

**NEWHAM WOMEN'S TRAINING
AND EDUCATION CENTRE**

(A Company Limited by Guarantee)

REPORT AND FINANCIAL STATEMENTS

31 DECEMBER 1995



**Company Number: 2444362
Registered Charity Number: 802868**

NEWHAM WOMEN'S TRAINING AND EDUCATION CENTRE

LEGAL AND ADMINISTRATIVE DETAILS

AS AT 31 DECEMBER 1995

Status: Company limited by guarantee without share capital incorporated on 20 November 1989. Registered as a charity on 20 February 1990.

Company Number: 2444362

Charity Number: 802868

Registered Office: 22 Deanery Road
Stratford
London E15 4LP

Operational Address: 22 Deanery Road
Stratford
London E15 4LP

Honorary Officers: Marilyn Robinson (Chair)
Hilary Banks (Treasurer)
Nod Miller (Secretary)

Bankers: Midland Bank Plc
15 The Mall
Stratford
London E15 1XL

Solicitors: Sinclair Taylor Martin
9 Thorpe Close
Portobello Road
London W10 5XL

Auditors: Sayer Vincent
Chartered Accountants
23 Angel Gate
City Road
London EC1V 2PT

NEWHAM WOMEN'S TRAINING AND EDUCATION CENTRE

DIRECTORS' REPORT

FOR THE YEAR ENDED 31 DECEMBER 1995

The directors present herewith their annual report, together with the audited financial statements of the company for the year ended 31 December 1995.

Activities and Review

The company is charitable and its principal object is for the education and training of women in London. NEWTEC has eleven years experience in providing and promoting high quality training and education for the women of Newham and the rest of East London.

We offer training courses specialising in new technology including microelectronics, computer programming and computer aided design. All our courses offer support in English and maths at appropriate levels, job seeking skills, careers advice and personal development. In addition we provide full childcare for all courses and pastoral support including vocation guidance. We are therefore able to offer a complete training programme to meet the needs of both trainees and employers.

In order to ensure that our training continues to meet these needs, we continue to build strong partnership with the private sector working together to provide us with funds, work placements, advice and practical assistance. In addition we are local partners with the local authority and in the community

The following list compares the courses we ran in 1995 and the number of women on these courses to the previous year's figures.

1994 Courses	Number of Trainees
Return to Work	48
Introduction to Computing	48
Painting and Decorating	16
Foundation in New Technology	16
BTEC Construction	16
CAD and Graphics	16
Electronics	16
Business Start-up	32
Foundation Accounting	16
ESOL with Computing	32
Business Computing Applications level 1	32
Business Computing Applications level 2	16
Claits	32
Year Zero in New Technology	<u>18</u>
TOTALS for 1994	<u><u>229</u></u>

NEWHAM WOMEN'S TRAINING AND EDUCATION CENTRE

DIRECTORS' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 1995

1995 Courses	Number of Trainees
<u>Daytime</u>	
Return to Work	10
Introduction to Computing	48
Business Computing Applications	48
Computing and Language Support	45
Beginners English	45
Year Zero in New Technology	19
Foundation in New Technology	16
Desktop Publishing	30
Accounting NVQ 2	20
Business Start Up	10
Childminding and Language Support	<u>8</u>
Total Daytime Courses	<u>299</u>
<u>Evening</u>	
Computer Workshops	48
SAGE Accounting	17
Intro to Computing	16
GCSE English	7
GCSE Maths	<u>10</u>
Evening Course Total	<u>98</u>
Grand Total	<u><u>397</u></u>

NEWHAM WOMEN'S TRAINING AND EDUCATION CENTRE

DIRECTORS' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 1995

The following figures show the resources we had on offer in 1995 and how many women used our various services in one way or another. It goes to show that NWTEC offer so much more than just training the women who got onto our courses.

Other Course Information

Course enquiries	2,500 approximately
Applications sent	1,750 approximately
Applications returned	882
Applications rejected before interview (eg not suitable/eligible)	266
Places on Courses allocated	397

Nursery and Childcare Provision 1995

Total of women using our Childcare or Nursery facilities	114
Number of nursery places allocated	50 trainees + 20 fee payers = 70
Number of women using the Nursery service	42 trainees + 16 fee payers = 58
Number of women using Childminding service	56 trainees
Number of Childminder places allocated	77

Guidance and Advice Services 1995

Women using the Careers/Vocational Guidance Worker's advice	587
Counselling Advice	
General Advice eg Courses	4,000 approximately

Centre Utilisation Services 1995

Evening Courses	4 courses 48 trainees
Open Learning	use by all courses
External Organisations	

Directors' Responsibilities

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 company and of the profit or loss of the company for that period. In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

NEWHAM WOMEN'S TRAINING AND EDUCATION CENTRE

DIRECTORS' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 1995

Directors' Responsibilities (continued)

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Directors and Their Interests

The directors of the company during the year were:

Maggie Macdonald	(resigned November 1995)
Daphne Barzey	
Heather Waring	(resigned March 1995)
Anne Johnson	
Jenny Reay	(resigned November 1995)
Hilary Banks	
Jane Cordery	(resigned March 1995)
Marilyn Robinson	
Carol Snee	(appointed November 1995)
Chris Evans	(appointed November 1995)
Nod Miller	(appointed February 1995)

No director is employed by or has an interest in any contract with the company. All directors are members of the company. At 31 December 1995 the number of members' guarantees totalled 11 (1994 - 10).

Auditors

Sayer Vincent have expressed their willingness to continue as the Company's auditors.

These accounts were approved by the directors
on 16 April 1996 and signed on their behalf by



M Robinson

AUDITORS' REPORT

TO THE MEMBERS OF

NEWHAM WOMEN'S TRAINING AND EDUCATION CENTRE

We have audited the financial statements on pages 7 to 15 which have been prepared in accordance with the accounting policies set out on page 9.

Respective Responsibilities of Directors and Auditors

As described on pages 4 and 5 the company's directors are responsible for the preparation of financial statements. It is our responsibility to form an opinion, based on our audit, on those statements and to report our opinion to you.

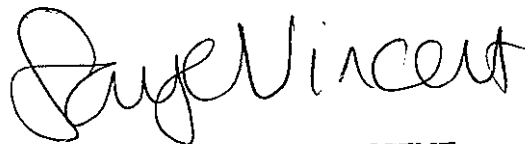
Basis of Opinion

We conducted our audit in accordance with Auditing Standards 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 directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the 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 mis-statement, 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 company's affairs as at 31 December 1995 and of its surplus for the year then ended and have been properly prepared in accordance with the Companies Act 1985 as applicable to small companies.



SAYER VINCENT
Chartered Accountants
Registered Auditors

23 Angel Gate
City Road
London EC1V 2PT

22 April 1996

NEWHAM WOMEN'S TRAINING AND EDUCATION CENTRE

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 DECEMBER 1995

		<u>Restricted</u>	<u>Unrestricted</u>	<u>1995 Total</u>	<u>1994 Total</u>
					As Restated
	<u>Notes</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Incoming Resources					
Grants	2	389,836	304,666	694,502	814,871
Bank Interest		-	1,942	1,942	4,863
Other		-	<u>33,152</u>	<u>33,152</u>	<u>22,201</u>
Total Income		<u>389,836</u>	<u>339,760</u>	<u>729,596</u>	<u>841,935</u>
Resources Expended					
<i>Direct Charitable Expenditure</i>					
Course Running Costs		407,509	58,841	466,350	472,020
Support Costs		<u>109,515</u>	<u>231,042</u>	<u>340,557</u>	<u>352,968</u>
		517,024	289,883	806,907	824,988
<i>Other Expenditure</i>					
Fundraising and Publicity		-	15,682	15,682	14,468
Management and Administration		-	<u>13,037</u>	<u>13,037</u>	<u>13,414</u>
Total Resources Expended	3	<u>517,024</u>	<u>318,602</u>	<u>835,626</u>	<u>852,870</u>
Net Income/(Expenditure)	5	(127,188)	21,158	(106,030)	(10,935)
Transfers Between Funds		-	-	-	-
Net Movement in Funds		<u>(127,188)</u>	<u>21,158</u>	<u>(106,030)</u>	<u>(10,935)</u>
Funds at 1 January 1995					
- As Previously Reported		-	262,982	262,982	237,764
- Prior Period Adjustment	12	<u>388,100</u>	-	<u>388,100</u>	<u>424,253</u>
As Restated	12	<u>388,100</u>	<u>262,982</u>	<u>651,082</u>	<u>662,017</u>
Funds at 31 December 1995		<u>260,912</u>	<u>284,140</u>	<u>545,052</u>	<u>651,082</u>

All of the company's operations are classed as continuing. The company had no recognised gains or losses other than the deficit for the year. The movement on reserves is shown above.

NEWHAM WOMEN'S TRAINING AND EDUCATION CENTRE (Limited by Guarantee)

BALANCE SHEET

AS AT 31 DECEMBER 1995

		<u>1995</u>	<u>1994</u>
	<u>Notes</u>	<u>£</u>	<u>£</u>
Tangible Fixed Assets	7	300,896	<u>436,590</u>
Current Assets			
Debtors	8	262,366	299,583
Cash in Hand and at Bank		<u>116,666</u>	<u>38,818</u>
		379,032	338,401
Creditors: Amounts Falling Due Within One Year	9	<u>134,876</u>	<u>123,909</u>
Net Current Assets		<u>244,156</u>	<u>214,492</u>
Total Assets less Current Liabilities		<u>545,052</u>	<u>651,082</u>
Reserves			
Restricted Funds	12	260,912	388,100
Unrestricted Funds:			
Designated Funds	11	138,549	83,549
General Funds		<u>145,591</u>	<u>124,433</u>
		<u>545,052</u>	<u>651,082</u>

Approved by the directors on 16 April 1996

and signed on their behalf by



H Banks

NEWHAM WOMEN'S TRAINING AND EDUCATION CENTRE

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 1995

1. Accounting Policies

- a) The accounts have been prepared in accordance with applicable accounting standards and follow the recommendations in *Statement of Recommended Practice No. 2 (SORP 2) for Charities* issued in October 1995.
- b) Voluntary income is received by way of donations and gifts and is included in full in the income and expenditure account when received.
- c) Grants received or applied for the purchase of fixed assets are credited to income in full in the period in which they are received. This is a change of accounting policy in order to comply with the Statement of Recommended Practice No 2 for Charities issued in October 1995.
- d) Revenue grants are credited to income in the year to which they relate.
- e) Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund, together with a fair allocation of management and administrative costs.
- f) Unrestricted funds are donations and other income received or generated for the charitable purposes.
- g) Designated funds are unrestricted funds earmarked by the management committee for particular purposes.
- h) Expenditure on equipment costing over £100 is capitalised in the year of purchase. Items costing less than this are written off to the income and expenditure account.

Depreciation is provided on all tangible assets at rates calculated to write each asset down to its estimated residual value evenly over its expected useful life as follows:

Buildings and Play Area	20%
Fixtures, fittings & Equipment	15%
Computer	25%

- i) All expenditure relates to the provision of training facilities for women in Newham.
- j) The company contributes towards the personal pensions of a defined contributions scheme for certain employees.
- k) All leases of equipment are considered to be operating leases and rentals are charged against revenue when incurred. No assets are held under Hire Purchase agreements.

NEWHAM WOMEN'S TRAINING AND EDUCATION CENTRE

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 1995

	1995	1994 As Restated
	£	£
2. Grants		
London Borough of Newham	33,995	45,697
European Social Fund	365,633	358,214
Other	294,874	410,478
	<u>694,502</u>	<u>814,871</u>

All grants were given as a subsidy towards the salaries and running costs of the charity and have been fully used for this purpose in the financial year. European Social Fund grants claimed for have been treated as receivable.

3. Total Resources Expended	Course Costs	Support Costs	Fundraising and Publicity	Management and Admin.	1995 Total	1994 Total As Restated
	£	£	£	£	£	£
Salaries and Wages	326,483	165,152	7,833	7,188	506,656	468,582
Course Materials	12,727	-	-	-	12,727	32,554
Advertising	-	-	7,849	-	7,849	14,468
Course Books	1,141	-	-	-	1,141	872
Trainee Travel	16,950	-	-	-	16,950	17,826
Examination and College Fees	3,914	-	-	-	3,914	14,829
Childminders	49,231	-	-	-	49,231	57,958
Nursery Running Costs	7,100	-	-	-	7,100	6,319
Building Costs	-	17,269	-	-	17,269	19,822
Equipment Maintenance	-	8,023	-	-	8,023	10,450
Insurance	-	7,441	-	-	7,441	3,241
Rent and Rates	-	1,514	-	-	1,514	4,138
Depreciation	48,549	105,212	-	-	153,761	158,021
Loss on Disposal	255	-	-	-	255	2,599
Administration	-	14,712	-	162	14,874	15,927
Staff Recruitment	-	6,794	-	-	6,794	4,288
Audit and Accountancy	-	-	-	5,687	5,687	4,323
Staff Training	-	8,423	-	-	8,423	8,287
Staff Travel	-	2,567	-	-	2,567	5,318
Publications	-	968	-	-	968	328
Courses and Conferences	-	1,593	-	-	1,593	601
Software	-	817	-	-	817	2,119
Sundry	-	72	-	-	72	-
Total Expenditure	<u>466,350</u>	<u>340,557</u>	<u>15,682</u>	<u>13,037</u>	<u>835,626</u>	<u>852,870</u>

NEWHAM WOMEN'S TRAINING AND EDUCATION CENTRE

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 1995

4.	Staff Costs	1995	1994
	Average number of employees in the year was 29½ (1994 - 29½).	£	£
	Salary	451,583	429,377
	Social Security	44,177	31,300
	Pension	<u>10,896</u>	<u>7,905</u>
		<u>506,656</u>	<u>468,582</u>
5.	Surplus for the Year		
	Surplus for the year is stated after charging:	£	£
	Director's Emoluments	-	-
	Auditor's Remuneration	5,687	3,757
	Depreciation	<u>153,761</u>	<u>158,021</u>
	Interest Receivable	<u>1,942</u>	<u>4,863</u>

6. Taxation

The Company is a registered charity and applies all its income to its charitable objects. It is, therefore, exempt from taxation.

NEWHAM WOMEN'S TRAINING AND EDUCATION CENTRE

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 1995

7. Fixed Assets	Play Area	Building Works	Fixtures and Fittings	Computer	Equipment	Total
	£	£	£	£	£	£
Cost:						
At 1 January 1995	8,310	643,949	67,544	139,765	99,592	959,160
Additions	-	-	5,974	10,362	1,986	18,322
Disposals	-	-	(100)	-	(300)	(400)
At 31 December 1995	<u>8,310</u>	<u>643,949</u>	<u>73,418</u>	<u>150,127</u>	<u>101,278</u>	<u>977,082</u>
Depreciation:						
At 1 January 1995	7,754	351,243	28,828	59,244	75,501	522,570
Provided in Year	556	96,692	8,520	35,947	12,046	153,761
Eliminated on Disposal	-	-	(100)	-	(45)	(145)
At 31 December 1995	<u>8,310</u>	<u>447,935</u>	<u>37,248</u>	<u>95,191</u>	<u>87,502</u>	<u>676,186</u>
Net Book Value:						
At 31 December 1995	-	<u>196,014</u>	<u>36,170</u>	<u>54,936</u>	<u>13,776</u>	<u>300,896</u>
At 31 December 1994	<u>556</u>	<u>292,706</u>	<u>38,716</u>	<u>80,521</u>	<u>24,091</u>	<u>436,590</u>

NEWHAM WOMEN'S TRAINING AND EDUCATION CENTRE

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 1995

	<u>1995</u>	<u>1994</u>
	<u>£</u>	<u>£</u>
8. Debtors		
Grants	255,917	292,029
Prepayments	<u>6,449</u>	<u>7,559</u>
	<u>262,366</u>	<u>299,583</u>
9. Creditors	<u>£</u>	<u>£</u>
Bank Overdraft	-	42,655
Tax and Social Security	-	3,842
Creditors and Accruals	134,876	77,412
Grant Paid in Advance	<u>-</u>	<u>-</u>
	<u>134,876</u>	<u>123,909</u>

10. Lease Commitment

The lease of 22 Deanery Road runs for 7 years from April 1989 at a rental of £1 per annum.

11. Designated Funds

	<u>Balance</u> <u>1 January 1995</u> As Restated	<u>Incoming</u> <u>Resources</u>	<u>Outgoing</u> <u>Resources</u>	<u>Balance</u> <u>31 December 1995</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Contractual Employment				
Obligations	83,549	-	-	83,549
Capital Fund	<u>55,000</u>	<u>-</u>	<u>-</u>	<u>55,000</u>
	<u>138,549</u>	<u>-</u>	<u>-</u>	<u>138,549</u>

NEWHAM WOMEN'S TRAINING AND EDUCATION CENTRE

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 1995

12. Restricted Funds

The balance of restricted funds carried forward includes capital grants and donations received as well as other funds received for specific purposes. Resources used charged to the fund represent depreciation of fixed assets as well as other costs attributable to other restricted income.

Departure from Provision of the Companies Act 1985 and from the Statement of Standard Accounting Practice 4

Schedule 4 to the Companies Act 1985 and Statement of Standard Accounting Practice 4: Accounting for Government Grants require capital grants to be deferred, and released to revenue over the expected useful life of the related fixed assets.

However, in preparing these financial statements, the directors have treated capital grants in accordance with the *Statement of Recommended Practice: Accounting by Charities* ("the SORP") issued in October 1995. The SORP states that capital grants should be credited in full to a restricted fund and the depreciation on the related fixed assets charged against the fund.

The directors have departed from the provisions of the Companies Act 1985 and Statement of Standard Accounting Practice 4 in this respect because, in their opinion, compliance with the SORP gives a true and fair view of the state of the affairs of the company at the year end and of its result for the year.

Prior Period Adjustment due to Change in Accounting Policy

As described above, in preparing these financial statements, the directors have treated capital grants in accordance with the SORP. This is a change of accounting policy with a material effect. A prior period adjustment has therefore been made to restate the balances brought forward at 1 January 1994, and the result for the year ended 31 December 1994 in accordance with the new policy.

The effect of the change of accounting policy is as follows:	£
Net Assets and Reserves at 1 January 1994	424,253
Net Movement in Funds for the Year Ended 31 December 1994	(36,153)
Amount of Prior Period Adjustment	<u>388,100</u>

NEWHAM WOMEN'S TRAINING AND EDUCATION CENTRE

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 1995

12. Restricted Funds (cont)

	Balance 1.1.95 <u>restated</u>	Incoming <u>Resources</u>	Outgoing Resources <u>(Depreciation)</u>	Balance <u>31.12.95</u>
Tangible Fixed Assets	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Play Area	554	-	554	-
Building Works	286,835	-	95,233	191,602
Fixtures and Fittings	19,304	-	3,978	15,326
Computer	63,055	-	26,645	46,310
Equipment	<u>18,352</u>	<u>9,900</u>	<u>10,678</u>	<u>7,674</u>
	<u>388,100</u>	<u>9,900</u>	<u>137,088</u>	<u>260,912</u>
			(course costs)	
Training				
Courses	-	375,633	375,633	-
Staff	<u>-</u>	<u>4,303</u>	<u>4,303</u>	<u>-</u>
	<u>-</u>	<u>379,936</u>	<u>379,936</u>	<u>-</u>
Total	<u>388,100</u>	<u>389,936</u>	<u>517,024</u>	<u>260,912</u>

13. Capital Commitments

As at the year end capital commitments were as follows:

	<u>1995</u>	<u>1994</u>
	<u>£</u>	<u>£</u>
Authorised and Contracted for	-	25,171
Authorised but not Contracted for	<u>7,500</u>	<u>-</u>

14. Fixed and Floating Charge

The organisation has an overdraft facility of £60,000 and a weekly BACS facility of £20,000. This facility is secured by way of a fixed charge over all book and other debts and floating charge over all the other assets of the organisation.