

Company No: 2045986
Charity Registered No: 295143

MAIDSTONE COMMUNITY SUPPORT CENTRE
(a Company Limited by Guarantee)

UNAUDITED REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2010

MAIDSTONE COMMUNITY SUPPORT CENTRE

REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2010

Page	
1 - 6	Report of the Board of Directors
7	Independent Examiner's Report
8	Statement of Financial Activities
9	Balance Sheet
10 - 11	Accounting Policies Statement
12 – 15	Notes to the Accounts

REPORT OF THE BOARD OF DIRECTORS

FOR THE YEAR ENDED 31 MARCH 2010

The Board of Directors presents its report and accounts for the year ended 31 March 2010.

1. Reference and Administrative Information

Charity Name: Maidstone Community Support Centre

Charity Registration Number: 295143

Company Registration Number: 02045986

Honorary President D.C. Brand O.B.E.

Honorary Vice President J.W. Wilson M.B.E. (deceased 4/4/09)

Honorary Chair M. Evans (from 20/10/09)
J. Milne (to 20/10/09)

Honorary Deputy Chair B. Overton (from 20/10/09)
P. Crisp (to 20/10/09)

Honorary Treasurer R. Stiddard

Directors and Trustees

The Trustees are Directors for the purposes of Company Law.
The following served as directors and trustees during the year:

Mike Evans
Councillor Malcolm Robertson
Peter Crisp
Jackie Milne
Bridget Overton M.B.E.
Robert Stiddard
Raymond Harris
Geoffrey Clive Wilkinson (appointed 18/8/09)
Peter Cox (appointed 16/1/10)

REPORT OF THE BOARD OF DIRECTORS

FOR THE YEAR ENDED 31 MARCH 2010

1. Reference and Administrative Information (Continued)

**Company Secretary
and Centre Manager**

Richard Swainston

**Registered Office
and Operational Address**

39-48 Marsham Street
Maidstone
Kent ME14 1HH

Independent Examiner

David Williams F.C.A.
Dendy Neville Limited
Chartered Accountants
3-4 Bower Terrace
Tonbridge Road
Maidstone
Kent ME16 8RY

Bankers

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

2. Objectives and Activities

Policy Statement and Principal Activity

The Centre's objective is to provide office space together with training, meeting, interview rooms and a conference hall within a supportive, but efficient environment that is appropriate to charities and like-minded organisations. These facilities and the infrastructure supporting them are provided on a mutually acceptable but cost effective pricing basis.

REPORT OF THE BOARD OF DIRECTORS (Continued)

FOR THE YEAR ENDED 31 MARCH 2010

3. Review of Activities, Achievements and Performance

The Centre reviews its aim, objectives and activities each year. This review looks at what has been achieved and the outcomes of the work of the previous 12 months. The review looks at the success of activities undertaken and the benefits they have brought to the community. The review also helps us ensure our aim, objectives and activities remain focused on our stated purpose. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the directors consider how planned activities will contribute to the objectives they have set.

4. How the Centre's Activities deliver Public Benefit

The Centre's income is derived wholly from Licence fees in respect of provision of office accommodation and from the hire of its meeting and training room facilities to charities and other like-minded organisations.

During the year, in addition to the 25 member organisations based in the building, the Centre provided these facilities to in excess of 100 local charities and community organisations, including self-help groups, local government agencies, day services and counsellors. Any charity or like-minded organisation can use the facilities provided by the Centre and Licence fees and hire charges are offered at discounted rates to avoid hardship to those concerned.

Day to day running costs for the Centre are considerable and all available cash resources require to be carefully and effectively managed. Licence fees and room hire charges are reviewed annually to ensure that the infrastructure necessary to support these resources remains appropriate to the needs of Licensees and other users of the Centre's facilities whilst still being affordable.

The Centre currently employs 6 staff.

Over the year the Centre has maintained a 100% occupancy level for its office space and sessional room hire has seen a substantial increase, thanks in part to sensible price increases and marketing but more importantly to the creation of three new interview and training rooms on the ground floor to replace two old rooms on the upper floors which have, in turn, been turned over to office space.

Several major projects have taken place during this financial year which have enhanced the facilities. Apart from the creation of three new meeting rooms on the ground floor there has been a major programme of redecoration and refurbishment of all the ground floor communal areas. All tables and chairs have been replaced and new multi media equipment made available for all meeting rooms. An access control system covering the whole building was installed in April 2009. This has drastically increased the level of security for all staff and visitors.

A major improvement to the facilities we offer was made in September 2009 when we launched our café and in-house catering service. Apart from providing a service to all staff, clients and visitors the project, in partnership with KCC Adult Education, Club Connect and Kent Supported Employment, provides training and support for people with a learning disability.

The process of examination of all supplier contracts has continued and significant savings and efficiency gains have been achieved in several areas including a switch to contract cleaning for the building. The coming year will see further savings with reduced insurance costs recently agreed.

REPORT OF THE BOARD OF DIRECTORS (Continued)**FOR THE YEAR ENDED 31 MARCH 2010****5. Financial Review****Reserves Policy and Review of Financial Position**

The directors have reviewed the Centre's need for reserves in line with guidance issued by the Charity Commission and their own assessment of the risks and opportunities faced by the Centre. Unrestricted funds are needed to provide revenue or capital funds at short notice to meet new patterns of demand and to ensure continuous operation for current and future occupants and users of the Centre.

For 2009-10 a rolling 10 year maintenance and improvement plan was agreed and put in place by the Board of directors. The plan identifies the minimum level of reserves that need to be set aside each year to maintain and improve the fabric of the building. As works are completed or new projects identified the plan is reviewed and the level of reserves required adjusted accordingly.

The continued drive for efficiency savings has, once again, seen expenditure come in well under budget this year and this search for savings will continue over the coming years. Overall income has exceeded our budget predictions. We continue to have 100% office occupancy levels and income from office licence fees has increased, if not quite to the levels predicted in the budget. This was due to the conversion during the year of some ground floor office space to new meeting rooms. This was more than offset by a substantial increase in sessional room hire due to the new meeting rooms coming on top in July 2009. Our in-house broadband and telephony services have almost broken even, well ahead of our projections, with some 17 member groups now using the system. The coming year should see the service generating a surplus.

Principal Financial Management Policies

The directors' principal financial management policies are in respect of managing reserves and managing risk. These are as described in the previous and following paragraphs.

Investment Policy

In the past most of the Centre's funds were required to be spent in the short term and funds were not available for long term investment. Recent years have seen a sensible increase in rental charges both for office space and sessional room hire. A determination to keep offices at 100% occupancy and increased marketing of dramatically improved facilities have seen a surplus year on year in recent times. The bulk of this surplus is earmarked for future works under the aforementioned maintenance and improvement plan and is invested in an interest bearing account. Given the current economic climate, options for secure investment opportunities are limited but the Board keeps this policy under constant review.

Risk Management

The directors have established an annual procedure to review risks and set or confirm strategies and policies. Day to day management of risk policies and their effectiveness is carried out by the Centre Manager.

REPORT OF THE BOARD OF DIRECTORS (Continued)

FOR THE YEAR ENDED 31 MARCH 2010

6. Structure, Governance and Management

Legal and Administrative Details

Maidstone Community Support Centre is a registered charity, no. 295143. It was incorporated on 12 August 1986 company registration no. 02045986.

The Members of the company are the Licensees and such other persons or bodies corporate as are eligible for membership. Persons wishing to become members are required to make a formal application to the Council for consideration. Membership is not transferable.

Governing Document

The organisation is a charitable company limited by guarantee. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are each required to contribute an amount not exceeding £1.

Management

The Centre is managed by a Board of Directors appointed by Member Charities (Licensees of the offices) at the Annual General Meeting.

The Centre employs a manager who reports, and is responsible to the Honorary Chair.

Recruitment and Appointment of New Directors and Trustees

Directors are appointed at the company's Annual General Meeting. Under the requirements of the Memorandum and Articles of Association directors are elected to serve for a period of up to three years after which they must apply for re-election at the Annual General Meeting.

REPORT OF THE BOARD OF DIRECTORS (Continued)

FOR THE YEAR ENDED 31 MARCH 2010

7. Directors' Responsibilities

The directors are responsible for preparing the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing those financial statements the directors are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue to operate.

The directors are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

The directors have complied with these responsibilities and the requirements of the Memorandum and Articles of Association and submit their Annual Report together with the accounts of the company for the year ended 31 March 2010.

The directors have complied with the duty in section 4 of the Charities Act 2006 to have due regard to guidance published by the Charity Commission, particularly that in respect of their public benefit statement.

The above report has been prepared in accordance with the special provisions of Section 419(2) of the Companies Act 2006, relating to small companies.

The Report of the Board of Directors was approved by the Board on
on its behalf by:

13.7.10

and signed



M Evans
Honorary Chair

Registered Office
39-48 Marsham Street,
Maidstone,
Kent ME14 1HH.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF MAIDSTONE COMMUNITY SUPPORT CENTRE

I report on the accounts for the year ended 31 March 2010, which are set out on pages 8 to 15.

Respective Responsibilities of the Trustees and the Independent Examiner

The charity's 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 Part 16 of the Companies Act 2006 or 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(3)(a) of the 1993 Act);
- 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 any 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 the 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 s386 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 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.



David Williams F.C.A.

Dendy Neville Limited
Chartered Accountants
3-4 Bower Terrace,
Tonbridge Road,
Maidstone,
Kent ME16 8RY

Date: 19.7.10

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)**FOR THE YEAR ENDED 31 MARCH 2010**

	Unrestricted Funds	Restricted Funds	2010 Total Funds	2009 Total Funds
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Notes				
INCOMING RESOURCES				
Incoming resources from generated funds:				
<i>Voluntary income</i>				
Donations and grants	1,065	10,695	11,760	10,395
<i>Activities for generating funds</i>				
Investment income – bank interest	43	-	43	2,365
Incoming resources from charitable activities to further the charity's objectives:				
Licence fees & session income	247,640	-	247,640	214,830
TOTAL INCOMING RESOURCES 1	<u>248,748</u>	<u>10,695</u>	<u>259,443</u>	<u>227,590</u>
CHARITABLE RESOURCES EXPENDED				
Costs of charitable activities:				
Expenditure on operation of property	202,620	8,963	211,583	200,589
Governance costs	2,298	-	2,298	2,077
TOTAL RESOURCES EXPENDED	<u>204,918</u>	<u>8,963</u>	<u>213,881</u>	<u>202,666</u>
NET INCOME FOR THE YEAR	43,830	1,732	45,562	24,924
Fund balances brought forward at 1 April 2009	172,924	235,840	408,764	383,840
Fund balances carried forward at 31 March 2010	<u>£216,754</u>	<u>£237,572</u>	<u>£454,326</u>	<u>£408,764</u>

The company has no recognised gains or losses other than the surplus for the above financial years.

None of the company's activities were acquired or discontinued during the above two financial years.

BALANCE SHEET

AS AT 31 MARCH 2010


	Notes	£	2010 £	£	2009 £
FIXED ASSETS					
Tangible Assets	4		604,797		580,543
CURRENT ASSETS					
Debtors	5	11,523		6,760	
Cash at Bank		39,014		45,403	
			<u>50,537</u>		<u>52,163</u>
Amounts falling due within one year	6	48,739		40,560	
NET CURRENT ASSETS			<u>1,798</u>		<u>11,603</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>606,595</u>		<u>592,146</u>
CREDITORS					
Amounts falling due after one year	7		152,269		183,382
NET ASSETS			<u>£454,326</u>		<u>£408,764</u>
Represented by:					
UNRESTRICTED FUNDS	10		216,754		172,924
RESTRICTED FUNDS	11		237,572		235,840
	12		<u>£454,326</u>		<u>£408,764</u>

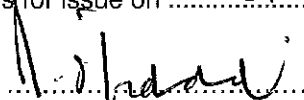
In preparing these accounts:

- (a) The Board of Directors are of the opinion that the company is entitled to the exemption from audit conferred by Section 477 of the Companies Act 2006;
- (b) No notice has been deposited under Section 476 of the Companies Act 2006, and
- (c) The Board of Directors acknowledge their responsibility for:
 - (i) ensuring that the company keeps accounting records which comply with section 386 of the Companies Act 2006, and
 - (ii) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its results for the 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 accounts, so far as applicable to the company.

These accounts 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 Accounts were approved by the Board of Directors for issue on 13.7.10 and signed on their behalf by:


 M. EVANS
 Director


 R. STIDDARD
 Director

ACCOUNTING POLICIES STATEMENT**FOR THE YEAR ENDED 31 MARCH 2010****a) Basis of Accounting**

The accounts have been prepared under the historical cost convention, in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice), the Companies Act 2006 and the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice issued in 2005.

b) Income

Licence fees, interest and other income are accounted for using the accruals basis.

Grant income is recognised when the expenditure to which it relates is incurred.

c) Resources Expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered, and is reported as part of the expenditure to which it relates.

- Costs of charitable activities comprise the costs incurred by the charity in maintaining and operating the property. It is considered that all such costs are direct costs and there are no indirect costs of a support nature.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examiner's fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. All costs are considered to relate directly to a particular activity and no costs are apportioned.

d) Fixed assets and depreciation

Fixed asset additions are shown at cost.

Depreciation is provided to write down the cost of each asset to its estimated residual value over its expected useful life. Impairment reviews of fixed assets are regularly carried out. Depreciation is calculated at the following annual rates:

Freehold buildings and improvements:	2% per annum straight line.
Equipment, fixtures and fittings:	15% and 25% per annum on written down value.

Freehold land is not depreciated. Freehold land is estimated by the directors to comprise 50% of the total cost of freehold land and buildings.

Grants received relating to the cost of the freehold buildings and improvements and items of equipment are included as restricted funds. Depreciation charged on the associated assets is charged to the restricted fund.

e) Format of the Financial Statements

The company is a registered charity. In the opinion of the directors, the format adopted gives a true and fair view as required by the Companies Act 2006.

ACCOUNTING POLICIES STATEMENT

FOR THE YEAR ENDED 31 MARCH 2010

f) Fund accounting

The restricted fund is in respect of capital grants received for the purchase and improvement of the freehold buildings and items of equipment and revenue grants received for specific purposes. In accordance with the accounting policy depreciation on the assets concerned is charged as an expense of the restricted fund and the specific revenue expenditure incurred is also similarly charged as an expense. All other items of income and expenditure are in the unrestricted fund.

g) Pensions

The pension costs charged in the financial statements represent the costs payable by the company in the year.

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2010

1. INCOME

Income, as shown in the Statement of Financial Activities, arises wholly in the U.K.

2. TOTAL RESOURCES EXPENDED

All expenditure was incurred in carrying out the company's principal activity. It is considered that there are no costs of a support nature.

	<u>Staff Costs</u> £	<u>Depreciation</u> £	<u>Other Costs</u> £	<u>Total 2010</u> £	<u>Total 2009</u> £
Direct charitable purposes	107,148	21,124	83,311	211,583	200,589
Governance costs	-	-	2,298	2,298	2,077
Total resources expended	<u>107,148</u>	<u>21,124</u>	<u>85,609</u>	<u>213,881</u>	<u>202,666</u>

	<u>2010</u> £	<u>2009</u> £
Staff costs:		
Wages and salaries	97,932	95,643
Social security costs	8,171	7,900
Pension costs	258	-
Training and recruitment costs	787	1,961
	<u>£107,148</u>	<u>£105,504</u>

The average number of employees during the year, calculated on the basis of full time equivalents, was as follows:

	<u>2010</u> Number	<u>2009</u> Number
Operation and maintenance of property	4	4

The company employed 7 members of staff during the year (2009: 7).

The charity operates a defined contribution pension scheme for its employees. No amounts are owed to the pension scheme at the year end. No employee received emoluments of more than £60,000.

	<u>2010</u> £	<u>2009</u> £
Other costs:		
Premises costs	55,369	47,163
Insurance	8,252	4,523
Independent examiner's fees in respect of:		
- external scrutiny	1,950	1,950
- accountancy fees	3,394	2,389
Finance charges	3,828	11,578
Miscellaneous	12,816	14,936
Less: Governance costs	(2,298)	(2,077)
	<u>£83,311</u>	<u>£80,462</u>

(Independent examiner and trustee insurance)

NOTES TO THE ACCOUNTS (Continued)**FOR THE YEAR ENDED 31 MARCH 2009**

Payments to trustees or persons connected with them during the year amounted to £nil (2009: £nil).

Included within insurance is an amount of £348 in respect of directors' and trustees' liability insurance (2009: £127).

3. TAX ON INCOMING RESOURCES

As a registered charity the company claims exemption from corporation tax.

No charge to corporation tax arises on the results for the year. No provision or potential provision is required for deferred taxation.

4. TANGIBLE FIXED ASSETS

	Freehold Property	Property Improvements	Fixtures, Fittings and Equipment	Total
	£	£	£	£
Cost				
At 1 April 2009	221,765	375,753	71,150	668,668
Additions	-	17,569	28,032	45,601
Transfers	-	(3,450)	3,450	-
Disposals	-	-	(3,297)	(3,297)
At 31 March 2010	<u>221,765</u>	<u>389,872</u>	<u>99,335</u>	<u>710,972</u>
Depreciation				
At 1 April 2009	21,067	49,633	17,425	88,125
Charge for the year	2,218	7,701	11,205	21,124
Transfers	-	(12)	12	-
Disposals	-	-	(3,074)	(3,074)
At 31 March 2010	<u>23,285</u>	<u>57,322</u>	<u>25,568</u>	<u>106,175</u>
Net Book Value				
At 31 March 2010	<u>£198,480</u>	<u>£332,550</u>	<u>£73,767</u>	<u>£604,797</u>
At 31 March 2009	<u>£200,698</u>	<u>£326,120</u>	<u>£53,725</u>	<u>£580,543</u>

The Net Book Value at 31 March 2010 represents fixed assets used for:

	£	£	£	£
Direct Charitable Purposes	<u>198,480</u>	<u>332,550</u>	<u>73,767</u>	<u>604,797</u>

An independent valuation of the freehold property which was undertaken by Martine Waghorn Chartered Surveyors in November 2005 has valued the freehold interest at £1,450,000. The directors have decided that the accounts will not be amended for this valuation.

NOTES TO THE ACCOUNTS (Continued)**FOR THE YEAR ENDED 31 MARCH 2010**

5. DEBTORS	2010	2009
	£	£
Trade Debtors	10,358	5,733
Prepayments	1,165	1,027
	<u>11,523</u>	<u>6,760</u>

These amounts are all due within one year.

6. CREDITORS	2010	2009
Amounts falling due within one year	£	£
Bank loan	29,019	26,659
Trade Creditors	6,230	(78)
Taxation and Social Security	2,254	2,396
Other Creditors	3,337	3,000
Accruals	7,899	8,583
	<u>48,739</u>	<u>40,560</u>

The bank loan is secured on the property.

7. CREDITORS	2010	2009
Amounts falling due after one year	£	£
Bank loan – (due 2-5 years)	120,843	101,843
Bank loan – (due after 5 years)	31,426	81,539
	<u>152,269</u>	<u>183,382</u>

The bank loan is secured on the property.

8. PENSION COSTS

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund.

	2010	2009
	£	£
Contributions payable by the company for the year	<u>258</u>	<u>nil</u>

9. MEMBERS' GUARANTEES

Each Member has undertaken to contribute a maximum of £1 in the event of the winding-up of the company.

Total Maximum Guarantees at 31 March 2010	<u>£25</u>
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NOTES TO THE ACCOUNTS (Continued)

FOR THE YEAR ENDED 31 MARCH 2010

10. UNRESTRICTED FUNDS

	Total £
At 1 April 2009	172,924
Incoming resources	248,748
Outgoing resources	(204,918)
At 31 March 2010	<u>£216,754</u>

11. RESTRICTED FUNDS

The restricted fund is in respect of capital grants received for the purchase and improvement of the freehold buildings and items of equipment less the associated depreciation of those assets and also revenue grants received for specific purposes less the associated expenditure.

	Total £
At 1 April 2009	235,840
Incoming resources	10,695
Depreciation and expenditure for the year	(8,963)
At 31 March 2010	<u>£237,572</u>

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	Total £
Tangible fixed assets	367,225	237,572	604,797
Debtors	11,523	-	11,523
Cash at bank	38,562	-	38,562
Creditors	(48,287)	-	(48,287)
Creditors after one year	(152,269)	-	(152,269)
	<u>£216,754</u>	<u>£237,572</u>	<u>£454,326</u>

INCOME & EXPENDITURE ACCOUNT (UNRESTRICTED FUNDS ONLY)

FOR THE YEAR ENDED 31 MARCH 2010

	£	2010 £	£	2009 £
INCOME				
Licence fees receivable	150,646		147,656	
Car parking	15,235		13,550	
Storage	8,273		7,915	
Sessional fees	68,655		42,271	
Telephony and broadband	2,124		1,145	
Refreshments	124		741	
Copier and copying charges	2,261		1,234	
Sundry income	322		318	
Donations	1,065		395	
	-----		-----	
	248,705		215,225	
Interest receivable	43		2,365	
	-----		-----	
		248,748		217,590
		-----		-----
REVENUE EXPENDITURE				
Staff costs	107,148		105,504	
Water, sewerage and waste	4,841		4,328	
Light and heat	18,370		19,087	
Repairs and maintenance	4,743		5,299	
Property management and cleaning	24,707		18,449	
Coffee Shop	1,474		-	
	-----		-----	
		161,283		152,667
Insurance	8,252		4,523	
Accountancy and payroll charges - 2010	3,816		4,339	
- prior years	1,528		-	
Legal and professional fees	638		534	
Telephone	3,129		5,844	
Office expenses and training	3,120		2,715	
Bank charges and interest	57		344	
Loan interest	3,828		11,578	
	-----		-----	
		24,368		29,877
General expenses	3,602		5,185	
Depreciation	14,868		11,852	
Loss on disposal of fixed assets	223		-	
Bad debts	574		314	
	-----		-----	
		19,267		17,351
		-----		-----
		204,918		199,895
		-----		-----
OPERATING SURPLUS FOR THE YEAR		43,830		17,695
Balance brought forward		172,924		155,229
		-----		-----
BALANCE CARRIED FORWARD		£216,754		£172,924
		=====		=====