

Company registration number: 08360821
Charity registration number: 1154154

The Woodlawns Centre

(A company limited by guarantee)

Annual Report and Financial Statements
for the Year Ended 30 September 2017

Aims Accountants
Chartered Accountants
84 Crantock Road
London
SE6 2QP

TUESDAY



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COMPANIES HOUSE

The Woodlawns Centre

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The Woodlawns Centre
Reference and Administrative Details

Charity name	The Woodlawns Centre
Charity registration number	1154154
Company registration number	08360821
Principal office	16 Leigham Court Road Streatham London SW16 2PJ
Registered office	16 Leigham Court Road Streatham London SW16 2PJ
Trustees	R Bowdery, Chairperson (Appointed 22 June 2017) A Page, Hon Treasurer D Marchant, Trustee N Yakimiuk, Trustee Cllr L Atkins, Trustee
Secretary	S Hooberman
Bankers	HSBC Bank Plc 103 Streatham Hill Streatham London SW2 4UE
Accountant	Aims Accountants 84 Crantock Road London SE6 2QP

The Woodlawns Centre

Trustees' Report

The Trustees, who are also Directors of the Charitable Company, submit the Annual Report under the Charities and Companies Acts, and the financial statements for the year ended 30 September 2017.

This Report has been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (2005).

STRUCTURE, GOVERNANCE AND MANAGEMENT FOR THE YEAR ENDED 30TH SEPTEMBER 2017

The Charity is constituted as a Company Limited by Guarantee, and is governed by a Memorandum and Articles of Association as a Charitable Company. It is registered with the Charity Commissioners under Charity No 1154154. In 2014, the operations of the Charity were transferred from Streatham Darby and Joan Club, a registered Charity. The lease of the building used by the Charity to provide its services remains the property of the original charity. The Company undertakes the work previously carried out.

Management is in the hands of a Board of Trustees which meets at least 4 times a year. It currently consists of five Trustees, including one representative of the London Borough of Lambeth, and the Company Secretary. Members of the Board retire each year in accordance with the terms of the Memorandum and Articles of Association, but are eligible for re-election by ballot at the AGM.

Members of the Board of Trustees are provided with information, which includes:

- The responsibilities of Trustee Board members;
- The legal documentation of the organisation;
- Financing of the organisation and explanation of the Accounts; and
- Future plans and objectives.

Members of the Board also carry out the following:

- 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 Charity will continue in business;
- Confirm that members have not required the company to obtain an audit of its accounts for the year ended 30 September 2017 in accordance with section 476 of the Companies Act 2006;
- Confirm that they acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts; and
- Confirm that these accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

All members of the Board of Trustees gave their time voluntarily and received no benefit from the Charity.

AIM AND OBJECTIVES

The principal purpose of the Charity as set out in its constitution is to promote the welfare of older people in Streatham and its environs in any manner deemed to be charitable.

The Woodlawns Centre

Trustees' Report

The Woodlawns Centre aims to provide older people with a range of high quality services and activities that promote their independence, improve their health and well-being, value their diversity and help make later life an enjoyable, fulfilling and more rewarding experience.

PUBLIC BENEFIT

The Board of Trustees has referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aim and objectives and in planning its future activities. In particular, members of the Board of Trustees consider how planned activities will contribute to the aims and objectives that they have set.

ACHIEVEMENTS AND PERFORMANCE

A fundraising consultant, appointed a couple of years ago to focus on raising the required funds to continue our ambitious renovation plans which will allow The Woodlawns Centre to provide a flexible and fit-for-purpose space for a variety of community meetings, as well as a unique venue in the local area for private functions, continues to work with us to raise all the necessary funds.

Our services for older people are funded by lettings of the premises.

Our activity and quality monitoring records the following number of attendees for the Year 2016/17, provided in the table below. These figures include the monitoring outputs from partner organisations based at The Woodlawns Centre, which include Streatham Darby and Joan Club, Woodlawns Asian Group, Make A Difference Black Afro-Caribbean Group, and Outings for Older South Londoners.

Nature of Service	2016/17	2015/2016	2014/2015	2013/2014
Keep Fit Classes	8622	8212	7975	7250
Computer Skills	595	892	1157	1052
General Advice & Information	856	997	1122	1020
Volunteering Opportunities	1100	1040	950	1250
Shopping Trips	5	1	4	0
Outings to Places of Interest	579	373	19	18
Games e g Snooker, Bridge, Whist	3565	3551	2118	1925
Gujarati Translation/Interpretation	62	86	110	99
Seminars	150	120	88	80
Arts	2013	1956	1603	1475
Total	17547	17228	15146	14169

Users Residence by Postcode				
SE1	201	293	363	389
SE5	396	466	461	423
SE11	330	319	313	343
SE19	482	446	401	469
SE21	294	362	359	396
SE24	365	410	413	432
SE27	667	618	596	383
SW2	969	844	781	601

The Woodlawns Centre

Trustees' Report

SW4	501	509	489	421
SW8	300	454	441	399
SW9	569	533	563	521
SW12	456	624	623	519
SW16	2119	1808	1627	1321
Not Known	777	661	567	780
Outside Lambeth	423	564	501	409
Total	8849	8911	8498	7806

Some of our activities continue to be offered free of charge while others have nominal fees, except lunch which is offered at £4 for a three-course meal. A membership charge of £12 per annum is requested from users of the lunch club. Existing day to day services are being consistently reviewed and new services added, for example Tai Chi, Zumba, Yoga, Computer Classes, Arts and Crafts, Aerobics, and a Dementia Support Group.

The operation of the Charity is funded by the rental of the Club's premises. Whilst some of these lettings are purely activities for generating funds, others go towards meeting our objectives. Office rentals are currently at full capacity.

Once Phase 4 of the refurbishment works has been completed a major review of the Club's income generation, particularly in terms of the fees and charges for its lettings and associated issues, will be considered. The Board of Trustees would like to express its gratitude to all its partners.

FINANCIAL REVIEW

The Trustees confirm that the financial statements comply with current statutory requirements and with the requirements of Recommended Practice Accounting and Reporting by Charities.

The Company's activities are funded by lettings and events held at the premises and small grants for specific projects.

We are much indebted to donors who have contributed £14,622. Lettings income was £95,317 for the twelve-month period, which reflects our objective to maximise revenue opportunities from the capital investment incurred over the years.

The Woodlawns Centre continues to work closely with its partners, the Woodlawns Asian Group, the Make A Difference Black Afro-Caribbean Group, and Outings for Older South Londoners. The Board of Trustees acknowledges with thanks the help given in many areas by volunteers.

STATEMENT OF THE RESPONSIBILITIES OF THE TRUSTEES

The Trustees (who are also Directors of The Woodlawns 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 Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity and of the incoming resources and application of resources, including the income and expenditure of the charity for that period. In preparing these financial statements, the Trustees are required to do the following;

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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Woodlawns Centre

Trustees' Report

The Trustees hereby declare the following:

COMPANY'S POLICY ON RESERVES

The Trustees' policy on reserves is to build up reserves equivalent to three months' expenditure, in accordance with Charity Commission guidelines, but it recognises that this will be achievable only in a medium to long term timescale.

RELATED PARTIES

In 2004, the operations of the Charity were transferred from Streatham Darby and Joan Club, a registered charity number 254702. The lease of the building used by the Charity to provide its services remains the property of the original Charity. All other assets and liabilities were transferred in 2004. Streatham Darby and Joan Club Limited undertook the work previously carried out by the old Charity until this in turn was transferred to the Charity known as The Woodlawns Centre in 2014.

The freehold of the Club premises at 16 Leigham Court Road, London, SW16 2PJ, was acquired by the London Borough of Lambeth in 1968; the premises were leased to Streatham Darby and Joan Club (the old charity) for a term of fifty years at an annual rent of £1.

In September 2008, a new 99 year lease was agreed between the London Borough of Lambeth and the Streatham Darby & Joan Club.

RISK ASSESSMENT BY THE BOARD OF TRUSTEES

Members of the Board of Trustees have undertaken a risk analysis and confirm that normal business and financial risks have been addressed, and that adequate insurance is in place. Internal financial controls manage risk through the practice of procedures which require authorisation of all transactions. The organisation has effective policies and procedures which are regularly reviewed to ensure that it effectively manages health and safety requirements. The risk assessment has been reviewed during this accounting period to take into account the capital development programme and will be reviewed on an annual basis when those works have been completed.

This Report has been prepared in accordance with the Statement of Recommended Practice Accounting and Reporting for Charities (issued in March 2005), the Financial Reporting Standard for Smaller Entities, and in accordance with the Special Provisions relating to small companies within Part 15 of the Companies Act 2006.

This Report was approved by the Board of Trustees on 27th April 2018 and signed on its behalf by:



R Bowdery – Chair

Small company provisions

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

Independent Examiner's Report to the Trustees of The Woodlawns Centre

I report on the accounts of the company for the year ended 30 September 2017, which are set out on pages 7 to 17.

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 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 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.



Ronnell Murphy
Aims Accountants
Chartered Accountants

23 April 2018

84 Crantock Road
London
SE6 2QP

The Woodlawns Centre

Statement of Financial Activities (including Income and Expenditure Account) for the Year Ended 30 September 2017

	Note	Unrestricted Funds £	Total Funds 2017 £	Total Funds 2016 £
Incoming resources				
Incoming resources from generated funds				
Voluntary income	2	14,622	14,622	5,090
Activities for generating funds	4	105,265	105,265	103,174
Total incoming resources		<u>119,887</u>	<u>119,887</u>	<u>108,264</u>
Resources expended				
Costs of generating funds				
Fundraising trading: cost of goods sold and other costs	5	59,618	59,618	61,859
Charitable activities	6	42,976	42,976	43,426
Total resources expended		<u>102,594</u>	<u>102,594</u>	<u>105,285</u>
Net movements in funds		17,293	17,293	2,979
Reconciliation of funds				
Total funds brought forward		(8,712)	(8,712)	(11,691)
Total funds carried forward		<u>8,581</u>	<u>8,581</u>	<u>(8,712)</u>

All incoming resources and resources expended derive from continuing activities.

The notes on pages 10 to 17 form an integral part of these financial statements.

The Woodlawns Centre (Registration number: 08360821)

Balance Sheet as at 30 September 2017

			2017		2016
	Note	£	£	£	£
Fixed assets					
Investments	13		100		100
Current assets					
Debtors	14	4,200		31,331	
Cash at bank and in hand		43,281		23,366	
		47,481		54,697	
Creditors: Amounts falling due within one year	15	(28,578)		(32,547)	
Net current assets			18,903		22,150
Total assets less current liabilities			19,003		22,250
Creditors: Amounts falling due after more than one year	16		(10,422)		(30,962)
Net assets/(liabilities)			<u>8,581</u>		<u>(8,712)</u>
The funds of the charity:					
Unrestricted funds					
Unrestricted income funds			8,581		(8,712)
Total charity funds			<u>8,581</u>		<u>(8,712)</u>

The Woodlawns Centre (Registration number: 08360821)

Balance Sheet as at 30 September 2017

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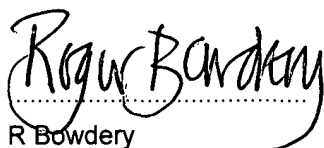
For the financial year ended 30 September 2017, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476.

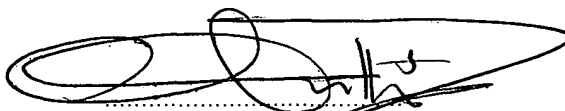
The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

Approved by the Board on 27 April 2018 and signed on its behalf by:



R Bowdery
Trustee



A Page
Trustee

The Woodlawns Centre

Notes to the Financial Statements for the Year Ended 30 September 2017

1 Accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities (SORP 2005)', issued in March 2005, applicable accounting standards and the Companies Act 2006.

Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Further details of each fund are disclosed in note 19.

Incoming resources

Voluntary income including donations and grants that provide core funding or are of a general nature is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Resources expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of generating funds are the costs of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Grants payable are payments made to third parties in the furtherance of the charitable objectives. Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specific service or output.

Grants payable without performance conditions are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to the grant which remain in the control of the charity.

Provisions for grants are made when the intention to make a grant has been communicated to the recipient but there is uncertainty about either the timing of the grant or the amount of grant payable.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

The Woodlawns Centre

Notes to the Financial Statements for the Year Ended 30 September 2017

..... continued

Investment properties

Certain of the charity's properties are held for long-term investment. Investment properties are accounted for in accordance with SSAP 19, as follows:

No depreciation is provided in respect of leasehold investment properties where the lease has over 20 years to run.

This treatment as regards the charity's investment properties may be a departure from the requirements of the Companies Act concerning the depreciation of fixed assets. However, these properties are not held for consumption but for investment and the trustees consider that systematic annual depreciation would be inappropriate. The accounting policy adopted is therefore necessary for the financial statements to give a true and fair view. Depreciation or amortisation is only one of many factors reflected in the annual valuation and the amount which might otherwise have been shown cannot be separately identified or quantified.

Investments

Fixed asset investments are included at market value at the balance sheet date.

Realised gains and losses on investments are calculated as the difference between sales proceeds and their market value at the start of the year, or their subsequent cost, and are charged or credited to the statement of the financial activities in the period of disposal.

Unrealised gains and losses represent the movement in market values during the year and are credited or charged to the statement of financial activities based on the market value at the year end.

2 Voluntary income

	Unrestricted Funds £	Total Funds 2017 £	Total Funds 2016 £
Donations and legacies			
Appeals and donations	4,213	4,213	5,090
Grants - other agencies	10,409	10,409	-
	14,622	14,622	5,090

3 Grants receivable

	Unrestricted Funds £	Total Funds 2017 £	Total Funds 2016 £
Grants - other agencies	10,409	10,409	-

The Woodlawns Centre

Notes to the Financial Statements for the Year Ended 30 September 2017

..... continued

4 Activities for generating funds

	Unrestricted Funds £	Total Funds 2017 £	Total Funds 2016 £
Operating activity 1			
Appeals and donations	992	992	601
Rental income	95,317	95,317	93,517
Other income	2,735	2,735	2,584
Catering Income	6,221	6,221	6,472
	<u>105,265</u>	<u>105,265</u>	<u>103,174</u>

5 Fundraising trading: cost of goods sold and other costs

	Unrestricted Funds £	Total Funds 2017 £	Total Funds 2016 £
Operating activity 1			
Other direct costs	5,521	5,521	5,491
Sundry and other costs	228	228	-
Legal and professional costs	241	241	-
Support costs allocated	53,628	53,628	56,368
	<u>59,618</u>	<u>59,618</u>	<u>61,859</u>

The Woodlawns Centre

Notes to the Financial Statements for the Year Ended 30 September 2017

..... continued

6 Details of charitable activities

	Activities undertaken directly £	Grant funding of activities £	Support costs allocated £	2017 £	2016 £
Charitable activity 1	12,257	3,113	27,606	42,976	43,426

7 Support costs

	Operating activity 1 £	Charitable activity 1 £	Total £
Employment costs	23,932	12,329	36,261
Establishment costs	11,626	5,991	17,617
Repairs and maintenance	4,609	2,374	6,983
Office expenses	1,048	540	1,588
Printing, posting and stationery	121	39	160
Cleaning	5,418	2,791	8,209
Accountancy fees	6,177	3,183	9,360
Bank charges	697	359	1,056
	<u>53,628</u>	<u>27,606</u>	<u>81,234</u>

8 Grantmaking

	Grants to institutions £
Charitable activity 1	3,113
The support costs associated with grant making are £nil.	

9 Grants to institutions

Name of Institution	Activity	£
Grants payable - institutions	Charitable activity 1	<u>3,113</u>

The Woodlawns Centre

Notes to the Financial Statements for the Year Ended 30 September 2017

..... continued

10 Trustees' remuneration and expenses

No trustees received any remuneration during the year.

11 Employees' remuneration

The aggregate payroll costs of these persons were as follows:

	2017	2016
	£	£
Wages and salaries	36,261	37,801
No employee received emoluments of more than £60,000 during the year (2016 - No. 0).		

12 Taxation

The company is a registered charity and is, therefore, exempt from taxation.

The Woodlawns Centre

Notes to the Financial Statements for the Year Ended 30 September 2017

..... continued

13 Investments held as fixed assets

	Investment properties £
Market value	
As at 1 October 2016 and 30 September 2017	100
Net book value	
As at 30 September 2017	100
As at 30 September 2016	100
All investment assets were held in the UK.	

14 Debtors

	2017 £	2016 £
Trade debtors	4,200	27,347
Other debtors	-	3,984
	<u>4,200</u>	<u>31,331</u>

15 Creditors: Amounts falling due within one year

	2017 £	2016 £
Trade creditors	12,233	10,233
Taxation and social security	13,425	10,771
Other creditors	2,920	11,543
	<u>28,578</u>	<u>32,547</u>

The Woodlawns Centre

Notes to the Financial Statements for the Year Ended 30 September 2017

..... continued

16 Creditors: Amounts falling due after more than one year

	2017	2016
	£	£
Other creditors	<u>10,422</u>	<u>30,962</u>
Included in the creditors are the following amounts due after more than five years:		
	2017	2016
	£	£
After more than five years not by instalments	<u>10,422</u>	<u>30,962</u>

17 Members' liability

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £10 towards the assets of the charity in the event of liquidation.

The Woodlawns Centre

Notes to the Financial Statements for the Year Ended 30 September 2017

..... continued

18 Related parties

Controlling entity

The charity is controlled by the trustees who are all directors of the company.

19 Analysis of funds

	At 1 October 2016 £	Incoming resources £	Resources expended £	At 30 September 2017 £
General Funds				
Unrestricted income fund	(8,712)	119,887	(102,594)	8,581

20 Net assets by fund

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £	Total Funds 2016 £
Investments	100	-	100	100
Current assets	47,481	-	47,481	54,697
Creditors: Amounts falling due within one year	(28,578)	-	(28,578)	(32,547)
Creditors: Amounts falling due after more than one year	-	(10,422)	(10,422)	(30,962)
Net assets	19,003	(10,422)	8,581	(8,712)

The Woodlawns Centre

Statement of financial activities by fund Year Ended 30 September 2017

	Unrestricted income fund 2017 £	Unrestricted income fund 2016 £
Incoming resources		
Incoming resources from generated funds		
Voluntary income	14,622	5,090
Activities for generating funds	105,265	103,174
Total incoming resources	<u>119,887</u>	<u>108,264</u>
Resources expended		
Costs of generating funds		
Fundraising trading: cost of goods sold and other costs	59,618	61,859
Charitable activities	42,976	43,426
Total resources expended	<u>102,594</u>	<u>105,285</u>
Net movements in funds	17,293	2,979
Reconciliation of funds		
Total funds brought forward	(8,712)	(11,691)
Total funds carried forward	<u>8,581</u>	<u>(8,712)</u>

This page does not form part of the statutory financial statements.