



**ACTION 21 (2010)**

**(Company limited by guarantee and not having a share capital)**

**REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31 MARCH 2013**

**ACTION 21 (2010)**

**CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2013**

	Page
Report of the Trustees	1 to 7
Report of the Independent Examiner	8
Statement of Financial Activities	9
Balance Sheet	10
Notes to the Financial Statements	11 to 14

**ACTION 21 (2010)****REPORT OF THE DIRECTORS AND TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2013**

The Directors and Trustees present their report and financial statements for the year ended 31 March 2013.

**Reference and administration information**

Charity name:	Action 21 (2010)
Also known as:	Action 21
Charity registration number:	1136450
Company registration number:	07185413
Registered office and Operational address:	Re-Useful Centre 5 Ramsey Road Leamington Spa Warwickshire CV31 1PL

**Directors/Trustees**

The following served as Directors/Trustees during the period that this report covers

John Armstrong	Chair
Margaret Begg	
Gareth Davies	
Richard Edwards	
Donna Gillbee	
Nancy Jones	(Resigned 27 September 2012)
Chris Pollock	
Geoff Randall	
Keith Sinfield	
Roger Twiney	
Ruth Wallsgrove	

**Company Secretary**

Geoff Randall

**The following were members of staff on 31 March 2013**

Louise Male	General Manager
Martin Smith	Re-Useful Centre Supervisor
Laura Smith	Community Ranger
Samantha Elvyhart	Volunteer and Marketing Officer

**Independent examiner**

Dafferns LLP, Chartered Accountants, One Eastwood, Harry Weston Road, Binley Business Park, Coventry, CV3 2UB.

**Bankers**

Unity Trust Bank plc. Nine Brindley Place, Birmingham. B1 2HB.

## **ACTION 21 (2010)**

### **REPORT OF THE DIRECTORS AND TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013**

#### **Governance and management**

Action 21 (2010) is a charitable company limited by guarantee and does not have a share capital. It was incorporated on 10 March 2010 and registered as a charity on 18 June 2010. Action 21 (2010) took over the assets and liabilities of its predecessor company, Action 21 (registered number 4150006), on 1 August 2010.

The governing document of Action 21 (2010) is its Memorandum and Articles of Association which were signed on 2 March 2010. The charity's Trustees are also Directors of the Company. One third of the Trustees retire by rotation at each Annual General Meeting. A retiring Trustee is eligible for re-election.

The Board meets monthly and is responsible for the strategic direction and policies of the charity. The General Manager attends all Board meetings and is responsible for running the charity. Individual Board members take on additional roles to support the General Manager in relation to finance, human resources, recycling, energy and sustainability.

#### **Trustee appointment, induction and training**

Individuals expressing an interest in becoming a Trustee meet the General Manager and are then invited to attend a Board meeting before deciding whether to formally apply. The Board decides at its next meeting whether to co-opt the applicant, pending ratification at the next Annual General Meeting. Newly co-opted Trustees are encouraged to visit the charity's premises to experience how the charity operates and to meet staff and volunteers. They are also given a copy of the Trustee Handbook, a copy of the last Annual Report and Financial Statements and copies of minutes of recent Board meetings.

#### **Risk review**

During the year the Board again reviewed the major risks to which it is exposed and identified systems or procedures to manage those risks. The Board considers that insurance cover and reserves are adequate to ensure the continued operation or orderly closure of the charity in the event of the occurrence of any unexpected incident.

#### **Activities and charitable objects**

Action 21 (2010)'s vision is to reduce waste, promote reuse, increase knowledge and skills and support its local communities in living more sustainably. Its formal charitable aims are to promote the protection and preservation of the environment for the public benefit by the promotion of waste reduction, re-use, reclamation, recycling, the use of recycled products and the use of surplus for the benefit of the inhabitants of the District of Warwick and its environs. To also advance the education and skills of the public in subjects related to sustainability in areas related to energy, food and transport.

The charity has two principal areas of activity to fulfil its mission and objectives. Firstly, it runs the Re-Useful Centre in Sydenham, Leamington Spa, which receives donations of goods that would otherwise go to waste (principally landfill) and enables the public to buy and re-use them. In order to increase re-use, the charity undertakes refurbishment of some items (e.g. bicycles and furniture) to ensure items are of an adequate standard for sale. Action 21 also tests electrical equipment for resale, allowing re-use of equipment that would otherwise be scrapped. For the last two years the facility has saved over 100 tonnes of donated manufactured items from landfill per annum.

Action 21 also ran The Sustainability Centre in a building leased from Warwick District Council, situated in Jephson Gardens in Leamington Spa. The Centre served to educate the public on sustainability through information boards promoting environmentally friendly lifestyle choices in the areas of energy, transport, re-use, permaculture, local money, biodiversity food and water. Visitors were encouraged to learn about permaculture by viewing centre's demonstration permaculture garden.

## ACTION 21 (2010)

### REPORT OF THE DIRECTORS AND TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013

#### Activities and charitable objects (continued)

Following a review of the Centre as a project, changes have been introduced for 2013/14. The Centre will support other organisations who work to achieve similar aims, and the management of the garden will return to Warwick District Council. The Centre also provides a base for a ranger who is responsible for promoting sustainability in the park.

Action 21 continues to run projects in its key theme areas of re-use, sustainable transport, sustainable energy, education and food.

The Re-Useful Centre's volunteer-powered Bike Workshop project forms an important aspect of the charity's activities. Hundreds of donated bikes are refurbished and sold each year, thereby providing a means of affordable sustainable transport for the local community. The charity's Dr Bike service provides free 'bike MOT's at public events, in order to further promote cycling as a form of sustainable transport.

2012 saw the initiation of two new re-use projects. The Skill Share project is intended to promote and disseminate traditional skills that support sustainable living. Led by members of the community with skills to share, sessions could involve sewing, handicraft, up cycling or DIY. Seasonal 'Swap Shops' have also been launched, which enable members of the public to swap unwanted goods including clothing, toys and games for free.

Educational projects include 20XX and Beyond, which encourages school children to engage with sustainability issues, and is run in partnership with Warwickshire County Council, North Warwickshire Borough Council and Coventry City Council. In 2012 the charity also began developing a Schools' Green Champion project, which will deliver sustainability-themed workshops to pupils in local primary schools.

Having been created by Action 21, Dobson Lane Community Allotments continue to be administered by the charity. The allotments, which encourage organic growing methods, promote home-grown fruit and vegetables as healthy and sustainable alternatives to supermarket produce.

To promote the use of sustainable energy in the local community, the charity's Solar 300 project facilitates group installation of solar energy systems.

In all of these activities the charity engages with a wide number of volunteers who deliver the activities. In many cases the volunteers are drawn from disadvantaged groups who benefit from the training and learning opportunities available as part of the activities.

#### Achievements and performance

##### Strategic

The key areas for development, as identified by the Board of Trustees' Strategy Group remained those identified in 2011:

1. Greater community awareness and engagement
2. More training and skills development
3. Greater financial and site security

Specific strategic activities and achievements include:

- The Board agreeing and implementing a long range strategic plan and marketing strategy.

## ACTION 21 (2010)

### REPORT OF THE DIRECTORS AND TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013

#### **Achievements and performance (continued)**

##### **Operational (Re-Useful Centre)**

2012/13 was the second full year during which Action 21 operated its re-use activities solely at the Re-Useful Centre, with seven-day opening. It has a growing customer base, and also offers a variety of well-supported volunteering opportunities. Via the Re-Useful Centre, Action 21 continues to divert a substantial volume of goods for resale which would otherwise end up in landfill.

Specific operational activities and achievements include:

- A total of 103.51 tonnes, comprised of 27,416 items sold and saved from landfill, which can be broken down as follows:
  - o Sale of 23,347 items of furniture
  - o Sale and refurbishment of 513 bicycles
  - o PAT testing and sale of 856 electrical items
- Carrying out operational reviews of the bike workshop and PAT area
- Reviving the eBay sales department and continuing Amazon sales
- Visited by national delegates from the Local Authority Recycling Advisory Committee (LARAC) and international delegates from Hong Kong, via Warwick University Business School
- Donating bikes to Ridgeway School and wall-mounted toys to the SYDNI Centre and Sydenham Children's Centre
- Reorganising the layout of the Re-Useful Centre shop
- New training procedures introduced for new Portable Appliance testing volunteers.

##### **Projects**

As well as continuing to run a total of nine live projects, the charity launched another three over the duration of the year – two in the area of re-use and one in education.

Specific project activities and achievements include:

- Launch of the new Skill Share project with sewing workshops on knicker making and bunting making; recruiting of volunteers to run workshops
- Introduction of free Swap Shops for clothes, toys and games – three swap shops held, in October and March
- Recruiting volunteers and researching/planning workshops for the new Schools' Green Champion project, which will deliver sustainability-themed workshops to pupils in local primary schools from summer 2013 onwards
- Running a programme of 12 free nature-themed educational family events in Jephson Gardens over the year
- Continuing our Bike Workshop, PAT area, Solar 300 and Dobson Lane Allotment projects
- Researching, writing and designing information boards for East Lodge Sustainability Centre on the topics of biodiversity, compost, energy, food, permaculture, re-use, local money, transport and water
- Holding Dr Bike workshops at the Leamington Peace Festival, the Sydni Centre, Warwick University and for the Lillies WI
- Running 2012 & Beyond, our annual sustainability education event for 1500 schoolchildren, in partnership with Warwickshire County Council, North Warwickshire Borough Council and Coventry City Council.

## ACTION 21 (2010)

### REPORT OF THE DIRECTORS AND TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013

#### Achievements and performance (continued)

##### Volunteers

Volunteers are a vital resource for Action 21. As well as participating in the operation of the Re-Useful Centre, they provide valued support for the charity's various projects.

Specific activities and achievements include:

- Expanding our volunteering opportunities to support new projects and social media initiatives
- Recruiting over 50 new regular volunteers mainly to support the operation of the Re-Useful Centre – as shop and van assistants, bike mechanics, PAT testers and online sales volunteers
- Recruiting episodal volunteers to:
  - o support our Peace Festival presence (stall, litter picking)
  - o be group leaders at 2012 & Beyond
  - o support Jephson Garden events
  - o provide a presence in East Lodge Sustainability Centre on Sundays
- Improved internal communication amongst staff via creation of Google calendars for volunteer shifts
- Creation of annual volunteering report providing statistics of volunteer recruitment, overall hours volunteered for the charity and reasons for volunteers leaving – over half because they had found employment.

##### Marketing/Communications

Key aims within the marketing strategy were:

1. Establish information about Action 21 in the public domain in order to raise awareness of Action 21's projects and activities
2. Promote the Re-Useful Centre and East Lodge Sustainability Centre in order to increase footfall
3. Promote volunteering opportunities in order to increase volunteer numbers
4. Publicise events in order to increase event attendance

Specific marketing/communications activities and achievements included:

##### Branding

- Creation of a corporate identity plus brand identities for the Re-Useful Centre and East Lodge Sustainability Centre.

##### Signage

- New external signage for the Re-Useful Centre and East Lodge Sustainability Centre
- Upgrading of signage and display boards within the Re-Useful Centre and East Lodge Sustainability Centre
- Signwriting of new Action 21 van with Re-Useful Centre brand identity.

##### External communications

- Researching and planning website redesign
- Development and redesign of two-monthly external newsletter *Transaction* to include new educational sections written by volunteers
- Monthly email to 850 contacts to promote Action 21 news and events
- New display in Re-Useful Centre shop to promote Action 21's vision, mission and core information.

## ACTION 21 (2010)

### REPORT OF THE DIRECTORS AND TRUSTEES FOR THE YEAR ENDED 31 MARCH 2013

#### Achievements and performance (continued)

##### Internal communications

- Revival of two-monthly internal newsletter *Volunteer Voice* including complete redesign and content/style overhaul. Recruitment of volunteer writer and volunteer designer to produce it
- Creation of an internal (annually rolling) Google marketing calendar detailing all marketing and communications actions on a day by day basis
- Creation of new volunteer notice board/poster display in kitchen.

##### Social media

- Redesign of Facebook page to include new corporate branding; recruitment of volunteer to write regular posts relating to re-use, sustainable transport, sustainable energy and food. Promotion of Action 21 events, volunteering opportunities and blog
- Re-launch of Twitter site; creation of Tweet calendar; recruitment of volunteer to schedule tweets via Social Oomph to deliver key messages
  
- Redesign and re-launch of blog site *Practical Sustainability*; recruitment of volunteer blog editorial team; weekly articles scheduled and posted.

##### Marketing of Re-Useful Centre

- Research and identification of best ways to market the Re-Useful Centre (value/effectiveness)
- Disseminating flyers and posters in the local area including Warwick University
- Expanding and updating online presence
- Press releases.

##### Promoting volunteering opportunities

- Via Action 21 website and WCAVA website
- To Job Centre advisors in person
- Promotional talks to Rotary Club and University of the Third Age
- Promotion via Warwick and Coventry University volunteering services
- At Leamington Peace Festival
- Creation and distribution of new flyers and leaflets
- In newsletters and emails to contacts
- Via regular posts on Facebook, Twitter and blog.

##### Events & workshop promotion

- Listing of events on local events websites including Warwickshire County Council, Warwick District Council, BBC Things do Do, Green Flag, LocalOkel, Leamington Spa People and The Best of Leamington Spa
- Flyers and posters to venues in the local area including community centres, library etc.
- Press releases
- Monthly email to contacts
- Facebook, Twitter and blog.

**ACTION 21 (2010)****REPORT OF THE DIRECTORS AND TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2013****Public benefit**

The Trustees consider they have complied with their duty to have due regard to the guidance on public benefit, as published by the Charity Commission, in exercising their powers and duties.

**Financial review of 2012/13 and future financial position**

The financial statements show that a deficit of £6,250 on unrestricted funds was incurred for the year to 31 March 2013, reducing general reserves to £63,183. This outcome represents a significant change from 2011/12 when a surplus of £37,743 on unrestricted funds was generated. However, this was not a surprise to the Trustees, because of the loss of core funding from Warwick District Council on 31 March 2012, the full year effect of staffing appointments made during 2011/12, the levying of business rates for the first time and a number of one-off factors. The budget for 2013/14 also shows a small deficit, though it is hoped that new marketing measures will lead to increased sales at the Re-Useful Centre to offset this projected outcome.

**Reserves policy**

The Board of Trustees has adopted a policy that unrestricted funds should be held as reserves at a level that equates to a minimum of three months' unrestricted expenditure. This would enable the charity to continue to operate, in the event that unrestricted income ceased to be received or was significantly reduced, whilst consideration was given as to how to respond to the new circumstances. The unrestricted reserves at 31 March 2013 equated to more than five months unrestricted expenditure.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005), UK Accounting Standards, the Charities Act 2011 and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities.

Approved by the Trustees on 27 June 2013 and signed on its behalf by:

John Armstrong Chair/Director/Trustee

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ACTION 21 (2010)**

I report on the accounts of Action 21 (2010) for the year ended 31 March 2013 which are set out on pages 9 to 14.

### **Respective responsibilities of Trustees and Examiner**

The Charity's Trustees (who are also the Directors 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 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is required.

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

### **Basis of the Independent Examiner's Report**

My examination was carried out in accordance with 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 statements below.

### **Independent Examiner's statement**

In the course of 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 Sections 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave 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.

Martin Gibbs FCCA  
For and on behalf of Dafferns LLP  
Chartered Accountants,  
One Eastwood  
Harry Weston Road  
Binley Business Park,  
Coventry, CV3 2UB.

2013

## ACTION 21 (2010)

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 MARCH 2013**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2013 £	Total 2012 £
<b>INCOMING RESOURCES</b>					
Voluntary income	3	37,610	9,800	47,410	73,621
Activities for generating funds	4	108,381	-	108,381	113,246
<b>TOTAL INCOMING RESOURCES</b>		<b><u>145,991</u></b>	<b><u>9,800</u></b>	<b><u>155,791</u></b>	<b><u>186,867</u></b>
<b>RESOURCES EXPENDED</b>					
Fundraising costs	5	96,849	-	96,849	77,305
Charitable activities	6	50,081	13,579	63,660	62,849
Governance costs	7	2,811	-	2,811	6,582
<b>TOTAL RESOURCES EXPENDED</b>		<b><u>149,741</u></b>	<b><u>13,579</u></b>	<b><u>163,320</u></b>	<b><u>146,736</u></b>
<b>NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS</b>		<b>(3,750)</b>	<b>(3,779)</b>	<b>(7,529)</b>	<b>40,131</b>
<b>GROSS TRANSFERS BETWEEN FUNDS</b>		<b><u>(2,500)</u></b>	<b><u>2,500</u></b>	<b>-</b>	<b>-</b>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		<b>(6,250)</b>	<b>(1,279)</b>	<b>(7,529)</b>	<b>40,131</b>
Total funds brought forward		69,433	15,589	85,022	44,891
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b><u>63,183</u></b>	<b><u>14,310</u></b>	<b><u>77,493</u></b>	<b><u>85,022</u></b>

The notes on pages 11 to 14 form an integral part of these financial statements.

## ACTION 21 (2010)

## BALANCE SHEET AT 31 MARCH 2013

	Note	£	2013 £	2012 £
<b>TANGIBLE FIXED ASSETS</b>	<b>8</b>		5,524	10,121
<b>CURRENT ASSETS</b>				
Debtors	<b>9</b>	6,137		2,980
Cash at bank and in hand	<b>10</b>	<u>73,181</u>		<u>79,678</u>
		79,318		82,658
<b>CREDITORS</b>				
Amounts falling due within one year	<b>11</b>	<u>7,349</u>		<u>7,757</u>
<b>NET CURRENT ASSETS</b>			71,969	74,901
<b>NET ASSETS</b>			<b><u>77,493</u></b>	<b><u>85,022</u></b>
<b>FUNDS</b>				
Unrestricted funds			63,183	69,433
Restricted funds	<b>12</b>		<u>14,310</u>	<u>15,589</u>
			<b><u>77,493</u></b>	<b><u>85,022</u></b>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2013.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2013 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Section 386 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Section 396 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Trustees on 27 June 2013, and signed on its behalf by:

John Armstrong, Chair/Director/Trustee

Geoff Randall, Honorary Treasurer/Director/Trustee

The notes on pages 11 to 14 form an integral part of these financial statements.

## ACTION 21 (2010)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2013**

**1. Accounting policies****Basis of accounting**

These 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 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**Incoming resources**

All incoming resources are included in the Statement of Financial Activities when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

The following policies are applied to specific categories of income:-

Voluntary income is included in full when receivable.

Activities for generating income represents sales generated by re-use operations.

**Resources expended**

Expenditure is accounted for on an accruals basis. Resources expended include attributable VAT which cannot be recovered.

Resources expended have been attributed to fundraising costs and charitable activities as appropriate.

**Tangible fixed assets**

Assets costing more than £500 are capitalised.

Depreciation is provided at an annual rate of 20% (50% for the van) on a straight line basis in order to write the value of each asset off over its estimated useful life.

**Operating leases**

Costs in respect of operating leases are charged in arriving at the operating surplus on a straight line basis over the lease term.

**Fund accounting**

Unrestricted funds are those available at the discretion of the Trustees in furtherance of the charitable aims of the Charity.

Restricted funds are those available solely for the specific purposes of the donors.

**2. Net income**

	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
Net income is stated after charging:		
Depreciation of tangible fixed assets	4,597	4,628
Operating lease costs	7,442	7,497
Trustees remuneration and other benefits	-	-
Reporting accountants' fees and other services	<u>2,646</u>	<u>6,430</u>

## ACTION 21 (2010)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2013**

	Unrestricted Funds £	Restricted Funds £	Total 2013 £	Total 2012 £
<b>3. Voluntary income</b>				
Donations	1,737	-	1,737	8,468
Grants received	33,359	9,800	43,159	63,798
Membership subscriptions	65	-	65	86
Other income	<u>2,449</u>	<u>-</u>	<u>2,449</u>	<u>1,269</u>
	<u>37,610</u>	<u>9,800</u>	<u>47,410</u>	<u>73,621</u>
<b>4. Activities for generating funds</b>				
Re-Useful Centre sales	<u>108,381</u>	<u>-</u>	<u>108,381</u>	<u>113,246</u>
<b>5. Fundraising trading costs</b>				
Staff costs	62,871	-	62,871	51,377
Staff recruitment costs	149	-	149	-
Volunteers expenses	3,497	-	3,497	4,004
Electricity, fuel oil and water	7,922	-	7,922	7,636
Vehicle costs	3,548	-	3,548	1,965
Rates and insurance	6,235	-	6,235	2,475
Telephone, postage, DBS and training costs	2,234	-	2,234	2,511
Reuse direct costs	6,289	-	6,289	4,601
Building maintenance and premises costs	2,708	-	2,708	2,236
Legal and planning fees	896	-	896	-
Depreciation	500	-	500	500
	<u>96,849</u>	<u>-</u>	<u>96,849</u>	<u>77,305</u>
<b>6. Charitable activities</b>				
Staff costs	29,602	-	29,602	25,068
Staff recruitment costs	-	-	-	211
Sub-contractors	736	-	736	4,208
Volunteers expenses	242	-	242	179
Staff and trustee training and travel	62	-	62	363
Electricity, gas and water	1,763	-	1,763	1,765
Rent and rates	5,038	-	5,038	4,415
Telephone, printing and postage	2,419	-	2,419	2,168
Payroll, DBS and software costs	1,436	-	1,436	564
Equipment hire	3,082	-	3,082	3,082
Premises costs	780	-	780	1,353
Events costs	800	13,579	14,379	15,251
Depreciation	4,097	-	4,097	4,128
Bank charges and other costs	24	-	24	94
	<u>50,081</u>	<u>13,579</u>	<u>63,660</u>	<u>62,849</u>
<b>7. Governance costs</b>				
Financial services	2,646	-	2,646	6,430
AGM costs	165	-	165	152
	<u>2,811</u>	<u>-</u>	<u>2,811</u>	<u>6,582</u>

## ACTION 21 (2010)

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2013

	2013 £	2012 £			
<b>8. Tangible fixed assets</b>					
<b>Cost</b>					
Cost at 1 April 2012	24,129	23,129			
Additions during year	<u>-</u>	<u>1,000</u>			
At 31 March 2013	<u>24,129</u>	<u>24,129</u>			
<b>Depreciation</b>					
Cost at 1 April 2012	14,008	9,380			
Charge for period	<u>4,597</u>	<u>4,628</u>			
At 31 March 2013	<u>18,605</u>	<u>14,008</u>			
<b>Net book value</b>					
At 31 March 2013	<u>5,524</u>	<u>10,121</u>			
<b>9. Debtors</b>					
Trade debtors	2,505	20			
Prepayments and accrued income	<u>3,632</u>	<u>2,960</u>			
	<u>6,137</u>	<u>2,980</u>			
<b>10. Cash at bank and in hand</b>					
Unity Trust Bank	72,372	78,563			
Cash in hand	713	1,044			
Other funds	<u>96</u>	<u>71</u>			
	<u>73,181</u>	<u>79,678</u>			
<b>11. Creditors falling due within one year</b>					
Trade creditors	1,486	2,318			
Social security and other taxes	1,588	2,004			
Accruals	<u>4,275</u>	<u>3,435</u>			
	<u>7,349</u>	<u>7,757</u>			
<b>12. Restricted Funds</b>	<b>Funds Brought Forward</b>	<b>Incoming Resources</b>	<b>Resources Expended</b>	<b>Transfers</b>	<b>Funds Carried Forward</b>
	£	£	£	£	£
20XX and Beyond Education Project	14,351	8,000	(13,281)	2,500	11,570
Fab Fabs	1,238	-	(298)	-	940
Skills training	<u>-</u>	<u>1,800</u>	<u>-</u>	<u>-</u>	<u>1,800</u>
	<u>15,589</u>	<u>9,800</u>	<u>(13,579)</u>	<u>2,500</u>	<u>14,310</u>
<b>13. Analysis of net assets between funds</b>		<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds</b>	
		£	£	£	
Tangible fixed assets		5,524	-	5,524	
Net current assets		<u>57,659</u>	<u>14,310</u>	<u>71,969</u>	
Fund balances		<u>63,183</u>	<u>14,310</u>	<u>77,493</u>	
<b>14. Staff costs</b>					
		£	£		
Salaries		87,790	71,019		
Employer's national insurance costs		<u>4,683</u>	<u>5,426</u>		
		<u>92,473</u>	<u>76,445</u>		

The average number of persons employed by the charity during the year was 5 (2012: 4)  
No employee received emoluments of more than £60,000.

## ACTION 21 (2010)

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2013**

**15. Operating lease commitments**

The Charity has the following leasing obligations in the next twelve months

	2013	2012
	£	£
<b>Land and buildings</b>		
Expiring:		
Between one and five years	<u>4,000</u>	<u>4,000</u>
<b>Equipment</b>		
Expiring:		
Between one and five years	<u>3,082</u>	<u>3,082</u>

**16. Purpose of funds****20XX and Beyond Education Project**

Action 21 maintains the accounts for this education project which is run at Coombe Park, Coventry each June and is attended by schoolchildren from Coventry and Warwickshire. Funding is provided by local authorities and charities (including Action 21).

**Fab Fabs**

This funding was granted by Warwick District Council in 2011/12 to facilitate the re-use of fabrics.

**Skills Training**

This funding was granted by Leamington Town Council in 2012/13 to develop and provide training opportunities in traditional skills.

**17. Transactions with trustees**

There have been no material transactions with trustees and no expenses have been paid.

**18. Related party transactions**

There were no material related party transactions during the period.

**19. Cost of financial services**

The cost of financial services includes £1,500 for independent examination of the financial statements and £1,146 for other services.