

Hillingdon Women's Centre

A charitable company limited by guarantee

Registered Charity No: 801433

Company No: 2009021

Financial Statements and Report of the Directors/Trustees

for the Year ended 31st March, 2000

Marie Durnford MSc ACIS

Independent Examiner



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**INDEPENDENT EXAMINER'S REPORT TO THE DIRECTORS/TRUSTEES OF
HILLINGDON WOMEN'S CENTRE**

Registered Charity No: 801433; Company No: 2009021

I report on the Financial Statements and Trustees' Report of this charity for the year ended 31 March 2000. The statements are set out on pages 2 to 4.

Respective responsibilities of trustees and examiner

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

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 41 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed

Marie Durnford

Name:	Marie Durnford, MSc. ACIS
Relevant qualification:	Masters degree in Charity Finance; Chartered Secretary & Administrator
Address:	Hillingdon Association of Voluntary Services, 1 st Floor, Kirk House, 97-109, High Street, Yiewsley, Middlesex. UB7 7HJ
Date:	10 th November, 2000

Hillingdon Women's Centre

Registered Charity No: 801433 Company No: 2009021

INCOME & EXPENDITURE ACCOUNT for the year to 31st March, 2000

INCOME	Note 1.1	Unrestricted Funds £	Restricted Funds £	Total 99/2000 £	18 mths to 31.03.99
Grant: LB of Hillingdon			19,000	19,000	26,444
Grant: City Parochial Ch. Trust			-	-	1250
Donations from counselling		718		718	2372
Donations from legal advice		1,197		1,197	1185
Other Donations & Funds raised		3,841		3,841	3,185
Interest Received		360	1,076	1,436	1608
Sundry Income		368		368	806
		<u>£ 6,484</u>	<u>£ 20,076</u>	<u>£ 26,560</u>	<u>£ 36,850</u>
EXPENSES					
Salary & NI			18,921	18,921	24,994
Volunteers' exp's					500
Staff training			304	304	560
Supervision		239		239	168
Donations					174
Water rates		521		521	606
Light & Heat		690		690	1,007
Telephone		680		680	1,166
Small equipment		46		46	
Subscriptions		10		10	138
Printing, postage & stationery		268		268	354
Insurance		584		584	752
Independent examination fee		100		100	100
Overprovision - audit 96/97					-(50)
Co's. House fee					15
Bank charges		5		5	63
Repairs & Maintenance		137		137	489
Maintenance of equipment		121		121	274
Sundry expenses		240		240	252
Cleaning		144		144	68
Depreciation of computer		282		282	282
		<u>£ 4,067</u>	<u>£ 19,225</u>	<u>£ 23,292</u>	<u>£ 31,912</u>
Surplus /deficit for the year		2,417	851	3,268	4,938
Balance b/f 01.04.99		18,376	1,972	20,348	15,410
Balance c/f 31st March, 2000		<u>£ 20,793</u>	<u>£ 2,823</u>	<u>£ 23,616</u>	<u>£ 20,348</u>

Hillingdon Women's Centre

Reg. Charity No: 801433 Company No: 2009021

(A Charitable Company limited by guarantee and having no share capital)

BALANCE SHEET AT 31ST MARCH 2000

	Notes	£ Cost	£ Accum. Dep'n	£ Grant	£ 2000	£ 1999
FIXED ASSETS						
Tangible assets:						
Freehold property, less dep'n	1.2	90,717	20,434	70,283	-	-
less GLC Grant incl. interest.						
Fixtures and fittings, less dep'n		3,100	349	2,751	-	-
less Grant.						
Computer at cost, less dep'n	1.3	1,128	564	0	564	846
		94,945	21,347	73,034	564	846
CURRENT ASSETS						
Debtors				-	-	-
Cash at bank and in hand				26,320	22,317	22,317
				26,320	22,317	22,317
CREDITORS						
Amounts falling due within one year	3			846	393	393
Net Current Assets				25,474	21,924	21,924
Total Assets less Current Liabilities				<u>£ 26,038</u>	<u>£ 22,770</u>	<u>£ 22,770</u>
Represented by:						
Restricted Fund b/f re capital expenditure				2,422	2,422	2,422
Restricted Fund, balance 31.03.00				2,823	1,972	1,972
Unrestricted Funds, balance 31.03.00				20,793	18,376	18,376
				<u>£ 26,038</u>	<u>£ 22,770</u>	<u>£ 22,770</u>

The directors have:-

- taken advantage of the Companies Act 1985 in not having these accounts audited under Section 249A(1)
- confirmed that no notice has been deposited under Section 249B(2) of the Companies Act 1985
- acknowledged their responsibilities for ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985
- acknowledged their responsibilities for preparing accounts which give a true and fair view of the company and of its surplus for the 18 month period ended in accordance with the requirements of Section 226 of the Companies Act 1985 and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to this company
- The accounts are prepared in accordance with the special provisions of Part VII of the Companies Act relating to small companies (Section 246(8) of the Act).

Approved and signed on behalf of all the trustees/directors:

Chair person

P. J. Yettram

Treasurer

Cyril Fearn

Date of approval

19 October 2000

Hillingdon Women's Centre

(A Charitable Company limited by guarantee and having no share capital)

Notes to the Financial Statements for the Year to 31st March, 2000

1. Accounting Policies

1.1 Basis of Accounting

The financial statements are prepared under the historical cost convention and are in accordance with applicable accounting standards. In addition, the accounts comply with Charity SORP, (Statement of Recommended Practice, October 1995) and are in accordance with the Charities (Accounts and Reports) Regulations, 1995

1.2 Freehold Property

The Trustees/directors consider the market value of the property to be approximately £200,000.

1.3 Depreciation

Depreciation is provided for the computer @ 25% p.a. using the straight line method.

2. Surplus for the Year

The surplus is stated after charging:

	99/2000	97/99
	£	£
Depreciation	282	282
Independent Examination fee	100	100

3. Creditors, falling due within one year

	£	£
Accruals	846	393
Loan from a director/trustee	-	-
	<u>846</u>	<u>393</u>

The charity have been informed by the trustee concerned, that the 'loan from a director/trustee' shown in the 97/99 accounts as £250, should now to be treated as a gift to the charity. The comparative figures for 97/99 have been amended.

HILLINGDON WOMEN'S CENTRE

TRUSTEES REPORT 1.4.99 to 31.3.00

(This page is the same as p.1 of last year's report)

Full Name of Charity: Hillingdon Women's Centre

Charity Number: 801433

Registered Address: 333 Long Lane Hillingdon, Middlesex, UB10 9JU

Nature of Governing Document: Memorandum and Articles of Association, 4 April 1989, as amended by Special Resolution, 11 May 1993
Company No.2009021

Names of those legally Responsible at any Time in the Financial Year for the control And management of The Charity **Trustees:** Mrs Hazel Collier, Dr. Pamela Yettram
Directors: Ms Carol Wills, Ms Barbara Gooch
At present all positions are filled through nominations and election. This has been standard practice since 1986. It was felt this maximised accountability to the whole membership of the collective. Charity status and incorporation were obtained at different times

Independent Examiner: Marie Durnford, Hillingdon Association of Voluntary Services
First Floor, Kirk House, 97-109 High Street, Yiewsley UB7 7HJ

Restrictions Memorandum, page 1, states that the charity's objective is "to promote any charitable purpose for the benefit of women resident in Hillingdon ..."

Brief summary of Specific investment Powers: Memorandum, p.3, (xiv) specifies that we can invest monies not required for immediate use, subject to requirements imposed by law.

AIMS AND ORGANISATION

Main Purposes: Or Objects: These include advancement of education, relief of poverty, protection of health, facilitation of recreation and leisure-time occupations, in order to improve social welfare and conditions of women's lives.

Organisation of Charity The charity operates, from address given above, during 'drop in' and most activities. Exceptions include meetings and networking with organisations who have purposes similar to those of the charity. For example Centre Co-ordinator is a committee member of C.R.E. (Committee for Racial Equality in Hillingdon). Some courses offered by Hillingdon Women's Centre Branch of the WEA take place outside the Women's Centre. We are in regular contact with London District W.E.A (charity) who monitor our courses. We network informally with other organisations; one example is other women's centres. Policy decisions are currently agreed at the Policy and Planning Collective, to which support groups projects and other initiatives report on progress. The PPP is open to all members of Hillingdon Women's Centre. All women involved in Centre activities are welcome to attend meetings

MAIN ACTIVITIES IN RELATION TO CHARITY OBJECTS.

As mentioned last year a significant part of Hillingdon Women's Centre activities is concerned with giving advice and support to women who telephone or come to the drop in. We are presently considering setting up a new partnership project, which will mean cutting back on open-drop-in hours; we currently run the drop-in for 4 days of our 5-day week. We would want to continue the drop in as we feel it is valuable, for reasons set out in last year's Trustees report. These reasons connect with our charitable objectives. For example promoting social welfare, education and empowerment through services provided by solicitors, counsellors, WEA courses and through practices like providing a safe place to meet, confidentiality and support.

REVIEW OF PROGRESS AND ACHIEVEMENT

(The following draws on Centre Co-ordinator Reports)

(I) Developing and Updating Existing Services and Administrative Procedures

(1) Facilitating the work done by Counsellors and strengthening links between the HWC and our team of counsellors.

This is a heavily used service. The counsellors need supervision in order to meet professional standards in carrying out their work. The Women's Centre, in collaboration with the counsellors, has now set up supervision on the premises. This initiative has recently completed an initial six-month evaluation trial and is working well.

(2) Improvement of Administrative Policies and Procedures

We feel the growth and expansion of the Women's Centre involves changes that require us to adapt and to increase effectiveness of time spent by the Centre's volunteers, members, sub-groups and our paid Centre Co-ordinator. One response to changes is the effort we have made to review policies and procedures. New policies and guidelines were passed at the Planning and Policy meeting on Thursday 29 September 1999. Benefits of these improvements would include clear shared guidelines. These will apply to the different categories of valued helper mentioned above. We hope to obtain greater consistency of practice, more frequent, written feedback, more effective accountability and transparency of the work carried out by all of us across different Centre 'constituencies'. A current example of a new policy plus guidelines is as follows. All sub-groups raising funds will ensure that information comes back to the monthly Policy and Planning collective. Any use, by sub-groups, etc., of the Women's Centre and its charity status should not be done without the knowledge of the Women's Centre as a whole. One implication of this new policy is that we will need to spend a little more time on administrative procedures. This can be frustrating for members, groups and volunteers who are concerned with direct work on improving welfare of Hillingdon women. We are hopeful, however, that a reasonable balance can be established between any competing aims. We see our efforts as part of our commitment to continuing monitoring and evaluating of our performance.

(3) Changing Accounting Period

From 1999-2000 our accounts will conform to the customary financial year. This will help in various ways, including supplying more up to date accounts with funding applications.

(II) Expanding Existing Activities and Policies

(a) Membership on the London Borough of Hillingdon Race Equality Council

The Centre now has a representative on the Executive of R.E.C. Our representative attends committee meetings and local council meetings. The Women's Centre shares REC's commitment to combat discriminatory and racist practices and to reject prejudice, harassment and racially motivated crime.

(b) Internal communication: The Newsletter has been a success. It has completed one full

Year since its launch and provides another avenue of communication between members/volunteers and potentially between other agencies and us.

(III) Proposed New Projects and Initiatives

As mentioned above the Centre is giving preliminary thought to new projects. A major example is a programme and range of practical support for survivors of domestic violence. It is anticipated that this will take the form of some kind of partnership. We have noted that some women approaching the Centre cannot find the support that will meet their needs. For example a woman recently contacted the Centre because she could not find a support group of mothers whose children had recently been sexually abused by their father. We plan to link this new initiative with our training activities. For example we will offer workshops on practical survival information at linked D.V workshops. Plans and developing contacts are at the discussion stage.

Turning to statistical monitoring of our services we have been collecting additional information. For example regarding agencies, which refer women to us and regarding improved ways of collecting wider information about where women heard about us. We are making stronger efforts to collect evidence of ethnic background of women who contact us. As volunteers and members become more familiar with the new headings we hope to decrease the proportion of 'not known' items. Legal advice, and queries dealt with under 'general information' attract the largest numbers of enquiries. Hillingdon, Uxbridge, Hayes and West Drayton are the areas from which a number of enquiries and/or multiple enquiries originate.

Date of Annual General Meeting: 19 October 2000

Signature.....*P. J. Yettram*..... Dr. P.J. Yettram, Trustee Date: 19 July 2000