

**HILLINGDON WOMEN'S CENTRE
(A Company limited by guarantee)**

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2019



**Registered Number: 2009021
Charity Number: 801433**

**HILLINGDON WOMEN'S CENTRE
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**HILLINGDON WOMEN'S CENTRE
LEGAL AND ADMINISTRATIVE INFORMATION
FOR THE YEAR ENDED 31 MARCH 2019**

Trustees

The trustees who served the charity during the period April 2018 to March 2019 were as follows:

Ms S Robins – Chair / Treasurer
Ms A Waterford – Secretary
Ms. N Desor
Ms M Badu – Vice Chair
Ms A Hall
Ms S Smith

Registered charity name Hillingdon Women's Centre

Charity registration number 801433

Company registration number 2009021

Registered office 333 Long Lane
Hillingdon
Middlesex
UB10 9JU

Independent Examiner Kashif Yasin (FCCA), Acctax Direct LLP
Suite 4a, 2nd Floor, Alperton House, Bridgewater Road,
Wembley, HA0 1EH

Bankers Metro Bank Ltd
1 Southampton Row, London, WC1B 5HA

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

HILLINGDON WOMEN'S CENTRE TRUSTEE REPORT FOR THE YEAR ENDED 31 MARCH 2019

The Trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the financial statements of Hillingdon Women's Centre (the company) for the year ended 31 March 2019.

Governing Document and Charitable Objects

Hillingdon Women's Centre is registered as a Charity with the Charity Commission under registration number 801433. It is constituted as a company limited by guarantee (registration number 2009021) and is therefore governed by its Memorandum and Articles of Association on 10 April 1986 as amended by special resolution on 15 April 2004, 16 May 2012, 21 November 2013, December 2016 and 04 April 2018.

Organisational Structure

The charity operates a 'drop in' service at 333 Long Lane and most of its activities take place there. Exceptions include partnership events, meetings, and networking with other organisations. Policy and planning decisions are made at the monthly Director/Trustee Committee meetings, which are open to all Directors/Trustees and invited guests. Their purpose is to support the Centre and its Centre manager, Centre co-ordinator, placements and volunteers with strategic and policy direction, governance and line management responsibility where appropriate.

Recruitment and Appointment of Trustees

Where possible, 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. However, due to the voluntary nature of the work, from time to time the co-option of new candidates may be appropriate in line with the needs of the Charity and there has been some turnover and new appointments. A minimum of two Director/Trustees can co-opt a Committee member for the remaining period until the next AGM.

Induction and Training of Trustees

A copy of the Memorandum & Articles of Association - and all the policies relating to the Centre (also outlining the roles and responsibilities) is available to all Director/Trustees at Hillingdon Women's Centre. Booklets and internet sites are available and training is accessible to all Director/Trustees and has now been confirmed as mandatory.

Related Parties

We network with a wide variety of local organisations, and our partners include: London Borough of Hillingdon, Hillingdon Law Centre, Hillingdon Independent Domestic Violence Advocacy Project (HIDVAP), 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. The Charity is actively seeking to extend its partnership and networking activities to further the work of the Centre and carry this into the community.

HILLINGDON WOMEN'S CENTRE TRUSTEE REPORT FOR THE YEAR ENDED 31 MARCH 2019

Objectives

The Memorandum 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 daily "drop-in" services, information and advice, training courses, social events, legal advice, interpretation, meetings, domestic violence risk assessment and refuge placements, student placements, general information, signposting and guidance. In the coming year, emphasis will be placed on consolidating and extending those services that we offer, including a new employability program and a series of arts and crafts workshops.

Strategies for Achieving Objectives

The framework of our strategy continues around our core principles of Advice, Empowerment, Friendship and Opportunity. Whether we are progressing funding opportunities or seeking to provide new service offerings everything we have done and continue to do is validated against this strategy. As Trustees we continue to review our strategy every six months to ensure that it is still relevant and reflective of the aims of the charity. The strategy review meeting held on 5th February 2019 set out refreshed objectives for the next 3 year horizon.

Activities for Achieving Charitable Objectives

The charity continues to operate in a large part due to the support and funding from the London Borough of Hillingdon who fund the Centre Manager's salary and thus the core operational activities of the Centre which include the provision of guidance and advice to our service users as well as enabling us to offer a variety of workshops and events such as supporting the Women In the Community project.

Through our reporting requirements to the London Borough of Hillingdon we can demonstrate that use of the Centre remains strong within the community and the volume of first time service users and repeat visits continues to rise.

We continue to offer a range of workshops aimed at helping women improve their self-confidence and employability. These cover areas such as empowerment and Moving Forwards after abuse. In addition to this we provide opportunities for women to interact and socialise reducing their sense of isolation and providing a safe and supportive environment in which to share their experiences. One of the most successful areas here is our bridge club.

We have continued to expand on our opportunities through volunteer positions providing some women with much needed work experience before they venture into a full time job. We have a unique relationship with Brunel University and Middlesex University and have successfully supported work placements from there.

HILLINGDON WOMEN'S CENTRE TRUSTEE REPORT FOR THE YEAR ENDED 31 MARCH 2019

Our work on research and community consultations into the impacts of FGM (Female Genitalia Mutilation) was continued and completed through the remainder of the grant from The Lottery Awards for All fund. The findings of this research will feed into future activities we are keen to progress as part of our overall strategic plan.

We would like to recognise the support of The London Community Foundation through whom we were able to receive a grant of £9,152 for operating costs as part of the Comic Relief Core Strength Local Communities Grant. Through this we were able to extend the hours of our Centre Co-ordinator to enable the Centre to open for 5 days a week instead of 4 days.

We would also like to thank the London Heathrow Community Fund for a grant of £2,202, which enabled us to undertake a much needed refurbishment of our kitchen creating a brighter, cleaner and healthier workspace in which to provide refreshments for our service users.

Financial Review

The Trustees would report that the income of the charitable company in respect of unrestricted funds was £49,353 (2018 £39,356). The income in respect of restricted funds was £2,202 (2018 £9,440).

The statement of financial activities shows that the total resources expended was £43,965 for unrestricted and £9,364 for restricted funds (this includes costs for delivery of FGM project from previous year, kitchen refurbishment and depreciation).

As a result we are reporting a net financial loss of £1,774, which can be attributed to the impact of depreciation. As such we feel that the charity is in a strong position moving forward with expenses under control and matched with a clear fund raising plan.

Reserves Policy

The Trustees recognise the need to hold reserves to allow protection of all core activities in the event of income shortfalls and cash flow problems and to promote balanced long-term strategic planning. We continue to execute our action plan to provide for this.

Risk Management

The 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 monthly Board of Trustee meetings.

Director/Trustees who fail to attend for 6 months lose their status and voting rights.

Review of fundraising

Fundraising remains a focal point for the Charity as we need to raise sufficient money to cover on-going operational costs, including staff salaries. We have been fortunate to continue to receive a grant from London Borough of Hillingdon but this represents less than 50% of our costs. The challenge remains to find those grants which cover operating costs as well as those which will support specific project activity. This year we were fortunate to obtain such a grant through Comic Relief Core Strengths Local Communities programme. For the subsequent year we are pursuing similar options through Lloyds Foundation Invest

HILLINGDON WOMEN'S CENTRE TRUSTEE REPORT FOR THE YEAR ENDED 31 MARCH 2019

programme and the Henry Smith Charities. We also have plans to supplement this with other funding bids for specific project activity, as well as some volunteer led fundraising events.

Plans for the Future

A number of new projects are planned for the forthcoming year subject to the success of the bid applications. This includes a new employment project, Employ20, which will facilitate getting women back into work, as well as an Arts and Crafts programme.

As part of our engagement within the community we are undertaking a community consultation to assess what other services may be of need and benefit to the community. We are also looking to establish an out-reach service by hosting advice and guidance sessions in an alternate location.

Trustees Responsibilities

The Trustees (who are also directors of Hillingdon Women's 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 the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and 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 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 charitable company will continue in business

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

The report of the Trustees has been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

**HILLINGDON WOMEN'S CENTRE
TRUSTEE REPORT
FOR THE YEAR ENDED 31 MARCH 2019**

Audit Exemption

For the financial year in question the company was entitled to exemption under section 47 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the companies Act 2006.

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

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

Approval

This report was approved by the Director/Trustees on 6th November 2019 and signed on its behalf, by:



Sandra Robins, Chair

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF HILLINGDON WOMEN'S CENTRE FOR THE YEAR ENDED 31 MARCH 2019

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st March 2019 which are set out on pages 8 to 14.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

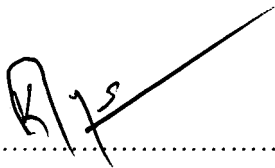
Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Kashif Yasin FCCA
c/o Acctax Direct LLP
Chartered Certified Accountants
Alpertown House, Bridgewater Road,
Wembley, Middlesex. HA0 1EH

Date: 20/11/2019

HILLINGDON WOMEN'S CENTRE
STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating Income and Expenditure account)
FOR THE YEAR ENDED 31 MARCH 2019

	Unrestricted funds £	Restricted funds £	2019 Total funds £	2018 Total funds £
Income and endowments from:				
Donations and legacies (Note 2)	48,613	2,202	50,815	48,446
Other trading activities (Note3)	740	-	740	350
Total	49,353	2,202	51,555	48,796
Expenditure on:				
Charitable activities (Note4)	43,965	9,364	53,329	38,089
Total	43,965	9,364	53,329	38,089
Net income/(expenditure) – (Note 5)	5,388	(7,162)	(1,774)	10,707
Net movement in funds	5,388	(7,162)	(1,774)	10,707
Reconciliation of funds:				
Total funds brought forward (Note 11)	(716)	52,508	51,792	41,085
Total funds carried forward (Note 11)	4,672	45,346	50,018	51,792

The notes on pages 10 to 14 form part of these financial statements.

**HILLINGDON WOMEN'S CENTRE
BALANCE SHEET
FOR THE YEAR ENDED 31 MARCH 2019**

	Unrestricted funds £	Restricted funds £	2019 Total £	2018 Total £
Fixed assets				
Tangible assets (Note 8)		45,346	45,346	47,160
Total fixed assets	-	45,346	45,346	47,160
Current assets				
Cash at bank and in hand	6,634		6,634	5,817
Total current assets	6,634	-	6,634	5,817
Creditors: amounts falling due within one year (Note 10)	1,962	-	1,962	1,185
Net current assets/(liabilities)	4,672	-	4,672	4,632
Total assets less current liabilities	4,672	45,346	50,018	51,792
Funds of the Charity				
Restricted funds (Note 11)		45,346	45,346	52,508
Unrestricted funds (Note 11)	4,672		4,672	(716)
Total funds	4,672	45,346	50,018	51,792

The company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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

These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

Approved by the trustees on 6th November 2019 and signed on their behalf by:



Sandra Robins, Chair

The notes on pages 10 to 14 form part of these financial statements.

HILLINGDON WOMEN'S CENTRE NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

1. ACCOUNTING POLICIES

Basis of preparation and assessment of going concern

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The Charity constitutes a public benefit entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

Income recognition

Items of income are recognised in the financial statements when all of the following criteria are met:

- The charity has entitlement to the funds;
- any performance conditions have been met or are fully within the control of the charity;
- there is sufficient certainty that receipt of the income is considered probable; and
- the amount can be measured reliably.

Contract income is recognised as the charity earns the right to consideration through the performance of its services.

Expenditure recognition

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount can be measured reliably. Expenditure is classified under the following activity headings:

- Expenditure on charitable activities which comprises the costs of running the various activities and services for the charity's beneficiaries.

Expenditure includes those costs of a direct nature which can be allocated to a specific activity. It also includes indirect costs, including governance costs that do not relate to a specific activity but are necessary to support them. Support costs are apportioned to each activity on the basis of staff time.

HILLINGDON WOMEN'S CENTRE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2019

1. ACCOUNTING POLICIES/contd...

Fund accounting

Unrestricted general funds are those funds which are freely available for use in furtherance of the objects of the charity and which have not been designated for specific purposes.

Restricted funds are funds which can only be used in accordance with specific restrictions imposed by the donor or which have been raised for a particular purpose.

Fixed Assets

The freehold property was purchased during the financial year 1985/86 using funds from the GLC of £70,283 including interest. The total cost was £90,717. The upstairs residential flat is let on a 125 year lease which commenced 1st January 1983. The charity receives ground rent each year for this property. Depreciation is provided at the following annual rates in order to write off each tangible asset over its useful economic life.

Freehold property	2% on cost
Fixture & fittings	25% on cost
Computer equipment	25% on cost

2. DONATIONS

	Unrestricted funds	Restricted funds	2019 Total funds £	2018 Total funds £
Donations and gifts	14,851	-	14,851	9,006
General grants provided by government/other charities	33,762	2,202	35,964	39,440
	48,613	2,202	50,815	48,446

3. OTHER TRADING ACTIVITIES

	Unrestricted funds	Restricted funds	2019 Total funds £	2018 Total funds £
Ground Rent	350	-	350	350
Room Hire	390	-	390	-
	740	-	740	350

**HILLINGDON WOMEN'S CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

4. EXPENDITURE ON CHARITABLE ACTIVITIES

	Unrestricted funds	Restricted funds	2019 Total Funds £	2018 Total Funds £
Staff Costs - Wages & Salaries	36,206	4,731	40,937	26,371
Staff Costs - Pensions	550		550	
Staff Costs - Travel Costs	216	47	263	94
Establishment - Rates & Water	1,018		1,018	1,062
Establishment - Light & Heat	884		884	723
Establishment - Repairs & Maintenance	903	2,202	3,105	850
Establishment - Insurance	1,479		1,479	2,066
Establishment - Other			-	
Professional - Accountancy Fees	1,020		1,020	1,155
Professional - Legal Fees			-	
Professional - Other	797		797	841
Office Expenses - Telephone & Internet	505	100	605	2,326
Office Expenses - Printer	220	70	290	452
Office Expenses -Other	168	400	568	332
Depreciation		1,814	1,814	1,817
Total expenditure on charitable activities	43,965	9,364	53,329	38,089

5. NET INCOME/(EXPENDITURE)

	2019	2018
Net income/(expenditure) for the year	(1,774)	10,707

The charity broke even this year with regards to income versus expenditure but did not take into account depreciation costs which explains the net loss.

6. TRUSTEES REMUNERATION AND EXPENSES

There was no trustee remuneration this year or last and there were no expenses reimbursed to trustees this year or last.

**HILLINGDON WOMEN'S CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

7. STAFF COSTS

	2019 £	2018 £
Salaries and wages	40,937	26,371
Pension costs	550	-
	<u>£41,488</u>	<u>£26,371</u>

There was no employee whose emoluments as defined for taxation purposes amounted to over £60,000 in either year.

The average number of employees, calculated on a full-time equivalent basis, was 2 (2018 – 1)

8. TANGIBLE FIXED ASSETS

	Freehold land & buildings £	Fixtures, fittings and equipment £	Total £
Cost at 1 April 2018 and 31 March 2019	<u>90,717</u>	<u>7,904</u>	<u>98,621</u>
Depreciation at 1 April 2018	43,557	7,904	51,461
Charge for the year	1,814	-	1,817
Depreciation at 31 March 2019	<u>45,371</u>	<u>7,904</u>	<u>53,275</u>
Net book value at 31 March 2019	<u>45,346</u>	=	<u>45,346</u>
Net book value at 31 March 2018	<u>47,160</u>	=	<u>47,160</u>

9. TAXATION

The charitable company is exempt from corporation tax on its charitable activities carried out during the year.

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019 £	2018 £
Accruals and deferred income	<u>1,962</u>	<u>1,185</u>

**HILLINGDON WOMEN'S CENTRE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

11. STATEMENT OF FUNDS

	Fund balances 01 Apr 2018 £	Income £	Expenditure £	Fund balances 31 Mar 2019 £
Restricted Funds	52,508	2,202	(9,364)	45,346
Unrestricted funds	(716)	49,353	(43,965)	4,672
	<u>51,792</u>	<u>51,555</u>	<u>(53,329)</u>	<u>50,018</u>

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted £	Restricted £	Total Funds £
Tangible Fixed Assets	-	45,346	45,346
Current Assets	6,634	-	6,634
Current Liabilities	(1,962)	-	(1,962)
	<u>4,672</u>	<u>£45,346</u>	<u>£50,018</u>