All new trustees complete an application form, which is reviewed by the trustees and forms the basis on which members at the AGM elect the trustee board. When considering co-opting trustees, the board has regard to the requirement for any specialist skills needed. In an effort to maintain this broad skill mix, members of the trustee board are requested to provide information about their skills (updated each year) and in the event of particular skills being lost due to retirements, individuals are approached to offer themselves for election to the trustee board, or to be co-opted if the trustees have identified a skills gap on the board during the year.

The charity has no issued share capital or debentures, hence there are no trustees' Interests requiring disclosure.

**Trustee Induction and Training**

New trustees undergo an orientation evening to brief them on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision making processes, the business plan, policies and financial activity. During the induction process they meet the staff team and other trustees.

A trustee information handbook is prepared annually with critical documents necessary to undertake the trustees' strategic, legal and statutory responsibilities and are distributed and explained as part of the induction process. Trustees are encouraged to attend appropriate training courses relevant to their role.

**WORKING TOGETHER PROJECT LIMITED**  
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**Report of the Directors and Trustees for The Year Ended 31 March 2011 - continued**

**Relationships with other Charities and Organisations**

We work with a very wide range of organisations and receive funding from a number of sources. We are very grateful to the following funders and partners for their support in the period April 2010 – March 2011:

3VA

Adur Voluntary Action

Big Lottery

Black & Minority Ethnic Community Partnership

Brighton and Hove City Council

Brighton and Hove Learning Partnership

University of Brighton

Business Community Partnership

Voluntary & Community Action Chichester District

Community Action Hampshire

Community & Voluntary Sector Forum

Community University Partnership Project

Crawley CVS

CVS Arunwide

Department of Communities & Local Government

East Grinstead CVS

Eastern Road Partnership

European Social Fund

Friends Centre

Hangleton and Knoll Project

Hastings Voluntary Action

Horsham CVS

Impetus

LSC, Sussex

Mid Sussex (South) CVS

Novas Scarman

Oxford Community & Voluntary Action

SCIP

Serendipity

Surrey Community Action

Sussex Voluntary and Community Sector Learning Consortium

Turner Area Partnership

The Bridge

Trust for Developing Communities

Voluntary Action Within Kent

Brighton & Hove Volunteer Centre

Whitehawk Inn

Workers Educational Association

Worthing CVS

**WORKING TOGETHER PROJECT LIMITED**  
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**Report of the Directors and Trustees for The Year Ended 31 March 2011 - continued**

**Risk Management**

The trustees have a risk management strategy, which comprises:

- an annual review of all the risks the charity may face;
- systems and procedures to mitigate those risks identified; and
- the ongoing implementation of procedures designed to minimise any potential impact on the charity, should those risks materialise.

The Trustee Board undertook the annual risk assessment, considered the main risks facing the charity and is satisfied that they have put systems in place to mitigate any impact on the charity. Significant external risks to funding have led to the development of a strategic plan, which has, and will continue to, facilitate the diversification of funding and activities. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects to ensure consistent quality of delivery for all operational aspects of the charity. The continuing implementation of PQASSO (Quality Assurance Standards for Voluntary Organisations developed by the Charities Evaluation Service, for which we have achieved level 2), OCN quality standards, Learning and Skills Council Common Inspection Framework and Recognising and Recording Progress and Achievement in non-accredited adult learning (RARPA) and the quality standards of our other awarding bodies, ensure a consistent quality of delivery for all operational aspects of the charity. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

**Organisational Structure**

The WTP has provision for a Trustee Board of up to 11 members who meet bi-monthly (6 times) a year. The Personnel Sub-Group, the Finance and Fundraising Sub-Group and the Strategy Sub-Group meet a minimum of three times a year. Occasionally, additional meetings are held during periods of organisational change and development.

At present the committee has ten members, which includes the ex-officio company secretary who has no voting rights. Whilst it is a strong board, the board will be actively recruiting new trustees, as skills gaps are identified on an ongoing basis. Our trustees' skills and experience include running training and learning projects, community development, strategic planning, financial management, fundraising, human and other resource management, project development and employment and personnel issues.

The trustee board is responsible for the strategic direction and policy of the charity. As a learning provider, the organisation's management structure is such that it ensures constant development of all staff and volunteer members and has appointed a management team to manage the day-to-day operations of the charity, including line managing staff. To facilitate effective operations, staff members have delegated authority approved by the trustees for operational matters, including finance, communications, implementation of policy, learning, and partnership-related activity.

This continues to ensure high levels of management in all areas of work, including developing a greater understanding of the VCS, increased effectiveness in the management of the resources that the organisation receives and full compliance with the law and best practice in governance.

**WORKING TOGETHER PROJECT LIMITED**  
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**Report of the Directors and Trustees for The Year Ended 31 March 2011 - continued**

**The Staff**

The Working Together Project working environment is open, respectful and vibrant – it is a place where team working gets results and creative, collaborative ideas can flourish. Staff members are encouraged to generate new ideas and take ownership for making them happen. Each staff member is evaluated according to organisation-wide performance standards. There is a belief that for good ideas to have an impact throughout the organisation, all members of the team need to participate. WTP ended the year with four full-time and two part-time staff.

7 part-time staff:

|                                       |                                  |
|---------------------------------------|----------------------------------|
| Melanie Gregory, Finance Manager      | (21 hrs)                         |
| Rona Parsons, Development Worker      | (21 hrs – contract ended Mar 11) |
| Joyce Quinnell, Development Worker    | (21 hrs – contract ended Aug 10) |
| Linda Naughton, Development Worker    | (21 hrs – resigned Sept 2010)    |
| Emily Ballantyne, Development Worker  | (21 hrs – contract ended Mar 11) |
| Martina Regan, Administration Manager | (28 hrs – contract ended Aug 10) |
| Elaine Elliott, Administrator         | (28 hrs)                         |

4 full-time staff:

|   |          |
|---|----------|
| Paul Bramwell, Strategic Development Manager  | (35 hrs) |
| Louise Stone, Operational Development Manager | (35 hrs) |
| Stella Peyerl, Administration Worker          | (35 hrs) |
| James Forward, Administration Worker          | (35 hrs) |

**Related Parties**

In so far as it is complementary to the charity's objects, the charity is guided by both local and national policy. The charity has played an active role in the ChangeUp agenda and has a close working relationship with other infrastructure organisations in Brighton and Hove East and West Sussex, around the region as well as in France.

**Public Benefit**

From 1 April 2008 the Charities Act 2006 required all charities to meet the legal requirement that its aims are for the public benefit. The Charity Commission in its "Charities and Public Benefit" guidance requires that there are two key principles to be met in order to show that an organisation's aims are for the public benefit: firstly, there must be an identifiable benefit and secondly that the benefit must be to the public or a section of the public.

The guidance lists promoting the efficiency of other charities as one of the examples of benefits to the public, and the objects of the WTP include the promotion of efficiency and efficacy of other charities and it achieves this through its educational courses, conferences, exhibitions and websites. In pursuing these objectives the trustees are mindful of and strive to achieve ways of minimising the impact of its activities and products on the environment. Although WTP aims principally to serve the charity sector, it also provides services to the wider not-for-profit and social enterprise sectors, and is mindful of delivering services to smaller charities with limited resources.

**WORKING TOGETHER PROJECT LIMITED**  
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**Report of the Directors and Trustees for The Year Ended 31 March 2011 - continued**

**iv) Financial Review**

**Trustees' responsibilities in relation to the financial statements**

Please see below under v).

**Results**

The net incoming resources for the year amounted to £10,502 (2010: £13,484) of which - £13,662 (2010: £15,707) decreased our restricted fund reserves, leaving £24,164 (2010: - £2,223) attributable to general reserves. General reserves now stand at £150,040 (2010: £125,876).

The principal funding sources consisted of five main funds:

- A three year discretionary grant from Brighton & Hove City Council for core costs, which provided an income of £16,000 in this financial year;
- Big Lottery BASIS funding for two three year partnership projects: the first was a partnership with Impetus and BCP (BAS/2/010255764) which started in October 2007 with funding of £28,332 in this financial year; the second was a partnership project with SCIP (BAS/2/01264169) which commenced in January 2008 with funding of £45,380 in this financial year;
- Funds of £83,165 were secured from the Dept of Communities and Local Government to engage communities in Brighton & Hove to have a stronger voice and get involved in local decision-making structures and processes under the Take Part Pathfinder;
- Funds of £10,000 were also secured via the LSC's Neighbourhood Learning in Deprived Communities;
- Funds of £16,000 were secured from the Stronger Communities Partnership to support the development & networking of neighbourhood community groups within communities and across communities and to recruit and train Community & Voluntary Sector Forum representatives;
- £16,541 was secured to deliver training for volunteers and build the capacity of voluntary organisations that deliver training and learning.

The Big Lottery BASIS Fund BAS/2/010255764 funded the salary and on costs of a part time Development Worker with some administration and finance support. The funding covered the development and administration of a rolling programme of short courses to develop the capacity of VCS organisations in Brighton and Hove and funding to deliver good practice information.

The Big Lottery BASIS Fund BAS/2/010255764 funded the salary and on costs of a full time Development Worker plus on costs and part time finance and administration support.

The Dept of Communities and Local Government have funded development worker costs with some administrative and finance support, costs of a leadership programme and funds to enable partner organisations to deliver support to develop leadership skills in communities across Brighton & Hove.

The NLDC funding paid for outreach and the development of short courses relevant to the needs of community groups within the most deprived neighbourhoods in Brighton and Hove.

**WORKING TOGETHER PROJECT LIMITED**  
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**Report of the Directors and Trustees for The Year Ended 31 March 2011 - continued**

The funds secured from the Stronger Communities Partnership paid towards the costs of development time and courses for community groups and community representatives.

The organisation also undertook a number of smaller projects which aimed to increase the amount of training available to the VCS and therefore to further build the sector's capacity to deliver services and activities. These included Learning & Development Third Sector, a partnership project with Community Action Hampshire, which was funded by the LSC and European Social Fund (ESF) to outreach to the VCS, to identify their training and learning needs and to sign-post to appropriate provision including Train to Gain funded training. It also included funding from Brighton & Hove City Council to support Turner and Eastern Road area partnerships and funding from Sussex Voluntary & Community Sector Learning Consortium to provide training that supports organisations to deliver more effective training and learning,

This financial year has seen further implementation of our strategic plan. This has generated a very positive financial outcome for the period with incoming resourcing of £316,760.

**Reserves Policy**

Because we are a charity whose principal aim is to be a provider to the VCS and to set an example, we believe that we need a particularly transparent reserves policy. In order to fulfil our responsibility to secure the charity's viability beyond the immediate future and in order to protect the charity against serious disruption to its work, we need to provide reliable reserves against future uncertainty, to absorb setbacks, and to take advantage of change and opportunity over the long term.

To that purpose, the trustee board have established a policy whereby we aim to ensure that unrestricted funds, not committed or invested in tangible fixed assets held by the charity, should be 3 months of resources expended, currently at £68,000 in general funds. At this level, the trustees feel that they would be able to continue the current activities in the event of a significant drop in funding, although it would obviously be necessary to consider how the funding would be replaced, or activities charged for.

In addition, in any one year, the trustees may earmark unrestricted funds for a particular project or to use as designated funds. The policy for any transfers between funds, and allocation to or from designated funds will be stated in the notes to the accounts. Our reserves policy will be reviewed at least once every year in order for this to keep on reflecting current and future needs, risks, opportunities and contingencies. Our designated funds will be reviewed annually.

**Investment Policy**

Aside from retaining a prudent amount in reserves each year, most of the charity's funds are to be spent in the short term so there are few funds for long term investment. Having considered the options available, the Trustee Board has decided to continue to invest the small amount that it has available in an ordinary deposit account.

**WORKING TOGETHER PROJECT LIMITED**  
(A Company Limited by Guarantee)

**Report of the Directors and Trustees for The Year Ended 31 March 2011 - continued**

**v) STATEMENT OF FINANCIAL RESPONSIBILITIES**

The Trustees (who are also Directors of Working Together Project for the purposes of Company law) are responsible for preparing the Trustees Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 company as at the end of the year and of the surplus or deficit of the company for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- observe the methods and principles in the charities SORP;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements.

The Trustees are responsible for keeping 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 financial statements comply with the Companies Act 2006. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the company and to prevent and detect fraud and other irregularities.

**vi) Independent Examiner**

A resolution to re-appoint J Thacker of Clark Brownscombe Limited as Independent Examiner of the charitable company will be put to the forthcoming Annual General Meeting.

**SORP and Companies Act Compliance**

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities.

This report was approved by the trustees on 15 September 2011 and signed on their behalf, by:

  
.....  
H Gill - Trustee

**WORKING TOGETHER PROJECT LIMITED**  
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**INDEPENDENT EXAMINER'S REPORT**  
**TO THE TRUSTEES OF THE BRIGHTON AND HOVE WORKING TOGETHER PROJECT**

I report on the accounts of the Charity for the year ended 31 March 2011, which are set out on pages 13 to 19.

**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 charity's trustees consider that an audit is not required for this year under Section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of The Institute of Chartered Accountants in England and Wales .

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:

- examine the accounts (under section 43(a) of the Charities Act 1993);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- 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 the seeking of 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 statement below.

**Independent Examiner's statement**

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

- which gives me reasonable cause to believe that, in any material respect, the requirements
  - a. to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - b. to prepare accounts which accord with the accounting records, comply with the accounting requirements 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
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

  
P J Thacker FCA DChA  
Clark Brownscombe Limited  
Chartered Accountants  
8 The Drive  
Hove, East Sussex  
BN3 3JT

Date: 10 October 2011

**WORKING TOGETHER PROJECT LIMITED**  
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**STATEMENT OF FINANCIAL ACTIVITIES**  
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 MARCH 2011

|  | Notes | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | 2011<br>Total<br>£    | 2010<br>Total<br>£    |
|--|-------|----------------------------|--------------------------|-----------------------|-----------------------|
| <b><u>Incoming Resources</u></b>                     |       |                            |                          |                       |                       |
| <b>Incoming Resources from Generated Funds</b>       |       |                            |                          |                       |                       |
| <i>Grants</i>  | 4     | 91,934                     | 199,418                  | 291,352               | 249,249               |
| <i>Donations</i>                                     |       | 75                         | -                        | 75                    | 40                    |
| <i>Bank Interest</i>                                 |       | 322                        | -                        | 322                   | 366                   |
| <b>Incoming Resources from Charitable Activities</b> |       |                            |                          |                       |                       |
| <i>Fee Income</i>                                    |       | 12,267                     | -                        | 12,267                | 57,855                |
| <i>Other</i>   |       | 11,994                     | 750                      | 12,744                | 14,650                |
| <b><u>Total Incoming Resources</u></b>               |       | <b><u>116,592</u></b>      | <b><u>200,168</u></b>    | <b><u>316,760</u></b> | <b><u>322,160</u></b> |
| <b><u>Resources Expended</u></b>                     |       |                            |                          |                       |                       |
| Cost of generating funds                             |       |                            |                          |                       |                       |
| <i>Fundraising and publicity</i>                     |       | 1,119                      | 2,442                    | 3,561                 | 3,308                 |
| Charitable activities                                |       | 90,309                     | 208,642                  | 298,951               | 300,513               |
| Governance   |       | 1,000                      | 2,746                    | 3,746                 | 4,855                 |
| <b><u>Total Resources Expended</u></b>               | 5     | <b><u>92,428</u></b>       | <b><u>213,830</u></b>    | <b><u>306,258</u></b> | <b><u>308,676</u></b> |
| <b>Net Incoming/(Outgoing) Resources</b>             | 2     | 24,164                     | (13,662)                 | 10,502                | 13,484                |
| <b>Total Funds at 1 April 2010</b>                   |       | <b><u>125,876</u></b>      | <b><u>16,053</u></b>     | <b><u>141,929</u></b> | <b><u>128,445</u></b> |
| <b>Total Funds at 31 March 2011</b>                  | 11    | <b><u>150,040</u></b>      | <b><u>2,391</u></b>      | <b><u>152,431</u></b> | <b><u>141,929</u></b> |

All amounts relate to continuing activities.

There have been no recognised gains or losses other than the result for the financial year and all surpluses or deficits have been accounted for on an historical cost basis.

The notes on pages 15 to 19 form part of these financial statements

**WORKING TOGETHER PROJECT LIMITED**  
(A Company Limited by Guarantee)

**Company Number: 4114544**

**BALANCE SHEET AS AT 31 MARCH 2011**

|  | Notes | 2011           |                | 2010           |                |
|--|-------|----------------|----------------|----------------|----------------|
|  |       | £              | £              | £              | £              |
| <b>Fixed Assets</b>                            | 7     |                | 2,954          |                | 5,323          |
| <b>Current Assets</b>                          |       |                |                |                |                |
| Debtors  | 8     | 19,775         |                | 22,576         |                |
| Cash at Bank and in hand                       |       | <u>160,704</u> |                | <u>135,486</u> |                |
|  |       | <u>180,479</u> |                | <u>158,062</u> |                |
| <b>Liabilities</b>                             |       |                |                |                |                |
| Creditors: Amounts falling due within one year | 9     | <u>31,002</u>  |                | <u>21,456</u>  |                |
| <b>Net Current Assets</b>                      |       |                | <u>149,477</u> |                | <u>136,606</u> |
| <b>Net Assets</b>                              |       |                | <u>152,431</u> |                | <u>141,929</u> |
| <b>Reserves</b>                                |       |                |                |                |                |
| Unrestricted Funds                             |       |                | 150,040        |                | 125,876        |
| Restricted Funds                               |       |                | <u>2,391</u>   |                | <u>16,053</u>  |
| <b>Total Funds</b>                             | 10    |                | <u>152,431</u> |                | <u>141,929</u> |

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2011.

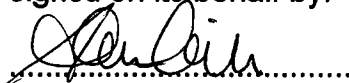
The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2011.

The directors acknowledge their responsibilities for:

- (a) Ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) Preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of financial year and of its profit or loss for each 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 company.

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

The financial statements were approved by the Board of Directors on 15.9.2011 and were signed on its behalf by:

  
.....  
H. Gill

The notes on page 15 to 19 form part of these financial statements

**WORKING TOGETHER PROJECT LIMITED**  
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2011**

**1 ACCOUNTING POLICIES**

(a) *Accounting basis and standards*

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 1985 and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice issued in March 2005.

(b) *Income*

This represents income from grants, donations and other fund raising activities. Donations are credited to the income and expenditure account in the year in which they are received.

Other income is credited to the income and expenditure account in the year to which it relates.

(c) *Resources expended*

These are recognised in the period in which they are incurred. Resources expended include attributable VAT, which cannot be recovered.

Resources expended are allocated to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration on each activity, comprising the salary and overhead costs of the central function, is apportioned on a basis, which is an estimate, based on staff time, of the amount attributable to each activity.

(d) *Depreciation*

Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which is estimated at 4 years. However, assets for projects are depreciated over the period of the project. The company does not have a minimum value for capitalisation of fixed assets.

(e) *Funds*

Unrestricted Funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure that meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

(f) *Designated Funds*

Designated funds are unrestricted funds earmarked by the Trustees for a particular purpose.

(g) *Pension*

The pension cost charge represents the contributions payable by the company to the employees' pension schemes.

**WORKING TOGETHER PROJECT LIMITED**  
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS – continued**

**2 NET INCOMING RESOURCES FOR THE YEAR**

|                                | 2011         | 2010       |
|--------------------------------|--------------|------------|
|                                | £            | £          |
| This is stated after charging: |              |            |
| Depreciation                   | 2,603        | 2,247      |
| Trustees remuneration          | -            | -          |
| Trustees expenses reimbursed   | -            | 4          |
| Independent Examiner's fees    | <u>1,055</u> | <u>890</u> |

**3 SALARIES AND WAGES**

|                       | 2011           | 2010           |
|-----------------------|----------------|----------------|
|                       | £              | £              |
| Salaries              | 146,739        | 152,203        |
| Social security costs | 13,718         | 14,181         |
| Pension costs         | <u>6,550</u>   | <u>6,840</u>   |
|                       | <u>167,007</u> | <u>173,224</u> |

|                             | <u>Number</u> | <u>Number</u> |
|-----------------------------|---------------|---------------|
| Average number of employees | <u>6</u>      | <u>6</u>      |

No employee received emoluments in excess of £60,000.

**4 GRANTS RECEIVED**

|   | Unrestricted  | Restricted     | 2011<br>Total  | 2010<br>Total  |
|---|---------------|----------------|----------------|----------------|
|   | £             | £              | £              | £              |
| Big Lottery BAS/2/010255764                     | -             | 28,332         | 28,332         | 58,429         |
| Big Lottery BAS/2/010264169                     | -             | 45,380         | 45,380         | 56,596         |
| Brighton & Hove City Council Grant              | -             | 16,000         | 16,000         | 16,000         |
| Brighton & Hove City Council                    | 16,000        | -              | 16,000         | 19,000         |
| ESF Community Grant – Capacity Building Project | -             | 5,066          | 5,066          | -              |
| ESF Community Grant                             | -             | 11,475         | 11,475         | -              |
| NLDC4 (LSC) Capital funding                     | -             | -              | -              | 2,250          |
| NLDC3 (LSC)                                     | -             | -              | -              | 3,713          |
| NLDC4 (LSC)                                     | -             | -              | -              | 16,424         |
| NLDC5 (SFA)                                     | -             | 10,000         | 10,000         | -              |
| Take Part (CDF/WEA)                             | -             | 83,165         | 83,165         | 76,837         |
| Action in Rural Sussex                          | 5,568         | -              | 5,568          | -              |
| Community Action Hampshire                      | 55,366        | -              | 55,366         | -              |
| WSCVYS  | <u>15,000</u> | -              | <u>15,000</u>  | -              |
| <b>Total</b>                                    | <u>91,934</u> | <u>199,418</u> | <u>291,352</u> | <u>249,249</u> |

**WORKING TOGETHER PROJECT LIMITED**  
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS - continued**

**5 RESOURCES EXPENDED**

|   | Fundraising<br>and Publicity<br>£ | Training<br>Programmes<br>£ | Outreach<br>and<br>TNA<br>£ | Development<br>& Partnership<br>& Working<br>£ | Information<br>Advice &<br>Support<br>£ | Governance<br>£ | 2011<br>Total<br>£ | 2010<br>Total<br>£ |
|---|-----------------------------------|-----------------------------|-----------------------------|--|---|-----------------|--------------------|--------------------|
| <b>Costs directly allocated to activities</b> |                                   |                             |                             |  |   |                 |                    |                    |
| Staff costs                                   | 3,561                             | 55,103                      | 12,352                      | 41,579   | 18,475                                  | 2,583           | 133,653            | 140,219            |
| Temporary staff costs                         | -                                 | 40                          | -                           | -  | -                                       | -               | 40                 | 6,687              |
| Direct training costs                         | -                                 | 50,684                      | -                           | -  | -                                       | -               | 50,684             | 61,295             |
| Other direct project costs                    | -                                 | -                           | -                           | 44,941   | -                                       | -               | 44,941             | 24,192             |
| Printing                                      | -                                 | 2,812                       | -                           | -  | -                                       | -               | 2,812              | 5,219              |
| Postage                                       | -                                 | 1,300                       | -                           | -  | -                                       | -               | 1,300              | 1,035              |
| Independent Examination                       | -                                 | -                           | -                           | -  | -                                       | 1,055           | 1,055              | 890                |
| Legal and professional                        | -                                 | -                           | -                           | -  | -                                       | 108             | 108                | 1,215              |
| Trustee expenses                              | -                                 | -                           | -                           | -  | -                                       | -               | -                  | 4                  |
| <b>Support costs allocated to activities</b>  |                                   |                             |                             |  |   |                 |                    |                    |
| Premises                                      | -                                 | 4,787                       | 1,909                       | 6,211  | 1,520                                   | -               | 14,427             | 6,462              |
| Insurance                                     | -                                 | 190                         | 285                         | 285  | 190                                     | -               | 950                | 747                |
| Marketing                                     | -                                 | 1,804                       | 2,330                       | 3,736  | 1,554                                   | -               | 9,424              | 3,093              |
| Administration and finance staff              | -                                 | 12,294                      | 3,297                       | 14,746   | 3,017                                   | -               | 33,354             | 33,005             |
| Temporary support staff                       | -                                 | 24                          | 7                           | 29   | 6                                       | -               | 66                 | 865                |
| Staff training and supervision                | -                                 | 546                         | 636                         | 1,040  | 438                                     | -               | 2,660              | 10,881             |
| Telephone and website                         | -                                 | 204                         | 91                          | 219  | 51                                      | -               | 565                | 1,210              |
| Other office costs                            | -                                 | 2,807                       | 753                         | 3,367  | 689                                     | -               | 7,616              | 9,410              |
| Depreciation of office equipment              | -                                 | 1,332                       | 259                         | 653  | 359                                     | -               | 2,603              | 2,247              |
| <b>Total resources expended</b>               | <b>3,561</b>                      | <b>133,927</b>              | <b>21,919</b>               | <b>116,806</b>                                 | <b>26,299</b>                           | <b>3,746</b>    | <b>306,258</b>     | <b>308,676</b>     |

**WORKING TOGETHER PROJECT LIMITED**  
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS - continued**

**6 TAXATION**

The company is a Registered Charity and, under section 505(1) of the Income and Corporation Taxes Act 1988, is exempt from Corporation Tax on its charitable activities.

**7 TANGIBLE FIXED ASSETS**

|                           | <u>Office<br/>Equipment</u><br>£ |
|---------------------------|----------------------------------|
| <b>Cost</b>               |                                  |
| At 1 April 2010           | 16,476                           |
| Additions                 | 234                              |
| Less: Disposals           | <u>(2,240)</u>                   |
| At 31 March 2011          | <u>14,470</u>                    |
| <br><b>Depreciation</b>   |                                  |
| At 1 April 2010           | 11,153                           |
| Charge for the year       | 2,603                            |
| Less: Disposals           | <u>(2,240)</u>                   |
| At 31 March 2011          | <u>11,516</u>                    |
| <br><b>Net Book Value</b> |                                  |
| At 31 March 2011          | <u>2,954</u>                     |
| At 31 March 2010          | <u>5,323</u>                     |

**8 DEBTORS**

|               | 2011<br>Total<br>£ | 2010<br>Total<br>£ |
|---------------|--------------------|--------------------|
| Deposits      | 1,180              | -                  |
| Prepayments   | 1,063              | 938                |
| Other debtors | <u>17,532</u>      | <u>21,638</u>      |
|               | <u>19,775</u>      | <u>22,576</u>      |

**9 CREDITORS: Amounts falling due within one year**

|                                 | 2011<br>£     | 2010<br>£     |
|---------------------------------|---------------|---------------|
| Social Security and other taxes | -             | 4,238         |
| Other creditors                 | 3,421         | 5,508         |
| Accruals                        | 2,066         | 850           |
| Grants received in advance      | <u>25,515</u> | <u>10,860</u> |
|                                 | <u>31,002</u> | <u>21,456</u> |

**WORKING TOGETHER PROJECT LIMITED**  
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS – continued**

**10 ANALYSIS OF NET ASSETS BETWEEN FUNDS**

|                       | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | 2011<br>Total<br>£ | 2010<br>Total<br>£ |
|-----------------------|----------------------------|--------------------------|--------------------|--------------------|
| Tangible Fixed Assets | 2,954                      | -                        | 2,954              | 5,323              |
| Net Current Assets    | <u>147,086</u>             | <u>2,391</u>             | <u>149,477</u>     | <u>136,606</u>     |
| Net Assets            | <u>150,040</u>             | <u>2,391</u>             | <u>152,431</u>     | <u>141,929</u>     |

**11 MOVEMENT IN FUNDS**

|                                       | Balance<br>31.03.10<br>£ | Incoming<br>Resources<br>£ | Outgoing<br>Resources<br>£ | Transfers<br>£  | Balance<br>31.3.11<br>£ |
|---------------------------------------|--------------------------|----------------------------|----------------------------|-----------------|-------------------------|
| <b>Restricted Funds</b>               |                          |                            |                            |                 |                         |
| Big Lottery BAS/2/010255764           | 53                       | 28,332                     | (28,385)                   | -               | -                       |
| Big Lottery BAS/2/010264169           | 1,257                    | 46,130                     | (47,387)                   | -               | -                       |
| Brighton & Hove City Council<br>Grant | -                        | 16,000                     | (16,000)                   | -               | -                       |
| ESF Community Grant - CBP             | -                        | 5,066                      | (5,066)                    | -               | -                       |
| ESF Community Grant                   | -                        | 11,475                     | (11,475)                   | -               | -                       |
| NLDC4 (LSC)                           | 13,380                   | -                          | (13,380)                   | -               | -                       |
| NLDC4 (LSC) Capital Funding           | 1,125                    | -                          | (1,125)                    | -               | -                       |
| NLDCS (SFA)                           | -                        | 10,000                     | (7,609)                    | -               | 2,391                   |
| Take Part (CDF/WEA)                   | <u>238</u>               | <u>83,165</u>              | <u>(83,403)</u>            | -               | -                       |
|                                       | 16,053                   | 200,168                    | (213,830)                  | -               | 2,391                   |
| <b>Unrestricted Funds</b>             |                          |                            |                            |                 |                         |
| Designated Funds                      | 94,770                   | -                          | -                          | 31,642          | 126,412                 |
| General Funds                         | <u>31,106</u>            | <u>116,592</u>             | <u>(92,428)</u>            | <u>(31,642)</u> | <u>23,628</u>           |
| <b>Total Funds</b>                    | <u>141,929</u>           | <u>316,760</u>             | <u>(306,258)</u>           | <u>-</u>        | <u>152,431</u>          |

**Purpose of Restricted Funds**

As described above in the Financial Review.

**Purpose of Designated Funds**

Designated funds include funds to market and support the organisation in its new social enterprise activities and cover staff and fixed running costs during this period of change.