

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, 2002



Independent Examiner
Marie Durnford MSc ACIS

HILLINGDON WOMEN'S CENTRE

TRUSTEES REPORT 1.4.01-31.03.02

(I)

(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, 1987

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, Jenny Price.
) **Directors:** Ms Carol Wills, Ms Barbara Gooch
) **Company Secretary:** Ms Georgina Milne
) Since 1986, including recent years, all above positions have been filled using nominations and election. This has been reviewed and now all directors are also trustees. Our ('constitution') Articles of Association are being scrutinised to reflect the practices and needs which have been modified over the 14 years since we obtained charity status.

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: 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.

Or Objects:

Organisation of Charity The charity operates from above address during 'drop in' and most activities take place there. Exceptions include meetings and networking with organisations who have purposes similar to those of the charity. For example our Centre Co-ordinator is Chair of the Hillingdon Working Party on Teenage Pregnancy. A few of the courses offered by Hillingdon Women's Centre Branch of the WEA take place outside the Women's Centre, as do training workshops provided through our partnership with Birkbeck. We are in regular contact with London District W.E.A (charity) and Birkbeck. Both monitor courses and workshops. We network informally with organisations, like other women's centres. Policy decisions are currently agreed at the Policy and Planning Collective (PPC), to which support groups, projects and other initiatives report on progress. The PPC 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

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

We have successfully bid for 'underspend' monies held by Teenage Pregnancy Steering group. This has been designated to fund a short-term contract for a co-ordinator to run the group for (15-25 year old) mothers. This co-ordinator is working on setting up a second group in another area in the borough. At present there are no other similar support groups in the borough. The existing support group has been very successful with numbers increasing to around two dozen. The participants have bonded well and are meeting in each other's homes in between the 'formal' meetings run by the co-ordinator. The mix of ages has gone well and older mothers have often acted as a source of support and advice to younger women.

(2) **Body-Time Project**

This partnership with Healthy Hillingdon has attracted an increasing number of women. A facilitator, paid by Body-Time has recently supplemented the weekly two-hour session, organised by our Centre Co-Ordinator. HWC funders are not involved in Body Time projects.

(3) **Partnership with Birkbeck Faculty of Adult and Continuing Education: Domestic Violence Workshops and Training in Neuro-Linguistic Programming (NLP)**

(a) The Domestic Violence Workshops, mentioned in the last report, have led to additional fruitful outcomes. The workshops had been planned for March 2001 but due to the tutor's other commitments were run in April 2001. Attendance at the Workshops was high, regular and enthusiastic. Written work, that earns some CATS point, was submitted by a large majority of participants. While evaluating the DV workshops together with Birkbeck they suggested Neuro-Linguistic Programming as a good technique, to improve our responses to and support of women coming to the Centre, especially in the case of distressed survivors.

(b) Neuro-Linguistic workshops were intensive and spread over 4 days. One of the training outcomes was building rapport between members/volunteers and women who are seeking support. Rapport of individual volunteers/members with each other was also addressed. Another training outcome was building confidence and applying the training received so as to improve overall performance at the Women's Centre. Activities included listening and observing intensively. E.g. during one of many practical exercises we practised identifying tiny changes in small facial muscles in order to note shifts in emotion. Learning what to look for will help us to note a change in emotional state and to modify our responses accordingly.

(4) **Fruitful 'Spin-off' from Domestic Violence Workshops**

Last year's report mentioned (a) exploring ways we can apply knowledge and skills learned in DV workshops. (b) We also mentioned the production of packs. This year we have been applying the skills and knowledge learned during D.V. workshops, in order to raise consciousness in the borough about domestic violence. At presentations requested by several statutory organisations we have used our pack developed together with specialist D.V. advisor attached to local police. The pack also covers ways in which survivors can be supported. Further presentations will be made in the near future which will further strengthen networks with the statutory organisations.

(5) **WEA Dram Workshops** was a new initiative concerned with educational drama and self-development. It was enthusiastically attended and will be offered again in 2002-2003.

(III)

Proposed New Projects and Initiatives

In 2003 we will have been running, as a women's group and then as a Women's Centre for 20 years. We plan to use archive material for a 'herstory' of significant activities and changes. It will also record the voices of many different women who have undertaken different kinds of projects. We have had encouragement and useful information from the Museum of London and The Women's Library. WEA celebrates 100 years in 2003 and have offered to publicise our events and display the booklets

Date of Annual General Meeting: 17 October 2002

Signature:

Date:

**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 2002. 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 Act
- have 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.

Other than initial problems encountered in maintaining the computerised accounting records. These problems were resolved by the trustees before the completion of my independent examination.

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: 24th January, 2003

Hillingdon Women's Centre

Registered Charity No: 801433 Company No: 2009021

INCOME & EXPENDITURE ACCOUNT for the Year to 31st March, 2002

	Note	Unrestricted Funds	Restricted Funds	Total 2002	Total 2001
	1.1	£	£	£	£
INCOMING RESOURCES					
Grant: LB of Hillingdon			34,517	34,517	19,000
Grant: City Parochial Foundation				-	1,250
Donations from counseling		2,086		2,086	2,047
Donations from legal advice		975		975	879
Other Donations & funds raised	5	1,898	1,137	3,035	3,229
Rent - WEA		-		-	565
Refreshments		103		103	-
Sundry income, including telephone		443	242	685	256
Ground rent receivable on flat		200		200	250
Bank Interest		794	507	1,301	1,539
Total incoming resources		£ 6,499	£ 36,403	£ 42,902	£ 29,015
RESOURCES EXPENDED					
<i>Activities furthering the charitable objectives</i>					
Salary & NI			20,633	20,633	18,222
Recruitment				-	492
Publicity		420	-	420	-
Training		145	680	825	165
Supervision		71	-	71	419
Light & Heat		671	-	671	583
Telephone		791	102	893	819
Subscriptions		39	130	169	142
Childcare costs			130	130	-
Christmas gifts -Young Mums			40	40	-
Travel			390	390	-
Volunteer expenses			8	8	-
Stocks for Bodytime			3,912	3,912	40
		2,137	26,025	28,162	20,882
<i>Support costs</i>					
Printing, copying, postage & stationery		1,810	365	2,175	505
Water rates		469		469	452
Refreshments		126	243	369	114
Cleaning		43		43	33
Materials & small equipment			234	234	-
Repairs & renewals: equipment		927	235	1,162	256
Repairs & renewals: building		1,073		1,073	45
Depreciation: Freehold property			1,814	1,814	-
Depreciation: Fixtures & fittings			775	775	-
Depreciation: computer & software			389	389	282
		4,448	4,055	8,503	1,687
Management & administration of the charity					
Insurance		660		660	680
Independent examination fee		125		125	100
Companies House fee		15		15	15
Bank charges		21		21	66
		821	-	821	861
Total resources expended		£ 7,406	£ 30,080	£ 37,486	£ 23,430
Net income/ (expenditure) for the Year -		(907)	6,323	5,416	5,585
Net movement in funds					
Prior Yr adjustments - Grants re Freehold incl. F & F					73,034
Prior yr adjustment - Depreciation on Freehold	1.3				- 6,776
Prior yr adjustment - Restricted Capital Fund					2,422
Balance at 1st April, 2001		23,614	74,267	97,881	23,616
Total funds at 31st March, 2002		£ 22,707	£ 80,590	£103,297	£ 97,881

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 2002

	Notes	£	£	£	£	£	£
			Less Accum.			2002	2001
			Dep'n				
FIXED ASSETS							
Tangible assets:							
Freehold property at cost, <i>less dep'n</i>	1.2	90,717	29,024			61,693	63,507
Fixtures and fittings at cost, <i>less dep'n</i>	1.3	3,100	1,124			1,976	2,751
Computer & accessories at cost, <i>less dep'n</i>	1.3	1,555	1,235			320	282
		<u>95,372</u>	<u>31,383</u>			<u>63,989</u>	<u>66,540</u>
CURRENT ASSETS							
Debtors	4				300		1,864
Cash at bank and in hand					<u>39,133</u>		<u>30,255</u>
					<u>39,433</u>		<u>32,119</u>
CREDITORS							
Amounts falling due within one year	3				<u>125</u>		<u>778</u>
Net Current Assets						39,308	31,341
Total Assets less Current Liabilities						<u>£103,297</u>	<u>£ 97,881</u>

Represented by:

Restricted Fund re capital expenditure	2,422	2,422
Restricted Funds	78,168	71,845
Unrestricted Funds	22,707	23,614
	<u>£103,297</u>	<u>£ 97,881</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:

DIRECTOR
Chair person

Treasurer

Date of approval

[Signature]
.....
[Signature]
.....
24/01/03
.....

Hillingdon Women's Centre

Company No:2009021

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

Notes to the Financial Statements for the Year to 31st March, 2002**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, including FRS15. In addition, they comply with Charity SORP, (Statement of Recommended Practice, 2000) and are in accordance with the Charities (Accounts and Reports) Regulations, 1995

1.2 Freehold Property at 333, Long Lane, Hillingdon

This property was purchased during the financial year 1985/6 with a grant from the GLC of £70,283, including interest. The total cost was £90,717.

The residential flat upstairs is let on a lease from 1st January, 1983 for 125 years and the charity receives ground rent.

The trustees have recently obtained a *professional valuation* of £165,000 for the Freehold, as at 31st March, 2002 prepared by Mr Colin Hirst MRICS.

The cost of rebuilding the property for *insurance purposes* is considered to be £220,000
Restriction dated 26.10.87: 'Except under an order of the registrar, no disposition by the proprietor of the land is to be registered without the consent of the proprietor of the Charge, dated 14.03.86, in favour of the Mayor & Burgesses of the London Borough of Hillingdon, referred to in the Charges Register.

Under FRS15, Financial Reporting Standard, the trustees have the choice of accounting for the property at market value or at cost in the accounts. A decision has been made to account for the property at cost with the above explanation of market value in the notes.

1.3 Depreciation

Depreciation is provided for the fixtures & fittings, computer & accessories at 25% p.a. using the straight line method

Freehold property: depreciation has been provided at 2% p.a. from 1986/87. Of the total accumulated depreciation of £29,024, £6,776 is a prior year adjustment.

2 Surplus for the Year

	2001/02	2000/01
The surplus is stated after charging:	£	£
Depreciation	2,978	282
Independent Examination fee	125	100

3 Creditors, falling due within one year

	£	£
Accruals	125	657
Refundable Key deposits		121
	<u>125</u>	<u>778</u>

It is considered that key deposits of £121 will not become repayable within the year

4 Debtors

	£	£
Debtors	<u>300</u>	<u>1,864</u>

5 Reserves

The free reserves of the charity are £22,707

6 Risk Assessment

A risk assessment is currently being formulated by the trustees. This includes potential expenditure to maintain the freehold property and securing funds to continue paying the coordinators' salary.