

**Charity number: 1108452**  
**Company number: 05246504**

**CANAL BOAT PROJECT LIMITED**

**Trustees' report and financial statements**

**for the year ended 31st March 2009**

# CANAL BOAT PROJECT LIMITED

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# CANAL BOAT PROJECT LIMITED

## Legal and administrative information

### Status

Trustees	<i>G Hill</i> <i>M Harvey</i> <i>D DeVille</i> <i>R Croft</i> <i>D Gibbs</i> <i>J Hayes</i> <i>A Jones</i> <i>S Taylor</i>
Secretary	D Gibbs
Company number	05246504
Charity number	1108452
Registered office	Lock View Burnt Mill Lane Harlow Essex CM20 2QS
Bankers	HSBC Bank plc Canada Place Canary Wharf London E14 5AH

# CANAL BOAT PROJECT LIMITED

## Trustees' report for the year ended 31st March 2009

The trustees present their report and the financial statements for the year ended 31st March 2009.

### Principal activity

The principal activity of the company is the provision of recreational and leisure facilities associated with canal boats.

### Charitable objects

The aim of the project is to provide, or assist in the provision of recreational and leisure time facilities associated with canal boats, in the interest of health and social welfare for persons who by reason of their youth, disability, social or economic circumstances have need of such facilities, in order to improve their spiritual, mental and physical well being.

The aim is achieved through the principal activity of providing short residential breaks or day trips to the charity's target group.

### Directors and trustees

The directors of the charitable company (the charity) are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees.

The trustees serving during the year and since the year end were as follows:

<i>G Hill</i>	<i>(Re-appointed 18 June 2009)</i>
<i>M Harvey</i>	<i>(Re-appointed 18 June 2009)</i>
<i>D DeVille</i>	
<i>R Croft</i>	
<i>D Gibbs</i>	
<i>J Hayes</i>	<i>(Appointed 11 June 2008)</i>
<i>A Jones</i>	<i>(Appointed 11 June 2008)</i>
<i>S Taylor</i>	<i>(Appointed 18 June 2009)</i>
<i>D Fenny</i>	<i>(Resigned 11 June 2008)</i>
<i>J Fenny</i>	<i>(Resigned 11 June 2008)</i>
<i>T Moore</i>	<i>(Resigned 11 June 2008)</i>
<i>T Bilbow</i>	<i>(Resigned 11 June 2008)</i>
<i>C Sizeland</i>	<i>(Resigned 18 June 2009)</i>

### Organisational structure

The Canal Boat Project has a board of trustees who meet regularly and are responsible for the strategic direction and policy of the charity. At present the board has eight members

### Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 30th September 2004 and registered as a charity on 4th March 2005. The charity had previously operated as an unincorporated body with the same name, charity number 1006432 registered in November 1991. 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 required to contribute an amount not exceeding £10.

# CANAL BOAT PROJECT LIMITED

## Trustees' report for the year ended 31st March 2009

### Review of activities and achievements

This year was primarily one of consolidation and further delivery of the Business Plan

Refurbishment of the largest holiday boat was completed in time for the start of the year and received universal praise from its users throughout the season. The added mechanical reliability was also welcomed by staff and volunteers.

Refurbishment of the second holiday boat was started during the winter period with improvements to electrical systems, essential safety work and a refurbished engine being installed. Further work to modernise the interior layout and facilities will be continued next winter.

Trustees included in the Business Plan the need to maintain a modern fleet by replacing one of the boats each 5 years.

Planning and fundraising for a new holiday boat was therefore started with an anticipated launch in 2013

The work of a marketing consultant was commissioned to promote the holiday hire part of the operation. Following his recommendation, trustees agreed to market the holiday operation under the title "Lock View Holidays". This is seen as less 'institutionalised' and has greater appeal to family groups which were identified as a target market. A separate website was launched and computerised booking system installed. Separate promotional leaflets were also printed. This work started to have impact in quarter 4 (January to March) when bookings taken for the coming year increased by 80% over the same period of the previous year.

Day trips continued to increase in number and particularly pleasing was the increase in the proportion of longer trips especially 6 hour. The volunteer marketing group worked to ensure more groups became aware of the facilities we offer and targeted communication to community and disability support groups in the North London areas.

Our training activities yielded an income greater than expected due to introduction by Maritime Coastguard Agency of a requirement for all persons skipping a boat for a group to have a recognised qualification. We therefore received many more requests to deliver training for that qualification. Also higher than expected was the money raised by fundraising activities and all this resulted in an overall small operational profit (before depreciation) for the year.

Throughout the year staff and volunteers worked hard to ensure that the charity's users enjoyed a high quality boating experience and Trustees would like to express their thanks to all those involved.

### Plans for the future periods

The charity plans continuing the activities outlined above in the forthcoming years.

### Reserves

The Trustees have examined the charity's requirements for reserves in light of the main risks to the organisation. It has a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be twelve months of the fixed running costs. Budgeted expenditure for these costs in 2009/10 is £30,000. The reserves are needed to meet the working capital requirements of the charity and the trustees are confident that at this level they would be able to continue the current activities of the charity in the event of a significant drop in income from charitable activity. Whilst unrestricted funds stand at £178,377, this is fully utilised in the funding of the fixed assets. Therefore the present level of reserves available falls significantly short of the target level. The strategy is to build reserves through planned operating surpluses in the future.

### Investment powers, policy and performance

Under the Memorandum and Articles of Association, the charity has the power to invest in any way the trustees wish.

### Governance and internal control

Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers and clients. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

### Employment policy

The directors of the company are also the charity trustees for the purpose of the charity law. Under the requirements of the Memorandum and Articles of Association the members of the management committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

## **CANAL BOAT PROJECT LIMITED**

### **Trustees' report for the year ended 31st March 2009**

#### **Statement of trustees' responsibilities**

Company and charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees have overall responsibility for ensuring that the charity has appropriate system of controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 1985. 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 was approved by the trustees and signed on its behalf on

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**Chairman – G Hill**

# CANAL BOAT PROJECT LIMITED

## Statement of financial activities

For the year ended 31st March 2009

	Notes	Unrestricted funds £	Restricted funds £	Year ended 31/03/09 Total £	Year ended 31/03/08 Total £
<b>Incoming resources</b>					
Donations	2	663	413	1,076	6,245
Grants	3	-	7,655	7,655	56,668
Fundraising events	4	2,711	-	2,711	1,834
Activities for generating funds:					
Income from activities for generating funds		61,934	-	61,934	52,516
Income from investments	5	135	-	135	255
<b>Total incoming resources</b>		<u>65,443</u>	<u>8,068</u>	<u>73,511</u>	<u>117,518</u>
<b>Resources expended</b>					
Boat repair, maintenance and running costs		15,536	7,930	23,466	58,178
Staff costs		24,895	-	24,895	19,883
Training		2,992	210	3,202	7,389
Rent, rates and service charge		1,786	-	1,786	2,840
Insurance		4,412	-	4,412	6,196
Advertising		5,070	-	5,070	3,393
Telephone		2,476	-	2,476	2,197
Office expenses		2,864	-	2,864	2,143
General expenses		1,236	500	1,736	214
Accountancy		175	1,000	1,175	-
Depreciation & amortisation		15,216	-	15,216	15,718
Loan Interest		1,597	-	1,597	664
<b>Total resources expended</b>		<u>(78,255)</u>	<u>(9,640)</u>	<u>(87,895)</u>	<u>(118,815)</u>
<b>Net incoming resources before other recognised gains and losses</b>		(12,812)	(1,572)	(14,384)	(1,297)
<b>Other recognised gains/losses</b>					
Gains and losses on fixed assets		-	-	-	11,500
<b>Net movement in funds</b>		<u>(12,812)</u>	<u>(1,572)</u>	<u>(14,384)</u>	<u>10,203</u>
Total funds brought forward		191,190	7,730	198,920	188,717
<b>Total funds carried forward</b>		<u>178,378</u>	<u>6,158</u>	<u>184,536</u>	<u>198,920</u>

## CANAL BOAT PROJECT LIMITED

### Income and expenditure account

For the year ended 31st March 2009

	Year ended 31/03/09 £	Year ended 31/03/08 £
Income	73,376	128,763
Total expenditure	87,895	118,815
<b>Operating (deficit)/surplus</b>	<u>(14,519)</u>	<u>9,948</u>
Income from investments	135	255
<b>Net retained (deficit)/surplus for the financial period</b>	<u><u>(14,384)</u></u>	<u><u>10,203</u></u>

All activities relate to continuing operations.

# CANAL BOAT PROJECT LIMITED

## Balance sheet as at 31st March 2009

	Notes	31/03/09		31/03/08	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	10		199,252		214,468
<b>Current assets</b>					
Stocks		25		50	
Cash at bank		19,035		18,244	
Debtors		193		2,152	
		<u>19,253</u>		<u>20,446</u>	
<b>Creditors: amounts falling due within one year</b>	11	(10,761)		(10,098)	
<b>Net current assets</b>			8,492		10,348
<b>Total assets less current liabilities</b>			<u>207,744</u>		<u>224,816</u>
<b>Creditors: amounts falling due after more than one year</b>	12	(23,208)		(25,896)	
<b>Net assets</b>			<u>184,536</u>		<u>198,920</u>
<b>Funds</b>					
Unrestricted funds	14		178,378		191,190
Restricted funds	15		6,158		7,730
			<u>184,536</u>		<u>198,920</u>

The trustees' statements required by Section 249B(4) are shown on the following page which forms part of this Balance Sheet.

## **CANAL BOAT PROJECT LIMITED**

### **Balance sheet (continued)**

#### **Trustees' statements required by Section 249B(4) for the year ended 31st March 2009**

In approving these financial statements as Trustees of the company we hereby confirm:

(a) that for the period stated above the company was entitled to the exemption conferred by Section 249A(1) of the Companies Act 1985 ;

(b) that no notice has been deposited at the registered office of the company pursuant to Section 249B(2) requesting that an audit be conducted for the year ended 31st March 2009 and

(c) that we acknowledge our responsibilities for:

(1) ensuring that the company keeps accounting records which comply with Section 221, and

(2) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial period and of its profit or loss for the period then ended in accordance with the requirements of Section 226 and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company.

The financial statements were approved by the Board and signed on its behalf on

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**Trustee - M Harvey**

# CANAL BOAT PROJECT LIMITED

## Notes to the financial statements for the year ended 31st March 2009

### 1. Accounting policies

#### 1.1. Accounting convention

The financial statements are prepared under the historical cost convention and follow the recommendations in 'Accounting and Reporting by Charities: Statement of Recommended Practice' issued in March 2005.

The charity has taken advantage of the exemption in FRS1 from the requirement to produce a cashflow statement because it is a small charity.

#### 1.2. Incoming resources

Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. Gifts donated for resale are included as income when they are sold. Donated assets are included at the value to the charity where this can be quantified and a third party is bearing the cost. The value of services provided by volunteers has not been included.

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.

Income from investments is included in the year in which it is receivable.

#### 1.3. Resources expended

Resources expended are recognised in the year in which they are incurred.

Management and administration costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

#### 1.4. Tangible fixed assets and depreciation

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Plant and machinery - 5% / 10% on cost or valuation

#### 1.5. Stock

Stock is valued at the lower of cost and net realisable value.

# CANAL BOAT PROJECT LIMITED

## Notes to the financial statements for the year ended 31st March 2009

### 2. Donations

	Unrestricted funds £	Restricted funds £	Year ended 31/03/09 £	Year ended 31/03/08 £
Other donations	663	413	1,076	6,245
	<u>663</u>	<u>413</u>	<u>1,076</u>	<u>6,245</u>

### 3. Grant income

	Unrestricted funds £	Restricted funds £	Year ended 31/03/09 £	Year ended 31/03/08 £
Other grant	-	7,655	7,655	56,668
	<u>-</u>	<u>7,655</u>	<u>7,655</u>	<u>56,668</u>

### 4. Fundraising events

	Unrestricted funds £	Year ended 31/03/09 £	Year ended 31/03/08 £
Fundraising events	2,711	2,711	1,834
	<u>2,711</u>	<u>2,711</u>	<u>1,834</u>

### 5. Investment income

	Unrestricted funds £	Year ended 31/03/09 £	Year ended 31/03/08 £
Deposit interest	135	135	255
	<u>135</u>	<u>135</u>	<u>255</u>

## CANAL BOAT PROJECT LIMITED

### Notes to the financial statements for the year ended 31st March 2009

#### 6. Cost of generating funds

	Unrestricted £	Restricted £	Year ended 31/03/09 £	Year ended 31/03/08 £
Boat repair, maintenance and running costs	15,536	7,930	23,466	58,178

#### 7. Management and administration

	Year ended 31/03/09 £	Year ended 31/03/08 £
Staff costs	24,895	19,883
Staff training	3,202	7,389
Rent, rates and service charge	1,786	2,840
Insurance	4,412	6,196
Advertising	5,070	3,393
Telephone	2,476	2,197
Office expenses	2,864	2,143
General expenses	1,736	214
Professional Fees	1,175	-
Loan Interest	1,597	664
Depreciation and amortisation	15,216	15,718
	<u>64,429</u>	<u>60,637</u>

#### 8. Operating (deficit)/gain

	Year ended 31/03/09 £	Year ended 31/03/08 £
Operating (deficit)/gain is stated after charging:		
Depreciation and other amounts written off tangible assets	15,216	15,718

# CANAL BOAT PROJECT LIMITED

## Notes to the financial statements for the year ended 31st March 2009

### 9. Employees

#### Number of employees

	Year ended 31/03/09 Number	Year ended 31/03/08 Number
The average monthly numbers of employees (including the trustees) during the period were:		

Trustees and administration staffs	12	12
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#### Employment costs

	Charitable expenditure £	Year ended 31/03/09 £	Year ended 31/03/08 £
Wages and salaries	24,895	24,895	19,883

	Unrestricted £	Year ended 31/03/09 £	Year ended 31/03/08
Wages and salaries	24,895	24,895	19,883

### 10. Tangible fixed assets

	Plant and machinery £	Total £
<b>Cost</b>		
At 1 <sup>st</sup> April 2008	252,156	252,156
Additions	-	-
Disposals	-	-
At 31 <sup>st</sup> March 2009	252,156	252,156
<b>Depreciation</b>		
At 1 <sup>st</sup> April 2008	37,688	37,688
Charge for the period	15,216	15,216
Released	-	-
At 31 <sup>st</sup> March 2009	52,904	52,904
<b>Net book value</b>		
At 31 <sup>st</sup> March 2008	214,468	214,468
At 31st March 2009	199,252	199,252

# CANAL BOAT PROJECT LIMITED

## Notes to the financial statements for the year ended 31st March 2009

### 11. Creditors: amounts falling due within one year

	31/03/09 £	31/03/08 £
Other loans	689	3,646
Other Creditors	-	-
Deferred income	10,072	6,452
	<u>10,761</u>	<u>10,098</u>

### 12. Creditors: amounts falling due after more than one year

	31/03/09 £	31/03/08 £
Other loans	23,208	25,896
	<u>23,208</u>	<u>25,896</u>
<b>Loans</b>		
Repayable in one year or less, or on demand (note 11)	689	3,646
Repayable between one and two years	735	2,689
Repayable between two and five years	2,516	2,358
Repayable in five years or more	19,957	20,849
	<u>23,897</u>	<u>29,542</u>

The loans are secured on the charity fixed assets

### 13. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total funds £
Fund balances at 31st March 2009 as represented by:			
Tangible fixed assets	199,252	-	199,252
Current assets	13,094	6,159	19,253
Current liabilities	(10,761)	-	(10,761)
Long-term liabilities	(23,208)	-	(23,208)
	<u>178,377</u>	<u>6,159</u>	<u>184,536</u>

## CANAL BOAT PROJECT LIMITED

### Notes to the financial statements for the year ended 31st March 2009

<b>14. Unrestricted funds</b>	<b>01/04/08</b>	<b>Incoming</b>	<b>Outgoing</b>	<b>31/03/09</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
General funds	191,190	65,443	(78,255)	178,378
	<u>191,190</u>	<u>65,443</u>	<u>(78,255)</u>	<u>178,378</u>

#### Purposes of unrestricted funds

The unrestricted funds are available to be spent for any purposes of the charity.

<b>15. Restricted funds</b>	<b>01/04/08</b>	<b>Incoming</b>	<b>Outgoing</b>	<b>31/03/09</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Levelling the water	3,000	413	-	3,413
Specialist equipment fund	4,730	7,655	(9,640)	2,745
	<u>7,730</u>	<u>8,068</u>	<u>(9,640)</u>	<u>6,158</u>

#### Purposes of restricted funds

Restricted funds are funds that have been given for the particular purposes and projects as stated above.

These funds represent:

Levelling the water: This fund can be used at the trustees' discretion to reduce the cost of providing access to the charity's services.

Specialist equipment fund: Donations given for specific equipment including hydraulic lifts and adjustable height sleeping bunks.