

**REGISTERED COMPANY NUMBER: 2052675 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1083202**

**Report of the Trustees and  
Financial Statements For The Year Ended 31 March 2010  
for  
Cae Post Ltd**

**Morgan Griffiths LLP  
Chartered Accountants  
Registered Auditor  
Cross Chambers  
9 High Street  
Newtown  
Powys  
SY16 2NY**

**Cae Post Ltd**

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for the Year Ended 31 March 2010**

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**Report of the Trustees  
for the Year Ended 31 March 2010**

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2010. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
2052675 (England and Wales)

**Registered Charity number**  
1083202

**Registered office**  
Resource Recovery Centre  
Criggion Lane  
Trewern  
Welshpool  
Powys  
SY21 8EE

**Trustees**  
J Harrington  
Mrs J A Hawcroft  
Mrs S T Morley  
Mrs G M Foulkes  
N J Bardsley

**Auditors**  
Morgan Griffiths LLP  
Chartered Accountants  
Registered Auditor  
Cross Chambers  
9 High Street  
Newtown  
Powys  
SY16 2NY

**Bankers**  
HSBC Bank Plc  
The Cross  
1 Broad Street  
Newtown  
Powys  
SY16 2LX

**Senior Management**  
R Marsh (General Manager)

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is a charitable company limited by guarantee and therefore has no share capital. It is governed by a Memorandum and Articles of Association.

**Report of the Trustees  
for the Year Ended 31 March 2010**

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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Recruitment and appointment of new trustees**

All directors of the company are also trustees of the charity, and there are no other trustees. All of the trustees named on page 1 served throughout the year, unless appointed or resigned as shown. Trustees are appointed at the Annual General Meeting in accordance with the Memorandum and Articles of Association and the board has the power to appoint additional trustees as it considers fit to do so.

The present trustees comprise people with a range of employment and volunteer experience: voluntary sector support, community development, international development, local authority management, business and accounting, adult and higher education, and information and advice to business and enterprise. Trustees recognise the need to encompass as wide a range of knowledge and variety of skills to enhance the capacity of the Board to govern effectively and to be an active part of the 'third' sector in rural Powys. Cae Post trustees and staff participate in events in Powys and beyond both to promote Cae Post's work and to seek opportunities to fulfil its aims, working with other organisations.

**Induction and training of new trustees**

The familiarisation of new trustees with the charity takes the form of providing information on:

- The legal obligations of Trustees
- The operational framework of the charity, its aims and the Memorandum and Articles.
- Resourcing of the charity's activities and the current financial position.
- The context of its work and future plans.

The charity welcomes any interest shown in what is involved in being a Cae Post trustee. Existing trustees are very willing to provide useful background to Cae Post, and tours can be arranged. Potential trustees are given a copy of the Memorandum and Articles, the most recent Annual Report and Accounts, a brief history of the charity, along with publicity materials (Cae Post newsletters and the website features at [www.caepost.co.uk](http://www.caepost.co.uk)). Publications from the Charity Commission and Companies House on the essential roles of trustees and company directors are also provided. Trustees of all charities must now report how their activities provide public benefit under the Charities Act 2006 provisions that came into effect from April 2008, so existing and potential trustees of Cae Post are made aware of such requirements and how Cae Post complies.

Potential trustees are offered a chance to 'shadow' the Board by attending Board meetings for some months, while they absorb the Charity Commission publications on guidance on the roles and responsibilities of charity trustees. During this time, they are encouraged to contact the Board members and the General Manager with any queries on governance, practical or operational matters.

The charity is a member of the local council for voluntary service in Powys, who provide training courses and signposting for voluntary and community groups. Cae Post, as one of the larger social enterprises in Powys, has been a useful example of how this type of business provides services in the county.

**Report of the Trustees  
for the Year Ended 31 March 2010**

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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Organisational structure**

Trustees are responsible for the strategic direction and policy of the charity. Currently there are five Trustees, and Trustee meetings are normally held monthly. The General Manager attends Trustees' meetings, and other senior management staff report either in person or through tabled reports at the meetings. The minutes, agendas and all regular reports and monthly accounts are placed on the Cae Post intranet and are therefore available to senior management and trustees to view at any time.

The services and activities of Cae Post on a day-to-day basis are the responsibility of the General Manager, who works with the senior management team, as well as the rest of the staff and supported volunteers. The Trustees delegate this operational responsibility in order to ensure that the charity can deliver its objects via its services and activities to agreed budgets and as far as possible to the timetables required. When required, a subgroup of at least one Trustee and member(s) of the staff will convene to research a proposal and make recommendations to the Board. A research subgroup continues into the formation of a Community Interest Company (CIC) in relation to the possibilities of collaboration and expansion of the service. As noted above, the trustee who has agreed to lead on health and safety issues for the Board will work with senior staff.

Cae Post continues its contract with Peninsula Business Services Ltd, specialists in employment procedures and policies, to review contracts of employment, policies and procedures, ensuring these are up-to-date, conform to all legal requirements and are relevant for Cae Post's needs. The staff manual is updated when required under these procedures. The Trustees will continue to review the need for support for the human resources function.

All of Cae Post's work involves working in effective teams, which contribute to delivering the objectives of the charity. All employees are encouraged to develop their skills, through training both on and off site. Investing in learning at work at all levels is crucial to Cae Post as it ensures its collective performance and develops the individual's potential.

**Report of the Trustees  
for the Year Ended 31 March 2010**

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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Related parties**

Cae Post has a partnership arrangement with Powys County Council (PCC) Waste Management, and have operated a commercial scale resource recovery centre (also sometimes termed a Materials Recycling Facility or 'MRF') under a 15-year contract since 2002. The charity shares with PCC all contract data of income and expenditure for its contract activities under the agreed yearly budgets for the contract. Cae Post's role in this partnership has helped to bring about significant achievements in recycling in Powys of household waste arisings, as seen under Achievements and Performance. PCC has continued to contract with Cae Post to run the Kerbside and other collection activities. High target recycling participation rates are being achieved amongst householders in the challenging rural geographic areas in north Powys. The benefits to the community and the environment of this integrated recycling activity are reported below in Achievements and Performance.

Additionally Cae Post has a contract with PCC Social Care Services to provide adults with learning disability with day care services, which take the form of supported volunteer work placements. These supported volunteers work alongside and under the same safe systems of work as other staff at Cae Post, and therefore experience the working conditions of a genuine workplace. Such opportunities are rare in Powys and in neighbouring counties.

Cae Post from time to time receives people for work placements via JobCentre Plus, The Shaw Trust, A4e and other agencies (see below under Achievements and Performance). Such agencies are aware of and appreciate the charity's aims of providing enhanced job opportunities for people at a disadvantage in the workplace.

When opportunities are available, people who initially start work at Cae Post as a temporary placement can sometimes be taken on as fully employed staff.

Cae Post contracts with Benenden Health, to provide access to health benefits for Cae Post employees.

Cae Post works with Phoenix Furniture Ltd, and with Cwm Harry Land Trust to advance the profile of community recycling services in Powys.

Cae Post is a member of Cylch, the Wales-wide recycling network for community groups.

Wales Council for Voluntary Action (WCVA) serves as the umbrella body for CRB checks from April 2010, and Cae Post has contracted with WCVA for this facility. This function was previously handled by Powys CC. New Cae Post policies have been adopted in line with the new arrangements.

When Cae Post has expanded the Kerbside collection activity into new villages and towns, community groups and town and community councils have been given advance notice and visits to group meetings are made where time allows. Some community-based groups and local councils become actively involved and in the past have helped to deliver Kerbside boxes and publicity leaflets to householders. This level of participation in Cae Post's services is very welcome, and Cae Post recognises the commitment of time and energy that this entails.

**Report of the Trustees  
for the Year Ended 31 March 2010**

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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Risk management**

The major risks, to which the charity is exposed, as identified by the trustees, have been reviewed and systems have been established to mitigate against those risks. It is recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed.

Cae Post maintains a comprehensive Safe Systems of Work and Risk Assessment system in place for all our activities. It is a unified system of health & safety, training and management for all employees and supported volunteers. All of the procedures are available to view on our intranet, and training records are maintained for all staff/volunteers in these procedures and any other training. The system has been independently audited by Powys County Council Corporate Services.

At the January 2010 Trustees' meeting, a review of Health and Safety at Cae Post covered points under Safe Systems of Work, reporting of injuries, and absenteeism, as well as documents such as guidance on cleaning work areas, and safety notices.

Trustees and senior staff used the Institute of Directors/Health and Safety Executive guide "Leading health and safety at work" as a guide to their review.

The General Manager's report to each Trustee meeting now contains a section for reporting any health and safety issues or events. One of the trustees has agreed to lead on health and safety issues for the Board and to work with senior staff.

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The objects of the charity are to:

- Provide meaningful work experience and training opportunities, to enhance the quality of life and employment prospects of people with special needs - especially those with learning disability.
- To promote and implement schemes to protect the environment, including the recycling and reprocessing of plastic and other household waste destined for landfill.

Cae Post carries out the above dual objects by operating as a social enterprise. The charity welcomes visitors to its accessible premises and to its website, and is increasingly visible to a wider community area of Powys and the Shropshire borders via its growing fleet of kerbside and collection vehicles and their staff. Cae Post is keen to demonstrate the learning gained from its activities and share its conviction that social enterprise can contribute to the economy. By being professional in its approach to its enterprise, open in communicating its message to its partners, stakeholders and to the public, and reinvesting its surplus back into the activities which serve its charitable objects, Cae Post's objects are brought to life.

The Trustees have taken note of the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. Any future activities will be undertaken first and foremost in order to contribute to the aims and objectives.

Its principle activities are:

- The provision of supported voluntary work placements for people with learning disability.
- Provision of training.
- Operation of a recycling facility.
- Operation of a plastic bottle collection round.
- Education of the public about special needs and waste minimisation.

**ACHIEVEMENT AND PERFORMANCE**

During this year, senior staff and Trustees have outlined some Key Performance Indicators so as to bring together all facets of Cae Post's work performance in a summary form, but also to help highlight areas to focus upon. This task is still in development, and this section will cover many of those key indicators.

**Report of the Trustees  
for the Year Ended 31 March 2010**

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**ACHIEVEMENT AND PERFORMANCE**

**The provision of supported voluntary work placements for people with learning disability**

Cae Post provides supported volunteer placements under its contract with Powys Social Care Services (PCC). In the year 2009-2010 the contract was for 30 placements, taken up by 25 volunteers.

Additionally, independent work placements arise from any of the following types of referring agencies: Special Schools or Colleges: Condober College, Cruckton House, Derwen College, Farleigh House, Lighthouse Group, Loppington House, Orchard House, Phoenix House.

Employment Agencies: Shaw Trust, A4e, Jobcentre Plus

Other: PDAC, Cae Melyn, Youth Offending Service, Probation Service, Community Mental Health Team

Powys People First, an advocacy group for people with learning disability, continues its link with supported volunteers at Cae Post.

There were also 16 independent volunteers, which represents a 23% increase on the previous year.

Each volunteer 'on the line' works alongside other staff and support workers, in a range of sorting activities. Aside from the sorting of kerbside and bringsite collected materials (plastics, metal, textiles and paper/cardboard) in the plant, opportunities do arise for specialised sorting in separate dedicated areas. These additional activities allow varied types of work environment which can suit people with different levels of disability. According to the Social Firms Index, 29% of Cae Post employees would be recognised as disabled.

Further activities in which supported volunteers or other placement individuals took part were:

- A four-week textile trading trial to expand work and explore textiles as a resource involved volunteers working at stalls in Newtown and Welshpool markets
- A shop unit - New 2 U - in Newtown Indoor market launched in August 2009, provides an opportunity for volunteers who find it difficult to get transport to Cae Post for work experience
- New experiences at work via the shop, include stock control, customer service
- Metal sorting activity continues at the Leighton base with volunteers
- Promotion of recycling at an employment fair, and a community event at Oldford, Welshpool
- Collection activities and promotional stalls at such community events as Welsh Food Festival, Shrewsbury Green Fair, Guilsfield Agricultural Show
- Assisted collections to householders, and help with collections from schools.

**Provision of training**

During the year, there were 44 accredited training courses completed by staff, a rise of 2.3% on 2008-09. Courses undertaken by staff include Class C driving practical tests, principles of manual handling, forklift and merlo refresher courses, reversing assistant, and first aid at work.

A Waste Awareness course, covering waste legislation, duty of care, rules and responsibilities, took place at Cae Post, which was attended by six Cae Post staff as well as staff from Phoenix Furniture.

Cylch, the All Wales recycling network have now become a Waste Industry Training Board (WAMITAB) accredited provider. As Cae Post has an accredited NVQ Trainer, in future it has the capacity to carry out such WAMITAB training and be paid to do so by Cylch.

Open College Network: Two members of staff have attended an internal verifiers course at Agored Cymru, which will enable them to verify our own Open College courses, and verify those of other organisations locally, such as Vyrnwy Academy.

**Report of the Trustees  
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**ACHIEVEMENT AND PERFORMANCE**

Following a meeting with the Basic Skills Agency in Wales, Cae Post has worked with the agency and drawn up a Basic Skills Employer Pledge Action Plan. This will involve numeracy courses specifically designed to cover work activities at Cae Post, and an adaptation of the Employee Handbook into more accessible language.

In addition to the above, there were 16 in-house training courses completed as well.

**Operation of a recycling facility**

All inputs to the MRF have been analysed by weight and source.

**Materials Recycling Facility (MRF)**

- Income to Cae Post from recycle sales was up more than 21% on the previous year
- Materials IN to the MRF were 3411 tonnes, from all sources
- 'Waste' tonnage (the residue which cannot be recycled) has gone down by 43% compared to the previous year, and has meant a decrease in the cost of disposal by 36%.
- Budget to actual expenditure was on target
- Quality sorting at the kerbside and innovation at the plant continues to reduce waste.

Some of the challenges during the year:

- The winter of 2009-2010 was the most severe for nearly 30 years, and all staff and collection services coped well with the challenges of ice and snow in the rural areas served
- Compared to the context of last year's financial crisis there continues to be volatility in world recycle prices, but prices are now improving.

A well-managed budget and the commitment of all staff to cooperation has helped with challenges.

**Collection Services**

The year 2009-2010 has seen

- an overall increase of 15% materials sold (not including glass) compared to 2008-2009.
- Cae Post now collects from 62 bringsites, up from 36 the previous year.
- Bringsite tonnages are up by 44%, from 178 to 256 tonnes.
- Trade collections from Shropshire have remained steady while there has been a rise in miscellaneous trade collection activity
- The Cae Post kerbside has collected 1059 tonnes (up 12% on the previous year) and now serves 5600 households, an increase of 9%.

**Bring site collection** - Cae Post is in the process of change to a system of 'commingled' collection of cans and plastic bottles from the Powys bringsites this year. New pods and Eurobins have been installed at the sites. Cae Post now employs 2 part-time bringsite caretakers of two sites in Welshpool - Berriew Street and Church Street. These are in addition to a part time caretaker at Newtown.

**Schools** - School collections have declined slightly in number of sites and tonnage collected, but meanwhile four schools in Shropshire have contracted with Cae Post to continue fortnightly collections, even after the end of their initial project grant funding for the service.

**Trade collection:** Although number of sites and income from trade collections from Shropshire have remained steady, the miscellaneous trade customer base has increased by 77%. In other signs of positive growth here, income from trade collections, including fairs and festivals, has risen by 25%.

**Cae Post Kerbside - collection direct from households:** We continue to deliver a quality service, achieving recycling performance rates of 62%, i.e. 3.76kg/household/week.

**Report of the Trustees  
for the Year Ended 31 March 2010**

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**ACHIEVEMENT AND PERFORMANCE**

Detailed information on their recycling performance is readily available to the communities served by Cae Post kerbside and bringsite collection services. Occasionally due to technical problems on certain vehicles, it has not always been possible for individual household participants to see their own household's recycling statistics. However when every vehicle's data is correct, Cae Post's website has a password-protected area for a householder on the service to view 'my performance'. Additionally, any website visitor can view a collective community's performance. Each group who looks after a bringsite can log in and view data and composition of the materials collected at their site.

Data quality is most important in quantifying the achievement of recycling as opposed to landfill. In this way, Cae Post seeks to share the performance information with the communities involved to show our appreciation for their efforts. For instance, when in August 2009, there were 5414 households on the service, 4764 of which have received bronze, silver or gold awards - that is to say they have put their boxes out for collection for either 4, 12 or 26 consecutive weeks.

All recycle materials collection and delivery is logged using a computerised management information system. This data (source, quantity and type of material) is then reported to the intranet and compiled on a daily basis. Cae Post's activities under its aims and objectives, including the learning from such performance and innovation in collection, can help to meet statutory obligations under Article 5 of the Landfill Directive (1999/31/EC), Wales' own Waste Strategy "Wise about Waste", and Powys' Waste Strategy.

During the year, the Welsh Assembly Government published its strategy "Towards Zero Waste", with a target of 70% recycling of materials by 2020. This strategy will be the context for activity by local authorities and in communities, in order to achieve such a challenge. Powys CC has already announced it will be upgrading its service from 2010, and Cae Post intends to be at the centre of those discussions.

**Education of the public about special needs and waste minimisation**

**Community involvement and education**

Cae Post publishes a newsletter quarterly which is circulated to Assembly Members, MPs and MEPs, County and local councillors, all funders, business associates, Cylch, Centre for Alternative Technology and all our supporters in mid and north Powys and surrounding areas. Anyone can go on the mailing list, and it forms one part of our engagement with the wider community.

Visits to Cae Post are encouraged. They provide an opportunity to see the centre of our operations at firsthand. During some of the visits the features of the website and its management information have been demonstrated to many visitors and potential customers.

Summary of Community engagement in the year April 2009 - March 2010:

Community Groups - 9  
Overseas Visitors - 6  
UK Visitors - 52  
Events attended - 7

Amongst the visitors to Cae Post were a group from Bangla Desh, to study our learning opportunities and what a UK-based social enterprise company can achieve. Visitors have come from the Shropshire Master Composters, WRAP - the UK's waste research organisation - and other agencies large and small seeking solutions in order to turn waste into a resource. There are a number of organisations who come to see how our supported volunteer placements work in a genuine workplace.

Members of the staff continue to promote the services of Cae Post by giving talks to groups such as the W.I., schools and other groups when requested. Up to 40 schoolchildren in a group have visited Cae Post at one time, and Telford College of Arts and Technology and the Derwen College both visited during the year, showing the interest across the border in England.

**Report of the Trustees  
for the Year Ended 31 March 2010**

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**ACHIEVEMENT AND PERFORMANCE**

Meetings have been held regularly with County Council officers, and Portfolio Holders, especially as Powys has been developing its future waste planning. Also meetings have taken place with officials of the Welsh Assembly government departments who are keen to see more collaboration in waste and recycling at local level.

The matter of the proposal for a CIC is being discussed at senior officer level, and a consultants' report to the Board of Powys CC is awaited. The banner of 'Resource Powys' has been used to describe the collaborative possibilities of community recycling social enterprises (Cae Post with others) joining together with local authority in delivering a service which covers delivery of services combined with engagement, inclusion and environmental taken into account.

**FINANCIAL REVIEW**

**Reserves policy**

The charity's funds have all been applied in accordance with its objectives. The charity's assets are all being maintained in the furtherance of these objectives. The Statement of Financial Activities is set out on page 15 of the financial statements. A summary of the financial results and the work of the charity is set out below.

The trustees and directors have established a policy whereby unrestricted funds not committed or invested in tangible or intangible fixed assets (i.e. free reserves) held by the charity to the amount of £50,000 are to be held as a working capital reserve value. This is sufficient to maintain the operation of the charity for the foreseeable future and the computation of the value will be reviewed by the trustees on a bi-annual basis. This will be reviewed in 2010 in accordance with the strategy.

**Principal funding sources**

The principle funding source for the charity continues to be its contract income with Powys County Council Waste Management for managing the MRF and the collection services, and also from Powys Social Care Services for the provision of supported work placements.

A small percentage of sales income is achieved from sale of sorted recyclables collected from trade sources. Some 66% of Cae Post's income comes from its contract income, and 34% from grants and other.

The largest percentage contribution of grant income during the year was £10,000 from Charity Bank, via Cylch Capacity Investment Programme.

**Investment policy and objectives**

Under the Memorandum and Articles of Association, the charity has the power to make any investments which the trustees see fit.

Cae Post seeks to maximise interest earnings on surplus funds, by maintaining a high interest earning deposit account with HSBC.

In October 2009, Cae Post deposited £50,000 into the Robert Owen Community Banking Fund. This new Fund has been set up by the Robert Owen (Montgomeryshire) Credit Union (ROMCUL), to enable a locally-based investment fund to grow which can be used to make loans to emerging enterprises in the area.

**Report of the Trustees  
for the Year Ended 31 March 2010**

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**FUTURE DEVELOPMENTS**

**Strategic Planning:**

Cae Post continues to seek innovation in its methods, and to demonstrate evidence of the benefits of its activities to its stakeholders, partners and the community. The Trustees are convinced that this model of working can be even more beneficial to a wider geographical area, and that the skills learned here are certainly adaptable to a wider set of employees, volunteers, and a larger community across Powys.

For nearly three years now, as reported in annual reports (and updated above) the Trustees with senior staff have embarked on a path of investigating a model of a Community Interest Company (CIC) with Powys County Council, and with other community based recycling organisations in the county. A potential structure has been sketched out, a heads of agreement drafted for discussions. The outline is designed to ensure a 'community interest' shareholding is integral to the form of the CIC. It is one route to better services, and there could be adjustments to the model proposed.

As noted in last year's report, the Council's Board voted in February 2009 to order a feasibility study for setting up a CIC, in which it would be a shareholder as suggested in the Cae Post proposals. This feasibility study is due to report to the Board imminently. There are signs that a new transforming way to deliver the waste and recycling service will happen, and the financial imperatives of efficient local services is certainly one important driver for action. Cae Post's operational capability as well as our positive customer experience means that it intends to negotiate from a strong position.

Decisions on resource allocations have provided a good general framework of planning, alongside the steps on way to collaboration in a CIC or other new structure. Investment in new vehicles and in modifications to the plant to ensure bulk handling of paper have been supported by Powys CC. Furthermore, it is planned to expand Cae Post's trade recycling service during the coming years, largely with investment from Cae Post reserves, and with good expectations of support from WRAP Wales SME Recycling Support Scheme to purchase a multi-compartment compactor vehicle. We continue to explore future contract possibilities with Veolia, the overall contract holder for waste management in Shropshire.

The Trustees have come together in extra meetings since February 2009 to begin to think about Cae Post the charity and its aims and activities, looking forward to the future when the CIC is brought into being. It is wise to be considering now the future role of Cae Post 'the charity', alongside Cae Post 'the shareholder' once this transformation of services comes into being.

**Wider stakeholder benefit:**

As reported above, the number of households on the kerbside collection rounds stands at 5600, which is a 9% increase from 2008-09. This now amounts to over 10% of the total households in Powys (53,865 at Census 2001). The rural geographical reach and the continuing rates of recycling achieved are a testament to the efforts made by Cae Post staff. It is crucial to engage residents and trade customers to be confident in the environmental and social value of their recycling efforts, and to continue to provide such services with an approachable friendly and efficient manner, even under severe weather conditions as seen this year.

In addition to the more convenient single bin collection of mixed cans and plastics from bring sites, Cae Post can now collect batteries and foil from householders. Soon it is planned to introduce in pilot areas the collection of the range of plastic food packaging which previously was not recyclable for sufficient return. Because Cae Post has been exploring the options with a new processor who is converting these formerly wasted materials into such practical products as fencing, benches, playground furniture, it is now more likely that considerably more 'waste' that would have gone into the householders' black bags, can be turned into 'resources'.

There are already more agencies contacting Cae Post to investigate the opportunities for placements and/or volunteering, and with the current recessionary downturn in the economy and the likelihood of more people becoming unemployed, this could increase demand for quality work placements. Attempting to dismantle the many barriers people face in being excluded from meaningful work is difficult enough in a boom economy. With some signs that Cae Post can be part of wider programmes to address some of these persistent employment barriers, this is very much in line with Cae Post's aims.

**Report of the Trustees  
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From June 2010, Cae Post will be a centre of employment under the Intermediate Labour Market (ILM) project through WCVA. A number of individuals (who have been identified as being not in work, employment or training plus other target groups-women, economically inactive, those with health limiting condition) will each be able to gain temporary full-time work for 4 months. Additionally the workers will have training, personal and job coaching, and will be better equipped to gain employment in future. Effective liaison with potential employers in the local economy, to inform them of the quality and variety of the experience gained at Cae Post, will be a potentially crucial benefit for longer-term employment success.

Cae Post was also successful in its bid to the Future Jobs Fund, through Powys CC. This will enable Cae Post to work with JobCentre Plus to recruit and to employ a recycling assistant, two graduate trainees, a job coach and a trainee job coach.

Cae Post is also mindful of other difficulties that people face in the current economy, especially if any staff may be coping with debt, energy costs and general personal money issues. During the year, it is now established that Citizens Advice Bureau and the local credit union (ROMCUL) have appointment sessions for staff on site at Cae Post.

In addition to the health benefits available to staff through the Benenden scheme, Cae Post has a new contract with Cyclescheme. This is a scheme under the UK government's Green Transport Plan, which is to encourage employees to cycle for health and environmental benefits. Any employee can participate, and two employees have signed up so far.

Cae Post and its staff are already well placed in relation to future developments in waste and recycling. The National Occupational Standards (NOS) for the Waste Management Sector have been under review, and Cae Post will continue to attend review meetings of sector skills development in waste management, and take an active part in the planning of the proposed qualifications, competencies and Apprenticeships required for the future within the industry.

The year's performance shows that Cae Post can deliver direct benefits in employment opportunities, recycling and the environment, while also meeting financial targets. Certainly there are challenges such as control over the quality of materials, and the strategic decisions of other authorities. Against the background of rising costs of fuel and energy, there is also growing debate on value in environmental resources.

Cae Post will continue wherever feasible to grow its assets of staff and volunteers, using that knowledge and expertise to support its aims, building on its successes and extending the benefits of its experience to a wider circle of stakeholders in the community. Where new opportunities arise to work together with other agencies and organisations to add value to its work, Cae Post is most keen to explore these, always in the interests of its social aims. Cae Post's quality and commitment is becoming more widely recognised: to develop and sustain employment opportunities alongside further benefits of recycling and use of resources that once would have been considered waste.

**Report of the Trustees  
for the Year Ended 31 March 2010**

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**STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees (who are also the directors of Cae Post Ltd for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- 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 charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

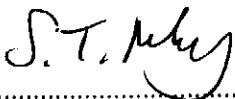
**STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS**

So far as the trustees are aware, there is no relevant information (as defined by Section 418 of the Companies Act 2006) of which the charitable company's auditors are unaware, and each trustee has taken all the steps that they ought to have taken as a trustee in order to make them aware of any audit information and to establish that the charitable company's auditors are aware of that information.

**AUDITORS**

The auditors, Morgan Griffiths LLP, will be proposed for re-appointment at the forthcoming Annual General Meeting.

**ON BEHALF OF THE BOARD:**



.....  
Mrs S T Morley - Trustee

Date: 21<sup>st</sup> July 2010

**Report of the Independent Auditors to the Members of  
Cae Post Ltd**

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We have audited the financial statements of Cae Post Ltd for the year ended 31 March 2010 on pages fifteen to twenty five. The financial statements have been prepared under the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective April 2008).

This report is made solely to the charitable company's trustees, as a body, in accordance with Section 43 of the Charities Act 1993 and regulations made under Section 44 of that Act. Our audit work has been undertaken so that we might state to the charitable company's trustees 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 the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of trustees and auditors**

The trustees' (who are also the directors of the charitable company for the purposes of company law) responsibilities for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the financial statements give a true and fair view are set out on page twelve.

The trustees have elected for the financial statements to be audited in accordance with the Charities Act 1993 rather than the Companies Act 2006. Accordingly we have been appointed as auditors under Section 43 of the Charities Act 1993 and report in accordance with Section 44 of that Act.

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 prepared in accordance with the Companies Act 2006. We also report to you if, in our opinion, the information given in the Report of the Trustees is not consistent with those financial statements, if the charitable company has not kept adequate accounting records, if the charitable company's financial statements are not in agreement with the accounting records and returns, or if we have not received all the information and explanations we require for our audit.

We read the Report of the Trustees 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 judgements 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.

**Report of the Independent Auditors to the Members of  
Cae Post Ltd**

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**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 2010 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended; and
- the financial statements have been prepared in accordance with the Companies Act 2006.

Morgan Griffiths LLP.

Morgan Griffiths LLP  
Chartered Accountants  
Registered Auditor  
Cross Chambers  
9 High Street  
Newtown  
Powys  
SY16 2NY

Date: 21 July 2010.

Cae Post Ltd

**Statement of Financial Activities  
(Incorporating an Income and Expenditure Account)  
for the Year Ended 31 March 2010**

	Notes	Unrestricted funds £	Restricted funds £	31.3.10 Total funds £	31.3.09 Total funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income	2	144	-	144	216
Investment income	3	1,495	-	1,495	7,199
<b>Incoming resources from charitable activities</b>					
Recycling	4	976,132	10,000	986,132	1,003,817
Work experience and social inclusion		58,445	-	58,445	59,029
Other incoming resources		17,550	-	17,550	-
<b>Total incoming resources</b>		<b>1,053,766</b>	<b>10,000</b>	<b>1,063,766</b>	<b>1,070,261</b>
<b>RESOURCES EXPENDED</b>					
<b>Charitable activities</b>					
Recycling	5	785,387	75,086	860,473	922,888
Work experience and social inclusion		58,231	-	58,231	58,906
Governance costs	7	23,674	8,516	32,190	30,692
<b>Total resources expended</b>		<b>867,292</b>	<b>83,602</b>	<b>950,894</b>	<b>1,012,486</b>
<b>NET INCOME/(EXPENDITURE) FOR THE YEAR</b>		<b>186,474</b>	<b>(73,602)</b>	<b>112,872</b>	<b>57,775</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>383,392</b>	<b>164,320</b>	<b>547,712</b>	<b>489,937</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>569,866</b>	<b>90,718</b>	<b>660,584</b>	<b>547,712</b>

The notes form part of these financial statements

**Cae Post Ltd**  
**Balance Sheet**  
**At 31 March 2010**

	Notes	31.3.10 £	31.3.09 £
<b>FIXED ASSETS</b>			
Tangible assets	11	<b>224,993</b>	238,481
<b>CURRENT ASSETS</b>			
Debtors	12	<b>132,282</b>	106,978
Cash at bank and in hand		<b>531,554</b>	375,888
		<b>663,836</b>	482,866
<b>CREDITORS</b>			
Amounts falling due within one year	13	<b>(215,735)</b>	(173,635)
<b>NET CURRENT ASSETS</b>			
		<b>448,101</b>	309,231
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			
		<b>673,094</b>	547,712
<b>CREDITORS</b>			
Amounts falling due after more than one year <sup>14</sup>		<b>(12,510)</b>	-
<b>NET ASSETS</b>			
		<b>660,584</b>	547,712
<b>FUNDS</b>			
Unrestricted funds	16	<b>569,866</b>	383,392
Restricted funds		<b>90,718</b>	164,320
<b>TOTAL FUNDS</b>			
		<b>660,584</b>	547,712

The notes form part of these financial statements

Cae Post Ltd

**Balance Sheet - continued**  
**At 31 March 2010**

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The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2010.

The members have not deposited notice, pursuant to Section 476 of the Companies Act 2006 requiring an audit of these financial statements.

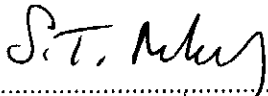
The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 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 charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been audited under the requirements of Section 43 of the Charities Act 1993.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 21<sup>st</sup> July 2010 and were signed on its behalf by:



.....  
Mrs S T Morley - Trustee

The notes form part of these financial statements

**Notes to the Financial Statements  
for the Year Ended 31 March 2010**

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**1. ACCOUNTING POLICIES**

**Accounting convention**

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), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**Incoming resources**

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

**Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life or, if held under a finance lease, over the lease term, whichever is the shorter.

Plant and machinery etc	- 25% on cost and
	- 20% on cost

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Hire purchase and leasing commitments**

Assets obtained under hire purchase contracts or finance leases are capitalised in the balance sheet. Those held under hire purchase contracts are depreciated over their estimated useful lives. Those held under finance leases are depreciated over their estimated useful lives or the lease term, whichever is shorter.

The interest element of these obligations is charged to the statement of financial activities over the relevant period. The capital element of the future payments is treated as a liability.

**Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2010**

**2. VOLUNTARY INCOME**

	31.3.10	31.3.09
	£	£
Donations	<u>144</u>	<u>216</u>

**3. INVESTMENT INCOME**

	31.3.10	31.3.09
	£	£
Deposit account interest	<u>1,495</u>	<u>7,199</u>

**4. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

	31.3.10	31.3.09
	£	£
Services Provided	690,863	610,172
Material Sales	178,899	149,065
Adopt-a Site	5,142	5,905
Grants	10,000	163,203
Sundry Income	101,228	75,472
Services Provided	58,445	57,422
Sundry Income	-	1,607
	<u>1,044,577</u>	<u>1,062,846</u>

Grants received, included in the above, are as follows:

	31.3.10	31.3.09
	£	£
Powys Zero Waste (PHD)	-	127,888
Powys Zero Waste (PHDL)	-	23,236
Volunteering in Wales	-	5,079
SPIRIT June 2008	-	2,000
SCRL - Sept 08	-	5,000
Cylch Charity Bank	10,000	-
	<u>10,000</u>	<u>163,203</u>

**5. CHARITABLE ACTIVITIES COSTS**

	Direct costs (See note 6)	Totals
	£	£
Recycling	860,473	860,473
Work experience and social inclusion	58,231	58,231
	<u>918,704</u>	<u>918,704</u>

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2010**

**6. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	31.3.10	31.3.09
	£	£
Staff costs	606,287	586,992
Insurance	6,546	5,198
Light and heat	11,992	14,646
Phone, postage and stationery	5,074	6,548
Advertising	533	4,859
Sundries	9,882	19,344
Purchases	7,925	13,088
Training	7,038	20,614
Repairs & Renewals	19,873	37,478
Motor & Travel	94,630	103,757
Equipment Hire	26,619	33,311
Supported Volunteer Expenses	8,259	8,862
Bad Debts	78	-
Hygiene & Cleaning	2,828	3,010
Computer Costs	3,643	17,031
Health & Safety	1,352	6,448
Legal and professional fees	-	195
Depreciation	105,725	99,934
Interest payable and similar charges	420	479
	<u>918,704</u>	<u>981,794</u>

**7. GOVERNANCE COSTS**

	31.3.10	31.3.09
	£	£
Staff costs	10,246	9,951
Legal and professional fees	17,294	16,093
Auditors' remuneration	4,000	4,000
Interest payable and similar charges	650	648
	<u>32,190</u>	<u>30,692</u>

**8. NET INCOMING/(OUTGOING) RESOURCES**

Net resources are stated after charging/(crediting):

	31.3.10	31.3.09
	£	£
Auditors' remuneration	4,000	4,000
Depreciation - owned assets	101,550	99,934
Depreciation - assets on hire purchase contracts and finance leases	4,175	-
Surplus on disposal of fixed asset	(17,550)	-
	<u>91,175</u>	<u>203,868</u>

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2010**

**9. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2010 nor for the year ended 31 March 2009.

**Trustees' Expenses**

Travel and subsistence expenses totalling £223 (2009 £304) were paid for the year ended 31 March 2010 to two (2009 three) trustees.

**10. STAFF COSTS**

	<b>31.3.10</b>	31.3.09
	<b>£</b>	£
Wages and salaries	<b>591,937</b>	572,997
Other pension costs	<b>24,596</b>	23,946
	<u><b>616,533</b></u>	<u>596,943</u>

The average monthly number of employees during the year was as follows:

	<b>31.3.10</b>	31.3.09
Direct	<b>20</b>	19
Support (Project Leaders)	<b>2</b>	2
Management & Administration	<b>4</b>	5
	<u><b>26</b></u>	<u>26</u>

The number of employees whose emoluments as defined for taxation purposes amounted to over £60,000 in the year was nil (2009 nil).

Contributions to the money purchase pension scheme in the year totalled £24,596 (2009 £23,946), of which £nil (2009 £2,660) was outstanding at the year end.

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2010**

**11. TANGIBLE FIXED ASSETS**

	<b>Plant and machinery etc £</b>
<b>COST</b>	
At 1 April 2009	588,922
Additions	92,237
Disposals	<u>(41,000)</u>
At 31 March 2010	<u>640,159</u>
 <b>DEPRECIATION</b>	
At 1 April 2009	350,441
Charge for year	105,725
Eliminated on disposal	<u>(41,000)</u>
At 31 March 2010	<u>415,166</u>
 <b>NET BOOK VALUE</b>	
At 31 March 2010	<u>224,993</u>
At 31 March 2009	<u>238,481</u>

Fixed assets, included in the above, which are held under hire purchase contracts are as follows:

	<b>Plant and machinery etc £</b>
<b>COST</b>	
At 1 April 2009	<u>28,629</u>
 <b>DEPRECIATION</b>	
At 1 April 2009	<u>4,175</u>
 <b>NET BOOK VALUE</b>	
At 31 March 2010	<u>24,454</u>
At 31 March 2009	<u>-</u>

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2010**

**12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>31.3.10</b>	<b>31.3.09</b>
	£	£
Trade debtors	121,342	98,917
Other debtors	10,940	8,061
	<b>132,282</b>	<b>106,978</b>
	<b>132,282</b>	<b>106,978</b>

**13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>31.3.10</b>	<b>31.3.09</b>
	£	£
Hire purchase	8,340	-
Trade creditors	45,656	44,675
Taxation and social security	42,449	34,029
Other creditors	119,290	94,931
	<b>215,735</b>	<b>173,635</b>
	<b>215,735</b>	<b>173,635</b>

**14. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR**

	<b>31.3.10</b>	<b>31.3.09</b>
	£	£
Hire purchase	12,510	-
	<b>12,510</b>	<b>-</b>
	<b>12,510</b>	<b>-</b>

**15. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>31.3.10 Total funds</b>	<b>31.3.09 Total funds</b>
	£	£	£	£
Fixed assets	135,759	89,234	224,993	238,481
Current assets	662,352	1,484	663,836	482,866
Current liabilities	(215,735)	-	(215,735)	(173,635)
Long term liabilities	(12,510)	-	(12,510)	-
	<b>569,866</b>	<b>90,718</b>	<b>660,584</b>	<b>547,712</b>
	<b>569,866</b>	<b>90,718</b>	<b>660,584</b>	<b>547,712</b>

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2010**

**16. MOVEMENT IN FUNDS**

	At 1.4.09 £	Net movement in funds £	Transfers between funds £	At 31.3.10 £
<b>Unrestricted funds</b>				
General fund	363,892	186,474	(26,004)	524,362
Vehicle Replacement Fund	19,500	-	26,004	45,504
	<u>383,392</u>	<u>186,474</u>	<u>-</u>	<u>569,866</u>
<b>Restricted funds</b>				
LTC Swm (Wales) Legacy - Capital	528	(110)	-	418
Equals Project - Capital	185	(139)	-	46
Kerbside - Powys Zero Waste (PHD) - Capital	80,200	(27,892)	-	52,308
PCC Waste Management - Capital	38,945	(17,355)	-	21,590
Cleanstream - Capital	44,462	(29,590)	-	14,872
Cylch Investment Programme Charity Bank	-	1,484	-	1,484
	<u>164,320</u>	<u>(73,602)</u>	<u>-</u>	<u>90,718</u>
<b>TOTAL FUNDS</b>	<u><u>547,712</u></u>	<u><u>112,872</u></u>	<u><u>-</u></u>	<u><u>660,584</u></u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	1,053,766	(867,292)	186,474
<b>Restricted funds</b>			
Kerbside - Powys Zero Waste (PHD) - Capital	-	(27,892)	(27,892)
Cylch Investment Programme Charity Bank	10,000	(8,516)	1,484
LTC Swm (Wales) Legacy - Capital	-	(110)	(110)
Equals Project - Capital	-	(139)	(139)
PCC Waste Management - Capital	-	(17,355)	(17,355)
Cleanstream - Capital	-	(29,590)	(29,590)
	<u>10,000</u>	<u>(83,602)</u>	<u>(73,602)</u>
<b>TOTAL FUNDS</b>	<u><u>1,063,766</u></u>	<u><u>(950,894)</u></u>	<u><u>112,872</u></u>

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2010**

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**17. RELATED PARTY DISCLOSURES**

Annual recycling contracts totalling £699,733 (2009 £690,750) were entered into with Powys County Council on normal terms in the year as part of normal operating procedures of the charity. G Foulkes was an employee of Powys County Council up to 25th May 2009 and had no benefit from these contracts.

N Bardsley is Managing Director and a significant, but not majority shareholder in Pontio Ewrop cyf. The company has a contract for consultancy services with Cae Post Ltd, of which he is also a trustee and director. The value of the contract in the year ending 31st March 2010 was £3,250 (2009 £2,750). All transactions take place on an arm's length basis.

The Report of the Trustees reflects all disclosures with regard to partner relationships.

**Detailed Statement of Financial Activities  
for the Year Ended 31 March 2010**

	31.3.10 £	31.3.09 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Donations	144	216
<b>Investment income</b>		
Deposit account interest	1,495	7,199
<b>Incoming resources from charitable activities</b>		
Services Provided	749,308	667,594
Material Sales	178,899	149,065
Adopt-a Site	5,142	5,905
Grants	10,000	163,203
Sundry Income	101,228	77,079
	<u>1,044,577</u>	<u>1,062,846</u>
<b>Other incoming resources</b>		
Gain on sale of tangible fixed assets	17,550	-
	<u>1,063,766</u>	<u>1,070,261</u>
<b>TOTAL INCOMING RESOURCES</b>		
<b>RESOURCES EXPENDED</b>		
<b>Charitable activities</b>		
Wages	582,218	563,557
Pensions	24,069	23,435
Insurance	6,546	5,198
Light and heat	11,992	14,646
Phone, postage and stationery	5,074	6,548
Advertising	533	4,859
Sundries	9,882	19,344
Purchases	7,925	13,088
Training	7,038	20,614
Repairs & Renewals	19,873	37,478
Motor & Travel	94,630	103,757
Equipment Hire	26,619	33,311
Supported Volunteer Expenses	8,259	8,862
Bad Debts	78	-
Hygiene & Cleaning	2,828	3,010
Computer Costs	3,643	17,031
Health & Safety	1,352	6,448
Legal and professional fees	-	195
Plant and machinery	20,463	19,909
Fixtures and fittings	8,310	9,651
Motor vehicles	75,491	67,702
Carried forward	916,823	978,643

This page does not form part of the statutory financial statements

**Cae Post Ltd**

**Detailed Statement of Financial Activities  
for the Year Ended 31 March 2010**

	<b>31.3.10</b>	<b>31.3.09</b>
	<b>£</b>	<b>£</b>
<b>Charitable activities</b>		
Brought forward	<b>916,823</b>	978,643
Computer equipment	<b>1,461</b>	2,672
Bank Charges	-	41
Hire purchase	<b>420</b>	438
	<hr/> <b>918,704</b>	<hr/> 981,794
<b>Governance costs</b>		
Wages	<b>9,719</b>	9,440
Pensions	<b>527</b>	511
Legal and professional fees	<b>17,294</b>	16,093
Auditors' remuneration	<b>4,000</b>	4,000
Bank Charges	<b>650</b>	648
	<hr/> <b>32,190</b>	<hr/> 30,692
<b>Total resources expended</b>	<hr/> <b>950,894</b>	<hr/> 1,012,486
<b>Net income</b>	<hr/> <b>112,872</b> <hr/>	<hr/> 57,775 <hr/>

This page does not form part of the statutory financial statements