AMMENDED

COMPANY REGISTRATION NUMBER 2009021

HILLINGDON WOMEN'S CENTRE

ACCOUNTS

31 MARCH 2015

Charity Number 801433

M.R ACCOUNTANTS & TAX ADV
Chartered Certified Accountants
50 Brian Road
Romford
Essex
RM6 5BX

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HILLINGDON WOMEN'S CENTRE

ACCOUNTS

YEAR ENDED 31 MARCH 2015

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HILLINGDON WOMEN'S CENTRE

TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2015

The trustees, who are also directors for the purposes of company law, present their report and the unaudited accounts of the charity for the year ended 31 March 2015.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name	Hillingdon Women's Centre
Charity registration number	801433
Company registration number	2009021
Principal office	
Registered office	333 Long Lane Hillingdon Middlesex UB10 9JU

The trustees
The trustees who served the charity during the period were as follows:

	Ms. Tracy Bean
	Mrs. M V Newman
	Mrs. P T Scott
	Ms. J A Tennick
	Miss. Z Masi
	Ms. L Webb
	Mrs. M I Heart
	Ms. S Musa
	Ms. S Q U A Naqvi
Secretary	Position Vacant

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Hillingdon Women's Centre is registered as a charitable company limited by guarantee and was set up by a Memorandum and Articles of Association on 10 April 1986 as amended by special resolution on 15 April 2004, 16 May 2012 and 21 November 2013.

Appointment of trustees

Where possible, 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 Management Committee. However, due to the resignations of several Director/Trustees at the beginning of the year, there have been interim appointments. A minimum of two Director/Trustees can co-opt a Committee member for the remaining period until the next AGM.

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) is available to all Director/Trustees at Hillingdon Women's Centre. Booklets and internet sites are available and training is accessible to all Director/Trustees and trustee training is accessible to all trustees. It is planned that this will become mandatory in the coming year.

Organisation

The charity operates a 'drop in' service at 333 Long Lane and most of its activities take place there. Exceptions include partnership events, meetings, networking with other organisations, Yoga, workshops and development initiatives. The Charity is working towards expanding its operating base by developing outreach opportunities in the coming year. Policy and planning decisions are made at the monthly Director/Trustee Committee meetings, which are open to all Directors/Trustees and invited guests. Their purpose is to support the Centre and Volunteer Development Managers and volunteers with strategic and policy direction, governance and line management responsibility where appropriate.

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. In December 2013 the Director/Trustees expressed an interest in the HARP project and formally became a partner to that project in March 2014. The Charity is actively seeking to extend its partnership and networking activities to further the work of the Centre and carry this into the community.

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. Decisions are reached through monthly Committee meetings. Director/Trustees who fail to attend for 6 months lose their status and voting rights. A Director/Trustee is accompanied by a volunteer or another Director/Trustee to empty donation boxes.

OBJECTIVES AND ACTIVITIES

The Memorandum 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 daily "drop-in" services, information and advice, training courses, social events, legal advice, interpretation, meetings, domestic violence risk assessment and refuge placements, student placements, general information, signposting and guidance.

ACHIEVEMENTS AND PERFORMANCE

London Borough of Hillingdon fund the Centre Manager's salary and other purposes e.g. to support the Women In the Community project. The BIG Lottery fund a paid worker, the Volunteer Development Manager, to deliver the Women Into Volunteering Project. Hillingdon Community Trust have funded the delivery of self-esteem courses.

The volunteer induction 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 continues to attract new volunteers and traffic on our website continues to increase.

In addition to ongoing volunteer training, HWC provided Self-Esteem courses funded by Hillingdon Community Trust. Volunteer training has been extended and improved and is carried out on a regular basis in-house, including new role play sessions. External training has also been provided and take up has been very encouraging.

Hillingdon Arts week enables women, sometimes for the first time ever, to exhibit their work, on our premises. HWC's Quilt Making Club has been popular with local women and HWC Yoga classes are well attended in Uxbridge.

Raising awareness:

Visits made to other agencies and organisations; networking by the centre manager; talks given at universities, schools and clubs; liaising with other women's centres by volunteers generally; leaflets and 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.

CENTRE STRATEGY

To develop a better support network, a new module-based training scheme is being investigated and, once this is introduced, Director/Trustees' training will become mandatory.

The charity spent this year consolidating and developing our services, their delivery and promotion with a view to establishing a firm platform from which to launch a raft of new initiatives in the coming year, both internally and in conjunction with existing and new partnerships. Volunteers and Director/Trustees have been invited to contribute their ideas and suggestion boxes provided for these. Those initiatives selected will be introduced in a structured manner in line with Charity Commission guidelines. Volunteer development will be extended to cover employability skills and placements.

FINANCIAL REVIEW

The committee would report that the income of the charitable company in respect of unrestricted funds was £9,686 (2014 £6,407). The income in respect of restricted funds was £62,368 (2014 £67,728). The statements of financial activities shows the total resources expended was £9512 for unrestricted and £71,123 for restricted funds.

PLANS FOR FUTURE PERIODS

Regular reviews and updates held by the management committee of Director/Trustees, who recognise the need to hold reserves to allow protection of core activities in the event of income shortfalls and cashflow problems and to promote balanced, long-term strategic planning, in line with Charity Commission guidelines.

INDEPENDENT EXAMINER

R F Dungarwalla FCCA

has been re-appointed as independent examiner for the ensuing year.

Signed on behalf of the trustees

P Scott

Mrs. P Scott
Chair of Trustees and Director

25 August 2015

HILLINGDON WOMEN'S CENTRE

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF HILLINGDON WOMEN'S CENTRE

YEAR ENDED 31 MARCH 2015

I report on the accounts of the charity for the year ended 31 March 2015 which are set out on pages 8 to 13

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER
The trustees (who are also the directors of Hillingdon Women's Centre for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

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 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state 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 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 statement 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 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 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.

R F Dungarwalla FCCA

Independent examiner

50 Brian Road
Romford
Essex
RM6 5BX

25 August 2015

HILLINGDON WOMEN'S CENTRE

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2015

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £	Total Funds 2014 £
INCOMING RESOURCES					
Incoming resources from generating funds:					
Voluntary income	2	9,686	62,368	72,054	74,071
Investment income	3	25	–	25	64
TOTAL INCOMING RESOURCES		9,711	62,368	72,079	74,135
RESOURCES EXPENDED					
Costs of generating funds:					
Fundraising trading: cost of goods sold and other costs	4	(9,511)	(71,123)	(80,634)	(75,709)
TOTAL RESOURCES EXPENDED		(9,511)	(71,123)	(80,634)	(75,709)
NET OUTGOING RESOURCES FOR THE YEAR	5	200	(8,755)	(8,555)	(1,574)
RECONCILIATION OF FUNDS					
Total funds brought forward		25,101	57,732	82,833	84,407
TOTAL FUNDS CARRIED FORWARD		25,301	48,977	74,278	82,833

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 11 to 13 form part of these accounts.

HILLINGDON WOMEN'S CENTRE

INCOME AND EXPENDITURE ACCOUNT

YEAR ENDED 31 MARCH 2015

	Note	2015 £	2015 £	2014 £
INCOME			72,054	74,071
TOTAL EXPENDITURE			(80,634)	(75,709)
OPERATING DEFICIENCY	5		(8,580)	(1,638)
OTHER INCOME				
Interest receivable and similar income	3		25	64
DEFICIT FOR THE FINANCIAL YEAR			(8,555)	(1,574)

The Income and Expenditure Account includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 11 to 13 form part of these accounts.

HILLINGDON WOMEN'S CENTRE

BALANCE SHEET

31 MARCH 2015

	Note	2015 £	£	2014 £
FIXED ASSETS				
Tangible assets	7		48,997	48,997
CURRENT ASSETS				
Debtors	8	–		3,306
Cash at bank		29,022		33,138
		29,022		36,444
CREDITORS: Amounts falling due within one year	9	(3,741)		(2,608)
NET CURRENT ASSETS			25,281	33,836
TOTAL ASSETS LESS CURRENT LIABILITIES			74,278	82,833
NET ASSETS			74,278	82,833
FUNDS				
Restricted income funds	10		48,977	57,732
Unrestricted income funds	11		25,301	25,101
TOTAL FUNDS			74,278	82,833

For the year ended 31 March 2015 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts were approved by the members of the committee and authorised for issue on the 25 August 2015 and are signed on their behalf by:

P Scott

Ms. P Scott
Chair

Company Registration Number: 2009021

The notes on pages 11 to 13 form part of these accounts.

HILLINGDON WOMEN'S CENTRE

NOTES TO THE ACCOUNTS

YEAR ENDED 31 MARCH 2015

1. ACCOUNTING POLICIES

Basis of accounting

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), and the requirements of the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005).

Fixed assets

All fixed assets are initially recorded at cost.

2. VOLUNTARY INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £	Total Funds 2014 £
Donations				
Donations type 1	9,336	–	9,336	5,993
Grants receivable				
Grants receivable type 1	–	62,368	62,368	67,728
Other income				
Ground rent receivable on flat	350	–	350	350
	9,686	62,368	72,054	74,071

3. INVESTMENT INCOME

	Unrestricted Funds £	Total Funds 2015 £	Total Funds 2014 £
Bank interest receivable	25	25	64

4. FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £	Total Funds 2014 £
Fundraising trading - Other activity 1	9,511	71,123	80,634	75,709

5. NET OUTGOING RESOURCES FOR THE YEAR

This is stated after charging:

	2015 £	2014 £
Staff pension contributions	3,469	–

HILLINGDON WOMEN'S CENTRE

NOTES TO THE ACCOUNTS

YEAR ENDED 31 MARCH 2015

6. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2015	2014
	£	£
Wages and salaries	61,987	59,637
Social security costs	–	–
Other pension costs	3,469	–
	65,456	59,637

Particulars of employees:
The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	2015	2014
	No	No
	2	

No employee received remuneration of more than £60,000 during the year (2014 - Nil).

7. TANGIBLE FIXED ASSETS

	Freehold property	Fixtures & Fittings	Total
	£	£	£
COST			
At 1 April 2014 and 31 March 2015	90,717	7,904	98,621
DEPRECIATION			
At 1 April 2014 and 31 March 2015	41,723	7,901	49,624
NET BOOK VALUE			
At 31 March 2015	48,994	3	48,997
At 31 March 2014	48,994	3	48,997

8. DEBTORS

	2015	2014
	£	£
Prepayments	–	3,306

HILLINGDON WOMEN'S CENTRE

NOTES TO THE ACCOUNTS

YEAR ENDED 31 MARCH 2015

9. CREDITORS: Amounts falling due within one year

	2015	2014
	£	£
Taxation and social security	2,241	2,608
Accruals	1,500	–
	3,741	2,608

10. RESTRICTED INCOME FUNDS

	Balance at 1 Apr 2014	Incoming resources	Outgoing resources	Balance at 31 Mar 2015
	£	£	£	£
Restricted Fund 1 - desc in a/cs	57,732	62,368	(71,123)	48,977

11. UNRESTRICTED INCOME FUNDS

	Balance at 1 Apr 2014	Incoming resources	Outgoing resources	Balance at 31 Mar 2015
	£	£	£	£
General Funds	25,101	9,712	(9,512)	25,301

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets	Net current assets	Total
	£	£	£
Restricted Income Funds:			
Restricted Fund 2 - desc in a/cs	48,997	–	48,997
Unrestricted Income Funds	–	25,281	25,281
Total Funds	48,997	25,281	74,278

HILLINGDON WOMEN'S CENTRE

MANAGEMENT INFORMATION

YEAR ENDED 31 MARCH 2015

The following pages do not form part of the statutory accounts which are the subject of the independent examiner's report on pages 6 to 7.

HILLINGDON WOMEN'S CENTRE

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2015

	2015 £	£	2014 £
INCOMING RESOURCES			
VOLUNTARY INCOME			
Donations type 1		9,336	5,993
Grants receivable type 1		62,368	67,728
Ground rent receivable on flat		350	350
		72,054	74,071
INVESTMENT INCOME			
Bank interest receivable type 1		25	64
TOTAL INCOMING RESOURCES		72,079	74,135
RESOURCES EXPENDED			
FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS			
Staff costs - Wages & Salaries		61,987	59,637
Staff costs - Pension costs		3,469	–
Establishment - Rates & Water		849	823
Establishment - Light & heat		1,063	2,734
Establishment - Repairs & maintenance		2,857	2,213
Establishment - Insurance		944	2,015
Establishment - Other		858	733
Motor and travel costs - Other		1,105	10
Professional - Accountancy fees		1,500	–
Professional - Legal fees		198	1,850
Legal & professional - Other		198	131
Office expenses - Telephone		2,861	1,165
Office expenses - Other		2,716	4,397
Fundraising activity 1 - Bank charges		29	1
		80,634	75,709
TOTAL RESOURCES EXPENDED		80,634	75,709
NET OUTGOING RESOURCES FOR THE YEAR		(8,555)	(1,574)

HILLINGDON WOMEN'S CENTRE

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2015

	2015		2014
	£	£	£
FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS			
Fundraising trading - Other activity 1			
Staff costs - Wages & Salaries		61,987	59,637
Staff costs - Pension costs		3,469	–
Establishment - Rates & Water		849	823
Establishment - Light & heat		1,063	2,734
Establishment - Repairs & maintenance		2,857	2,213
Establishment - Insurance		944	2,015
Establishment - Other		858	733
Motor and travel costs - Other		1,105	10
Professional - Accountancy fees		1,500	–
Professional - Legal fees		198	1,850
Legal & professional - Other		198	131
Office expenses - Telephone		2,861	1,165
Office expenses - Other		2,716	4,397
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