

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, 2001**



Marie Durnford MSc ACIS

Independent Examiner

**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 2001. 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 requirement 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, 1st Floor, Kirk House,
97-109, High Street, Yiewsley, Middlesex. UB7 7HJ
Date: 30th October, 2001

Hillingdon Women's Centre

Registered Charity No: 801433 Company No: 2009021

INCOME & EXPENDITURE ACCOUNT

for the Year to 31st March, 2001

INCOME	Note 1.1	Unrestricted Funds £	Restricted Funds £	Total 2001 £	Total 2000 £
Grant: LB of Hillingdon			19,000	19,000	19,000
Grant: City Parochial Foundation			1,250	1,250	-
Donation from BT		825		825	
Donations from counseling		2,047		2,047	718
Donations from legal advice		879		879	1,197
Other Donations & funds raised	5	1,904	500	2,404	3,841
Rent - WEA		565		565	
Ground rent receivable on flat		250		250	
Key deposits					
Bank Interest		3	1,536	1,539	1,436
Refund re training			61	61	
Sundry income		195		195	368
		<u>£ 6,668</u>	<u>£ 22,347</u>	<u>£ 29,015</u>	<u>£ 26,560</u>
EXPENDITURE					
<i>Direct charitable expenditure</i>					
Salary & NI			18,222	18,222	18,921
Recruitment			492	492	-
Training			165	165	304
Supervision			419	419	239
Light & Heat		583		583	690
Telephone		819		819	680
Subscriptions		142		142	10
Refreshments and sundries		154		154	240
		<u>1,698</u>	<u>19,298</u>	<u>20,996</u>	<u>21,084</u>
<i>Support costs</i>					
Printing, postage & stationery		505		505	268
Water rates		452		452	521
Cleaning		33		33	144
Repairs & renewals: equipment		256		256	183
Repairs & decorations: building		45		45	121
Depreciation: computer			282	282	282
		<u>1,291</u>	<u>282</u>	<u>1,573</u>	<u>1,519</u>
<i>Management & administration</i>					
Insurance		680		680	584
Independent examination fee		100		100	100
Companies House fee		15		15	
Bank charges		63	3	66	5
		<u>858</u>	<u>3</u>	<u>861</u>	<u>689</u>
		<u>£ 3,847</u>	<u>£ 19,583</u>	<u>£ 23,430</u>	<u>£ 23,292</u>
Surplus for the year		2,821	2,764	5,585	3,268
Balance at 1st April, 2000		20,793	2,823	23,616	20,348
Balance at 31st March, 2001		<u>£ 23,614</u>	<u>£ 5,587</u>	<u>£ 29,201</u>	<u>£ 23,616</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 2001

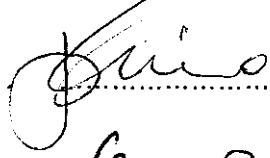
	Notes	£ Cost	£ Accum. Dep'n	£ Grant	£ 2001	£ 2000
FIXED ASSETS						
Tangible assets:						
Freehold property, less dep'n less GLC Grant incl. interest.	1.2	90,717	20,434	70,283	-	-
Fixtures and fittings, less dep'n less Grant.		3,100	349	2,751	-	-
Computer at cost, less dep'n	1.3	1,128	846	-	282	564
		<u>94,945</u>	<u>21,629</u>	<u>73,034</u>	<u>282</u>	<u>564</u>
CURRENT ASSETS						
Debtors	4			1,864	-	-
Cash at bank and in hand				30,255	26,320	26,320
				<u>32,119</u>	<u>26,320</u>	<u>26,320</u>
CREDITORS						
Amounts falling due within one year	3			778	846	846
Net Current Assets					31,341	25,474
Total Assets less Current Liabilities					<u>£31,623</u>	<u>£ 26,038</u>
Represented by:						
Restricted Fund re capital expenditure					2,422	2,422
Restricted Income Fund					5,587	2,823
Unrestricted Income Funds					23,614	20,793
					<u>£31,623</u>	<u>£ 26,038</u>

The directors have:-

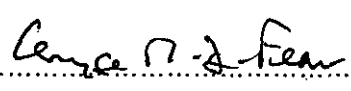
- taken advantage of the Companies Act 1985 in not having these accounts audited under Section 249A(1)
- confirmed that no notice has been deposited under Section 249B(2) of the Companies Act 1985
- acknowledged their responsibilities for ensuring that the company keeps accounting records which comply 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



Treasurer



Date of approval

18 October 2001

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, 2001

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 at 25% p.a. using the straight line method.

2 Surplus for the Year

The surplus is stated after charging:

	99/2001	99/2000
	£	£
Depreciation	282	282
Independent Examination fee	100	100

3 Creditors, falling due within one year

	£	£
Accruals	657	846
Refundable Key deposits	121	-
	<u>778</u>	<u>846</u>

4 Debtors

	£	£
Debtors	1,864	-

5 Other donations

The donation to Restricted fund relates to £500 received from Hasbro Toy Chest for the Teenage Mothers' Group

6 Movement on Restricted Funds

	L. B. of Hillingdon	City Parochial Training Grant	Teenage Mothers' Group	Total
	£	£	£	£
Balance at 1st April, 2000	2,440	383	-	2,823
Add Receipts during the Year				
Grant etc.	19,000	1,311	500	20,811
Bank interest	1,536	-	-	1,536
	<u>22,976</u>	<u>1,694</u>	<u>500</u>	<u>25,170</u>
Less expenditure during the Year	19,463	120	-	19,583
Balance at 31st March, 2001	<u>£ 3,513</u>	<u>£ 1,574</u>	<u>£ 500</u>	<u>£ 5,587</u>

Bank interest has been allocated to the grant from L. B. of Hillingdon, which is used mainly for the Co-ordinators' salary; the other grants were received towards the end of the financial year and any interest attributed would not be material.

HILLINGDON WOMEN'S CENTRE

TRUSTEES REPORT 1.4.00 to 31.3.01

(1)

(This page is similar to 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
Company Secretary Georgina Milne
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. This practice will be reviewed during 2001-2001. 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 7HU

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 our new Centre Co-ordinator is Chair of the Hillingdon Working Party for Teenage Pregnancy. A few of the 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 and express their views.

II

REVIEW OF PROGRESS AND ACHIEVEMENT

The Centre has been in use five days a week for some time. Drop-in sessions continue to take place Mondays to Thursdays. Friday is reserved for administration and forward planning. A number of former support groups continue, for example the Older Women's group and the Phoenix Group, a self-help group for survivors of domestic violence. Women will sometimes drop out from these groups or decide to meet less frequently for a while. Our annual accounts show what activities are most used. This has been the two legal advice sessions (one evening, one early afternoon). Another service for which there is a great demand is one to one counselling. The development of new projects and associated extension of services offered is described below.

A new Co-Ordinator, Shirley Simpson, joined the Women's Centre in last half of September 2000. Our previous Co-ordinator worked for the Centre for five years. She is the longest serving Centre worker since the Women's Centre became an advice and support agency. She has made a good career move to a much larger agency in the voluntary sector.

REVIEW OF PROGRESS AND ACHIEVEMENT

(1) Working Party for Teenage Pregnancy

London Borough of Hillingdon, like other local authorities, follows government policies and initiatives in connection with a high incidence of teenage pregnancy. The Working Party Co-Ordinator is a specialist midwife. Our present Co-ordinator has been involved in setting up the working party since its inception, and, as mentioned p.1, holds the position of Chair. Other members on the Working Party partnership represent a range of statutory bodies. Shirley Simpson is the sole representative of local voluntary agencies. Funding for our Teenage Mums project derived from the Working Party for Teenage Pregnancy.

(2) Young Mums and Under-5s and Young Mums to Be (Teenage Mums Group)

This group was organised early in the year and was set up at the beginning of March. The aim of the group is to offer social contact and support. Support will be provided by peers but also by the Women's Centre as appropriate.

(3) Partnership with Birkbeck Faculty of Adult and Continuing Education: Domestic Violence Workshops.

This project was mentioned p.3 Section III of last year's Trustee report. We made preliminary contact with Birkbeck during 2000. Training workshops were designed and run by a facilitator/tutor well known in her field. The ultimate goal was to equip ourselves to offer practical support for survivors. We felt a wide range of information, but also insight, would be helpful in effectively planning and supporting survivors of domestic violence. A Women's Centre survey had found a very low level of ongoing support was available in Hillingdon. Training and learning during the workshops was equivalent to a 10 week Birkbeck Course. Attendance was good and a high proportion completed assignments. Volunteers will receive some kind of accreditation for attendance and written work. Due to the tutor's teaching commitments the workshops started in April, not as planned in March.

The three-way partnership meant we could draw on Birkbeck resources to offer our volunteers high quality training, thereby using City Parochial's grant more efficiently than we could via some other alternatives. It also meant that less affluent members/volunteers were not excluded from access to training. The Birkbeck partnership system returns to their partner 30% of the 'trainee' fees. This will help the Women's Centre to offset some of the expenses incurred in setting up the workshops. This is helpful as we need to raise funds to pay all costs, apart from our Co-ordinator's salary. We are now working (a) on the range of practical support we hope to offer next September. (b) On the ways in which we can apply what was learned in the

workshops and (c) prepare short training 'packs' to help volunteers respond to survivors who have plucked up courage to visit the Centre.

(4) Bodytime Project.

This is a further partnership with Healthy Hillingdon. We will offer a confidential, safe, service to over-18 years old sex workers who live and/or work in Hillingdon. The Women's Centre will manage the budget. Among what they will offer, Healthy Hillingdon will provide 10 hours staffing and a separate phone line and answer phone. This will contribute to the safety and security of the women. They will be offered advice on safe sex and health, packs of condoms and will be given access to the Women's Centre services such as free legal advice and low cost counselling. In July we will be working on the Service Level Agreement. Developing this project is a high priority in connection with New Projects and Initiatives.

(III) Proposed New Projects and Initiatives.

As mentioned above the bodytime project will be put into practice as one of the forthcoming initiatives. We have already spoken with Birkbeck with regard to 3 possible follow-on projects in connection with supporting survivors of domestic violence. This we will not be able to undertake while working on the new support groups. However we will be contacting three trainers suggested by Birkbeck. In the first instance this will be in order to learn what their availability will be after Easter. Tutors and trainers' time is already heavily committed during the 2001-2002 academic year. In connection with short 2.day workshops on Neuro Linguistic Planning, we might be able to fit this in earlier, depending on interest expressed and other commitments taken on by volunteers.

Date of Annual General Meeting: 20 October 2001

Signature..... *P.J. Yettram* Dr. P.J. Yettram, Trustee Date: 19 July 2001