



**(Conflict Resolution Education in
Sheffield Schools Training)**

**Annual Report and Financial
Statements**

April 2008 - March 2009

**Conflict Resolution Education in Sheffield Schools Training
(CRESST)**

**(Registered Charity Number 1116794)
(Company Ltd by Guarantee Number 05932383)**

Financial Statements

for the year ended 31 March 2009

| Contents | Page |
|---|-------------|
| Legal and administrative information | 2 |
| Directors' (Trustees) annual report | 3-7 |
| Examiner's report | 8 |
| Statement of financial activities (including the income and expenditure account) | 9 |
| Balance sheet | 10 |
| Notes to the financial statements | 11-13 |

Conflict Resolution Education in Sheffield Schools Training

Legal and administrative information for the year ended 31 March 2009

Trustees

| | | | |
|----------------------------|--------------------------------|-----------|--------|
| Ms Gillian Patricia Hind | Chair | | |
| Mr Gordon David Ferguson | Vice Chair | | |
| Mr John Frederick Vear | Treasurer until September 2008 | | |
| Mr Simon Robert Heywood | | | |
| Ms Helen Patricia Griffin | | | |
| Mrs Margaret Eileen Risely | | Resigned | Jul-08 |
| Mr Robert Dudley Unwin | | | |
| Mrs Margaret Anne Edmonds | | | |
| Mr Oliver James Ibbotson | | Appointed | Sep-08 |
| Ms Teresa Anne Booth | | Appointed | Sep-08 |
| Mr Clifford Todd Crellin | Treasurer from September 2008 | Appointed | Sep-08 |

Company Secretary

Ms Tamar Millen

Charity number

1116794

Company number

05932383

Registered office

Scotia Works
Leadmill Road
Sheffield
S1 4SE

Accountant

Rebecca Ardern
Employee of
Voluntary Action Sheffield
Community Accountancy Service
The Circle
33, Rockingham Lane
Sheffield
S1 4FW

Bank

The Co-operative Bank
84/86, West Street
Sheffield
South Yorkshire
S1 4SE

Exemptions

The trustees have taken advantage of the exemptions available to small companies, including the audit exemption (see statement on balance sheet).

Conflict Resolution Education in Sheffield Schools Training

Directors' report for the year ended 31 March 2009

The trustees, who are also directors for the purposes of company law, are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2009.

The legal and administrative information set out on page 2 of the accompanying financial statements forms part of this report. The financial statements comply with current statutory requirements and the Statement of Recommended Practice – Accounting and Reporting by

1. Structure, governance and management

1.1 Governing document

CRESST is a charitable company limited by guarantee, incorporated on 12 September 2006 and registered as a charity on 15 November 2006. The company is governed by its Memorandum and Articles of Association. Every member has guaranteed that they will pay an amount not exceeding £10 in the event of the company being wound up.

The activities now undertaken by CRESST were previously carried out as a project of Sheffield Central Quaker Meeting and the Meeting continues to make significant donations to CRESST. On 1 April 2007 the assets, liabilities and activities of the project were transferred to the CRESST

The object of the charity is to advance the education of children and young people in the subject of non-violent conflict resolution.

1.2 Appointment of trustees

The trustees of the company during the year are shown on page 2 of the accompanying financial statements. The trustees are normally elected by the members at the Annual General Meeting. One third of the trustees must retire by rotation at each Annual General Meeting. Up to two trustees may be co-opted by the trustees. Up to three trustees may be nominated by the Sheffield Central Quaker Meeting provided that the nominated trustees do not form a majority of the Board. The trustees meet at least six times a year.

1.3 Recruitment, induction and training of trustees

There is a procedure for the recruitment and appointment of new trustees. This is designed to ensure that the Board has appropriate skills and knowledge for the management of CRESST and that the necessary legal checks, including a Criminal Records Bureau check, are undertaken.

New trustees receive written induction material about CRESST and about their role as trustees as well as an induction briefing from the Chair of the Board.

Training opportunities have been made available to all trustees during the year. During the coming year the Board intends to review its learning and development needs and plan for how

Conflict Resolution Education in Sheffield Schools Training

Directors' report continued

1.4 Internal control and risk management

The trustees and staff have assessed the risks to which the charity is exposed and the measures being taken to mitigate those risks.

The trustees have systems of internal control which help to minimise the risk of material financial mis-statement or loss. They include:

- a set of financial standing orders which are kept under regular review
- a business plan and annual budget which are approved by trustees
- regular review by trustees of performance against the business plan and budget

Measures taken to minimise other types of risk include supervision and appraisal for staff, regularly reviewed policies including a child protection policy, and systems for ensuring that the Board is appropriately skilled.

1.5 Financial review

CRESST received grants and donations totalling £56,000 during the financial year; the major proportion (53%) being from Sheffield Central Quaker Meeting. This was approximately £8,000 less than was sought in the original budget figure. During the year we decided to lower the fundraising target because costs decreased when the Project Coordinator reduced her working hours. Despite this reduction, Training Activities generated 16% of the total income and exceeded the amount budgeted for by approximately £4,000.

The major item of expenditure continues to be staff salaries and related costs which amounted to £42,700, some £9,000 less than anticipated due to the reduced staff costs referred to above. The other major item was Office Costs of £7,500. The total expenditure of £57,613 was less than income resulting in net incoming resources of £10,638.

CRESST aims to hold between three and six months average expenditure in reserve. The total funds carried forward at the year end exceeded this criterion slightly, being £35,800 with budgeted expenditure of £63,100 for 2009/10.

The budget figures for 2009-10 were £53,100 for fund raising and £10,000 for training income. In the first quarter of the 2009-10 year the budget figure for fundraising was exceeded by £2,000 while training income was £1,000 lower than budget.

2 Achievements and performance

CRESST is dedicated to helping children and young people learn conflict resolution skills that can be used in their schools and communities.

The trustees and staff of CRESST have developed a comprehensive three year business plan detailing the way forward over the period 2007-2010.

The business plan identifies the following objectives against which we have measured our service delivery.

Conflict Resolution Education in Sheffield Schools Training

Directors' report continued

2.1 CRESST will maintain contact with “project” schools at least annually to assess their whole school approach using the agreed criteria and provide training as required if adequately funded.

We have worked towards this objective by:

- running refresher training in conflict resolution education and peer mediation for nine project schools
- holding two training and networking days for peer mediation co-ordinators with 20 attendees
- delivering three training days attended by 57 people in total
- hosting one Peer Mediators' Conference attended by 59 students and 20 supporting adults, representing 12 different Junior and Primary schools.

2.2 CRESST will support nine new schools, primarily in Sheffield, in developing a whole school approach to non-violent conflict resolution education (CRE).

We have worked towards this objective by:

- introducing a whole school approach to non-violent conflict resolution education in the seven schools: Mundella Primary School, Phillimore Community Primary School, Marcliffe Primary School, Hucklow Primary School, Gleadless Primary School, Ecclesall Church of England Junior School, Carterknowle Junior School
- working with a total of 492 children and young people
- working with a total of 393 supporting adults
- delivering 134 hours of conflict resolution education workshops in 38 sessions
- delivering 94 hours of peer mediation training sessions in nine sessions
- delivering two governor training sessions to a total of 40 governors
- delivering one support staff training session to a total of 20 support staff
- delivering four parents' conflict resolution education course sessions to a total of 50 parents.

2.3 CRESST will work in secondary schools in response to specific needs in order to develop proven programmes and evaluate the feasibility of a whole school approach.

We have worked towards this objective by:

- training a second cohort of peer mediators at Seven Hills
- delivering prefect training in conflict resolution at Parkwood Academy
- mediating between two families whose children attend Rawmarsh Community School in Rotherham
- setting up the peer support system at Dinnington Comprehensive School in Rotherham.

Conflict Resolution Education in Sheffield Schools Training

Directors' report continued

2.4 CRESST will extend its current work into community settings, by developing resources and working in partnership with existing youth services; ideally in areas where CRE work is already in schools.

We have worked towards this objective by:

- training Connexions youth workers in conflict resolution education
- delivering conflict resolution education to the Fruit Bowl Youth Group
- working with Firs Hill Summer Scheme to deliver conflict resolution education
- training Netherthorpe and Upperthorpe Young People's Platform workers and attendees in conflict resolution education
- delivering conflict resolution education training to parent groups at Greenlands Junior and School as part of anti-bullying week
- delivering conflict resolution education to parents in Sharrow as part of the wider family programme
- working with Sheffield City Council to develop the Anti Bullying Action Group
- attending Anti Bullying Alliance meetings to develop a regional approach
- becoming an associate member of the Youth Consortium in Sheffield being led by ZEST.

2.5 CRESST will develop and maintain a comprehensive package of materials to enable our programmes of work to be delivered effectively by CRESST and others. CRESST will make available the skills and knowledge of our staff to promote CRESST and to support similar work elsewhere.

We have worked towards this objective by:

- working with Sheffield Hallam University delivering conflict resolution education lectures and workshops to 420 B Ed and PGCE students
- delivering conflict resolution education training to 30 Teach First students
- providing information about conflict resolution education at Sheffield's Children and Young People's Directorate Personalisation Conferences
- promoting CRESST at the Sheffield Children and Young People's Directorate Intervention
- participating at the Arm in Arm: Conflict Resolution conference in Leeds Conference
- advising on setting up peer mediation schemes to an international project "The Daphne Project" c/o Sheffield University
- continuing our work with the Peer Mediation Network which has produced a constitution and best practice guidelines.

Conflict Resolution Education in Sheffield Schools Training

Directors' report continued

Directors' responsibilities for the financial statements

Company and charity law requires the Directors to prepare financial statements for each financial period which show the state of affairs of the charity and of net income or expenditure of the charity for that period. In preparing those financial statements, the Directors are required to:

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

The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable the Directors to prepare financial statements. The Directors are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

This report is prepared in accordance with the special provisions of part VII of the Companies Act 1985 relating to small companies (s246 (8)(b))

This report was approved by the Directors on _____ and is signed on their behalf by:

Director

Conflict Resolution Education in Sheffield Schools Training

Independent Examiner's report on the Accounts of Conflict Resolution Education in Sheffield Schools Training for the year ended 31 March 2009

I report on the accounts of the CRESST for the year ended 31st March 2009 which are set out on pages 9 to 13.

Respective responsibilities of the Trustees and the examiner

The Trustees (who are also the Directors of the company for the purposes of company law) are responsible for the preparation of the accounts.

The Trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act);
and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting 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 I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with 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 appropriate accounting records in accordance with section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and to
have 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.

Signed: _____ Date: _____

Rebecca Ardern

Employee of

Voluntary Action Sheffield

Community Accountancy Service

The Circle

33, Rockingham Lane

Sheffield

S1 4FW

Conflict Resolution Education in Sheffield Schools Training

Statement of financial activities

(incorporating the income and expenditure account)

for the year ended 31 March 2009

| | Notes | Unrestricted funds £ | Restricted funds £ | Total 2009 £ | Total 2008 £ |
|--|-------|-------------------------|-----------------------|-----------------|-----------------|
| Incoming resources | 1 | | | | |
| Grants | 5 | 20,000 | 6,100 | 26,100 | 2,496 |
| Donations | | 30,353 | - | 30,353 | 51,025 |
| Training charges | | 9,056 | - | 9,056 | 14,277 |
| Training courses | | 2,170 | - | 2,170 | 1,570 |
| Sundry sales | | 30 | - | 30 | 75 |
| Bank interest | | 533 | - | 533 | 185 |
| Other income | | 9 | - | 9 | 525 |
| Total Incoming resources | | 62,151 | 6,100 | 68,251 | 70,153 |
| Resources expended | | | | | |
| Salary costs | 8 | 37,897 | - | 37,897 | 43,009 |
| National insurance | 8 | 3,451 | - | 3,451 | 4,041 |
| Pension | 8 | 1,323 | - | 1,323 | 1,674 |
| Payroll charges | 8 | 296 | - | 296 | 377 |
| Staff expenditure | | 908 | - | 908 | 1,185 |
| Training and supervision | | 1,582 | - | 1,582 | 804 |
| Rent | | 878 | 4,435 | 5,313 | 5,053 |
| Insurance | | 1,026 | - | 1,026 | 1,024 |
| Publicity and promotion | | 1,306 | - | 1,306 | 7,114 |
| Resources | | 208 | - | 208 | - |
| Pupil training and resources | | 412 | - | 412 | 755 |
| Teaching resources | | 1,791 | - | 1,791 | 2,271 |
| Governance | | 533 | - | 533 | 591 |
| Board expenses | | 168 | - | 168 | 461 |
| Volunteer expenses | | 76 | - | 76 | 144 |
| Fundraising expenses | | 104 | - | 104 | 78 |
| Office equipment | | 318 | - | 318 | 17 |
| Stationery and supplies | | - | 549 | 549 | 337 |
| Photocopying | | - | 279 | 279 | 109 |
| Postage | | 28 | 23 | 51 | 139 |
| Telephone | | 20 | 2 | 22 | 48 |
| Other expenses | | - | - | - | 66 |
| Total resources expended | | 52,325 | 5,288 | 57,613 | 69,297 |
| Net (outgoing)/incoming resources | | 9,826 | 812 | 10,638 | 856 |
| Total funds brought forward | | 25,140 | - | 25,140 | - |
| Transfer of assets from Sheffield Central Quaker Meeting of the Religious Society of Friends | | - | - | - | 24,284 |
| Total funds carried forward | 6 | 34,966 | 812 | 35,778 | 25,140 |

Conflict Resolution Education in Sheffield Schools Training
Balance Sheet
as at 31 March 2009

| | Notes | 2009 £ | 2008 £ |
|--|-------|----------------------|----------------------|
| Fixed Assets | | <u>-</u> | <u>-</u> |
| Current Assets | | | |
| Balance at bank and cash | | 4,952 | 6,892 |
| Deposit account | | 30,718 | 20,185 |
| Debtors | 2 | <u>875</u> | <u>3,721</u> |
| Total current assets | | <u>36,545</u> | <u>30,798</u> |
| Creditors: amounts falling due within one year | 3 | (767) | (658) |
| Deferred income | 4 | - | (5,000) |
| Net current assets/(liabilities) | | <u>35,778</u> | <u>25,140</u> |
| Total assets less current liabilities | | <u>35,778</u> | <u>25,140</u> |
| Creditors: amounts falling due after more than one year | | - | - |
| Total net assets | | <u>35,778</u> | <u>25,140</u> |
| Represented By | | | |
| FUNDS | | | |
| Unrestricted income fund | | 34,966 | 25,140 |
| Restricted income fund | | <u>812</u> | <u>-</u> |
| | | <u>35,778</u> | <u>25,140</u> |

(a) For the year ended 31 March 2009 the company was entitled to exemption under section 249A(1) of the Companies Act 1985

(b) Members have not required the company to obtain an audit in accordance with section 249B(2) of the Companies Act 1985 - however in accordance with section 43 of the Charities Act 1993 the accounts have been examined by an independent examiner whose report appears on page 8.

(c) The directors acknowledge their responsibilities for:

- i. ensuring the company keeps accounting records which comply with section 221;
- ii. Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company.

(d) The accounts have been prepared in accordance with the special provisions in Part V11 of the Companies Act 1985 relating to small companies, and were approved by the directors on

.....

signed on behalf of the board _____
(print name): _____
Director

Dated _____

Conflict Resolution Education in Sheffield Schools Training

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

1 Accounting Policies

a) Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) issued in March 2005, applicable accounting standards and the Companies Act 1985.

The company has taken advantage of the exemption from preparing a cash flow statement conferred by Financial Reporting Standard No 1 on the grounds that it is entitled to the exemptions as a small entity.

b) Separate funds

Incoming and outgoing resources are split between restricted funds, designated funds and other unrestricted funds. Closing funds are categorised in the same way.

(i) Restricted funds

These are funds subject to specific trusts which may have been declared by the funders or with their authority (e.g. in a public appeal), but still within the objects of CRESST. They may be restricted income funds which are expendable at the discretion of the trustees in furtherance of a particular project or objective of CRESST. Alternatively they may be capital funds where the funds are required to be invested in fixed assets for charity use or in investment assets which are called Endowment Funds.

(ii) Designated funds

These are unrestricted funds which have been designated by the trustees for a particular purpose or project which they have decided to undertake.

(iii) Unrestricted funds

These are expendable at the discretion of the trustees in the furtherance of the objects of CRESST.

c) Grants receivable

Grants receivable are recognised in the Statement of Financial Activities when the conditions for receipt have been complied with. Grants receivable in respect of certain activities are paid in relation to a given period such as a year and in these circumstances the grants are deferred to the extent that they relate to future accounting periods.

Grants received for specific projects are accounted for as restricted funds.

d) Incoming resources from charitable activities

Income from charitable activities is included in the year in which the charity is entitled to receipt and the amount can be measured with reasonable certainty.

e) Investment income

Bank interest is included when receivable by the charity.

f) Resources expended

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

• Governance costs

This includes the direct and indirect costs relating to independent inspection of the accounts and to the constitutional and statutory requirements for managing the organisation.

g) Pension costs

The charity contributes to employees' personal pension plans. Contributions are charged to the 'Statement of financial activities' as they become payable.

Conflict Resolution Education in Sheffield Schools Training

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

2 Debtors

These are monies owed to the organisation but not received during the accounting period. They are in respect of:

| | 2009 | 2008 |
|--|------------|--------------|
| | £ | £ |
| Neighbourhood Renewal Fund - Rotherham MBC | - | 946 |
| Trade debtors | 875 | 2,775 |
| | <u>875</u> | <u>3,721</u> |

3 Creditors; amounts falling due within one year

These are expenses that have been incurred but have not been billed or paid for during the accounting period. They are in respect of:

| | 2009 | 2008 |
|-----------------|------------|------------|
| | £ | £ |
| Trade Creditors | 249 | 188 |
| Accountancy | 518 | 470 |
| | <u>767</u> | <u>658</u> |

4 Deferred Income

| | 2009 | 2008 |
|---|----------|--------------|
| | £ | £ |
| Sheffield Church Burgess Educational Foundation | - | 3,000 |
| Sheffield Town Trust | - | 2,000 |
| | <u>-</u> | <u>5,000</u> |

5 Grants & Donations

| | Unrestricted Funds | Restricted Funds | Total 2009 | 2008 |
|--|-----------------------|---------------------|---------------|---------------|
| | £ | £ | £ | £ |
| Grants: | | | | |
| The Allan & Nesta Ferguson Charitable Trust | 15,000 | - | 15,000 | - |
| The Co-operative Foundation | - | 6,100 | 6,100 | - |
| Sheffield Church Burgess Educational Foundation | 3,000 | - | 3,000 | - |
| Sheffield Town Trust | 2,000 | - | 2,000 | - |
| Neighbourhood Renewal Fund Rotherham MBC | - | - | - | 2,496 |
| Donations: | | | | |
| Sheffield Central Quaker Meeting of the Religious Society of Friends | 30,000 | - | 30,000 | 50,000 |
| Sheffield City Council | - | - | - | 1,000 |
| Other donations less than £300 each | 353 | - | 353 | 25 |
| Total | <u>50,353</u> | <u>6,100</u> | <u>56,453</u> | <u>53,521</u> |

6 Restricted Fund Movements

| Funder | Brought forward 01-Apr-08 | Income | Expenditure | Carried forward 31-Mar-09 |
|-----------------------------|---------------------------------|--------------|----------------|---------------------------------|
| The Co-operative Foundation | - | 6,100 | (5,288) | 812 |
| | <u>-</u> | <u>6,100</u> | <u>(5,288)</u> | <u>812</u> |

7 Trustees remuneration, benefits and expenses

Trustees received no remuneration, benefits or expenses in this period.

Conflict Resolution Education in Sheffield Schools Training

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

8 Staff Costs and Numbers

Staff Costs were as follows;

| | 2009 | 2008 |
|--------------------------|-------------|-------------|
| | £ | £ |
| Gross Salaries | 37,897 | 43,009 |
| National Insurance Costs | 3,451 | 4,041 |
| Pension Costs | 1,323 | 1,674 |
| Payroll administration | 296 | 377 |

CRESST employed 2 members of staff on a part time basis, the full time equivalent was 1.3. (In 2008 this equivalent was 1.5). Staff members did not receive a salary over £60,000.