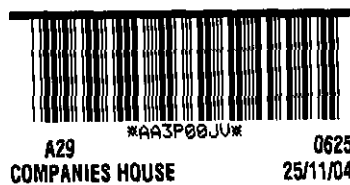


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**REPORT OF THE DIRECTORS AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2004
FOR
HILLINGDON WOMENS CENTRE LTD**



HILLINGDON WOMENS CENTRE LTD

CONTENTS OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2004

	Page	
Company Information	1	
Report of the Trustees	2A-2D	7
Statement of Financial Activities	3	
Balance Sheet	4-5	
Notes to the Financial Statements	6-9	
Report of the Accountants	10	
Income & Expenditure Account	11	

HILLINGDON WOMENS CENTRE LTD
COMPANY INFORMATION
FOR THE YEAR ENDED 31ST MARCH 2004

DIRECTORS:

Ms B Gooch
Ms D Morgan
Ms J Price
Ms C Wills
Ms P Yettram

SECRETARY:

Ms G Milne

REGISTERED OFFICE:

333 Long Lane
Hillingdon
Middlesex
UB10 9JU

REGISTERED NUMBER:

2009021 (England and Wales)

REGISTERED CHARITY NUMBER:

801433

ACCOUNTANTS:

F A Magee & Co
Wimborne House
4-6 Pump Lane
Hayes
Middlesex
UB3 3NB

HILLINGDON WOMEN'S CENTRE LIMITED

TRUSTEES REPORT

1ST APRIL 2003 TO 31ST MARCH 2004

1.

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, Company Number 2009021

Names of those legally responsible at any time in the financial year for the control and management of the Charity:

Trustees/Directors: Dr. Pamela Yettram, Ms Diane Morgan, Ms Carol Wills, Ms Barbara Gooch, Ms Jenny Price

Company Secretary: Ms 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.

Independent Examiner: F.A. Magee & Co. were appointed as accountants during the year.

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, page 3, (xiv) specifies that we can invest monies not required for immediate use, subject to requirements imposed by law.

(i)

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.

HILLINGDON WOMEN'S CENTRE LIMITED

TRUSTEES REPORT

1ST APRIL 2003 TO 31ST MARCH 2004 (continued)

(ii)

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. 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 other organisations. Policy decisions are currently agreed at the Planning and Policy Collective (PPC), to which support groups, projects and other initiatives report on their 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.

(iii)

REVIEW OF PROGRESS AND ACHIEVEMENT

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

Tracy Johnson, is paid co-ordinator of this project for 31 hours per week, six hours of which are seconded to Surestart. Tracy continues to secure funding for this project and the numbers of young women accessing the groups continues to increase. During the year Tracy has organised a Young People Seminar, three young women who attend the groups made presentations. A course on healthy eating on a budget was well attended and received. Unfortunately the proposed Young Mums group in Harefield has not been possible, partly because of the lack of co-operation from organisations with suitable premises and partly staffing difficulties.

(2) Staff and Volunteers

Our Co-ordinator, Jill Lynch has organised further training for established and new volunteers in order to keep the **Bodytime** project flourishing. This was the project set up in August 2001. Bodytime provides sexual health advice and access to Centre services on behalf of local sex-workers. Health and Safety training has also taken place for our keyholders/users. The Neurolinguistic course took place in October and November. A workshop for women who have experienced domestic violence is planned for October. Volunteers will attend a First Aid course in November.

We have had a very successful student placement, the student and one of our volunteers carried out research in to how the Women's Centre is perceived locally.

HILLINGDON WOMEN'S CENTRE LIMITED

TRUSTEES REPORT

1ST APRIL 2003 TO 31ST MARCH 2004 (continued)

(2) Staff and Volunteers (continued)

Jill has initiated visits to other Women's Centres and is planning to network with local organisations that complement our services with a view to offering an even more comprehensive service to women who use our drop-in.

We have now completed Level 1 of PQASSO and will be starting work on Level 2 in the new year.

The Centre leaflets have been produced in Punjabi and Arabic.

Maintenance and improvements to the building have been carried out. There has been an increase in volunteers, especially from BME women.

(iv) Proposed New Projects and Initiatives

We plan to work towards the Kite mark for our Legal Advice Service and accreditation for our Counselling Project.

The next course offered at the West Drayton Young Mums group will be an ABC bookkeeping course.

We will continue to apply for funding for a domestic violence outreach worker and service development worker. A Domestic Violence Awareness Seminar for volunteers and staff is to be held in June.

The Women's Centre WEA branch is to be restructured.

Work is to start shortly on improving our disability access in line with DDA. Our external area at the rear of our building is to be transformed, with 2 parking spaces, new fencing and a garden.

Two new groups are proposed, an All Languages Welcome Group and an alcohol addiction group.

HILLINGDON WOMEN'S CENTRE LIMITED

TRUSTEES REPORT

1ST APRIL 2003 TO 31ST MARCH 2004 (continued)

Reserves Policy as at 31st March 2003

The Trustees recognise the need to hold reserves to allow protection of all core activities in the event of income shortfalls and cash flow problems and to promote balanced, long-term strategic planning. In line with Charity Commission guidelines, the Trustees define reserves as:

*"Income which becomes available to the charity and which is to be expended³
at the trustees' discretion in furtherance of any of the charity's objects
but which has not yet been spent, committed or designated".*

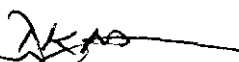
In accordance with this definition, the Trustees exclude from the reserves *restricted* funds, which are funds with donor-imposed restrictions on their use. Restricted funds at the end of the year amounted to £100,771 (2003: £109,934).

Again, in accordance with this definition, the Trustees exclude from reserves *unrestricted* funds that could only be realised by disposing of fixed assets held for charity use. The trustees intend to set aside a designated fund of £7,053 equivalent to the original cost of the charity's tangible fixed assets, to recognise that these assets are not readily convertible into cash and are therefore not available to cover contingencies. In addition, a sum of £3,000 will be designed for maintenance of the building.

The remaining general, unrestricted funds, £14,790 representing 3 months expenditure, are available as free reserves. The Trustees review the reserves policy and potential need for unrestricted funds as part of the annual budgeting process. They have reviewed the needs, risks and opportunities faced by the charity in both the short and medium term. On the basis of this review, the trustees recognise the need to hold between 3 and 6 months budgeted expenditure for the year ahead to protect core activities in the event of income shortfalls until such time as alterations to planned expenditure can be made. This recognises that the salary for core activities is mainly funded from a Local Authority Grant from Hillingdon which is reviewed annually.

Date of Annual General Meeting: 14th October 2004

Signature:

 DK MORGAN 21 SEPT 2004
 JA PRICE 22 SEPT 2004

HILLINGDON WOMENS CENTRE LIMITED
STATEMENT OF FINANCIAL ACTIVITIES FOR THE
YEAR ENDED 31ST MARCH 2004

Note	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>2004</u> £	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>2003</u> £
<u>INCOMING RESOURCES</u>						
Grants		52537	52537	785	67847	68632
Donations	7215	1521	8736	6465	5300	11765
Fundraising	37		37			0
Rent receivable	440		440	80		80
Ground rent receivable on flat	50		50			0
Internal charges for services	4452		4452	3464		3464
Sales of Her Story	388		388			0
Monies received on behalf of client			0		3906	3906
Miscellaneous	115		115	72		72
Bank interest received	928	1356	2284	428	893	1321
			0			0
			0			0
Total Incoming Resources	13625	55414	69039	11294	77946	89240
<u>RESOURCES EXPENDED</u>						
Costs of Generating Funds						
Fundraising	37		37			
	37	0	37	0	0	0
Direct Charitable Expenses						
Salaries & NI		46161	46161	763	27428	28191
Publications	704	1273	1977	680	174	854
Training		1882	1882	221	1579	1800
Supervision			0		300	300
Light & heat	794		794	1059		1059
Telephone	723	489	1212	880	168	1048
Subscriptions	124	69	193	338	83	421
Childcare costs		838	838			0
Travel	221	252	473		110	110
Volunteer & staff expenses	77	717	794	201	201	402
Stocks for Bodytime		3226	3226	82	3128	3210
	2643	54907	57550	4224	33171	37395
Management & Admin Expenses						
Receipt refunded to client					3906	3906
Printing, postage, stationery & computer	1957	1479	3436	1325	1809	3134
Rent & hall hire		3963	3963		3000	3000
Water rates	492		492	477		477
Cleaning	655		655	105		105
Sundry expenses & Refreshments	459	1428	1887	417	1109	1526
Repairs & renewals	1911	1234	3145	584	2472	3056
Depreciation	3790		3790	707	2589	3296
Insurance	904		904	768		768
Professional fees	471	940	1411	200		200
Independent examination fees			0	160	320	480
Accountancy fees	313	626	939	113	227	340
Bank charges	16		16	55		55
	10968	9670	20638	4911	15432	20343
Total Resources Expended	13648	64577	78225	9135	48603	57738
<u>Net Incoming/(Outgoing) Resources for Year</u>						
<u>Before Disposal of Assets</u>	-23	-9163	-9186	2159	29343	31502
Disposal of Assets						
<u>Net Movement in Funds</u>	-23	-9163	-9186	2159	29343	31502
Total Funds B/Fwd						
	24866	109934	134800	22707	80591	103298
Total Funds C/Fwd						
	24843	100771	125614	24866	109934	134800

HILLINGDON WOMENS CENTRE LTD

BALANCE SHEET 31ST MARCH 2004

		31.3.04		31.3.03	
	Notes	£	£	£	£
FIXED ASSETS:					
Tangible assets	(5)		60,154		63,092
CURRENT ASSETS:					
Debtors	(6)	600		-	
Cash at bank and in hand		<u>71,281</u>		<u>74,596</u>	
		71,881		74,596	
CREDITORS: Amounts falling due within one year	(7)	<u>6,421</u>		<u>2,888</u>	
NET CURRENT ASSETS:			<u>65,460</u>		<u>71,708</u>
TOTAL ASSETS LESS CURRENT LIABILITIES:			<u>£125,614</u>		<u>£134,800</u>
Represented by:					
Restricted Funds	(9)		100,771		109,934
Unrestricted Funds	(9)		22,625		24,866
Designated Fund	(9)		<u>2,218</u>		<u>-</u>
			<u>£125,614</u>		<u>£134,800</u>

The company is entitled to exemption from audit under Section 249A(1) of the Companies Act 1985 for the year ended 31st March 2004.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st March 2004 in accordance with Section 249B(2) of the Companies Act 1985.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985 and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Section 226 and which otherwise comply with the requirements of the Companies Act 1985 relating to financial statements, so far as applicable to the company.

The notes form part of these financial statements

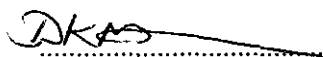
HILLINGDON WOMENS CENTRE LTD

BALANCE SHEET 31ST MARCH 2004

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective June 2002).

ON BEHALF OF THE BOARD:

Ms. D. Morgan

 21 SEPT. 2004

Ms J. Price

 22 SEPT. 2004

Approved by the Board on

The notes form part of these financial statements

HILLINGDON WOMENS CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2004

1. **Legal Status**

The company is limited by guarantee and is a registered charity. There is no share capital.

2. **Accounting Policies**

Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with:

- 1) The Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2000)
- 2) The Financial Reporting Standard for Smaller Entities (effective June 2002)
- 3) The special provisions of Part VII of the Companies Act 1985 relating to small companies.

Income

All income, including donations and grants, is recognised in the Statement of Financial Activities when the income is received.

Funds

- 1) Restricted Funds – where specific conditions imposed by the donor would restrict the use of funds, the income is recorded in the relevant restricted fund.
- 2) Unrestricted Funds – where no specific conditions have been imposed by the donor and there are no restrictions on the use of the funds, the income is recorded as general unrestricted funds.
- 3) Designated Funds – where funds have been set aside for a specific use by the Trustees.

Resources Expended

Resources expended are recognised in the Statement of Financial Activities in the period where the liability to the expense arises. They are analysed between the costs of generating funds, direct charitable expenditure and management and administration costs. Management and administration costs are those costs relating to the charity itself and not to its objectives.

Fixed Assets

The freehold property was purchased during the financial year 1985/6 using funds from a grant from the GLC of £70,283, including interest. The total cost was £90,717. The Trustees obtained a professional valuation of £165,000 for the freehold property as at 31st March 2002 by Mr Colin Hirst MRICS but have decided to account for the property at cost as permitted by FRS15. The upstairs residential flat is let on a 125 year lease which commenced on 1st January 1983. The charity receives ground rent each year for this property.

Depreciation

Depreciation is provided at the following annual rates in order to write off each tangible asset over its useful economic life.

Freehold property	2% on cost
Fixtures & fittings	25% on cost
Computer equipment	25% on cost

HILLINGDON WOMENS CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2004

3. OPERATING (LOSS)/PROFIT

The operating loss (2003 - operating profit) is stated after charging:

	31.3.04	31.3.03
	£	£
Depreciation - owned assets	<u>3,790</u>	<u>2,589</u>
Accountancy Fees – Clerical Assistance	1,410	-
Accountancy	940	-
Independent Examination	-	480
Directors' emoluments and other benefits etc	<u>-</u>	<u>-</u>

4. TAXATION

The company is registered as a charity and has no taxable income.

5. TANGIBLE FIXED ASSETS

	Freehold property	Fixtures and fittings	Computer equipment	Totals
	£	£	£	£
COST:				
At 1st April 2003	90,717	3,100	3,953	97,770
Additions	<u>-</u>	<u>-</u>	<u>852</u>	<u>852</u>
At 31st March 2004	<u>90,717</u>	<u>3,100</u>	<u>4,805</u>	<u>98,622</u>
DEPRECIATION:				
At 1st April 2003	30,838	1,899	1,941	34,678
Charge for year	<u>1,814</u>	<u>775</u>	<u>1,201</u>	<u>3,790</u>
At 31st March 2004	<u>32,652</u>	<u>2,674</u>	<u>3,142</u>	<u>38,468</u>
NET BOOK VALUE:				
At 31st March 2004	<u>58,065</u>	<u>426</u>	<u>1,663</u>	<u>60,154</u>
At 31st March 2003	<u>59,879</u>	<u>1,201</u>	<u>2,012</u>	<u>63,092</u>

HILLINGDON WOMENS CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2004

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.04	31.3.03
	£	£
Staff Loans	500	-
Prepayments	<u>100</u>	<u>-</u>
	<u>600</u>	<u>-</u>

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.04	31.3.03
	£	£
Bank loans and overdrafts	3,920	-
Social security & other taxes	151	-
Accrued expenses	<u>2,350</u>	<u>2,888</u>
	<u>6,421</u>	<u>2,888</u>

8. STAFF NUMBERS & COSTS

The average number of people employed by the company during the year, analysed by category, was as follows:

	31.3.04	31.3.03
Direct charitable activities	<u>2</u>	<u>2</u>

The aggregate payroll costs of those people were as follows:-

	31.3.04	31.3.03
	£	£
Gross wages and salaries	41,492	26,136
Social security costs	<u>4,669</u>	<u>2,055</u>
	<u>46,161</u>	<u>28,191</u>

No remuneration was received by any of the trustees during the year (2003 Nil).

No employee received emoluments of £50,000 or more.

Hillingdon Women's Centre
Summary of Movements on Funds
1st April 2003 to 31st March 2004

9

	<u>Balance at</u> <u>01.04.03</u>	<u>Income</u>	<u>Expenses</u>	<u>Balance at</u> <u>31.03.04</u>
<u>Unrestricted Funds</u>				
General Fund	24866	11407	13648	22625
<u>Designated Funds</u>				
Maintenance Fund	0	2218	0	2218
Total Unrestricted & Designated Funds	24866	13625	13648	24843
<u>Restricted Funds</u>				
Income Funds				
Bodytime Project	11326	15334	16945	9715
City Parochial	1968	36	936	1068
Young Mothers Group	22784	11197	24563	9418
Garden Fund	924	1129	1234	819
Madonnas	270	10	0	280
L B Hillingdon - Salary	3359	19119	19000	3478
Domestic Violence Fund	81	436	35	482
West Drayton Group	8142	7470	1852	13760
Interpretation	0	683	12	671
Capital Funds				
Freehold	59879	0	0	59879
Fixed Assets	1201	0	0	1201
Total Restricted	109934	55414	64577	100771
Total Funds	134800	69039	78225	125614

HILLINGDON WOMENS CENTRE LTD

ACCOUNTANTS' REPORT TO THE SHAREHOLDERS

ON THE UNAUDITED ACCOUNTS OF HILLINGDON WOMENS CENTRE LTD

We report on the accounts for the year ended 31st March 2004 set out on pages 3 to 9.

Respective responsibilities of directors and reporting accountant

As described on page 4, the company's directors are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

Basis of opinion

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

Opinion

In our opinion:

- (a) the financial statements are in agreement with the accounting records kept by the company under s221 of the Companies Act 1985;
- (b) having regard only to, and on the basis of, the information contained in those accounting records:
 - (i) the financial statements have been drawn up in a manner consistent with the accounting requirements specified in s249C(6) of the Act; and
 - (ii) the company satisfied the conditions for exemption from an audit of the financial statements for the year, specified in s249A(4) of the Act as modified by S249A(5) and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in s249B(1).



F A Magee & Co
Wimborne House
4-6 Pump Lane
Hayes
Middlesex
UB3 3NB

Date: 22/09/2004

This page does not form part of the statutory accounts

HILLINGDON WOMENS CENTRE LTD

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2004

	31.3.04		31.3.03	
	£	£	£	£
Income:				
General Unrestricted	11,370		11,008	
Maintenance fund	2,128		-	
Bodytime project	15,334		15,206	
City Parochial Fund	36		1,288	
Young mothers group	11,197		33,006	
Fundraising	37		-	
Garden fund	1,129		17	
Madonnas	10		200	
L B Hillingdon	19,119		19,062	
Domestic violence	436		1,000	
West Drayton group	7,470		8,167	
Interpretation	683		-	
		69,039		88,954
Expenditure:				
General unrestricted	9,822		8,848	
Designated maintenance	-		2,422	
Bodytime Project	16,945		9,333	
City Parochial	936		899	
Young mothers	24,562		13,060	
Fundraising	37		-	
Garden Fund	1,234		28	
Madonnas	-		10	
Salaries	19,000		19,342	
Domestic Violence	35		919	
West Drayton	1,852		-	
Interpretation	12		-	
Sundry expenses	(1)		2	
		74,435		54,863
		(5,396)		34,091
Depreciation:				
Freehold property	1,814		1,814	
Fixtures & fittings	775		-	
Computer equipment	1,201		775	
		3,790		2,589
NET INCOMING/(OUTGOING) RESOURCES		<u>£(9,186)</u>		<u>£31,502</u>

This page does not form part of the statutory accounts