

**LIMEHOUSE PROJECT LIMITED**

**Report and Financial Statements  
For the year ended 31<sup>st</sup> March 2010**

**Charity No: 295857  
Company No: 1817676**

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# **Limehouse Project Limited**

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## Message From the Chair

**“We continue to work on behalf of some of London’s poorest communities and are very aware that a long term commitment is needed if inequality is to be eradicated.”**

*The LHP is one of the few remaining free advice and training guidance services left in the borough of Tower Hamlets. The fact that we provide services in client’s own languages ensures that we can reach out to communities who are often neglected or feel unable to access those programmes to which they have a right*

*As every facet of our advice services and Training and Development (T&D) programmes is geared and adjusted to meet the most pressing, timely and consistent needs of the local populace – whether it be helping the most disadvantaged peoples learn the English language, get out of debt, achieve family stability, receive health advice, certify their human rights or simply give them the tools to actively train and seek employment – we are able to help alter and re/shape the lives of individuals, families and in the long-term, entire communities for the better. Our aim is therefore a simple one to provide the knowledge and guidance that will help empower people to act for themselves – and with an average of over 8,000 people accessing our wide array of both onsite and offsite support services per year both directly and through referrals by other local organisations including the Tower Hamlets council, thousands of members of the local community have been enabled to do just that in the course of the project’s 26 years*

*Whilst we are all too aware of the tough times that lie ahead for people who are already placed at huge socio-economic disadvantages and the organisations which strive to serve them, the LHP’s works and the legacies it continues to create will help ensure we are able to meet these new challenges head on*

**Dennis Twomey,  
CHAIRMAN**

**Limehouse Project**  
**Report of the Management Committee for the year ended 31<sup>st</sup> March 2010**

**1. Regulatory and Administrative Details**

Charity Name: Limehouse Project

Charity Registration Number. 295857

Company Registration Number: 1817676

Register Office  
Cheadle Hall  
Cheadle House  
Copenhagen Place  
London E14 7EY

**Management Committee**

Dennis Twomey	Chair of the Management Committee
Dennis Twomey	Acting Treasurer
Farida Yesmin	Secretary
Shaiek Ahmed	Committee Members
Antonia Osborne	“
Luthfa Miah	“
Shapu Miah	“

**Senior Management Team**

Farida Yesmin	Director
Anthony Kungu	Finance Worker
Fahad Ahmed	Advice Service Manager
Hassan Hoque &	Training and Development Programme
Panna Begum	Manager(s)

Auditors: John Green & Co  
Suite 216 Astra House  
Arklow Road  
London SE14 6EB

Bankers: NatWest Bank  
Dockland South Quay Branch  
54, Marsh Wall, London  
E14 6LJ

## **Structure, Governance and Management**

### **1) Governing Document**

The organisation is a charitable company limited by guarantee, incorporated on 18<sup>th</sup> May 1984 and registered as a Charity on 7<sup>th</sup> January 1987

The company was established under a Memorandum of Association which outlines the objects and powers of the charitable company. The Charity is also a Limited Company by Guarantee. It is governed by its Articles of Association which detail the aims and objectives of the organisation as well as the mechanisms through which its Management Committee is elected. In the event of the company's dissolution, members of the organisation are required to contribute an amount not exceeding £1 annually.

### **2) Aims and Objectives**

**The aim of the Limehouse Project** is to bring about positive change for the Limehouse community through free and impartial advice as well as guidance, education, training and support as required to empower individual community members to overcome barriers faced in recognising and realising their aspirations. We do so by:

- Providing information, advice, counselling, advocacy and support in clients' own language on welfare benefits, housing, debt, immigration, domestic violence, education, training and employment and other legal rights and entitlements,
- Providing training, education and opportunities for supported volunteering to enable women to gain the confidence and skills to play a full role in their social and economic environment and to give them the option of taking up paid work,
- Offering a range of educational and recreational activities to children, older people and entire families, which would otherwise be beyond their reach

### **3) Key Achievements**

The Limehouse Project delivers a wide range of services for local people which are continually developed and informed through a combination of feedback from existing users' and trends in demographic indicators of local need.

The Limehouse Project works to respond to local issues as they arise. To that end, we continue to develop new projects such as those highlighted below, to ensure our services remain relevant and effective, and deliver a range of projects and services in direct response to the changing needs of the local community.

## Realising Aspirations...

### TRAINING & DEVELOPMENT

2009 -2010 saw a continuation of many of the training and employment support services introduced during 2008-2009, alongside a number of new projects launched under the Training & Development Programme (T&D)

The Training & Development arm of the LHP offers clients (16+) the prospect of accessing mainstream training and employment opportunities to which they otherwise feel unable to access and continues to focus upon supporting clients who are socially marginalised and economically inactive

**Employment support programme:** Under the Working Neighbourhood Fund, the LHP led a large partnership employability support project with a number of delivery partners, and was also involved as a key delivery partner of three other WNF funded programme, all of which came to an end 31<sup>st</sup> September 2010.

Future funding opportunities are currently being investigated and initiated. However, it is now known that the Working Neighbourhood Fund will terminate and no further monies will be available from this particular source

**Community Hub Programme:** Established 5 years ago, this very successful initiative supports and encouraged local communities to actively participate in their skills development training with a view to progressing into employment. The LHP was allocated a Community Hub for the LAP (Local Area Partnership) 4 area in London Borough of Tower Hamlets. During the course of its works, the project has established a close working relationship with a large number of other service providers with whom we have established a number of referral arrangements

Between 2009 – 2010 the project helped

- Support 53 people access further education and training opportunities;
- 18 people into employment, and
- 150 people complete a viable Action Plan

**Poplar Works Project:** This partnership initiative led by the LHP and delivered alongside Poplar HARCA, the Bromley By Bow Centre, East Potential and South Bromley Forum, outlined a number of engagement, job search, training, and employment outcomes to be achieved by September 2010

Between April 2008 to Sept 2010 the project has achieved the following outputs

- 1 1,094 Family Focused Engagements,
- 2 119 Benefit Calculations/ Better- Off Calculation completed,
- 3 308 Referrals to ESOL L1 or Vocational Training,
- 4 838 Action Plans completed,
- 5 761 IAG/ DA/ AP provided,
- 6 473 Employability & Job Search support services given,
- 7 524 CV's completed;
- 8 70 completed the Healthy Lifestyles Programme,
- 9 60 completed a three weeks course 'Open Doors';
- 10 29 completed the Health Promotion Volunteers Level 2,
- 11 15 individuals completed Construction Training (NVQ1) at The Hub,
- 12 12 individuals completed ELBA Training Programmes; and
- 13 210 achieved a sustainable employment outcome

**CCAP-Job Brokerage Service:** Another WNF funded programme, this particular service began in September 2009 with the aim of reaching out to long-term unemployed residents and hard-to-reach individuals who do not or cannot normally access mainstream services

As a part of this service we provide a comprehensive package of information, advice and guidance through the following protocols:

- 1 Full assessments of each client taking into consideration the skills and experience each person brings when they engage with our services;
- 2 Access to impartial, realistic and up-to-date advice and guidance,
- 3 Identification and removal of barriers some individuals face prior to entering or accessing training or employment opportunities and realising their potential abilities, and
- 4 Development of a comprehensive databank detailing the skills available locally so as to compare them with those required by the local labour market

Between September 2009 and September 2010 the Job Brokerage service supported 25 unemployment residents into sustainable employment

However, the ceasing of WNF funds upon which this service was reliant, led to the project also ending in September 2010

**Adult Learning programme – Extended Schools Projects:** Under the Extended Schools programme, the LHP is working across LAPs 3&4, 5&6 and 7&8 to deliver adult learning and engagement provisions for parents with children going to schools in these particular LAP areas. Working alongside local primary and secondary schools, this particular programme brings services directly into the schools so parents who would not normally visit community centres can easily engage with adult learning in a setting they are familiar with and which lies in easy distance to their homes.

In recent years, the ESOL programme funding has been substantially cut by national, and therefore local government. As a result, the number of courses run by the LHP and by the TH College from our Centres has been reduced to that of half those being run last year. The remaining provisions are therefore scheduled to be stopped by June 2011.

We are currently delivering two contracts – one for the LAPs 5 and 6 and the other for the LAPs 7 and 8 Extended Schools Programme. The LAPs 7 and 8 contract involved the delivery of an ESOL programme from 5 local schools. When the contract ended in July 2010, all five schools signed a separate contract with a commitment to continue to provide ESOL support to parents of their students.

### **...Building a Stronger Community**

The Limehouse Project seeks to empower marginalised individuals and especially women by

#### **Unleashing the Potential of Older Women**

In an effort to address the severe under-representation of older Bangladeshi and Somali women in public life, we have launched a number of initiatives including one-to-one training and personal coaching sessions, our borough-wide Community Champions project, our Community Kitchen initiative and workshops led by such voluntary sector organisations as Stitches in Time, Lay Magistrates, PCT non-executive Directors and other social leaders.

#### **Helping Women Overcome Personal and Social Barriers**

As a lead organisation for the Muslim Women's Collective, the Limehouse Project not only supports the education and training of women who seek to strengthen their families, contribute positively to the wider community and develop strong civic engagement skills, but is also leading a new scheme to create Muslim role models in the field of sport through the recruitment of women as lifeguards and football coaches.

*Our many achievements with BME women are resultant of the services we continue to offer both children and adults of different cultural backgrounds. By giving a voice and new opportunities to the women of today, the Limehouse Project strives to build a new platform for women across the wider community*

### **Alleviating Difficulties...**

## **ADVICE & INFORMATION SERVICES**

The Limehouse Project receives clients from all walks of life. Consequently, our general Advice Service receives a diverse range of people stemming from a wide spectrum of cultures and ethnicities. We not only receive clients from the local borough, but also from neighbouring London boroughs and deal with a variety of people from vulnerable adults with disabilities or the elderly, to families or vulnerable adolescents. We strive to resolve their problems that encompass a wide scope of issues, from welfare benefits, housing, immigration, education, debt and social care.

The Advice Service makes a significant contribution to the prevention and early intervention agenda. Access to good quality, timely advice, particularly in complex social welfare issues, family matters, and multiple debt problems, prevents problem escalation that can in turn, lead to social exclusion. As a deliverer of holistic support, our advisers actively refer clients for training and employment initiatives to enhance the development of further skills and self-confidence with a view to effectively improving their ability to move out of poverty trap.

For those clients who require specialist services, our Advice Services refer them to relevant services outside our Project, such as the Tower Hamlets Law Centre or social solicitors. Increasingly, our works concern clients who often have financial difficulties which may range from simply not receiving the benefits to which they are entitled, or having aid and support withdrawn for one reason or another. Our success in this area allows us to see the substantial difference it makes when we restore a client's financial stability by reinstating their benefits, helping them understand their rights or simply enabling them to make decisions for themselves.

Last year our Advice Service dealt with 5,500 clients queries from 4,499 clients contact, out of which 2,637 enquiries related to Welfare Benefit advice, 513 cases related to housing and 484 concerned debt issues.

Other projects delivered under the Advice Service include the Advice and Health link Project: an initiative which has supported over 1,250 clients with similar range of enquiries.

Our Family Support Initiative deals with complex family matters including domestic violence, and offers holistic support to families during their crisis situation. Over the past year, we have assisted 284 families as part of this project.

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**Families Together** Only in the first year of its lifespan, Families Together has already developed strong working relationships not only with our partners, but also with other stakeholders in target areas. Key relationships are now in place with schools, community centres, local groups and other providers, building on our partners' existing presence on the target area. Our Family Support Worker is working closely with the Children Centre in attending events and play sessions to enhance knowledge and development learning.

Over the last year, the FSW has registered 48 (Target for Y1 26) families onto the project, from which they have been referred to the following services:

- 31 clients referred to ESOL Pathway to Childcare at Bromley By Bow Centre (BBBC),
- 7 clients referred to Family Learning at BBBC,
- 7 clients referred to Passenger Assistance Course- 6 of whom are currently waiting for the course to start, with 1 Person having completed course at Limehouse Project,
- 4 clients referred to Open Doors; and
- 7 clients referred to Poplar Harca for Employment Advice

**Tower Hamlets Home Project:** Working with THHomes for Rent Income Collection and leaseholder Team Officers, clients are referred for early intervention assistance with rent and service charge arrears. Specialist advice/assistance is provided to maximise tenants' and leaseholders' incomes, assist them in their applications for relevant benefits and help them deal with multiple debt problems, thus minimising the threat to their properties and maximising THH's ability to collect rent and service charge payments. The financial outcomes for individual clients can often represent thousands of pounds, not only ensuring that rent and service charge arrears are settled but often, that the income of clients is increased substantially.

#### **4) Management Structure**

The Limehouse Project is governed by a voluntary and elected Management Committee composed of local people and individuals with professional expertise relevant to the scope of our service delivery. Management Committee members are elected annually to serve for a period of one year, after which they must be re-elected at the next Annual General Meeting. The current Committee includes seven members from a variety of professional backgrounds relevant to the Charity's work. The organisation's Director is also the Secretary for the Charity.

The Management Committee meets bi-monthly and oversees the strategic direction and policies guiding the work of the Charity. They also provide guidance on matters of service delivery and human resources.

## **5) Inductions of New Trustees**

Most trustees are familiar with the day-to-day work of the Charity before becoming appointed to its Management Committee (MC). Many have also been involved with the work of the Charity prior to joining the MC.

Upon their appointment, new trustees are issued with an induction pack and invited to attend a number of short training sessions to familiarise themselves with the Charity and the context in which it operates.

The Limehouse Project also holds an Annual Planning Day which offers incoming trustees an opportunity to learn about and discuss the Charity's priorities for the forthcoming financial year.

The Charity's constitution, financial and operational framework as well as Management Committee members' roles and responsibilities within the organisation are addressed through both of these mechanisms.

## **6) Principal Funding Sources**

The principal funding sources for Limehouse Project are raised largely through the form of grants and Service Level Agreements (SLAs) with public service authorities, including the Tower Hamlets Council, Tower Hamlets Primary Care Trust and Tower Hamlets Homes. Additional funding is also sought from a range of private trusts and agencies.

The organisation is also involved in a range of borough-wide partnership initiatives set up both as service delivery initiatives as well as information-sharing initiatives. Current partnerships include LAPs (Local Area Partnership) 3 & 4 and LAPs 6 & 7 Advice Network for the delivery of generalist advice service in these areas, the GP initiative advice and health agencies network, Access to Work; Families Together and other partnering agencies – all of whom provide further information about potential funding sources and new partnership initiatives which will help ensure the financial stability of the Limehouse Project for the future.

## **7) Financial Review**

With increasingly limited resources and funding insecurities experienced by grant funded organisations such as the Limehouse Project, the planning and development of longer-term services continues to pose challenges. With the aid of sound financial management and the support of staff and volunteers however, the Charity has generated a very positive financial outcome over the last financial year and has seen a net increase in funds of just over £200,000.

Its success in securing funding from the Working Neighbourhood Fund for the delivery of an employment support initiative with appropriate administrative contributions has also provided much needed additional resources.

## **8) Reserve Policy**

The Limehouse Project's Management Committee has examined the Charity's requirements for reserves as part of an organisational risk assessment and has established a policy whereby unrestricted funds, not committed or invested in tangible fixed assets held by the Charity, should be retained to cover between 3 to 6 months' expenditure for the organisation's staffing and administrative overheads

Current free reserves of £475,000 now meets our targeted total and ensures that in the event of financial difficulties or the organisation's closure, the organisation is able to effectively meet all of its financial and contractual obligations

## **9) Risk Management**

The Management Committee has conducted a review of major risks to which the Charity is exposed and has established a risks register which is updated not less than once a year

Systems and procedures have been established to mitigate risks faced by the Charity in the course of routine operations. These procedures are periodically reviewed by the Management Committee's Policy Sub-Committee to ensure that they continue to address the needs of the Charity

Procedures are in place to ensure the Charity's compliance with health and safety requirements for staff, volunteers, clients and visitors to the centre

To ensure a consistent quality of delivery for all operational aspects of the Charity, the Legal Service Commission Quality Kite Mark Standard has been implemented for the advice service and the Matrix standard for the Charity's Training and Development programme

Internal financial control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Significant external risks to funding have also led to the development of a strategic plan which allows for the diversification of the Charity's funding and activities

## **10) Planning for the Future**

Subject to satisfactory funding arrangements, the Limehouse Project intends to continue facilitating activities outlined above over the forthcoming year

The Charity's development aims, identified in the Business Plan, include

- To create a community resource which is safe, accessible and available for local people,
- To enhance the community development focus of the project and ensure the Charity's community work helps enable local people to positively influence their lives and that of others in the locality,
- To achieve a streamlined and well-supported Community Advice Centre that meets the advice needs of the community, particularly in relation to income maximisation, secure housing and solid relationships, and
- To increase effective communication between the Limehouse Project and new potential users and the promotion of its services to ensure local people are aware of its services and encouraged to make use of them

### **11) Responsibilities of the Management Committee**

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements the directors should follow best practice and

- select suitable accounting policies and then apply them consistently,
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue on that basis

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The directors are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **12) Members of the Management Committee**

Members of the Management Committee, who are directors for the purposes of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page one.

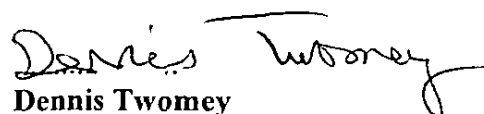
### **13) Auditors**

John Green and Co were appointed as the charitable company's auditors at the last Annual General Meeting and have expressed their willingness to continue in that capacity.

### **14) Approval**

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions relating to companies subject to the small companies regime within part 15 of the Companies Act 2006.

Approved by the Management Committee on *10th February* 2011 and signed on its behalf

  
Dennis Twomey  
Chair of Management Committee

## **Limehouse Project Limited**

### **Report of the Independent Auditors to the Members of Limehouse Project Limited**

This report is issued in respect of an audit carried out under section 495 of the Companies Act 2006

We have audited the financial statements of Limehouse Project Limited for the period ended 31 March 2010 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared under the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities.

This report is made solely to the company's members, as a body, in accordance with s 495 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of trustees and auditors**

As described in the Statement of Responsibilities of the Trustees, the charity's trustees, who are also the directors of Limehouse Project Limited for the purposes of company law, are responsible for the preparation of the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and for being satisfied that the charity's financial statements give a true and fair view.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the relevant financial reporting framework and are prepared in accordance with the Companies Act 2006. We also report to you whether, in our opinion, the information given in the Report of the Trustees is consistent with the financial statements.

In addition, we also report to you if, in our opinion, the charitable company has not kept adequate accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' benefits, remuneration, pensions and compensation for loss of office is not disclosed.

We read the Report of the Trustees and consider the implications for our report if we become aware of any apparent misstatements within it.

## **Limehouse Project Limited**

### **Report of the Independent Auditors to the Members of Limehouse Project Limited (continued)**

#### **Basis of opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

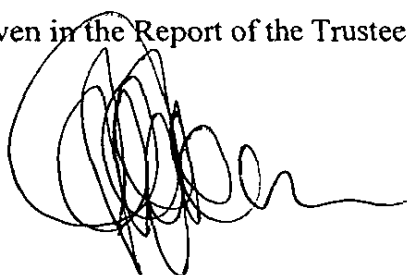
We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

#### **Opinion**

In our opinion

- the financial statements give a true and fair view of the state of the charitable company's affairs as at 31 March 2010 and of its incoming resources and application of resources, including its income and expenditure, in the period then ended, and
- the financial statements have been properly prepared in accordance with the Companies Act 2006 and
- the information given in the Report of the Trustees is consistent with the financial statements

**John Green FCCA  
For and on behalf of  
John Green & Co  
Certified Accountants  
and Registered Auditors**



.....16 February..... 2011

**Suite 2.16 Astra House  
Arklow Road  
London. SE14 6EB**

# Limehouse Project Limited

## Statement of financial activities (including Income and Expenditure Account) For the year ended 31 March 2010

	Note	Unrestricted Funds £	Restricted Funds £	Total 2010 £	Total 2009 £
<b>Incoming Resources:</b>					
<b>Incoming resources from generated funds:</b>					
Voluntary income:					
Donations and grants	3	120,253	953,627	1,073,880	515,059
Activities for generating funds:					
Interest received		47	-	47	1,205
<b>Incoming resources from charitable activities</b>	4	208,311	69,794	278,105	286,642
<b>Total incoming resources</b>		<b>328,611</b>	<b>1,023,421</b>	<b>1,352,032</b>	<b>802,906</b>
<b>Resources expended:</b>					
<b>Costs of generating funds:</b>					
Costs of generating voluntary income		2,744	2,022	4,766	2,501
<b>Charitable activities</b>		130,117	1,087,708	1,217,825	581,302
<b>Governance costs</b>		1,209	9,474	10,683	4,370
<b>Total resources expended</b>	6	<b>134,070</b>	<b>1,099,204</b>	<b>1,233,274</b>	<b>588,173</b>
<b>Net incoming/(outgoing) resources</b>	2	<b>194,541</b>	<b>(75,783)</b>	<b>118,758</b>	<b>214,733</b>
<b>Reconcillation of funds</b>					
Total funds brought forward		283,642	85,648	369,290	154,557
Transfer between funds		7,166	(7,166)	-	
<b>Total funds carried forward</b>		<b>£ 485,349</b>	<b>£ 2,699</b>	<b>£ 488,048</b>	<b>£ 369,290</b>

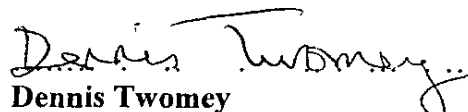
# Limehouse Project Limited

## Balance Sheet as at 31 March 2010

	Notes	2010 £	2009 £
<b>Fixed Assets</b>			
Tangible assets	9	10,463	12,151
<b>Current Assets</b>			
Debtors	10	244,345	93,093
Cash at bank and in hand		492,454	299,327
		<u>736,799</u>	<u>392,420</u>
Creditors amounts falling due within one year	11	(259,214)	(35,281)
<b>Net Current Assets</b>		<u>477,585</u>	<u>357,139</u>
<b>Net assets</b>	12	<u><b>£488,048</b></u>	<u><b>£369,290</b></u>
<b>Unrestricted funds</b>			
Designated funds		100,000	100,000
General funds		385,349	183,642
<b>Restricted funds</b>		2,699	85,648
<b>Total Funds</b>	13	<u><b>£488,048</b></u>	<u><b>£369,290</b></u>

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

Approved by the Management Committee on 10<sup>th</sup> February 2010 and signed on its behalf by

  
**Dennis Twomey**  
 Chair of Management Committee

Company no. 1817676 (England & Wales)

## **Limehouse Project Limited**

### **Notes to the financial statements for the year ended 31 March 2010**

#### **1. Accounting policies**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the previous year.

##### **1.1 Basis of Preparation of the Financial Statements**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.

##### **1.2 Incoming resources**

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. Voluntary income is received by way of grants and donations and is included in full in the Statement of Financial Activities when receivable. Grants, where the entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant. Incoming resources from grants and contracts, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

##### **1.3 Resources expended**

Expenditure is recognised on the accrual basis as a liability is incurred. Value Added Tax is not recoverable by the charity, and as such is included with the relevant costs in the Statement of Financial Activities.

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.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

Costs relating to a particular activity are allocated directly. Other costs are apportioned on a fair and reasonable basis such as staff time.

## **Limehouse Project Limited**

### **1.4 Tangible Fixed Assets and Depreciation**

Equipment with a useful life greater than one year and a purchase price exceeding £500 is capitalised and depreciated over its expected useful life. The rate of depreciation is 25% per annum, reducing balance basis.

### **1.5 Unrestricted Funds**

Unrestricted funds are grants and donations and other incoming resources received or generated for the objects of the charity without further specified purpose and are available as general funds.

### **1.6 Designated funds**

Designated funds are unrestricted funds set aside by the management committee for particular purposes.

### **1.7 Restricted Funds**

Restricted funds are to be used for the particular purposes specified by the donor. Expenditure which meets these criteria is identified to the fund together with any other costs agreed by the donor.

## **2. Net incoming resources for the year**

The net incoming resources for the year are stated after charging

	<b>2010</b>	<b>2009</b>
	<b>£</b>	<b>£</b>
Depreciation of tangible fixed assets owned by the charity	3,488	4,050
Auditors' remuneration		
- Audit fees	2,415	2,300
- Other work	-	-
Trustees' remuneration	-	-
Trustee expenses reimbursed	-	-
	<u>          </u>	<u>          </u>

## Limehouse Project Limited

### 3. Voluntary income: Donations and grants

	Unrestricted	Restricted	2010 Total	2009 Total
	£	£	£	£
<b>Advice</b>				
London Borough of Tower Hamlets				
- Advice Service Consortium (LAP 3&4) -		107,045	107,045	103,927
- Advice Service Consortium (LAP 7) -		62,980	62,980	61,146
- Family Advice & Support Project		33,500	33,500	22,000
- Community Cohesion		-	-	12,000
- Challenge Fund		-	-	5,000
- Adult Learning Project LAP 3 & 4		3,400	3,400	-
- Advice Leaseholder		19,347	19,347	-
- Money & Debt Advice Service		4,806	4,806	-
Big Lottery – Connecting Community	-	38,000	38,000	35,264
East Thames Housing	24,140	-	24,140	-
<b>Training and Development</b>				
Big Lottery – Connecting Community	-	63,628	63,628	59,040
Leaside Regeneration	92,443	-	92,443	68,402
City Parochial Foundation	-	-	-	5,000
London Borough of Tower Hamlets				
- Poplar Works WNF	-	304,126	304,126	-
- Prevent Violent Extremism	-	50,000	50,000	-
- Mainstream Lifelong Learning	-	8,174	8,174	-
- Skills for training programme	-	36,100	36,100	12,300
- WNF Lifeguard Training	-	24,095	24,095	-
- Corporate Match Funding	-	15,000	15,000	20,000
- Extended Services Contract P4	-	-	-	40,740
- Extended Services LAP 3 & 4	-	3,400	3,400	4,772
- LAP 5 & 6	-	53,000	53,000	50,000
- LAP 7 & 8 Stitches in Time	2,470	-	2,470	-
- Capacity Building	1,200	-	1,200	-
MWC WNF - Lifeguard Training	-	6,490	6,490	-
Esmee Fairbairn Trust	-	28,795	28,795	-
Prince's Trust	-	6,641	6,641	-
Council of Ethnic Minority Voluntary Organisations	-	-	-	(3,957)
Wakefield Trust	-	-	-	8,119
Faith Regeneration Foundation	-	-	-	2,500
East London Mosque Trust	-	-	-	6,306
<b>Other</b>				
Capacity Builders	-	85,100	85,100	-
Lloyds TSB Challenge Fund	-	-	-	2,500

£ 120,253    £ 953,627    £ 1,073,880    £ 515,059

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## Limehouse Project Limited

### 4. Incoming Resources From Charitable Activities

	Unrestricted	Restricted	2010 Total	2009 Total
	£	£	£	£
<b>Advice</b>				
Tower Hamlets Primary Care Trust	54,211	-	54,211	65,438
Tower Hamlets Law Centre	-	-	-	1,500
Prospects – Next Step London	4,625	-	4,625	15,389
Ocean NDC (SE Programme)	-	-	-	38,976
Miscellaneous	1,278	-	1,278	3,529
<b>Training and Development</b>				
Tower Hamlets College	17,543	-	17,543	43,050
CCAP WNF	-	55,354	55,354	-
Ocean NDC – Working with Children	-	14,440	14,440	-
Learning Skills Council	50,508	-	50,508	-
NIACE Community Learning Champion	28,985	-	28,985	-
Ocean NDC – Basic Skills Training	-	-	-	15,926
Ocean NDC (Community Chest Fund)	-	-	-	12,754
Human Rights Equality Commission	-	-	-	26,084
Bromley by Bow Centre (SE Programme)	-	-	-	15,805
Miscellaneous	8,212	-	8,212	11,278
<b>Other Income</b>				
Rent and room hire	35,626	-	35,626	27,895
Other income	7,323	-	7,323	9,018
	<b>£ 208,311</b>	<b>£ 69,794</b>	<b>£ 278,105</b>	<b>£ 286,642</b>

### 5. Taxation

As a charity, Limehouse Project is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

## Limehouse Project Limited

### 6. Total Resources Expended

		Basis of apportionment	Cost of generating voluntary income	Advice and information	Education and training	Other projects & activities	Governance costs	Total 2010	Total 2009
			£	£	£	£	£	£	£
<b>Costs directly allocated to activities</b>									
Staff costs			1,209	338,401	263,469	-	1,209	604,288	380,930
Staff training			-	1,129	1,043	-	-	2,172	3,485
Travel			-	743	743	-	-	1,486	758
Volunteer expenses			-	444	444	222	-	1,110	614
Client training			-	-	8,522	-	-	8,522	16,120
Creche			-	-	14,345	-	-	14,345	18,015
Other project costs			-	390,268	-	93,976	-	484,244	85,342
Bank charges			-	-	-	-	1,766	1,766	1,206
Audit fee			-	-	-	-	2,415	2,415	2,300
Concordia rent			-	-	-	6,118	-	6,118	7,860
Beneficiaries expenses			-	-	11,267	-	-	11,267	1,400
Cheadle Hall Refurb			-	-	-	-	-	-	210
AGM & Planning Day			-	-	-	-	5,247	5,247	-
MC expenses			-	-	-	-	46	46	102
<b>Support costs apportioned to activities</b>									
Premises costs	Staff time		-	11,830	12,962	-	-	24,792	18,978
General office costs	Staff time		1,535	13,508	14,736	921	-	30,700	17,787
Adv & publicity	Staff time		2,022	674	674	-	-	3,370	2,445
Insurance	Staff time		-	1,291	560	632	-	2,483	1,934
Professional services	Staff time		-	11,783	11,782	-	-	23,565	18,048
Depreciation	Staff time		-	1,744	1,744	-	-	3,488	4,050
Other costs	Staff time		-	925	925	-	-	1,850	6,589
<b>Total resources expended</b>			<b>£4,766</b>	<b>£772,740</b>	<b>£343,216</b>	<b>£101,869</b>	<b>£10,683</b>	<b>£1,233,274</b>	<b>£588,173</b>

## Limehouse Project Limited

### 7. Staff Costs and Numbers

Staff costs were as follows.

	2010 £	2009 £
Salaries & wages	553,108	348,145
Social security costs	51,180	32,785
<b>Total</b>	<u>£604,288</u>	<u>£380,930</u>

No employee received emoluments of more than £60,000

The average number of employees during the year, calculated on the basis of full time equivalents, was as follows

	2010	2009
Core	3.4	3.0
Advice	4.9	5.5
Education	7.6	9.5
Crèche Co-ordinator	0.9	1.0
<b>Total</b>	<u>16.8</u>	<u>19.0</u>

### 8. Trustee Remuneration & Related Party Transactions

No members of the management committee received any remuneration during the year, nor were any expenses reimbursed to them (2009 £ nil)

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2009 £ nil)

## Limehouse Project Limited

### 9. Tangible Fixed Assets

	Office Equipment £
<b>Cost</b>	
At 1 April 2009	55,955
Additions	1,800
At 31 March 2010	<u>57,755</u>
<b>Accumulated Depreciation</b>	
At 1 April 2009	43,804
Charge for the year	3,488
At 31 March 2010	<u>47,292</u>
<b>Net book value</b>	
At 31 March 2010	<u>£10,463</u>
At 31 March 2009	<u>£12,151</u>

### 10. Debtors Due within one year

	2010 £	2009 £
Trade Debtors	-	-
Grants and contracts receivable	241,615	93,093
Other debtors and prepayments	2,730	-
<b>Total</b>	<u>£244,345</u>	<u>£93,093</u>

## Limehouse Project Limited

### 11. Creditors: Amounts Falling Due within One Year

	2010 £	2009 £
Trade creditors	9,529	11,510
Taxation and social security	16,023	12,008
Partner organisations	225,317	1,000
Other creditors and accruals	8,345	10,763
<b>Total</b>	<b><u>£259,214</u></b>	<b><u>£35,281</u></b>

### 12. Analysis of Net Assets Between Funds

	General Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Tangible fixed assets	10,463	-	-	10,463
Current assets	395,550	100,000	241,249	736,799
Current liabilities	(20,664)	-	(238,550)	(259,214)
<b>Net assets</b>	<b><u>£385,349</u></b>	<b><u>£100,000</u></b>	<b><u>£2,699</u></b>	<b><u>£488,048</u></b>

## Limehouse Project Limited

### 13. Movements in Funds

	At 1 April 2009 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 Mar 2010 £
<b>Restricted funds:</b>					
Education Service	72,709	555,615	(628,324)	-	-
Big Lottery Connecting Community	-	101,628	(101,628)	-	-
Cheadle Hall Refurbishment	3,393	-		(3,393)	-
LIFRA Hall Refurbishment	3,773	-		(3,773)	-
Concordia Refurbishment	-	85,100	(85,100)	-	-
Star Anise	5,808	-	(3,109)	-	2,699
Advice Service	(293)	170,025	(169,732)	-	-
Family Support	-	33,500	(33,500)	-	-
Adult Learning Project	-	3,400	(3,400)	-	-
Advice Leaseholder	-	19,347	(19,347)	-	-
Money & Debt Advice	-	4,806	(4,806)	-	-
Preventing Violent Extremism	-	50,000	(50,000)	-	-
Community Cohesion	258	-	(258)	-	-
<b>Total restricted funds</b>	<b>85,648</b>	<b>1,023,421</b>	<b>(1,099,204)</b>	<b>(7,166)</b>	<b>2,699</b>
<b>Unrestricted funds:</b>					
Designated Funds:					
Staffing	60,000	-	-	-	60,000
ICT and other equipment	20,000	-	-	-	20,000
Premises	20,000	-	-	-	20,000
<b>Total Designated Funds</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000</b>
General funds	183,642	328,611	(134,070)	7,166	385,349
<b>Total unrestricted funds</b>	<b>283,642</b>	<b>328,611</b>	<b>(134,070)</b>	<b>7,166</b>	<b>485,349</b>
<b>Total funds</b>	<b>£369,290</b>	<b>£1,352,032</b>	<b>£(1,233,274)</b>	<b>£ -</b>	<b>£488,048</b>

## **Limehouse Project Limited**

### **14. Purposes of Designated Funds**

#### **Staffing**

In the event of short-term funding shortfalls, unforeseen staff absences for sickness or maternity leave and unplanned recruitment, reserves will be required to meet staff costs. Furthermore, in the unlikely event of the charity needing to cease operating, reserves will be needed to meet contractual and statutory obligations and to administer an orderly wind-down.

#### **ICT and other Equipment (including LIFRA)**

There is an on-going need to renew items of equipment, replacement/upgrading of computers, networking systems, photocopier, etc.

There is a need to designate some funds to show that they represent capital assets and so are not available for spending. These should be equal to the value of existing capital assets.

#### **Premises**

Funds need to be set aside to meet ongoing general repair obligations, also any increase in rental figure, review of leasing arrangements.

This should also cover any unforeseen major expenditure on premises for the remaining period in our current premises.