

THE WATERSIDE CENTRE, KINGS LANGLEY

(A Company Limited by Guarantee)

Report and Financial Statements

Year ended 31 March 2002

Charity no: 1001330

Company no: 2543708



HOWARD WILSON

Chartered Accountants and Reporting Accountants

Legal and administrative information

Trustees / Directors

Mr. P. J. Spriggs (Chairman)
Mrs. P. M. L. Jennings
Mr. R. J. P. Miers
Mrs. C. Delph
Mr. K. J. Coleman
Mrs. C. Appleby
Mrs. A. Bugar
Mrs. D. Castro (appointed 16 July 2001)

Company Secretary

Mrs. T. Manfield

Registered Office

63 The Waterside, Kings Langley, Hertfordshire WD4 8 HE

Bankers

Lloyds TSB Bank plc, 198/200 Marlowes, Hemel Hempstead, Hertfordshire HP1 1BH

Reporting Accountants

Howard Wilson, 36 Crown Rise, Watford, Herts. WD25 0NE

REPORT OF THE MANAGEMENT COMMITTEE

The Management Committee present their annual report and accounts for the year ended 31 March 2002.

Principal Activity

The principal activity of the company is to provide Educational Training and Leisure Activities for Adults with learning difficulties.

Committee of Management

The Management Committee are Directors for Companies Act purposes and Trustees for Charity Law purposes. 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 the participant numbers have risen from 52 in April 2001 to 57 in April 2002 and the weekly number of places was 127.5.

Through the activities offered staff provide a stimulating and relaxed environment where individuals can socialize, learn new and maintain existing skills and most importantly enjoy a good quality of life that promotes respect, dignity and choice.

We have continued to offer a varied programme of craft, needlework, cookery, numeracy and literacy. The introduction of news and views and regular discussion groups have given participants the opportunity to develop communication skills to use in the wider world.

Review of the Charity's Financial Affairs

The year to 31 March 2002 yielded an operating surplus of £17,412 (2001 - £7,738) which was further enhanced through fundraising and donations of £14,632 (2001 - £14,718). This fundraising helped finance capital purchases of £5,885 (2001 - £404) and enabled the creation of the building maintenance fund of £9,000.

REPORT OF THE MANAGEMENT COMMITTEE (continued)

Review of the Charity's Financial Affairs (continued)

The excellent outcome for the year was achieved whilst maintaining, if not improving, our service level to our clients. This was backed up by the enthusiastic effort and commitment of our fundraising team which, over the years, has contributed significantly to the solid financial position that we find ourselves in at the end of this 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.

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.

Risk Management Policy

The trustees have reviewed the risks associated with the business and there are two principal areas as follows:

- (a) the building lease comes up for renewal in December 2005. Our insurers have provided advice on certain aspects of the building fabric and we have introduced a specific maintenance provision in these accounts which will ensure that the appropriate costs are covered. Our lease renewal depends upon the building continuing to be fit for purpose for the renewal period.
- (b) in addition to the building we depend upon maintaining a good quality of staff to deal with the varying needs of our clients. We are investing time in training and also ensuring that the staff/client ratios remain favourable. Thus we have procedures in place to monitor remuneration and training levels.

Statement of Management Committee 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.

63 The Waterside
Kings Langley
Hertfordshire
WD4 8HE

16 September 2002

By Order of the Committee



Mrs. T. Manfield
Secretary

ACCOUNTANTS REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS
OF THE WATERSIDE CENTRE, KINGS LANGLEY

We report on the accounts for the year ended 31 March 2002 set out on pages 5 to 9.

Respective responsibilities of directors and reporting accountant

As described on page 3 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 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).



Howard Wilson

Chartered Accountants and Reporting Accountants
36 Crown Rise
Watford
WD25 0NE

16 September 2002

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2002

	Notes	2002 £	2001 £
INCOME AND EXPENDITURE			
Incoming resources			
Donations and gifts		9,025	10,755
Local authority contracts		139,757	128,371
Investment income		1,049	684
Other income		18,717	14,972
Total incoming resources		<u>168,548</u>	<u>154,782</u>
Resources expended			
Cost of generating funds			
Fundraising and publicity	4	<u>742</u>	<u>663</u>
Charitable expenditure			
Costs in furtherance of the charity's objects	5	<u>132,894</u>	<u>125,156</u>
Management and administration	6	<u>8,753</u>	<u>6,911</u>
		<u>141,647</u>	<u>132,067</u>
Total resources expended	7	<u>142,389</u>	<u>132,730</u>
Net incoming resources before transfers		<u>26,159</u>	<u>22,052</u>
Transfers between funds	10	<u>9,000</u>	<u>-</u>
Net incoming resources after transfers (Net income for the year)		<u>17,159</u>	<u>22,052</u>
Fund balances brought forward at 1 April 2001		<u>70,391</u>	<u>48,339</u>
Fund balances carried forward at 31 March 2002		<u>£ 87,550</u>	<u>£ 70,391</u>

Note

All the Company's operations are classed as continuing.

There are no gains or losses other than the surplus for the year.

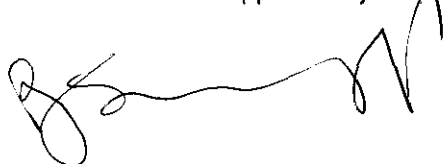
BALANCE SHEET AT 31ST MARCH 2002

	Notes	2002 £	2001 £
CURRENT ASSETS			
Debtors	8	18,275	12,673
Short term deposits		35,195	34,146
Cash at bank and in hand		44,420	24,211
		<u>97,890</u>	<u>71,030</u>
CREDITORS: amounts falling due within one year	9	1,340	639
		<u>£ 96,550</u>	<u>£ 70,391</u>
NET ASSETS			
FUNDS			
Unrestricted		87,550	70,391
Designated	10	9,000	-
		<u>£ 96,550</u>	<u>£ 70,391</u>

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 16 September 2002 and signed on its behalf.



P. J. Spriggs ACMA
Director

NOTES TO THE ACCOUNTS
AT 31 MARCH 2002

1 COMPANY STATUS AND MEMBERS LIABILITY

The Company is a private company limited by guarantee and not having a share capital.

The extent of the liability of the members of the Company on a winding up is limited to a maximum of one pound each. The company is also a registered charity and accordingly no liability to corporation tax arises on the accounts.

2 TITLE

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

3 ACCOUNTING POLICIES

The accounts have been prepared under the historical cost convention. The accounts have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in October 2000 and applicable accounting standards.

Incoming Resources

The charity's policy is to recognise all incoming resources on a receivable basis.

Expenditure

All expenditure is accounted for gross, and when incurred.

Direct charitable expenditure includes the direct costs relating to the activities. Where such costs relate to more than one category, they have been apportioned on a percentage basis.

Unrestricted Funds

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

Designated Funds

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Fixed Assets

Where capital items are acquired through donations received, those assets are written off in the year of purchase. In the year ended 31 March 2002 there were capital purchases of £5,885 (2001: £404) 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.

NOTES TO THE ACCOUNTS
AT 31 MARCH 2002 (continued)

4 FUNDRAISING AND PUBLICITY	2002	2001
Advertising	£ 742	£ 663
5 COSTS IN FURTHERANCE OF THE CHARITY'S OBJECTS	2002	2001
Staff costs	107,844	104,965
Materials	4,878	6,071
Canteen	5,765	5,250
Activities and outings	1,071	137
Services (Heat, light, insurance, telephone, repairs and maintenance)	7,451	8,329
Capital purchases (including software)	5,885	404
	<u>£ 132,894</u>	<u>£ 125,156</u>
6 MANAGEMENT AND ADMINISTRATION OF THE CHARITY	2002	2001
Staff costs	5,500	5,000
Equipment hire	1,217	1,015
Accountancy	940	550
Staff training	505	115
Legal and professional	591	231
	<u>£ 8,753</u>	<u>£ 6,911</u>
7 TOTAL RESOURCES EXPENDED	2002	2001
Total resources expended are stated after charging the following:		
Staff Costs:		
Wages and salaries	107,046	103,718
Social security costs	6,298	6,247
	<u>£ 113,344</u>	<u>£ 109,965</u>

No employee earned more than £50,000 p.a.

The average number of employees analysed by function, was:

	2001/02		2000/01	
	Full time	Part time	Full time	Part time
Management	1	-	1	-
Administration	1	-	1	-
Tutors	-	5	-	5
Unit Assistants	-	4	-	4

NOTES TO THE ACCOUNTS
AT 31 MARCH 2002 (continued)

8 DEBTORS	2002	2001
Local authority sponsorship	17,505	11,903
Other debtors	770	770
	<u>£ 18,275</u>	<u>£ 12,673</u>
9 CREDITORS	2002	2001
Amounts falling due within one year		
Other creditors	£ 1,340	£ 639
	<u>£ 1,340</u>	<u>£ 639</u>
10 DESIGNATED FUNDS	2002	2001
Building maintenance fund		
Transfer from unrestricted funds	£ 9,000	£ -
	<u>£ 9,000</u>	<u>£ -</u>

The building maintenance fund has been established to provide for the cost of maintenance that is required to the fabric of the charity's building. The provision is introduced this year in order to recognise that the building must be maintained to a "fit for purpose" level for the lease renewal date in late 2005. A provision of £3,000 per annum will also be made in future years to bring the fund up to the required level.

11 OPERATING LEASE COMMITMENTS

At 31 March 2002 the company had annual commitments under non-cancellable operating leases as set out below:

	Land and buildings	
	2002	2001
Operating leases which expire :		
Between two and five years	<u>£ 2,750</u>	<u>£ 2,520</u>