

# **Hillingdon Women's Centre**

*A charitable company limited by guarantee*

Registered Charity No: 80433

Company No: 2009021

## **Financial Statements & Report of the Directors/Trustees for the eighteen month period ended 31<sup>st</sup> March, 1999**



**Marie Durnford MSc ACIS**

*Independent Examiner*

# HILLINGDON WOMEN'S CENTRE

## TRUSTEES REPORT 1 October 1997 to 31 March 1999

**Full Name of Charity:** Hillingdon Women's Centre

**Charity Number:** 801433

**Registered Address:** 333 Long Lane Hillingdon, Middlesex, UB10 9JU

**Nature of Governing Document:** Memorandum and Articles of Association, 4 April 1989, as amended by Special Resolution, 11 May 1993  
Company No.2009021

**Names of those legally Responsible at any Time in the Financial Year for the control And management of The Charity**

**Trustees**  
**Treasurers:** Mrs Hazel Collier, Dr. Pamela Yettram  
**Directors:** Ms Carol Wills, Ms Barbara Gooch, *Mrs Paranjit Sethi.*

At present all positions are filled through nominations and election. This has been standard practice since 1986. It was felt this maximised accountability to the whole membership of the collective. Charity status and incorporation were obtained at different times

**Independent Examiner:** Marie Durnford, Hillingdon Association of Voluntary Services  
First Floor, Kirk House, 97-109 High Street, Yiewsley UB7 7HJ

**Restrictions** Memorandum, page 1, states that the charity's objective is "to promote any charitable purpose for the benefit of women resident in Hillingdon ..."

**Brief summary of Specific investment Powers:** Memorandum, p.3, (xiv) specifies that we can invest monies not required for immediate use, subject to requirements imposed by law.

### AIMS AND ORGANISATION

**Main Purposes: Or Objects:** These include 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.

**Organisation of Charity** The charity operates, from address given above, during 'drop in' and most activities. Exceptions include meetings and networking with organisations that have purposes similar to those of the charity. For example Centre Co-ordinator is a committee member of C.R.E. (Committee for Racial Equality in Hillingdon). Some courses offered by Hillingdon Women's Centre Branch of the WEA take place outside the Women's Centre. We are in regular contact with London District W.E.A (charity) who monitor our courses. We network informally with other organisations; one example is other women's centres. Policy decisions are currently agreed at the Policy and Planning Collective, to which support groups, projects and other initiatives report on progress. The PPP is open to all members of Hillingdon Women's Centre. All women involved in Centre activities are welcome to attend meetings.

### **MAIN ACTIVITIES IN RELATION TO CHARITY OBJECTS.**

A significant part of Hillingdon Women's Centre activities is concerned with giving advice and support to women who telephone or come to the drop in. The latter operates for 4 days of our 5-day week. Details regarding the range of enquiries made are listed in the attached sheets of statistics. In addition, our main activities include a number of self-help groups. These provide a safe place to meet, confidentiality and support. This kind of support is also given to women making enquiries by phone or dropping in at the Women's Centre. These activities relate to our charitable objectives in that they can reduce stress, thus promoting health. They can also promote social welfare and empowerment. Our services are often requested by clients of solicitors who give advice at the Centre, see next paragraph.

Solicitors and counsellors come to the women's centre to give professional help. For some years visits and phone calls for legal advice have been the single most frequently used service. Recently we have added lunchtime legal advice to our evening slot. Demand for counselling means we often have a short waiting list. Harrow Women's Centre can sometimes offer counselling and help reduce our waiting list. Knowing their legal position and receiving skilled counselling at times of great stress contributes to women's health and social welfare. This often empowers them, as it does with regard to support given women during drop in visits, to take charge of their lives and, themselves, improve their conditions of life. Some solicitors on our rota send clients to us to back up the legal advice the women are receiving. We can provide a sympathetic woman to listen to their story without expressing moral judgements. Volunteers who take on this role are trained by our Centre Co-ordinator.

### **REVIEW OF PROGRESS AND ACHIEVEMENT**

We have achieved increased use of our services without an increase in number of paid staff. The increase refers to numbers of enquiries and additional support when multiple enquiries are involved. We have tried to pursue our objectives more effectively by improving practice through training and better use of technology. One of our projects in connection with using modern technology was to buy a good computer. This was achieved in autumn 1997 with help towards the cost from members of the Centre. (These initiatives included money raised at a car boot sale and salary for 3 weeks moderating, both of which were donated towards the cost of the computer. Another woman purchased additional software useful for administrative tasks).

City Parochial funding for training was used during 1998 for computer courses run by local adult education centres. The aim was to foster computer skills so that some of the Co-ordinators' times could be more fruitfully used as others became able to take over some more routine computer work. Volunteers and members attended these computer courses. Members and Co-ordinator also took a desktop publishing course, which has helped with publicity. City Parochial funding also paid for workshops in connection with fruitful collective working and team building. This should help us work even more effectively together. We plan that some future Workshops, in 2000, will be open to small unfunded women's groups in Hillingdon. Our co-ordinator is investigating linked workshops on racism awareness.

An additional project to improve performance was our attempt to share examples of good practice with organizations whose aims are similar to our own and who face similar challenges. This was achieved in November 1997. We provided a West-London Women's Centres' Networking one-day Conference at Brunel University. We had approached Watford and Harrow Women's Centres who made invaluable contributions, in particular with collaborative organisation of the event. The WEA's Women's Education Committee gave Hillingdon women's Centre Branch our largest donation. WEC women ran Conference workshops on women-friendly education. Information displayed on "stalls" was of practical help. Even more useful were strategies shared in workshops. This sharing and pooling of resources was motivating and made us realise how similar were the needs of women who visit women's centres around London. It was also energising to find so many women, from varied backgrounds, shared values regarding the worth of our kind of charity work. (A few Centres outside London asked to attend the Conference e.g., Brighton and Stevenage Women's Centres.)

## REVIEW OF PROGRESS AND ACHIEVEMENT

1) Some anecdotal evidence that our activities have impacted on awareness in Hillingdon of our activities was a welcome donation during 1998. This was a fax machine from Merck Pharmaceuticals. They said they valued our services, which had recently been used by some of their women employees.

2) Turning to more quantitative evidence, the following figures show an overall rise in enquiries dealt. Comparing figures for 1996-7 with figures for 1998-9 shows a rise of fractionally less than 50%, i.e., 49.97%. The slight drop in enquiries in 1997/98 was due to 3 months absence of our Co-ordinator, due to serious injury. Volunteers kept the Centre open but the new-style Statistics Form was not as rigorously completed as usual. The figures for visits and phone calls during the 7 months September 1998 to end March 1999 was 1716, i.e. 94.64% of the total number of enquiries during 1997-98. In other words, there were only 97 (or 5.35%) fewer enquiries in these seven months than in the whole year period of 1997-98. Statistics sheets for the two years are attached. [They cover periods from September to August. We are changing our financial year to beginning of April to end March but do not yet present figures that reflect this change.] The following relates to the increase in use of services.

<u>Calls + Visits for</u>	<u>9/96-8/97</u>	<u>9/97-8/98</u>	<u>9/98-8/99</u>	<u>Sept 98-March 99</u>
<b>Centre's Services</b>	1,871	1,813	3,087	1,716

### Much used services & Agency referrals

1/9/98 to 31.3.99

### Legal Advice

273

### General Information

266

### Agency Referrals

153

For more information on range of services see attached statistics. Agency referrals include those from agencies helping women with feelings of anxiety and depression, or helping with domestic violence.

3) **Estimated Need.** It is difficult to compare above figures with figures for estimated need within our Hillingdon borough. For example much domestic violence is unreported. Many women who come about domestic violence have been abused for years and are fearful of perceived risk of escalation of violence were it discovered they had approached us. Factors leading to depression and anxiety are complex. Collection of statistics on racism in Hillingdon has been criticised by C.R.E. in local newspaper. Lack of statistics on racism is relevant as our equal opportunities policy tries to monitor racism directed at ethnic minorities by ethnic majority and others in Hillingdon. This affects context in which to estimate need and to assess delivery of our services across ethnic backgrounds.

Our counsellors do not deal with 'clinical disorders' and 'abnormal' levels of anxiety and depression. However Brown and Harris, 1978, found clinical and **borderline** depression in 1/3 of women in London borough of Camberwell. They identify a range of factors increasing risk of depression. The combinations in which these occur make it difficult to establish which women are at risk and so estimate need. Factors associated with severe depression include 3 or more children under 14 at home; loss of her mother before the woman was 11 years; access to paid work. What kind of impact these factors have however, is very variable and deeply affected by whether there is a good relationship with male partner/spouse or a close female friend. Brown and Harris found working class women in inner city areas were 4 times as likely to suffer depressions than were middle-class women with access to varying kinds of supportive resources. [Depression is nonetheless common across social class groups]. Maybe areas of poverty could be assumed to involve greater risks of depression and associated anxiety among female residents. There are serious pockets of poverty in Hillingdon. Two of these are Hayes and West Drayton. Women from these areas did contact the Women's Centre 9/97-3/99. The figures however represent very indirect evidence of one kind of psychological need that brings women to us.

Hayes 196	West Drayton 31	Yiewsley 5	Uxbridge 53	Ruislip 49
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**Reliance on volunteers, solicitors, counsellors.** Since 1986 we have relied on volunteers to help with Women's Centre work. We have relied on solicitors (from 1986) and on counsellors from 1989. We are fortunate in our Co-ordinator who effectively motivates and trains volunteers. A notice in the Centre asks for donations from women in order to meet our bills and keep the Centre open. (No one is refused if she cannot afford a donation.) Solicitors and counsellors bring services and potential income.

Signature..... *P.J. Yettram* ..... Dr. P.J. Yettram, Trustee Date: 5 February, 2000

*P.J. Yettram*

*25 April, 2000*

**INDEPENDENT EXAMINER'S REPORT TO THE DIRECTORS/TRUSTEES  
of**

**HILLINGDON WOMEN'S CENTRE**

Registered Charity No: 80433 Company No: 2009021

**FOR THE 18 MONTH PERIOD ENDED 31 MARCH 1999**

I report on the Financial Statements and Trustees' report of the above which is a charitable company limited by guarantee, for the 18 month period ended 31 March 1999. The statements are set out on pages 5 to 7, the Trustees' report on pages 1 to 3.

**Respective responsibilities of Directors/Trustees and the Examiner**

As the charity's directors/trustees you are responsible for the preparation of the accounts; you consider that the audit requirements of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, 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 Commissioners. 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 I do not express an audit opinion on the view given by the accounts.

**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 41 of the Act, and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave 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.

Signed: *Marie Durnford*

Date: 20.04.'00

Name: Marie Y. Durnford MSc ACIS

Relevant qualifications: MSc Charity Finance: Associate of the Chartered Institute of Secretaries & Administrators

Address: HAVS, 1st Floor, Kirk House, 97-109 High Street, Yiewsley, UB7 7HJ

# Hillingdon Women's Centre

Registered Charity No: 80433 Company No: 2009021

## INCOME & EXPENDITURE ACCOUNT

for the eighteen month period 1st October, 1997 to 31st March, 1999

INCOME	Unrestricted Funds £	Restricted Funds £	Total 18 mths £	Year to 30.09.97
Grant: LB of Hillingdon		26,444	26,444	14,888
Grant: City Parochial Ch. Trust		1,250	1,250	
Donations from counselling	2,372		2,372	
Donations from legal advice	1,185		1,185	
Other Donations & Funds raised	2,935		2,935	7,183
Interest Received	1,608		1,608	776
Sundry Income	806		806	
	<u>£ 8,906</u>	<u>£ 27,694</u>	<u>£ 36,600</u>	<u>£ 22,847</u>
<b>EXPENSES</b>				
Salary & NI		24,994	24,994	13,962
Volunteers' exp's	500		500	
Staff training		560	560	
Supervision		168	168	
Donations	174		174	
Water rates	606		606	452
Light & Heat	1,007		1,007	657
Telephone	1,166		1,166	994
Subscriptions	138		138	
Printing, postage & stationery	354		354	
Advertising				474
Insurance	752		752	561
Legal & Professional fees				352
Audit & Accountancy fees 96/97			-	646
Independent examination fee 97/99	100		100	
Overprovision - audit 96/97	- 50		- 50	
Co's. House fee	15		15	
Bank charges	63		63	
Travel				1,093
Repairs & Maintenance	489		489	35
Maintenance of equipment	274		274	
Sundry expenses	252		252	2,030
Cleaning	68		68	
Depreciation of computer	282		282	
	<u>£ 6,190</u>	<u>£ 25,722</u>	<u>£ 31,912</u>	<u>£ 21,256</u>
Surplus carried forward	2,716	1,972	4,688	1,591

# Hillingdon Women's Centre

Reg. Charity No: 80433 Company No: 2009021

(A Charitable Company limited by guarantee and having no share capital)

## BALANCE SHEET AT 31ST MARCH 1999

	Notes	£ Cost	£ Accum. Dep'n	£ Grant	£	£ 1999	£ 96/97
<b>FIXED ASSETS</b>							
<b>Tangible assets:</b>							
Freehold property, less dep'n	1.2	90,717	20,434	70,283	-	-	0
less GLC Grant incl. interest.							
Fixtures and fittings, less dep'n		3,100	349	2,751	-	-	0
less Grant.							
Computer at cost, less dep'n	1.3	1,128	282	0		846	1128
		94,945	21,065	73,034		846	1128
<b>CURRENT ASSETS</b>							
Debtors	3				-	-	158
Cash at bank					22,317	22,317	18,146
					22,317		18,304
<b>CREDITORS</b>							
Amounts falling due within one year	4				643		1,601
<b>Net Current Assets</b>						21,674	16,703
<b>Total Assets less Current Liabilities</b>						£ 22,520	£ 17,831

### Represented by:

Restricted Fund b/f re capital expenditure	2,422	2,422
Restricted Funds, balance 31.03.99	1,972	
	4,394	
Unrestricted Funds, balance 31.03.99	2,716	1,591
	7,110	4,013
Unrestricted Fund b/f 1.10.97	15,410	13,818
	£ 22,520	£ 17,831

The directors have:-

- taken advantage of the Companies Act 1985 in not having these accounts audited under Section 249A(1)
- confirmed that no notice has been deposited under Section 249B(2) of the Companies Act 1985
- acknowledged their responsibilities for ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985
- acknowledged their responsibilities for preparing accounts which give a true and fair view of the company and of its surplus for the 18 month period ended in accordance with the requirements of Section 226 of the Companies Act 1985 and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to this company
- The accounts are prepared in accordance with the special provisions of Part VII of the Companies Act relating to small companies (Section 246(8) of the Act).

### Approved and signed on behalf of all the trustees/directors:

TRUSTEE

Chair person

P. J. Yellam

Treasurer

Leslie D. A. Fear

Date of approval

25 April 2000

## Hillingdon Women's Centre

(A Charitable Company limited by guarantee and having no share capital)

### Notes to the Financial Statements for the eighteen months to 31st March, 1999

#### 1. Accounting Policies

##### 1.1 Basis of Accounting

The financial statements are prepared under the historical cost convention and are in accordance with applicable accounting standards. In addition, the accounts comply with Charity SORP. (Statement of Recommended Practice, October 1995)

##### 1.2 Freehold Property

The Trustees/directors consider the market value of the property to be approximately £120,000.

##### 1.3 Depreciation

Depreciation is provided for the computer @ 25% p.a. using the straight line method.

#### 2. Surplus for the Year

The surplus is stated after charging:

	1999	1997
	£	£
Depreciation	282	-
Auditor's remuneration	-	646
Independent Examination fee	100	-

#### 3. Debtors

	1999	1997
	£	£
Other debtors	-	100
Prepayments	-	58
	<u>-</u>	<u>158</u>

#### 4. Creditors, falling due within one year

Accruals	393	1,601
Loan from a director/trustee	250	
	<u>643</u>	<u>1,601</u>