

Charity number: 801433
Company number: 2009021

**REPORT OF THE TRUSTEES AND
INDEPENDENTLY EXAMINED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2012
FOR
HILLINGDON WOMENS CENTRE**

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HILLINGDON WOMENS CENTRE

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FOR THE YEAR ENDED 31ST MARCH 2012

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HILLINGDON WOMEN'S CENTRE
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2012

The trustees are pleased to present their report together with the financial statements of the Charity for the year ended 31st March 2012

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 Maggie Sanchez-Charles
Ms Diane Joseph-Chair
Ms Lynda Bennett (resigned October 2011)
Ms Annita Sudama (resigned July 2011)
Ms Letizia Bennett (resigned October 2011)
Lisa Fairclough-Company Secretary (appointed October 2011)
Dagmar Tkacova-Treasurer (appointed October 2011)
Julie Tennick (appointed October 2011)
Caoline Wambua (appointed October 2011)
Lande Abudu (appointed October 2011)

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

Independent Examiner:

Mr Robin M Clutterham 11 West End Road, Ruislip, Middlesex, HA4 6JE

Solicitors:

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

**HILLINGDON WOMENS CENTRE
REPORT OF THE TRUSTEES Cont
FOR THE YEAR ENDED 31ST MARCH 2012**

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 annual 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 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 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 and planning decisions are currently agreed at the monthly Planning and Policy (P&P) meetings. The P&P is open to all trustee members of Hillingdon Women's Centre. Currently the Director/Trustee Group meet monthly, their purpose to support the Centre Co-ordinator and volunteers in the day-to-day running of the Centre.

Related parties:

We network with a wide variety of local organisations, and our partners include London Borough of Hillingdon, Hillingdon Law Centre, Hillingdon Independent Domestic Violence Advocacy Project (HIDVAP), HESTIA, HAVS (Hillingdon Association of Volunteer Services), Social Services, Rethink, National Domestic Violence Help Line, MIND, CNWL (Riverside Centre Mental Health), Women's Resource Centre, YMCA, MARAC (Multi Agency Risk Assessment Conference), REAP, NHS Hillingdon, Sahan Society Centre and many other organisations via e.g. Domestic Violence/crime prevention meetings.

HILLINGDON WOMENS CENTRE

REPORT OF THE TRUSTEES Cont FOR THE YEAR ENDED 31ST MARCH 2012

Risk management:

The Trustees have assessed the major risks to which the charity is exposed, in particular those relating to the operations and finances of the charity, and are satisfied that systems are in place to mitigate our exposure to the major risks

Consensus is reached through regular meetings of P&P Members are required to attend at least three P&P per year and failure to meet this requirement results in loss of their voting rights A Director/Trustee is accompanied by an appointed volunteer to check monies collected within the 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 and advice, courses, social events, e g (a successful International Women's Day) fund-raising, legal advice, interpretation where required, meetings, domestic violence risk assessment and refuge, working with other local domestic violence services, student placements and general information and guidance

Grant making policy:

None – no grants are made to other organisations

Project grants: £25,000 was received from London Borough of Hillingdon towards the Centre Co-ordinator's salary and other purposes e g to support the Women In the Community project

Achievements and performance:

Jill Lynch was appointed as centre co-ordinator in April 2009 The volunteer training programme has been updated PQASSO Level 1 maintained Networking visits made to other agencies & organisations to raise the profile of Hillingdon Women's Centre and membership of partnerships bodies such as the Domestic Violence Action Forum have increased The Centre leaflets continue to be produced and could be made available in different languages, (on request) the steady flow of new volunteers continues, website traffic has doubled, the counselling service was closed in January 2011 due to lack of funding, a tragic loss to women in the community The free monthly newsletter continues

A number of initiatives have grown in popularity and we have increased some of the services e g Benefits advice, Legal Advice, Private use Room Hire, workshops, Coffee mornings, Embroidery and Crochet club and self –esteem and confidence building courses Hillingdon Arts week means that we enable women, sometimes for the first time ever, to exhibit their work, on our premises

HILLINGDON WOMENS CENTRE
REPORT OF THE TRUSTEES Cont
FOR THE YEAR ENDED 31ST MARCH 2012

Achievements and performance continued:

Raising awareness:

Visits made to other agencies & organisations, networking by the centre coordinator and patron, talks given e.g. at Universities, Schools, Clubs liaising with other women's centres by volunteers generally, leaflets & website, newsletter. We continually promote our courses and services in the borough of Hillingdon. We increasingly take part in fund raising events and information fairs.

Financial Review:

The Committee would report that the income of the charitable company in respect of unrestricted Funds was £5,517 (2011 £12,389). The Income in respect of restricted funds was £29,318 (2011 £41,870). The Statement of Financial Activities on page 7 shows the total resources expended was £48,014 (2011 £50,288), this can be analysed between £9,255 in respect of unrestricted funds, £36,759 restricted funds, and £nil governance costs.

Specific investment powers of the trustees:

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

Reserves policy and Level of Reserves:

Review and update accepted at P&P meeting on 31 March 2012.

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 objectives but which has not yet been spent, committed or designated.”

Excluding Reserves in the form of restricted funds and freehold property as at the 31st March 2012 the Charitable Company had free reserves in the form of unrestricted funds in the amount of £20,719.

As this only equates to 5 months running costs the Trustees have embarked on a fund raising programme to enhance reserves and try to ensure the charity has sufficient reserves to continue providing charitable objectives.

**HILLINGDON WOMENS CENTRE
REPORT OF THE TRUSTEES Cont
FOR THE YEAR ENDED 31ST MARCH 2012**

Arrangement for Monitoring & Reviewing the Policy:

These are reviewed & monitored at the four weekly P&P meetings

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:

9th October 2012

By order of the trustees

Ms M Sanchez-Charles

Ms D Joseph

Ms Lisa Fairclough

Ms Dagmar Tkacova

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HILLINGDON WOMENS CENTRE

I report on the accounts for the year ended 31st March 2012 set out on pages 7-12

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to

- examine the accounts under Section 43 of the 1993 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 43(7)(b) of the 1993 Act), and
- to state whether particular matters have come to my attention

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

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 386 & 387 of the Companies Act 2006, and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of Section 394 & 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities

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

Robin M Clutterham FCMA
11 West End Road,
Ruislip,
Middlesex, HA4 6JE

Dated 2012

**HILLINGDON WOMENS CENTRE
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2012**

	Unrestricted Funds £	Restricted Funds £	Total 2012 £	Unrestricted Funds £	Restricted Funds £	Total 2011 £
<u>Incoming Resources</u>						
Grants	-	26,974	26,974	500	41,034	41,534
Donations	5,119	2,344	7,363	11,055	250	11,305
Ground rent receivable on Flat	50		50	50		50
Service Charges receivable	300		300	300		300
Miscellaneous				100	586	686
Deposit Account Interest	48		48	80		80
Donation In Kind				304		304
	5,517	29,318	34,835	12,389	41,870	54,259
<u>Charitable Activities</u>						
Salaries & NI		28,380	28,380		28,380	28,380
Recruitment			-	195		195
Training		448	448		500	500
Professional fees		2,032	2,032			
Light & Heat	2,108		2,108	1,247		1,247
Telephone	1,011	130	1,141	1,661		1,661
Subscriptions	170		170		200	200
Travel	31	132	163		211	211
Volunteer Expenses	300	576	876	1,027	58	1,085
Printing Postage Stationery & Computer	2,071	315	2,386	1,117	6,732	7,849
Water Rates				692		692
Cleaning	276	688	964	37		37
Sundry Expenses				1,009	51	1,060
Refreshments	241	199	441	38	26	64
Repairs & Renewals	62		62	1,300		1,300
Depreciation						
Insurance	1,958		1,958	1,481		1,481
Advertising & Promotion					1,075	1,075
Bank charges				30		30
Supervision	18	490	508		460	460
Tutor fees	655	5,020	5,675			
Rent and Hall Hire	353	350	703	100	1,168	1,268
Other Funds -petty cash				324	660	984
	9,255	38,760	48,015	10,259	39,521	49,780
<u>Governance Costs</u>						
Accountancy Fees				508	-	508
				508	-	508
Total Resources Expended	9,254	39,761	48,015	10,767	39,521	50,288
Net Incoming (Outgoing) Resources for Year	(3,737)	(9,443)	(13,180)	1,622	2,349	3,971
Transfers						
From unrestricted funds	1,634	(1,634)	-	(26)	26	-
Total Funds Brought Forward	22,823	67,834	90,657	21,227	65,459	86,686
Total Funds Carried Forward (Note7)	20,720	56,757	77,477	22,283	67,834	90,657

**HILLINGDON WOMENS CENTRE
BALANCE SHEET
31ST MARCH 2012**

	Notes	Unrestricted Funds £	Restricted Funds £	31.03.12 Total Funds £	31.03.11 Total Funds £
FIXED ASSETS					
Tangible Assets	5		48,997	48,977	48,997
CURRENT ASSETS:					
Cash at Bank and in Hand		20,210	7,760	27,970	41,151
Prepayments		1,010		1,010	1,010
CREDITORS:					
Amounts falling due within one year	6	(500)		(500)	(500)
TOTAL ASSETS LESS CURRENT LIABILITIES:		<u>20,720</u>	<u>56,757</u>	<u>77,477</u>	<u>90,658</u>
RESERVES:					
Total Funds	7	20,720	56,757	77,477	90,658
		<u>20,720</u>	<u>56,757</u>	<u>77,477</u>	<u>90,658</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2012

The trustees have not required the charitable company to obtain an audit of its financial statements for the year ended 31st March 2012 in accordance with Section 476 of the Companies Act 2006

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Section 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its income and expenditure for each financial year in accordance with the requirements of Section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved by the Board of Trustees on 6th September 2011 and were signed on its behalf by



L. FAIRCLOUGH - COMPANY SECRETARY

HILLINGDON WOMENS CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2012

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 April 2008)
- 3) The special provisions of Part 15 of the Companies Act 2006 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

Fixtures & fittings	25% on cost
Computer equipment	25% on cost

The Trustees have not depreciated the Freehold Property as they are of the view the value in the accounts is less than the current market value

HILLINGDON WOMENS CENTRE

NOTES TO THE FINANCIAL STATEMENTS Continued FOR THE YEAR ENDED 31ST MARCH 2012

3 OPERATING LOSS

The operating loss is stated after charging

	31.03.12	31.03.11
	£	£
Depreciation - owned assets	-	-

4 TAXATION

No liability to UK corporation tax arose on ordinary activities for the year ended 31st March 2010 or for the year ended 31st March 2008

5 TANGIBLE FIXED ASSETS

	Land and Buildings £	Fixtures and fitting £	Totals £
COST:			
At 1st April 2010 and 31st March 2011	<u>90,717</u>	<u>7,904</u>	<u>98,621</u>
DEPRECIATION:			
At 1st April 2011	41,723	7,901	47,810
Charge for year	-	-	-
At 31st March 2012	<u>41,723</u>	<u>7,901</u>	<u>49,624</u>
NET BOOK VALUE:			
At 31st March 2012	<u>48,994</u>	<u>3</u>	<u>48,997</u>
At 31st March 2011	<u>48,994</u>	<u>3</u>	<u>48,997</u>

6 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.03.12	31.03.11
	£	£
Accrued expenses	<u>500</u>	<u>500</u>
	<u>500</u>	<u>500</u>

HILLINGDON WOMENS CENTRE

NOTES TO THE FINANCIAL STATEMENTS Continued FOR THE YEAR ENDED 31ST MARCH 2012

7. MOVEMENTS IN FUNDS

	<u>Balance</u> <u>as at</u> <u>31 03 11</u>	<u>Incoming</u> <u>Resources</u>	<u>Outgoing</u> <u>Resources</u>	<u>Fund</u> <u>Transfers</u>	<u>Balance</u> <u>as at</u> <u>31.03.12</u>
<u>UNRESTRICTED FUNDS</u>					
<u>General fund</u>					
General Fund	17,882	5,217	9,254	1,634	15,479
Transfer to unrestricted funds					
Freehold Depreciation Release					
Transfer to maintenance fund					
Total General Fund	17,882	5,217	9,254	1,634	15,479
<u>Designated funds</u>					
Maintenance Fund	4,941	300	-	-	5,241
Total Unrestricted & Designated Funds	22,823	5,517	9,254	1,634	20,720
<u>RESTRICTED FUNDS</u>					
<u>Income Funds</u>					
Clear down fund -(city parochial, Madonna's, Domestic Violence, Courses, Mental Health)	620	-	40	(580)	-
Young Mothers Group	-	-	-	-	-
L B Hillingdon - Salary	5,236	27,434	29,048	-	3,532
Interpretation	437	-	-	(250)	187
Counseling Fund	865	-	2,470	1,605	-
Fundraising Fund	1,963	-	-	-	1,963
Hillingdon Community Trust	59	-	-	(59)	-
Drama society donation from Vagina Monologues productions	716	-	-	(716)	-
Awards for All Yoga	1,078	-	1,000	-	78
Awards for All	7,837	-	6,203	(1,634)	-
Lesbian Discussion Group	26	-	-	-	26
Self Esteem	-	1,974	-	-	1,974
Total Income Fund	18,837	29,318	38,761	(1,634)	7,760
<u>Capital funds</u>					
Freehold	48,994	-	-	-	48,994
Freehold depreciation					
Fixed Assets	3	-	-	-	3
Total Capital Fund	48,997	-	-	-	48,997
Total Restricted Funds	67,834	29,318	38,761	(1,634)	56,757
Total Funds	90,657	34,835	49,814	-	77,477

HILLINGDON WOMENS CENTRE

NOTES TO THE FINANCIAL STATEMENTS Continued FOR THE YEAR ENDED 31ST MARCH 2012

8. TRUSTEES REMUNERATION AND EXPENSES

There were no payment made to trustees in 2010 nor were there any in the previous year for remuneration or expenses

9. STAFF COSTS

	31.03.12	31.03.11
	£	£
Gross Wages and Employers NI	28,380	28,380

10. NUMBER OF EMPLOYEES

The employees at the start of the year was 2, at the end of the year this was also 1, this being the average

11. EMPLOYEE EMOLUMENTS

No employees received emoluments more than £60,000, there is also no pension scheme

12. FUND DETAIL

The fund relating to the Freehold Property is not available for use by the Charitable Company
As any amount realised in respect of the property has to be repaid to the local authority
Under the original terms of the covenant