

**PEMBROKE COLLEGE MISSION
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2011**

PEMBROKE COLLEGE MISSION

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Sir Richard Dearlove KCMG
Dr Tim Forse
Dr Loraine Gelsthorpe
Mr Michael Kuczynski
Mr Sam Fleming
The Rev'd Canon Brian Watchorn
Rear Admiral Alastair Ross
Miss Eleanor Goodison
The Rev'd Dr James Gardom
Dr Richard Gibbs
Mr Michael Mitchell
Mr John Nevin
Mr Andrew Morris

Charity number

211025

Principal address

80 Tatum Street
Walworth
London
SE17 1QR

Independent examiner

Noel and Co Chartered Accountants
4, Parliament Close, Prestwood
Great Missenden
Buckinghamshire
HP16 9DT

PEMBROKE COLLEGE MISSION

TRUSTEES' REPORT FOR THE YEAR ENDED 31 JULY 2011

The trustees present their report and accounts for the year ended 31 July 2011.

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 Trust Deed, the Charities Act 1993 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

Structure, governance and management

The charity was established in 1885, under the Rules of Mission (as amended on 25th February 1994). The charity's objects are to:-

- a) promote Christianity through its connection with Pembroke College, Cambridge in accordance with the principles of the Church of England
- b) advance education and provide facilities for social welfare and leisure activities at the South London premises of the charity.

The trustees who served during the year were:

Sir Richard Dearlove KCMG

Dr Tim Forse

Dr Loraine Gelsthorpe

Mr Michael Kuczynski

Mr Sam Fleming

The Rev'd Canon Brian Watchorn

Rear Admiral Alastair Ross

Miss Eleanor Goodison

The Rev'd Dr James Gardom

Dr Richard Gibbs

Mr Michael Mitchell

Mr John Nevin

Mr Andrew Morris

(Appointed 24 November 2010)

Structure of organisation

The Executive Committee of Trustees has overall responsibility for the activities of the charity. The Trustees delegate the day-to-day management of the Charity to the Warden, who remains accountable to the Trustees in all matters. The Executive Committee meets four times a year; smaller sub-groups meet more frequently if required. The Pembroke House Youth Club and the Pembroke Academy of Music (PAM) each have Management Committees composed of the project Director, the Warden, local stakeholders and people with related expertise. The Executive Committee receives written reports each quarter from each project lead, and follows up those reports as appropriate.

The Reverend Andrew Moughtin-Mumby served as Acting Warden of the charity from November 2009. In September 2010 the Reverend David Evans took up the post of Warden.

St Christopher's Church fulfils the Christian objectives with which Pembroke College Mission was established and is integral to the life of Pembroke House. The Vicar of the Parish is also Warden of Pembroke House, and the post of Vicar is funded by the Church of England Diocese of Southwark. Projects run at Pembroke House are intended to advance education and social welfare for local residents irrespective of all faiths and none.

PEMBROKE COLLEGE MISSION

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 JULY 2011

Risk Management

The Trustees authorized and all staff accepted a new Staff Handbook containing all policies and procedures. A Risk Register identifies major risks. Financial risks are monitored by the Trustee responsible for the accounts, and are reported to the Trustees' meetings. On and off site activities are assessed for risk on an individual basis, and all staff and volunteers are checked with the Criminal Records Bureau.

Objectives and review of activities

Pembroke House falls within the Lower Layer Super Output Area Southwark 012 B. The neighbourhood's Index of Multiple Deprivation score in 2007 was 48.94, ranking within the 8% most deprived areas in England. In employment, income, health, barriers to housing and services, and living environment, the neighbourhood is affected by significant deprivation.

The splendidly refurbished building is beginning to fulfil its potential as a place where people can gather, learn, meet each other, express themselves, worship and have fun. Inevitably for a building project of this complexity there have been issues of snagging; hot water was introduced into the building in February 2011, and the grey water system has had some teething problems, but we are incredibly fortunate to have this wonderful, warm, light, dry community centre and church.

The new Warden was welcomed on the feast of Lancelot Andrewes; the Dean preached, the College Choir sang and the Master addressed the assembled crowd of friends and supporters.

Many wonderful things have happened at Pembroke House, including the launch of a Community Garden, the hilarity of the Older People's Lunch Club, a Wonderful Walworth festival at which nine different community groups performed and thirteen other community groups shared their wares, the arrival of computer-based Cognitive Behavioural Therapy run by Southwark Psychological Therapies, booming numbers at the Music Academy and a restless, challenging and very rewarding group of young people finding the Youth Club a place of refuge.

The financial downturn has made itself manifest. Ben Ellin graciously stepped down as Director of PAM in order to save the cost of his salary; Mauro Banfi was appointed Acting Director. The Young Visions project came to an end. In 2010-11, Young Visions worked with 728 pupils in 4 local schools; from 2004 to 2011, Young Visions ran 520 workshops for a total of 2,586 students. In addition YV organised 16 workplace visits and 9 visits to universities, We said a heartfelt goodbye to Wayne Marshall, the project's Director, and remain grateful to the Drapers' Company and Pembroke College Cambridge for funding the project so faithfully.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

PEMBROKE COLLEGE MISSION

TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 JULY 2011

Financial review

The accounts show a loss of £50,000. This was the first year after the fundraising for the development project and so the income fell back considerably. Meanwhile costs increased as the building came into full use. The loss includes a depreciation charge of a similar £50,000. The final cost of the development was not resolved until the period after these accounts, but a negotiation has been agreed and settled without a further major reduction to the charity's investments.

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 raising additional funds.

Plans for the future

The newly refurbished building remains full of potential, and the Trustees approved a Five Year Plan detailing the direction in which we hope things will evolve. It states that Pembroke House will be 'a locally-focussed, centre based Charity whose work is targeted to those in the greatest need in the area of Walworth. We will be driven by the need we identify amongst the local community, and consistently work to understand that need. We will act as bridge; a bridge between the local community and the specialist providers available to support them; a bridge between different communities, including the community of Pembroke College, Cambridge; a bridge from within the community to without.'

On behalf of the board of trustees

The Rev'd Dr James Gardom

Dated: 13 February 2012

PEMBROKE COLLEGE MISSION

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF PEMBROKE COLLEGE MISSION

We report on the accounts of the charity for the year ended 31 July 2011, which are set out on pages 5 to 16.

Respective responsibilities of trustees and examiner

As the charity's trustees, you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is our responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

It is our responsibility to:

- (i) examine the accounts under section 43 of the 1993 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- (iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

Our 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 trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently we do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with our examination, no matter has come to our attention:

- (a) which gives us reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 41 of the 1993 Act; and
 - (ii) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act;have not been met; or
- (b) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Noel and Co Chartered Accountants

4, Parliament Close, Prestwood
Great Missenden
Buckinghamshire
HP16 9DT

Dated: 20 February 2012

PEMBROKE COLLEGE MISSION

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 JULY 2011

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2011 £	Total 2010 £
Incoming resources						
Incoming resources from generated funds						
Voluntary income	2/3	23,271	7,500	84,502	115,273	595,084
Investment income		2,019	-	-	2,019	2,643
Incoming resources from charitable activities						
Rents		40,502	11,900	-	52,402	22,101
Total incoming resources		65,792	19,400	84,502	169,694	608,626
Resources expended						
Charitable activities		22,418	32,698	175,678	230,794	165,223
Governance costs		900	-	2,100	3,000	2,750
Total resources expended	5	23,318	32,698	177,778	233,794	212,574
Net incoming/(outgoing) resources before transfers		42,474	(13,298)	(93,276)	(64,100)	407,254
Transfers between funds		(26,240)	-	26,240	-	-
Net incoming/(outgoing) resources		16,234	(13,298)	(67,036)	(64,100)	407,254
Realised losses on disposals of investments		-	(11,645)	-	(11,645)	-
Unrealised gain on revaluation of investments		-	25,717	-	25,717	17,562
Net movement in funds		16,234	774	(67,036)	(50,028)	424,816
Fund balances at 1 August 2010		(1,762)	196,666	1,576,063	1,770,967	1,346,151
Fund balances at 31 July 2011		14,472	197,440	1,509,027	1,720,939	1,770,967

PEMBROKE COLLEGE MISSION

BALANCE SHEET AS AT 31 JULY 2011

	Notes	2011		2010	
		£	£	£	£
Fixed assets					
Tangible assets	8	1,518,700		1,498,898	
Investments	9	139,300		167,878	
		<u>1,658,000</u>		<u>1,666,776</u>	
Current assets					
Debtors	10	8,509		508	
Cash at bank and in hand		117,145		189,003	
		<u>125,654</u>		<u>189,511</u>	
Creditors: amounts falling due within one year	11	<u>(62,715)</u>		<u>(85,320)</u>	
Net current assets		<u>62,939</u>		<u>104,191</u>	
Total assets less current liabilities		<u>1,720,939</u>		<u>1,770,967</u>	
Income funds					
Restricted funds	12	1,509,027		1,576,063	
Unrestricted funds:					
Designated funds	13	197,440		196,666	
Other charitable funds		14,472		(1,762)	
		<u>1,720,939</u>		<u>1,770,967</u>	

The accounts were approved by the Trustees on 13 February 2012

Sir Richard Dearlove KCMG

The Rev'd Dr James Gardom

PEMBROKE COLLEGE MISSION

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 JULY 2011

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Charities Act 1993.

1.2 Incoming resources

Donations, legacies and other forms of voluntary income are recognised as incoming resources when receivable or receivable, whichever is the earlier.

Grants are credited to the statement of financial activities when received or receivable, which ever is earlier.

1.3 Tangible fixed assets and depreciation

Tangible fixed assets other than freehold land 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:

Freehold land is not depreciated

Freehold buildings

Building costs over 50 years.

Fixtures, fittings & equipment

20% straight line

The costs of the boiler house are being depreciated over 15 years, the estimated useful life of the asset.

1.4 Investments

Fixed asset investments are stated at market value.

1.5 Accumulated funds

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the accounts.

PEMBROKE COLLEGE MISSION

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2011

2 Voluntary income

	Designated & Unrestricted funds £	Restricted funds £	Total 2011 £	Total 2010 £
Donations and gifts	20,120	5,993	26,113	497,841
Grants and project contributions	7,500	78,509	86,009	97,243
Other income	3,151	-	3,151	-
	30,771	84,502	115,273	595,084

Unrestricted funds

Pembroke College Cambridge Senior College Members	12,829	11,595
Pembroke College Cambridge Junior College Members	1,011	467
Pembroke College Chapel	435	760
Income tax recoverable	2,977	2,819
Other	6,019	1,709
	23,271	16,590

Restricted funds

Development fund:		
Individual donations	3,993	9,745
London Borough of Southwark	-	15,000
Heritage fund	-	4,000
Hon James Henderson Charity Boxing	2,000	-
Fundraising	-	1,059
Aylesbury New Deal for Communities	-	83,479
Big Lottery Fund	-	271,438
City Bridge Trust	-	80,000
Other donation for Roof	-	15,000
Other	-	1,530
	5,993	481,251

PEMBROKE COLLEGE MISSION

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2011

3 Voluntary income grants and contributions

	Designated funds £	Restricted funds £	Total 2011 £	Total 2010 £
Youth Centre				
London Borough of Southwark	-	34,000	34,000	45,086
Other	-	2,067	2,067	1,371
Youth club donation	-	1,000	1,000	-
Young Visions				
The Drapers' Company	-	15,000	15,000	15,000
Pembroke College Cambridge	-	-	-	15,000
Goldsmiths College	-	-	-	2,500
Other	-	-	-	2,981
Pembroke Academy of Music				
Concerts and other fundraising	-	4,622	4,622	15,305
Pembroke College donations	-	9,491	9,491	-
Other grants and donations	-	7,329	7,329	-
London Borough of Southwark	-	1,000	1,000	-
Other				
Slaughter & May -research grant	-	4,000	4,000	-
Building repairs donation	7,500	-	7,500	-
	7,500	78,509	86,009	97,243
	7,500	78,509	86,009	97,243

4 Other incoming resources

	2011 £	2010 £
Other income	3,151	-
	3,151	-

PEMBROKE COLLEGE MISSION

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2011

5 Total resources expended

	Youth Centre £	Young Visions £	Pembroke Academy £	Development Fund & Buildings £	Mission - general £	Total 2011 £	Total 2010 £
Salaries and staff costs	26,944	28,104	33,240	-	13,270	101,558	101,209
Project & support costs	14,232	1,355	4,693	-	3,312	23,592	5,054
Insurance	1,935	484	1,935	-	485	4,839	4,431
Premises/property costs	3,889	1,296	3,889	32,698	2,221	43,993	29,908
Development fund fundraising	-	-	-	-	-	-	7,300
Depreciation Building	-	-	-	41,116	-	41,116	38,396
Depreciation equipment	-	-	-	8,050	-	8,050	6,205
Office costs	1,989	538	1,989	-	3,130	7,646	17,321
Independent Examination	900	300	900	-	900	3,000	2,750
	49,889	32,077	46,646	81,864	23,318	233,794	212,574

PEMBROKE COLLEGE MISSION

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2011

6 Trustees

During the year no Trustee received any payment for Professional services (2010: £431.25). No Trustee received any re-imbusement for travel costs.

7 Employees

Number of employees

The average monthly number of employees during the year was:

	2011	2010
	Number	Number
Administration and finance	1	1
Project staff	3	2
	<hr/> 4 <hr/>	<hr/> 3 <hr/>
Wages and salaries	80,804	66,534
Social security costs	6,682	6,530
	<hr/> 87,486 <hr/>	<hr/> 73,064 <hr/>

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

PEMBROKE COLLEGE MISSION

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2011

8 Tangible fixed assets

	Land and buildings £	Fixtures, fittings and equipment £	Total £
Cost			
At 1 August 2010	1,528,378	46,070	1,574,448
Additions	68,968	-	68,968
At 31 July 2011	1,597,346	46,070	1,643,416
Depreciation			
At 1 August 2010	63,527	12,023	75,550
Charge for the year	41,116	8,050	49,166
At 31 July 2011	104,643	20,073	124,716
Net book value			
At 31 July 2011	1,492,703	25,997	1,518,700
At 31 July 2010	1,464,851	34,047	1,498,898

9 Fixed asset investments

	£
Market value at 1 August 2010	113,583
Disposals at opening book value	(113,583)
Acquisitions at cost	148,344
Disposals at cost	(34,761)
Change in value in the year	25,717
Market value at 31 July 2011	139,300
Historical cost:	
At 31 July 2011	113,583
At 31 July 2010	134,000

The investments are held in units, forming part of the Pembroke College Cambridge Investment Trust Fund.

PEMBROKE COLLEGE MISSION

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2011

10 Debtors	2011	2010
	£	£
Trade debtors	8,500	-
Sundry debtors	9	508
	<hr/>	<hr/>
	8,509	508
	<hr/> <hr/>	<hr/> <hr/>
11 Creditors: amounts falling due within one year	2011	2010
	£	£
Taxes and social security costs	1,642	1,936
Accruals	61,073	74,884
Grants received in advance	-	8,500
	<hr/>	<hr/>
	62,715	85,320
	<hr/> <hr/>	<hr/> <hr/>

PEMBROKE COLLEGE MISSION

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2011

12 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 July 2011
	Balance at 1 August 2010	Incoming resources	Resources expended	Transfers between funds	
	£	£	£	£	£
Young Visions	15,076	15,000	(32,077)	2,001	-
Pembroke Academy of Music	-	22,442	(46,646)	24,204	-
Youth Centre	12,607	37,067	(49,889)	215	-
Development fund	1,548,380	5,993	(49,166)	(180)	1,505,027
Social mobility project	-	4,000	-	-	4,000
	<u>1,576,063</u>	<u>84,502</u>	<u>(177,778)</u>	<u>26,240</u>	<u>1,509,027</u>

Description of Restricted funds

Young Visions - this project is to encourage young people to explore the possibilities of continuing to higher education.

Pembroke Academy of Music - this fund is to encourage young people to participate in musical activities.

Youth Centre - this fund is to advance education and provide facilities for social welfare and leisure activities at the South London premises of the charity.

Social mobility project - this fund is to be used for a research study on social mobility

Development fund - The Development fund is to improve the Pembroke House building and comprises Designated and Restricted funds as follows:-

	2011	2010
	£	£
<i>Restricted funds</i>	1,505,027	1,548,380
<i>Designated funds</i>	197,440	141,339
	<u>1,711,467</u>	<u>1,689,719</u>

PEMBROKE COLLEGE MISSION

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2011

13 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds			Balance at 31 July 2011
	Balance at 1 August 2010	Incoming resources	Resources expended	
	£	£	£	£
Development Fund	141,339	25,717	(11,645)	155,411
Houses Fund	55,327	19,400	(32,698)	41,029
	<u>196,666</u>	<u>45,117</u>	<u>(44,343)</u>	<u>197,440</u>

*The Development Fund is to provide for the capital expenditure planned within the building project.
The Houses Fund is to provide for the upkeep of the Tatum Street properties.*

14 Analysis of net assets between funds

	Unrestricted funds	Designated funds	Restricted funds	Total
	£	£	£	£
Fund balances at 31 July 2011 are represented by:				
Tangible fixed assets	-	-	1,518,700	1,518,700
Investments		139,300	-	139,300
Current assets	29,987	58,140	37,527	125,654
Creditors: amounts falling due within one year	(15,515)	-	(47,200)	(62,715)
	<u>14,452</u>	<u>197,440</u>	<u>1,509,027</u>	<u>1,720,939</u>
Reconciliation of movements in unrealised gains on investment assets				
Unrealised gains at 1 August 2010	-	33,878	-	33,878
Losses on revaluations in year	-	(8,161)	-	(8,161)
Unrealised gains at 31 July 2011	<u>-</u>	<u>25,717</u>	<u>-</u>	<u>25,717</u>

PEMBROKE COLLEGE MISSION

NOTES TO THE ACCOUNTS (CONTINUED) *FOR THE YEAR ENDED 31 JULY 2011*

15 Related parties

St Christopher's Church is integral to the life of Pembroke House. The Vicar of the Parish is also Warden of Pembroke House, and the post of Vicar is funded by the Church of England, Diocese of Southwark.

The charity's objects include the promotion of Christianity through its connection with Pembroke College, Cambridge. The Trustees include representatives from Pembroke College, Cambridge.