

BOROUGH COUNCIL OF DUDLEY

POLICE, FACTORIES ETC (MISCELLANEOUS PROVISIONS) ACT 1916

LOCAL GOVERNMENT ACT 1972

APPLICATION FOR STREET COLLECTION PERMIT

Full name, address and telephone number (Home and Business) of applicant.	JOANNA CONDON
	<b>DialogueDirect Ltd</b> Macmillan House 38 St Aldates Oxford OX1 1BN Tel: 01865 297500
Date of birth and place of birth	21/01/1983 DORCHESTER, DORSET
Full name and address of organisation on whose behalf the application is being made.	SHELTER 88 OLD STREET LONDON EC1V 9HU
Full name of organisation to whom the money collected will be donated.	SHELTER
The area of the borough in which you wish to make your collection	① Dudley
	② Stourbridge

Date and times required for collection	① 6 <sup>th</sup> June 2005 9am - 6pm <hr/> ② 8 <sup>th</sup> June 2005 9am - 6pm
How many people do you intend to authorise to act as collectors?	five

Date of application ..... 17<sup>th</sup> Mar 2005

Signed ..... *London*

This application is subject to the requirements of the Regulations made by the Borough Council of Dudley under the Local Government Act 1972.

**PLEASE SUBMIT THE FOLLOWING DOCUMENTS WITH YOUR APPLICATION:**

- LETTER OF AUTHORITY TO COLLECT FROM THE CHARITY OR ORGANISATION ON WHOSE BEHALF THE COLLECTION IS TO BE MADE.
- THE LATEST AUDITED ACCOUNTS FOR THE CHARITY OR ORGANISATION.
- ANY BROCHURE, PAMPHLET, HANDBOOK OR OTHER PUBLICATION OF THE ORGANISATION OR CHARITY, DESCRIBING ITS OBJECTS AND ACTIVITIES.

**FAILURE TO SUBMIT ANY OF THE ABOVE DOCUMENTS MAY RESULT IN DELAY AND POSSIBLE REFUSAL OF YOUR APPLICATION**

Appendix 2

**DRAFT FINANCIAL STATEMENTS 21 September 2004 13:41:07 DATASET 31 December 2003**

**Registration number 3941779**

**DialogueDirect Ltd**

**Directors' report and financial statements**

**for the year ended 31 December 2003**

DialogueDirect Ltd

Company information

Directors	A Leitner
Secretary	M Barley
Company number	3941779
Registered office	Macmillan House 38 St Aldates Oxford OX1 1BN
Auditors	Critchleys Avalon House Marcham Road Abingdon Oxfordshire OX14 1UD
Business address	MacMillan House 38 St Aldates Oxon OX1 1BN
Bankers	Lloyds TSB Plc PO Box 8 1/5 High Street Oxford OX1 4AA

**DialogueDirect Ltd**

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DialogueDirect Ltd

Profit and loss account  
for the year ended 31 December 2003

		2003	2002
	Notes	£	£
Turnover	2	4,762,895	3,736,300
Cost of sales		(2,586,863)	(1,751,634)
<b>Gross profit</b>		<u>2,176,032</u>	<u>1,984,666</u>
Administrative expenses		(1,435,549)	(1,691,793)
Exceptional administrative expenses		(257,227)	-
<b>Operating profit</b>	3	<u>483,256</u>	<u>292,873</u>
Interest payable and similar charges		(18,034)	(1,998)
<b>Profit on ordinary activities before taxation</b>		<u>465,222</u>	<u>290,875</u>
Tax on profit on ordinary activities	5	-	(82,783)
<b>Profit on ordinary activities after taxation</b>		<u>465,222</u>	<u>208,092</u>
Dividends		(5,000)	-
<b>Retained profit for the year</b>		<u>460,222</u>	<u>208,092</u>
Retained profit brought forward		<u>294,463</u>	<u>86,371</u>
<b>Retained profit carried forward</b>		<u><u>754,685</u></u>	<u><u>294,463</u></u>

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The notes on pages 7 to 11 form an integral part of these financial statements.

DialogueDirect Ltd

Balance sheet  
as at 31 December 2003

	Notes	2003		2002	
		£	£	£	£
<b>Fixed assets</b>					
Intangible assets			-		245,285
Tangible assets	6		550,769		460,084
Investments	7		954,330		501,108
			<u>1,505,099</u>		<u>1,206,477</u>
<b>Current assets</b>					
Debtors	8	956,266		329,576	
Cash at bank and in hand		30,691		302,108	
		<u>986,957</u>		<u>631,684</u>	
<b>Creditors: amounts falling due within one year</b>	9	<u>(1,687,326)</u>		<u>(1,493,653)</u>	
<b>Net current liabilities</b>			<u>(700,369)</u>		<u>(861,969)</u>
<b>Total assets less current liabilities</b>			804,730		344,508
<b>Provisions for liabilities and charges</b>			<u>(49,945)</u>		<u>(49,945)</u>
<b>Net assets</b>			<u>754,785</u>		<u>294,563</u>
<b>Capital and reserves</b>					
Called up share capital	10		91		91
Other reserves	11		9		9
Profit and loss account	11		754,685		294,463
<b>Shareholders' funds</b>			<u>754,785</u>		<u>294,563</u>

The financial statements were approved by the Board on ..... and signed on its behalf by

.....

A Leitner  
Director

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The notes on pages 7 to 11 form an integral part of these financial statements.

**Notes to the financial statements  
for the year ended 31 December 2003**

**1. Accounting policies**

**1.1. Accounting convention**

The financial statements are prepared under the historical cost convention .

**1.2. Turnover**

Turnover represents the total invoice value, excluding value added tax, of sales made during the year.

**1.3. Research and development**

Research expenditure is written off to the profit and loss account in the year in which it is incurred. Development expenditure is written off in the same year unless the directors are satisfied as to the technical, commercial and financial viability of individual projects. In this situation, the expenditure is deferred and amortised over the period from which the company is expected to benefit.

**1.4. Tangible fixed assets and depreciation**

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Land and buildings	-	Straight line over 7 years
Fixtures, fittings and equipment	-	25% / 33% Straight Line

**1.5. Investments**

Fixed asset investments are stated at cost less provision for diminution in value.

**1.6. Deferred taxation**

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date where transactions or events have occurred at that date that will result in an obligation to pay more, or a right to pay less or to receive more tax.

**2. Turnover**

The total turnover of the company for the year has been derived from its principal activity wholly undertaken in the UK.



**Notes to the financial statements  
for the year ended 31 December 2003**

..... continued

<b>3. Operating profit</b>	<b>2003</b>	<b>2002</b>
	<b>£</b>	<b>£</b>
Operating profit is stated after charging:		
Depreciation and other amounts written off tangible assets	125,010	84,100
- Motor vehicles	21,399	28,115
Auditors' remuneration	5,825	6,350
Exceptional items		
- Exceptional administrative expenditure	<u>257,227</u>	<u>-</u>
 <b>4. Employees</b>		
<b>Number of employees</b>	<b>2003</b>	<b>2002</b>
The average monthly numbers of employees (including the directors) during the year were:	<b>Number</b>	<b>Number</b>
	<u>          </u>	<u>          </u>
 <b>Employment costs</b>	<b>2003</b>	<b>2002</b>
	<b>£</b>	<b>£</b>
Wages and salaries	2,812,806	1,958,255
	<u>          </u>	<u>          </u>
 <b>4.1. Directors' emoluments</b>	<b>2003</b>	<b>2002</b>
	<b>£</b>	<b>£</b>
Remuneration and other emoluments	<u>-</u>	<u>55,369</u>

**Notes to the financial statements  
for the year ended 31 December 2003**

..... continued

**5. Tax on profit on ordinary activities**

<b>Analysis of charge in period</b>	<b>2003</b>	<b>2002</b>
	<b>£</b>	<b>£</b>
<b>Current tax</b>		
UK corporation tax	-	41,246
Total current tax charge	<u>-</u>	<u>41,246</u>
<b>Deferred tax</b>		
Timing differences, origination and reversal	-	41,537
Total deferred tax	<u>-</u>	<u>41,537</u>
Tax on profit on ordinary activities	<u>-</u>	<u>82,783</u>

**6. Tangible fixed assets**

	<b>Land and Leasehold equipment</b>	<b>Fixtures, buildings fittings and equipment</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>			
At 1 January 2003	188,423	386,447	574,870
Additions	65,963	164,612	230,575
At 31 December 2003	<u>254,386</u>	<u>551,059</u>	<u>805,445</u>
<b>Depreciation</b>			
At 1 January 2003	26,918	87,868	114,786
Charge for the year	26,810	113,080	139,890
At 31 December 2003	<u>53,728</u>	<u>200,948</u>	<u>254,676</u>
<b>Net book values</b>			
At 31 December 2003	<u>200,658</u>	<u>350,111</u>	<u>550,769</u>
At 31 December 2002	<u>161,505</u>	<u>298,579</u>	<u>460,084</u>

**DialogueDirect Ltd**

**Notes to the financial statements  
for the year ended 31 December 2003**

..... continued

<b>7. Fixed asset investments</b>	<b>Other unlisted investments £</b>	<b>Total £</b>
<b>Cost</b>		
At 1 January 2003	501,108	501,108
Additions	453,222	453,222
At 31 December 2003	<u>954,330</u>	<u>954,330</u>
<b>Net book values</b>		
At 31 December 2003	<u>954,330</u>	<u>954,330</u>
At 31 December 2002	<u>501,108</u>	<u>501,108</u>

On 2 November 2001 the company subscribed for shares in two new companies, NTT Fundraising Ltd and Face2Face Fundraising Ltd, who themselves purchased two businesses from ActionAid Trading and Promotions Ltd on the same day.

<b>8. Debtors</b>	<b>2003 £</b>	<b>2002 £</b>
Trade debtors	204,624	316,193
Amounts owed by group undertakings	698,228	-
Other debtors	-	9,300
Prepayments and accrued income	53,414	4,083
	<u>956,266</u>	<u>329,576</u>

**Notes to the financial statements  
for the year ended 31 December 2003**

..... continued

<b>9. Creditors: amounts falling due within one year</b>	<b>2003 £</b>	<b>2002 £</b>
Bank overdraft	6,537	49,326
Bank loan	131,689	286,998
Trade creditors	541,027	201,017
Amounts owed to group undertaking	-	385,332
Corporation tax	41,537	48,937
Other taxes and social security costs	679,512	428,225
Directors' accounts	9,000	6,000
Other creditors	29,024	7,330
Accruals and deferred income	249,000	80,488
	<u>1,687,326</u>	<u>1,493,653</u>

The bank loan and overdraft are secured by a fixed and floating charge dated 9 July 2002.

<b>10. Share capital</b>	<b>2003 £</b>	<b>2002 £</b>
<b>Authorised</b>		
100,000 Ordinary shares of 1 pence each	<u>1,000</u>	<u>1,000</u>
<b>Allotted, called up and fully paid</b>		
9,100 Ordinary shares of 1 pence each	<u>91</u>	<u>91</u>

<b>11. Reserves</b>	<b>Profit and loss account £</b>	<b>Capital redemption reserve £</b>	<b>Total £</b>
<b>At 1 January 2003</b>	294,463	9	294,472
Retained profit for the year	460,222		460,222
<b>At 31 December 2003</b>	<u>754,685</u>	<u>9</u>	<u>754,694</u>

**Notes to the financial statements  
for the year ended 31 December 2003**

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**12. Related party transactions**

The following amounts were due to / (from) Group Undertakings at the balance sheet date.