

**REPORT OF THE TRUSTEES AND
INDEPENDENTLY EXAMINED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2007
FOR
HILLINGDON WOMENS CENTRE LTD**

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HILLINGDON WOMENS CENTRE LTD

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HILLINGDON WOMENS CENTRE LTD

COMPANY INFORMATION
FOR THE YEAR ENDED 31ST MARCH 2007

DIRECTORS:

Ms Lynda Bennett
Ms Maggie Charles
Ms Jacqueline Eisenberg
Ms Patricia Gwynne
Ms Angela Harris
Ms Renu Vaid
Ms Linda Dorgan

SECRETARY:

Ms J Eisenberg

REGISTERED OFFICE:

333 Long Lane
Hillingdon
Middlesex
UB10 9JU

REGISTERED NUMBER:

2009021 (England and Wales, Company)
801433 (Charity Number)

ACCOUNTANTS:

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

**REPORT OF THE TRUSTEES OF
HILLINGDON WOMENS CENTRE
FOR THE YEAR ENDED 31ST MARCH 2007**

The trustees are pleased to present their report together with the financial statements of the Charity for the year ended 31st March 2007

Reference and administrative details:

Registered & main office:

333 Long Lane, Hillingdon, Middlesex, UB10 9JU

Charity number:

801433

Company number:

2009021

Directors and trustees:

The directors of the charitable company (the charity) are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees. The trustees serving during the year were

Ms Lynda Bennett (successor to Jenny Price Oct 2005)

Ms Maggie Charles (appointed Oct 2005)

Ms Linda Dorgan (successor to Natacha Merouil Oct 2006)

Ms Jacqueline Eisenberg (successor to Caroline Rakira Oct 2005)

Ms Patricia Gwynne (successor to Pam Yettram Oct 2005)

Ms Angela Harris (re-elected Oct 2005)

Ms Renu Vaid (appointed Oct 2005)

Company Secretary:

Ms Jacqueline Eisenberg (successor to Caroline Rakira Oct 2005)

Bankers:

CAF Bank Ltd, 25 Kings Hill Avenue, West Malling, Kent, ME19 4JQ

Lloyds TSB, Uxbridge Branch (30-98-91) c/o Head Office, 25 Gresham Street, London, EC2V 7HN

National Westminster, Uxbridge Branch, 48 High Street, Uxbridge, Middlesex, UB8 1UT

Alliance Leicester Commercial Bank Plc, BBAM, Bridle Road, Bootle, Merseyside, G1R 0AA

Accountants:

F A Magee & Company, Wimborne House, 4-6 Pump Lane, Hayes, UB3 3NB

Solicitors:

Johal & Co, 5-7 Northolt Road, South Harrow, Middlesex, HA2 0HL

**REPORT OF THE TRUSTEES OF
HILLINGDON WOMENS CENTRE
FOR THE YEAR ENDED 31ST MARCH 2007**

Structure, Governance and Management

Governing document:

Memorandum and Articles of Association, 4 April 1989, as amended by Special Resolution

Appointment of trustees:

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.

Trustee induction and training:

A copy of the Constitution, Memorandum & Articles of Association - and all the policies relating to the Centre (also outlining the roles and responsibilities of the trustees) - is made available to all trustees at the Hillingdon Women's Centre. Booklets with information on the roles and responsibilities of trustees are also made available at the Centre. And trustee training is accessible to all trustees.

Organisation:

The charity operates from the 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. We network informally with other organisations. Policy decisions are currently agreed at the six-weekly Planning and Policy Collective (PPC) meetings, to which support groups, projects and other initiatives report on their progress. The PPC is open to all members of Hillingdon Women's Centre. In addition, the Monitoring and Support Group (MSG) meets monthly, to support the Centre Co-ordinator and volunteers in the day-to-day running of the Centre. All women involved in Centre activities are welcome to attend meetings and express their views.

Related parties:

We network with a wide variety of local organisations, and our partners include London Borough of Hillingdon, Healthy Hillingdon, Hillingdon Law Centre, Domestic Violence Unit of West Drayton Police Station, Shepherds Bush Housing Association, HAVS, Social Services, REAP, ReThink, National Domestic Violence Help Line, Brunel University, MIND, Cranford Community Women's Project, Southall Black Sisters, Women's Resource Centre, Rights for Women. The Young Mums Project operates in partnership with YMCA and Connexions.

Risk management:

Working as a Collective, we reach consensus through regular meetings of the PPC/MSG. The trustees are required to attend a minimum of three P&P meetings per year, otherwise they lose their decision-making rights. The Treasurer is accompanied in checking monies collected within the Centre.

REPORT OF THE TRUSTEES OF HILLINGDON WOMENS CENTRE

Objectives and activities:

The Memorandum, page 1, states that the charity's objective is "to promote any charitable purpose for the benefit of women resident in Hillingdon". Our objectives include the 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. Our activities include the daily "drop-in" offering information, support and advice, courses, social events, specialist DV support and refuge access, volunteering opportunities, fund-raising events, legal advice, counselling, pregnancy testing, interpretation, meetings, older women's group, working with the local domestic violence services, making referrals to refuges and the Young Mums Project.

Grant making policy:

None – no grants are made to other organisations.

Project grants:

£19,000 was received from the London Borough of Hillingdon towards the Centre Co-ordinator's salary. The Young Mums Project received funding of £15,000 from Healthy Hillingdon (LBH). £20,000 was received from Paradigm for the expansion of counselling services. £1,000 was received from Glaxo Smith Kline, awarded for services to community health.

Achievements and performance:

Securing of funding for the expansion of our counselling service and a new post of Counselling Co-ordinator, the volunteer training programme has been updated, and a new volunteer induction programme introduced. PQUASSO Level 1 maintained, networking visits made to other agencies & organisations to raise the profile of Hillingdon Women's Centre, members of the Domestic Violence Forum. The Centre leaflets continue to be available in different languages, leaflets for the counselling service continue, the steady flow of new volunteers continues, the website is updated and is performing strongly, with an increase in on-line applications for counselling, work towards the Kite mark for the legal advice service continues, along with accreditation for the counselling service, further work in the garden has been completed, a fund-raising action plan has been implemented with the assistance of the part-time Funding Worker (appointment runs November 2006-May 2007), campaigning with the Law Society has taken place with regard to the legal aid reforms due in October 2007; new courses have been implemented with regard to a 'back to work' programme for women – from self-esteem, life-coaching through to IT accredited courses, etc – to facilitate a return to education/employment. The new courses will begin in October 2007. The previous partnerships with JGA and Surestart no longer exist. Proposed initiatives include further life-coaching, assertiveness & self-esteem courses, community art project, recruitment of a Counselling Co-ordinator.

Raising awareness:

Visits made to other agencies & organisations, networking, talks given eg at schools, liaison with other women's centres, leaflets & website. 2006 witnessed a new platform to promote the Centre, with a change of logo, strap-line, colours, to create a more up-to-date image for the Centre, launched to coincide with International Women's Day on 8 March 2007.

REPORT OF THE TRUSTEES OF HILLINGDON WOMENS CENTRE

Financial Review:

We would refer the readers to the statement of financial activities on page 3 the total incoming resources were £78,281, in respect of which £51,415 were restricted funds and £26,866 were in respect of unrestricted funds. The total expenditure of £78,329 related to £57,880 in respect of restricted funds and £20,449 in respect of unrestricted funds.

It is the objective of the trustees to try and obtain more funding of an unrestricted nature in order to enable an increase in new unrestricted reserves available from the present level of £32,038.

Specific investment powers of the trustees:

None, except to place money in a deposit account – currently CAF Gold account.

Reserves policy:

The Trustees recognise the need to hold reserves to allow protection of all core activities in the event of income shortfalls & 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 expended 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 £101,195 (2006 £107,660). 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 designated for maintenance of the building.

Level of Reserves:

The remaining general, unrestricted funds, £21,985 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 3-6 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.

Steps to Establish & Maintain Reserves:

Reviewed by trustees to ensure that there is adequate working capital to fulfil the Centre's objectives, to ensure that expenditure is at levels in line with income, allowing for a sufficient surplus to arise each year in order to ensure the stability of the Collective.

Arrangement for Monitoring & Reviewing the Policy:

Reviewed & monitored at the six-weekly PPC meetings.

REPORT OF THE TRUSTEES OF HILLINGDON WOMENS CENTRE

Statement of trustees' responsibilities

Charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity at the end of the financial year and of its surplus and deficit for the financial year. In doing so the trustees are required to

- (a) Select suitable accounting policies and apply them consistently
- (b) Make sound judgements and estimates that are reasonable and prudent, and
- (c) Prepare the financial statements on a going concern basis unless it is appropriate to presume that the charity will continue in business

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 1985. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the detection and prevention of fraud or other irregularities.

Date of Annual General Meeting:
11th October 2006

By order of the trustees

Chair, Board of Trustees

M/S Lynda Bennett
(DIRECTOR TRUSTEE)

 (MS. LINDA LOGAN - DIRECTOR TRUSTEE)

HILLINGDON WOMENS CENTRE LIMITED
STATEMENT OF FINANCIAL ACTIVITIES FOR THE
YEAR ENDED 31ST MARCH 2007

Note	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>2007</u> £	<u>Unrestricted</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>2006</u> £
<u>INCOMING RESOURCES</u>						
Grants		39000	39000	350	74500	74850
Donations	8463		8463	9745	53	9798
Fundraising			0	0	4272	4272
Rent receivable			0	0	0	0
Ground rent receivable on flat	275		275	75	0	75
Internal charges for services	4757		4757	6494	0	6494
Sales of Her Story			0	0	346	346
Courses			0	2097	190	2287
Miscellaneous	250		250	0	0	0
From Other Funds	10000	12415	22415	0	0	0
Bank interest received	3121		3121	3164	0	3164
			0			0
			0			0
Total Incoming Resources	26866	51415	78281	21925	79361	101286
<u>RESOURCES EXPENDED</u>						
Costs of Generating Funds						
Fundraising	0	0	0	0	0	0
	0	0	0	0	0	0
Direct Charitable Expenses						
Salaries & NI		31226	31226	0	46613	46613
Publications	36	19	55	13	275	288
Training		345	345	72	149	221
Supervision			0	0	0	0
Light & heat	1083		1083	839	0	839
Telephone	548	295	843	1798	300	2098
Subscriptions		28	28	50	24	74
Childcare costs		185	185	0	13	13
Travel		374	374	7	768	775
Volunteer & staff expenses	919	37	956	1257	595	1852
Courses		50	50	0	654	654
Stocks for Bodstime		1415	1415	0	3135	3135
Equipment	107	180	287	0	0	0
Building works		173	173	0	244	244
Printing postage stationery & computer	2558	1740	4298	1484	2551	4035
Rent & hall hire		3875	3875	0	5176	5176
Water rates	598		598	578	0	578
Cleaning	906	185	1091	788	31	819
Sundry expenses	348	320	668	744	1319	2063
Refreshments	318	796	1114	350	1066	1416
Repairs & renewals	472		472	1525	73	1598
Depreciation	2026		2026	2062	0	2062
Insurance	1488		1488	1029	0	1029
Surestart			0	0	139	139
Advertising & promotion	254	500	754	900	0	900
Bank charges	43		43	57	0	57
Donation			0	1208	0	1208
Other Funds	7923	14492	22415			
	19627	56235	75862	14761	63125	77886
Governance Expenditure						
Professional fees			0	0	0	0
Accountancy fees	822	1645	2467	1174	2346	3520
	822	1645	2467	1174	2346	3520
Total Resources Expended	20449	57880	78329	15935	65471	81406
Net Incoming/(Outgoing) Resources for Year	6417	6465	48	5990	13890	19880
Total Funds B/Fwd	25621	107660	133281	19631	93770	113401
Total Funds C/Fwd	32038	101195	133233	25621	107660	133281

HILLINGDON WOMENS CENTRE LTD

BALANCE SHEET 31ST MARCH 2007

		31.3.07		31 3 06	
	Notes	£	£	£	£
FIXED ASSETS.					
Tangible assets	5		52,625		54,650
CURRENT ASSETS:					
Cash at bank and in hand		82,630		79,272	
CREDITORS: Amounts falling due within one year	6	<u>2,021</u>		<u>640</u>	
NET CURRENT ASSETS:			<u>80,609</u>		<u>78,632</u>
TOTAL ASSETS LESS CURRENT LIABILITIES:			<u>£133,234</u>		<u>£133,282</u>
RESERVES:					
Profit and loss account			<u>133,234</u>		<u>133,282</u>
			<u>£133,234</u>		<u>£133,282</u>

The company is entitled to exemption from audit under Section 249A(1) of the Companies Act 1985 for the year ended 31st March 2007

The members have not required the company to obtain an audit of its financial statements for the year ended 31st March 2007 in accordance with Section 249B(2) of the Companies Act 1985

The directors acknowledge their responsibilities for

- (a) ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985 and
- (b) 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

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 January 2005)

The financial statements were approved by the Board of Directors on 11th October 2007 and were signed on its behalf by

Ms A Harris

A Harris

Ms J Eisenberg

J Eisenberg

The notes form part of these financial statements

HILLINGDON WOMENS CENTRE LTD

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2007

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 2005)
- 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 governance costs. Governance 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 2007

3 OPERATING (LOSS)/PROFIT

The operating loss (2006 - operating profit) is stated after charging

	31.3.07	31 3 06
	£	£
Depreciation - owned assets	<u>2,026</u>	<u>2,062</u>

4 TAXATION

Analysis of the tax charge

No liability to UK corporation tax arose on ordinary activities for the year ended 31st March 2007 nor for the year ended 31st March 2006

5 TANGIBLE FIXED ASSETS

	<u>Land and buildings</u>	<u>Fixtures and fittings</u>	<u>Totals</u>
	£	£	£
COST:			
At 1st April 2006 and 31st March 2007	<u>90,717</u>	<u>7,904</u>	<u>98,621</u>
DEPRECIATION:			
At 1st April 2006	36,281	7,689	43,970
Charge for year	<u>1,814</u>	<u>212</u>	<u>2,026</u>
At 31st March 2007	<u>38,095</u>	<u>7,901</u>	<u>45,996</u>
NET BOOK VALUE:			
At 31st March 2007	<u>52,622</u>	<u>3</u>	<u>52,625</u>
At 31st March 2006	<u>54,436</u>	<u>214</u>	<u>54,650</u>

6 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.07	31 3 06
	£	£
Other creditors	(429)	(2,490)
Social security & other taxes	-	680
Accrued expenses	<u>2,450</u>	<u>2,450</u>
	<u>2,021</u>	<u>640</u>

Hillingdon Women's Centre
Summary of Movements on Funds
1st April 2006 to 31st March 2007

	<u>Balance at</u> <u>01.04 06</u>	<u>Income</u> <u>To Date</u>	<u>Expenses</u> <u>To Date</u>	<u>Balance at</u> <u>31 03 07</u>
<u>Unrestricted Funds</u>				
General Fund	24786	23745	20449	28082
<u>Designated Funds</u>				
Maintenance Fund	836			836
Total Unrestricted & Designated Funds	25622	23745	20449	28918
<u>Restricted Funds</u>				
Income Funds				
Bodytime Project	7207	7012	14219	0
City Parochial	1185			1185
Young Mothers Group	13980	15000	4206	24774
Garden Fund	0	173	173	0
Madonnas	246		29	217
L B Hillingdon - Salary	2900	24000	19958	6942
Domestic Violence Fund	504		352	152
West Drayton Group	14492		14492	0
Interpretation	437			437
Disability Fund	0			0
Languages Group	397	447	844	0
Counselling Fund	736		100	636
Courses Fund	244			244
Fundraising Fund	4199	4492	3216	5475
Mental Health Fund	53			53
Older Womens Group	0	291	291	0
Capital Funds				
Freehold	59879			59879
Fixed Assets	1201			1201
Total Restricted	107660	51415	57880	101195
Interest to be allocated to above funds		3121	0	3121
Total Funds	133282	78281	78329	133234

HILLINGDON WOMENS CENTRE LTD

REPORT OF THE ACCOUNTANTS TO THE DIRECTORS OF HILLINGDON WOMENS CENTRE LTD

We report on the accounts for the year ended 31st March 2007 set out on pages 3 to 7

Respective responsibilities of directors and reporting accountant

As described on page 2E, 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
CHARTERED ACCOUNTANTS
REGISTERED AUDITORS

11th October 2007

This page does not form part of the statutory financial statements

HILLINGDON WOMENS CENTRE LTD

PROFIT AND LOSS ACCOUNT

FOR THE YEAR ENDED 31ST MARCH 2007

	<u>31.3.07</u>		<u>31 3 06</u>	
	£	£	£	£
Income:				
General Unrestricted	23,745		18,125	
Maintenance fund	-		636	
Bodytime project	7,012		24,500	
Young mothers group	15,000		30,000	
Garden fund	173		-	
L B Hillingdon	24,000		19,000	
Languages group	447		1,190	
Courses fund	-		346	
Fundraising Fund	4,492		4,272	
Mental Health Fund	-		53	
Older Womens Group	<u>291</u>		<u>-</u>	
		75,160		98,122
Other income:				
Deposit account interest		<u>3,121</u>		<u>3,164</u>
		78,281		101,286
Expenditure:				
General unrestricted	18,424		12,586	
Designated maintenance	-		1,280	
Bodytime Project	14,219		17,293	
Young mothers	4,206		26,868	
Fundraising	3,216		73	
Garden Fund	173		-	
Madonnas	29		24	
Salaries	19,958		19,763	
Domestic Violence	352		33	
West Drayton	14,492		-	
Languages Group	844		1,178	
Counselling Fund	100		239	
Older Womens Group	291		-	
Sundry expenses	<u>(1)</u>		<u>6</u>	
		<u>76,303</u>		<u>79,343</u>
Carried forward		1,978		21,943

This page does not form part of the statutory financial statements

HILLINGDON WOMENS CENTRE LTD

PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 31ST MARCH 2007

	<u>31.3.07</u>		<u>31 3 06</u>	
	£	£	£	£
Brought forward		1,978		21,943
Depreciation:				
Freehold property	1,814		1,814	
Computer equipment	<u>212</u>		<u>248</u>	
		<u>2,026</u>		<u>2,062</u>
NET (LOSS)/PROFIT		<u><u>£(48)</u></u>		<u><u>£19,881</u></u>

This page does not form part of the statutory financial statements