

CAMBRIDGE CARBON FOOTPRINT

(A Company Limited by Guarantee)

Statement of Accounts

For the Year Ended 31 December 2009

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 2009.

Trustees	Role	Date elected
Tom Bragg	Chair	31st Oct 2008
Andy Brown	Treasurer	26 th March 2006
Gillian Kent		1st Feb 2007
Bev Sedley		30th Nov 2009

Director Rosemary Randall

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

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CAMBRIDGE CARBON FOOTPRINT

TRUSTEES' ANNUAL REPORT

The Board presents its report and the financial statements for the year ended 31 December 2009.

Objects of the Charity

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

"To provide information and advice about climate change to people in Cambridge and the surrounding area, to encourage and support people in Cambridge and the surrounding area to take personal responsibility for their contribution to climate change, and to promote and organise co-operation with bodies having similar or sympathetic aims, and to do all such acts as further the active and collective life of the organization."

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 2. The Director is responsible for the day to day running of the company. 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 1200 members of the public in discussion about climate change and carbon reduction. 13 footprinting stalls and 21 workshops/presentations were funded through Cambridge Sustainable City core funding grant, Grassroots Grants and private donations.

2. Carbon Conversations

Our Carbon Conversations groups enable participants to make substantial carbon reductions. 20 Carbon Conversations groups in the Cambridge area were funded through Cambridge Sustainable City core funding grant, South Cambridgeshire District Council and Grassroots Grants.

Materials development and materials publication were funded through private donations. Carbon Conversations outside Cambridge was funded through sales.

3. Low Carbon Network

The Low Carbon Network provides continuing support for people wishing to reduce their carbon footprint. 18 meetings, facilitating carbon reduction were held, funded through Cambridge Sustainable City core funding grant and private donations.

4. Akashi project and outreach work

The Akashi project aims to involve people from diverse backgrounds and faith in work on climate change and carbon reduction. The work consisted of 11 meetings with community representatives, creation of a representative steering group, 10 presentations and workshops, 5 stalls, a low-carbon cookery course, an interfaith seminar and planning for a major festival to be held in March 2010.

This work has been funded by Faiths in Action, Artists Project Earth, Co-op Community Fund and a Cambridge Sustainable City Project grant.

5. Home Energy work

The Climate Friendly Homes project provided 25 home energy surveys. This work is being funded by the University Active Community Fund, Cambridge City Council and South Cambridgeshire District Council.

Additional home energy work (house doctor and DIY service, eco-renovation seminar for builders) has been provided through voluntary activity and private donations.

CAMBRIDGE CARBON FOOTPRINT

TRUSTEES' ANNUAL REPORT (CONTINUED)

Financial review

Total incoming resources amounted to £71,590 (2008 £39,278) which, after total expenditure of £49,446 (2008 £39,037) resulted in a surplus before transfers of £22,144 (2008 –£241). At the end of the year, the Society had net assets of £22,105 (2008 – liability £40).

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

Direct charitable expenditure amounted to £48,563. Other expenditure amounted to £883 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. At the time of approving these accounts, the Board is pleased to report that core funding from Cambridge City Council (Cambridge Sustainable City grant) has been agreed for at least the next 12 month period.

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.

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.

CAMBRIDGE CARBON FOOTPRINT

TRUSTEES' ANNUAL REPORT (CONTINUED)

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;
- the possibility of having to move office again at short notice due to the short-life nature of the CityLife building.

Contribution of Volunteers

The charity receives help and support in the form of voluntary assistance in advising the public and administering the charity.

110 volunteers contributed approximately 150 hours of work per week to the company during the year. We estimate the value of this help at £91,200 in respect of the current 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 2.

Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up. The total number of members at 31 December 2009 was 4.

Approved by the Board on

and signed on its behalf by:

A Brown
Trustee

CAMBRIDGE CARBON FOOTPRINT

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEE BOARD OF CAMBRIDGE CARBON FOOTPRINT

I report on the accounts of the company for the year ended 31 December 2009, which are set out on pages 7 to 12.

Respective responsibilities of trustee board and examiner

The company's trustee board is responsible for the preparation of the accounts. The trustee board considers that an audit is not required for this year under section 43(2) of the Charities Act 1993 and that an independent examination is needed.

It is my responsibility to:

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

Basis of independent examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 the trustee board 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 accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005) 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.

Dated:

Frederick Anderson FCA

**Anderson & Co.
Sumpter House
8 Station Road
Histon
Cambridge
CB24 9LQ**

CAMBRIDGE CARBON FOOTPRINT LIMITED

STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating an Income and Expenditure Account)
FOR THE YEAR ENDED 31 DECEMBER 2009

	Notes	2009			2008
		Unrestricted General Fund £	Restricted Funds £	Total £	Total £
Incoming Resources					
Incoming Resources from Generated Funds					
Voluntary Income					
Grants	2	6,000	43,263	49,263	35,398
Awards		700		700	
Donations		2,686	6,755	9,441	3,338
Activities for generating funds					
Trading income		12,205	94	12,299	
Less: cost of goods sold		(282)		(282)	
Interest & Dividends Received		169		169	542
<i>Total Incoming Resources</i>		<u>21,478</u>	<u>50,112</u>	<u>71,590</u>	<u>39,278</u>
Resources Expended					
Charitable Expenditure					
Employees	3		24,619	24,619	16,565
Establishment	4	494	1,783	2,277	8,282
Communications	5	1,571	1,217	2,788	5,613
Other Costs	6	6,623	12,256	18,879	8,489
Governance Costs	7	883		883	
Corporation tax					88
<i>Total Resources Expended</i>		<u>9,571</u>	<u>39,875</u>	<u>49,446</u>	<u>39,037</u>
<i>Net Surplus before Transfers</i>		<u>11,907</u>	<u>10,237</u>	<u>22,144</u>	<u>241</u>
Transfers between Funds		(540)	540		
<i>Net Movement in Funds for the Year</i>		<u>11,367</u>	<u>10,777</u>	<u>22,144</u>	<u>241</u>
Reconciliation of Funds					
Total Funds brought forward		(39)		(39)	(281)
<i>Total Funds carried forward</i>		<u>11,328</u>	<u>10,777</u>	<u>22,105</u>	<u>(40)</u>

CAMBRIDGE CARBON FOOTPRINT LIMITED

**BALANCE SHEET
AS AT 31 DECEMBER 2009**

	Notes	2009 £	2008 £
Fixed assets			
Fixed assets	9	114	100
Current Assets			
Debtors	10	1,727	-
Cash in Hand			
Bank Accounts			
Co-operative Current Account		7,710	682
Co-operative Deposit Account		25,574	25,492
		<u>35,011</u>	<u>26,174</u>
Creditors: Amounts falling due within one year	11	13,020	26,313
Total assets less current liabilities		<u><u>22,105</u></u>	<u><u>(39)</u></u>
Funds			
14			
Restricted Funds			
Akashi		6,241	-
Sustainable City			-
Climate Friendly Homes		4,219	-
Fund Raising Consultant		317	
		<u>10,777</u>	<u>-</u>
Unrestricted Funds			
General Fund		11,328	(39)
Total funds		<u><u>22,105</u></u>	<u><u>(39)</u></u>

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

2010 and signed on its behalf by:

**A Brown
Trustee**

The notes on pages 9 to 12 form part of these accounts.

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 1985 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 fittings owned by the Company are written off over two years.

e. Taxation

The company has become a charity this year, and is not liable for assessment to corporation tax on its results.

g. 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. |

CAMBRIDGE CARBON FOOTPRINT LIMITED

NOTES TO THE ACCOUNTS - 31 DECEMBER 2009

2	Grant Income	2009					2008 Total
		Unrestricted	Restricted Funds			Total	
		General Funding	Sustainable Akashi City	Climate Friendly Homes	Fund Raising Consultant		
	Cambridge City Council	4,000	1,000	20,100	777	25,877	25,525
	Cambridge Community Foundation	2,000				2,000	
	Community Development Foundation		9,315			9,315	
	Cambridge University				4,975	4,975	
	South Cambs DC				350	350	
	Defra						6,630
	Awards 4 All						3,243
	Artist Project Earth		3,373			3,373	
	Co-op Community Fund		3,373			3,373	
		6,000	17,061	20,100	6,102	-	49,263
							35,398
3	Resources Expended - Employees						
	Employment costs		8,106	14,072	230	22,408	15,549
	Employer's NIC		269	668		937	672
	Training			241	853	1,274	344
			8,375	14,981	1,083	180	24,619
							16,565
No employee received remuneration amounting to more than £60,000.							
The average monthly number of employees during the year was 3 (2008 - 2).							
The Trustees neither received nor waived any emoluments during the year (2008 - £nil).							
4	Resources Expended - Establishment						
	Rent			1,642		1,642	
	Management expenses						7,813
	Insurance	394			27	421	
	Depreciation	100			114	214	271
	Computer & equipment costs						158
	Repairs						40
		494		1,642	141	2,277	8,282
5	Resources Expended - Communications						
	Telephone		40	320		360	
	Postage & Stationery	1,571		753	104	2,428	5,535
	Travelling						78
		1,571	40	1,073	104	2,788	5,613
6	Resources Expended - Other						
	Books, Journals, & Information Packs			124		124	146
	Exhibition & presentation costs	3,181	444	1,418	600	5,643	
	Subscriptions	100				100	
	Volunteer expenses	58				142	1,409
	Consultancy	3,005	1,800	1,350		6,075	6,128
	Accounts	(154)				(154)	542
	Sundry Expenses	433	161	200		794	264
		6,623	2,405	3,092	600	6,159	18,879
							8,489
7	Governance Costs						
	Independent Examiner's Fee	800				800	
	AGM Expenses	83				83	
		883				883	

CAMBRIDGE CARBON FOOTPRINT LIMITED

NOTES TO THE ACCOUNTS - 31 DECEMBER 2009

	2009	2008
9 Fixed Assets		
Fixtures, fittings & equipment		
Cost		
Bfwd	1,172	973
Additions	229	199
Cfwd	<u>1,401</u>	<u>1,172</u>
Depreciation		
Bfwd	1,073	802
Charge for year	214	270
Cfwd	<u>1,287</u>	<u>1,072</u>
 NBV cfwd	 <u>114</u>	 <u>100</u>

The market value of the investments have fallen following the year end, however, the loss is not considered to be a permanent diminution in value.

	2009	2008
10 Debtors		
Other debtors	1,727	390
Grants for Projects		4,790
	<u>1,727</u>	<u>5,180</u>

	2009	2008
11 Creditors: Amounts falling due within one year		
Accruals	3,896	
Other tax & social security	1,324	
Grants received in advance	7,800	17,694
Corporation tax		85
	<u>13,020</u>	<u>17,779</u>

12 Transactions with Trustees and Director

The Director Rosemary Randall received a salary of £8,540 during the year.

13 Constitution

The Company is limited by guarantee and does not have a share capital. As at 31 December 2009 there were 12 (2008 - 4) 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.

CAMBRIDGE CARBON FOOTPRINT LIMITED

NOTES TO THE ACCOUNTS - 31 DECEMBER 2009

14 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

Analysis of net assets between funds

	General funds	Restricted funds	Total funds
Tangible fixed assets		114	114
Current assets	17,805	17,206	35,011
Current liabilities	(6,477)	(6,543)	(13,020)
Net assets at 31 December 2009	11,328	10,777	22,105

Movements on these funds:

	Balance Brought Forward	Incoming Resources	Outgoing Resources	Transfers	Balance Carried Forward
Akashi		17,061	(10,820)		6,241
Sustainable City		20,248	(20,788)	540	
Climate Friendly Homes		6,147	(1,928)		4,219
Fund Raising Consultant		6,656	(6,339)		317
		50,112	(39,875)	540	10,777
General Reserve	(39)	21,478	(9,571)	(540)	11,328
	(39)	71,590	(49,446)		22,105

Surplus funds at the end of the Asian Voice project have been made available for general use. Cambridge City Council grants received are for 'core funding' but have specific aims attached which are met by the Sustainable City project. Hence the excess expenditure on that project has been met by a transfer from the General Reserve.

All funds are represented by net current assets on the balance sheet.