

CAMBRIDGE CARBON FOOTPRINT

(A Company Limited by Guarantee)

Statement of Accounts

For the Year Ended 31 December 2010

Company Registration Number - 05750297

Registered Charity Number - 1127376

Cambridge Carbon Footprint

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Cambridge Carbon Footprint

Legal and administrative information

Status

Cambridge Carbon Footprint is a charitable company limited by guarantee, incorporated on 21 March 2006 and registered as a charity on 5 January 2009.

Cambridge Carbon Footprint was established under a Memorandum of Association, which was amended to reflect the objects and powers of the charitable company and is governed under its Articles of Association. Under those Articles the members of the Trustee Board are elected at the AGM, or can be appointed by resolution of the Board or co-opted by the Board.

The following people served as trustees of the charity during 2010:

Trustees	Role	Date elected	Date Resigned
Tom Bragg	Chair	31st Oct 2008	
Andy Brown	Treasurer	26 th March 2006	
Gillian Kent		1st Feb 2007	4 th May 2010
Bev Sedley		30th Nov 2009	
Paul Bearpark		22 nd June 2010	
Laura Barnes		7 th Dec 2010	20 th Feb 2011

Registered office: 113 Gwydir St, Cambridge, CB1 2LG

Operational address: Citylife Social Enterprise Centre, 182 – 190 Newmarket Road, Cambridge, CB5 8HE

Independent examiner: Mr John Anderson, Anderson & Co., Sumpter House,
8 Station Road, Histon, Cambridge, CB24 9LQ

Bankers: The Co-operative Bank Plc, P.O.Box 250, Delft House, Southway, Skelmersdale, WN8 6WT.

Company registration number: 05750297

Registered charity number : 1127376

**Cambridge Carbon Footprint
Information & Trustees Report for 2010 Accounts**

TRUSTEES' ANNUAL REPORT 2010

The Board presents its report and the financial statements for the year ended 31 December 2010.

Objects of the Charity

The object of the Charity as stated in the Memorandum of Association is:

“The promotion for the benefit of the public of the conservation, protection and improvement of the physical and natural environment by raising awareness of climate change and encouraging practical steps to reduce atmospheric carbon dioxide levels.”

The trustees have considered the Charity Commission's guidance on public benefit, and they consider that Cambridge Carbon Footprint is fulfilling its obligations in this respect by achieving the above objective. The activities and projects that contribute to the achievement of the objective are described below.

Organisation

Cambridge Carbon Footprint is administered by a Trustee Board who meet at least four times a year. The members who served during the year are detailed on page 3. The Trustees follow a policy of continually seeking to identify the risks that the charity is exposed to and establishing systems and procedures to manage those risks.

Projects, Activities and Achievements

To achieve the aims of the organization, Cambridge Carbon Footprint undertook the following projects and activities:

1. Public Engagement activities

Our stalls, talks, workshops and films engaged over 1400 members of the public in discussion about climate change and carbon reduction. 12 stalls and 27 workshops/presentations were funded through our Cambridge Sustainable City core funding grant and private donations.

2. Carbon Conversations

Our Carbon Conversations groups enable participants to make substantial carbon reductions. 15 Carbon Conversations groups (and two taster sessions) in the Cambridge area were funded through our Cambridge Sustainable City core funding grant and private donations. Carbon Conversations began to be developed nationally, with eight training events for facilitators outside Cambridge, funded through sales and through grants from the Polden Puckham Charitable Foundation and the Network for Social Change. There was also a national facilitators' conference, which led to the creation of two training hubs outside Cambridge.

3. Low Carbon Network

The Low Carbon Network provides continuing support for people wishing to reduce their carbon footprint, particularly in the areas of home energy and food. 19 meetings facilitating carbon reduction were held, funded through Cambridge Sustainable City core funding grant and private donations.

Cambridge Carbon Footprint

Information & Trustees Report for 2010 Accounts

4. Akashi project

Our second Akashi Festival for people of different ethnic and faith groups to come together to take action on climate change took place in March, attended by 495 people, with 18 ethnic/faith groups providing stalls. This work was funded by Faiths in Action, Artists Project Earth, Co-op Community Fund (all in previous year) and Vodafone. In November the first of three interfaith meetings took place, funded by Faiths in Action.

5. Home Energy work

The Climate Friendly Homes project provided 39 home energy surveys and trained 25 volunteers. Our new Open Eco-Houses Project saw 499 visits to 16 energy-efficient homes over two days in June, with 90 people attending the Question Time launch. This was funded through a grant from Cambridge Sustainable City and sponsorship from local companies.

6. Sustainable Streets

October saw the start of our Sustainable Streets Project (funded by Cambridge Sustainable City), in collaboration with Cambridge City Council Community Development workers: residents on four Cambridge streets are supported to come together to reduce their carbon footprint.

Financial review

Total incoming resources amounted to £81,886 (2009 £71,590) which, after total expenditure of £65,937 (2009 £49,446) resulted in a surplus before transfers of £15,949 (2009 £22,144). At the end of the year, the Society had net assets of £38,054 (2009 £22,105).

The principal source of funds was grants as detailed in note 2.

Direct charitable expenditure amounted to £64,967. Other expenditure amounted to £970 of governance costs.

The attached accounts give full details of the state of the finances of Cambridge Carbon Footprint, and the Board is confident that the company can continue to meet its objectives for the immediate future.

Reserves

The Board has examined the charity's requirements for reserves in light of the main risks to the organisation and consider the current provision to be sufficient.

Investments

A judgment is taken with regard to cash balances held by the Charity. Cash not required in the short term is held on deposit account, which is considered by the Trustee's to be the most suitable arrangement

**Cambridge Carbon Footprint
Information & Trustees Report for 2010 Accounts**

Responsibilities of the Board

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the board should follow best practice and:

- select suitable accounting policies and apply them consistently
- make judgments and estimates that are reasonable and prudent; and
- prepare the financial statements on a going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The board is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. The Board is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Recruitment, Appointment of Trustees

Trustees, who are also Directors of the Company, are elected by members of the Company or appointed by resolution or co-option by the Trustees.

Induction of Trustees

Induction and training of Trustees is currently carried out informally but the Trustees will review this if and when the size of the Board increases.

Risk Assessment

The Board assesses the risks facing the charity on an ongoing basis. Key risks identified during the year were:

- the competitive and difficult funding situation for environmental charities;
- the shortage of staff hours to cover the amount of work generated;
- over-reliance on volunteers, particularly to carry out the Director's role;

Contribution of Volunteers

The charity receives help and support in the form of voluntary assistance in advising the public and administering the charity. There were 185 volunteers during the year, who gave us around 150 hours of volunteer time per week. There were 13 volunteer training sessions and nine volunteer lunches during the year.

Members of the Board

Members of the board, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 3. Members of the charitable company guarantee to contribute an amount not exceeding £10 to the assets of the charitable company in the event of winding up. The total number of members at 31 December 2010 was 17.

Approved by the Board on 03/05/2011 and signed on its behalf by:



**A Brown
Trustee**

CAMBRIDGE CARBON FOOTPRINT LIMITED

Independent Examiner's Report to the trustees of Cambridge Carbon Footprint Limited

I report on the accounts for the year ended 31 December 2010 which are set out on pages 7 to 13.

The report is made solely to the company's Trustees, as a body, in accordance with section 43 of the Charities Act 1993 and regulations made under section 44 of that Act. My work has been undertaken so that I might state to the company's Trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's Trustees as a body, for my work or for this report.

Respective responsibilities of trustees and examiner

The charity's trustees, who are also the directors of the company for the purposes of company law, are responsible for the preparation of the financial statements. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the Act) and that an independent examination is needed. Having satisfied myself that the charity is not subject to audit under charity or company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 43 of the Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43 (7)(b) of the 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 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 statement 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 and comply with the accounting requirements of section 396 of the Companies Act and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities; have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached



John Anderson, BSc, FCA
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CAMBRIDGE CARBON FOOTPRINT LIMITED

STATEMENT OF FINANCIAL ACTIVITIES

(incorporating an Income and Expenditure Account)

FOR THE YEAR ENDED 31 DECEMBER 2010

	Notes	2010		Total £	2009 Total £
		Unrestricted General Fund £	Restricted Funds £		
Incoming Resources					
Incoming Resources from Generated Fund					
Voluntary Income					
Grants	2	1,135	40,408	41,543	49,263
Awards		0	0	0	700
Donations		17,306	500	17,806	9,441
Gifts in Kind		474	0	474	0
Activity for generating funds					
Trading income		25,924	500	26,424	12,299
Less: cost of goods sold		(4,406)	0	(4,406)	(282)
Interest & Dividends Received		45	0	45	169
<i>Total Incoming Resources</i>		<u>40,478</u>	<u>41,408</u>	<u>81,886</u>	<u>71,590</u>
Resources Expended					
Charitable Expenditure					
Employees	3	40	33,206	33,246	24,619
Establishment	4	237	8,248	8,485	2,277
Communications	5	228	1,986	2,214	2,788
Other Costs	6	3,647	17,376	21,023	18,879
Governance Costs	7	916	54	970	883
<i>Total Resources Expended</i>		<u>5,068</u>	<u>60,869</u>	<u>65,937</u>	<u>49,446</u>
<i>Net Surplus before Transfers</i>		<u>35,410</u>	<u>(19,461)</u>	<u>15,949</u>	<u>22,144</u>
Transfers between Funds	13	(13,583)	13,583	0	0
<i>Net Movement in Funds for the Year</i>		<u>21,827</u>	<u>(5,878)</u>	<u>15,949</u>	<u>22,144</u>
Reconciliation of Funds					
Total Funds brought forward	13	11,328	10,777	22,105	(39)
<i>Total Funds carried forward</i>	13	<u>33,155</u>	<u>4,899</u>	<u>38,054</u>	<u>22,105</u>

The Notes on pages 9 to 13 form an integral part of these financial statements

CAMBRIDGE CARBON FOOTPRINT LTD

**BALANCE SHEET
AS AT 31 DECEMBER 2010**

	Notes	2,010 £	2,009 £
Fixed assets			
Fixed assets	8	265	114
Current Assets			
Debtors	9	6,772	1,727
Cash in Hand			
Bank Accounts			
Co-operative Current Account		29,124	7,710
Co-operative Deposit Account		27,296	25,574
		<u>63,192</u>	<u>35,011</u>
Creditors			
Amounts falling due within one year	10	25,403	13,020
Total assets less current liabilities		<u><u>38,054</u></u>	<u><u>22,105</u></u>
Funds	13		
Restricted Funds			
Akashi		1,895	6,241
Sustainable City		0	0
Climate Friendly Homes		2,677	4,219
Fund Rasing Consultant		0	317
Open Eco-houses		0	0
Carbon Conversations Roll Out		0	0
Sustainable Streets		9	0
		<u>4,582</u>	<u>10,777</u>
Unrestricted Funds			
General Fund		33,472	11,328
		<u><u>38,054</u></u>	<u><u>22,105</u></u>

For the year ending 31 December 2010 the 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 company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities and the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the Board on 03/05/2011 and signed on its behalf by:



A Brown Trustee

The Notes on pages 9 to 13 form an integral part of these financial statements

1 Accounting Policies

a. Accounting Convention and Standards

The financial statements are prepared under the historical cost convention, in accordance with the Financial Reporting Standard for Smaller Entities, the Companies Act 2006 and the Statement of Recommended Practice - Accounting and Reporting by Charities issued in March 2005

b. Incoming Resources

All incoming resources are recognised in the Statement of Financial Activities on an accruals basis

c. Resources Expended

Expenditure is recognised on an accrual basis and includes any VAT which cannot be recovered. Costs relating to a particular activity are allocated directly to that fund. Other costs are allocated to the general fund.

d. Tangible Fixed Assets

Equipment, furniture and fitting owned by the Company are written off over two years.

e. Taxation

The company is charity, and is not liable for assessment to corporation tax on its results.

f. Funds and Reserves

Where the charity undertakes a specific project, as determined internally or by the external donor, all incoming and expended resources are accounted for separately through a separate fund.

These funds are classified as follows:

Restricted funds

- Where the grant donor specifies how the funds should be applied.

Unrestricted funds

General reserve

- All other funds, which are available for general purposes.

	Unrestricted	2010 Restricted Funds							2009 Total
	General Funding	Akashi	Sustainable City	Climate Friendly Homes	Open Eco-houses	Carbon Conversations National	Sustainable Streets	Total	
2 Grant Income									
Anonymous	1,135	0	0	0	0	0	0	1,135	0
Artist Project Earth	0	0	0	0	0	0	0	0	3,373
Cambridge City Council	0	0	18,500	1,500	2,647	0	1,233	23,880	25,877
Cambridge Community Foundation	0	2,800	0	0	0	0	0	2,800	2,000
Cambridge Development Foundation	0	577	0	0	0	0	0	577	9,315
Co-op Community Fund	0	0	0	0	0	0	0	0	3,373
Network for Social Change	0	0	0	0	0	3,984	0	3,984	0
Polden Puckham	0	0	0	0	0	6,667	0	6,667	0
South Cambs	0	0	0	0	0	0	0	0	350
University of Cambridge	0	0	0	0	0	0	0	0	4,975
Vodafone	0	2,500	0	0	0	0	0	2,500	0
	<u>1,135</u>	<u>5,877</u>	<u>18,500</u>	<u>1,500</u>	<u>2,647</u>	<u>10,651</u>	<u>1,233</u>	<u>41,543</u>	<u>49,263</u>
3 Resources Expended - Employees									
Employment costs	0	4,516	15,827	874	750	7,991	1,126	31,084	22,408
Employers NIC	0	221	1,005	70	58	285	52	1,691	937
Training	40	0	431	0	0	0	0	471	1,274
	<u>40</u>	<u>4,737</u>	<u>17,263</u>	<u>944</u>	<u>808</u>	<u>8,276</u>	<u>1,178</u>	<u>33,246</u>	<u>24,619</u>
No employee received remuneration amounting to more than £60,000.									
The average monthly number of employees during the year was 3 (2009 - 3).									
The Trustees neither received nor waived any emoluments during the year (2009 - £nil).									
4 Resources Expended - Establishment									
Rent	0	0	3,000	0	0	0	0	3,000	1,642
Insurance	0	0	505	0	158	0	0	663	421
Depreciation	237	0	28	1,615	0	0	0	1,880	214
Computer & equipment costs	0	0	825	320	350	1,447	0	2,942	0
	<u>237</u>	<u>0</u>	<u>4,358</u>	<u>1,935</u>	<u>508</u>	<u>1,447</u>	<u>0</u>	<u>8,485</u>	<u>2,277</u>
5 Resources Expended - Communications									
Telephone & internet	0	44	416	0	59	0	0	519	360
Postage & Stationery	182	260	377	101	87	625	0	1,633	2,428
Travelling	46	16	0	0	0	0	0	62	
	<u>228</u>	<u>320</u>	<u>793</u>	<u>101</u>	<u>146</u>	<u>625</u>	<u>0</u>	<u>2,214</u>	<u>2,788</u>

NOTES TO THE ACCOUNTS - 31 DECEMBER 2010

	Unrestricted	2010 Restricted Funds						2009	
	General Funding	Akashi	Sustainable City	Climate Friendly Homes	Open Eco-houses	Carbon Conversations National	Sustainable Streets	Total	Total
6 Resources Expended - Other									
Books, Journals & Information Packs	196	825	1,049	0	406	1,013	0	3,488	124
Exhibition & presentation costs	120	1,196	1,425	32	100	208	46	3,127	5,643
Subscriptions	50	0	0	0	0	0	0	50	100
Volunteer expenses	21	406	15	0	0	0	0	442	142
Consultancy	3,200	1,181	0	0	1,650	5,060	0	11,091	12,230
Accounts	0	0	200	0	0	0	0	200	(154)
Sundry Expenses	61	1,559	301	30	386	289	0	2,626	794
	<u>3,647</u>	<u>5,166</u>	<u>2,990</u>	<u>62</u>	<u>2,542</u>	<u>6,570</u>	<u>46</u>	<u>21,023</u>	<u>18,879</u>
7 Governance Costs									
Independent Examiner's Fee	916	0	0	0	0	0	0	916	800
AGM Expenses	0	0	54	0	0	0	0	54	83
	<u>916</u>	<u>0</u>	<u>54</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>970</u>	<u>883</u>

CAMBRIDGE CARBON FOOTPRINT LIMITED

NOTES TO THE ACCOUNTS - 31 DECEMBER 2010

	2010	2009
8 Fixed Assets		
Fixtures, fittings & equipment		
Cost		
Bfwd	1,401	1,172
Additions	529	229
Cfwd	<u>1,931</u>	<u>1,401</u>
Depreciation		
Bfwd	1,286	1,073
Charge for year	380	214
Cfwd	<u>1,666</u>	<u>1,287</u>
 NBV cfwd	 <u>265</u>	 <u>114</u>
	2010	2009
9 Debtors		
Other debtors	6,772	1,727
	<u>6,772</u>	<u>1,727</u>
	2010	2009
10 Creditors: Amounts falling due within one year		
Accruals	1,687	3,896
Other tax & social security	2,262	1,324
Grants received in advance	21,454	7,800
	<u>25,403</u>	<u>13,020</u>

11 Transactions with Trustees and Director

The director Rosemary Randall received a salary of £7,200 and fees for consultancy, travel and subsistence of £5,745 during the year.

12 Constitution

The Company is limited by guarantee and does not have a share capital. As at 31 December 2010 there were 12 (2009 - 12) members.

Members' liability is limited to £1 each in the event of the Company being wound up, while they are members or within one year after they cease to be a member, for payment of debts and liabilities contracted before they ceased to be a member.

NOTES TO THE ACCOUNTS - 31 DECEMBER 2010

13 Funds and Reserves

Separate funds have been established for the following reasons:

Restricted funds	
Akashi	Funded by Faiths in Action, Artists Project Earth, Co-op Community Fund and a Cambridge Sustainable City project grant to involve people in work on climate change and carbon reduction
Sustainable City	Funded by Cambridge Sustainable City core funding to support people wishing to reduce their carbon footprint
Climate Friendly Homes	Funded by University Active Community Fund, Cambridge City Council and South Cambs DC to provide home energy surveys
Open Eco-houses	Funded by Cambridge Sustainable City and sponsorship from local companies, this project supported visits to energy efficient homes
Carbon Conversations Roll Out	Funded by Polden Puckham Charitable Foundation and Network for Social Change and sales, this project enables participants to make carbon reductions.
Sustainable Streets	Funded by Cambridge Sustainable City, residents of four Cambridge streets are supported to reduce their carbon footprint

Analysis of net assets between funds

	General funds	Restricted funds	Total funds
Tangible fixed assets	237	28	265
Current assets	47,383	15,809	63,192
Current liabilities	(14,148)	(11,255)	(25,403)
Net assets at 31 December 2010	33,472	4,582	38,054

Movements on these funds:

	Balance Brought Forward	Incoming Resources	Outgoing Resources	Transfers	Balance Carried Forward
Akashi	6,241	5,877	(10,223)	0	1,895
Sustainable City	0	18,500	(25,458)	6,958	0
Climate Friendly Homes	4,219	1,500	(3,042)	0	2,677
Fund Raising Consultant	317	0	0	(317)	0
Open Eco-houses	0	3,647	(4,004)	357	0
Carbon Conversations Roll Out	0	10,651	(16,918)	6,268	0
Sustainable Streets	0	1,233	(1,224)	0	9
	10,777	41,408	(60,869)	13,266	4,582
General Reserve	11,328	40,478	(5,068)	(13,266)	33,472
	22,105	81,886	(65,937)	0	38,054