CHICHESTER COMMUNITY DEVELOPMENT TRUST (A COMPANY LIMITED BY GUARENTEE) ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

Chichester Community Development Trust Contents

	Page
Reference and Administrative Details	1
Trustees' Report	2 to 4
Independent Examiner's Report	5
Statement of Financial Activities	6
Balance Sheet	7
Notes to the Financial Statements	8 to 15

Chichester Community Development Trust Reference and Administrative Details

Charity name	Chichester Community Development Trust
Charity registration number	1140014
Company registration number	07114119
Principal office	Marketing Suite Graylingwell Park Connolly Way Chichester West Sussex PO19 6PQ
Registered office	Marketing Suite Graylingwell Park Connolly Way Chichester West Sussex PO19 6PQ
Trustees	Philip Miles John Eagles (Appt 15/09/16) Timothy Morgan Pamela Dignum Anthony French Matthew Parsonage Andrew Reynolds (Res 15/09/16) Lance Else Fiona Creed (Appt 15/12/16)
Secretary	Clare De Bathe
Key Management Personnel	Clare De Bathe
Bankers	Unity Trust Bank Plc 9 Brindley Place Birmingham B1 2HB
Accountant	Kreston Reeves LLP 9 Donnington Park 85 Birdham Road Chichester West Sussex PO20 7AJ

Chichester Community Development Trust Trustees' Report

The Trustees are pleased to present their report, together with the financial statements of the charity, for the year ended 31 March 2017. The Trustees have adopted the provision of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS102), in preparing the annual report and financial statements of the charity.

Structure, Governance and Management

Governing Document

Chichester Community Development Trust (CCDT) is a company limited by guarantee, governed by its Memorandum and Articles of Association dated 30 December 2009 as amended by special resolution on 20 December 2010.

Board of Trustees

For the purposes of the Companies Act 2006, the Board of Trustees is recognised as the Board of Directors of the company. The Trustees of the company through the year and to the date of signing the report are as shown on page 1.

The Trustees may at any time co-opt any person (but not more than three at any one time) duly qualified to be appointed as a Trustee to fill a vacancy in their number.

Objectives

To further or benefit the residents of North East Chichester and the surrounding area, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interest of social welfare for recreation leisure time occupation with the objective of improving the conditions of life for the residents in furtherance of these objects but not otherwise, the Trustees shall have the power to establish or secure establishment of a community centre and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre for activities promoted by the charity in furtherance of the above objects.

The promotion of art for the public benefit by establishing and maintaining affordable studio space for artists in necessitous circumstances upon terms appropriate to their means.

The relief of unemployment for the public benefit in particular by the provision of training or by providing workspace, buildings and land.

The promotion of the conservation, protection and improvement of the physical and natural environment for the public benefit by raising awareness of and encouraging practical steps to reduce levels of atmospheric carbon dioxide.

Achievements and Performance

As a registered charity, the Chichester Community Development Trust (CCDT) puts creativity and entrepreneurial spirit at the heart of its work in the community. Working across Chichester, CCDT empowers local people by developing their skills and supporting projects that create local activities, employment and community spirit. CCDT owns and manages community buildings and land, safe guarding these important spaces for the community and reinvesting any profits to create long-term economic, social and environmental benefits.

2016/17 has been another extremely busy and exciting year for CCDT and has seen new projects and staff members join the organisation. The Community Hall at Roussillon Park continues to thrive with new bookings and a wide range of community development activities taking place every week. The development has now reached is final stages and the Community Hall is providing a much needed community asset for the 255 home scheme and its residents.

The Lodge at Graylingwell Park is a fantastic community venue that is home to the Little Learners preschool and our wonderful youth projects which deliver an extensive programme of activities including the Youth and Junior Ambassadors, youth club and fun bus activities. The Lodge offers community development activities to the residents at Graylingwell Park and as the development has recently passed the half way mark it is a much needed resource and facility.

Both facilities deliver activities including community and internet cafés, book clubs, yoga, pilates, capoeira, WI, fantastic quiz evenings and heritage walks and talks. Thanks to these and the many other activities and events run by CCDT, there is a strong and vibrant sense of community on Graylingwell and Roussillon Park. I'm particularly pleased to report that more residents than ever have used our facilities, over 4000 people have taken part in activities over the last year. Just as importantly new volunteers have been recruited and we now have an active and committed team of 26 volunteers supporting our work and programmes.

External funding was secured during the year from a number of sources to further CCDT's work including;

- New homes bonus funding from Chichester district and City council to develop the Water Tower into a community hub.
- Heritage Lottery Funding to begin "start up" work on the Graylingwell chapel refurbishment including visits to other schemes, delivering community consultation events, developing the business plan and supporting staff training and development.
- Architectural heritage fund funding to engage an architect and produce concept designs and plans for the chapel including a
 public exhibition.

CCDT welcomed a new team member Lina Poskitt to the organisation to take up the role of Office Coordinator to support the team and enable the organisation to grow. The last year has also seen some changes to our board of Trustees and we welcomed John Eagles a resident of Graylingwell Park and Fiona Creed, Marking Director at Linden Homes as a business member.

We couldn't achieve half of what we do without strong partnerships and I'm pleased to report the continuing strength of our existing partnerships with the City, District and County Councils, VAAC, Pallant House Gallery and the University of Chichester. New partnerships have been formed and relationships strengthened with the residents association (RPRA) at Roussillon Park and newly appointed Management Company steering group.

The CCDT board, staff and volunteers have worked very hard and the extensive programme of activities delivered in 2016/17 demonstrates the far reaching impact we are starting to have in the local community. Their contribution is highly valued. CCDT has also received considerable in-kind support from core partners, particularly Chichester City and District Councils, University of Chichester, Linden Homes and Clarion Housing Group.

The charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the charity should undertake.

Financial Review

This year the organisation has received £173,974 in income and made a surplus of £377. CCDT held £330,365 of reserves at the year end of which £217,600 related to fixed assets.

Reserves Policy

The Trustees have considered the level of reserves they wish to retain, appropriate to the charity's needs. This is based on the charity's size and the level of financial commitments held. The Trustees aim to ensure the charity will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. The Trustees will endeavour not to set aside funds unnecessarily.

Risk Management

The Trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining the free reserves stated, combined with the annual review of the controls over key financial systems, will provide sufficient resources in the event of adverse conditions. The Trustees have also examined other operational and business risks which they face and confirm that they have established systems to mitigate the significant risks.

Directors' and Trustees' Responsibilities

The trustees (who are also directors of Chichester Community Development Trust for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practise).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of the affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these 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;
- State whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

Chichester Community Development Trust Trustees' Report

The Directors and Trustees 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 financial statements comply with the Companies Act 2006 and Charities Act 2011 and the regulations thereunder. 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.

To conclude I would like to thank our staff, Management and Task Group and the Board of Trustees for their hard work and support during the year. Chichester Community Development Trust's business objectives for the next 5 years are both ambitious and inspirational and I look forward to another positive and productive year for the Trust supporting the people and community of Chichester.

Small company provisions

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

Approved by the Board and signed on its behalf by:

.....

Philip Miles Trustee

Date:....

I report on the accounts of the company for the year ended 31 March 2017, which are set out on pages 6 to 15.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

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 undersection 145 of the 2011 Act;
- Follow the procedures laid down in the General Directions given by the Charity Commission undersection 145(5)(b) of the 2011 Act; and
- State whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

- (1) Which gives me reasonable cause to believe that in any material respect the requirements:
- To keep accounting records in accordance with section 386 of the Companies Act 2006; and
- To prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or
- (2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Simon Webber BA FCA Kreston Reeves LLP Chartered Accountant 9 Donnington Park 85 Birdham Road Chichester West Sussex PO20 7AJ

Date:....

Chichester Community Development Trust Statement of Financial Activities (including income and expenditure) for the year ended 31 March 2017

		Unrestricted Funds	Restricted Funds	Total Funds 2017	Total Funds 2016
	Note	£	£	£	£
Income:					
Donations and legacies	2	3,872	22,155	26,027	53,069
Charitable activities	3	54,266	-	54,266	36,718
Investments	4	87	-	87	169
Other trading activities	5	93,594	-	93,594	84,130
Total income	_	151,819	22,155	173,974	174,086
Expenditure:					
Charitable activities	6	155,996	17,601	173,597	166,497
Total expenditure		155,996	17,601	173,597	166,497
Net income (expenditure)		(4,177)	4,554	377	7,589
Transfers					
Transfers between funds		(2,103)	2,103	-	-
Net movements in funds		(6,280)	6,657	377	7,589
Reconciliation of funds					
Total funds brought forward		329,988	-	329,988	322,399
Total funds carried forward		323,708	6,657	330,365	329,988

Chichester Community Development Trust (Registration Number: 07114119) Balance Sheet as at 31 March 2017

			2017		2016
	Note	£	£	£	£
Fixed assets					
Tangible assets	11		217,600		227,200
Current assets					
Debtors	12	21,135		23,223	
Cash at bank and in hand		105,737		92,713	
		126,872		115,936	
Creditors: Amounts falling due within					
one year	13	(14,107)		(13,148)	
Net current assets			112,765		102,788
Net assets		_	330,365		329,988
The funds of the charity:					
Restricted funds					
Heritage lottery grant	16		6,657		-
Unrestricted funds					
Unrestricted and designated funds	16		323,708		329,988
Total charity funds			330,365		329,988

For the financial year ended 31 March 2017, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with SORP (FRS102).

Approved by the Board and authorised for issue on and signed on its behalf by:

.....

Philip Miles Trustee

1 Accounting policies

General information and basis of preparation

Chichester Community Development Trust is a Public Benefit Entity, a company limited by guarantee, registered in England and Wales (Company Number: 07114119), and a registered charity (Charity Number: 1140014). In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The registered office is Marketing Suite, Graylingwell Park, Connolly Way, Chichester, West Sussex, PO19 6PQ.

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities (SORP 2015)', FRS102 and the Companies Act 2006.

The charity adopted SORP (FRS 102) in the current year and an explanation of how transition to SORP (FRS 102) has affected the reported financial position and performance is given in note 19.

Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Designated funds are unrestricted funds set aside at the discretion of the trustees for specific purposes.

Further details of each fund are disclosed in note 16.

Income

Donation and legacy income, including gifts, voluntary income and grants that provide core funding or are of a general nature, is recognised where there is entitlement, probability of receipt and the amount can be measured with sufficient reliability.

Deferred income represents amounts received for future periods and is released to income in the period for which it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or

- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Gifts in kind are recognised in different ways dependent on how they are used by the charity:

(i) Those donated for resale produce income when they are sold. They are valued at the amount actually realised.(ii) Those donated for onward transmission to beneficiaries are included in the statement of financial activities as income and expenditure when they are distributed. They are valued at the amount the charity would have had to pay to acquire them.

(iii) Those donated for use by the charity itself are included when receivable. They are valued at the amount the charity would have had to pay to acquire them.

These are only included in income (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

Income from tax reclaims are included in the statement of financial activities at the same time as the gift to which they relate.

Contractual income and performance related grants are included in the SOFA once the related goods or services have been delivered.

Investment income is recognised on a receivable basis.

Grants are accounted for on an accruals basis.

Expenditure

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Fixed assets

Individual fixed assets costing £500 or more are initially recorded at cost.

Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Plant and machinery	10% straight line basis
Leasehold buildings	2% straight line basis

Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discounts offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

2 Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £	Total Funds 2016 £
Grants				
New Homes Bonus	-	-	-	11,779
Heritage Lottery Grant	-	10,000	10,000	10,020
Other Grants/Consultancy Bids	3,632	750	4,382	3,861
Lloyds Foundation	-	-	-	14,500
Awards for All	-	6,405	6,405	-
AS Youth	240	5,000	5,240	12,909
	3,872	22,155	26,027	53,069

3 Charitable activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £	Total Funds 2016 £
HLF Booklet sales	350	-	350	747
Residents contributions	26,546	-	26,546	12,931
Rental income	27,370	-	27,370	23,040
	54,266	-	54,266	36,718

4 Investments

	Unrestricted	Restricted	Total Funds	Total Funds
	Funds	Funds	2017	2016
	£	£	£	£
Interest on cash deposits	87	-	87	169

5 Other trading activities

	Unrestricted Funds	Restricted Funds	Total Funds 2017	Total Funds 2016
Contracted Services	£	£	£	£
Linden Homes & S106	42,982	-	42,982	42,235
Linden Homes green travel plan	2,777	-	2,777	2,777
Summer garden party	5,226	-	5,226	4,343
Gateman	17,161	-	17,161	14,775
Roussillon SLA	20,000	-	20,000	20,000
Consultancy	5,448	-	5,448	-
	93,594	-	93,594	84,130

6 Charitable activities

	Charitable activities £	Total 2017 £	Total 2016 £
Direct costs			
Staff costs	87,072	87,072	80,255
Activities and events	16,131	16,131	15,586
Office expenses	8,363	8,363	3,759
Heritage lottery	12,908	12,908	10,748
Lloyds foundation	2,344	2,344	13,728
Start up costs	453	453	1,513
General building cost	6,343	6,343	10,661
Trust management	1,723	1,723	1,136
Training costs	2,343	2,343	1,805
AS youth	4,956	4,956	3,783
Marketing and publicity	9,336	9,336	3,595
Insurance costs	1,304	1,304	2,236
Independent examiners fee	2,797	2,797	3,529
Legal and professional costs	7,924	7,924	180
Café expenses	-	-	4,383
Depreciation of tangible fixed assets	9,600	9,600	9,600
	173,597	173,597	166,497

7 Trustees' remuneration and expenses

No trustees received any remuneration during the year (2016: Nil). The trustees did not have any expenses reimbursed during the year (2016: Nil).

8 Net income

Net income is stated after charging:

	2017	2016
	£	£
Independent examination fees	550	525
Fees payable to independent examiner for other financial services	2,247	3,004
Depreciation of tangible fixed assets	9,600	9,600

9 Employees' remuneration

The average number of persons employed by the charity (including trustees) during the year was as follows:

Charitable activities	2017 No. 9	2016 No. 10
The aggregate payroll costs of these persons were as follows:	2017 £	2016 £
Wages and salaries	85,469	78,457
Social security costs	1,603	1,798
	87,072	80,255

No employees were paid emoluments in excess of £60,000 per annum during the year.

Key management personnel

Details of key management personnel can be found on the information page. The total amount of employee benefits received by key management personnel for the services to the charity during the year were £31,855 (2016: £28,219)

10 Taxation

12

The company is a registered charity and is, therefore, exempt from taxation on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

11 Tangible fixed assets

	Leasehold buildings £	Plant and machinery £	Total £
Cost			
At 1 April 2016 and 31 March 2017	180,000	60,000	240,000
Depreciation			
As at 1 April 2016	6,300	6,500	12,800
Charge for the year	3,600	6,000	9,600
At 31 March 2017	9,900	12,500	22,400
Net book value			
At 31 March 2017	170,100	47,500	217,600
At 31 March 2016	173,700	53,500	227,200
Debtors			
		2017 £	2016 £
Trade debtors		4,469	6,557
Prepayments and accrued income		16,666	16,666
		21,135	23,223

13 Creditors: Amounts falling due within one year

	2017 £	2016 £
Trade creditors	3,282	11,258
Accruals and deferred income	10,825	1,890
	14,107	13,148

Creditors amounts falling due within one year includes deferred income:

	2017 £	2016 £
As at 1 April 2015	-	27,408
Amount released to income	-	(27,408)
Amount deferred in the year	8,845	-
As at 31 March 2016	8,845	_

Deferred income comprises £8,845 (2016: £nil) of grants and other income received in advance.

14 Members' liability

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding $\pounds 1$ towards the assets of the charity in the event of liquidation.

15 Related parties

Controlling entity

The charity is controlled by the trustees who are all directors of the company.

16 Analysis of funds

	At 1 April 2016 £	Income £	Expenditure £	Transfers £	At 31 March 2017 £
Designated Funds					
Fixed assets	227,200	-	(9,600)	-	217,600
Booklet sales	747	350	-	-	1,097
	227,947	350	(9,600)	-	218,697
General Funds					
Unrestricted income fund	102,041	151,469	(146,396)	(2,103)	105,011
Restricted Funds					
Heritage lottery grant	-	10,000	(9,748)	-	252
AS youth		5,000	(7,593)	2,593	-
CDC grant		500		(500)	-
Awards for All		6,405			6,405
HHA contribution	-	250	(260)	10	-
	-	22,155	(17,601)	2,103	6,657
	329,988	173,974	(173,597)	-	330,365

Unrestricted fund represents the free funds of the charity some of which are then designated by the Trustees as follows:

Fixed assets - fixed assets held by the charity and used to achieve their charitable objectives Booklet sales - income received from the project book "Beneath The Water Tower"

Restricted fund represents funds where the donor has made a donation for a specific purpose. Restricted funds include:

Heritage lottery grant - to explore and preserve the social and cultural history of Graylingwell Hospital AS youth - for outreach and retention of youth ambassadors CDC grant - for the purchase of tables * Awards for All - for office refurbishment HHA contribution- website funding contribution

*The expenditure relating to this income was recognised as unrestricted expenditure in the year ended 31 March 2016, therefore a transfer has been made from the restricted fund to the unrestricted income fund.

17 Net assets by fund

	Restricted Funds £	Unrestricted Funds £	Total Funds 2017 £	Total Funds 2016 £
Tangible assets	-	217,600	217,600	227,200
Current assets	6,657	120,215	126,872	115,936
Creditors: amounts falling due within one year	-	(14,107)	(14,107)	(13,148)
Net assets	6,657	323,708	330,365	329,988

18 Comparative Statement of Financial Activities for the year ended 31 March 2016

	Unrestricted Funds	Restricted Funds	Total Funds 2016
	£	£	£
Income from:			
Donations and legacies	15,640	37,429	53,069
Charitable activities	36,718	-	36,718
Investments	169	-	169
Other trading activities	84,130	-	84,130
Total income	136,657	37,429	174,086
Expenditure on:			
Charitable activities	106,279	60,218	166,497
Total expenditure	106,279	60,218	166,497
Net income before transfers	30,378	(22,789)	7,589
Transfers			
Transfers between funds	-	-	-
Net movements in funds	30,378	(22,789)	7,589
Reconciliation of funds			
Total funds brought forward	299,610	22,789	322,399
Total funds carried forward	329,988	-	329,988

19 Transition to Charities SORP (FRS102)

This is the first year that the charity has presented its financial statements under Charities SORP (FRS 102). The charity has applied Section 35 'Transition to this FRS', of FRS102 in preparing these financial statements as required by the Charities SORP (FRS102). The last financial statements for the year ended 31 March 2016 were prepared under FRSSE SORP and the transition date to charities SORP (FRS102) is therefore 1 April 2015.

In adopting the Charities SORP (FRS102) there have been the following implications:

a) Changes in accounting policies:

there have been no significant changes resulting from the adoption of SORP (FRS102).

b) Reconciliation of total charity funds at the date of transition to SORP (FRS 102) were as follows:

there were no adjustments to previously reported balances resulting from the adoption of SORP (FRS 102).

c) Reconciliation of net income/(expenditure) for the period ended 31 March 2016 as follows:

there were no adjustments to the previously reported net income/(expenditure) resulting from the adoption of SORP (FRS 102).