

Ref: REM 2A/02543708

THE WATERSIDE CENTRE
(A Company Limited by Guarantee)

ANNUAL REPORT AND ACCOUNTS

31ST MARCH 2000



REPORT OF THE MANAGEMENT COMMITTEE

The Management Committee present their annual report and accounts for the year ended 31st March 2000.

Principal Activity

The company is registered in England and Wales under number 2543708 and is registered as a charity in England and Wales under number 1001330. Its principal activity is to provide Educational Training and Leisure Activities for Adults with learning difficulties.

Committee of Management

There is no maximum number of Directors/Trustees appointed but the minimum number is six. The Trustees meet a minimum of six times per annum to oversee the running of the organisation. Their responsibilities are defined in the Articles of Association. No remuneration is payable to the members of the Management Committee.

Manager

The Manager is appointed by the Committee of Management and is responsible for the day to day management of the Centre and is remunerated at such terms as agreed by the Committee.

Aims and Objectives

To meet the Aims and Objectives of providing Educational and Training opportunities people with learning difficulties are sponsored by Statutory Services, Charities and other organisations to attend the Centre on specified days each week. They participate in various activities to meet their individual needs covering subjects from Dressmaking/Needlework, Cookery, Arts and Crafts, Woodwork, Remedial Reading, Literacy and Numeracy and Basic Computer Skills.

Meeting the Objectives

With professionally qualified Tutors in their own subjects, supported by Volunteers, participants have a variety of learning programmes, some in small groups with specialist Tutors and, where appropriate, one to one tuition is given.

Review of Activities

During the past year there has been a steady increase in participant numbers from 44 in April 1999 to 52 in March 2000. This increased the usage days per month from 448 to 502. Many of the newer participants had previously been long term in-patients of hospitals and now live in group homes designed for people with learning disabilities. A need was identified to develop cookery, personal hygiene, life and social skills and a wider application of literacy and numeracy. In house training of staff and restructuring of tutorial sessions is meeting these needs.

Review of the Charity's Financial Affairs

During the year under review we incurred a loss on our normal operating account of £6,249. However as a result of the continuing generosity of several benefactors together with the unstinting efforts of our Fund Raising Committee a further £12,627 was contributed. There was capital expenditure of £1,337 on equipment leaving a surplus of £5,041 for the year.

Reserves Policy

The Directors/Trustees policy is to retain sufficient reserves to protect the Centre against the erosion or loss of non-operating income over the next five years. The reserves policy is reviewed on an annual basis.

REPORT OF THE MANAGEMENT COMMITTEE
(continued)

Committee Members and Their Interests

The company having no share capital, the question of shares held by the members of the Management Committee does not apply.

Directors/Trustees

The following served as members of the Management Committee and were also directors for Companies Act purposes:

P. J. Spriggs	- Chairman
Mrs. P. M. L. Jennings	
R. J. P. Miers	
Mrs. C. Delph	
P. G. Coughtrey	(resigned 2nd February 2000)
K. J. Coleman	
K. Gower	
Mrs. C. Appleby	
Mrs. C. Swann	(resigned 31st December 1999)
Mrs. A. Burgar	(appointed 1st June 1999)

Statement of Management Committee Financial Responsibilities

Company law requires the Committee Members to prepare accounts for each financial year which give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period.

In preparing those accounts the Committee Members are required to select suitable accounting policies and then apply them consistently, make judgements and estimates that are reasonable and prudent and prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

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

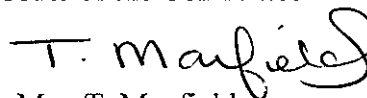
Bankers

The company's bankers are Lloyds TSB Plc of 198/200 Marlowes, Hemel Hempstead, Herts. HP1 1BH.

Reporting Accountant

The company's reporting accountant is Gary Howard FCA, 36 Crown Rise, Watford, Hertfordshire WD25 0NE.

By Order of the Committee


Mrs. T. Manfield
Secretary

63 The Waterside,
Kings Langley,
Herts. WD4 8HE

Date: 18th September 2000

ACCOUNTANTS REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF THE WATERSIDE CENTRE

I report on the accounts for the year ended 31 March 2000, as set out on pages 4 to 7.

Respective responsibilities of Directors and Reporting Accountant

As described on page 2 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 my responsibility to carry out procedures designed to enable me to report my opinion.

Basis of Opinion

My work was conducted in accordance with the Statement of Standards for Reporting Accountants and so my 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 I considered necessary for the purposes of this report.

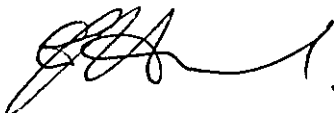
These procedures provide only the assurance expressed in my opinion. These procedures do not constitute an audit. Accordingly I do not express an audit opinion on the Accounts. Therefore my report does not provide any assurance that the accounting records and the accounts are free from material mis-statement.

Opinion

In my opinion

- a) the Accounts are in agreement with those accounting records kept by the company under Section 221 of the Companies Act 1985.
- b) having regard only to, and on the basis of, the information contained in those accounting records,
 - (i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in Section 249C(6) of the Act; and
 - (ii) the company satisfied the conditions for exemption from an audit of the accounts for the year specified in Section 249A(4) of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in Section 249B(1)

36 Crown Rise
Watford,
Herts, WD25 0NE


GARY HOWARD FCA
CHARTERED ACCOUNTANT AND
REPORTING ACCOUNTANT

Date: 18th September 2000

THE WATERSIDE CENTRE
(A Company Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2000

	Notes	2000 £	1999 £
INCOME AND EXPENDITURE			
Incoming Resources			
Donations and gifts		8,296	8,438
Legacies		-	-
Local authority contracts		113,607	110,296
Investment income		570	1,193
Other income		16,762	16,021
Total Incoming Resources		139,235	135,948
Resources Expended			
Direct charitable expenditure	2	126,602	125,992
Fundraising and publicity	3	841	612
Management and administration of the charity	4	6,751	7,021
Total Resources Expended	5	134,194	133,625
Net Incoming Resources for the Year		5,041	2,323
Balance brought forward at 1st April 1999		43,298	40,975
Balance carried forward at 31st March 2000		£ 48,339	£ 43,298

Note

All the Company's operations are classed as continuing.
There are no gains or losses other than the surplus for the year.

The notes on pages 6 and 7 form part of these accounts

7. **THE WATERSIDE CENTRE**
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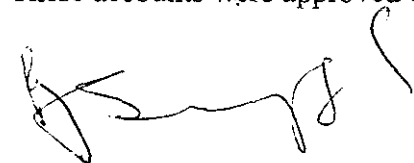
BALANCE SHEET AT 31ST MARCH 2000

	Notes	2000 £	1999 £
CURRENT ASSETS			
Debtors	6	12,762	9,097
Short term deposits		33,461	32,942
Cash at bank and in hand		3,410	1,933
		49,633	43,972
CREDITORS: amounts falling due within one year	7	1,294	674
		£ 48,339	£ 43,298
NET ASSETS			
		£ 48,339	£ 43,298
FUNDS			
Unrestricted		£ 48,339	£ 43,298

These annual accounts have not been audited because the company is entitled to the exemption provided by Section 249A(2) of the Companies Act 1985 and no notice under s249B(2) has been deposited at the company's registered office requiring the company to obtain an audit of the accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records that comply with s221 Companies Act 1985. The directors also acknowledge their responsibilities for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its surplus or deficit for the financial year in accordance with s226 Companies Act 1985, and which otherwise comply with the requirements of that Act relating to the accounts, so far as applicable to the company.

These accounts were approved by the board on 18th September 2000 and signed on its behalf.



P. J. Spriggs ACMA
Director

The notes on pages 6 and 7 form part of these accounts

NOTES TO THE ACCOUNTS
AT 31ST MARCH 2000

1. ACCOUNTING POLICIES

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the company's accounts.

Basis of Accounting

The accounts are prepared under the historical cost convention. The company has followed the recommendations of the Statement of Recommended Practice: Accounting by Charities.

Unrestricted Funds

Unrestricted funds are donations and other incoming resources received or generated for charitable purposes.

Donations

The company's policy is to recognise donations on a receivable basis.

Fixed Assets

Where capital items are acquired through donations received, those assets are written off in the year of purchase. In the year ended 31st March 2000 there were capital purchases of £1,337 (1999 : £-) written off.

Material Stocks

The value of stock in hand at the accounting date approximated to £300, including materials which had been donated. They have therefore been excluded from the balance sheet.

2. DIRECT CHARITABLE EXPENDITURE

	2000	1999
Staff costs	105,782	103,568
Materials	5,112	6,300
Canteen	5,034	5,757
Activities and outings	1,291	1,319
Services (Heat, light, insurance, telephone, repairs and maintenance)	8,046	9,048
Capital purchases	1,337	-
	£126,602	£ 125,992

3. FUNDRAISING AND PUBLICITY

	2000	1999
Advertising	£ 841	£ 612

NOTES TO THE ACCOUNTS
AT 31ST MARCH 2000 (continued)

4. MANAGEMENT AND ADMINISTRATION OF THE CHARITY

	2000	1999
Staff costs	5,000	4,700
Staff training	1,014	1,299
Equipment hire	370	408
Accountancy	352	614
Legal and professional	15	-
	£ 6,751	£ 7,021

5. TOTAL RESOURCES EXPENDED

	2000	1999
Staff Costs:		
Wages and salaries	104,752	102,101
Social security costs	6,030	6,167
	£110,782	£ 108,268

No employee earned more than £40,000 p.a.

The average number of employees analysed by function, was:

	1999/00		1998/99	
	Full time	Part time	Full time	Part time
Management	1	-	1	-
Administration	1	-	1	-
Tutors	-	5	-	5
Unit Assistants	-	5	-	5

6. DEBTORS

	2000	1999
Local authority sponsorship	11,948	9,097
Other debtors	814	-
	£ 12,762	£ 9,097

7. CREDITORS

	2000	1999
Amounts falling due within one year		
Accruals	£ 1,294	£ 674

8. TITLE

The Centre has exemption under section 30(5) of the Companies Act 1985 from using "Limited" in the title.