

**Company Registration No. 3890661 (England and Wales)**

**CENTRE FOR CORPORATE ACCOUNTABILITY**  
(Company Limited By Guarantee without Share Capital)

**DIRECTORS' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2003**

# CENTRE FOR CORPORATE ACCOUNTABILITY

## COMPANY INFORMATION

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<b>Directors</b>	S P Tombs D Coles A J P Dalton A A Jones L Christian
<b>Secretary</b>	D I Bergman
<b>Company number</b>	3890661
<b>Registered office</b>	Fourth Floor 197/199 City Road London EC1V 1JN
<b>Auditors</b>	Barcant Beardon LLP Chartered Accountants 8 Blackstock Mews Islington London N4 2BT
<b>Business address</b>	Fourth Floor 197/199 City Road London EC1V 1JN
<b>Bankers</b>	Co-Operative Bank plc PO Box 101 1 Balloon Street Manchester M60 4EP

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# CENTRE FOR CORPORATE ACCOUNTABILITY

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# CENTRE FOR CORPORATE ACCOUNTABILITY

## DIRECTORS' REPORT

*FOR THE YEAR ENDED 31 MARCH 2003*

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The directors present their report and financial statements for the year ended 31 March 2003.

### Principal activities

The Company's activities involve research advice and advocacy with the objects of promoting:

- i) the safety of the public generally or any section and/or members of the public;
- ii) compliance with, and enforcement of, health and safety laws and other criminal laws relating to safety;
- iii) the sound administration of the law in relation to matters concerned with safety.

### Directors

The following directors have held office since 1 April 2002:

S P Tombs

D Coles

A J P Dalton

C Davis (Resigned 1 August 2003)

C Foley (Resigned 9 July 2003)

A A Jones

C A Woolfson (Resigned 9 July 2002)

L Christian

### Auditors

In accordance with section 385 of the Companies Act 1985, a resolution proposing that Barcant Beardon LLP be reappointed as auditors of the company will be put to the Annual General Meeting.

### Company status

The company is limited by guarantee without share capital. Each member present and twelve months past is liable to contribute a sum not exceeding £1 on the company's winding up. The Company is a non-profit making organisation.

### Financial report for the year

The financial results of the Company's activities are reported in the attached Accounts and Notes thereon.

The Company was awarded Grant Funding by the Joseph Rowntree Charitable Trust to be provided up to July 2005 to finance the Company's development and charitable activities. During the year £109,554 (2002 -£56,614) was received of which £22,772 has been deferred as funding received in advance for budgeted costs of the following year.

# CENTRE FOR CORPORATE ACCOUNTABILITY

## DIRECTORS' REPORT

*FOR THE YEAR ENDED 31 MARCH 2003*

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### **Progress during the year and future developments**

In 2002/3 the Centre for Corporate Accountability has consolidated the work that it undertakes to promote worker and public safety.

The CCA's "Work-related death advice service" continues to remain the main core of the Centre's work. The Caseworker under the close supervision of the CCA's director provided advice to bereaved families on investigation and prosecution issues arising out of the death. An evaluation of the service found that 90% of clients who responded considered the service provided was "excellent".

In this period, the CCA began limiting its campaigning activities in order to concentrate on advice and educational ones. It brought out 4 more editions of its newsletter which is distributed to over 8000 people; undertook research and published a report on the HSE's enforcement activities and undertook a number of conferences and seminars on law enforcement and corporate accountability issues.

### **Directors' responsibilities**

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 company and of the results of its activities for that period. In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then 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 company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company 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 special provisions of Part VII of the Companies Act 1985 relating to small companies.

By order of the board

D I Bergman

**Secretary**

22 January 2004

# **CENTRE FOR CORPORATE ACCOUNTABILITY**

## **AUDITORS' REPORT TO THE MEMBERS OF CENTRE FOR CORPORATE ACCOUNTABILITY**

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We have audited the financial statements of Centre For Corporate Accountability on pages 4 to 8 for the year ended 31 March 2003. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), under the historical cost convention and the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of directors and auditors**

As described in the statement of directors' responsibilities on page 2 the company's directors are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the directors' report is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the company is not disclosed.

We read the directors' report and consider the implications for our report if we become aware of any apparent misstatements within it.

### **Basis of opinion**

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

### **Opinion**

In our opinion the financial statements give a true and fair view of the state of the company's affairs as at 31 March 2003 and of its surplus for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

**8 Blackstock Mews  
Islington  
London  
N4 2BT**

**BARCANT BEARDON  
Chartered Accountants  
and  
Registered Auditors**

22 January 2004

# CENTRE FOR CORPORATE ACCOUNTABILITY

## INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2003

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		2003	2002
	Notes	£	£
<b>Income receivable</b>		136,231	147,783
Operating expenses		(126,151)	(145,358)
<b>Operating surplus</b>	<b>2</b>	<u>10,080</u>	<u>2,425</u>
Other interest receivable and similar income	<b>3</b>	438	1,726
<b>Surplus on ordinary activities before taxation</b>		<u>10,518</u>	<u>4,151</u>
Tax on surplus on ordinary activities	<b>4</b>	-	(345)
<b>Surplus on ordinary activities after taxation</b>	<b>9</b>	<u><u>10,518</u></u>	<u><u>3,806</u></u>

The income and expenditure account has been prepared on the basis that all operations are continuing operations.

There are no recognised gains and losses other than those passing through the income and expenditure account.

# CENTRE FOR CORPORATE ACCOUNTABILITY

## BALANCE SHEET AS AT 31 MARCH 2003

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	Notes	2003 £	£	2002 £	£
<b>Fixed assets</b>					
Tangible assets	5		4,321		5,762
<b>Current assets</b>					
Debtors	6	9,753		10,607	
Cash at bank and in hand		35,591		8,006	
		<u>45,344</u>		<u>18,613</u>	
<b>Creditors: amounts falling due within one year</b>	7	<u>(30,972)</u>		<u>(16,200)</u>	
<b>Net current assets</b>			14,372		2,413
<b>Total assets less current liabilities</b>			<u>18,693</u>		<u>8,175</u>
<b>Capital and reserves</b>					
Other reserves	9		4,321		5,762
Income and expenditure account	9		14,372		2,413
<b>Members' funds</b>	10		<u>18,693</u>		<u>8,175</u>

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective June 2002).

The financial statements were approved by the Board on 22 January 2004.

A A Jones  
Director



# CENTRE FOR CORPORATE ACCOUNTABILITY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2003

### 5 Tangible fixed assets

	<b>Fixtures, fittings &amp; equipment £</b>
<b>Cost</b>	
At 1 April 2002 & at 31 March 2003	9,279
<b>Depreciation</b>	
At 1 April 2002	3,517
Charge for the year	1,441
At 31 March 2003	4,958
<b>Net book value</b>	
At 31 March 2003	4,321
At 31 March 2002	5,762

<b>6 Debtors</b>	<b>2003</b>	<b>2002</b>
	<b>£</b>	<b>£</b>
Other debtors and prepayments	9,753	10,607

<b>7 Creditors: amounts falling due within one year</b>	<b>2003</b>	<b>2002</b>
	<b>£</b>	<b>£</b>
Deferred funding - Joseph Rowntree Charitable Trust	22,772	14,000
Deferred funding - Other Specified Project Funding	5,500	-
Other creditors and accruals	2,700	2,200

### 8 Pension costs

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £4,480 (2002- £ 3,898). No contributions were payable to the fund at the year end.

# CENTRE FOR CORPORATE ACCOUNTABILITY

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2003

### 9 Statement of movements on reserves

	Other reserves	Income and expenditure account
	£	£
Balance at 1 April 2002	5,762	2,413
Retained surplus for the year	-	10,518
Transfer to Fixed assets fund (Note 1.5)	(1,441)	1,441
	<u>4,321</u>	<u>14,372</u>
Balance at 31 March 2003	<u>4,321</u>	<u>14,372</u>

### 10 Reconciliation of movements in members' funds

	2003	2002
	£	£
Surplus for the financial year	10,518	3,806
Opening members' funds	8,175	4,369
	<u>18,693</u>	<u>8,175</u>
Closing members' funds	<u>18,693</u>	<u>8,175</u>

### 11 Financial commitments

At 31 March 2003 the company had annual commitments under non-cancellable operating leases as follows:

	Land and buildings	
	2003	2002
	£	£
Expiry date:		
Between two and five years	<u>12,750</u>	<u>12,750</u>

**CENTRE FOR CORPORATE ACCOUNTABILITY**

**MANAGEMENT INFORMATION**

**FOR THE YEAR ENDED 31 MARCH 2003**

# CENTRE FOR CORPORATE ACCOUNTABILITY

## DETAILED INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2003

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	2003		2002	
	£	£	£	£
<b>Income</b>				
Joseph Rowntree Charitable Trust:				
Received	109,554		56,614	
Deferral B/Fwd	14,000		66,762	
Deferral C/Fwd	(22,772)		(14,000)	
	<hr/>	100,782	<hr/>	109,376
Other specified project funding		8,632		14,406
Services		14,688		6,841
Conference fees		9,325		8,675
General donations and other income		2,804		8,485
		<hr/>		<hr/>
		136,231		147,783
<b>Operating expenses</b>		(126,151)		(145,358)
		<hr/>		<hr/>
<b>Operating surplus</b>		10,080		2,425
<b>Other interest receivable and similar income</b>				
Bank interest received		438		1,726
		<hr/>		<hr/>
<b>Surplus before taxation</b>		10,518		4,151
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# CENTRE FOR CORPORATE ACCOUNTABILITY

## SCHEDULE OF ADMINISTRATIVE EXPENSES FOR THE YEAR ENDED 31 MARCH 2003

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	2003	2002
	£	£
<b>Operating expenses</b>		
Wages and salaries (excl. N.I.)	65,809	66,313
Employer's N.I. contributions	5,405	5,822
Staff pension costs	4,480	3,898
Staff training	485	795
Volunteers	1,139	410
Recruitment advertising	127	374
Office rent	14,180	14,300
Rates	1,639	1,942
Insurance	1,104	851
Light and heat	484	486
Office supplies and maintenance	2,137	2,266
Printing, postage and stationery	13,419	13,394
Telephone	5,150	5,418
Library and subscriptions	1,132	1,455
Website costs	242	1,319
Travel expenses	2,800	3,658
Promotion	304	1,145
Conferences	804	5,729
Database development and research costs	-	8,299
Legal and professional fees	1,232	1,467
Accountancy services	1,468	1,468
Audit fees	1,000	1,000
Bank charges	67	62
Sundry expenses	103	1,566
Depreciation on fixtures, fittings & equipment	1,441	1,921
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	126,151	145,358
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