

SUSTAINABILITY WEST MIDLANDS
Company Limited by Guarantee
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2013
Company Registration Number 04390508

**SUSTAINABILITY WEST MIDLANDS
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2013**

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**SUSTAINABILITY WEST MIDLANDS
COMPANY LIMITED BY GUARANTEE
OFFICERS AND PROFESSIONAL ADVISERS**

YEAR ENDED 31 MARCH 2013

The board of directors

The directors who served the company during the year were as follows:

P Braithwaite	(appointed 21 November 2012)
Councillor J Mckay	(appointed 25 January 2013)
Gareth Williams	(appointed 25 January 2013)
Anne Marie Simpson	(appointed 20 th July 2012)
T Magrath	(appointed 16 April 2012)
Councillor P Tilsley	(resigned 25 January 2012)
M Pearce	(resigned 25 July 2012)
A Passmore	(resigned 25 July 2012)
W Briggs	(resigned 25 July 2012)
S Slater	(resigned 10 July 2013)
M Sitton-Kent	(resigned 10 July 2013)
M Kinghan	(resigned 10 July 2013)
G Marsh	
R Elsdon	
J King	
W Saleem	
K Budden	
S Helmer	
A Taylor	
J Cotgreave	
Councillor D Smith	
P Sutton	
M Reeves	

Company secretary S Slater

Business address Lockside
5 Scotland Street
Birmingham
B1 2RR

Registered office As above

**SUSTAINABILITY WEST MIDLANDS
COMPANY LIMITED BY GUARANTEE
THE DIRECTORS' REPORT
YEAR ENDED 31 MARCH 2013**

Accountants Buckman Finance Associates Ltd
98 Arden Road
Smethwick
Birmingham
B67 6EW

Legal Advisers Anthony Collins Solicitors LLP
134 Edmund Street
Birmingham
B3 2ES

Our Advisers

The business model for the delivery of our core objectives involves the very helpful input and contribution from our Board of directors, deputies and the wider membership and partnership of local organisations as advisors to the Board. This year these advisors have included Rose Poulter (West Midlands Centre for Local Government)

The Board also thanks the many partner organisations of “SWM” for their enthusiastic and constructive involvement over the past year.

Directors' responsibilities

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of the affairs of the company and of the profit or loss of the company 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

**SUSTAINABILITY WEST MIDLANDS
COMPANY LIMITED BY GUARANTEE
THE DIRECTORS' REPORT
YEAR ENDED 31 MARCH 2013**

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

In so far as the directors are, individually, aware:

- there is no relevant information of which the company's accountant is unaware; and
- the directors have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the accountant is aware of that information.

Small company provision

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Signed on behalf of the directors



P Braithwaite

Chair of directors

Approved by the directors 12th July 2013

**SUSTAINABILITY WEST MIDLANDS
COMPANY LIMITED BY GUARANTEE
THE DIRECTORS' REPORT *(continued)***

YEAR ENDED 31 MARCH 2013

The directors present their report and the financial statements of the company for the year ended 31 March 2013

Principal activities and business review

The principal activity of the company is as a 'not-for-profit' organisation to communicate, promote, educate and advocate sustainable development in all its forms.

Introduction

Sustainability West Midlands is the sustainability adviser for the leaders of the West Midlands. We are a not-for-profit company that works with its members in the business, public and voluntary sectors. Our role is to act as a catalyst for change through our advice to leaders, to develop practical solutions and share success through our communications.

Our Board is private sector led and has cross-sector representation; and is supported by our team of staff and associates. We are the founders of Climate UK who provide a national good practice network of similar organisations.

Our customers like our independence, our role as a hub of cross-sector good practice networks, and our drive to deliver a clear vision to create a better West Midlands.

Our Vision:

By 2020 businesses and communities are thriving in a West Midlands that is environmentally sustainable and socially just. By 2015 our leaders are working together to make significant progress on the roadmap towards the 2020 vision.

Our Mission:

To become the first choice in "Providing sustainability advice to the leaders of the West Midlands".

Our Values:

- Business led and business like – we seek and expect others to maintain personal and professional standards
- Creative and positive – we are always learning and looking for better ways of working with others
- Respectful - we respect nature's limits and the needs of future generations, we respect each other and celebrate our diversity so that everyone can give their best

**SUSTAINABILITY WEST MIDLANDS
COMPANY LIMITED BY GUARANTEE
THE DIRECTORS' REPORT *(continued)***

YEAR ENDED 31 MARCH 2013

Our Services:

- Advice to leaders on policy
- Cross-sector working with our members and networks to develop solutions
- Sharing success through our communications

Key performance indicators

The nature of our organisation means that the performance we seek to measure is the influence and impact of our services such as policy advice, events, and communications. These measures include the reach and use of our communications, evaluation of individual projects, and our annual customer survey. These are incorporated into our business processes with other financial and organisational measures through the regular monitoring of the delivery of our annual business plan and reporting to the Board and annually to members to help inform our future business plan.

Review of business 2012-13

This has been a challenging period externally with continued public sector cuts and uncertainty over the collective governance of the West Midlands. Internally we have undergone our own changes with a new chair and staff. However we have continued to grow our strategic impact for sustainability within the region and we enter 2013-14 in our strongest financial and mission driven position for several years. The rest of our progress for 2012-13 is reported below under the objectives of our business plan for that year.

Objective 1: Championing Roadmap 2020 priorities of sustainability leadership, perception change and coordination of low carbon jobs and skills across sectors

Benchmarking progress

As the only UK region with a vision, plan, and monitoring for a sustainable future – we have continued to share success on progress towards a better West Midlands. Part of our previous vision statement included the milestone that by 2012 our leaders are clear on what a more sustainable West Midlands looks like in 2020, have set milestones, and their organisations are making strong progress.

To measure how we were doing against this milestone we conducted research with over 200 stakeholders in 2012. We published the results as ***a review of progress towards an environmentally sustainable and socially just West Midlands***. This revealed that there is a strong shared vision amongst many of the leaders in the West Midlands on what a sustainable future should look like in 2020, with 82% of interviewees familiar with our Low-Carbon Vision for the West Midlands in 2020

**SUSTAINABILITY WEST MIDLANDS
COMPANY LIMITED BY GUARANTEE
THE DIRECTORS' REPORT *(continued)***

YEAR ENDED 31 MARCH 2013

and 74% familiar with our West Midlands Roadmap to a Sustainable Future in 2020 and the resulting green jobs, reduced carbon, and improved quality of life.

In November 2012 we held our second annual conference which published the results of our research. Over 140 delegates from all sectors heard speakers on leadership and good practice from different sustainability priorities and rated the conference 98% excellent to good in meeting our aims of measuring progress on the 2020 roadmap and sharing good practice.

Members

We maintained a membership of around 100 individuals or organisations as SWM members. These members achieved an **80% activity rate over the year** as they provided case studies, speakers, hosted events, hosted graduate placements, led or funded projects and engaged with senior leaders and executives.

We involved over 60 SWM members and our Green Leaders network members in quarterly updates and a series of cross-sector events. These included developing a benchmark to measure progress against our 2012 targets, and **sustainable supper** discussions around our sustainability priorities for the West Midlands to help inform our policy advice and action. These included Peter Shirley, Birmingham and Black Country Wildlife Trust, on Green Infrastructure, and Professor Andreas Hornung, from the European Bioenergy Research Institute, on Biomass.

Communications

We continued to provide a signposting service to good practice and new resources and tools through our communications services. We uploaded over 300 new reports, events or news items and 28 new case studies on **our website which Government uses as the first port of call for sustainability good practice in the West Midlands**.

We grew to over 2,000 unique visitors a month to the website who rate it 82% excellent to good in its aims of signposting to good practice, resources, and SWM project updates. We grew our Twitter followers to 400, and our monthly e- newsletter subscribers to 1,800.

We continued our 6 monthly **west midlands leaders update for over 250 leaders** in the West Midlands from the private, public, and voluntary sectors. This included highlighting the award winning good practice and case studies in their geographical or sector areas and our work with LEPS. This has generated positive feedback from many MPs.

As part of our direct or supported events programme we reached over 2,000 different individuals within our target audience of leaders and their advisers, and these events on average scored over 80% excellent to good in their aims being achieved. This included working with our partners Friends of the Earth to hold a public debate on the **sustainable city of the future** which featured national experts and was attended by over 300 people.

**SUSTAINABILITY WEST MIDLANDS
COMPANY LIMITED BY GUARANTEE
THE DIRECTORS' REPORT *(continued)***

YEAR ENDED 31 MARCH 2013

Local Enterprise Partnerships and Business

We set up a ***Low Carbon LEP Leadership Group*** which agreed an annual work plan. This group helped to inform our work on an investment prospectus, sustainability reviews of LEPs plans, input into the Lord Heseltine review and pilot work in Birmingham about pooling funding, and developing the low carbon evidence base for the new round of European funding.

We launched the ***West Midlands Low Carbon Investment Prospectus*** at our annual conference. This is the UK's first joint Local Enterprise Partnership (LEP) investment prospectus. It has been used by inward investment teams and government to help attract new investment into the UK and the West Midlands.

We carried out a range of ***sustainability reviews and advice for our business members***, such as the Mid-counties Cooperative. This built on our local cross-sector knowledge, independence, and tested their resilience to future changes in the West Midlands and their contribution to the 2020 vision.

We developed the ***West Midlands Green Business Clubs network*** for local green business clubs and provided support to clubs looking to grow.

Hub of cross-sector good practice

As part of running the ***West Midlands Climate Adaptation Partnership*** we held site visits to Severn Trent, the Hive Library in Worcestershire, Centro, and UK Flood Barriers. We continued our work on ***business resilience*** and continuity plans included a second year of workshops, self-assessment tools and awards. The results of our second year business survey showed a significant improvement in the measures business have taken to protect against extreme weather events.

Our work on behalf of ***Climate UK*** our good practice video and research helped to influence the development of the natural environment theme of the ***National Adaptation Plan***. We also helped to develop with other Climate UK members a ***successful bid for EU funding for UK adaptation support***. We also produced a report on ***good practice tools and resources in adaptation*** that have now been used nationally and internationally.

Our ***Voluntary Sector and Communities Leadership group*** helped to provide advice to many communities on bidding rounds to the Big Lottery Fund Sustainable Communities Fund. Unfortunately there was a low success rate in the West Midlands. However we held a successful ***green communities and funding event*** to help groups share good practice and identify other forms of support.

We secured funding for a continuation of our ***Local Authority Low Carbon Economy Programme***. This included running a series of good practice events with the West Midlands Sustainability Officers network, the Sustainable Housing Action Partnership, Councillors, planners and procurement officers on topics such as climate adaptation, low carbon energy, the green deal, low carbon procurement clauses, fleet transport, and carbon management and funding for estates. We also reviewed progress for ***Birmingham Environment Partnership*** on their Climate Action Plan.

**SUSTAINABILITY WEST MIDLANDS
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THE DIRECTORS' REPORT *(continued)***

YEAR ENDED 31 MARCH 2013

Our work with the Heath sector began to develop with advice provided to several trusts and a joint workshop on climate change with the Department of Health, the Environment Agency and Climate UK aimed at **Health and Wellbeing Boards** and their advisers.

Objective 2: Develop and support champions of other Roadmap 2020 sustainability priorities

No clear champion emerged on commercial and industrial waste, although we supported the advisory group for the **EU Bio-energy competition to support West Midlands energy projects**.

We began some scoping work with partners to support the **development of combined heat and energy deployment** as well as promoting lessons from existing local schemes, such as Birmingham.

No clear champion emerged on **sustainable procurement**, but we promoted the good practice work of partners and the low carbon clauses we have developed and held a local authority good practice event.

We supported the Sustainable Housing Action Partnership and the West Midlands Retrofit Steering Group as the champions on the **retrofit of buildings** by providing a director and chair and hosting an event for local authorities to help them choose what role they should play in the green deal locally. In recognition of all the advice and support SWM and its members have put in during the development of **Birmingham Energy Savers**, we were part of the launch of the next stage of with Carillion and Birmingham City Council. This scheme is now the UK's largest housing retrofit programme.

We supported Centro and Smarter Working West Midlands as the champions on **low carbon transport**. This included supporting several good practice events, a review of Centro's Green Transport Charter, advice and promotion of the Local Sustainable Transport Fund and Low Carbon Emissions Strategy.

We began to develop the **Environmental infrastructure** priority with the Environment Agency. This included piloting, developing, delivering, and evaluating a **Water Framework Directive guide to local authorities**. This work has been recognised nationally as good practice and is being rolled out in other parts of the UK. We have also begun to scope the role of green infrastructure within this priority area.

Objective 3: Develop and deliver a range of tools and services that help promote our mission and generate income.

We continued to run our **graduate career service** which included growing the monthly bulletin to 225 subscribers, advertising 104 paid and voluntary sustainability graduate roles in the West Midlands, and brokering 9 placements with our members and partners. We estimate that this service together with our own intern scheme helped to get 10 graduates jobs in the sustainability sector within the West Midlands.

**SUSTAINABILITY WEST MIDLANDS
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THE DIRECTORS' REPORT *(continued)***

YEAR ENDED 31 MARCH 2013

However the graduate service is non-fee earning and although we get paid for project work and sustainability reviews by our members and partners in-line with our mission, we have yet to fully explore how to commercialise our existing tools, services and knowledge.

Objective 4: Well connected, respected and resourced organisation

Customer and staff satisfaction

We maintained our satisfaction rates in our annual survey with customers and staff in terms of 82% rating us excellent to good in the delivery of our mission, and the values we demonstrate on how this is carried out. As part of the tenants green team we have helped our landlord Groundwork UK to gain reaccreditation of its environmental management system, which we work within.

In-line with the voluntary sector average we experienced the inevitable staff turnover this year and had to replace several of our staff. Our policy of clear procedures and responsibilities and knowledge shared across staff and non-executives helped a smooth transition. We are grateful for all the effort staff past and present have made to help build SWM and deliver its mission. Our HR-sub-committee is continuing to working to help identify other opportunities to develop the staff and skills we need to deliver our mission within the context of a small and dynamic organisation.

We have restructured in October 2012 to reflect the staff changes and needs of the organisation continuing to develop more skills in house across business development, advocacy, and project delivery. As a result we now have a chief executive, a senior project manager, project officer, office manager and volunteers and secondments. We continued to use our panel of specialist associates to deliver a range of our project work in partnership with our members. This organisational structure is ***continuing to prove an effective model*** of core staff and infrastructure to help retain knowledge, lever in resources and support our members while having the flexibility to expand or contract to reflect the requirements of additional work.

Policy reputation and Board membership

We have continued to contribute to national and regional policy debates through the recommendations of our project work. However due to resource constraints we have yet to fully harness the expertise of our members through think pieces and blogs.

As a result of our annual Board skills review ***we have made significant changes to our Board*** with a third of our Board changing to represent the news skills and experience we need as we increasingly align our work to our Roadmap 2020 priorities. Also after 5 years of clear leadership during our transition from a mission driven grant funded to project funded organisation our chair George Marsh stood down. Our vice chair lead a Board sub-group to run the open recruitment process and after approval at our AGM we appointed Peter Braithwaite as our new chair. Peter was the head of sustainability at the Olympic Park and brings this and other West Midlands experience to help take SWM forward in its new stage of development.

**SUSTAINABILITY WEST MIDLANDS
COMPANY LIMITED BY GUARANTEE
THE DIRECTORS' REPORT *(continued)***

YEAR ENDED 31 MARCH 2013

Financial and Organisational Targets

Although our turnover is down on last year, we still improved the retention of this in-house as we continued to develop the capacity and skills of the organisation. ***We met our target by March 2013 to have identified and secured funding to support the organisation for the next 12 months.***

Our current business model is based on the unique selling points our customers like, such as our independence, our role as a hub of cross-sector good practice networks, and our drive to deliver a clear vision to create a better West Midlands. This is providing attractive to national, regional and local customers.

With our unique role and increased demand on our services the challenge remains in maintaining and growing our customer base to support the infrastructure and staff required to harness our wider membership. With this resource in place we can continue to provide the advice and good practice on sustainability our leaders require to deliver us a better future.

The overall review of our business plan for 2012-13 by our Board revealed that of the 19 targets, 13 were met or on track, and 5 were not met due to lack of resources. This has informed our latest business plan where we plan to focus on a smaller number of Roadmap 2020 sustainability priorities each year and review annually which priorities would benefit most from our support.

Forward look for 2013-15

We have put in place a new two year business plan which has the following objectives and targets.

1. As the only UK region with a sustainable vision and plan that is monitored for a better future, we will share success on progress towards a better West Midlands:

- Refocus our communications content around the 2020 roadmap and our 7 sustainability priorities, signposting individuals to the tools, case studies and resources to help. Aim: To be completed for our Annual Conference in November 2013
- Promote to wider audience via members, social media, working with partners as multipliers and sub-regional roadshows. Aim: 20% growth per year on our website, newsletter and twitter account
- Annual conference to showcase best examples of progress. Aim: 80% Excellent to Good event rating

2. Creating progress towards a better West Midlands by focusing our support on three of our sustainability priorities each year. In 2013-14 these are:

- Low Carbon jobs and skills – continuing the support and implementation of the WM low Carbon LEP leadership group. Aim: to see improvement in LEP performance on SD reviews in April 2013 and March 2014

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YEAR ENDED 31 MARCH 2013

- Decentralised Energy Infrastructure – help local authorities realise the potential of local CHP and energy schemes. Aim: at least one local authority CHP scheme out to market and one Energy Performance Contract in place for refit of local authority buildings
- Environmental Infrastructure – help Local Nature Partnerships sell the value of environmental infrastructure to LEPs and other investors. Aim: at least one joint investment project to develop and enhance environmental infrastructure / green space for economic benefit

3. Growing our role as an independent adviser and hub of good practice networks on sustainability for the West Midlands:

- Grow the profile and impact of existing members working in our networks and partnerships of LEPs, business, local authorities, voluntary sector organisations, elected members, energy managers, transport and climate adaptation. Aim: At least five SWM members involved in each SD priority and network per year and at least one good practice event per network or priority - with the best examples showcased at our Annual Conference
- Levering in additional national funding and investment opportunities for our businesses and communities through offering funders access to our cross-sector networks and members. Aim: Annual evidence of additional funding and opportunities secured by members and networks
- Develop our services such as SD reviews, benchmarking, evidence base, training, facilitation, events, graduate placement service. Aim: Financial target of 25% revenue growth per year, and maintain and grow our customer satisfaction ratings from 82% excellent to good in the delivery of our mission

**SUSTAINABILITY WEST MIDLANDS
COMPANY LIMITED BY GUARANTEE
PROFIT AND LOSS ACCOUNT
YEAR ENDED 31 MARCH 2013**

	Note	2013 £	2012 £
Turnover		245,007	305,027
Cost of sales		(65,438)	(106,695)
Gross Profit		<u>179,569</u>	<u>198,331</u>
Administrative expenses		(172,484)	(183,104)
Operating profit/(loss)	2	<u>7,085</u>	<u>15,227</u>
Interest receivable		208	140
Profit/(loss) on ordinary activities before taxation		<u>7,293</u>	<u>15,368</u>
Tax on profit/(loss) on ordinary activities	4	(1,523)	(2,599)
Profit/(loss) for the financial year		<u><u>5,770</u></u>	<u><u>12,768</u></u>

The notes on pages 14 to 18 form part of these statements

**SUSTAINABILITY WEST MIDLANDS
COMPANY LIMITED BY GUARANTEE
BALANCE SHEET**

Registered Number 04390508

YEAR ENDED 31 MARCH 2013

	Note	2013 £	£	2012 £	£
Current Assets					
Debtors	5	27,488		10,840	
Cash at bank		119,850		143,758	
		147,338		154,599	
Creditors: Amounts falling due within one year					
	6	(102,749)		(115,779)	
Net current assets			44,589		38,819
Reserves					
Profit and loss account	10		44,589		38,819
Members' funds			44,589		38,819

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2013.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2013 in accordance with Section 746 of the Companies Act 2006.

The directors acknowledge their responsibilities for

- (a) Ensuring that the company keeps accounting records which comply with Section 386 and 387 of the Companies Act 2006 and
- (b) Preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements were approved by the directors and authorised for issue on 12th July 2013 and are signed for on their behalf by:



.....
P Braithwaite
Chair of directors

The notes on pages 14 to 18 form part of these statements

**SUSTAINABILITY WEST MIDLANDS
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2013**

1. Accounting policies

Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Cash flow statement

The accounts do not include a cash flow statement because the company, as a small reporting entity, is exempt from the requirements to prepare such a statement.

Going concern

These financial statements have been prepared on a going concern basis, the validity of which is dependent upon the future revenue of the company.

The company has now demonstrated its ability of attract the revenue necessary to meet its costs and the directors are confident that the company will continue to attract all of the funding that it requires over the next twelve months or will take the necessary steps to ensure that it can continue to trade with available resources and it is therefore appropriate to prepare financial statements on a going concern basis.

Turnover

Turnover represents income, including grants and donations received in respect of the principal activities of the company. Income recognised as follows:

- a) Funding which is specifically attributable to a project is recognised in the period in which the relevant expenditure relating to that project is incurred.
- b) General core funding, which is not specifically attributable to a project, is recognised in the period in which it is received

Pension costs

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year. The assets of the scheme are held separately from those of the company in an independently administered fund.

**SUSTAINABILITY WEST MIDLANDS
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 MARCH 2013**

Accounting policies (continued)

Deferred taxation

Deferred tax is recognised, without discounting, in respect of all timing differences between the treatment of certain items for taxation and accounting purposes, which have arisen but not reversed by the balance sheet date, except as required by FRSSE

Non-cash donations

Where the company receives non-cash donations, such as time spent or services provided by employees of partner organisations, there are recognised at the value to the company only where this can be quantified.

2. Operating profit/(loss)

Operating profit/(loss) is stated after charging:

	2013	2012
	£	£
Staff pension contributions	11,407	13,843
Auditors' remuneration	<u>0</u>	<u>0</u>

3. Directors' remuneration

The directors' aggregate remuneration in respect of qualifying services were

	2013	2012
	£	£
Aggregate remuneration	<u>59,182</u>	<u>65,047</u>

**SUSTAINABILITY WEST MIDLANDS
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS**

YEAR ENDED 31 MARCH 2013

4. Taxation on ordinary activities

Analysis of charge in the year

	2013	2012
	£	£
In respect of the year:		
UK Corporation tax	1,523	3,101
Over/under provision in prior year	<u>0</u>	<u>(502)</u>
	1,523	2,599

5. Debtors

Trade debtors	26,340	10,565
Other debtors	<u>1,148</u>	<u>275</u>
	<u>27,488</u>	<u>10,840</u>

6. Creditors: Amounts falling due within one year

	2013	2012
	£	£
Trade creditors	4,822	27,687
Corporation tax	1,523	3,101
Other taxation and social security	11,978	7,587
Other creditors	<u>84,425</u>	<u>77,404</u>
	<u>102,749</u>	<u>115,779</u>

**SUSTAINABILITY WEST MIDLANDS
COMPANY LIMITED BY GUARANTEE
NOTES TO THE FINANCIAL STATEMENTS**

YEAR ENDED 31 MARCH 2013

7. Pensions

Defined contribution pension scheme

The company operates a defined contribution pension scheme. The pension cost charge for the period represents contributions payable by the company to the scheme and amounted to £11,407 (2012: £13,843).

8. Related party transactions

The board agreed on 10 July 2009, that with an associate framework in place, non-executive directors could no longer receive financial benefit from Sustainability West Midlands activities and therefore no related party transactions arose this year.

9. Company limited by guarantee

The company is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the company in the event of liquidation

10. Profit and loss account

	2013	2012
	£	£
Balance brought forward	38,819	26,051
Profit/(loss) for the financial year	5,770	12,768
Balance carried forward	<u>44,589</u>	<u>38,819</u>

**SUSTAINABILITY WEST MIDLANDS
COMPANY LIMITED BY GUARANTEE
DETAILED PROFIT AND LOSS ACCOUNT**

YEAR ENDED 31 MARCH 2013

	2013		2012	
	£	£	£	£
Turnover		245,007		305,027
Cost of sales				
Purchases	17,649		20,240	
Design, Printing and Website	6,303		6,551	
Consultancy	41,485		79,905	
		<u>(65,438)</u>		<u>(106,695)</u>
Gross Profit		179,569		198,331
Overheads				
Administrative expenses		<u>(172,484)</u>		<u>(183,104)</u>
Operating profit/(loss)		<u>7,085</u>		<u>15,227</u>
Bank interest receivable		208		140
Profit/(loss) on ordinary activities		<u><u>7,293</u></u>		<u><u>15,368</u></u>

**SUSTAINABILITY WEST MIDLANDS
COMPANY LIMITED BY GUARANTEE
NOTES TO THE DETAILED PROFIT AND LOSS ACCOUNT
YEAR ENDED 31 MARCH 2013**

	2013		2012	
	£	£	£	£
Administrative expenses				
Personnel costs				
Directors' salaries	52,620		61,365	
Directors' pensions	3,350		3,682	
Wages and salaries	76,129		76,823	
Staff pension contributions	<u>8,057</u>		<u>10,161</u>	
		140,157		152,031
Establishment expenses				
Rent, rates and water	15,570		13,850	
Insurance	<u>482</u>		<u>1,219</u>	
		16,052		15,069
General expenses				
Travel and subsistence	1,780		3,514	
Printing, stationery and postage	324		193	
Other office administrative expenses	1,999		4,235	
Staff training	799		1,875	
Recruitment costs	407		0	
Sundry expenses	24		25	
Donations	0		0	
VAT Irrecoverable/(refund)	0		387	
Entertaining	323		483	
Membership fees	0		0	
Legal and professional fees	415		84	
Consultancy fees	83		0	
Accountancy fees	10,120		5,208	
Auditors' remuneration	0		0	
Bad debt write off	<u>1</u>		<u>0</u>	
		16,276		16,003
Financial costs				
Bank charges		<u>0</u>		<u>0</u>
		<u>172,484</u>		<u>183,104</u>
Interest receivable				
Bank interest receivable		<u>208</u>		<u>140</u>