

Charity Registration No. 1001330

Company Registration No. 2543708 (England and Wales)

THE WATERSIDE CENTRE, KINGS LANGLEY
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2010

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**THE WATERSIDE CENTRE, KINGS LANGLEY
(A COMPANY LIMITED BY GUARANTEE)
LEGAL AND ADMINISTRATIVE INFORMATION**

Trustees

Mrs P M L Jennings
Mrs C Appleby
Mrs A Burgar
Mrs D Castro
Mr A Donovan
Mrs V Phillips
Mrs P Waters

Chair

Mrs P M L Jennings

Centre Manager

Mrs T Manfield

Secretary

Mrs T Manfield

Charity number

1001330

Company number

2543708

Principal address

63 The Waterside,
Kings Langley
Herts
D4 8HE

Accountants

Campbell Wilson ACA ATII
Howard Wilson Chartered Accountants
36 Crown Rise
Watford
Herts
WD25 0NE

**THE WATERSIDE CENTRE, KINGS LANGLEY
(A COMPANY LIMITED BY GUARANTEE)
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THE WATERSIDE CENTRE, KINGS LANGLEY

(A COMPANY LIMITED BY GUARANTEE)

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2010

The trustees present their report and accounts for the year ended 31 March 2010

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005

Structure, governance and management

The charitable company is governed by a Memorandum and Articles of Association and was incorporated on 27 September 1990. The Memorandum and Articles of Association was amended by a resolution dated 22 November 1990. The charitable company ("the charity") was registered as a charity by the Charity Commission on 18 December 1990.

The charity is constituted as a company limited by guarantee with a board of Trustees, who are also Directors of the charity for Companies Act purposes. There is no maximum number of Trustees that can be 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. Suitable candidates are identified and invited to join the Trustee body. Prospective Trustees are invited to attend the Centre and Trustees meetings to acquaint themselves with all aspects of the charity before they are formally invited to become Trustees.

Day to day activities are delegated to the manager and staff team. The Trustees regularly attend the centre and monitor activities.

The trustees, who are also the directors for the purpose of company law, and who served during the year were

Mrs P M L Jennings

Mrs C Appleby

Mrs A Burgar

Mrs D Castro

Mr A Donovan

Mrs V Phillips

Mrs P Waters

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The directors of the charitable company ('the charity') are its Trustees for the purpose of charity law and throughout this report are referred to as the Trustees. A list of the Trustees are given on the Legal and Administration page to the financial statements. All of the Trustees named on that page served during the year. The board of Trustees has the power to appoint additional Trustees as it sees fit. Those Trustees appointed during the period plus one third of the existing Trustees must retire by rotation at the next Annual General Meeting. All retiring Trustees are eligible for re-election.

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

- the building lease was renewed for a period of 15 years 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 financial statements which will ensure that the appropriate costs of occupying the building are covered.
- 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.

**THE WATERSIDE CENTRE, KINGS LANGLEY
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT (CONTINUED)**

FOR THE YEAR ENDED 31 MARCH 2010

Objectives and activities

The principal objects of the charity are to advance the education of persons with learning difficulties and to offer opportunities to develop the intellectual capacity and abilities of such persons that they may achieve their full potential both as individuals and members of society

To meet the aims and objectives of providing Educational and Training opportunities, people with learning disabilities are sponsored by Statutory Services, Charities and other organisations to attend the Centre on specified days each week. The variety of activities offered include needlework, cookery, arts and crafts, woodwork, gardening, singing, basic numeracy, literacy and computer skills, discussion and group work. We also provide a nail and hair care service.

The Trustees also wish to record their heartfelt thanks to the many volunteers without whom the charity would be unable to maintain the quality of service at the level of expenditure that is currently enjoyed.

Achievements and performance

We aim to provide a safe, relaxed and stimulating environment where individuals can socialise, learn new skills and maintain existing skills. Most important of all is for our clients to enjoy a good quality of life that commands respect, dignity and choice.

Although the programme of activities we offer remains very similar, we continue to offer clients the opportunity to change their own programme every four months, in July, November and March. This gives clients the choice to remain the same or do different things.

The contract with Kent Brushes has also continued to prove very successful with a number of clients. The contract involves labelling, sorting and packing of a variety of brushes that they manufacture. As with all our activities the philosophy of the Centre is based on the individual choice and this is always respected.

In addition to the activities offered within the Centre small groups access the community by using local shops, cafes and restaurants. Twice a week clients can go to a local sports centre to play badminton or use the gym.

We now have 58 clients on our register. To assist in meeting individual needs, daily attendance is varied. Minimum attendance is on a Friday when we have 20 clients and maximum attendance is on Thursdays when we have 28 clients.

Although we have had no staff changes in the last year and almost all staff are part-time, it is most helpful that the part-time staff are prepared to cover when the need arises due to staff sickness and annual leave. This continues to provide a consistent service to our clients.

Staff training in the last year has included First Aid in the Work Place and Moving and Handling in accordance with Health and Safety Regulations. Other training has included a seminar on employment law and National Vocational Qualifications (NVQs) in Team Leading and Food Processing and Cooking.

Through Hertfordshire Careers Services we have offered work experience to pupils from local schools. We continue to provide placements to students who are undertaking Nursing or Social Work training and have a member of staff who is an approved Mentor.

Financial review

With the financial statements showing a virtual breakeven position, the Trustees have not designated additional funds to the contingency fund this year.

**THE WATERSIDE CENTRE, KINGS LANGLEY
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT (CONTINUED)**

FOR THE YEAR ENDED 31 MARCH 2010

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The 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.

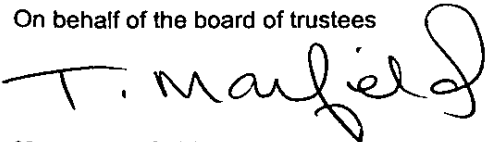
The Trustees have designated funds to provide for the cost of maintenance that is required to the fabric of the charity's building. The provision exists in order to recognise that the building must be maintained to a "fit for purpose". Provisions will be made to the Fund in future to ensure that the level of the Fund meets the Centre's needs.

Under the Memorandum and Articles of Association, the charity has the power to make any investment that the Trustees see fit.

Plans for the future

The charity aims to maintain staffing ratios and skills at the existing level to ensure that a positive and enhancing service is provided to all clients who attend the centre.

On behalf of the board of trustees



Mrs. T. Manfield

Centre Manager/ Company Secretary

Dated 6 September 2010

**THE WATERSIDE CENTRE, KINGS LANGLEY
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The trustees, who are also the directors of The Waterside Centre, Kings Langley for the purpose of company law, are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year

In preparing these accounts, 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, and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 2006. 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

**THE WATERSIDE CENTRE, KINGS LANGLEY
(A COMPANY LIMITED BY GUARANTEE)
INDEPENDENT EXAMINER'S REPORT**

TO THE TRUSTEES OF THE WATERSIDE CENTRE, KINGS LANGLEY

I report on the accounts of the charity for the year ended 31 March 2010, which are set out on pages 6 to 13

Respective responsibilities of 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 43 (2) of the Charities Act 1993, the 1993 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

- (i) examine the accounts under section 43 of the 1993 Act,
- (ii) to follow the procedures laid down in the general Directions given by the Chanty Commission under section 43(7)(b) of the 1993 Act, and
- (iii) to state whether particular matters have come to my attention

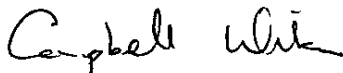
Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Chanty 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

- (a) which gives me reasonable cause to believe that in any material respect the requirements
 - (i) to keep accounting records in accordance with section 221 of the Companies Act 1985, and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 226A of the Companies Act 1985 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities,have not been met, or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached



Campbell Wilson ACA ATII

Chartered Accountant
Howard Wilson Chartered Accountants
36 Crown Rise
Watford
Herts
WD25 0NE

Dated 6 September 2010

**THE WATERSIDE CENTRE, KINGS LANGLEY
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2010**

	Notes	Unrestricted funds £	Designated funds £	Total 2010 £	Total 2009 £
Incoming resources from generated funds					
Voluntary income	2	223,118	-	223,118	198,866
Activities for generating funds		3,673	-	3,673	5,188
Investment income	3	24	-	24	826
		226,815	-	226,815	204,880
Incoming resources from charitable activities	4	21,492	-	21,492	18,989
Other incoming resources	5	100	-	100	1,815
Total incoming resources		248,407	-	248,407	225,684
Resources expended					
Costs of generating funds					
Fundraising costs	6	35	-	35	352
Net incoming resources available		248,372	-	248,372	225,332
Charitable activities					
Charitable activities		241,404	-	241,404	231,707
Governance costs		1,175	-	1,175	1,268
Total resources expended		242,614	-	242,614	233,327
Net income/(expenditure) for the year/ Net movement in funds		5,793	-	5,793	(7,643)
Fund balances at 1 April 2009		75,015	26,549	101,564	109,207
Fund balances at 31 March 2010		80,808	26,549	107,357	101,564

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006

**THE WATERSIDE CENTRE, KINGS LANGLEY
(A COMPANY LIMITED BY GUARANTEE)
BALANCE SHEET**

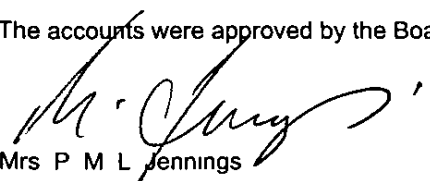
AS AT 31 MARCH 2010

	Notes	2010 £	£	2009 £	£
Current assets					
Debtors	12	5,961		9,671	
Cash at bank and in hand		103,644		95,125	
		<u>109,605</u>		<u>104,796</u>	
Creditors, amounts falling due within one year	13	<u>(2,248)</u>		<u>(3,232)</u>	
Total assets less current liabilities			<u>107,357</u>		<u>101,564</u>
Income funds					
Unrestricted funds					
Designated funds	14		26,549		26,549
Other charitable funds			80,808		75,015
			<u>107,357</u>		<u>101,564</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2010. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and 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 incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

The accounts were approved by the Board on 6 September 2010.


Mrs P M L Jennings
Trustee

**THE WATERSIDE CENTRE, KINGS LANGLEY
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS**

FOR THE YEAR ENDED 31 MARCH 2010

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention

The charitable company has followed the Financial Reporting Standard for Smaller Entities (effective April 2008)

The charity has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement on the grounds that it is a small charity

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006

The Charitable Company has followed the Financial Reporting Standard for Smaller Entities (effective April 2008)

1.2 Incoming resources

The charitable company's policy is to recognise all incoming resources on a receivable basis

1.3 Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis inclusive of VAT

1.4 Leasing and hire purchase commitments

Rentals payable under operating leases are charged against income on a straight line basis over the period of the lease

1.5 Accumulated funds

Unrestricted Funds are donations and other incoming resources received or generated for the charitable purposes

Designated funds are unrestricted funds earmarked by the trustees for particular purposes. The aim and use of each designated fund is set out in the note to the financial statements

1.6 Company status and members liability

The company is a private company limited by guarantee and not having any 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 financial statements

The charitable company has an exemption under section 30(5) of the Companies Act 1985 from using 'Limited' in the title

1.7 Taxation

The activities of the charity are exempt from Corporation Tax under Section 505 of the Income and Corporation Taxes Act 1988 to the extent that they are applied to the organisation's charitable objects

THE WATERSIDE CENTRE, KINGS LANGLEY
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2010

1 Accounting Policies **(continued)**

1.8 Fixed Assets

Where capital items are acquired through donations received, those assets are written off in the year of purchase

2 Voluntary income

	2010 £	2009 £
Donations and gifts	<u>223,118</u>	<u>198,866</u>
Donations and gifts		
Unrestricted funds		
Sponsorship income	213,797	191,117
Donations	9,321	7,749
	<u>223,118</u>	<u>198,866</u>

3 Investment income

	2010 £	2009 £
Interest receivable	<u>24</u>	<u>826</u>

4 Incoming resources from charitable activities

	2010 £	2009 £
Activities and outings	2,293	2,864
Lunch receipts	19,199	16,125
	<u>21,492</u>	<u>18,989</u>

THE WATERSIDE CENTRE, KINGS LANGLEY
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2010

5 Other incoming resources

	2010 £	2009 £
Other income	100	1,815

6 Total resources expended

	Staff costs £	Other costs £	Total 2010 £	Total 2009 £
Costs of generating funds				
Fundraising costs	-	35	35	352
Charitable activities				
<u>Charitable activities</u>				
Activities undertaken directly	197,570	43,834	241,404	231,707
Governance costs	-	1,175	1,175	1,268
	197,570	45,044	242,614	233,327

7 Fundraising costs

	2010 £	2009 £
Other costs comprise		
Fundraising costs	35	352
	35	352

THE WATERSIDE CENTRE, KINGS LANGLEY
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2010

8 Activities undertaken directly

	2010	2009
	£	£
Other costs relating to charitable activities comprise		
Unrestricted funds:		
Maternal costs	6,436	4,794
Lunches	9,993	9,490
Rent	3,500	3,500
Light, heat and water	4,624	5,281
Repairs and renewals	5,409	2,464
Printing, postage and stationery	204	273
Telephone	464	420
Insurance	3,227	3,178
Equipment hire	1,822	1,649
Legal and professional	1,705	834
Staff training	207	414
Activities and outings	1,959	1,197
Sundry expenses	991	1,237
Equipment purchases	2,453	-
Bad debts	840	-
Designated funds		
Repairs and renewals	-	2,599
	<u>43,834</u>	<u>37,330</u>

9 Governance costs

	2010	2009
	£	£
Other governance costs comprise		
Accountancy	1,175	1,268
	<u>1,175</u>	<u>1,268</u>

10 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year

THE WATERSIDE CENTRE, KINGS LANGLEY
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2010

11 Employees

Number of employees

The average monthly number of employees during the year was

	2010 Number	2009 Number
Direct charitable work	13	12
Management	2	2
Administrative	1	1
	<u>16</u>	<u>15</u>

Employment costs

	2010 £	2009 £
Wages and salaries	184,820	181,322
Social security costs	12,750	13,055
	<u>197,570</u>	<u>194,377</u>

13 members of staff were part time (2009 13)

There were no employees whose annual emoluments were £60,000 or more

12 Debtors

	2010 £	2009 £
Trade debtors	4,797	8,517
Prepayments and accrued income	1,164	1,154
	<u>5,961</u>	<u>9,671</u>

13 Creditors: amounts falling due within one year

	2010 £	2009 £
Accruals	<u>2,248</u>	<u>3,232</u>

THE WATERSIDE CENTRE, KINGS LANGLEY
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2010

14 Designated funds

	Balance at 1 April 2009	Movement in funds		Balance at 31 March 2010
		Incoming resources	Resources expended	
	£	£	£	£
Contingency Fund	26,549	-	-	26,549
	26,549	-	-	26,549

The contingency fund has been established to provide for the cost of maintenance that is required to the fabric of the charity's building. The provision exists in order to recognise that the building must be maintained to a "fit for purpose" level for the period of the lease which was renewed for a period of 15 years during the year. Provisions will be made to the Fund in future to ensure that the level of the Fund meets the Centre's needs.

15 Analysis of net assets between funds

	Unrestricted funds	Designated funds	Total
	£	£	£
Fund balances at 31 March 2010 are represented by			
Current assets	83,056	26,549	109,605
Creditors' amounts falling due within one year	(2,248)	-	(2,248)
	80,808	26,549	107,357

16 Commitments under operating leases

At 31 March 2010 the company had annual commitments under non-cancellable operating leases as follows

	Land and buildings	
	2010	2009
	£	£
Expiry date		
In over five years	3,500	3,500