

HIGHGATE NEWTOWN COMMUNITY CENTRE LIMITED

Company Limited by Guarantee

Company number: 1859173

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

**FOR THE YEAR TO
31ST MARCH 2014**

Charity Number : 290712

SATURDAY



A13 *A481C9UR* 23/05/2015 #29
COMPANIES HOUSE

HIGHGATE NEWTOWN COMMUNITY CENTRE LIMITED
Annual Report and Unaudited Financial Statements For the
Year Ended 31st March 2014

CONTENTS :	<i>Pages</i>
Legal and administrative information	1
Report of the trustees	2 - 4
Statement of financial activities	5
Balance sheet	6
Notes forming part of the financial statements	7 - 10
Independent examiner's report	11

HIGHGATE NEWTOWN COMMUNITY CENTRE LIMITED

Legal and administrative information

Status and Governing Document

Highgate Newtown Community Centre Limited is a charity constituted as a company limited by guarantee and is therefore governed by its Memorandum and Articles of Association, dated 29th October 1984, and is also registered with the Charity Commissioners.

Company Number : 1859173
Registered office and Operational address: 25 Bertram Street, London N19 5DQ
Charity Number : 290712

Trustees :

The Trustees, also Directors for the purposes of company law, who served during the period were:

Current:

Gillian Aitken (Chair)	Appointed	01.01.13
Anita Broome	Appointed	16.07.12
Fran Nixon	Appointed	05.03.14
Linda LeFevre	Appointed	13.02.13
Margaret Ann O'Reilly	Appointed	12.03.14
Catharine Wells	Appointed	12.03.14
Kim Reilly	Appointed	05.03.14
Fr Andrew Meldrum	Appointed	12.03.14

Former:

Fabian Watkinson	Appointed	01.03.13	Resigned	18.06.13
Emma Causer	Appointed	01.11.12	Resigned	23.04.13
Monika Temple	Appointed	28.11.12	Resigned	23.04.13
Emma Powell	Appointed	17.04.13	Resigned	23.04.13
Daniel Francis	Appointed	17.04.13	Resigned	23.04.13
Sara Ayech	Appointed	01.11.12	Resigned	23.04.13
Frances Leigh	Appointed	14.11.11	Resigned	05.04.14
Sean Thompson	Appointed	07.11.12	Resigned	05.03.14
Albert Williams	Appointed	21.12.09	Resigned	05.03.14
Raynard Falconer	Appointed	01.11.12	Resigned	01.09.13

Secretary:

Catharine Wells	Appointed	12.03.14		
Anita Broome	Appointed	11.06.12	Resigned	12.03.14

Chief Operating Officer

Andrew Sanalidro	Appointed	16.06.12
------------------	-----------	----------

Bankers:

Lloyds TSB, Highbury Corner, London N7 8JU
CAF, 25 Kings Hill Avenue, West Malling ME19 4JQ

Independent Examiner:

Trevor Rebello

HIGHGATE NEWTOWN COMMUNITY CENTRE LIMITED

TRUSTEES' ANNUAL REPORT for YEAR ENDED 31st MARCH 2014

The Trustees are pleased to present their report together with the unaudited financial statements of the charity for the year ended 31st March 2014

Legal and administrative information set out on page 1 forms part of this report. The financial statements on pages 5 to 10 comply with the current statutory requirements and the Statement of Recommended Practice - Accounting and Reporting by Charities (as amended).

Charitable Objectives and activities

The charity's object and principal activity continues to be to promote the benefit to the inhabitants of the area without distinction of sex, race, sexual orientation, disability, political affiliation, religious or other opinions, by associating the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the object of improving conditions of life of the said inhabitants.

The strategies employed to achieve the charity's objectives are: to offer opportunities for a broad range of people to get involved in activities in order to explore and expand their own social, recreational, educational and vocational skills and abilities; and to provide facilities for local people of all ages and backgrounds to come together as a community which respects and values differences in age and culture and cares about the welfare of its component parts.

Achievements and Performance for Public Benefit

The trustees are satisfied with the performance of the charity this year. Significant achievements and developments through 2013/14 include: delivering an excellent provision for the under 5s. Drop-in services included Mabel's Monsters, Bike and Trike, Drum and Dance.

We offered an excellent range of after school activities: football, gym, trapeze, wood work and pottery.

The community lunches met a real need, while our Food for Thought crisis food parcels are essential to many people including those in temporary housing (340 delivered during the year) We also provided a free Christmas lunch and entertainment for 140 people.

Free sessions are a key pillar of what we offer: sewing skills for those who want to learn and practice in good company, 60 plus exercise, circle dancing and pottery.

HIGHGATE NEWTOWN COMMUNITY CENTRE LIMITED
TRUSTEES' ANNUAL REPORT for YEAR ENDED 31st MARCH 2014 (Continued)

Achievements and Performance for Public Benefit (continued)

The charity continues to enjoy positive partnerships with other local organizations and funders in the area, especially St Anne's Church, Highgate Library and Holly Lodge Community Centre. We also work with partners based in the centre including the Kingsley Charity, whose focus is on supporting disabled people within the community and SENDIASS Camden who provide special educational needs and disability information.

Reserves Policy

The charity has reviewed its reserves policy, to be implemented in the forthcoming financial year. The trustees wish to establish and maintain a policy of holding reserves to enable the charity to function for a period of 3 months.

Risk management

The trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

Trustees' responsibilities in relation to the financial statements

The trustees (who are also directors of Highgate Newtown Community Centre Limited for the purposes of company law) are responsible for the preparation of the Trustees' Annual Report and the financial statements in accordance with applicable law and UK Accounting Standards. Company law requires the trustees as directors to prepare financial statements for each financial year which detail the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and /continued

HIGHGATE NEWTOWN COMMUNITY CENTRE LIMITED
TRUSTEES' ANNUAL REPORT for YEAR ENDED 31st MARCH 2014 (Continued)

Trustees' responsibilities in relation to the financial statements (continued)

expenditure, of the charitable company for that period.

In preparing these financial statements, the trustees are required to:

Select suitable accounting policies and then apply them consistently

Observe the methods and principles in the Charities SORP

Make judgements and estimates that are reasonable

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 a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation

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

Independent Examination

Mr Trevor Rebello does not intend to stand for reappointment as the Independent Examiner. A resolution will be proposed at the Annual General Meeting to appoint another suitably qualified person as independent examiner

Signed on behalf of the trustees by:



Gillian Aitken

29th April 2015

HIGHGATE NEWTOWN COMMUNITY CENTRE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES FOR YEAR ENDED 31ST MARCH 2014

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2014 £	Total 2013 £
INCOMING RESOURCES					
Voluntary income	2	101,596	98,412	200,008	221,877
Investment income	3	38	0	38	27
Other sources	4	79,981	5,426	85,407	172,306
TOTAL INCOMING RESOURCES		181,615	103,838	285,453	394,210
RESOURCES EXPENDED					
Costs of generating voluntary income	5	10,317	0	10,317	1,099
Charitable activities	6/7	178,037	103,838	281,875	378,800
Governance costs	8	2,960	0	2,960	5,678
TOTAL RESOURCES EXPENDED		191,314	103,838	295,152	385,577
Net incoming/-outgoing resources for the year		-9,699	0	-9,699	8,633
	9				
Total funds brought forward		52,866	0	52,866	44,233
TOTAL FUNDS CARRIED FORWARD		43,167	0	43,167	52,866

All of the above amounts relate to continuing activities.

The Statement of Financial affairs includes all income and expenditure and therefore incorporates the Profit and Loss Account

The notes on pages 7 to 10 form part of these financial statements

HIGHGATE NEWTOWN COMMUNITY CENTRE LIMITED

BALANCE SHEET AS AT 31ST MARCH 2014

	Notes	£	2014 £	£	2013 £
FIXED ASSETS					
Tangible assets	12		1,099		1,648
CURRENT ASSETS					
Debtors	13	6,227		7,349	
Cash at bank and in hand		<u>50,878</u>		<u>140,095</u>	
		57,105		147,444	
CREDITORS: due within one year	14	<u>14,707</u>		<u>96,226</u>	
NET CURRENT ASSETS			<u>42,398</u>		<u>51,218</u>
TOTAL ASSETS			<u>43,497</u>		<u>52,866</u>
FUNDS					
Restricted funds	16		0		0
Unrestricted funds	17		<u>43,497</u>		<u>52,866</u>
TOTAL FUNDS			<u>43,497</u>		<u>52,866</u>

The trustees are satisfied that the charity is entitled to exemption from the provisions of the Companies Act 2006 (the Act) Section 477 relating to an audit of the financial statements for the year and that no member or members have requested an audit pursuant to Section 476 of the Act.

The trustees acknowledge their responsibilities for:

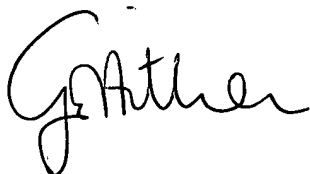
1. ensuring the charity keeps adequate accounting records which comply with Section 386, and
2. preparing financial statements which give details of the state of affairs of the charity as at the end of the financial year and its profit and or loss for the financial year in accordance with the requirements of Section 393 of the Act and which otherwise comply with the requirements of the Act relating to financial statements so far as applicable to the charity.

The notes on pages 7 to 10 form part of these financial statements.

The financial statements were approved by the trustees on :

29th April 2015

and are signed on their behalf by



Gillian Aitken

HIGHGATE NEWTOWN COMMUNITY CENTRE LIMITED

Notes to the financial statements for the year ended 31st March 2014

1 ACCOUNTING POLICIES

The principal accounting policies which are adopted consistently in the preparation of the financial statements are set out below :

a) Basis of accounting

The financial statements have been prepared under the historical cost convention as modified by the inclusion of donated assets at their estimated market value in the year of receipt, in accordance with applicable accounting standards including the latest Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005), and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

b) Fixed assets and Depreciation

Fixed assets are initially recorded at cost. Assets costing less than £1,000 are not capitalised. Depreciation is calculated as to write off the net value of the asset over its useful economic life at 33% reducing balance (see note 12).

c) Funds

Unrestricted funds are donations and other incoming resources received or generated for the charitable purposes of which funds are then designated by the management committee for particular purposes.

Restricted funds are to be used for specific purpose as laid down by the donor.

Expenditure which meets this criteria is charged to the fund together with fair allocation of both managerial and administrative costs.

d) Incoming resources

Voluntary income and donations are included in incoming resources when they are receivable except when the donors specify that they must be used in future accounting periods or donors' conditions have not been fulfilled, then the income is deferred. The income from fundraising ventures is shown gross.

e) Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered.

Expenditure that is directly attributable to specific activities have been included in those cost categories.

Where costs are attributable to more than one activity they have been apportioned across the cost activities on a basis consistent with the use of these resources.

Cost of generating funds includes salaries, direct expenditure and overhead costs of the staff who promote fundraising including events.

Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

f) Support costs

Management and administration expenses, excluding governance costs, are re-allocated as fundraising costs in the proportion of direct project costs incurred.

g) Restricted Capital Funds

Any income receivable specifically for fixed assets is accounted for separately within a Restricted Capital Income Fund which will be charged with amounts equivalent to any related depreciation.

h) Restricted Revenue Funds

Grants and income receivable for a specific purpose other than to purchase fixed assets have been accounted for separately within the Restricted Revenue Income Fund. Relevant expenditure is charged against this income.

i) Pensions

The pension costs charged in the financial statement represent the contributions paid by the company during the year to one member of staff's own pension scheme.

HIGHGATE NEWTOWN COMMUNITY CENTRE LIMITED

Notes to the financial statements for the year ended 31st March 2014 (continued)

2 VOLUNTARY INCOME

	Unrestricted funds £	Restricted funds £	2014 £	2013 £
Donations				
Donations	1,596	-	1,596	6,397
Grants receivable				
LBC Main grant	100,000	-	100,000	100,000
Other grants receivable	-	98,412	98,412	115,480
	<u>101,596</u>	<u>98,412</u>	<u>200,008</u>	<u>221,877</u>

3 INVESTMENT INCOME

	Unrestricted funds £	Restricted funds £	2014 £	2013 £
Bank interest receivable	<u>38</u>	<u>-</u>	<u>38</u>	<u>27</u>

4 OTHER INCOMING RESOURCES

	Unrestricted funds £	Restricted funds £	2014 £	2013 £
Centre activities	16,558	-	16,558	53,692
Hall & room hire	63,423	-	63,423	73,619
Family Centre	-	5,426	5,426	44,995
	<u>79,981</u>	<u>5,426</u>	<u>85,407</u>	<u>172,306</u>

5 COSTS OF GENERATING VOLUNTARY INCOME

	Unrestricted funds £	2014 £	2013 £
Costs of generating income	<u>10,317</u>	<u>10,317</u>	<u>1,099</u>

6 COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted funds £	Restricted funds £	2014 £	2013 £
Centre activities	143,939	103,838	247,777	326,061
Support costs	34,098	-	34,098	52,739
	<u>178,037</u>	<u>103,838</u>	<u>281,875</u>	<u>378,800</u>

7 COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Grant Funding £	Support costs £	2014 £	2013 £
Centre activities	<u>247,777</u>	<u>34,098</u>	<u>281,875</u>	<u>378,800</u>

HIGHGATE NEWTOWN COMMUNITY CENTRE LIMITED

Notes to the financial statements for the year ended 31st March 2014 (continued)

8 GOVERNANCE COSTS

	Unrestricted funds £	Restricted funds £	2014 £	2013 £
Examiner's fee	1,860	-	1,860	2,960
Costs of trustees' meetings	770	-	770	2,053
Subscriptions and memberships	330	-	330	685
	<u>2,930</u>	<u>-</u>	<u>2,960</u>	<u>5,678</u>

9 NET INCOMING / (OUTGOING) RESOURCES FOR THE YEAR

This is stated after charging :

	2014 £	2013 £
Depreciation	549	823
Examination fees	1,860	1,500

10 STAFF COSTS AND EMOLUMENTS

	2014 £	2013 £
Wages and salaries	158,726	216,863
Social security costs	11,506	14,000
Pension (see note)	700	-

Note: The organisation contributed to a member of staff's personal pension scheme. The pension charge represent contributions paid by the company and amounted to £700.00 (2013:- Nil)

	No	No
Direct charitable work	5	7
Administrative and fundraising	2	2

No employee received remuneration of more than £60,000 during the year (2013 - Nil).

11 TRUSTEES' REMUNERATION

The organisation has in place a policy of re-imbursement of expenses and the Memorandum and Articles of Association allows for trustees to be paid for services.

12 TANGIBLE FIXED ASSETS

	Premise Improvements £	Fixtures & Fittings £	TOTAL £
COST			
At 1st April 2013	97,992	75,210	173,202
At 31st March 2014	<u>97,992</u>	<u>75,210</u>	<u>173,202</u>
DEPRECIATION			
At 1st April 2013	97,311	74,243	171,554
Charge for the year	322	227	549
At 31st March 2014	<u>97,633</u>	<u>74,470</u>	<u>172,103</u>
NET BOOK VALUE			
At 31st March 2014	<u>359</u>	<u>740</u>	<u>1,099</u>
At 31st March 2013	<u>681</u>	<u>967</u>	<u>1,648</u>

HIGHGATE NEWTOWN COMMUNITY CENTRE LIMITED

Notes to the financial statements for the year ended 31st March 2014 (continued)

13 DEBTORS

	2014 £	2013 £
Grants receivable	-	-
Trade debtors	3,785	5,376
Prepayments	2,442	1,973
	<u>6,227</u>	<u>7,349</u>

14 CREDITORS DUE WITHIN 1 YEAR

	2014 £	2013 £
Deferred income (see Note 15)	-	60,455
Taxation and social security	7,620	2,643
Trade creditors	6,007	4,888
Accruals	1,080	3,240
Sundry creditors	-	25,000
	<u>14,707</u>	<u>96,226</u>

15 DEFERRED INCOME

	Balance at 1st April 2013 £	Incoming Resources £	Outgoing Resources £	Balance at 31st March 2014 £
LBC - YABP	6,250	-	6,250	-
LBC - Free Sport	46,565	-	46,565	-
Big Lottery - Kitchen refurbishment	7,640	-	7,640	-
	<u>60,455</u>	<u>-</u>	<u>60,455</u>	<u>-</u>

16 RESTRICTED INCOME FUNDS

	Balance at 1st April 2013 £	Incoming Resources £	Outgoing Resources £	Balance at 31st March 2014 £
SLA - Grant	-	22,444	22,444	-
Playscheme grant	-	25,875	25,875	-
Neighbourhood care	-	20,768	20,768	-
Equalities & Cohension Fund	-	25,000	25,000	-
Pre-school children's service	-	4,325	4,325	-
	<u>-</u>	<u>98,412</u>	<u>98,412</u>	<u>-</u>

17 UNRESTRICTED INCOME FUNDS

	Balance at 1st April 2013 £	Incoming Resources £	Outgoing Resources £	Balance at 31st March 2014 £
General funds	52,866	181,615	191,314	43,167

18 COMPANY LIMITED BY GUARANTEE

The company is limited by guarantee of £1 per member without share capital.

Highgate Newton Community Centre Limited

Company Limited By Guarantee

Independent Examiner's Report to the Trustees of

Highgate Newton Community Centre Limited

I report on the accounts of the charity for the year ended 31 March 2014 which are set out on pages 5 to 10.

Respective Responsibilities of Trustees and Independent Examiner

The charity's trustees (who are also the directors of Highgate Newton Community Centre Limited for the purposes of company law) are responsible for the preparation of the accounts. The charity's 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 by being a qualified member of The Institute of Chartered Accountants in England and Wales.

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;
- 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
- 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.

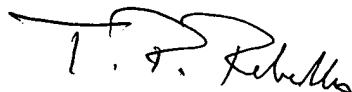
Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (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 Charities

have 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.



Trevor P. Rebello, FCA

Independent examiner

29th April 2015

Rebello & Co
200 Brighton Road,
Purley,
Surrey, CR8 4HB