

WEST LONDON CENTRE FOR COUNSELLING LIMITED

Financial Statements
for the year ended
31 March 1999

A company limited by guarantee and
not having a share capital

BROOKFIELD & C
18 CONCANON RO/
LONDON
SW2 5TA



WEST LONDON CENTRE FOR COUNSELLING LIMITED

MANAGEMENT COMMITTEE'S REPORT for the year ended 31 March 1999

The Management Committee presents its report and the financial statements of West London Centre for Counselling Ltd for the year ended 31 March 1999.

PRINCIPAL ACTIVITY AND REVIEW OF THE BUSINESS

The company changed its name to West London Centre for Counselling Limited on 5 October 1998. The company's principal activity continues to be the provision of counselling/therapy for people living or working in West London who are experiencing emotional distress.

1998 has seen the Centre continue its aim of providing a wide range of counselling services to the diverse community living in West London. As well as seeing the expansion of the 'general' service with the addition of further counsellors, the Centre was also able to offer counselling services to Body Positive and HM Prison Service, whilst the '3Cs' project, which provides counselling to parents of children with special needs, got well and truly underway.

The Board would like to offer its thanks to the new general manager, Paul Glynn, and his team for their commitment and dedication during a difficult period and to the volunteer counsellors, whose dedication is a key element in the Centre's success.

RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE

Company law requires the Management Committee to prepare financial statements for each financial year which give a true and fair view of the state of the company's affairs and of its profit or loss for that period. In preparing those financial statements, the Management Committee is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Management Committee is 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. It is 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.

RESULTS

The results for the year are set out on page 5 of the financial statements.

WEST LONDON CENTRE FOR COUNSELLING LIMITED

**MANAGEMENT COMMITTEE'S REPORT (continued)
for the year ended 31 March 1999**

MANAGEMENT COMMITTEE

Each member of the Management Committee is also a trustee of the charity and there are no other trustees.

The members of the Management Committee serving during the year were as follows:


John Nuttall	Michael Sclater
Becky Diacono	Brendan Tarring
Digby Howard	Lisa Saroop (resigned May 1999)
Jennie Metaxa-Barham	Mike Rich (appointed June 1999)

The company is limited by guarantee and does not have a share capital but all members are obliged to contribute £1 in the event of the company being wound up. This liability continues until one year after their membership ceases.

AUDITOR

In accordance with provisions of the Company's Act 1985, a resolution proposing the re-appointment of Brookfield & Co as auditors will be put to the Annual General Meeting.

This report was approved by the Management Committee on 13 OCTOBER 1999.



for and on behalf of the Management Committee

Registered address: 137A Coningham Road
London
W12 8BU

Company registration no. 2731466
Charity registration no. 1027290

Brookfield & Co

Chartered Accountants

J A Brookfield B Comm ACA ATII

Consultant J E Pickard BA AHT

AUDITORS' REPORT

to the members of West London Centre for Counselling Limited

We have audited the financial statements on pages 4 to 10 which have been prepared on the basis of the accounting policies set out on page 8.

Respective responsibilities of Management Committee and auditors

The Management Committee is responsible for the preparation of the financial statements. It is our responsibility to form an independent 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 Management Committee 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 misstatement, 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 at 31 March 1999 and of its result for the year then ended and have been properly prepared in accordance with the Companies Act 1985.



Brookfield & Co
Chartered Accountants
Registered Auditors

1 November 1999

Date:

Tel: 0171 274 1554

18 Concanon Road London SW2 5TA

Fax: 0171 274 0148

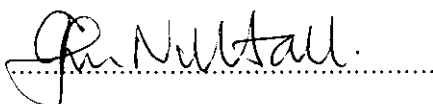
e-mail: brookco@aol.com

WEST LONDON CENTRE FOR COUNSELLING LIMITED

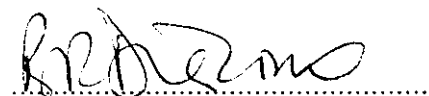
BALANCE SHEET at 31 March 1999

	Notes	£	1999 £	£	1998 £	£
Current Assets						
Debtors and prepayments	2	1392			340	
Cash at bank and in hand		14591			14954	
		<u>15983</u>			<u>15294</u>	
Creditors: Amounts falling due within one year	3	<u>(16035)</u>			<u>(13161)</u>	
Net Current (Liabilities)/Assets			£	<u>(52)</u>		£ <u>2133</u>
 Represented by:						
Unrestricted Funds			£	<u>(52)</u>		£ <u>2133</u>

Approved by the Management Committee and signed on its behalf

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Date 13-10-99.....

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Date 21-10-99.....

WEST LONDON CENTRE FOR COUNSELLING LIMITED

**STATEMENT OF FINANCIAL ACTIVITIES
INCOME AND EXPENDITURE ACCOUNT
for the year ended 31 March 1999**

	1999		1998	
	Unrestricted Funds	Restricted Funds	Total	Total
	£	£	£	£
Incoming resources	52264	60893	113157	157567
Resources Expended				
Direct charitable expenditure	(45623)	(52757)	(98380)	(125223)
Management and administration	(8726)	(8136)	(16858)	(18771)
Re-organisation expenses	-	-	-	(30732)
Net resources expended for the year	(2081)	-	(2081)	(17159)
Surplus on Revenue Reserve brought forward	2133	-	2133	19292
Accumulated (deficit)/surplus on Revenue Reserve to carry forward at 31 March 1999	£ (52)	-	(52)	2133

The notes on pages 8 to 10 form part of these accounts.

All the above results derive from continuing activities and there were no acquisitions during the year.

There were no recognised gains or losses other than the above results.

WEST LONDON CENTRE FOR COUNSELLING LIMITED

DETAILED ANALYSIS OF INCOMING RESOURCES for the year ended 31 March 1999

			1999	1998
	Unrestricted Funds	Restricted Funds	Total	Total
	£	£	£	£
Revenue Grants				
Local Council grants	45093	15130	60223	90000
Ealing MENCAP	-	37000	37000	50399
Miscellaneous Donations				
Garfield Western Foundation	2000	-	2000	-
Peabody Trust	-	5000	5000	-
Daisy Trust	-	475	475	-
Nationwide Foundation	-	1200	1200	-
CAF Foundation	-	3500	3500	-
Baily Thomas Charitable Fund	-	-	-	10000
Lloyds TSB Foundation	-	-	-	1000
Goldsmiths' Company	-	-	-	1000
Sir Jules Thorn Charitable Trust	-	-	-	300
Mercers Company	-	-	-	1000
Less: Deferred income	-	(1412)	(1412)	-
Other income				
Meeting room hire	1860	-	1860	250
Contribution to redundancy payment	-	-	-	1115
Counselling fees	1680	-	1680	1680
Miscellaneous	587	-	587	-
Interest received	1044	-	1044	823
	<u>£ 52264</u>	<u>60893</u>	<u>113157</u>	<u>157567</u>

WEST LONDON CENTRE FOR COUNSELLING LIMITED

DETAILED ANALYSIS OF RESOURCES USED for the year ended 31 March 1999

			1999	1998
		Unrestricted Funds	Restricted Funds	
	Notes	£	£	Total £
Direct charitable expenditure				
Salaries and National Insurance	6	24415	42341	66756
Staff travel and expenses		2884	314	3198
Supervision and training		3005	1393	4398
Consultancy including fundraising		180	3288	3468
Rent and services		13276	4720	17996
Utilities		574	204	778
Telephone		1289	497	1786
		<u>£ 45623</u>	<u>52757</u>	<u>98380</u>
Management and administration				
Insurance		906	323	1229
Advertising and publicity		-	40	40
Library and subscriptions		-	-	-
Bank charges		57	89	146
Printing, postage and stationery		3306	915	4221
Fixtures, fittings and refurbishment		-	4751	4751
Other office expenses		2166	1084	3250
Audit fees		476	170	646
Other legal and professional		1815	764	2579
		<u>£ 8726</u>	<u>8136</u>	<u>16862</u>
Re-organisation expenses				
Redundancy costs		-	-	-
Office re-location costs		-	-	-
		<u>£ -</u>	<u>-</u>	<u>-</u>

WEST LONDON CENTRE FOR COUNSELLING LIMITED

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 1999

1. Accounting Policies

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the financial statements.

a) Accounting Convention

The financial statements have been prepared under the historical cost convention. The accounts have been prepared in compliance with the Statement of Recommended Practice on Charity Accounts. The charity has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cashflow statement.

b) Restricted and Unrestricted Funds

The accounts distinguish between restricted and unrestricted funds. Restricted funds are received from donors and are subject to restrictions on the purposes for which they may be used. Unrestricted funds are those where there are no externally imposed restrictions. They include those freely available to the charity for expenditure or appropriation to reserves for internally designated purposes.

c) Income

Voluntary income and donations are accounted for as received by the charity.

d) Value added tax

Value added tax is not recoverable by the charity and as such is included in the relevant costs in the Statement of Financial Activities.

e) Expenditure on management and administration of the charity

Administration expenditure includes all expenditure not directly related to the charitable activity or fundraising ventures. This includes costs of renting and running office premises, staff salaries for administrative staff and audit fees.

2. Debtors and prepayments

	1999	1998
	£	£
Prepayments and accrued income	£ 1392	340

WEST LONDON CENTRE FOR COUNSELLING LIMITED

NOTES TO THE FINANCIAL STATEMENTS for the year ended 31 March 1999

3. Creditors: Amounts falling due within one year

	1999	1998
	£	£
Bank Loan and overdraft	-	896
Employers liability provision (refer note 4)	3000	3000
Other creditors including taxation and social security	10416	7886
Accruals	1207	1379
Deferred income	1412	-
	<u>£ 16035</u>	<u>13161</u>

4. Employers Liability Provision

	1999	1998
	£	£
Balance at 31 March 1998	3000	3500
Transferred to Revenue Reserve during the year	-	(500)
Balance at 31 March 1999	<u>£ 3000</u>	<u>3000</u>

This provision is established to provide for possible legal obligations arising from contracts of employment between the company and its staff, such as responsibility leave, maternity and adoption leave, sickness leave and redundancy.

6. Results for the year

The deficit on the Revenue Reserve for the year is stated after charging the following:

	1999	1998
	£	£
Staff costs	66756	110154
Auditor's remuneration	550	528
	<u>67306</u>	<u>110682</u>

WEST LONDON CENTRE FOR COUNSELLING LIMITED

**NOTES TO THE FINANCIAL STATEMENTS
for the year ended 31 March 1999**

6. Staff costs

	1999	1998
	£	£
Salaries (including £13610 of redundancy costs in 1998)	61579	103426
Social Security costs	5177	6728
	<u>£ 66756</u>	<u>110154</u>

The Management Committee do not receive any remuneration in respect of their services on the Management Committee.

The average weekly number of employees during the year was 6 (1998: 7) who are each employed in an office and management position.