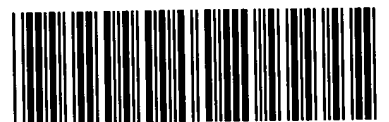


Charity Registration No. 1001330

Company Registration No. 02543708 (England and Wales)

**THE WATERSIDE CENTRE, KINGS LANGLEY
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2016**

MONDAY



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17/10/2016
COMPANIES HOUSE

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

Trustees	Mr. J. Biggs Mrs. P Jennings Mrs. C. Appleby Mr. A. Donovan Mrs M. Miller Mr I Passey Mr R McLean
Centre Manager	Mrs. D. Bowman
Chair	Mr. J. Biggs
Secretary	Mrs M. Miller
Charity number	1001330
Company number	02543708
Principal address	63 Waterside, Kings Langley Hertfordshire WD4 8HE
Registered office	63 Waterside, Kings Langley Hertfordshire WD4 8HE
Independent examiner	John Wilson FCA ATII Howard Wilson Chartered Accountants 36 Crown Rise Watford Hertfordshire 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 2016**

The trustees present their report and accounts for the year ended 31 March 2016.

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 "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with Financial Reporting for Smaller Entities published on 16 July 2014, the Financial Reporting for Smaller Entities (FRSSE)".

Objectives and activities

The principal objects of the charity are to enhance the life experiences of persons with learning disabilities 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 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.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

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. At present we have nine volunteers.

During the year, service users, staff and trustees were all very sad to hear of the passing of Theresa Mansfield on 30 March 2016. Theresa had worked at the Centre as Manager for 13 years.

**THE WATERSIDE CENTRE, KINGS LANGLEY
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2016**

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 Service Users to enjoy a good quality of life that commands respect, dignity and choice.

Although the programme of activities we offer remains very similar, we currently offer Service Users the opportunity to change their programme every three months, in June, September, December and March. This gives Service Users the opportunity to continue with the same activities or to choose to do something different.

The contract with Kent Brushes has continued and remains very popular with a number of Service Users. 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. Service Users also access local sports centre to play badminton, use the gym or go swimming. Waterside have also utilised outside organisations to provide extra courses of Drama, Horticulture and Healthier You which proved to be very popular.

We currently have 54 Service Users on our register. To assist in meeting individual needs, daily attendance is varied. Minimum attendance is on a Friday when we have 23 Service Users and maximum attendance is on Tuesdays with 31 individuals.

The staff team remains basically the same as last year with the majority employed on a part-time basis. The team continue to undertake regular training in a wide variety of subjects, many of which are organised by Herts County Council.

We continue to offer work experience to pupils from local schools, provide placements to College students undertaking Health & Social Care qualifications and offer placements to University students who are undertaking Nursing or Social Work training.

Financial review

The charity generated a surplus of £14,327 (2015: £7,675). Whilst the charity has a reserves policy in place, the Trustees have agreed to not designate additional funds to the contingency fund this year. This is owing to expected increases in expenditure due in the forthcoming year, and the desire to have funds available to fulfil those needs. Assuming that results are good in the forthcoming year, the Trustees will review the funds with a view to increasing the designated funds at that time.

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 three month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a material change to its major funding source, 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 considers have agreed that the level of reserves held should be subject to review on an annual basis.

The Trustees, during the year, evaluated the Reserves Policy of the Centre. In doing so, they identified that its major funding source of income was from its Service Users under the control of Hertfordshire County Council Commissioning. The Trustees agreed that any reserves policy set by the Centre would need to be such that it addressed the risks of unplanned closure on the Service Users, staff and volunteers.

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

FOR THE YEAR ENDED 31 MARCH 2016

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.

The Trustees have agreed that the level of reserves should be set at:

Risks of Unplanned Closure - £80,000

Building External/Internal Repairs - £50,000 (held as a designated fund)

With any remaining reserves above that to be used for the general operations of the charity.

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

Strategic report

The description under the headings "Achievements and performance" and "Financial review" meets the company law requirements for the trustees to present a strategic report.

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.

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:

Mr. J. Biggs

Mrs. P Jennings

Mrs. C. Appleby

Mrs. D. Castro

(Resigned 16 November 2015)

Mr. A. Donovan

Mrs M. Miller

Mr I Passey

Mr R McLean

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

FOR THE YEAR ENDED 31 MARCH 2016

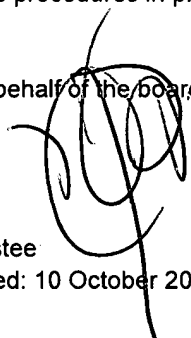
The directors of the charitable company ('the charity') are its Trustees for the purpose of charity law and throughout this report are referred to as the Trustees. A list of the Trustees are given on the Legal and Administration page to the financial statements. All of the Trustees named on that page 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.

On behalf of the board of trustees



Trustee
Dated: 10 October 2016

**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 2016, which are set out on pages 6 to 13.

Respective responsibilities of trustees and examiner

The trustees, who are also the directors of The Waterside Centre, Kings Langley 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. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination being a Chartered Accountant.

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 145 of the 2011 Act;
- (ii) 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
- (iii) to state whether particular matters have come to my attention.

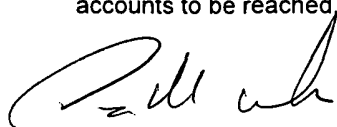
Basis of independent examiner's report

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

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) 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
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



John Wilson FCA ATII

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

Dated: 10 October 2016

**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 2016**

	Notes	Unrestricted funds £	Designated funds £	Total 2016 £	Total 2015 £
Income					
Voluntary income including donations and legacies	2	261,972	-	261,972	248,882
<i>Income from charitable activities</i>					
Provision of activities for people with learning disabilities	4	22,484	-	22,484	26,913
<i>Income from ancillary trading activities</i>					
Community fundraising, events and sponsorship		4,039	-	4,039	2,977
Investment income	3	1,394	-	1,394	635
Other incoming resources	5	1,524	-	1,524	1,409
Total income		291,413	-	291,413	280,816
Expenditure	6				
<i>Raising funds</i>					
Community fundraising, events and sponsorship		963	-	963	487
<i>Expenditure on charitable activities</i>					
Provision of activities for people with learning disabilities		274,623	-	274,623	272,654
Total expenditure		275,586	-	275,586	273,141
Net income for the year/ Net movement in funds		15,827	-	15,827	7,675
Total funds brought forward		86,841	50,000	136,841	129,166
Total funds carried forward		102,668	50,000	152,668	136,841

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 2016

	Notes	2016 £	£	2015 £	£
Current assets					
Debtors	11	27,934		21,538	
Cash at bank and in hand		127,676		118,817	
		<u>155,610</u>		<u>140,355</u>	
Creditors: amounts falling due within one year	12	(2,942)		(3,514)	
Total assets less current liabilities			<u>152,668</u>		<u>136,841</u>
Income funds					
Unrestricted funds:					
Designated funds	13	50,000		50,000	
Other charitable funds		102,668		86,841	
		<u>152,668</u>		<u>136,841</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 2016. 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.

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

The accounts were approved by the Board on 10 October 2016

Mr. J. Biggs
Trustee

Company Registration No. 02543708

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

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2016

1 Accounting policies

1.1 Basis of preparation

These accounts have been prepared in accordance with "Accounting and Reporting by Charities" Statement of Recommended Practice applicable to charities preparing their accounts in accordance with Financial Reporting for Smaller Entities published on 16 July 2014, the Financial Reporting for Smaller Entities (FRSSE), the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015.

The accounts have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved applying "Accounting and Reporting by Charities" Statement of Recommended Practice applicable to charities preparing their accounts in accordance with Financial Reporting for Smaller Entities published on 16 July 2014, the Financial Reporting for Smaller Entities (FRSSE) rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The accounts are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention.

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.

Critical accounting estimates and judgements

In the application of the charity's accounting policies, the directors are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

THE WATERSIDE CENTRE, KINGS LANGLEY
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2016

1 Accounting policies **(Continued)**

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.

1.8 Fixed Assets

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

THE WATERSIDE CENTRE, KINGS LANGLEY
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2016

2 Voluntary income including donations and legacies

	2016 £	2015 £
Donations and gifts	261,972	248,882
Donations and gifts		
Unrestricted funds:		
Sponsorship income	253,511	237,417
Donations	8,461	11,465
	261,972	248,882

3 Investment income

	2016 £	2015 £
Interest receivable	1,394	635

4 Provision of activities for people with learning disabilities

	2016 £	2015 £
Activities and outings	2,472	6,547
Lunch receipts	20,012	20,366
	22,484	26,913
Included within income relating to Activities and outings are the following grants		
Dacorum Borough Council	-	5,000
	-	5,000

5 Other incoming resources

	2016 £	2015 £
Other income	1,524	1,409

THE WATERSIDE CENTRE, KINGS LANGLEY
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2016

6 Total resources expended

	Staff costs £	Other costs £	Total 2016 £	Total 2015 £
Costs of generating funds				
Community fundraising, events and sponsorship	-	963	963	487
Charitable activities				
<u>Provision of activities for people with learning disabilities</u>				
Activities undertaken directly	208,656	65,967	274,623	272,654
	<u>208,656</u>	<u>66,930</u>	<u>275,586</u>	<u>273,141</u>

7 Community fundraising, events and sponsorship

	2016 £	2015 £
Other costs comprise:		
Fundraising costs	963	487
	<u>963</u>	<u>487</u>

8 Activities undertaken directly

	2016 £	2015 £
Other costs relating to Provision of activities for people with learning disabilities comprise:		
Material costs	8,314	11,014
Lunches	11,675	12,344
Rent & rates	7,641	7,627
Light, heat and water	4,189	4,415
Repairs and renewals	7,501	16,334
Printing, postage and stationery	413	376
Telephone	751	756
Insurance	4,608	4,664
Equipment hire	2,861	2,773
Legal and professional	2,268	1,099
Staff training	984	60
Activities and outings	4,267	3,568
Sundry expenses	3,422	2,945
Equipment purchases	5,827	3,688
Bank charges	93	193
Governance costs	1,153	1,153
	<u>65,967</u>	<u>73,009</u>

Governance costs comprise fees paid to the independent examiners of £1,153 (2015: £1,153).

THE WATERSIDE CENTRE, KINGS LANGLEY
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2016

9 Trustees

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

10 Employees

Number of employees

The average monthly number of employees during the year was:

	2016	2015
	Number	Number
Direct charitable work	12	11
Management	2	2
Administrative	1	1
	<u>15</u>	<u>14</u>

Employment costs

	2016	2015
	£	£
Wages and salaries	197,780	188,924
Social security costs	10,876	10,721
	<u>208,656</u>	<u>199,645</u>

14 members of staff were part time (2015: 14)

There were no employees whose annual remuneration was £60,000 or more.

11 Debtors

	2016	2015
	£	£
Trade debtors	24,342	19,463
Other debtors	1,500	-
Prepayments and accrued income	2,092	2,075
	<u>27,934</u>	<u>21,538</u>

12 Creditors: amounts falling due within one year

	2016	2015
	£	£
Accruals	2,942	3,514
	<u>2,942</u>	<u>3,514</u>

THE WATERSIDE CENTRE, KINGS LANGLEY
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2016

13 Designated funds

	Balance at 1 April 2015 £	Movement in funds		Balance at 31 March 2016 £
		Incoming resources £	Resources expended £	
Contingency Fund	50,000	-	-	50,000
	<u>50,000</u>	<u>-</u>	<u>-</u>	<u>50,000</u>

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.

14 Analysis of net assets between funds

	Unrestricted funds £	Designated funds £	Total £
Fund balances at 31 March 2016 are represented by:			
Current assets	105,610	50,000	155,610
Creditors: amounts falling due within one year	(2,942)	-	(2,942)
	<u>102,668</u>	<u>50,000</u>	<u>152,668</u>

15 Commitments under operating leases

At 31 March 2016 the company had annual commitments under non-cancellable operating leases as follows:

	Land and buildings	
	2016 £	2015 £
Expiry date:		
In over five years	<u>7,000</u>	<u>7,000</u>