

Charity Registration No. 1048390

Company Registration No. 3063864 (England and Wales)

**BLACK ENVIRONMENT NETWORK
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2003**

BLACK ENVIRONMENT NETWORK

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	R A Cuthbertson S S Johal D G Naik S Parry D L Sanders J Trowell S Fenoughty M Rigler C A Wildhaber
Secretary	J L Wong
Charity number	1048390
Company number	3063864
Registered office	1st Floor, 60 High Street Llanberis Gwynedd LL55 4EU
Auditors	Fraser Wood Victoria House, Plas Llwyd Terrace, Bangor, LL57 1UB. Gwynedd,
Bankers	Cafcash

BLACK ENVIRONMENT NETWORK

CONTENTS

	Page
Trustees' report	1 - 2
Statement of trustees' responsibilities	3
Auditors' report	4 - 5
Statement of financial activities	6
Balance sheet	7
Notes to the accounts	8 - 14

BLACK ENVIRONMENT NETWORK

TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2003

The trustees present their report and accounts for the year ended 31 March 2003.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, applicable law and the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in October 2000.

Objects of the charity

The charity is a company limited by guarantee. The charity's objects are to promote equality of opportunity within the ethnic community in the preservation, protection and development of the environment.

The policies adopted in furtherance of these objects are to promote education and training activities and to instigate practical projects relevant to the charity's aims. There has been no change in these policies during the year.

A Board of eight Trustees administers the charity.

The Memorandum and Articles of Incorporation impose no specific restrictions on the way in which the charity can operate.

Under the Memorandum and Articles of Association the charity has the power to make any investment which the Trustees see fit.

Review of activities

BEN continues to make strategic moves to strengthen the resourcing of the core of the organisation, resulting in support from major statutory and voluntary sector agencies.

The new BEN administrative office has now been established in Llanberis since the beginning of the year and new administrative staff have been put in place. At the core, new Policy and Networking staff are funded to go into post over the next twelve months. This year has seen the completion of the Strategic Sustainable Funding Development Project. The impact of this work is evident in the steps BEN has taken and in BEN's ongoing organisational development to resource its expanding programme of work. The provision of educational and training activities, enabling other agencies to work effectively with ethnic communities, continues to regularly generate significant income. Our reserves are being built up to ensure the security of BEN.

The Mosaic Project linking ethnic communities and National Parks is progressing. The recognition of its achievement has resulted in an invitation to present the work at the World Parks Congress 2003 in South Africa.

In Wales, our development projects in South Wales are growing from strength to strength, with offshoot projects such as the Who We Are Project funded by Balchder Bro and a programme of activities for asylum seekers funded by the Home Office. In England, our development projects in Manchester and Birmingham continue to build on their work. Significant advances have been made for BEN to play a major role within the historic environment sector in the coming year, with support from English Heritage. In Scotland, new funding from Europe sees the EQUAL Project put into place, addressing the opening up of employment opportunities to ethnic minorities in the historic and environmental sector.

Trustees

The trustees, who are also the directors for the purpose of company law, who served during the year were:
M Adebowale (Resigned 14 July 2003)

BLACK ENVIRONMENT NETWORK

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2003

S A Bailey	(Resigned 31 March 2003)
R A Cuthbertson	
S S Johal	
D G Naik	
S Parry	
D L Sanders	
J Trowell	
S Fenoughty	(Appointed 19 March 2003)
M Rigler	(Appointed 19 March 2003)
C A Wildhaber	(Appointed 19 March 2003)

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Reserves policy

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Risk factors

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Asset cover for funds

Note 11 sets out an analysis of the assets attributable to the various funds and a description of the trusts. These assets are sufficient to meet the charity's obligations on a fund by fund basis.

Auditors

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

On behalf of the board of trustees

Trustee

Dated: 4 December 2003

BLACK ENVIRONMENT NETWORK

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the charitable company's state of affairs at the end of the year and of its income and expenditure for that period.

In preparing those accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the accounts 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.

BLACK ENVIRONMENT NETWORK

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF BLACK ENVIRONMENT NETWORK

We have audited the accounts of Black Environment Network for the year ended 31 March 2003 set out on pages 6 to 14. These accounts have been prepared under the historical cost convention and the accounting policies set out on page 8.

This report is made solely to the Trustees 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 which 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 trustees and auditors

As described on page 3, the trustees, who are also the directors of Black Environment Network for the purpose of company law, are responsible for the preparation of accounts in accordance with applicable law and United Kingdom Accounting Standards. Our responsibility is to audit the accounts in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the accounts 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 Trustees' Report is not consistent with the accounts, if the charity 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 trustees' remuneration and transactions with the charitable company is not disclosed.

We are not required to consider whether the statement in the Trustees' Report concerning the major risks to which the charity is exposed covers all existing risks and controls, or to form an opinion on the effectiveness of the charity's risk management and control procedures.

We read other information contained in the Trustees' Report, and consider whether it is consistent with the audited accounts. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the accounts. Our responsibilities do not extend to any other information.

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 accounts. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the accounts, and of whether the accounting policies are appropriate to the charitable 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 as to whether the accounts 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 accounts.

Opinion

In our opinion the accounts give a true and fair view of the charitable company's state of affairs as at 31 March 2003 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the Companies Act 1985.

BLACK ENVIRONMENT NETWORK

INDEPENDENT AUDITORS' REPORT (CONTINUED) TO THE MEMBERS OF BLACK ENVIRONMENT NETWORK

Fraser Wood

Chartered Accountants

Registered Auditor

Victoria House,

Plas Llwyd Terrace,

Bangor,

LL57 1UB.

Gwynedd,

Dated: 4 December 2003

BLACK ENVIRONMENT NETWORK

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2003

	Notes	Unrestricted funds £	Restricted funds £	Total 2003 £	Total 2002 £
<u>Incoming resources</u>					
Donations and legacies	2	101,849	24,387	126,236	66,991
Activities in furtherance of the charity's activities	3	71,823	296,854	368,677	181,379
Investment income	4	4,439	-	4,439	1,890
		AAAAAAAA	AAAAAAAA	AAAAAAAA	AAAAAAAA
Total incoming resources		178,111	321,241	499,352	250,260
		AAAAAAAA	AAAAAAAA	AAAAAAAA	AAAAAAAA
<u>Resources expended</u>					
Charitable expenditure					
Development Projects		-	218,892	218,892	100,287
Core Projects		128,568	-	128,568	67,977
Management and administration		79,005	-	79,005	61,401
		AAAAAAAA	AAAAAAAA	AAAAAAAA	AAAAAAAA
Total resources expended	5	207,573	218,892	426,465	229,665
		AAAAAAAA	AAAAAAAA	AAAAAAAA	AAAAAAAA
Net (outgoing)/incoming resources before transfers		(29,462)	102,349	72,887	20,595
Transfers between funds		67,637	(67,637)	-	-
		AAAAAAAA	AAAAAAAA	AAAAAAAA	AAAAAAAA
Net income for the year/ Net movement in funds		38,175	34,712	72,887	20,595
Fund balances at 1 April 2002		57,402	25,275	82,677	62,082
		AAAAAAAA	AAAAAAAA	AAAAAAAA	AAAAAAAA
Fund balances at 31 March 2003		95,577	59,987	155,564	82,677
		TTTTTTTT	TTTTTTTT	TTTTTTTT	TTTTTTTT

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 1985.

BLACK ENVIRONMENT NETWORK

BALANCE SHEET AS AT 31 MARCH 2003

	Notes	2003		2002	
		£	£	£	£
Fixed assets					
Tangible assets	8		3,744		1,858
Current assets					
Cash at bank and in hand		155,345		81,944	
Creditors: amounts falling due within one year	9	(3,525)		(1,125)	
		AAAAAAAAA		AAAAAAAAA	
Net current assets			151,820		80,819
			AAAAAAAAA		AAAAAAAAA
Total assets less current liabilities			155,564		82,677
			TTTTTTTTT		TTTTTTTTT
Income funds					
Restricted funds	10		59,987		25,275
Unrestricted funds			95,577		57,402
			AAAAAAAAA		AAAAAAAAA
			155,564		82,677
			TTTTTTTTT		TTTTTTTTT

The accounts were approved by the Board on 4 December 2003

R A Cuthbertson
Trustee

BLACK ENVIRONMENT NETWORK

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2003

1 Accounting policies

1.1 Basis of preparation

The accounts are prepared under the historical cost convention.

The charity has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement on the grounds that it is a small charity.

The accounts have been prepared in accordance with the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in October 2000.

1.2 Incoming resources

Voluntary income is included in full in the Statement of Financial Activities when receivable. No incoming resources are deferred.

Significant gifts and contributions in kind are included in the financial statements at an estimated monetary value where data and estimation procedures are available to value the contribution with reasonable certainty.

Grants are recognised in the Statement of Financial Activities when they are received, provision being made for grants due but not received only when the grantor's obligation is binding.

Resources expended are recognised in the period in which they are incurred and include attributable VAT, which cannot be recovered.

Resources expended are allocated to the particular activity where the cost relates directly to that activity. The cost of overall direction and administration of restricted fund activities is estimated using rates recommended by the National Council for Voluntary Organisations with any further specific costs being charged in addition. The total of these costs is treated as a transfer from Restricted Funds to Unrestricted Funds to defray management and administration costs incurred.

Restricted funds comprise Development Projects which are primarily grant funded. Details are provided at note 10 of the disposition of each fund. Core Projects are smaller ventures which are financed within unrestricted funds.

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:

Fixtures, fittings & equipment	25% straight line
--------------------------------	-------------------

1.4 Pensions

The pension costs charged in the accounts represent the contributions payable by the charity during the year in accordance with SSAP 24.

1.5 Accumulated funds

Restricted Funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund. A fair allocation of management costs is transferred from

BLACK ENVIRONMENT NETWORK

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2003

each fund to defray actual management costs incurred.

Unrestricted funds are incoming resources available for the objects of the charity without any further specified purpose and are available as general funds.

2 Donations and legacies

	Unrestricted funds £	Restricted funds £	Total 2003 £	Total 2002 £
Donations and gifts	837	24,387	25,224	-
Grants receivable for core activities	101,012	-	101,012	66,991
	AAAAAAAA	AAAAAAAA	AAAAAAAA	AAAAAAAA
	101,849	24,387	126,236	66,991

Gifts in kind representing the value of volunteers' time have been included at hourly rates determined by the European Social Fund as incoming resources for the year.

3 Activities in furtherance of the charity's activities

	Unrestricted funds £	Restricted funds £	Total 2003 £	Total 2002 £
Grants receivable for charitable activities	-	296,854	296,854	150,991
Membership and conference fees	16,903	-	16,903	2,420
Training, advice, evaluation and research	54,920	-	54,920	27,968
	AAAAAAAA	AAAAAAAA	AAAAAAAA	AAAAAAAA
	71,823	296,854	368,677	181,379

4 Investment income

	2003 £	2002 £
Interest receivable	4,439	1,890

BLACK ENVIRONMENT NETWORK

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2003

5 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2003 £	Total 2002 £
Charitable expenditure:					
Development Projects	119,760	-	99,132	218,892	100,287
Core Projects	96,609	-	31,959	128,568	67,977
Management and administration	34,499	1,456	43,050	79,005	61,401
	AAAAAAAA	AAAAAAAA	AAAAAAAA	AAAAAAAA	AAAAAAAA
	250,868	1,456	174,141	426,465	229,665

Other management and administration costs comprise:

Central accommodation	(8,213)	(3,407)
Central office expenses	(5,637)	(5,655)
Central telephone and fax	(3,430)	(1,498)
Central postage	(2,292)	(402)
Central printing and copying	(9,696)	(4,049)
Central books and periodicals	(478)	(333)
Central staff travel	(7,273)	(5,910)
Central conferences and meetings	(14,235)	(4,794)
Central events and seminars	(8,362)	(2,060)
Environmental research	(350)	-
Office equipment	(162)	(800)
Central recruitment	(198)	(656)
Central training	(231)	(289)
Central services	(3,286)	-
Central professional services	(4,573)	(6,815)
Central bank charges	(27)	-
Grants to other bodies	(2,846)	(1,179)
Central sundries	(3,720)	-
Accommodation	(9,207)	(2,857)
Office costs and stationery	(3,335)	(1,715)
Telephone and fax	(4,647)	(4,504)
Postage	(521)	(402)
Printing and copying	(3,844)	(4,619)
Books and periodicals	(662)	(333)
Travel and subsistence	(4,696)	(3,134)
Conferences and meetings	(1,395)	(1,023)
Events and seminars	(1,495)	(2,666)
Office equipment	(3,755)	(4,396)
Recruitment	(2,263)	(1,273)
Training	(4,593)	(1,655)

BLACK ENVIRONMENT NETWORK

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2003

5 Total resources expended **(continued)**

Professional services	(23,233)	(8,375)
Bank charges	(13)	-
Other project costs	(11,086)	-
Volunteer time contribution (match funding)	(24,387)	-
Allocation to other categories	131,091	168,264
	AAAAAAAA	AAAAAAAA
	43,050	93,465
	TTTTTTTT	TTTTTTTT

Management and administration costs include payments to auditors as follows:

Audit fee	1,525	1,125
Other services	2,000	-

6 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year. No expenses were reimbursed to trustees.

7 Employees

Number of employees

The average monthly number of employees during the year was:

	2003 Number	2002 Number
Administration, Core and Development Projects	13	10
	TTTTTTTT	TTTTTTTT

Employment costs

	2003 £	2002 £
Wages and salaries	250,868	154,246
	TTTTTTTT	TTTTTTTT

There were no employees whose annual emoluments were £50,000 or more.

BLACK ENVIRONMENT NETWORK

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2003

8 Tangible fixed assets

	Fixtures, fittings & equipment
	£
Cost	
At 1 April 2002	4,478
Additions	3,342
	AAAAAAAA
At 31 March 2003	7,820
	AAAAAAAA
Depreciation	
At 1 April 2002	2,620
Charge for the year	1,456
	AAAAAAAA
At 31 March 2003	4,076
	AAAAAAAA
Net book value	
At 31 March 2003	3,744
	TTTTTTTT
At 31 March 2002	1,858
	TTTTTTTT

9 Creditors: amounts falling due within one year

	2003	2002
	£	£
Accruals	3,525	1,125
	TTTTTTTT	TTTTTTTT

BLACK ENVIRONMENT NETWORK

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2003

10 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				Balance at 31 March 2003
	Balance at 1 April 2002	Incoming resources	Resources expended	Transfers	
	£	£	£	£	£
Sustainable Communities	-	51,172	(32,463)	13,150	5,559
Swansea Bike Project	-	8,810	(8,810)	-	-
West Midlands	8,320	50,363	(30,494)	10,510	17,679
North West	60	50,712	(31,567)	13,347	5,858
Wales Development	16,895	83,586	(49,726)	22,789	27,966
Equal Opportunities	-	50,091	(42,091)	7,841	159
Partnership Project	-	26,507	(23,741)	-	2,766
	ÄÄÄÄÄÄÄÄ	ÄÄÄÄÄÄÄÄ	ÄÄÄÄÄÄÄÄ	ÄÄÄÄÄÄÄÄ	ÄÄÄÄÄÄÄÄ
	25,275	321,241	(218,892)	(67,637)	59,987
	[[[[[[[[[[[[[[[[[[[[[[[[[[[[[[[[[[[[[[[[[[[[[[[[[[

11 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	£	£	£
Fund balances at 31 March 2003 are represented by:			
Tangible fixed assets	3,744	-	3,744
Current assets	95,358	59,987	155,345
Creditors: amounts falling due within one year	(3,525)	-	(3,525)
	ÄÄÄÄÄÄÄÄ	ÄÄÄÄÄÄÄÄ	ÄÄÄÄÄÄÄÄ
	95,577	59,987	155,564
	[[[[[[[[[[[[[[[[[[[[[[[[[[[[[[

BLACK ENVIRONMENT NETWORK

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2003

12 Commitments under operating leases

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

	Land and buildings	
	2003	2002
	£	£
Expiry date:		
Within one year	1,644	1,644
Between two and five years	6,576	6,576
In over five years	4,932	6,576
	ÄÄÄÄÄÄÄ	ÄÄÄÄÄÄÄ
	13,152	14,796

13 Related parties

Restricted funds include income and expenditure relating to a project carried out in partnership with two other charities which have objectives similar to those of the company. The income and expenditure included in the financial statements relates to the company's participation in this project only and not to the project as a whole. The other participating charities are:

The Sensory Trust (UK Registered Charity 1020670)

Platform London Limited (UK Registered Charity 1044485).

Cash is held by the company from time to time on behalf of participants in the Partnership Project. Any such funds are kept in a bank account separate from the company's other funds.