

# ISLINGTON PEOPLE'S RIGHTS

Company Number: 01753440 (England and Wales)

Registered Charity Number: 1077688

## DIRECTORS' REPORT AND ACCOUNTS

Year Ended  
31st March 2006

MONDAY



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COMPANIES HOUSE

SUSAN FIELD  
CHARTERED ACCOUNTANT

NEPTUNE HOUSE  
70 ROYAL HILL  
LONDON SE10 8RF

# ISLINGTON PEOPLE'S RIGHTS

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## **ISLINGTON PEOPLE'S RIGHTS**

### **Legal and Administrative Information**

**Directors:** J M Muldoon  
M Stennett  
F Simmons

**Secretary:** J M Muldoon

**Company Number:** 01753440 (England and Wales)

**Registered Charity  
Number:** 1077688

The Charity's governing document is its memorandum and articles of association dated the 8<sup>th</sup> June 1983.

**Principal Office and  
Registered Office:** 6-9 Manor Gardens  
London  
N7 6LA

**Auditor:** Susan Field  
Chartered Accountant  
Registered Auditor  
Neptune House  
70 Royal Hill  
London  
SE10 8RF

**Bankers:** Arbuthnot Latham & Co  
Arbuthnot House  
20 Ropemaker Street  
London  
ECY 2AR

#### **Officers of the Management Committee as of 31st March 2006:**

**Chair:** J M Muldoon

**Treasurer:** F Simmons

## **ISLINGTON PEOPLE'S RIGHTS**

### **Trustees' Report for the year ended 31st March 2006**

The Trustees who are also the Directors for Company Law purposes present herewith their Report and the Audited Accounts for the year ended 31st March 2006. This report is also the directors' report as required by s234 of the Companies Act 1985.

#### **Objects**

The principal objects of the company are the promotion of the relief of persons resident in the London Borough of Islington in need or in distress by reason of poverty, and the advancement of the education of such people in the field of welfare rights.

#### **Structure and Activities**

During the course of the year the Company maintained its programme of outreach advice sessions based in schools, community centres, doctors' surgeries, housing estates and mental health day centres. It continued its specialist tribunal representation service based at its Manor Gardens premises and its work at its satellite office at the Whittington Hospital. It engaged in social policy work and worked on improving its links with statutory bodies and the local voluntary sector.

#### **Status of Islington People's Rights**

Islington People's Rights is a private company limited by guarantee, without a share capital, and omits the word 'Limited' from its name in accordance with the Companies Act 1985. The guarantee of the Members is limited to a contribution of one pound sterling each in the event of the Company being wound up. The Company is a registered Charity, No.1077688.

#### **Trustees**

Trustees, who are also the directors, during the year and to date were as follows:

J M Muldoon  
F Simmons (appointed 13 July 2006)

Trustees shall be elected at each Annual General Meeting and shall hold office until the end of the Annual General Meeting next following their election, and shall be eligible for re-election or re-appointment.

#### **Induction and Training of Trustees**

New Trustees are provided with an induction pack which outlines the structure of the organisation, includes the main documents setting out its operational frameworks, and details the trustees' legal obligations under charity law. Trustees are encouraged to attend policy days which chart the future direction of the organisation.

## **ISLINGTON PEOPLE'S RIGHTS**

### **Trustees' Report for the year ended 31st March 2006**

#### **Reserves Policy**

The Trustees have examined the requirements for free reserves which are those unrestricted funds not invested in fixed assets, designated for specific purposes or otherwise committed. The Board of Management considers that, given the nature of our work reserves of (approximately £130,000) three months running costs should be maintained, which would provide additional working capital for our core costs. The free reserves at 31<sup>st</sup> March 2006 are £94,167. It is the Trustees' view that while this should prove sufficient, steps will be taken to attempt to increase reserves as part of the organisation's fund-raising strategy.

#### **Risk Management**

The Trustees introduced a formal risk management process. This involves identifying the types of risk the charity faces (financial, governance, operational and reputational) prioritising them in terms of potential impact and likelihood of occurrence; and identifying ways of mitigating the risks. As part of the process, the Trustees have reviewed the adequacy of the charity's current internal controls. While the Trustees are satisfied that the major risks identified have been adequately mitigated where necessary it is recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed. A formal review of the charity's risk management processes will be undertaken on an annual basis.

## ISLINGTON PEOPLE'S RIGHTS

### Trustees' Report for the year ended 31st March 2006

#### **Statement of Trustees' / 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 for 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 applicable accounting standards and statements of recommended practice have been followed subject to any 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 company will continue in business.

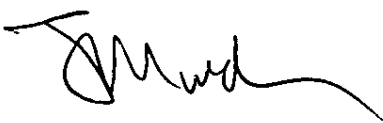
The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets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

The Directors confirm that the financial statements comply with current statutory requirements, the requirements of the charity's governing document and the requirements of the SORP.

As far as the directors are aware, there is no relevant audit information of which the auditor is unaware. The directors have taken all the steps that they ought to have taken as directors in order to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The Auditor, Susan Field, has indicated her willingness to continue in office and a resolution to that effect will be proposed at the forthcoming Annual General Meeting.

This report, which has been prepared in accordance with the special provisions of the Companies Act 1985 Part VII relating to small companies, was approved by the Board on 26 March 2007 and signed on its behalf.



J M MULDOON  
SECRETARY

# SUSAN • FIELD

CHARTERED ACCOUNTANT  
NEPTUNE HOUSE  
70 ROYAL HILL  
LONDON SE10 8RF

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## **Independent auditor's report to the members of Islington People's Rights**

I have audited the financial statements of Islington People's Rights for the year ended 31<sup>st</sup> March 2006 on pages 8 to 15. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the charity's trustees, as a body, in accordance with Section 235 of the Companies Act 1985. My audit work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my audit work, for this report, or for the opinions I have formed.

## **Respective responsibilities of trustees and auditor**

As described in the Statement of Trustees' Responsibilities the charity's trustees (who are the also the directors of Islington People's Rights for the purpose of company law) are responsible for the preparation of the financial statements in accordance with applicable law, United Kingdom Accounting Standards and the Charities Statement of Recommended Practice (United Kingdom Generally Accepted Accounting Practice).

My responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

I report to you my opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. I also report to you if, in my opinion, the Trustees' Annual Report is not consistent with the financial statements, if the charity has not kept proper accounting records, if I have not received all of the information and explanations I require for my audit, or if information specified by law regarding trustees' remuneration and transactions with the charity is not disclosed.

I read other information contained in the Trustees' Annual Report, and consider whether it is consistent with the audited financial statements. I consider the implications for my report if I become aware of any apparent misstatements or material inconsistencies with the financial statements. My responsibilities do not extend to any other information.

# SUSAN • FIELD

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## **Independent auditor's report to the members of Islington People's Rights (Cont'd)**

### **Basis of audit opinion**

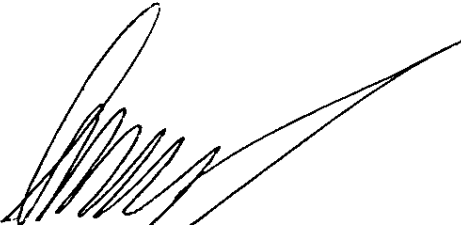
I conducted my audit in accordance with International Standards on Auditing (UK and Ireland), issued by the Auditing Practices Board. An audit includes an examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the trustees in the preparation of the financial statements and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me 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 my opinion I also evaluated the overall adequacy of the presentation of information in the financial statements.

### **Opinion**

In my opinion the financial statements:

- give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the charity's affairs as at 31<sup>st</sup> March 2006 and of its incoming resources and application of resources, including its income and expenditure for the year then ended; and
- have been properly prepared in accordance with the Companies Act 1985.



Susan Field  
Chartered Accountant  
Registered Auditor  
Neptune House  
70 Royal Hill  
London  
SE10 8RF

Date: 26<sup>th</sup> April 2007

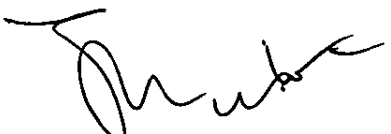


# ISLINGTON PEOPLE'S RIGHTS

Balance Sheet  
as at  
31st March 2006

	<u>2006</u>	<u>2005</u>
£	£	£
<b>FIXED ASSETS</b>		
Tangible (Note 6)	11890	4257
<b>CURRENT ASSETS</b>		
Debtors (Note 7)	68076	80633
Cash at Bank and in Hand	65616	108486
	<u>133692</u>	<u>189119</u>
<b>Creditors:</b> Amounts falling due within one year (Note 8)	<u>(19524)</u>	<u>(27560)</u>
<b>NET CURRENT ASSETS</b>	<u>114168</u>	<u>161559</u>
<b>NET ASSETS</b>	<u>126058</u>	<u>165816</u>
<b>Represented by Fund balances:</b>		
Restricted (Note 9)	20001	2752
Unrestricted	<u>106057</u>	<u>163064</u>
<b>TOTAL CHARITY FUNDS</b>	<u>126058</u>	<u>165816</u>

The Directors have taken advantage, in the preparation of these accounts, of special provisions of the Companies Act 1985 Part VII relating to small companies on the grounds that, in the opinion of the Directors, the Company qualifies as a small company and is entitled to make use of those provisions. The Accounts were approved by the Board on 26 March 2007 and are signed on its behalf.

  
.....  
J M MULDOON  
Director

# ISLINGTON PEOPLE'S RIGHTS

## Income and Expenditure Account and Statement of Financial Activities for the year ended 31st March 2006

	<u>Restricted</u>	<u>Unrestricted</u>	<u>2006</u>	<u>2005</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<b><u>INCOMING RESOURCES</u></b>				
Incoming Resources from Generated Funds				
Voluntary Income (Note 2)	58059	229429	287488	375286
Investment Income	-	3875	3875	1683
Incoming Resources from Charitable Activities (Note 3)	<u>213119</u>	<u>360</u>	<u>213479</u>	<u>176547</u>
<b>Total Incoming Resources</b>	<b><u>271178</u></b>	<b><u>233664</u></b>	<b><u>504842</u></b>	<b><u>553516</u></b>
<b><u>RESOURCES EXPENDED (Note 4)</u></b>				
Cost of Generating Funds:				
Cost of Generating Voluntary Income	-	3000	3000	3000
Charitable Activities	253929	283558	537487	531982
Governance Costs	<u>-</u>	<u>4113</u>	<u>4113</u>	<u>2879</u>
<b>Total Resources Expended</b>	<b><u>253929</u></b>	<b><u>290671</u></b>	<b><u>544600</u></b>	<b><u>537861</u></b>
<b>NET INCOME/ (EXPENDITURE)</b>	<b>17249</b>	<b>(57007)</b>	<b>(39758)</b>	<b>15655</b>
Total Funds Brought Forward	<u>2752</u>	<u>163064</u>	<u>165816</u>	<u>150161</u>
<b>Total Funds Carried Forward</b>	<b><u>20001</u></b>	<b><u>106057</u></b>	<b><u>126058</u></b>	<b><u>165816</u></b>

There are no recognised gains and losses in 2006 or 2005 other than the surplus / (deficit) for the year, disclosed above.

The notes on Pages 10 to 15 form part of these accounts.

## **ISLINGTON PEOPLE'S RIGHTS**

Notes to the Accounts  
for the year ended  
31st March 2006

### **1. ACCOUNTING POLICIES**

#### **1.1 Basis of Preparation of Accounts**

The financial statements have been prepared under the historical cost convention and include the results of the Company's activities as indicated in the Report of the Directors, all of which are continuing. They are also prepared in accordance with the Statement of Recommended Practice for charity accounts published by the Charity Commission (2005) and the Companies Act 1985.

The Company has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement on the grounds that it is a small company.

#### **1.2 Incoming Resources**

Grants are credited to the Statement of Financial Activities on the accruals basis and are split between restricted and unrestricted funds in accordance with any terms imposed by the donor. Where capital grants are received they are treated as a restricted fund and the assets so purchased are written off against the fund over the useful life of the asset.

#### **1.3 Fixed Assets and Depreciation**

Fixed assets are stated at cost. Depreciation is calculated so as to write off the cost of tangible fixed assets by equal instalments over their estimated useful lives as follows:

Motor Vehicle	4 Years
Office furniture and equipment	4 Years
Computer Equipment	2 Years

#### **1.4 Resources Expended**

Expenditure is recognised on the accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of any trading for fundraising purposes.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

## ISLINGTON PEOPLE'S RIGHTS

Notes to the Accounts  
for the year ended  
31st March 2006

### 1. ACCOUNTING POLICIES

#### 1.4 Resources Expended (Cont'd)

- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource.

#### 1.5 Funds Accounting

- Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.
- Transfers from unrestricted funds to restricted funds are made in the event that the expenses exceed the income from projects.

### 2. INCOMING RESOURCES

#### VOLUNTARY INCOME:

	<u>2006</u> <u>£</u>	<u>2005</u> <u>£</u>
<b>Grants:</b>		
LBI Main Grant (Core Project)	99004	104504
Islington Council Social Service (Mental Health Project)	130275	129196
Cripplegate Foundation	55777	58187
LBI - Surestart	2282	5000
	<u>287338</u>	<u>296887</u>
 <b>Donations</b>	 150	 78399
	<u>287488</u>	<u>375286</u>

# ISLINGTON PEOPLE'S RIGHTS

Notes to the Accounts  
for the year ended  
31st March 2006

## 3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	<u>2006</u> <u>£</u>	<u>2005</u> <u>£</u>
Islington PCT (GPs Project)	66642	65335
Legal Services Commission (Schools Advice Project)(Note 13)	31000	28332
EC1 New Deal for Communities (South Islington Advice Project)(Note 13)	79976	82730
Legal Services Commission (Prisons Project)(Note 13)	20501	-
Homes for Islington (Homes for Islington Project)	15000	-
Other Income	360	150
	<u>213479</u>	<u>176547</u>

## 4. RESOURCES EXPENDED

	<u>2006</u> <u>£</u>	<u>2005</u> <u>£</u>
<b>Costs of generating Voluntary Income:</b>		
Salaries and Wages (Note 5)	<u>3000</u>	<u>3000</u>
<b>Costs of activities in furtherance of the charity's activities:</b>		
Rent	38088	9212
Salaries and Wages (Note 5)	445745	476034
Telephone and Fax	4443	5200
Printing, Postage, Stationery & Publicity	8297	8071
Office Expenses, Books & Publications	5613	5736
Heat, Light & Water	22	986
Legal & Professional Fees	4279	1639
Computer Support	6183	4762
AGM & IPR Events	952	1686
Insurance	2563	2598
Depreciation	6735	8451
Training & Conferences	7810	3308
Travelling Expenses	996	880
Repairs, Maintenance & Renewals	1028	2849
Recruitment	3314	53
Sundries	1193	136
Interpreter	226	381
	<u>537487</u>	<u>531982</u>
<b>Governance cost:</b>		
Audit and Accountancy	<u>4113</u>	<u>2879</u>
<b>TOTAL RESOURCES EXPENDED</b>	<u>544600</u>	<u>537861</u>

# ISLINGTON PEOPLE'S RIGHTS

Notes to the Accounts  
For the year ended  
31st March 2006

## 5. STAFF COSTS

	<u>2006</u> £	<u>2005</u> £
Gross Wages	407773	434956
Employer's National Insurance	41444	45244
	<u>448981</u>	<u>480200</u>
Analysed as:		
- Salaries and Wages (charitable activities)	445745	476034
- Office Expenses - cleaning (charitable activities)	236	1166
- Salaries and wages (costs generating voluntary income)	3000	3000
	<u>448981</u>	<u>480200</u>

The average number of employees was 17 (2005 - 19).  
No employee earned more than £60,000 during the year.

## 6. FIXED ASSETS

	<u>Motor Vehicle</u> £	<u>Office Furniture &amp; Equipment</u> £	<u>Total 2006</u> £	<u>Total 2005</u> £
<u>Cost or Valuation</u>				
At 1.4.2005	18868	24774	43642	122486
Additions	-	14368	14368	1065
Disposals	-	-	-	(79909)
At 31.3.2006	<u>18868</u>	<u>39142</u>	<u>58010</u>	<u>43642</u>
<u>Depreciation</u>				
At 1.4.2005	16116	23269	39385	110843
Charged in Year	2752	3983	6735	8451
Eliminated on Disposal	-	-	-	(79909)
At 31.3.2006	<u>18868</u>	<u>27252</u>	<u>46120</u>	<u>39385</u>
<u>Net Book Value</u>				
At 31 March 2006	<u>-</u>	<u>11890</u>	<u>11890</u>	<u>4257</u>

In preparation for the office move in July 2006, in 2005 those fixed assets fully written down and no longer in use were removed from the fixed asset register.

# ISLINGTON PEOPLE'S RIGHTS

Notes to the Accounts  
For the year ended  
31st March 2006

## 7. DEBTORS

	<u>2006</u> <u>£</u>	<u>2005</u> <u>£</u>
Prepayments	2030	1485
Accrued Income	59021	78783
Other Debtors	7025	365
	<u>68076</u>	<u>80633</u>

## 8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	<u>2006</u> <u>£</u>	<u>2005</u> <u>£</u>
Loans and Overdrafts	-	312
PAYE/NIC	9968	13945
Accruals	4308	8205
Charity Grants (Note 2)	5248	5098
	<u>19524</u>	<u>27560</u>

## 9. RESTRICTED FUNDS

	<u>Balance</u> <u>At</u> <u>1.4.2005</u> <u>£</u>	<u>Incoming</u> <u>Resources</u> <u>£</u>	<u>Resources</u> <u>Expended</u> <u>£</u>	<u>Balance</u> <u>At</u> <u>31.3.2006</u> <u>£</u>
Community Fund - Capital Homes for Islington Project	2752	-	(2752)	-
Prisons Project	-	15000	(15000)	-
Schools Advice Project	-	20501	(500)	20001
GPs Project	-	31000	(31000)	-
South Islington Advice Project	-	66642	(66642)	-
Copenhagen Project	-	91674	(91674)	-
	<u>2752</u>	<u>271178</u>	<u>(253929)</u>	<u>20001</u>

The capital fund reflects the purchase of a minibus. The balance at the year end represents the net book value of the minibus.

**Home of Islington** - Funding of welfare benefits advice sessions in one of their local area housing offices.

**Prisons Projects** - Start up costs from the Legal Services Commission for a project delivering welfare benefits advice to inmates of Holloway and Pentonville Prisons.

**Schools Advice Project** - Funding from London Borough of Islington to provide welfare benefits advice sessions in primary schools.

**GP's Project** - Funding from Primary Care Trust to provide advice sessions in GP's surgeries in South Islington.

# ISLINGTON PEOPLE'S RIGHTS

Notes to the Accounts  
For the year ended  
31st March 2006

## 9. RESTRICTED FUNDS (Cont'd)

**South Islington Advice Projects** - Funds from New Deal communities and Cripplegate Foundation to provide welfare benefits advice sessions in community centres, youth projects and housing estates in EC1 area of Islington.

**Copenhagen Project** - Funds from the Cripplegate Foundation to provide welfare benefits advice sessions in community centres in the Kings Cross and Barnsbury areas of Islington.

## 10. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	<u>Fixed Assets</u> £	<u>Current Assets</u> £	<u>Current Liabilities</u> £	<u>Net Assets</u> £
Prisons Project	-	20001	-	20001
Unrestricted	<u>11890</u>	<u>113691</u>	<u>(19524)</u>	<u>106057</u>
	<u>11890</u>	<u>133692</u>	<u>(19524)</u>	<u>126058</u>

## 11. PAYMENTS TO TRUSTEES

No expenses were reimbursed to trustees during the year (2005: NIL). Also no remuneration has been paid to the trustees during the year (2005: NIL).

## 12. CHARITY GRANTS

	<u>2006</u> £	<u>2005</u> £
In hand at 1.4.2005	5098	5348
Received in Year	13673	9090
Paid in Year	<u>(13523)</u>	<u>(9340)</u>
In hand at 31.3.2006	<u>5248</u>	<u>£5098</u>

## 13. RELATED PARTIES

The Charity carries out joint projects with Legal services commission, Home of Islington and London Borough of Lewisham, with regards to prisons projects, welfare benefits advice sessions in the local vicinity of Islington and welfare benefits advice sessions in primary schools.