

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, 2003



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 2003. 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, other than that mentioned below:

- (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.

However, the attention of the Trustees has been drawn to the weaknesses in control of both petty cash and cash donations. The Trustees are in the process of improving internal controls in these areas.

Signed

Marie Durnford

Name:	Marie Durnford, MSc. ACIS
Relevant qualification:	Masters Degree in Charity Finance; Chartered Secretary & Administrator
Address:	3, Church Avenue, Ruislip, Middlesex HA4 7HX
Date:	27 th November, 2003

Hillingdon Women's Centre

Registered Charity No: 801433 Company No: 2009021

INCOME & EXPENDITURE ACCOUNT for the Year to 31st March, 2003

INCOMING RESOURCES	Unrestricted Funds £	Restricted Funds £	Total 2003 £	Total 2002 £
Grant: LB of Hillingdon		19,000	19,000	34,517
Grant: City Parochial Foundation		1,250	1,250	-
Grant: Hillingdon PCT		17,742	17,742	-
Grant: SureStart	210	1,988	2,198	-
Grant: Bridge House Estates		3,500	3,500	-
Grant: Fast Forward		8,167	8,167	-
Other Grants:	575	16,200	16,775	-
Donations: counselling, legal advice etc.	6,350		6,350	3,061
Donations not accounted for	115		115	-
Other Donations & funds raised		5,300	5,300	3,035
Rec'd on behalf of client		3,906	3,906	-
Rent	80		80	-
Internal charges - services	3,464		3,464	-
Refreshments				103
Sundry income	72		72	685
Ground rent receivable on flat				200
Bank Interest	428	893	1,321	1,301
Total incoming resources	£ 11,294	£ 77,946	£ 89,240	£ 42,902
RESOURCES EXPENDED				
<i>Activities furthering the charitable objectives</i>				
Salary & NI	763	27,428	28,191	20,633
Publicity	680	174	854	420
Training	221	1,579	1,800	825
Supervision		300	300	71
Light & Heat	1,059		1,059	671
Telephone	880	168	1,048	893
Subscriptions	338	83	421	169
Childcare costs				130
Christmas gifts -Young Mums				40
Travel		110	110	390
Volunteer expenses	201	201	402	8
Stocks for Bodytime	82	3,128	3,210	3,912
	4,224	33,171	37,395	28,162
<i>Support costs</i>				
Receipt refunded to client		3,906	3,906	
Printing, copying, postage & stationery	1,325	1,809	3,134	2,175
Rent		3,000	3,000	
Water rates	477		477	469
Refreshments	87	801	888	369
Cleaning	105		105	43
Petty Cash adjustment		122	122	
Sundry expenses	30	186	216	
Materials & small equipment				234
Repairs & renewals: equipment				1,162
Repairs & renewals: building	584	2,472	3,056	1,073
Depreciation: Freehold property		1,814	1,814	1,814
Depreciation: Fixtures & fittings		775	775	775
Depreciation: computer & software	707		707	389
	3,315	14,885	18,200	8,503

Hillingdon Women's Centre

Registered Charity No: 801433 Company No: 2009021

INCOME & EXPENDITURE ACCOUNT for the Year to 31st March, 2003 continued

RESOURCES EXPENDED contin.	Unrestricted Funds	Restricted Funds	Total 2003	Total 2002
<i>Management & administration of the charity</i>				
Insurance	768		768	660
Professional valuation fee	200		200	
Independent examination fee 2003	160	320	480	125
Accountancy fee 2002	43	87	130	
Accountancy fee 2003	70	140	210	
Bank charges / sundries	55		55	36
	<u>1,296</u>	<u>547</u>	<u>1,843</u>	<u>821</u>
Total resources expended	£ 8,835	£ 48,603	£ 57,438	£ 37,486
Net income/ (expenditure) for the Year -				5,416
Net movement in funds	2,459	29,343	31,802	
Debtor b/f for ground rent - written off	-	300	-	-
Balance at 1st April, 2002	22,707	80,590	103,297	97,881
Total funds at 31st March, 2003	£ 24,866	£ 109,933	£ 134,799	£ 103,297

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 2003

	Notes	£	£	£	£	£
			Less Accum.		2003	2002
FIXED ASSETS						
Tangible assets:						
			Dep'n			
Freehold property at cost, <i>less dep'n</i>	1.2	90,717	30,838		59,879	61,693
Fixtures and fittings at cost, <i>less dep'n</i>	1.3	3,100	1,899		1,201	1,976
Computer & accessories at cost, <i>less dep'n</i>	1.3	3,953	1,942		2,011	320
		<u>97,770</u>	<u>34,679</u>		<u>63,091</u>	<u>63,989</u>
CURRENT ASSETS						
Debtors	4			-		300
Cash at bank and in hand				74,596		39,133
				<u>74,596</u>		<u>39,433</u>
CREDITORS						
Amounts falling due within one year	3			2,888		125
Net Current Assets					71,708	39,308
Total Assets less Current Liabilities					<u>£ 134,799</u>	<u>£ 103,297</u>

Represented by:

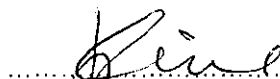
Restricted Fund re capital expenditure	-	2,422
Restricted Funds	109,933	78,168
Unrestricted Funds	24,866	22,707
	<u>£ 134,799</u>	<u>£ 103,297</u>

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

 ACTING
TREASURER

Date of approval

27 November 2003