

**HILLINGDON WOMEN'S CENTRE
(A Company limited by guarantee)**

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2017**

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**Registered Number: 2009021
Charity Number: 801433**

HILLINGDON WOMEN'S CENTRE
FOR THE YEAR ENDED 31 MARCH 2017

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HILLINGDON WOMEN'S CENTRE

LEGAL AND ADMINISTRATIVE INFORMATION

FOR THE YEAR ENDED 31 MARCH 2017

Trustees

The trustees who served the charity during the period April 2016 to March 2017 were as follows:

Mrs. P T Scott - Chair
Ms S Robins – Treasurer (appointed Feb 2017)
Mrs A Waterford – Secretary (appointed Feb 2017)
Ms A Aggarwal
Ms S Musa
Ms S Naqvi
Ms. N Desor

Ms S Musa and Ms A Aggarwal retired as trustees in October 2016.

Registered charity name	Hillingdon Women's Centre
Charity registration number	801433
Company registration number	2009021
Registered office	333 Long Lane Hillingdon Middlesex UB10 9JU
Independent Examiner	Kashif Yasin (FCCA), Acctax Direct LLP Suite 4a, 2nd Floor, Alperton House, Bridgewater Road, Wembley, HA0 1EH
Bankers	Metro Bank Ltd 1 Southampton Row, London, WC1B 5HA CAF Bank Ltd 25 Kings Hill Avenue, West Malling, Kent, ME19 4JQ

HILLINGDON WOMEN'S CENTRE

TRUSTEES REPORT

FOR THE YEAR ENDED 31 MARCH 2017

The Trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the financial statements of Hillingdon Women's Centre (the company) for the year ended 31 March 2017.

Governing Document and Charitable Objects

Hillingdon Women's Centre is registered as a Charity with the Charity Commission under registration number 801433. It is constituted as a company limited by guarantee (registration number 2009021) and is therefore governed by its Memorandum and Articles of Association on 10 April 1986 as amended by special resolution on 15 April 2004, 16 May 2012, 21 November 2013 and December 2016.

Organisational Structure

The charity operates a 'drop in' service at 333 Long Lane and most of its activities take place there. Exceptions include partnership events, meetings, and networking with other organisations. 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 its executive manager, centre co-ordinator, placements and volunteers with strategic and policy direction, governance and line management responsibility where appropriate.

Recruitment and 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 maximized accountability to the whole membership of the Management Committee. However, due to the voluntary nature of the work, from time to time the co-option of new candidates may be appropriate in line with the needs of the Charity and there has been some turnover and new appointments. A minimum of two Director/Trustees can co-opt a Committee member for the remaining period until the next AGM.

Induction and Training of Trustees

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 has now been confirmed as mandatory.

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. The Centre Executive Chairs the Advocacy Sub-Group of the Domestic Violence Forum. 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. To this end new relationships were established during this period with Belina Consulting Group and Each Counselling Services.

HILLINGDON WOMEN'S CENTRE

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 MARCH 2017

Objectives

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. In the coming year, emphasis will be placed on consolidating and extending those services that we offer, including a diverse range of learning and development workshops and a major extension to our legal services arm.

Strategies for Achieving Objectives

The framework of our strategy continues around our core principles of Advice, Empowerment, Friendship and Opportunity. Whether we are progressing funding opportunities or seeking to provide new service offerings everything we have done and continue to do is validated against this strategy. This strategy is reviewed every six months by the trustees to ensure that it is still relevant and reflective of the aims of the charity.

Activities for Achieving Charitable Objectives

London Borough of Hillingdon fund the Centre Manager's salary and the core operational activities of the Centre which include the provision of guidance and advice to our service users as well as enabling us to offer a variety of workshops and events such as supporting the Women In the Community project.

Through our reporting requirements to the London Borough of Hillingdon we can demonstrate that use of the Centre remains strong within the community and the volume of first time service users and repeat visits continues to rise.

Hillingdon Community Trust also granted us funding for our Empower-You Workshops. These were specifically aimed at improving women's self esteem and self confidence through a series of sessions that has some practical information sharing along with some elements of drama and role playing. These were well received by all those attending with some excellent feedback on the quality of the workshop.

We continue to offer a range of workshops aimed at helping women improve their self confidence and employability. These cover areas such as CV writing, Interview Skills, IT Skills, and Communication Skills. In addition to this we provide opportunities for women to interact and socialise reducing their sense of isolation and providing a safe and supportive environment in which to share their experiences. One of the most successful areas here is our bridge club which has an ever increasing member list.

We have continued to expand on our opportunities through volunteer positions providing some women with much needed work experience before they venture into a full time job. We have a unique relationship with Brunel University and have successfully supported work placements from there.

Financial Review

The committee would report that the income of the charitable company in respect of unrestricted funds was £37,116 (2016 £31,433). The income in respect of restricted funds was £7,350 (2016 £37,075).

The statements of financial activities shows the total resources expended was £45,954 for unrestricted and £7,350 for restricted funds.

Unfortunately this means that the charity reported a loss for 2017 of -£8,838.

This was as a result of a number of potential bids not being progressed due to the turnaround of both staff and trustees. The trustees have reviewed the underlying causes of the loss and the impact and have implemented a plan to address this.

This plan is being actively progressed to ensure that additional funding is secured for the year April 2017 to March 2018 such that the shortfall in funds this year is fully covered and some additional cash in the Bank is carried forward into the following year to ensure the on-going operation of the Centre.

Reserves Policy

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. To this end a plan for streamlining costs and investigation cheaper utility providers has been instigated for the forthcoming year, this is in addition to a renewed focus on progressing grant funding for both specific project activity and core funding needs.

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.

Review of fundraising

Few bids were submitted during this year and those that were submitted were, unfortunately, unsuccessful. As a result of this we have reviewed our approach to funding and have set out a plan that is more robust and varied in its approach. Going forward we will investigate more options to secure core funding as well as progressing specific projects relating to the wellbeing of women in the community. We also have a schedule of other fundraising opportunities including our Pledge £100 plan.

Plans for the Future

Regular reviews and updates will continue to be held by the management committee of Director/Trustees to closely monitor progress on funding and financial expenditure to ensure that continuing operation of the Centre is maintained.

HILLINGDON WOMEN'S CENTRE

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31 March 2017

Trustees Responsibilities

The Trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

The Trustees (who are also directors of Hillingdon Women's Centre for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

HILLINGDON WOMEN'S CENTRE
TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 March 2017

In so far as we are aware:

- There is no relevant audit information of which the charitable company's auditor is unaware; and
- The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The report of the Trustees has been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

Audit Exemption

For the financial year in question the company was entitled to exemption under section 47 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approval

This report was approved by the Director/Trustees on 1st November 2017 and signed on its behalf, by:



Pat Scott, Chair

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

I report on the accounts of the company for the year ended 31 March 2017, which are set out on pages 9 to 16.

Respective responsibilities of the Trustees and Examiner

The trustees (who are also the directors of the company 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;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

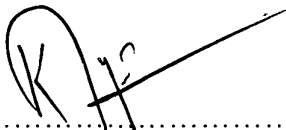
My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or 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 REPORT TO THE MEMBERS OF
HILLINGDON WOMEN'S CENTRE**

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 Charitieshave 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.



.....
Kashif Yasin, FCCA
c/o Acctax Direct LLP
Alperton House
Bridgewater Road
Wembley, Middlesex
HA0 1EH

Dated: 13th December 2017

HILLINGDON WOMEN'S CENTRE

STATEMENT OF FINANCIAL ACTIVITIES (Incorporating Income and Expenditure account)

FOR THE YEAR ENDED 31 MARCH 2017

	Notes	Unrestricted funds £	Restricted income funds £	Total funds £	Prior year funds £
Income and endowments from:					
Donations and legacies	2	36,766	7,350	44,116	67,026
Charitable activities	3	-	-	-	1,458
Investments	4	-	-	-	24
Other trading activities	5	350	-	350	-
Total		37,116	7,350	44,466	68,508
Expenditure on:					
Charitable activities	6	45,954	7,350	53,304	92,863
Total		45,954	7,350	53,304	92,863
Net income/(expenditure)	7	(8,838)	-	(8,838)	(24,355)
Transfers between funds		-	-	-	-
Other recognised gains/(losses):					
Gains and losses on revaluation of fixed assets for the charity's own use		-	-	-	-
Other gains/(losses)		-	-	-	-
Net movement in funds		(8,838)	-	(8,838)	(24,355)
Reconciliation of funds:					
Total funds brought forward		946	48,977	49,923	74,278
Total funds carried forward		(7,892)	48,977	41,085	49,923

The notes on pages 11 to 16 form part of these financial statements.

HILLINGDON WOMEN'S CENTRE

Company Number: 801433

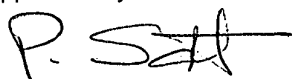
BALANCE SHEET

AS AT 31 MARCH 2017

	Notes	Unrestricted funds £	Restricted income funds £	Total this year £	Total last year £
Fixed assets					
Tangible assets	10		48,977	48,977	48,997
Total fixed assets		-	48,977	48,977	48,997
Current assets					
Cash at bank and in hand		3,702	-	3,702	7,103
Total current assets		3,702	-	3,702	7,103
Creditors: amounts falling due within one year	12	11,594	-	11,594	6,177
Net current assets/(liabilities)		(7,892)	-	(7,892)	926
Total assets less current liabilities		(7,892)	48,977	41,085	49,923
Total net assets or liabilities		(7,892)	48,977	41,085	49,923
Funds of the Charity					
Restricted income funds	13	-	48,977	48,977	48,977
Unrestricted funds		(7,892)	-	(7,892)	946
Total funds		(7,892)	48,977	41,085	49,923

The financial statements have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

Approved by the trustees on 1st November 2017 and signed on their behalf by:



Pat Scott
Chair

The notes on pages 11 to 16 form part of these financial statements.

HILLINGDON WOMEN'S CENTRE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2017

1. ACCOUNTING POLICIES

Basis of preparation and assessment of going concern

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The Charity constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was needed. No restatements were required.

Income recognition

Items of income are recognised in the financial statements when all of the following criteria are met:

- The charity has entitlement to the funds;
- any performance conditions have been met or are fully within the control of the charity;
- there is sufficient certainty that receipt of the income is considered probable; and
- the amount can be measured reliably.

Contract income is recognised as the charity earns the right to consideration through the performance of its services.

Expenditure recognition

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount can be measured reliably. Expenditure is classified under the following activity headings:

- Expenditure on charitable activities which comprises the costs of running the various activities and services for the charity's beneficiaries.

Expenditure includes those costs of a direct nature which can be allocated to a specific activity. It also includes indirect costs, including governance costs that do not relate to a specific activity but are necessary to support them. Support costs are apportioned to each activity on the basis of staff time.

HILLINGDON WOMEN'S CENTRE

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 MARCH 2017

1. ACCOUNTING POLICIES/contd...

Fund accounting

Unrestricted general funds are those funds which are freely available for use in furtherance of the objects of the charity and which have not been designated for specific purposes.

Restricted funds are funds which can only be used in accordance with specific restrictions imposed by the donor or which have been raised for a particular purpose.

2. DONATIONS

	Unrestricted funds	Restricted income funds	Total funds £	Prior year £
Donations and gifts	11,766	-	11,766	4,951
General grants provided by government/other charities	25,000	7,350	32,350	62,075
Total	36,766	7,350	44,116	67,026

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds	Restricted income funds	Total funds £	Prior year £
Sponsorship	-	-	-	1,458
Total	-	-	-	1,458

HILLINGDON WOMEN'S CENTRE

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 MARCH 2017

4. INVESTMENT INCOME

	Unrestricted funds	Restricted income funds	Total funds £	Prior year £
Bank Interest	-	-	-	24
Total	-	-	-	24

5. OTHER TRADING ACTIVITIES

	Unrestricted funds	Restricted income funds	Total funds £	Prior year £
Ground Rent	350	-	350	-
Total	350	-	350	-

6. EXPENDITURE ON CHARITABLE ACTIVITIES

	Unrestricted funds	Restricted income funds	Total funds £	Prior year £
Wages & Salaries	33,460	5,000	38,460	74,224
Pensions	486	-	486	-
Rates & Water	959		959	832
Light & Heat	686	200	886	575
Repairs & Maintenance	767		767	920
Insurance	1,344		1,344	971
Other expenses			-	787
Accountancy Fees	1,620		1,620	1,990
Legal Fees			-	338
Other professional fees	480		480	2,637
Telephone & Internet	1,538	500	2,038	2,219
Travel Costs	332	-	332	3,619
Printing and stationery	3,692	1,150	4,842	
Other office expenses	591	500	1,091	3,751
Total expenditure on charitable activities	45,954	7,350	53,304	92,863

HILLINGDON WOMEN'S CENTRE

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 MARCH 2017

7. NET INCOME/(EXPENDITURE)

	2017	2016
Net income/(expenditure) for the year	(8,838)	(24,355)

The overall net loss in 2017 was a result of funding options not being progressed due to personnel changes, however some improvement was seen over the net loss from 2016 and continues to show an improving position.

8. TRUSTEES REMUNERATION AND EXPENSES

The personnel changes resulted in a new resolution to our articles of governance to enable one of the trustees to step forward and take on the role of Centre Manager on a temporary basis until such time as the funding position had been resolved. As such one trustee became a salaried member of staff from December 2016 and agreed to undertake the role on NLW. No other trustees received nor waived any emoluments during the year.

9. STAFF COSTS

	2017	2016
	£	£
Salaries and wages	38,460	74,224
Pension costs	486	-
	£38,946	£74,224

There was no employee whose emoluments as defined for taxation purposes amounted to over £60,000 in either year.

The average number of employees, calculated on a full-time equivalent basis, was 2 (2016 – 2)

HILLINGDON WOMEN'S CENTRE

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 MARCH 2017

10. TANGIBLE FIXED ASSETS

	Freehold land & buildings	Fixtures, fittings and equipment	Total
	£	£	£
Cost at 1 April 2016 and 31 March 2017	<u>90,717</u>	<u>7,904</u>	<u>98,621</u>
Depreciation at 1 April 2016 and 31 March 2017	<u>41,743</u>	<u>7,901</u>	<u>49,644</u>
Net book value at 31 March 17 and 31 March 2016	<u>48,974</u>	<u>3</u>	<u>48,977</u>

11. TAXATION

The charitable company is exempt from corporation tax on its charitable activities carried out during the year.

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017 £	2016 £
Accruals and deferred income	11,594	1,500
Taxation and social security	-	4,677
	<u>11,594</u>	<u>6,177</u>

HILLINGDON WOMEN'S CENTRE

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 MARCH 2017

13. STATEMENT OF FUNDS

	Fund balances b/forward £	Income £	Expenditure £	Fund balances c/forward £
Restricted Funds	48,977	7,350	(7,350)	48,977
Unrestricted funds	946	37,116	(45,954)	(7,892)
Total Funds	49,923	44,466	(53,304)	41,085

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted £	Restricted £	Total Funds £
Tangible Fixed Assets	-	48,977	48,977
Current Assets	3,702	-	3,702
Current Liabilities	(11,594)	-	(11,594)
	(£7,892)	£48,977	£41,085