
COMMUNITY LINKS BROMLEY
(A company limited by guarantee)

TRUSTEES REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2008

COMMUNITY LINKS BROMLEY
(A company limited by guarantee)

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REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2008

Trustees

Jean Levy, Chair
John Freeman
Leslie Marks, Vice Chair
Phillip Mould, Treasurer
Lulu Pearce
Maureen Falloon
Pat Wade
Christine Hellicar (Elected 05/09/2007)
Ray Ayivor (Co-opted 19/03/2008)

Company registered number

3020127

Charity registered number

1045255

Registered office

Community House
South Street
Bromley
BR1 1RH

Company secretary

John Freeman (appointed 06/06/2007)

Interim Director

Fiona Baird

Auditors

haysmacintyre
Chartered Accountants
Registered Auditors
Fairfax House
15 Fulwood Place
London
WC1V 6AY

Bankers

CAF Bank Ltd
25 Kings Hill
West Malling
Kent
ME19 4JQ

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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2008**

Advisers (continued)

Solicitors

Thackray Williams
Kings House
32-40 Widmore Road
Bromley
Kent
BR1 1RY

Legal Advisor to the Board

Mark Oakley

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TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2008

The Trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the audited financial statements of Community Links Bromley (the Company) for the ended 31 March 2008. The Trustees confirm that the annual report and financial statements of the Company comply with current statutory requirements, the requirements of the Company's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

Structure, governance and management

CONSTITUTION

Community Links Bromley (CLB) is a registered charity number 1045255 and company limited by guarantee, registered in England number 3020127 and was set up by a Memorandum of Association (its governing document). This identifies CLB as a second tier support organisation for the local voluntary and community sector. It was incorporated in 1995. Its registered office is Community House, South Street, Bromley BR1 1RH.

CLB's purpose is to "support, promote and facilitate the development of a strong, diverse, confident and effective voluntary and community sector in the Borough of Bromley, in ways which will enable the sector to improve the quality of life for people and their communities" CLB's value statement reflects its commitment to providing inclusive and accessible services based on the identifiable needs of local voluntary and community organisations, and recognising the value of volunteering.

The charity's objectives and its principal activities continue to be that of operating a service to support voluntary and community organisations within the London Borough of Bromley. They include the following: to promote any charitable purposes for the benefit of the community in Bromley, organise co-operation between the voluntary and statutory sectors in Bromley, provide information, advice, training and other services to voluntary organisations locally.

CLB is affiliated to the National Association for Voluntary and Community Action (NAVCA), the national body for local infrastructure organisations. CLB is accredited by Volunteering England in respect of the Volunteer Centre. CLB is a member of the South London CVS Partnership and the South London Volunteer Centre network. CLB is also a member of Community Matters and the National Council for Voluntary Organisations and Greater London Volunteering.

METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES

The governance of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association. Trustees are formally elected at the Annual General Meeting (AGM) with additional Trustees co-opted by the Trustee Board during the year as appropriate, with formal election at the following AGM.

Trustees are elected for a period of three years, with a possible re-election for a further three year period after which they are required to stand down.

CLB seeks nominations from its member organisations for vacant trustee positions. Also, where skills gaps are identified, recruitment is made more widely from across the voluntary and business sectors.

The Trustee Board includes the positions of Chair, Vice Chair and Treasurer and consists of a minimum of six and a maximum of twelve trustees. The Chair, Vice Chair and Treasurer are elected at each AGM.

The Trustees who served during the year were as follows:

Jean Levy (Chair)

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Leslie Marks (Vice Chair)
Philip Mould (Treasurer)
John Freeman
Pat Wade
Lulu Pearce
Maureen Falloon
Christine Hellicar (elected September 2007)
Ray Ayivor (Treasurer-elect, Co-opted March 2008)

In addition, there were two Council nominated representatives, Councillor Charles Rideout and Councillor Carole Hubbard. The councillors may attend meetings as non-voting members but are not Trustees.

INDUCTION AND TRAINING OF TRUSTEES

Trustees receive an induction pack on joining the board. They are given the opportunity to meet individual staff members and to identify additional responsibilities such as membership of other committees or working groups. Training and development opportunities are publicised and provided for all Trustees. Trustees meet at least annually for an awayday to develop strategy.

ORGANISATIONAL STRUCTURE AND DECISION MAKING

The charity is controlled by a board of Trustees who are independent and receive no remuneration for their involvement. A list of the Trustees is given above. Day to day operations are carried out by full and part time staff. Following a restructure of the organisation with effect from 18 May 2007, an Interim Steering Group was established comprising the Chairman, Vice Chairman and a member of the Finance & Audit Committee alongside the two Senior Managers, Peter Dyer and Diane Diamond, to oversee the running of the organisation. From 4 December 2007, an Interim General Operations Manager, Jane McVeigh, was appointed, to take on the general management of the organisation. A new permanent full time Director will be in post to lead the organisation with effect from 1 September 2008, as described below.

The Trustee Board has one permanent sub Committee, the Finance and Audit Committee.

One of the Trustees, John Freeman, took the role of Company Secretary. The Trustee Board met seven times during the year and the Finance & Audit Committee six times. In addition, Trustees and Staff held an awayday in December 2007, and additional meetings were also called during this financial year, to consider the results of consultations held with local voluntary and statutory organisations, and the proposed Strategic Business Plan for the next five years.

The Trustee Board agrees the organisation's strategy, business plan, financial plans and budget. The strategic business plan is developed in conjunction with the senior management team who are responsible for implementing the Business Plan and reporting progress against Business Plan targets and working with Trustees as required. Trustees specify the level of delegated responsibility of staff.

RISK MANAGEMENT

The trustees actively review the major risks which the charity faces on a regular basis and believe that maintaining a sufficient level of reserves combined with an annual review over key financial systems, will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks faced by the charity and confirm that they have established systems to mitigate the significant risks.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2008

Achievements and performance

REVIEW OF ACTIVITIES

The Trustees consider that the performance of the charity this year has been satisfactory, and that its objectives were achieved for the year.

The Volunteer Centre objectives continued to be focused on strengthening core activities – brokerage, good practice development, promoting volunteering, developing new volunteering opportunities and policy and campaigning and strategic development of volunteering. The Centre's target of recruiting 500 new volunteers was exceeded by over 400. Other targets were to advise voluntary and community organisations, to organise one Volunteers Week event, four school based events and two other events. These objectives were met and exceeded – there were three Volunteers Week events, five school based events, and six other events. In addition, it gave advice in person, by phone or e-mail to over 560 voluntary organisations. It continued to work at developing new projects on youth volunteering and good practice, promoting employee volunteering. In addition, it has continued to increase the involvement of volunteers in the operation of the centre. During the year, it was successful in achieving the Investors in Volunteers award.

Funding was achieved to develop volunteering opportunities within sports groups and targets were exceeded by at least 30%.

Funding was also obtained to develop a good practice in volunteer management manual with a CD of sample policies and procedures to be used by volunteer involving organisations. More than 12 organisations received one-to-one support to adopt the policies and procedures and a further 20 received support in a group setting. The manual continues to be available for local organisations, although the funding is no longer in place to support a worker.

We continued to support a Volunteer Co-ordinators' Forum, giving Volunteer Managers throughout the Borough an opportunity to share information and good practice and for speakers to present information appropriate to their work.

The Organisational Development service objectives were again related to increasing the effectiveness of local voluntary and community organisations, based on priorities identified previously by the sector. These objectives have been met through the delivery of a range of projects, including:

- A Funding Information and Advice service (funded by a grant from The City Bridge Trust) - now in its second year and employing a full time member of staff. The service provided intensive support to over 25 voluntary and community groups, and placed seven skilled mentors with eight community groups to support their fundraising, planning and development activities. An important part of the service is to raise awareness of funding opportunities, and 4 Meet the Funders events took place to allow a large number of voluntary and community organisations to meet with a range of potential funders, find out about opportunities available and explore potential project ideas.
- A Community Accountancy advice project (ultimately funded through London Councils, and delivered in partnership with Croydon Voluntary Action) – this service continued to support voluntary and community organisations on financial management and accountancy issues. Along with the popular Finance Forum (where some 51 treasurers/finance workers attended four events on topics including tax and good governance) and training programme (where 22 participants attended four intensive training workshops on topics including computerised accounts and financial controls), this year saw the service expand to provide a 1-1 financial management advice and training service, thanks to a secondment of a member of staff to Community Links Bromley from Croydon Voluntary Action.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2008

- Governance work has continued to be supported (thanks to funding from the Governance Hub carried forward from 2006/7) via the launch of the Bromley Trustee support Network in April 2007 and the provision of induction evenings for new trustees / committee members of local charities and community groups (with financial assistance from the NCVO national governance hub). Over 90 trustees and committee members have attended events and benefited from support this year.
- The information and communications service has sent four printed newsletters to over 190 contacts, provided 23 e-bulletins to over 453 contacts. There have been 8904 visits on our website.
- In total, the Organisational Development department has held 215 advice and information sessions with 57 organisations. Events and workshops have been attended by 275 individuals – as well as those events listed above, topics have included Tax Effective Giving and Preparing for the Financial Year End.
- Membership has increased by 5% to 234, with up to 24% of users of our services coming from black, minority ethnic and refugee groups.
- Finally, towards the end of the year, Community Links Bromley were delighted to be awarded a major grant of £322,244 over three years from the Big Lottery Fund to expand its information, membership and policy support services for voluntary and community organisations. At the end of 2007/8 recruitment for new project staff had commenced.

Partnership Development objectives continued to be to strengthen support to local voluntary sector forums, further develop the Voluntary Sector Reference Group, and to improve voluntary sector involvement in multi agency partnership working. Using the Capacity Builders Consortium Development Fund, CLB commissioned work to establish the need that exists within the Borough for support for the voluntary and community sector. A multi-sector consultation event was held as well as several focus groups and individual interviews to establish the evidence base which enabled us to agree the Bromley Local Infrastructure Development Strategy, 2008 – 14, and Business Plan 2008-11. Alongside this, the Voluntary Sector Reference Group (VSRG) was able to take part in a national exercise to assess how well they were operating as the local Change Up Consortium. The result was that Capacity Builders judged the VSRG to be fit for purpose, and has therefore provided further funding for the following year (2008/9) for further consortium development, which will be led by CLB.

CLB continued to represent the voluntary & community sector on the Bromley Local Strategic Partnership (LSP) and also the themed partnership boards that feed into the LSP. CLB consulted with the voluntary and community sector via the VSRG to enable their views to be taken into account in setting revised Local Area Agreement Indicators, and continues to put forward the case for inclusion of some stronger community targets. CLB was involved with a Local Authority Scrutiny Review of partnership and funding arrangements with the local voluntary sector, which received evidence of best practice and good value on the part of several local voluntary and community groups. The results of the review are due at the end of Summer 2008.

CLB has kept abreast of policy developments both locally and nationally, and has endeavoured to ensure the voluntary and community sector is both kept aware of how developments may affect various organisations, and has been able to feed into policy decisions. CLB has participated in the partnerships review commissioned by the LSP, which is currently on-going, and is taking part in discussions with statutory sector colleagues around Transforming Social Care – ensuring that the voluntary and community sector is fully aware of how this may affect voluntary and community organisations, and how they may have to adapt to a new way of working and funding. In addition, CLB representatives have been fully involved in discussions around setting up a Local Involvement Network (LINK), and the organisation will be submitting a tender to host the Bromley LINK, which should be set up with effect from September 2008.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2008

INVESTMENT POLICY AND PERFORMANCE

CLB's cash in excess of day to day requirements is held in a CAF deposit account accruing interest at a variable interest rate. This method of investment has been used because it is low risk and CLB has not been able to commit to long term investment. This approach to investment will be kept under review by the Trustees.

RESERVES POLICY

CLB's reserves represent the funds of the charity that are freely available excluding restricted funds. The Trustees have a target of six months operating expenses. In order to provide a quality effective and efficient service to the voluntary and community sector in Bromley. The Trustees have ensured through setting this reserves level that in the event of funding not being sufficient to cover expenses in the future that a smooth transition can be made to a lower level of service.

In 2008/9 it is estimated that expenditure will exceed income by £27,203 and funds have been designated for this purpose. The trustees have also designated funds for: Office refurbishment required as part of the lease agreement of £10,000. As at 31st March 2008 free reserves stand at £222,713.

Financial review

Incoming resources amounted to £249,750 which is a decrease of 12.6% over the previous year. This decrease is primarily due to the ending of grant income from Association of London Government (ALG) and Children's Workforce Development funding. Cash management in the charity gave a return of 5.0% on its average cash holdings over the year. CLB's resources expended during the year amounted to £325,028 an increase of 6.1% compared to 2006/7. The increase was due to costs arising from inflation and consultancy purchased in order to further business objectives.

Total funds carried forward decreased by £75,278, Unrestricted funds by £66,068 and Restricted funds by £9,210.

Principal funding sources

CLB's largest source of income for 2007/8 was from Service Level Agreements with the London Borough of Bromley. The charity was also awarded funds from the Capacity Builders Consortia Projects programme in order to develop and agree a Bromley Local Infrastructure Development Strategy (2008-14) and a business plan (2008-11). Other grants included a grant from The City Bridge Trust to support a Funding Information & Advice service. Finally, CLB was successful in its bid for a Big Lottery Grant to establish a three year Bromley Advice, Signposting and Information (BASIS) service. The funds in 2007/8 consisted of a lead-in payment covering recruitment and office ICT costs, prior to the project commencing in 2008/9.

FUTURE DEVELOPMENTS

Community Links Bromley has undergone a transformation during the last year. It continues to work towards its objects and it will continue to seek new sources of income to support its work to ensure that Bromley has a vibrant and effective voluntary and community sector. In addition to the consultations for the Local Infrastructure Development Strategy, CLB also commissioned work to ensure all systems and processes within the organisation were being carried out satisfactorily and efficiently, and further consulted with members and the statutory sector around CLB's business strategy for the next three years. An outline of that strategy is given below.

The charity's strategic intention for the next three years is to undertake some controlled growth. This strategy will require some organisation strengthening with regard to marketing, finance and service development, and good strategic policy and business development skills. Community Links Bromley proposes growth through

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2008

more active service development based on identified needs in the Borough. This will be achieved:

- Independently, through identifying opportunities to deliver its mission through bids, commissions, and tenders
- Through closer relationships with statutory partners and others, to identify areas of potential paid-for work
- Through existing and future sub-regional working and VCS partnerships

It will seek opportunities for funding for existing and new projects and services that:

- Fulfill an identified local or sub regional VCS need or emerging need
- Support and strengthen community renewal and engagement
- Support core values
- Support the NAVCA quality accreditation, including evidence of providing support across the five core infrastructure support functions
- Support the quality re-accreditation with Volunteering England
- Make an appropriate contribution to overheads: in the main this will be under total cost recovery principles

The service priorities are based on the Bromley Infrastructure Development Strategy 2008-11 and a VCS needs assessment, and have been refined by consultation with the voluntary and community sector and statutory partners. They cover the five core NAVCA functions and also Volunteer Centre functions.

In summary, the organisation needs increased capacity to support more strategic, representation, policy and advocacy work; it needs to continue delivering existing services; it needs to develop new services for the voluntary and community sector in response to current funding and policy opportunities; and finally, it needs to support organisations to modernize and secure sustainable funding. The charity will also support an increase in participation in volunteering in the Borough - a proposed local authority indicator for the new national performance monitoring framework - through increasing the resources available to its Volunteer Centre. In addition, CLB is also participating in a multi-agency review of Bromley's Community Engagement Strategy alongside statutory agencies.

In order to implement the new business strategy, the Trustees decided that the organisation should be led by a permanent Director who will be responsible for taking the organisation forward, developing and strengthening partnerships with our stakeholders, and working with our highly motivated staff team. A new permanent Director will be in post with effect from 1 September 2008 to fulfil this role.

MEMBERS' LIABILITY

The Trustees of the company guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing the Annual report and the financial statements in accordance with applicable law and regulations.

Company and charity law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the Company and of the surplus or deficit of the Company for that period. In preparing these financial statements, the Trustees are required to:

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2008

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

The Trustees are responsible for keeping proper accounting records that 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 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.

PROVISION OF INFORMATION TO AUDITORS

So far as each of the Trustees is aware at the time the report is approved:

- there is no relevant audit information of which the Company's auditors are unaware, and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

A resolution proposing that haysmacintyre be re-appointed as auditors of the company will be put to the Annual General Meeting.

This report was approved by the Trustees on _____ and signed on its behalf, by:

Jean Levy - Trustee

COMMUNITY LINKS BROMLEY
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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF COMMUNITY LINKS BROMLEY

We have audited the financial statements of Community Links Bromley for the year ended 31 March 2008 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared in accordance with the accounting policies set out therein.

This report is made solely to the charitable company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditors' 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 charitable company and its members, as a body, for our audit work, for this report, or for the opinion we have formed.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS

The responsibilities of the Trustees (who also act as company directors of Community Links Bromley for the purposes of company law) for preparing the Trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you whether the information given in the Trustees' annual report is consistent with the financial statements.

In addition we report to you if, in our opinion, the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding Trustees' remuneration and transactions with the company is not disclosed.

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

BASIS OF AUDIT OPINION

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) 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 judgments made by the Trustees in the preparation of the financial statements 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 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.

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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF COMMUNITY LINKS BROMLEY

OPINION

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the charitable company's affairs as at 31 March 2008 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Trustees' annual report is consistent with the financial statements.

haysmacintyre
Chartered Accountants
Registered Auditors
Fairfax House
15 Fulwood Place
London
WC1V 6AY

Date:

COMMUNITY LINKS BROMLEY
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STATEMENT OF FINANCIAL ACTIVITIES
(incorporating income and expenditure account)
FOR THE YEAR ENDED 31 MARCH 2008

	Note	Restricted Funds 2008 £	Unrestricted Funds 2008 £	Total Funds 2008 £	Total Funds 2007 £
INCOMING RESOURCES					
Incoming resources from generated funds:					
Voluntary income	2	-	195	195	250
Investment income	3	-	13,190	13,190	12,871
Incoming resources from charitable activities	4	86,213	147,349	233,562	269,533
Other incoming resources	5	-	2,803	2,803	3,017
TOTAL INCOMING RESOURCES		86,213	163,537	249,750	285,671
RESOURCES EXPENDED					
Costs of generating funds:					
Costs of generating voluntary income	6	-	6,200	6,200	-
Investment management expenses	7	-	63	63	23
Charitable activities	8	95,707	198,140	293,847	293,917
Governance costs	10	-	24,918	24,918	12,282
TOTAL RESOURCES EXPENDED		95,707	229,321	325,028	306,222
NET INCOME / (EXPENDITURE) BEFORE TRANSFERS		(9,494)	(65,784)	(75,278)	(20,551)
Transfers between Funds	16	284	(284)	-	-
NET INCOME / (EXPENDITURE) FOR THE YEAR		(9,210)	(66,068)	(75,278)	(20,551)
NET MOVEMENT IN FUNDS FOR THE YEAR		(9,210)	(66,068)	(75,278)	(20,551)
<i>Total funds at 1 April 2007</i>		32,589	288,781	321,370	341,921
TOTAL FUNDS AT 31 MARCH 2008		£ 23,379	£ 222,713	£ 246,092	£ 321,370

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 14 to 27 form part of these financial statements.

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BALANCE SHEET
AS AT 31 MARCH 2008

	Note	£	2008 £	£	2007 £
FIXED ASSETS					
Tangible fixed assets	13		-		5,386
CURRENT ASSETS					
Debtors	14	16,911		62,125	
Cash at bank		260,365		262,414	
		<u>277,276</u>		<u>324,539</u>	
CREDITORS: amounts falling due within one year	15	<u>(31,184)</u>		<u>(8,555)</u>	
NET CURRENT ASSETS			<u>246,092</u>		<u>315,984</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>£ 246,092</u>		<u>£ 321,370</u>
CHARITY FUNDS					
Restricted funds	16		23,379		32,589
Unrestricted funds	16		222,713		288,781
			<u>£ 246,092</u>		<u>£ 321,370</u>

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007).

The financial statements were approved by the Trustees on _____ and signed on their behalf, by:

Jean Levy - Trustee

The notes on pages 14 to 27 form part of these financial statements.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2008

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in March 2005, applicable accounting standards and the Companies Act 1985.

1.2 Company status

The company is a company limited by guarantee. The members of the company are the trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.3 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the company for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

1.4 Incoming resources

All incoming resources are included in the Statement of Financial Activities when the company is legally entitled to the income and the amount can be quantified with reasonable accuracy.

1.5 Resources expended

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Overheads have been allocated on the basis of the relevant percentage of total direct costs.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management. Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2008

3. INVESTMENT INCOME

	Total Funds 2008 £	Total Funds 2007 £
Interest receivable	13,190	12,871
	<u>£ 13,190</u>	<u>£ 12,871</u>

4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Restricted Funds 2008 £	Unrestricted Funds 2008 £	Total Funds 2008 £	Total Funds 2007 £
Grants received in respect of Support to the Voluntary sector in the London Borough of Bromley (see below)	86,213	147,349	233,562	269,533
	<u>£ 86,213</u>	<u>£ 147,349</u>	<u>£ 233,562</u>	<u>£ 269,533</u>

Grants received for Support to the Voluntary sector in the London Borough of Bromley

	Restricted Funds 2007 £	Unrestricted Funds 2007 £	Total Funds 2007 £	Total Funds 2006 £
Local Authority Grants SLA	-	143,822	143,822	137,836
Richmond CVS	-	-	-	-
Volunteering England	-	-	-	603
Association of London Government	-	-	-	43,316
London Borough of Bromley	-	-	-	11,000
The City Bridge Trust	20,000	-	20,000	40,000
Croydon Voluntary Action	5,829	-	5,829	18,917
Capacitybuilders Modernising Infrastructure Fund	21,800	-	21,800	-
Capacitybuilders Consortia Development Fund	19,500	-	19,500	-
Big Lottery Fund Grant	9,000	-	9,000	-
Good Practice Guide	6,000	-	6,000	-
Other grants	4,084	3,527	7,611	17,861
Total	<u>£ 86,213</u>	<u>£ 147,349</u>	<u>£ 233,562</u>	<u>£ 269,533</u>

COMMUNITY LINKS BROMLEY
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2008

5. OTHER INCOMING RESOURCES

	Total Funds 2008 £	Total Funds 2007 £
Room Hire	2,803	3,017
	£ 2,803	£ 3,017
	£ 2,803	£ 3,017

6. FUND RAISING COSTS

	Total Funds 2008 £	Total Funds 2007 £
Consultancy fees	£ 6,200	£ -
	£ 6,200	£ -
	£ 6,200	£ -

7. INVESTMENT MANAGEMENT EXPENSES

	Total Funds 2008 £	Total Funds 2007 £
Investment management fees	£ 63	£ 23
	£ 63	£ 23
	£ 63	£ 23

8. COST OF CHARITABLE ACTIVITIES

	Direct costs 2007 £	Support costs 2007 £	Total Funds 2007 £	Total Funds 2006 £
Support to the Voluntary sector in the London Borough of Bromley	£ 185,426	£ 109,132	£ 294,558	£ 293,917
	£ 185,426	£ 109,132	£ 294,558	£ 293,917
	£ 185,426	£ 109,132	£ 294,558	£ 293,917

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9. ANALYSIS OF SUPPORT COSTS

	Premises costs £	Office costs £	Other costs £	Staff costs £	Total Funds 2008 £	Total Funds 2007 £
Support to the Voluntary sector in the London Borough of Bromley	34,636	16,013	27,446	31,037	109,132	125,635
Governance costs	3,085	1,426	2,444	2,764	9,719	4,470
Total	37,721	17,439	29,890	33,801	118,851	130,105

Allocation of support costs

All allocations are apportioned over departments, based on a percentage of total direct costs.

10. GOVERNANCE COSTS

	Unrestricted Funds 2008 £	Total Funds 2008 £	Total Funds 2007 £
Accountancy fees	4,389	4,389	1,762
Accountancy fees	5,875	5,875	-
Auditors' remuneration	4,935	4,935	4,624
Legal & professional fees	-	-	1,163
Trustee meeting costs	-	-	263
Allocation of salary & overhead costs	9,719	9,719	4,470
	£ 24,918	£ 24,918	£ 12,282

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2008**

11. NET INCOME / (EXPENDITURE)

This is stated after charging:

	2008	2007
	£	£
Depreciation of tangible fixed assets:		
- owned by the charity	5,386	5,387
Auditors' remuneration	4,935	4,624
Accountancy fees payable to the auditor	5,875	1,762
Pension costs	7,820	6,373
	23,816	18,146

During the year, no Trustees received any remuneration (2007 - £NIL).
 During the year, no Trustees received any benefits in kind (2007 - £NIL).
 During the year, no Trustees received any reimbursement of expenses (2007 - £NIL).

12. STAFF COSTS

Staff costs were as follows:

	2008	2007
	£	£
Wages and salaries	134,414	186,972
Social security costs	14,999	19,426
Other pension costs	7,820	6,373
	£ 157,233	£ 212,771

The average monthly number of full-time equivalent employees during the year was as follows:

	No.	No.
Direct charitable activities	3	5
Administration	1	1
	4	6

No employee received remuneration amounting to more than £60,000 in either year.

The charity participates in both the Pensions Trust pension scheme and to a stakeholder pension scheme. There are currently no staff in the Pensions Trust Scheme, although it is available to all employees. The pension contributions shown above are payable to the stakeholder scheme with Friends Provident.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2008

13. TANGIBLE FIXED ASSETS

	Office equipment £	Total £
Cost		
At 1 April 2007 and 31 March 2008	<u>16,160</u>	<u>16,160</u>
Depreciation		
At 1 April 2007	10,774	10,774
Charge for the year	5,386	5,386
At 31 March 2008	<u>16,160</u>	<u>16,160</u>
Net book value		
At 31 March 2008	£ -	£ -
<i>At 31 March 2007</i>	<u>£ 5,386</u>	<u>£ 5,386</u>

14. DEBTORS

	2008 £	2007 £
Other debtors	458	-
Prepayments	10,302	10,088
Grants Receivable	6,151	52,037
	<u>£ 16,911</u>	<u>£ 62,125</u>

15. CREDITORS:
Amounts falling due within one year

	2008 £	2007 £
Social security and other taxes	4,193	-
Accruals and deferred income	26,991	8,555
	<u>£ 31,184</u>	<u>£ 8,555</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2008

16. STATEMENT OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers in/(out) £	Carried Forward £
Designated funds					
Office Refurbishment and Dilapidations Fund	10,000	-	-	-	10,000
Fixed assets fund	5,386	-	(5,386)	-	-
Projected Income Shortfall Fund	50,000	-	-	(22,797)	27,203
	<u>65,386</u>	<u>-</u>	<u>(5,386)</u>	<u>(22,797)</u>	<u>37,203</u>
General funds					
General Funds	223,395	163,537	(223,935)	22,513	185,510
	<u>223,395</u>	<u>163,537</u>	<u>(223,935)</u>	<u>22,513</u>	<u>185,510</u>
Total Unrestricted funds	<u>288,781</u>	<u>163,537</u>	<u>(229,321)</u>	<u>(284)</u>	<u>222,713</u>

Purposes of designated funds:

Office Refurbishment and Dilapidations Fund - this fund is set aside for regular redecoration to the offices.

Projected Income Shortfall Fund - these are funds set aside for the charity to continue operations despite a lack of adequate funding to cover operational costs in this year and the next.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2008

16. STATEMENT OF FUNDS (continued)

Restricted funds

Ethnic Minority Forum	2,057	-	-	-	2,057
Food Project	510	-	(510)	-	-
LB Bromley - Community Transport	496	-	-	-	496
Volunteer Development	759	-	-	-	759
Community Champions	1,000	-	-	-	1,000
Fixed Asset Equipment fund	745	-	-	-	745
Capacitybuilders Consortia Projects Programme	2,073	-	(2,073)	-	-
Croydon Voluntary Action	4,280	5,829	(10,393)	284	-
The City Bridge Trust	18,285	20,000	(34,373)	-	3,912
Volunteering England	640	-	-	-	640
Minibus fund	479	-	-	-	479
Richmond CVS	112	-	-	-	112
Big Lottery Fund Grant	-	9,000	(3,000)	-	6,000
Governance Hub	1,153	-	(1,153)	-	-
Capacitybuilders Modernising Infrastructure Fund	-	21,800	(21,800)	-	-
Capacitybuilders Consortia Development Programme	-	19,500	(19,500)	-	-
Good Practice Guide	-	6,000	(2,556)	-	3,444
Sutton Volunteer Centre	-	3,735	-	-	3,735
Sutton CVS	-	349	(349)	-	-
	<u>32,589</u>	<u>86,213</u>	<u>(95,707)</u>	<u>284</u>	<u>23,379</u>
Total of Funds	<u>£ 321,370</u>	<u>£ 249,750</u>	<u>£ (325,028)</u>	<u>£ -</u>	<u>£ 246,092</u>

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NOTES TO THE FINANCIAL STATEMENTS
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16. STATEMENT OF FUNDS (continued)

The purposes of the restricted funds are as follows:

Ethnic Minority Fund – Bromley PCT funding. This project is to bring black and ethnic minority voluntary organisations and statutory sector partners together for capacity building BME organisations. This money was due to be spent in the past on a project that did not go ahead. A project has now been identified for the fund, and payment will be made in 2007/8.

LB Bromley Community Transport - This was for community transport donated to Community Links Bromley by the London Borough of Bromley in support of the Community Transport Steering Group. Sums have so far been spent on providing MiDAS (minibus driver) training and Emergency Evacuation Procedures for Minibus Drivers and Escorts for staff and volunteers working within the Community and Voluntary Sector. The money will be held until a Community Transport project has been set up by BATH.

Volunteer Development - donated by the London Borough of Bromley and Volunteering England to provide training for volunteers. During 2008/9 this money will be used to support the Volunteer Co-ordinators Forum.

Community Champions – Scarman Trust grant. Part of a scheme to support people to make a contribution to their local communities.

Fixed Asset Equipment Fund – Volunteer England funded the CLB Year of the Volunteer 2005 Action Fund. Out of this fund, £745 was provided towards the purchase of fixed assets and has consequently been transferred to a separate Fixed Asset Equipment fund.

Capacity Building - As part of the government's ChangeUp initiative funding was received which contributed towards three separate projects; support for the Voluntary Sector Reference Group; a Funding Advice and Information Project and a Modernising Infrastructure Project.

Croydon Voluntary Action - The funds enabled Community Links Bromley to operate a Community Accountancy project providing support, advice, training and information on financial management and accountancy issues. The project, called Accountability, also operates in four other London boroughs with Croydon Voluntary Action as the accountable body. From May 2007 a part time Community Accountant was seconded to Community Links Bromley from Croydon Voluntary Action. The funds were provided by London Councils. The project continues in 2008/9.

The City Bridge Trust - The funds enabled Community Links Bromley to continue to operate a funding information and advice service. The service aims to develop the capacity of small and medium sized voluntary and community organisations to respond positively to funding and financing opportunities; and build organisational capacity and skills in the areas of project design/evaluation and fundraising and financing among high priority organisations. The service continues in 2008/9.

Volunteering England – funding provided to focus on strengthening the core functions of brokerage, good practice development, promoting volunteering, developing new volunteering opportunities and policy and campaigning and strategic development of volunteering.

Mini-bus Fund - raised by staff and volunteers on a sponsored walk. The money was originally raised to help towards funding a replacement minibus for the one run by Community Links Bromley. As the project that used the minibus is no longer funded, it was decided by the Board that the charity will hold on to the funds until a Community Transport Project has been set up by BATH.

Richmond CVS - fund managed Change Up monies on behalf of the Association of London Government to develop change up plans.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2008

16. STATEMENT OF FUNDS (continued)

Big Lottery Fund Grant – the funds enabled Community Links Bromley to establish its three year Bromley Advice, Signposting and Information Service (BASIS) project. The project will provide a gateway to enhance Community Links Bromley's existing portfolio of support services by enhancing its information, communications and membership services. The project will also enable Community Links Bromley to provide a service supporting local voluntary and community sector networks and fora and provide information and support on policy issues. The funds in 2007/8 consisted of a lead-in payment covering recruitment and office ICT costs. The full project commences in 2008/9.

Governance Hub - the funds enabled Community Links Bromley to establish the Bromley Trustee Network, a support network for trustees and committee members of local voluntary and community organisations. A number of events were held. The programme also included evening induction sessions for new trustees.

Capacitybuilders Consortia Development Programme – the funds enabled Community Links Bromley to develop an Infrastructure plan for Bromley and associated business plan.

Capacitybuilders Consortia Projects Programme – the funds enabled Community Links Bromley to operate a funding information and advice service by way of a contribution to the costs of the service (see above). The funds were also described as Capacitybuilders ChangeUp Continuation Fund. The funds were carried forward from 2006/7 and spent by 30th June 2007.

SUMMARY OF FUNDS

	Brought Forward £	Incoming resources £	Resources Expended £	Transfers in/(out) £	Carried Forward £
Designated funds	65,386	-	(5,386)	(22,797)	37,203
General funds	223,395	163,537	(223,935)	22,513	185,510
	<u>288,781</u>	<u>163,537</u>	<u>(229,321)</u>	<u>(284)</u>	<u>222,713</u>
Restricted funds	32,589	86,213	(95,707)	284	23,379
	<u>£ 321,370</u>	<u>£ 249,750</u>	<u>£ (325,028)</u>	<u>£ -</u>	<u>£ 246,092</u>

17. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted Funds 2008 £	Unrestricted Funds 2008 £	Total Funds 2008 £	Total Funds 2007 £
Tangible fixed assets	-	-	-	5,386
Current assets	23,379	253,897	277,276	324,539
Creditors due within one year	-	(31,184)	(31,184)	(8,555)
	<u>£ 23,379</u>	<u>£ 222,713</u>	<u>£ 246,092</u>	<u>£ 321,370</u>

COMMUNITY LINKS BROMLEY
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2008

18. PENSION COMMITMENTS

Community Links Bromley participates in both the Pensions Trust's Growth Plan and a stakeholder scheme with Friends Provident. The charity has no further commitment in respect of The Friends Provident Scheme.

The Pensions Trust's Growth Plan is funded and is not contracted out of the state scheme. The Growth Plan is a multi-employer pension Plan.

Contributions paid into the Growth Plan up to and including September 2001 were converted to defined amounts of pension payable from Normal Retirement Date. From October 2001 contributions were invested in personal funds which have a capital guarantee and which are converted to pension on retirement, either within the Growth Plan or by the purchase of an annuity.

The rules of the Growth Plan allow for the declaration of bonuses and / or investment credits if this is within the financial capacity of the Plan assessed on a prudent basis. Bonuses / investment credits are not guaranteed and are declared at the discretion of the Plan's Trustee.

The Trustee commissions an actuarial valuation of the Growth Plan every 3 years. The purpose of the actuarial valuation is to determine the funding position of the Plan by comparing the assets with the past service liabilities as at the valuation date. Asset values are calculated by reference to market levels. Accrued past service liabilities are valued by discounting expected future benefit payments using a discount rate calculated by reference to the expected future investment returns.

The rules of the Growth Plan give the Trustee the power to require employers to pay additional contributions in order to ensure that the statutory funding objective under the Pensions Act 2004 is met. The statutory funding objective is that a pension scheme should have sufficient assets to meet its past service liabilities, known as Technical Provisions.

If the actuarial valuation reveals a deficit, the Trustee will agree a recovery plan to eliminate the deficit over a specified period of time either by way of additional contributions from employers, investment returns or a combination of these.

The rules of the Growth Plan state that the proportion of obligatory contributions to be borne by the Member and the Member's Employer shall be determined by agreement between them. Such agreement shall require the Employer to pay part of such contributions and may provide that the Employer shall pay the whole of them.

As at the balance sheet date there were no active members of the Plan employed by Community Links Bromley. The charity's Plan remains open to new entrants. The charity did not make any contributions in the year.

It is not possible in the normal course of events to identify the share of underlying assets and liabilities belonging to individual participating employers. Accordingly, due to the nature of the Plan, the accounting charge for the period under FRS17 represents the employer contribution payable.

The last formal valuation of the Scheme was performed as at 30 September 2005 by a professionally qualified actuary using the Projected Unit Method. The market value of the Scheme's assets at the valuation date was £675 million and the Plan's Technical Provisions (i.e. past service liabilities) were £704 million. The valuation therefore revealed a shortfall of assets compared with the value of liabilities of £29 million, equivalent to a past service funding level of 96%.

The Scheme Actuary has prepared an Actuarial Report that provides an approximate update on the

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2008

18. PENSION COMMITMENTS (continued)

funding position of the Plan as at 30 September 2006. Such a report is required by legislation for years in which a full actuarial valuation is not carried out. The funding update revealed an increase in the assets of the Scheme to £747million and indicated a surplus of assets compared to liabilities of approximately £2 million, equivalent to funding level of 100.2%. Annual funding updates of the Growth Plan are carried out using approximate actuarial techniques rather than member by member calculations, and will therefore not produce the same results as a full actuarial valuation. However they will provide a good indication of the financial progress of the Plan since the last full valuation.

Since the contribution rates payable to the Plan have been determined by reference to the last full actuarial valuation the following notes relate to the formal actuarial valuation as at 30 September 2005.

The financial assumptions underlying the valuations as at 30 September 2005 were as follows:

	%
	per annum
- Investment return pre retirement	6.6
- Investment return post retirement	4.5
- Bonuses on accrued benefits	0.0
- Rate of price inflation	2.5

In determining the investment return assumptions the Trustee considered advice from the Scheme Actuary relating to the probability of achieving particular levels of investment return. The Trustee has incorporated an element of prudence into the pre and post retirement investment return assumptions; such that there is a 60% expectation that the return will be in excess of that assumed and a 40% chance that the return will be lower than that assumed over the next 10 years.

If an actuarial valuation reveals a shortfall of assets compared to liabilities the Trustee must prepare a recovery plan setting out the steps to be taken to make up the shortfall.

In view of the small funding deficit and the level of prudence implicit in the assumptions used to calculate the Plan liabilities the Trustee has prepared a recovery plan on the basis that no additional contributions from participating employers are required at this point in time. In reaching this decision the Trustee has taken actuarial advice and has been advised that the shortfall of £29 million will be cleared within 5 years if the investment returns from assets are in line with the "best estimate" assumptions. "Best estimate" means that there is a 50% expectation that the return will be in excess of that assumed and a 50% expectation that the return will be lower than that assumed over the next 10 years. These "best estimate" assumptions are 7.6% per annum pre retirement and 4.8% per annum post retirement.

A copy of the recovery plan must be sent to the Pensions Regulator. The Regulator has the power under Part 3 of the Pensions Act 2004 to issue scheme funding directions where it believes that the actuarial valuation assumptions and / or recovery plan are inappropriate. For example the Regulator could require that the Trustee strengthens the actuarial assumptions (which would increase the scheme liabilities and hence impact on the recovery plan) or impose a schedule of contributions on the Scheme (which would effectively amend the terms of the recovery plan). The Regulator has reviewed the recovery plan for the Growth Plan and confirmed that, in respect of the September 2005 actuarial valuation, it does not propose to issue any scheme funding directions under Part 3 of the Pensions Act 2004.

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NOTES TO THE FINANCIAL STATEMENTS
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18. PENSION COMMITMENTS (continued)

The next full actuarial valuation will be carried out as at 30 September 2008.

Following a change in legislation in September 2005 there is a potential debt on the employer that could be levied by the Trustee of the Plan. The Trustee's current policy is that it only applies to employers with pre October 2001 liabilities in the Plan. The debt is due in the event of the employer ceasing to participate in the Plan or the Plan winding up.

The debt for the Plan as a whole is calculated by comparing the liabilities for the Plan (calculated on a buyout basis i.e. the cost of securing benefits by purchasing annuity policies from an insurer, plus an allowance for expenses) with the assets of the Plan. If the liabilities exceed assets there is a buy-out debt.

The leaving employer's share of the buy-out debt is the proportion of the Plan's pre October 2001 liability attributable to employment with the leaving employer compared to the total amount of the Plan's pre October 2001 liabilities (relating to employment with all the currently participating employers). The leaving employer's debt therefore includes a share of any 'orphan' liabilities in respect of previously participating employers. The amount of the debt therefore depends on many factors including total Plan liabilities, Plan investment performance the liabilities in respect of current and former employees of the employer, financial conditions at the time of the cessation event and the insurance buy-out market. The amounts of debt can therefore be volatile over time.

The charity has been notified by the Pensions Trust of the estimated employer debt on withdrawal from the Plan based on the financial position of the Plan as at 30 September 2007. As of this date the estimated employer debt for Community Links Bromley was £47,495.