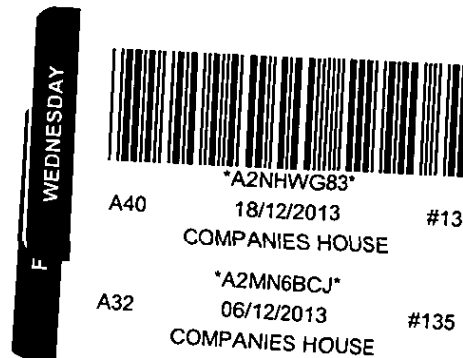


Charity number: 801433
Company number: 2009021

HILLINGDON WOMEN'S CENTRE

**REPORT OF THE TRUSTEES AND
INDEPENDENTLY EXAMINED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2013**



HILLINGDON WOMEN'S CENTRE

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2013**

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HILLINGDON WOMEN'S CENTRE

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2013

The trustees are pleased to present their report together with the financial statements of the Charity for the year ended 31st March 2013

Reference and administrative details:

Registered & main office:

333 Long Lane, Hillingdon, Middlesex, UB10 9JU

Charity number:

801433

Company number:

2009021

Directors and trustees:

The directors of the charitable company (the charity) are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees. The trustees serving during the year were

Ms Diane Joseph - Chair

Ms Maggie Sanchez-Charles - Vice Chair (appointed October 2012)

Lisa Fairclough - Company Secretary – (resigned March 2013)

Dagmar Tkacova - Treasurer

Lande Abudu (appointed October 2012)

Julie Tennick (appointed October 2012)

Bankers:

CAF Bank Ltd, 25 Kings Hill Avenue, West Malling, Kent, ME19 4JQ

Lloyds TSB, Uxbridge Branch (30-98-91) c/o Head Office, 25 Gresham Street, London, EC2V 7HN

Independent Examiner:

Moses Sarquah, Hillingdon Association of Voluntary Services, Key House, 106 High Street, Yiewsley, Middlesex, UB7 7BQ

Solicitors:

Johal & Co, 5-7 Northolt Road, South Harrow, Middlesex, HA2 0HL

HILLINGDON WOMEN'S CENTRE

REPORT OF THE TRUSTEES (continued) FOR THE YEAR ENDED 31ST MARCH 2013

Structure, Governance and Management

Governing document:

Hillingdon Women's Centre is registered as a charitable company limited by guarantee and was set up by a Memorandum and Articles of Association, on 10th April 1986 as amended by special resolutions on 15 April 2004 and 16 May 2012

Appointment of trustees:

At present all positions are filled through annual nominations and election. This has been standard practice since 1986. It was felt this maximised accountability to the whole membership of the Management Committee.

Trustee induction and training:

A copy of the Memorandum & Articles of Association - and all the policies relating to the Centre (also outlining the roles and responsibilities of the trustees) - is made available to all trustees at the Hillingdon Women's Centre. Booklets with information on the roles and responsibilities of trustees are also made available at the Centre, and trustee training is accessible to all trustees.

Organisation:

The charity operates from the above address during "drop in" and most activities take place there. Exceptions include meetings, networking with organisations that have purposes similar to those of the charity, Yoga, workshops and courses. Policy and planning decisions are currently agreed at the monthly Management Committee meetings (MCM). The MCM is open to all Trustees and invited guests. Currently the Trustee Group meet monthly, their purpose to support the Centre and Volunteer Development Managers and volunteers in the day-to-day running of the centre.

Related parties:

The Charity networks with a wide variety of local organisations, and our partners include London Borough of Hillingdon, Hillingdon Law Centre, Hillingdon Independent Domestic Violence Advocacy Project Service (HIDVAPS), HESTIA, HAVS (Hillingdon Association of Volunteer Services), Social Services, Rethink, National Domestic Violence Help Line, MIND, CNWL (Riverside Centre Mental Health) Women's Resource Centre, YMCA, MARAC (Multi Agency Risk Assessment Conference), REAP, NHS Hillingdon, Sahan Society Centre and many other organisations via e.g. Domestic Violence/crime prevention meetings.

HILLINGDON WOMEN'S CENTRE

REPORT OF THE TRUSTEES (continued) FOR THE YEAR ENDED 31ST MARCH 2013

Risk management:

The Director/Trustees have assessed the major risks to which the charity is exposed, in particular those relating to the operations and finances of the charity, and are satisfied that systems are in place to mitigate our exposure to the major risks

Decisions are reached through regular MCMs Directors/Trustees are required to attend at least 5 MCM per year and failure to meet this requirement results in loss of their voting rights

A Director/Trustee is accompanied by an appointed volunteer (sometimes another Director/Trustee) to empty donation boxes collected within the Centre

Objectives and activities:

The Memorandum (Page 1), states that the charity's objective is "to promote any charitable purpose for the benefit of women resident in Hillingdon .." Our objectives include the advancement of education, relief of poverty, protection of health, facilitation of recreation and leisure-time occupations in order to improve social welfare and conditions of women's lives

Our activities include the daily "drop-in" offering information and advice, courses, social events, e g (a successful International Women's Day) fund-raising, legal advice, interpretation where required, meetings, domestic violence risk assessment and refuge, working with other local domestic violence services, student placements and general information and guidance

Public Benefit, Objective and Activities

The Charity Commission requires charities to assess the public benefit of their activities and has established two principles to support that assessment

Principle 1: There must be an identifiable benefit or benefits

Principle 2: Benefit must be to the public, or a section of the public

The Memorandum, page 1, states that the charity's main objective is "to promote any charitable purpose for the benefit of women resident in Hillingdon ..." Other objectives include: the advancement of education, relief of poverty, protection of health, facilitation of recreation and leisure-time occupations in order to improve social welfare and conditions of women's lives.

Our activities include the daily "drop-in" offering information and advice, workshops, courses, social events, e g (a successful International Women's Day) fund-raising, legal advice, coffee mornings, walking groups, interpretation where required, meetings, domestic violence risk assessment and the finding of refuge accommodation, working with other local domestic violence services, form filling for women who cannot read or write English, student placements, volunteering opportunities, general information and guidance, networking with organisations that have purposes similar to those of the charity and Yoga

HILLINGDON WOMEN'S CENTRE

REPORT OF THE TRUSTEES (continued) FOR THE YEAR ENDED 31ST MARCH 2013

Grant making policy:

None – no grants are made to other organisations

Project grants

£25,000 was received from London Borough of Hillingdon towards the Centre Manager's salary and other purposes e.g. to support the Women In the Community project £130,610 (over 3 years) was granted by the BIG Lottery Fund for a paid worker to deliver the Women Into Volunteering Project £5,140 was received from Hillingdon Community Trust to deliver a self-esteem course for women who live in the South of the Borough of Hillingdon

Achievements and performance:

Jill Lynch was appointed as centre co-ordinator in April 2009 and Centre Manager in 2012. The volunteer induction training programme has been updated. PQASSO Level 1 maintained. Networking visits made to other agencies & organisations to raise the profile of Hillingdon Women's Centre and membership of partnerships bodies such as the Domestic Violence Action Forum have increased. The Centre leaflets continue to be produced and could be made available in different languages, (on request) the steady flow of new volunteers continues, website traffic has doubled, the counselling service was closed in January 2011 due to lack of funding, a tragic loss to women in the community. The free monthly newsletter continues and a new Community Bulletin is being circulated.

A number of initiatives have grown in popularity and we have increased some of the services e.g. Legal Advice, Private use Room Hire, workshops, Coffee mornings, Quilt Making club and self-esteem and confidence building courses. Hillingdon Arts week means that we enable women, sometimes for the first time ever, to exhibit their work, on our premises.

Raising awareness:

Visits made to other agencies & organisations, networking by the Centre coordinator Manager and patron, talks given e.g. at Universities, Schools, Clubs liaising with other women's centres by volunteers generally, leaflets & website, newsletter. We continually promote our courses and services in the borough of Hillingdon. We increasingly take part in fund raising events and information fairs.

Financial Review:

The Committee would report that the income of the charitable company in respect of unrestricted Funds was £38,398 (2012 £6,241). The Income in respect of restricted funds was £28,218 (2012 £28,594). The Statement of Financial Activities on page 7 shows the total resources expended was £59,686 (2012 £48,015), this can be analysed between £42,517 in respect of unrestricted funds, £17,169 restricted funds, of which £712 were related to governance costs.

The Trustees would point out that £651 of the unrestricted income, and £nil of the unrestricted expenditure represents a donation in kind.

HILLINGDON WOMEN'S CENTRE

REPORT OF THE TRUSTEES (continued) FOR THE YEAR ENDED 31ST MARCH 2013

Specific investment powers of the trustees:

None, except to place money in a deposit account – currently CAF Gold account

Reserves policy and Level of Reserves:

Review and update accepted at management committee meeting on 31 March 2013

The Trustees recognise the need to hold reserves to allow protection of all core activities in the event of income shortfalls & cash flow problems and to promote balanced, long-term strategic planning. In line with Charity Commission guidelines, the Trustees define reserves as

“Income which becomes available to the charity and which is to be expended at the trustees’ discretion in furtherance of any of the charity’s objectives but which has not yet been spent, committed or designated ”

Excluding Reserves in the form of restricted funds and freehold property, as at the 31st march 2013 the Charitable Company had free reserves in the form of unrestricted funds in the amount of £23,020

As this only equates to 5 months running costs the Trustees have embarked on a fund raising programme to enhance reserves to try to ensure the charity has sufficient reserves to continue providing charitable objectives

Arrangement for Monitoring & Reviewing the Policy:

These are reviewed and monitored at the four weekly management committee meetings

Statement of trustees' responsibilities

Charity law requires the 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 at the end of the financial year and of its surplus and deficit for the financial year. In doing so the trustees are required to

- (a) Select suitable accounting policies and apply them consistently
- (b) Make sound judgements and estimates that are reasonable and prudent, and
- (c) Prepare the financial statements on a going concern basis unless it is appropriate to presume that the charity will continue in business

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2011. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the detection and prevention of fraud or other irregularities

HILLINGDON WOMEN'S CENTRE


**REPORT OF THE TRUSTEES (continued)
FOR THE YEAR ENDED 31ST MARCH 2013**

Date of Annual General Meeting:

2013

By order of the trustees

Ms Julie Tennick
Ms Pat Scott
Ms Jennifer Pierre-Thomas
Ms Sarah Dobson
Ms Margaret Newman
Ms Harpreet Panesar

 Julie Ann Tennick
x x

HILLINGDON WOMEN'S CENTRE

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HILLINGDON WOMEN CENTRE

I report on the accounts for the year ended 31st March 2013, which are set out on pages 8 to 13

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors 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
- 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 the 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 statements 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 394 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



Moses Sarquah
Key House
106 High Street
Yiewsley, Middlesex
UB7 7BQ

Dated 18 November 2013

**HILLINGDON WOMEN'S CENTRE
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2013**

	Unrestricted Funds £	Restricted Funds £	Total 2013 £	Unrestricted Funds £	Restricted Funds £	Total 2012 £
<u>Incoming Resources</u>						
Grants	29,753	28,218	57,971	-	26,974	26,974
Donations	7,161	-	7,161	5,743	1,620	7,363
Ground rent receivable on Flat	350	-	350	50	-	50
Service Charges receivable	-	-	-	300	-	300
Gift Aid	425	-	425	-	-	-
Deposit Account Interest	58	-	58	48	-	48
Donation In Kind	651	-	651	-	-	-
	38,398	28,218	66,616	6,241	28,594	34,835
<u>Charitable Activities</u>						
Salaries & NI	30,727	11,492	42,219	-	28,380	28,380
Recruitment	-	750	750	-	-	-
Training	-	457	457	-	448	448
Professional fees	-	-	-	-	2,032	2,032
Light & Heat	867	316	1,183	2,108	-	2,108
Telephone	939	439	1,378	1,011	130	1,141
Subscriptions	-	-	-	170	-	170
Travel	145	27	172	31	132	163
Volunteer Expenses	10	220	230	300	576	876
Printing Postage Stationery & Computer	2,810	1,229	4,039	2,071	315	2,386
Water Rates	794	-	794	-	-	-
Cleaning	59	85	144	276	688	964
Sundry Expenses	258	196	454	-	-	-
Refreshments	442	57	499	242	199	441
Repairs & Renewals	1,017	-	1,017	62	-	62
Depreciation	-	-	-	-	-	-
Insurance	1,114	550	1,664	1,958	-	1,958
Advertising & Promotion	67	62	129	-	-	-
Bank charges	9	-	9	-	-	-
Supervision	445	25	470	18	490	508
Tutor fees	1,526	880	2,406	655	5,020	5,675
Rent and Hall Hire	620	340	960	353	350	703
Other Funds -petty cash	-	-	-	-	-	-
	41,849	17,125	58,974	9,255	38,760	48,015
<u>Governance Costs</u>						
Accountancy Fees	104	31	135	-	-	-
Legal Fees	564	13	577	-	-	-
	668	44	712	-	-	-
Total Resources Expended	42,517	17,169	59,686	9,255	38,760	48,015
Net Incoming (Outgoing) Resources for Year	(4,119)	11,049	6,930	(3,014)	(10,166)	(13,180)
Transfers						
From unrestricted funds	2,163	(2,163)	-	1,634	(1,634)	-
Total Funds Brought Forward	24,976	52,501	77,477	22,823	67,834	90,657
Total Funds Carried Forward (Note7)	23,020	61,387	84,407	21,443	56,034	77,477

HILLINGDON WOMEN'S CENTRE

BALANCE SHEET 31ST MARCH 2013

	Notes	Unrestricted Funds £	Restricted Funds £	31.03.13 Total Funds £	31.03.12 Total Funds £
FIXED ASSETS					
Tangible Assets	5		48,997	48,997	48,997
CURRENT ASSETS					
Cash at Bank and in Hand		21,103	12,390	33,493	27,970
Prepayments		3,306		3,306	1,010
CREDITORS:					
Amounts falling due within one year	6	(1,389)		(1,389)	(500)
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>23,020</u>	<u>61,387</u>	<u>84,407</u>	<u>77,477</u>
RESERVES:					
Total Funds	7	23,020	61,387	84,407	77,477
		<u>23,020</u>	<u>61,387</u>	<u>84,407</u>	<u>77,477</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2013

The trustees have not required the charitable company to obtain an audit of its financial statements for the year ended 31st March 2013 in accordance with Section 476 of the Companies Act 2006

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Section 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its income and expenditure for each financial year in accordance with the requirements of Section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved by the Board of Trustees on 24th October 2013 and were signed on its behalf by

J. Tennick Company Secretary
J A TENNICK

4/11/13

P. Scott Chair

24-10-13

PATRICIA SCOTT

HILLINGDON WOMEN'S CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2013

1 LEGAL STATUS

The company is limited by guarantee and is a registered charity There is no share capital

2 ACCOUNTING POLICIES

Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with

- 1) The Statement of Recommended Practice Accounting and Reporting by Charities (SORP 2005)
- 2) The Financial Reporting Standard for Smaller Entities (effective April 2008)
- 3) The special provisions of Part 15 of the Companies Act 2006 relating to small companies

Income

All income, including donations and grants, is recognised in the Statement of Financial Activities when the income is received

Funds

- 1) Restricted Funds – where specific conditions imposed by the donor would restrict the use of funds, the income is recorded in the relevant restricted fund
- 2) Unrestricted Funds – where no specific conditions have been imposed by the donor and there are no restrictions on the use of the funds, the income is recorded as general unrestricted funds In previous reporting periods, the L B Hillingdon Salary Fund had been classified as Restricted Fund This has now been reclassified as Unrestricted Fund based on the terms and conditions of the grant
- 3) Designated Funds – where funds have been set aside for a specific use by the Trustees

Resources Expended

Resources expended are recognised in the Statement of Financial Activities in the period where the liability to the expense arises They are analysed between the costs of generating funds, direct charitable expenditure and governance costs Governance costs are those costs relating to the charity itself and not to its objectives

Fixed Assets

The freehold property was purchased during the financial year 1985/6 using funds from a grant from the GLC of £70,283, including interest The total cost was £90,717 The Trustees obtained a professional valuation of £165,000 for the freehold property as at 31st March 2002 by Mr Colin Hirst MRICS but have decided to account for the property at cost as permitted by FRS15 The upstairs residential flat is let on a 125 year lease which commenced on 1st January 1983 The charity receives ground rent each year for this property

Depreciation

Depreciation is provided at the following annual rates in order to write off each tangible asset over its useful economic life

Fixtures & fittings	25% on cost
Computer equipment	25% on cost

HILLINGDON WOMEN'S CENTRE

NOTES TO THE FINANCIAL STATEMENTS Continued FOR THE YEAR ENDED 31ST MARCH 2013

Depreciation (continued)

The Trustees have not depreciated the Freehold Property as they are of the view the value in the accounts is less than the current market value

3 OPERATING LOSS

The operating loss is stated after charging

	31.03.13	31.03.12
	£	£
Depreciation - owned assets	-	-

4 TAXATION

No liability to UK corporation tax arose on ordinary activities for the year ended 31st March 2012 or for the year ended 31st March 2011

5 TANGIBLE FIXED ASSETS

	Land and Buildings £	Fixtures and fitting £	Totals £
COST:			
At 1st April 2012			
and 31st March 2013	<u>90,717</u>	<u>7,904</u>	<u>98,621</u>
DEPRECIATION:			
At 1st April 2012	41,723	7,901	47,810
Charge for year	<u>-</u>	<u>-</u>	<u>-</u>
At 31st March 2013	<u>41,723</u>	<u>7,901</u>	<u>49,624</u>
NET BOOK VALUE:			
At 31st March 2013	<u>48,994</u>	<u>3</u>	<u>48,997</u>
At 31st March 2012	<u>48,994</u>	<u>3</u>	<u>48,997</u>

6 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.03.13	31.03.12
	£	£
HM Revenue and Customs (PAYE)	<u>1,389</u>	<u>500</u>
	<u>1,389</u>	<u>500</u>

HILLINGDON WOMEN'S CENTRE

NOTES TO THE FINANCIAL STATEMENTS Continued FOR THE YEAR ENDED 31ST MARCH 2013

7. MOVEMENTS IN FUNDS

	<u>Balance as at 31.03.12</u>	<u>Incoming Resources</u>	<u>Outgoing Resources</u>	<u>Fund Transfers</u>	<u>Balance as at 31.03.13</u>
<u>UNRESTRICTED FUNDS</u>					
<u>General fund</u>					
General Fund	16,153	6,503	8,727	920	14,849
Total General Fund	16,153	6,503	8,727	920	14,849
<u>Designated funds</u>					
Maintenance Fund	5,291	350	551	-	5,090
L B Hillingdon - Salary	3,532	30,354	30,840		3,046
Co-ordinator Fund	-	-	445	445	-
HWC Yoga	-	1,191	1,234	78	35
Clothworkers Foundation	-	-	720	720	-
Total Designated Funds	8,823	31,895	33,790	1,243	8,171
Total Unrestricted & Designated Funds	24,976	38,398	42,517	2,163	23,020
<u>RESTRICTED FUNDS</u>					
<u>Income Funds</u>					
Big Lottery	-	21,714	14,468	-	7,246
Interpretation	187	-	-	-	187
Fundraising Fund	1,963	-	183	(1,165)	615
Hillingdon Community Trust	-	5,140	1,546	-	3,594
UJA Foundation	-	748	-	-	748
Awards for All Yoga	78	-	-	(78)	-
Wardgrant	-	616	616	-	-
Lesbian Discussion Group	26	-	-	(26)	-
Self Esteem	1,250	-	356	(894)	-
Total Income Fund	3,504	28,218	17,169	(2,163)	12,390
<u>Capital funds</u>					
Freehold	48,994	-	-	-	48,994
Freehold depreciation	3	-	-	-	3
Total Capital Fund	48,997	-	-	-	48,997
Total Restricted Funds	52,501	28,218	17,169	(2,163)	61,387
Total Funds	77,477	66,616	59,686	-	84,407

HILLINGDON WOMEN'S CENTRE

NOTES TO THE FINANCIAL STATEMENTS Continued FOR THE YEAR ENDED 31ST MARCH 2013

8. TRUSTEES REMUNERATION AND EXPENSES

There were no payment made to trustees in 2013 nor were there any in the previous year for remuneration or expenses

9. STAFF COSTS

	31.03.13	31.03.12
	£	£
Gross Wages and Employers NI	42,219	28,380

10. NUMBER OF EMPLOYEES

The employees at the start of the year was 2, at the end of the year this was also 2, this being the average

11. EMPLOYEE EMOLUMENTS

No employees received emoluments more than £60,000, there is also no pension scheme

12. FUND DETAIL

The fund relating to the Freehold Property is not available for use by the Charitable Company
As any amount realised in respect of the property has to be repaid to the local authority
Under the original terms of the covenant