

COMMUNITY BASE
(A Company Limited By Guarantee)

Company Number: 3121688
Charity Number: 1052456

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2009

COMMUNITY BASE
(A Company Limited By Guarantee)

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The following does not form part of the statutory accounts:-

- 13 Detailed Income and Expenditure Account

COMMUNITY BASE
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REPORT OF THE TRUSTEES

The Trustees are pleased to present their Report together with the financial statements for the year ended 31 March 2009.

LEGAL AND ADMINISTRATIVE INFORMATION

Status

Community Base is a company limited by guarantee, incorporated on 3 November 1995, number 3121688, and registered as a charity on 31 January 1996, number 1052456.

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. Under those Articles the Trustees are elected at the Annual General Meeting to serve a period of 3 years subject to ratification at each Annual General Meeting.

The Members have guaranteed to contribute a maximum of £1 each in the event of the company being wound up.

Organisational Structure

The charity is run by the Board comprising the Trustees who delegate the day to day running to the Principal Officer.

Trustees

Sylvia Alexander-Vine
Bob Cristofoli
Lucy Stone
Paul Evans
Sarah Bourne
Jane Frost
Tina Harrison (Resigned 30 July 2008)
Ros Cook
Adrian Davies (Appointed 22 October 2008)

Principal Officer and Company Secretary Colin Chalmers

Registered Office and Operation Address 113 Queens Road
Brighton
BN1 3XG

Bankers

CafCash Ltd
Kings Hill
West Malling
Kent
ME19 4TA

Triodos Bank NV
Brunel House
11 The Promenade
Bristol
BS8 3NN

Independent Auditors

Clark Brownscombe
8 The Drive
Hove
BN3 3JT

COMMUNITY BASE
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REPORT OF THE TRUSTEES- Continued

OBJECTIVES AND ACTIVITIES

To promote any charitable purpose for the benefit of the inhabitants of Sussex and beyond without distinction of sex, race, disability, sexuality or political, religious or other convictions by the provision of accommodation and equipment and services to charities and voluntary organisations engaged in the furthering of charitable purposes.

Community Base is an innovative project aiming to strengthen and enrich the local voluntary and community sector. This new approach in building the infrastructure of the sector has acquired a substantial property in order to offer:-

- Good quality, affordable and flexible office accommodation.
- Administrative services and resources.
- A new visibility for the voluntary sector in Brighton and Hove which attracts new support and inward investment.
- Unforeseen potential for collaborative and partnership working.

Community Base remains in full occupation. Community Base is a project which enables local charities to better meet their own objectives and has become a vital resource to the community of Brighton and Hove.

ACHIEVEMENTS AND PERFORMANCE

Community Base is a charity providing a home for community and voluntary groups in Brighton and Hove. We use income from affordable rent and services to repay a mortgage on our seven floor building in central Brighton and meet our running costs. In 2008/09 we provided 29 charities and community groups with accommodation and 42 other groups with meeting space.

Community Base runs three online information services - Brighton and Hove volunteer search, Brighton and Hove service search and Brighton and Hove venue search - that help people find local volunteer opportunities, access helplines and community services and get in touch with venues for hire.

Our reception provides information about groups at Community Base and many other matters to the general public. We publish an annual free copy of our poster guide to local services and distribute it widely across Brighton and Hove and through our reception. In 2008 2,843 people other than visitors to groups at Community Base were offered help at our reception.

Community Base is a truly multicultural community centre, providing a home to groups offering real help to local black and minority ethnic communities alongside groups providing services to the wider community. We publish our guide to local services in twelve languages other than English and make these translations available online and in our reception.

The friendly, supportive environment provided by Community Base allows a wide range of groups, large and small, to work together, sharing their expertise and providing much needed services. The diversity of these services reflects the variety of local need – groups are involved with homeless people, people with learning disabilities, bereaved people, carers, volunteers, refugees, community activists, travellers and many others. In 2008 over 142,000 people were offered help by groups at Community Base, with 11,900 of these coming into Community Base to access services.

Community Base is committed to ensuring the existence of a strong, independent and diverse community and voluntary sector as an essential element of a democratic society.

COMMUNITY BASE
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REPORT OF THE TRUSTEES- Continued

STATEMENT OF TRUSTEES RESPONSIBILITIES

The Trustees are responsible for preparing the financial statements in accordance with applicable law and 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 the affairs of the company and of the profit or loss of the 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

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 1985, and regulations under Section 42(1) of the Charities Act 1993. 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 Trustees must, in determining how amounts are presented within items in the income and expenditure account and balance sheet, have regard to the substance of the reported transaction or arrangement, in accordance with generally accepted accounting principles or practice.

STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

So far as the Trustees are aware, there is no relevant audit information (as defined by Section 234ZA of the Companies Act 1985) of which the company's auditors are unaware, and each trustee has taken all the steps that he ought to have taken as a Trustee in order to make himself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

FINANCIAL REVIEW

Results

The net outgoing resources for the year amounted to £78,365 (2008: outgoing £56,491). This comprised net outgoing resources on restricted projects of £83,614 (2008: outgoing £82,934) and net incoming resources on unrestricted funds of £5,249 (2008: incoming £26,443) to be added to general reserves which now stand at £123,683 (2008: £118,434).

Reserves Policy

Community Base holds financial reserves in order to finance

- an unexpected, temporary decrease in rental income
- an unexpected increase in running costs
- capital expenditure to ensure the maintenance of our building and facilities
- an ordered and proper winding up of Community Base should the need arise.

Community Base will seek to maintain reserves equivalent to finance these eventualities.

Community Base recognises that events may occur that only larger reserves would be able to finance. Community Base does not believe that building larger reserves by increasing its charges to charitable and community groups or decreasing its charitable expenditure would be the best use of its resources.

Community Base will ensure that all budgets it sets will, as far as possible, allow for the maintenance of reserves in accordance with this policy.

Reserves will be kept in an interest bearing bank account.

Community Base will review its reserves and its reserves policy at least every calendar year.

COMMUNITY BASE
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REPORT OF THE TRUSTEES - continued

Investment Policy

The Trustees have considered the most appropriate policy for investing funds and are continuing to monitor the placement of funds.

Risk Review

The Trustees have conducted their own review of the major risks to which the charity is exposed and systems have been established to mitigate those risks. Significant external risks to funding have led to the development of a strategic plan which will allow for the diversification of funding and activities. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures are periodically reviewed to ensure they still meet the needs of the charity.

AUDITORS

Clark Brownscombe are willing to continue in office and a resolution to re-appoint them will be proposed at the Annual General Meeting.

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Approved by the Trustees on 14 May 2009 and signed on their behalf by:

Colin Chalmers
Company Secretary

COMMUNITY BASE
(A Company Limited by Guarantee)

**REPORT OF THE INDEPENDENT AUDITORS TO
THE COMMITTEE MEMBERS OF COMMUNITY BASE**

We have audited the financial statements of Community Base for the year ended 31 March 2009 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared in accordance with the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective January 2007).

This report is made solely to the charitable company's members, as a body, in accordance with Section 235 of the Charities Act 1985. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to any one other than the charitable company and its members as a body, for our audit work, for this report or for the opinions we have formed.

Respective responsibilities of Trustees and Auditors

The responsibilities of the trustees (who are also the directors of Community Base for the purposes of company law) 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 Practice) are set out in the Statement of Trustees' Responsibilities on page 3.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you whether the information given in the Trustees' Annual Report is consistent with the financial statements.

In addition we report to you if, in our opinion, the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the charity is not disclosed.

We read other information contained in the Annual Report and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming an opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

We have undertaken the audit in accordance with the requirements of APB Ethical Standards including APB Ethical Standard-Provisions Available for Small Entities, in the circumstances set out in note 1 to the financial statements.

COMMUNITY BASE
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REPORT OF THE INDEPENDENT AUDITORS TO
THE COMMITTEE MEMBERS OF COMMUNITY BASE - continued

Opinion

In our opinion the financial statements:

- give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to smaller entities, of the state of the charity's affairs as at 31 March 2009 and of its incoming resources and application of resources for the year then ended; and
- have been properly prepared in accordance with the Companies Act 1985, and
- the information provided in the Trustees' Annual Report is consistent with the financial statements.

8 The Drive
Hove
East Sussex
BN3 3JT

Clark Brownscombe
Chartered Accountants
Registered Auditors

Date: 18 May 2009

COMMUNITY BASE
(A Company Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2009

	NOTE	UNRESTRICTED FUNDS	RESTRICTED FUNDS	TOTAL FUNDS 2009	TOTAL FUNDS 2008
INCOMING RESOURCES					
Incoming resources from generated funds:					
Advertising		18,500	-	18,500	18,500
Bank interest		4,880	-	4,880	6,847
Incoming resources from charitable activities:					
Rent	2	347,214	-	347,214	328,594
Services	2	<u>94,545</u>	<u>-</u>	<u>94,545</u>	<u>83,740</u>
TOTAL INCOMING RESOURCES		<u>465,139</u>	<u>-</u>	<u>465,139</u>	<u>437,681</u>
RESOURCES EXPENDED					
Charitable Activities	3	457,078	83,614	540,692	491,722
Governance Costs	3	<u>2,812</u>	<u>-</u>	<u>2,812</u>	<u>2,450</u>
TOTAL RESOURCES EXPENDED		<u>459,890</u>	<u>83,614</u>	<u>543,504</u>	<u>494,172</u>
NET INCOMING /(OUTGOING) RESOURCES FOR THE YEAR	4	5,249	(83,614)	(78,365)	(56,491)
FUNDS AT 1 APRIL 2008	12	<u>118,434</u>	<u>266,064</u>	<u>384,498</u>	<u>440,989</u>
FUNDS AT 31 MARCH 2009	12	<u>123,683</u>	<u>182,450</u>	<u>306,133</u>	<u>384,498</u>

All amounts relate to continuing activities.

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

The notes set out on pages 9 to 12 form part of these financial statements.

COMMUNITY BASE
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BALANCE SHEET AS AT 31 MARCH 2009

	NOTE	2009		2008	
		£	£	£	£
FIXED ASSETS					
Tangible Assets	7		1,323,802		1,397,819
CURRENT ASSETS					
Debtors	8		22,650		27,953
Bank and Cash			<u>78,130</u>		<u>84,346</u>
			<u>100,780</u>		<u>112,299</u>
CREDITORS: Amounts falling due within one year					
Trade and other Creditors	9		<u>69,548</u>		<u>52,680</u>
NET CURRENT ASSETS			<u>31,232</u>		<u>59,619</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			1,355,034		1,457,438
CREDITORS: Amounts falling due after one year					
Loans	10		<u>1,048,901</u>		<u>1,072,940</u>
TOTAL ASSETS LESS LIABILITIES	11		<u>306,133</u>		<u>384,498</u>
FUNDS					
Unrestricted Funds	12		123,683		118,434
Restricted Funds	12		<u>182,450</u>		<u>266,064</u>
			<u>306,133</u>		<u>384,498</u>

These accounts have been prepared in accordance with the Special Provisions of Part VII of the Companies Act 1985 relating to small companies and with Financial Reporting Standards for Smaller Entities (effective January 2007).

Approved by the Committee on: 14 May 2009

Sylvia Alexander-Vine
Chair

Bob Cristofoli
Treasurer

The notes set out on pages 9 to 12 form part of these financial statements.

COMMUNITY BASE
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2009

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 January 2007), the Companies Act 1985 and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice issued in March 2005.

In common with many other businesses of our size and nature we use our auditors to assist with the preparation of the financial statements.

(b) Income

Grants including grants for the purchase of fixed assets are recognised in full in the Statement of Financial Activities in the year in which they are receivable.

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.

(d) Depreciation

Depreciation is calculated on a straight line basis. Depreciation is provided to write down the cost less estimated residual values of tangible fixed assets over their estimated useful lives at annual rates of:-

Freehold land and buildings	- Over 35 years on a straight line basis
Improvements to Property	- 5% per annum on a straight line basis
Electronic Equipment	- 20% per annum on a straight line basis
Fixtures and Fittings	- 20% per annum on a straight line basis

Items of equipment are capitalised where the purchase price exceeds £500.

(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 which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

(f) Pensions

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

2 INCOMING RESOURCES FROM ACTIVITIES TO FURTHER THE CHARITY'S OBJECTS

	Unrestricted	Restricted	2009 Total	2008 Total
	£	£	£	£
Rental Income	<u>347,214</u>	<u>-</u>	<u>347,214</u>	<u>328,594</u>
Services Recharged	<u>94,545</u>	<u>-</u>	<u>94,545</u>	<u>83,740</u>

COMMUNITY BASE
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NOTES TO THE FINANCIAL STATEMENTS - continued

3 RESOURCES EXPENDED	Unrestricted	Restricted	2009	2008
	£	£	Total	Total
	£	£	£	£
Charitable Activities				
Services Provided	66,625	-	66,625	76,641
Premises Costs	130,511	-	130,511	92,331
Staff Costs	144,533	-	144,533	125,925
Depreciation	6,203	83,614	89,817	92,344
Interest Payable	66,962	-	66,962	68,312
Irrecoverable VAT	19,624	-	19,624	16,833
Administrative Costs	22,320	-	22,320	18,936
Legal	300	-	300	400
	<u>457,078</u>	<u>83,614</u>	<u>540,692</u>	<u>491,722</u>
Governance Costs				
Audit	2,785	-	2,785	2,450
Bank Charges	27	-	27	-
	<u>2,812</u>	<u>-</u>	<u>2,812</u>	<u>2,450</u>

4 NET INCOMING RESOURCES FOR THE YEAR	2009	2008
This is stated after charging:	£	£
Depreciation	89,817	92,344
Auditors Remuneration – Audit	1,700	1,500
Auditors Remuneration – Other Services	<u>1,085</u>	<u>950</u>

No Trustees received any remuneration nor were expenses reimbursed to Trustees in this or last year.

5 STAFF COSTS	2009	2008
Salaries	115,476	102,873
Social Security Costs	11,348	10,430
Pension Costs	<u>17,709</u>	<u>12,622</u>
	<u>144,533</u>	<u>125,925</u>
 Average Number of Employees:	 <u>3</u>	 <u>3</u>

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

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.

COMMUNITY BASE
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NOTES TO THE FINANCIAL STATEMENTS - continued

7 TANGIBLE FIXED ASSETS	Total	Freehold Land & Buildings	Improvements To Property	Electronic Equipment	Fixtures And Fittings
	£	£	£	£	£
Cost					
At 1 April 2008	2,058,592	699,467	1,261,674	75,643	21,808
Additions	15,800	-	13,612	-	2,188
Disposals	(1,443)	-	-	(1,443)	-
At 31 March 2009	<u>2,072,949</u>	<u>699,467</u>	<u>1,275,286</u>	<u>74,200</u>	<u>23,996</u>
Depreciation					
At 1 April 2008	660,773	219,295	358,467	62,801	20,210
Provided in year	89,817	19,850	63,764	5,267	936
Disposals	(1,443)	-	-	(1,443)	-
At 31 March 2009	<u>749,147</u>	<u>239,145</u>	<u>422,231</u>	<u>66,625</u>	<u>21,146</u>
Net Book Value					
At 31 March 2009	<u>1,323,802</u>	<u>460,322</u>	<u>853,055</u>	<u>7,575</u>	<u>2,850</u>
At 31 March 2008	<u>1,397,819</u>	<u>480,172</u>	<u>903,207</u>	<u>12,842</u>	<u>1,598</u>

During January 2006, the property was valued by a professional valuer at £2,000,000.

8 DEBTORS	2009	2008
	£	£
Amounts falling due within one year		
Debtors arising on direct activities	16,906	27,953
Prepayments	5,744	-
	<u>22,650</u>	<u>27,953</u>
9 CREDITORS		
Amounts falling due within one year		
Social Security and Other Taxes	1,856	2,832
Accruals and Deferred Income	43,653	27,243
Loans	24,039	22,605
	<u>69,548</u>	<u>52,680</u>
10 CREDITORS		
Amounts falling due after more than one year		
Due within 2 – 5 years		
Loans	112,416	105,706
Due after 5 years		
Loans	<u>936,485</u>	<u>967,234</u>
Total	<u>1,048,901</u>	<u>1,072,940</u>

The loan is secured by a legal charge over the property.

COMMUNITY BASE
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NOTES TO THE FINANCIAL STATEMENTS - continued

11 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	2009 Total £	2008 Total £
Tangible Fixed Assets	1,141,352	182,450	1,323,802	1,397,819
Current Assets	100,780	-	100,780	112,299
Current Liabilities	(69,548)	-	(69,548)	(52,680)
Long Term Liabilities	<u>(1,048,901)</u>	<u>-</u>	<u>(1,048,901)</u>	<u>(1,072,940)</u>
	<u>123,683</u>	<u>182,450</u>	<u>306,133</u>	<u>384,498</u>

12 ACCUMULATED FUNDS

	2009 £	2008 £
Unrestricted Funds		
At 1 April 2008	118,434	91,991
Incoming Resources	465,139	437,681
Outgoing Resources	<u>(459,890)</u>	<u>(411,238)</u>
At 31 March 2009	<u>123,683</u>	<u>118,434</u>
Restricted Funds		
At 1 April 2008	266,064	348,998
Incoming Resources	-	-
Outgoing Resources	<u>(83,614)</u>	<u>(82,934)</u>
At 31 March 2009	<u>182,450</u>	<u>266,064</u>
Total Funds	<u>306,133</u>	<u>384,498</u>

The restricted fund represents capital grants received to fund the original purchase of the building and the modernisation programme.

COMMUNITY BASE
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INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2009

INCOME	2009		2008	
	£	£	£	£
Advertising		18,500		18,500
Rental Income		347,214		328,594
Interest Receivable		4,880		6,847
Postage Recharged		34,889		29,694
Photocopying Recharged		8,044		8,618
Telephone Recharged		51,183		45,428
Sundry Income		429		-
TOTAL INCOME		<u>465,139</u>		<u>437,681</u>
 EXPENDITURE				
Premises				
Light and Heat	48,380		18,791	
Cleaning and Recycling	29,524		29,797	
Building Maintenance	28,960		17,408	
Service Contracts	23,647		21,122	
Insurance	-		5,213	
Depreciation – Freehold	19,850		19,850	
Depreciation – Improvements	<u>63,764</u>		<u>63,084</u>	
	<u>214,125</u>		<u>175,265</u>	
Staff Costs				
Locum Staff	7,493		5,778	
Manager	48,410		47,257	
Building Manager	35,242		26,993	
Receptionist	24,331		22,845	
Employers NI	11,348		10,430	
Pension	<u>17,709</u>		<u>12,622</u>	
	<u>144,533</u>		<u>125,925</u>	
Administration				
Administration and Services	22,320		18,936	
Telephone, Copying and Postage Services	66,625		76,641	
Depreciation – Electronic Equipment	5,267		6,713	
Depreciation – Fixtures and Fittings	<u>936</u>		<u>2,697</u>	
	<u>95,148</u>		<u>104,987</u>	
Financial Costs				
Irrecoverable VAT	19,624		16,833	
Legal	300		400	
Bank Charges	27		-	
Audit	2,785		2,450	
Interest Payable	<u>66,962</u>		<u>68,312</u>	
	<u>89,698</u>		<u>87,995</u>	
TOTAL EXPENDITURE		<u>543,504</u>		<u>494,172</u>
EXCESS OF EXPENDITURE OVER INCOME		<u>(78,365)</u>		<u>(56,491)</u>

This statement does not form part of the statutory accounts.