

LINC RESOURCE CENTRE

**MANAGEMENT COMMITTEE'S REPORT
AND FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31 DECEMBER 2003

LINC RESOURCE CENTRE

COMPANY INFORMATION

Management Committee

P Bell
P McAlister
N Sommerville
T Cullen
E McDowell
K Groves
B Lavery (Appointed 1 September 2003)

Holding Trustees

C Wood
I Miles
P McAlister

Registered office

218 York Street
Belfast
BT15 1GY

Auditors

Moore Stephens
Chartered Accountants
Scottish Provident Building
7 Donegall Square West
Belfast
BT1 6JH

Bankers

Ulster Bank Limited
202 - 206 York Street
Belfast
BT15 2HG

Solicitors

F.J. Orr & Co.
14 Montgomery Street
Belfast
BT1 4QT

LINC RESOURCE CENTRE

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LINC RESOURCE CENTRE

MANAGEMENT COMMITTEE'S REPORT FOR THE YEAR ENDED 31 DECEMBER 2003

The Management Committee present their report and financial statements for the year ended 31 December 2003.

Principal activities

LINC is an acronym for Local Initiatives for Needy Communities and was established in September 1992 by the Church of the Nazarene as a Christian response to identified social needs in North Belfast and East Antrim.

It is an independent voluntary association recognised by the Inland Revenue as having been established for charitable purposes (XR16540) and is based at 218 York Street, Belfast, BT15 1GY

The Constitution defines the charitable objective of LINC as being:-

"to promote the benefit and welfare of the inhabitants of Belfast and the region of Northern Ireland (hereinafter called "the area of benefit") without distinction of age, sex, race, political, religious or other opinion, by associating the statutory authorities, voluntary and community organisations and inhabitants in a common effort to relieve poverty, advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the objective of improving conditions of life for the said inhabitants."

LINC is specifically, though not exclusively, concerned with improving conditions of life for those who live in communities that are caught up in the cycle of alienation, conflict and violence. Our work is set against the background of the Northern Ireland conflict and the transition from violent conflict to democratic exchange.

LINC is dedicated to breaking the cycle of alienation, conflict and violence through the development of sustainable community partnerships. We seek to achieve this through the development of educational programmes, inter-community dialogue and the facilitation of learning groups aimed at developing the capacity of people formerly involved in the conflict, to improve conditions of life in interface communities through the development of effective conflict transformation initiatives.

The charity also works with a number of organisations having similar aims and objects in assisting local communities to break the cycle of alienation, conflict and violence.

Organisational structure

The charity is based at 218 York Street, Belfast and is governed by the Management Committee elected each year at the Annual General Meeting. There is a broad representation of community stakeholders on the Management Committee and essential Line Management and supports are in place and operating successfully.

The following members were elected to serve on the Management Committee at the previous Annual General Meeting:- Rev Philip Bell, Ms Theresa Cullen, Rev Philip McAlister, Mr Eddie McDowell, Mr Ken Groves, Ms Janine Hillen and Mr John Loughran. Employees are represented in the Management Committee in a non-voting capacity by the LINC co-ordinators, Mena and Billy Mitchell. During the year two members of the Management Committee - Janine Hillen and John Loughran - resigned and a new member - Ms Bernie Laverty - was elected at the 2003 Annual General meeting.

The Holding Trustees, responsible for the premises during the year, were Rev Ivan Miles, Rev Colin Wood and Rev Philip McAlister. The Holding Trustees have received regular financial and other reports from the Centre Co-ordinator.

LINC employed four full-time and one part-time member of staff during the year and funding is in place to maintain four posts until June 2007 and one post until December 2006.

LINC RESOURCE CENTRE

MANAGEMENT COMMITTEE'S REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2003

Relationship between LINC and related parties

Although an independent organisation with its own Constitution and Management Structure, LINC is a member of Nazarene Compassionate Ministries International. NCMI is the social action ministry of the Church of the Nazarene. An NCM Board appointed by the Management Committee was appointed to monitor the value base of LINC and ensure that the Christian ethos of the charity was maintained. At the Annual General Meeting in August 2003 the Management Committee and Holding Trustees agreed that the NCM board was no longer required and was not reappointed.

LINC has a formal working partnership with InterComm, a community organisation based at 290 Antrim Road, Belfast, BT15 1GY. The partnership is called "The North Belfast Conflict Intervention Programme" and the terms of the partnership are set out in a "Memorandum of Understanding" approved by the Management Committee of both organisations and by Atlantic Philanthropies, the core funding partner.

LINC has a less formal working partnership with the Mediation Resource Centre (Carrickfergus) and the Ex Prisoners Assistance Committee (Monaghan). The partnership known as "Under the Microscope" facilitates dialogue between loyalist and republican ex. prisoners and publishes a quarterly magazine entitled "The Other View".

Review of Programme Activity for the Year 2003

During the year LINC delivered two peace-building programmes - "Building Peace through Partnership" and "Conflict Transformation Programme" - and has collaborated with InterComm and Future Ways (University of Ulster) in developing the "North Belfast Conflict Intervention Programme". We have also collaborated with the Institute for Conflict Research in developing the "North Belfast Community Research Programme" and with both the Mediation Resource Centre and ExPac in maintaining and developing the "Under the Microscope" and "The Other View" projects. In the latter months of the year we agreed to collaborate with An Eochair and EPIC in the development of a training programme that focuses on facilitating the transition of former political and paramilitary activists from conspiracy to democracy.

LINC has worked closely with both Northern Ireland Alternatives and EPIC (Ex Prisoners Interpretative Centre) in the development of a programme entitled "Transforming Loyalist Communities". A number of church and community organisations have also bought into this programme with a view to delivering a social transformation programme at local community level within working class loyalist communities. LINC has also worked with Northern Ireland Alternatives to establish a community restorative justice project (North Belfast Alternatives) for North Belfast and is working with Lower North Belfast Community Council (York Road) and the Vine Centre (Crumlin Road) in the development of a Community Relations Programme for North Belfast. We are also involved with both InterComm and the De Bono Foundation in the development of a Community Empowerment Partnership that will focus on conflict transformation and interpersonal relationships. LINC has been asked to work in a developmental role with a Community Empowerment Partnership based in Rathcoole and to provide management support and method assistance to the Mount Vernon Community Forum.

Review of Centre Management for the Year 2003

Rental

LINC has continued to provide office space at affordable prices to a number of local charities and community organisations. This has enabled the Trustees to generate income to help further the charitable work for LINC.

Insurance

Adequate and proper insurance has been taken out to cover both employers and public liability and office furniture and equipment. The insurance policy covering the building is subject to a long-term undertaking expiring at renewal in March 2004. The period of insurance for 25/02/02 to 25/02/03 premium £837.42 covered Public Liability, Property Owners Liability and Buildings Standard cover. On renewal in February 2003 the premium changed to £1079.86 and covered Buildings Standard cover and Property Owners Liability.

Health & Safety

LINC RESOURCE CENTRE

MANAGEMENT COMMITTEE'S REPORT (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2003

Fire prevention information and evacuation procedures provided for all occupiers of the building. Test and examinations of fire extinguishers, fire alarm detection system, emergency lighting and fire drill instruction carried out and recorded in logbook. All Health & Safety recommendations from the Fire Authority have been completed and fire certificates issued to all tenants in the building. Northway Fire Protection carried out an inspection of fire fighting equipment, some recommendations were made and carried out; a certificate of inspection was issued.

Security

Due to several false intruder and fire alarms occurring during the year, it was decided to contract the services of Group 4 Securitas to take on the role of key holder response to activated alarms. To comply with new police policy intruder alarm system has been upgraded to BT's Red Care confirmed system. This was installed in June at the cost of £200, an annual fee of £285 will be charged for this service.

Financial Systems

Systems

LINC's financial systems have been strictly maintained in accordance with our approved Financial Policy and Procedures and regular examinations of accounts have been undertaken and approved by several of our funding partners.

Reserves

LINC is seeking to develop a reserve account from its unrestricted funds sufficient to meet basic running costs for three months.

Risk management

No major risks to the charity have been identified.

Auditors

Moore Stephens were appointed auditors to the centre and a resolution proposing that they be re-appointed will be put to the Annual General Meeting.

On behalf of the board

T Cullen

E McDowell

17 May 2004

LINC RESOURCE CENTRE

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF LINC RESOURCE CENTRE

We have audited the financial statements of Linc Resource Centre on pages 5 to 10 for the year ended 31 December 2003. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

This report is made solely to the charity's members as a body. Our audit work has been undertaken so that we might state to the charity'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 charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the directors and auditors

The Management Committee's responsibilities for preparing the Annual Report and the Financial Statements in accordance with applicable law and United Kingdom Standards are set out in the Statement of Management Committee's Responsibilities.

Our responsibility is to audit the Financial Statements in accordance with relevant legal and regulatory requirements and United Kingdom Audit 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 relevant legislation. We also report to you if, in our opinion, the Management Committee's Report is not consistent with the Financial Statements, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit is not disclosed.

We read other information contained in the Annual Report, and consider whether it is consistent with the Audited Financial Statements. This other information comprises only the Management Committee's Report. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the Financial Statements. Our responsibilities do not extend to any other information.

Basis of audit 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 Management committee in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity'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 charity's affairs as at 31 December 2003 and of the charity's incoming resources and application of resources in the year then ended and have been properly prepared in accordance with the Charity's Legislation.

Moore Stephens

17 May 2004

Chartered Accountants
Registered Auditor

Chartered Accountants
Scottish Provident Building
7 Donegall Square West
Belfast
BT1 6JH

LINC RESOURCE CENTRE

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2003

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2003 £	Total 2002 £
Incoming Resources					
Other income		3,869	-	3,869	3,474
Fees		4,077	-	4,077	8,843
Rent service charge		41,326	-	41,326	29,538
Interest receivable		2,097	-	2,097	2,896
Atlantic philanthropies		-	166,200	166,200	-
Carrick communities grant		-	-	-	1,040
EU CRC grant		-	20,316	20,316	8,544
IFI grant		-	18,333	18,333	9,167
CRC 2 grant		-	-	-	1,250
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Total Incoming Resources		51,369	204,849	256,218	64,752
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Resources Expended					
Direct charitable expenditure	2.1	3,730	157,950	161,680	104,900
Management and administration of the charity	2.2	22,713	13,889	36,602	25,639
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Total Resources Expended	3.1	26,443	171,839	198,282	130,539
		ÄÄÄÄÄÄÄ	ÄÄÄÄÄÄÄ	ÄÄÄÄÄÄÄ	ÄÄÄÄÄÄÄ
Net Movement in Funds		24,926	33,010	57,936	(65,787)
Transfers between funds		(9,000)	9,000	-	-
Balances brought forward at 1 January 2003		703,881	40,093	743,974	809,761
		ÄÄÄÄÄÄÄ	ÄÄÄÄÄÄÄ	ÄÄÄÄÄÄÄ	ÄÄÄÄÄÄÄ
Balances carried forward at 31 December 2003	8	719,807	82,103	801,910	743,974
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The statement of financial activities 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 statement of financial activities.

The notes on pages 7 to 10 form part of these financial statements and should be read in conjunction therewith.

LINC RESOURCE CENTRE

BALANCE SHEET AS AT 31 DECEMBER 2003

		2003		2002	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	4	602,111		598,220	
Current assets					
Debtors	5	1,078		-	
Cash at bank and in hand		201,178		147,733	
Creditors: amounts falling due within one year	6	(2,457)		(1,980)	
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Net current assets		199,799		145,753	
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Total assets less current liabilities		801,910		743,973	
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Funds					
Restricted funds	8	82,103		40,093	
Unrestricted funds	8	719,807		703,881	
		ÄÄÄÄÄÄÄÄ		ÄÄÄÄÄÄÄÄ	
Total funds	8	801,910		743,974	
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The financial statements were approved by the Board on 17 May 2004

T Cullen
Committee member

E McDowell
Committee member

LINC RESOURCE CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2003

1 Accounting policies

1.1 Accounting convention

The financial statements are prepared under the historical cost convention and in accordance with the Charities Commission Statement of Recommended Practice 2000.

1.2 Compliance with accounting standards

The accounts have been prepared in accordance with applicable accounting standards.

1.3 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Land and buildings Freehold	Nil
Computer equipment	20% reducing balance
Fixtures, fittings & equipment	20% reducing balance

2 Notes to the Statement of Financial Activities

2.1 Direct Charitable Expenditure

	Unrestricted Funds	Restricted Funds	Total 2003	Total 2002
	£	£	£	£
Staff costs	-	102,745	102,745	84,995
Training	-	530	530	5,307
Research	-	-	-	2,684
Travel	656	2,325	2,981	1,684
Other	3,074	52,350	55,424	10,230
	ÄÄÄÄÄÄÄ	ÄÄÄÄÄÄÄ	ÄÄÄÄÄÄÄ	ÄÄÄÄÄÄÄ
	3,730	157,950	161,680	104,900
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2.2 Management and Administration

	Unrestricted Funds	Restricted Funds	Total 2003	Total 2002
	£	£	£	£
Staff costs	-	-	-	-
Direct costs	2,234	-	2,234	7,712
Professional fees	1,289	-	1,289	3,645
Other costs	19,190	13,889	33,079	14,282
	ÄÄÄÄÄÄÄ	ÄÄÄÄÄÄÄ	ÄÄÄÄÄÄÄ	ÄÄÄÄÄÄÄ
	22,713	13,889	36,602	25,639
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LINC RESOURCE CENTRE

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

3 Notes to the Statement of Financial Activities Cont'd

3.1 Total Resources Expended	Staff costs	Depreciation	Other costs	Total 2003	Total 2002
	£	£	£	£	£
Direct charitable expenditure	102,745	-	58,935	161,680	91,618
Management and administration	-	3,028	33,574	36,602	38,921
	AAAAAAAA	AAAAAAAA	AAAAAAAA	AAAAAAAA	AAAAAAAA
	102,745	3,028	92,509	198,282	130,539
	TTTTTTTT	TTTTTTTT	TTTTTTTT	TTTTTTTT	TTTTTTTT

Other costs:	2003	2002
	£	£
Research	-	2,684
Insurance	1,973	1,362
Light and heat	4,283	3,491
Direct costs	2,234	7,712
Repairs and maintenance	9,031	3,936
Telephone and internet	5,662	5,516
Travel and motor expenses	2,981	1,684
Professional fees	1,502	4,845
Donations and subscriptions	1,491	2,480
Conflict intervention programme	25,000	-
Audit and evaluation	3,849	1,100
Fees	7,373	-
Rent	16,310	-
Printing, postage etc.	5,256	565
Catering meals	1,495	-
Training	530	2,154
Advertising	690	690
Sundry costs	2,849	5,270
	AAAAAAAA	AAAAAAAA
	92,509	43,489
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LINC RESOURCE CENTRE

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

4 Tangible fixed assets

	Computer Equipment £	Buildings £	Office fixtures £	Total £
Cost/Valuation				
At 1 January 2003	5,712	590,000	4,563	600,275
Additions	3,801	-	3,118	6,919
	AAAAAAAA	AAAAAAAA	AAAAAAAA	AAAAAAAA
At at 31 December 2003	9,513	590,000	7,681	607,194
	AAAAAAAA	AAAAAAAA	AAAAAAAA	AAAAAAAA
Depreciation				
At 1 January 2003	1,142	-	913	2,055
Charge for the year	1,675	-	1,353	3,028
	AAAAAAAA	AAAAAAAA	AAAAAAAA	AAAAAAAA
At at 31 December 2003	2,817	-	2,266	5,083
	AAAAAAAA	AAAAAAAA	AAAAAAAA	AAAAAAAA
Net book value				
At 31 December 2003	6,696	590,000	5,415	602,111
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At 31 December 2002	4,570	590,000	3,650	598,220
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5 Debtors

	2003 £	2002 £
Trade debtors	1,078	-
	TTTTTTTT	TTTTTTTT

6 Creditors: amounts falling due within one year

	2003 £	2002 £
Other creditors	2,457	1,980
	TTTTTTTT	TTTTTTTT

7 Reconciliation of restricted funds

	Atlantic philanthropies	IFI	CRC	Total
Opening balance	23,816	9,167	7,110	40,093
Income	166,200	18,333	20,316	204,849
Expenditure	(136,140)	(10,459)	(25,240)	(171,839)
Transfer from unrestricted funds	9,000	-	-	9,000
	AAAAAAAA	AAAAAAAA	AAAAAAAA	AAAAAAAA
Closing balance	62,876	17,041	2,186	82,103
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LINC RESOURCE CENTRE

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

8 Analysis of fixed assets between funds

	Unrestricted funds	Restricted funds	Total
	£	£	£
Fund balances at 31 December 2002 are represented by:			
Tangible fixed assets	598,597	3,514	602,111
Current assets	123,667	78,589	202,256
Creditors: amounts falling due within one year	(2,457)	-	(2,457)
	AAAAAAAA	AAAAAAAA	AAAAAAAA
	719,807	82,103	801,910
	fffffff	fffffff	fffffff

**LINC RESOURCE CENTRE
MANAGEMENT INFORMATION
FOR THE YEAR ENDED 31 DECEMBER 2003**