

Roundhay Environmental Action Project

Charity number 1132380

A company limited by guarantee number 06415058

Annual Report and Financial Statements

for the year ended 31 March 2012

Roundhay Environmental Action Project

Annual Report and Financial Statements for the year ended 31 March 2012

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Prepared by West Yorkshire Community Accounting Service

Roundhay Environmental Action Project

Trustees' report for the year ended 31 March 2012

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Patricia Urry	Chair	
Ashley Wyatt	Treasurer	
Janette Munton		
Judy Summerhill		
Amanda Cottrell		
Nigel Jones		
Helen Thomson		Appointed May 2012

Company secretary Jill Jones

Charity number 1132380

Company number 06415058

Registered and principal address	Bankers
37 The Drive	Unity Trust Bank
Roundhay	Nine Brindleyplace
Leeds	Birmingham
LS8 1JQ	B1 2HB

Accountants

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 1 November 2007. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £10.

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

The charity's objects

To promote sustainable development within Leeds Metropolitan District and its environs for the benefit of the public by:

- a) the preservation, conservation and the protection of the environment and the prudent use of resources;
- b) the promotion of sustainable means of achieving economic growth and regeneration.

To advance the education of the public in subjects relating to sustainable development and the protection, enhancement and rehabilitation of the environment and to promote study and research in such subjects provided that the useful results of such study are disseminated to the public at large.

Sustainable development means development which meets the needs of the present without compromising the ability of future generations to meet their own needs.

Roundhay Environmental Action Project

Trustees' report (continued) for the year ended 31 March 2012

The charity's main activities

The charity runs four different projects as follows:

- The energy reduction project which aims to reduce the carbon output for the area
- The education project which aims to increase awareness about climate change
- The gardening project which enables the sharing of gardening skills and gardens
- The transport project which promotes walking and cycling and public transport

Public benefit statement

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the promotion of sustainable development and the advancement of education.

Achievements and performance

The 4 project groups have all been active over the year, developing new activities whilst continuing some work from the previous year (see below). The REAP trustees had an away day in the autumn to discuss future strategy and from that have produced a development plan which is available on the website. In addition we had 2 students from Leeds University Geography Department working with us on placement, one of whom did a membership survey and the other of whom worked with the energy group on organising a Green Day. Their help was much appreciated. We have continued to maintain good links both with local groups and across the city and with Leeds City Council.

The Energy Group continued to explore ways of engaging people in thinking more about their energy use.

This included the following activities:-

Preparing for a Green Houses day which was held in April 2012. This involved 10 houses opening their doors to those interested in seeing a wide range of energy saving and generation measures in practice in local homes.

Promoting the use of 'I Measure' and 'Quicksilver' as easy online ways of monitoring energy use and one's overall carbon footprint.

Using Leeds City Council's thermal imaging camera to take pictures of the effects of insulation measures, or lack of them, in member's houses. These images provoke discussion as they are very immediate.

Exploring which information leaflets to produce that are tailored to the sort of houses typical in Roundhay. REAP representatives attended a Low Carbon Communities annual meeting in Oxford, which provided an inspirational view of what other local groups are involved with in terms of energy matters.

It has not proved easy to engage significant numbers of REAP Members in these activities but as different methods are piloted valuable lessons are being learnt.

The Education Group concentrated this year on two film events. The first, 'The Power of Community' showed how Cuba became a self-sufficient and resilient community, growing much of its own food after the cessation of Russian oil imports in the 1980's.

The second, 'The Urban Fix' is a film made by Tom Bliss, who lives locally, which gives a blueprint for Leeds to become a more environmentally sustainable city in relation to food growing, transport and use of green space.

Both films underlined one of the directions for REAP – i.e. to become a significant local voice in the continuing moves in Leeds towards self-sufficiency and low carbon living. This year's AGM (2012) continues the theme with a presentation on the Feed Leeds Campaign.

The Garden Group wants to encourage our community to reduce food miles and thus our carbon footprint by growing our own fruit and vegetables. We do this by:

- Promoting action at the monthly Oakwood Farmers' Market
- Encouraging composting
- Supporting and influencing other community groups
- Demonstrating the change we want to see through our own behaviours

Roundhay Environmental Action Project

Trustees' report (continued) for the year ended 31 March 2012

Achievements in 2011/12

Farmers' Market: In February, we moved the garden club from the Open Door to the market to increase the opportunities to meet and chat with more of our community. This has proved successful. We now have a presence at every monthly Farmers' Market and meet increasing numbers of shoppers to chat about growing. Each month we have had a particular theme to promote, which has included:

- Preparing the soil for sowing and growing
- Making and using compost
- Sowing seed, pricking out, planting on
- Spring and Autumn plant and seed swaps
- Design surgery
- Dealing with pests and diseases
- Harvesting and storing

We produce and provide advice and information guides, such as 'What to do in the garden this month', 'Our favourite things to grow' and 'Planting and looking after fruit trees' and we simply chat with market visitors to encourage 'non growers' to have a go. We have borrowed Leeds City Council's demonstration compost bin on occasions to demonstrate composting. This always proves successful in raising interest.

Friends of Gledhow Valley Woods: The group had a stall at the FGVW Open Day event in June and promoted insect friendly plants. Not only did we have a display of insect friendly wild flowers and meadow, we also handed out hundreds of bee spotting cards to visitors.

Roundhay Live: The group was again present at this successful second event in June. We provided a well-attended 'stall' focused on making bird scarers and building and dressing scarecrows.

Roundhay Garden Ideas Trail: We held our first Open Gardens day on 30 June which was successful beyond our expectations. With 15 gardens open to the public which received over 1170 visitors during the 4 hours we were open, we were able to demonstrate how to grow both food and flowers in the garden and maintain beauty, attract wildlife with ponds, keep chickens and create children's play areas without too detrimental an effect on the flower borders and build a dry stone wall. We have been asked to repeat the event in 2013.

Supporting the wider community: Members of our group worked with the children, staff and parents of Moor Allerton Primary School in the spring to design and create a garden at the front of the school. This proved a successful venture and the garden is looking gorgeous!

Other events: We held a number of other events during the last 12 months, including:-

- With St Edmund's Church, a clothes Swishing event in February.
- With Leeds Urban Harvesters, making apple juice from our own crops and foragings.

All of this has been achieved with the continuing support of a very small Garden Planning Group. So a big thank you to Jenny P-W, Francesca T, Alison H, Marie-Pierre D, Judy T, Jane S, Sue T, Tracy F and Chris D.

The Transport Group has been working on a map of the Roundhay area with the support of Andy Wood at Leeds City Council with the aim of producing two maps, one showing cycle routes and one showing bus and walking routes. It has been a slow process. We are now in the final stage of checks and getting estimates for printing. Publication should be in time for the November/ December 2012 markets.

Generously, two people donated bikes which have since been checked over, [they were in really good condition already], by Emmaus through their new bike maintenance scheme and are ready for delivery to PAFRAS, [Positive Action for Refugees and Asylum Seekers], based in Harehills, where it is hoped the bikes will enable two people to make otherwise difficult journeys.

In addition REAP in partnership with Friends of Roundhay Park and Friends of Gledhow Valley Woods, organised 'Roundhay Live' for a second year, bringing together about 60 local organisations and community groups with the aim of developing a sense of community. This was again very successful, (even the sun shone), and it was estimated that about 1500 people attended.

Roundhay Environmental Action Project

Trustees' report (continued) for the year ended 31 March 2012

Financial review

The net income for the year was £2,501, including net income of £1,474 on unrestricted funds and net income of £1,027 on restricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £6,131.

The trustees have not adopted a formal reserves policy.

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

select suitable accounting policies and apply them consistently;

observe the methods and principles in the Charities SORP;

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 accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

Signed on behalf of the board of trustees:

Signed..... (Trustee)

Name.....

Date.....

Roundhay Environmental Action Project
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2012

	Notes	2012 Unrestricted funds £	2012 Restricted funds £	2012 Total funds £	2011 Total funds £
Incoming resources					
Grants and donations	(2)	893	1,608	2,501	-
Sales and fees		-	-	-	45
Energy library		-	-	-	150
Gift aid donation from REAP Trading Ltd		3,133	-	3,133	3,058
Total incoming resources		4,026	1,608	5,634	3,253
Resources expended					
Insurance and subscriptions		181	-	181	154
Office		52	-	52	-
Publicity		348	-	348	1,113
Equipment		302	-	302	-
Special events		1,150	581	1,731	-
Meetings		181	-	181	151
Energy project		173	-	173	-
Transport project		-	-	-	159
Garden project		-	-	-	312
Independent examination		165	-	165	-
Total resources expended		2,552	581	3,133	1,889
Net income		1,474	1,027	2,501	1,364
Fund balances brought forward		4,657	-	4,657	3,293
Fund balances carried forward	(3)	6,131	1,027	7,158	4,657

All incoming resources and resources expended derive from continuing activities.

Roundhay Environmental Action Project

Balance sheet

as at 31 March 2012

	2012	2012	2012	2011
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Current assets				
Debtors and prepayments	(4) 3,334	-	3,334	3,161
Cash at bank and in hand	(5) 2,962	1,027	3,989	1,496
Total current assets	6,296	1,027	7,323	4,657
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(6) 165	-	165	-
Total current liabilities	165	-	165	-
Net current assets	6,131	1,027	7,158	4,657
Total assets less current liabilities	6,131	1,027	7,158	4,657
Net assets	6,131	1,027	7,158	4,657
Funds				
Unrestricted funds	6,131	-	6,131	4,657
Restricted funds	-	1,027	1,027	-
Total funds	6,131	1,027	7,158	4,657

For the year ending 31 March 2012 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) 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 the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved at a meeting of the trustees and signed on its behalf by:

Signed: (Trustee)

Name Date:

We have prepared these accounts in accordance with the books, records, information and explanations supplied to us by Roundhay Environmental Action Project. We have not carried out an audit or independent examination on these accounts.

West Yorkshire Community Accounting Service

Stringer House, 34 Lupton Street
Leeds. LS10 2QW

Date:

Roundhay Environmental Action Project

Notes to the accounts

for the year ended 31 March 2012

1 Accounting policies

Basis of accounting

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005), the Companies Act 2006 and Financial Reporting Standard for Smaller Entities (effective April 2008).

There has been no change to the accounting policies since last year.
No changes have been made to the accounts for previous years.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, the trustees are virtually certain they will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out the resources.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Fund accounting

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

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Roundhay Environmental Action Project

Notes to the accounts continued

for the year ended 31 March 2012

2 Grants and donations	2012 Unrestricted funds £	2012 Restricted funds £	2012 Total funds £	2011 Total funds £
Leeds City Council (LCC) Area Committee	-	1,000	1,000	-
LCC 'MICE' grants	-	200	200	-
LCC	750	-	750	-
Other donations	143	408	551	-
	<u>893</u>	<u>1,608</u>	<u>2,501</u>	<u>-</u>

3 Restricted funds	Balance b/f £	Incoming £	Outgoing £	Balance c/f £
Roundhay Live 2011	-	408	408	-
Roundhay Live 2012	-	1,200	173	1,027
	<u>-</u>	<u>1,608</u>	<u>581</u>	<u>1,027</u>

Fund name

Purpose of restriction

Roundhay Live 2011
Roundhay Live 2012

Donations towards the costs of the 2011 event
Various grants from LCC towards the Roundhay Live event June 2012

4 Debtors and prepayments	2012 £	2011 £
Debtors	3,234	3,058
Prepayments	100	103
	<u>3,334</u>	<u>3,161</u>

5 Cash at bank and in hand	2012 £	2011 £
Unity current account	3,984	1,491
Cash in hand	5	5
	<u>3,989</u>	<u>1,496</u>

6 Creditors and accruals	2012 £	2011 £
Accruals	165	-
	<u>165</u>	<u>-</u>

7 Related party transactions

Trustee expenses

There were no related party transactions, including trustee expenses in this or the previous year.