

# **Limehouse Project Limited**

## **Directors' Report and Financial Statements**

**For the year ended 31 March 2007**

**Charity no. 295857**

**Company no. 1817676 (England and Wales)**

**John Green & Co  
Suite 2.16  
Astra House  
Arklow Road  
London SE14 6EB**

**SATURDAY**



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# **Limehouse Project Limited**

## **Contents**

	<b>Page</b>
<b>Report of the Management Committee</b>	<b>1 - 9</b>
<b>Report of the Independent Auditors</b>	<b>10 - 11</b>
<b>Statement of Financial Activities</b>	<b>12</b>
<b>Balance Sheet</b>	<b>13</b>
<b>Notes Forming Part of the Financial Statements</b>	<b>14 - 22</b>

# **Limehouse Project Limited**

## **Report of the Management Committee for the year ended 31 March 2007**

The Management Committee presents its report and audited financial statements for the year ended 31 March 2007

### **Reference and Administrative Information**

<b>Charity Name:</b>	Limehouse Project Limited	
<b>Charity Registration Number:</b>	295857	
<b>Company Registration Number:</b>	1817676	
<b>Registered Office and Operational Address:</b>	Cheadle Hall Cheadle House Copenhagen Place London E14 7EY	
<b>Management Committee</b>	Dennis Twomey Phil Hissey Suzy Powlesland Shahanara Begun Shaiek Ahmed Stefka	Chair of Management Committee Treasurer
<b>Company Secretary:</b>	Farida Yesmin	
<b>Senior Management Team:</b>	Farida Yesmin Anthony Kungu Farhad Ahmed Sajeda Qureshi	Director Admin and Finance Worker Advice Service Manager LiWete Manager
<b>Independent Auditors:</b>	John Green & Co Suite 2 16 Astra House Arklow Road London SE14 6EB	
<b>Bankers:</b>	NatWest Bank Dockland South Quay Branch 54 Marsh Wall London E14 6LJ	

# **Limehouse Project Limited**

## **Structure Governance and Management**

### **Governing Document**

The organisation is a charitable company limited by guarantee, incorporated on 18<sup>th</sup> May 1984 and registered as a charity on 7<sup>th</sup> January 1987

The company was established under a Memorandum of Association which outlines the objects and powers of the charitable company. The charity is also a Limited Company by Guarantee. It is governed by its Articles of Association which detail the aims and objectives of the organisation as well as the mechanisms through which its Management Committee is elected. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

### **Recruitment and Appointment of Management Committee**

The Limehouse Project is governed by a voluntary and elected Management Committee composed of local people and individuals with professional expertise in our areas of service delivery. Management Committee members are elected annually to serve for a period of one year, after which they must be re-elected at the next Annual General Meeting. The current Committee includes seven members from a variety of professional backgrounds relevant to the charity's work. The Organisation Director is also the Secretary for the Charity.

### **Trustee Induction and Training**

Most trustees are familiar with the day-to-day work of the charity when they are appointed to its Management Committee (MC). Many have also been involved with the work of the charity prior to joining the MC.

Upon their appointment, new trustees are issued with an induction pack and invited to attend short training sessions to familiarise themselves with the charity and the context in which it operates. The charity's constitution, financial and operational framework and Management Committee members' roles and responsibilities within the organisation are addressed through both of these mechanisms. The Limehouse Project also holds an Annual Planning Day which offers incoming trustees an opportunity to learn about and discuss the charity's priorities for the forthcoming financial year.

### **Risk Management**

The Management Committee has conducted a review of major risks to which the charity is exposed and has established a risk register which is updated not less than once a year.

Systems and procedures have been established to mitigate the risks that the charity systematically faces as an organisation. These procedures are periodically reviewed by the Management Committee's Policy Sub-Committee to ensure that they continue to meet the needs of the charity.

## **Limehouse Project Limited**

Procedures are in place to ensure the charity's compliance with health and safety requirements for staff, volunteers, clients and visitors to the centre. To ensure a consistent quality of delivery for all operational aspects of the charity, the Legal Service Commission Quality Kite Mark Standard has been implemented for the advice service and the Matrix standard for the charity's LiWete training programme.

Internal financial control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Significant external risks to funding have also led to the development of a strategic plan which will allow for the diversification of the charity's funding and activities.

### **Organisational Structure**

The Management Committee meets bi-monthly and oversees the strategic direction and policies of the charity. They are also responsible for guiding the organisation's staffing team on matters of service delivery and human resources.

### **Objectives and Activities**

The aim of the Limehouse Project is to bring about positive change for the Limehouse community through free and impartial advice as well as guidance, education, training and support as required to empower individual community members to overcome barriers faced in recognising and realising their aspirations. We do so by

- Providing information, advice, counselling, advocacy and support in clients' own language on welfare benefits, housing, debt, immigration, domestic violence, education, training and employment and other legal rights and entitlements,
- Providing training, education and opportunities for supported volunteering to enable women to gain the confidence and skills to play a full role in their social and economic environment and to give them the option of taking up paid work,
- Offering a range of educational and recreational activities to children, older people and entire families, which would otherwise be beyond their reach.

These objectives are particularly relevant as Tower Hamlets is one of the most deprived boroughs in Britain. According to the 2001 census

- *22.8% of the population of employable age is either unemployed, disabled or otherwise economically inactive,*
- *The borough by far experiences the most extensive child poverty in the country,*
- *Four Tower Hamlets wards are amongst the top ten experiencing the worst housing conditions in the country and the borough ranks fifth in overcrowding nationally,*
- *17.2% of the borough's population is incapacitated by long-term illnesses*

# **Limehouse Project Limited**

## **Achievements and Performance**

### **Key Achievements**

The Limehouse Project delivers a wide range of services for local people which are continually developed and informed by a combination of feedback from existing users' and trends in demographic indicators of local need

This year has been significant for the Limehouse Project While a trend of rapid growth seen over the last years has continued, for the first time projects have been faced with unexpected funding cuts In looking at the hard realities of sustaining quality services within a framework of reduced resources and a smaller staff team, Limehouse Project have also redoubled their efforts to secure ongoing funding for the longer term future

The Limehouse Project works to respond to local issues as they change and arise and develops new projects such as those highlighted below to ensure our services remain relevant and effective

### **Advice and Information Services**

The Advice and Information services cover a wide range of subjects which include Welfare Benefits, Immigration, Housing, Debt, Education, Domestic Violence, Health and Employment issues

The Limehouse Project has successfully delivered advice services all across Tower Hamlets Collectively these projects receive a total of £225,000 from various funders We work from our main offices at Cheadle and LIFRA Hall while providing outreach services at venues such as Ocean Somali Community Association (OSCA), Shahjalal Community Centre and Ocean Women's Association These are tailored to meet the needs of men and women from different cultural backgrounds Together with the main advice provisions we also hold outreach session to five doctor's surgeries as part of the borough-wide GP project In addition to these, the Family Advice Project holds outreach sites at three different sites across the borough to help families in crises access services as quickly as possible A recently introduced service, the Progression Route Project works in partnership with the LiWETE Team, getting potential clients into employment and training LHP information and advice are regularly delivered through the borough of Tower Hamlets including other advice agencies, refuge centres, health clinics etc

The service is run by 19 people of whom 40% are volunteers

9 advisors

3 sessional workers

3 trainee volunteers

4 general volunteers

### **Total clients Seen 2006-07**

<b>Total clients</b>	<b>4600</b>		
<b>Total Subjects</b>	<b>5250</b>	<b>Total Contacts</b>	<b>6630</b>

In total, combining all the advice projects we have seen over 6630 client contacts were made and a total of 4600 clients were seen by both drop-in and appointment based system

## **Limehouse Project Limited**

Welfare Rights and Money & Debt issue being a major issue we are continuing to work with Citizens Advice Bureaux with the Claim the Max Project as well as Toynbee Hall and their Capitalise Project to get expert specialist to deal with complex cases at our two main offices. We have other organisations both from BGVHA as well as Shelter to come to our drop-in sessions to help clients with specific issues.

While ensuring the services meet appropriate accredited standards, LHP consistently identify and develop services and partnerships to meet the needs of local people. As a result, the advice services, now include outreach provision to 11 sites boroughwide including GP Surgeries, estate-based community centres, Tenants' halls, Women's Groups Bengali and Somali-led community centres.

The Limehouse Project achieved the Community Legal Service General Help Quality Mark for its advice work in 2000. The organisation is also permitted to give immigration and asylum advice under the Office of the Immigration Service's (OISC) regulatory scheme.

### **GP Project**

Managed by *Social Action for Health* with the support of five advice agencies, including the Limehouse Project which runs sessions at five GP surgeries, the value of this initiative is such that Tower Hamlets Primary Care Trust has undertaken to fund the service as part of its own mainstream services for the foreseeable future. In last year we have seen 920 new clients from 5 surgeries.

### **Elders Support Project**

The need for a specific pilot project to meet the needs of older people in the Limehouse and the wider LAP 3 area has been identified through feedback from Community representatives and staff members of the Limehouse Project, coupled with an internal survey of current service users. This need was then recognised by the Tower Hamlets Partnership, LAP 3 & 4 commissioned Limehouse Project this service from April 2007.

The service is providing an extra support in the form of information and advice on social welfare and health issues through the provision of appointments, outreach and home visits targeted at those aged 55+. Referrals are also monitored through LHP's existing advice service so as to ensure a high standard of service, confidentiality and use of resources. This service is providing additional support for the most marginalized clients through LHP's dedicated worker who spends her time required to ensure the needs of the most frail users are fully addressed. The project has established a number of outreach sites in LAP 3 and 4 areas to maximise the clients' access to the service.

### **Advice for Local Somali People**

Having identified a need for advice services with language support for local Somali people, the Limehouse Project has worked in partnership with the Ocean Somali Community Association (OSCA) over the last year to deliver culturally-friendly advice services from OSCA for this community. The popularity of this service is such that appointments are booked a fortnight in advance and demand for this service is continually growing.

## **Limehouse Project Limited**

### **Family Advice**

The Limehouse Family Advice Service (LFAS) started in November 2005 and is a 2 year pilot project funded by Legal Service Commission

The projects initiative is to meet client's needs by developing access to a range of family focused advice and support services through the use of strong partnership links by having a main access point at Limehouse Project

The Limehouse Family Advice Service provides a one point contact for support with practical, legal and emotional help ensuring individuals and families are able to successfully navigate the diverse agencies that are able to support them with difficult family related issues

In the last year and a half, the project has assisted 558 clients out of which 211 clients progressed into case work

We provide outreach advice and work very closely with East London Asian family counselling. This year we have also been conducting outreach advice to Ocean Children Centre, which is running successfully. We also work in partnership with Tower Hamlets Law Centre, and Family Law Practice. Family Law Practice provides in-house family law advice to our LFAS clients at the Limehouse Project site, so that clients do not need to travel to solicitors firms for legal advice. This helps us provide an all-round, in-house service to our clients

The Limehouse Family Advice Workers are also members of the Tower Hamlets Domestic Violence Forum, this enables them to network and build partnership with other organisations in Tower Hamlets. We have become a well known service in Tower Hamlets and get referrals from a range of services

### **LiWete: Limehouse Women's Education and Training Provision**

LiWete aims to provide relevant and appropriate employment training for women who are socially isolated, excluded from mainstream training resources and unlikely to take up employment. Our target beneficiary group are unemployed local women who are 16+, from Black and Minority (BME) communities and usually of Bangladeshi origins. Participants typically speak little or no English, have little contact with the world outside of their homes and lack the confidence to approach conventional educational institutions. Many typically hear of us after initial contact with our advice services

The Limehouse Project training programme has been selected by the London Borough of Tower Hamlets and local voluntary sector groups to be one of six borough-wide 'Community Hub Groups' facilitating training programmes to tackle local economic inactivity

The LiWETE team has developed many different services within its programme over the years, and continues to support women from basic skills levels, taking them through training and educational process which helps them become job-ready. For many women on the programme this support can take two years, for others it can be a much quicker process. LiWETE continues to offer support and guidance to its clients, and creates tailored individual support to every client



## **Limehouse Project Limited**

depending on their skills and circumstances. In partnership with the Advice Service at Limehouse Project, LiWETE can offer holistic support to its clients, providing them access to training, education and employment opportunities while tackling the barriers that prevent them from progressing personally and financially.

This year has been very busy for the LiWETE Team. The demand for the service continues to grow through word of mouth recommendations from past clients, and through referrals from local agencies. We have long waiting lists for our Mentoring Programme, Progression Route Programme, and our educational courses, and the team have been busy developing short-burst courses and training programmes in line with the requirements of our clients. We have had over 250 students over the 2006 to 2007 period, and that's counting students on our accredited, on-site courses only!

This year our clients have accessed our services from boroughs across London, and the success of the Programme means that for the first time we have been able to deliver next-step courses to last years timetable, such as NVQ Level 3 Childcare and ESOL Level 3. We are also opening up some selected courses to men from the BME community for the first time in LiWETE history!

We have had continued success in the number of clients finishing accredited courses and taking up employment. Some of these success stories have come from clients who started off in ESOL courses and now run their own businesses!

### **Financial Review**

#### **Principal Funding Sources**

The principle funding sources for Limehouse Project are raised by way of grants and Service Level Agreements with public service authorities including Tower Hamlets Council, Tower Hamlets Primary Care Trust, the Legal Service Commission, Tower Hamlets College and Leaside Regeneration Board. Additional funding is also sought from a range of private trusts and agencies. The organisation is also involved in a range of borough-wide partnership initiatives set up both as service delivery initiatives as well as information-sharing initiatives. Current partnerships include a Tower Hamlets Community Advice Network for the delivery of family advice, the GP initiative networking advice and health agencies, the Women's in Tower Hamlets Network and other agencies which provide information about potential funding sources and partnership initiatives which help ensure the financial stability of the Limehouse Project for the future.

#### **Procurement and funding challenges**

There are major changes taking place in the way advice is funded, by the Local Authority, the Legal Services Commission and other funders such as the Association of London Government. Emphasis is now being placed on providing larger pots of money for sub-regional and regional projects, which means that smaller advice agencies are finding it harder and harder to access the necessary for groups to work together to retain and improve existing advice services so that they continue to reach those people most in need of advice.

## **Limehouse Project Limited**

funding that they need to maintain their advice services. Yet it is through these smaller advice agencies that minority and/or isolated groups are more likely to seek advice. It is therefore Feedback from our 4000 plus service-users per annum reflects a strong need for 'holistic' and accessible approaches to poverty and advice support. While preventing human suffering and the spiralling complexity of cases which can usually be prevented through early intervention and generic advice. Our experience of 20 years suggests not only that crisis prevention is more cost effective than later interventions of specialist advice, but that the availability of user-friendly generic advice for families and individuals from a range of circumstances where other services, support and information are also available, helps vulnerable residents address their wider needs more effectively for the future. Grass roots organisations, like our own, provide front line and preventative services, saving the exchequer many millions annually, surely such efforts need to be recognised.

### **Reserves Policy**

The Limehouse Project's Management Committee has examined the charity's requirements for reserves as part of an organisational risk assessment and has established a policy whereby unrestricted funds, not committed or invested into tangible fixed assets held by the charity, should be retained to cover between 3 to 6 months' expenditure for the organisation's staffing and administrative overheads. Also in the event of financial difficulties or the organisation's closure, this will ensure that the charity is able to effectively meet all its financial and contractual obligations.

Our current level of free reserves is £113,980, which falls 16% short of our minimum stated target, which, based on 2006/7 expenditure, was £135,000.

### **Planning for the Future**

The Charity plans to continue the activities outlined above over the forthcoming year, subject to satisfactory funding arrangements. The charity's development aims identified in the Business Plan, include

- To create a community resource which is safe, accessible and available for local people,
- To enhance the community development focus of the project and ensure the charity's work with the local community helps enable them to positively influence their lives as well as that of other people in the locality,
- To achieve a streamlined and well-supported Community Advice Centre that meets the advice needs of the community, particularly in relation to income maximisation, secure housing and solid relationships,
- To increase effective communication between the Limehouse Project and new potential users and the promotion of its services to ensure local people are aware of its services and encouraged to use them.

# **Limehouse Project Limited**

## **Responsibilities of the Management Committee**

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 charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements the directors should follow best practice and

- select suitable accounting policies and then apply them consistently,
- make judgements and estimates that are reasonable and prudent, and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charity will continue on that basis

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The directors 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.

## **Members of the Management Committee**

Members of the Management Committee, who are directors for the purposes of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1.

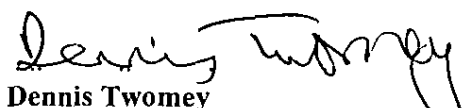
## **Auditors**

John Green and Co were appointed as the charitable company's auditors at the last Annual General Meeting and have expressed their willingness to continue in that capacity.

## **Approval**

This report has been prepared in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the Management Committee on 7<sup>th</sup> December 2007 and signed on its behalf

  
**Dennis Twomey**  
**Chair of Management Committee**

## **Limehouse Project Limited**

### **Report of the Independent Auditors to the Members of Limehouse Project Limited**

We have audited the financial statements of Limehouse Project Limited for the year ended 31 March 2007 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared under the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities.

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

#### **Respective responsibilities of trustees and auditors**

As described in the Statement of Responsibilities of the Management Committee, the charity's trustees, who are also the directors of Limehouse Project Limited for the purposes of company law, are responsible for the preparation of the Report of the Management Committee and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

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

We read the Report of the Management Committee and consider the implications for our report if we become aware of any apparent misstatements within it.

#### **Basis of opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) 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 trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

## **Limehouse Project Limited**

### **Report of the Independent Auditors to the Members of Limehouse Project Limited (continued)**

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**

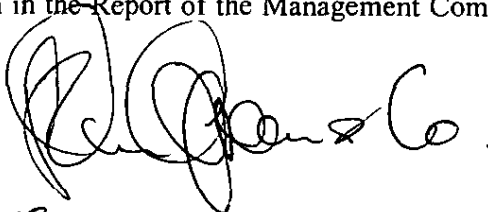
In our opinion the financial statements:

- give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice (applicable to Smaller Entities) of the state of the charitable company's affairs as at 31 March 2007 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended, and
- have been properly prepared in accordance with the Companies Act 1985

In our opinion the information given in the Report of the Management Committee is consistent with the financial statements

**John Green & Co**  
**Certified Accountants**  
**and Registered Auditors**

Date ....16 January 2008 .



**Suite 2.16 Astra House**  
**Arklow Road**  
**London SE14 6EB**

# Limehouse Project Limited

## Statement of financial activities (including Income and Expenditure Account) For the year ended 31 March 2007

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2007 £	Total 2006 £
<b>Incoming Resources:</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income					
Donations and grants	3	-	190,350	190,350	75,639
Activities for generating funds					
Interest received		1,110	-	1,110	24
<b>Incoming resources from charitable activities:</b>	4	168,086	129,868	297,954	634,863
<b>Other income</b>					3,078
<b>Total incoming resources</b>		<b>169,196</b>	<b>320,218</b>	<b>489,414</b>	<b>713,604</b>
<b>Resources expended:</b>					
<b>Costs of generating funds</b>					
Costs of generating voluntary income		815	-	815	780
<b>Charitable activities</b>		207,658	317,313	524,971	579,422
<b>Governance costs</b>		11,916	3,294	15,210	4,051
<b>Total resources expended</b>	5	<b>220,389</b>	<b>320,607</b>	<b>540,996</b>	<b>584,253</b>
<b>Net incoming/(outgoing) resources</b>	2	<b>(51,193)</b>	<b>(389)</b>	<b>(51,582)</b>	<b>129,351</b>
<b>Reconcillation of funds</b>					
Total funds brought forward		172,562	20,847	193,409	64,058
Transfer between funds		8,006	(8,006)	-	-
<b>Total funds carried forward</b>		<b>£ 129,375</b>	<b>£ 12,452</b>	<b>£ 141,827</b>	<b>£ 193,409</b>

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

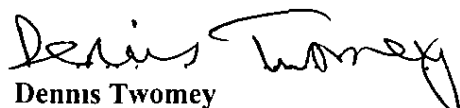
# Limehouse Project Limited

## Balance Sheet as at 31 March 2007

	Notes	2007 £	2006 £
<b>Fixed Assets</b>			
Tangible assets	9	15,395	16,166
<b>Current Assets</b>			
Debtors	10	97,106	129,234
Cash at bank and in hand		44,603	66,287
		<u>141,709</u>	<u>195,521</u>
Creditors amounts falling due within one year	11	(15,277)	(18,278)
<b>Net Current Assets</b>		<u>126,432</u>	<u>177,243</u>
<b>Net assets</b>	12	<u><b>£141,827</b></u>	<u><b>£193,409</b></u>
<b>Unrestricted funds</b>			
Designated funds		100,000	100,000
General funds		29,375	72,562
<b>Restricted funds</b>		12,452	20,847
<b>Total Funds</b>	13	<u><b>£141,827</b></u>	<u><b>£193,409</b></u>

These accounts are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities

Approved by the Management Committee on 7<sup>th</sup> December 2007 and signed on its behalf by

  
**Dennis Twomey**  
 Chair of Management Committee

# **Limehouse Project Limited**

## **Notes to the financial statements for the year ended 31 March 2007**

### **1. Accounting policies**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the previous year.

#### **1.1 Basis of Preparation of the Financial Statements**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2005), the Companies Act 1985 and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.

#### **1.2 Incoming resources**

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. Voluntary income is received by way of grants and donations and is included in full in the Statement of Financial Activities when receivable. Grants, where the entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant. Incoming resources from grants and contracts, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

#### **1.3 Resources expended**

Expenditure is recognised on the accrual basis as a liability is incurred. Value Added Tax is not recoverable by the charity, and as such is included with the relevant costs in the Statement of Financial Activities.

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.

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.

Costs relating to a particular activity are allocated directly. Other costs are apportioned on a fair and reasonable basis such as staff time.



# Limehouse Project Limited

## 1.4 Tangible Fixed Assets and Depreciation

Equipment with a useful life greater than one year and a purchase price exceeding £500 is capitalised and depreciated over its expected useful life. The rate of depreciation is 25% per annum, reducing balance basis.

## 1.5 Unrestricted Funds

Unrestricted funds are grants and donations and other incoming resources received or generated for the objects of the charity without further specified purpose and are available as general funds.

## 1.6 Designated funds

Designated funds are unrestricted funds set aside by the management committee for particular purposes.

## 1.7 Restricted Funds

Restricted funds are to be used for the particular purposes specified by the donor. Expenditure which meets these criteria is identified to the fund together with any other costs agreed by the donor.

## 2 Net outgoing resources for the year

The net outgoing resources for the year are stated after charging

	2007	2006
	£	£
Depreciation of tangible fixed assets owned by the charity	5,132	5,389
Auditors' remuneration		
- Audit fees	2,210	2,115
- Other work	-	-
Trustees' remuneration	-	-
Trustee expenses reimbursed	-	-
	<u>          </u>	<u>          </u>

# Limehouse Project Limited

## 3 Voluntary income: Donations and grants

	Unrestricted	Restricted	2007 Total	2006 Total
	£	£	£	£
London Borough of Tower Hamlets				
- Advice	-	7,651	7,651	27,000
- SHIFA (Advice and Anti-Poverty)	-	27,540	27,540	7,500
- Regeneration	-	12,000	12,000	7,500
- LIFRA Hall refurbishment	-	45,000	45,000	-
- Corporate Match-Funding	-	30,000	30,000	-
- Creche co-ordinator	-	2,292	2,292	5,486
- Other	-	7,056	7,056	365
Leaside Regeneration	-	36,800	36,800	15,000
Surestart	-	-	-	4,783
BBC Children in Need	-	-	-	8,000
Council of Ethnic Minority Voluntary Organisations	-	6,000	6,000	-
Lloyds TSB Foundation	-	8,812	8,812	-
HSBC	-	486	486	-
Peabody Trust	-	6,260	6,260	-
Donations	-	453	453	5
	<b>£ -</b>	<b>190,350</b>	<b>190,350</b>	<b>£ 75,639</b>

## 4. Incoming Resources From Charitable Activities

	Unrestricted	Restricted	2007 Total	2006 Total
	£	£	£	£
European Social Fund 1	-	-	-	39,394
European Social Fund 2	-	-	-	56,600
European Social Fund 3	-	8,215	8,215	-
Ocean NDC (Advice Service)	80,100	-	80,100	184,196
Ocean NDC (Training for work)	-	11,577	11,577	-
Ocean NDC (Summer Project)	-	1,200	1,200	2,498
Neighbourhood Renewal Fund (repaid)	-	(8,204)	(8,204)	162,926
Social Action for Health	-	-	-	27,333
Legal Services Commission	-	67,719	67,719	30,877
SRB 6 Small Business Initiative	-	7,657	7,657	23,948
Tower Hamlets College (ONDC)	-	30,300	30,300	51,764
Tower Hamlets College (ESF)	-	-	-	30,680
H-TEN	-	9,495	9,495	-
Rent and room hire receivable	36,515	-	36,515	20,425
Tower Hamlets Primary Care Trust	41,428	-	41,428	-
Other income	10,043	1,909	11,952	4,222
	<b>£ 168,086</b>	<b>£ 129,868</b>	<b>£ 297,954</b>	<b>£ 634,863</b>

# Limehouse Project Limited

## 5. Total Resources Expended

	Basis of apportionment	Cost of generating voluntary income £	Advice and information £	Education and training £	Other projects & activities £	Governance costs £	Total 2007 £	Total 2006 £
<b>Costs directly allocated to activities</b>								
Staff costs	Direct	815	209,982	145,706	4,070	11,916	372,489	361,504
Staff training	Direct	-	3,022	6,024	-	-	9,046	8,727
Travel	Direct	-	340	340	-	-	680	676
Volunteer expenses	Direct	-	309	309	155	-	773	505
Client training	Direct	-	-	3,213	-	-	3,213	61,469
Outreach/monitoring	Direct	-	-	-	-	-	-	4,839
Summer projects	Direct	-	-	-	5,440	-	5,440	6,689
Creche	Direct	-	-	12,900	-	-	12,900	11,069
Other project costs	Direct	-	-	26,920	-	-	26,920	22,332
Bank charges	Direct	-	-	-	-	933	933	955
Audit fee	Direct	-	-	-	-	2,210	2,210	2,115
Concordia rent	Direct	-	-	7,548	-	-	7,548	7,938
Concordia costs	Direct	-	-	-	7,489	-	7,489	22,623
LIFRA refurbishment	Direct	-	-	-	38,548	-	38,548	-
LIFRA operating costs	Direct	-	-	-	10,638	-	10,638	-
MC expenses	Direct	-	-	-	-	151	151	201
<b>Support costs apportioned to activities</b>								
Premises costs	Staff time	-	1,992	1,181	-	-	3,173	25,362
General office costs	Staff time	-	13,048	7,732	-	-	20,780	25,014
Adv & publicity	Staff time	-	1,467	870	-	-	2,337	2,595
Insurance	Staff time	-	1,399	829	407	-	2,635	1,941
Legal & professional	Staff time	-	2,585	1,531	-	-	4,116	8,967
Depreciation	Staff time	-	3,223	1,909	-	-	5,132	5,389
Other costs	Staff time	-	2,414	1,431	-	-	3,845	3,343
<b>Total resources expended</b>		<b>£815</b>	<b>£239,781</b>	<b>£218,443</b>	<b>£66,747</b>	<b>£15,210</b>	<b>£540,996</b>	<b>£584,253</b>

# Limehouse Project Limited

## 6. Staff Costs and Numbers

Staff costs were as follows

	2007 £	2006 £
Salaries & wages	330,087	329,776
Redundancy	11,208	-
Social security costs	31,194	31,728
<b>Total</b>	<b><u>£372,489</u></b>	<b><u>£361,504</u></b>

No employee received emoluments of more than £60,000

The average number of employees during the year, calculated on the basis of full time equivalents, was as follows

Core	2.0
Advice	7.5
Education	4.7
Creche Co-ordinator	0.5
	<hr/>
<b>Total</b>	<b>14.7</b>
	<hr/>

## 7. Trustee Remuneration & Related Party Transactions

No members of the management committee received any remuneration during the year, nor were any expenses reimbursed to them (2006 £ nil)

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2006 £ nil)

## 8. Taxation

As a charity, Limehouse Project is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

# Limehouse Project Limited

## 9. Tangible Fixed Assets

	Office Equipment £
<b>Cost</b>	
At 1 April 2006	46,169
Additions	4,361
	<u>50,530</u>
<b>Accumulated Depreciation</b>	
At 1 April 2006	30,003
Charge for the year	5,132
	<u>35,135</u>
<b>Net book value</b>	
At 31 March 2007	<u>£15,395</u>
At 31 March 2006	<u>£16,166</u>

## 10. Debtors Due within one year

	2007 £	2006 £
Trade Debtors	-	2,137
Grants and contracts receivable	88,809	126,581
Other debtors and prepayments	8,297	516
<b>Total</b>	<u>£97,106</u>	<u>£129,234</u>

# Limehouse Project Limited

## 11. Creditors: Amounts Falling Due within One Year

	2007 £	2006 £
Trade creditors	5,307	2,616
Taxation and social security	4,372	10,167
Other creditors and accruals	5,598	5,495
<b>Total</b>	<b><u>£15,277</u></b>	<b><u>£18,278</u></b>

## 12. Analysis of Net Assets Between Funds

	General Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Tangible fixed assets	15,395	-	-	15,395
Current assets	22,134	100,000	19,575	141,709
Current liabilities	(8,154)	-	(7,123)	(15,277)
<b>Net assets</b>	<b><u>£29,375</u></b>	<b><u>£100,000</u></b>	<b><u>£12,452</u></b>	<b><u>£141,827</u></b>

# Limehouse Project Limited

## 13. Movements in Funds

	At 1 April 2006 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 Mar 2007 £
<b>Restricted funds:</b>					
Education Service	-	82,564	(76,564)	-	6,000
LSC Pilot	-	67,719	(67,719)	-	-
ESF Tower Hamlets College	-	8,215	(8,215)	-	-
LIFRA Hall Refurbishment	-	45,000	(38,548)	-	6,452
Activities for Children	-	7,460	(7,460)	-	-
L1Wete NRF 1	13,206	(8,204)	-	(5,002)	-
L1Wete NRF 2	-	36,800	(36,800)	-	-
L1Wete Database	-	9,495	(6,491)	(3,004)	-
Advice Service	-	21,972	(21,972)	-	-
Small Business Initiative	7,641	7,657	(15,298)	-	-
LBTH SHIFA	-	27,540	(27,540)	-	-
LBTH Audit	-	2,000	(2,000)	-	-
LBTH Regeneration	-	12,000	(12,000)	-	-
<b>Total restricted funds</b>	<b>20,847</b>	<b>320,218</b>	<b>(320,607)</b>	<b>(8,006)</b>	<b>12,452</b>
<b>Unrestricted funds:</b>					
Designated Funds					
Staffing	60,000	-	-	-	60,000
ICT and other equipment	20,000	-	-	-	20,000
Premises	20,000	-	-	-	20,000
<b>Total Designated Funds</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000</b>
General funds	72,562	169,196	(220,389)	8,006	29,375
<b>Total unrestricted funds</b>	<b>172,562</b>	<b>169,196</b>	<b>(220,389)</b>	<b>8,006</b>	<b>129,375</b>
<b>Total funds</b>	<b>£193,409</b>	<b>£489,414</b>	<b>£(540,996)</b>	<b>£ -</b>	<b>£141,827</b>

# **Limehouse Project Limited**

## **14. Purposes of Designated Funds**

### **Staffing**

In the event of short-term funding shortfalls, unforeseen staff absences for sickness or maternity leave and unplanned recruitment, reserves will be required to meet staff costs. Furthermore, in the unlikely event of the charity needing to cease operating, reserves will be needed to meet contractual and statutory obligations and to administer an orderly wind-down.

### **ICT and other Equipment (including LIFRA)**

There is an on-going need to renew items of equipment, replacement/upgrading of computers, networking systems, photocopier, etc.

There is a need to designate some funds to show that they represent capital assets and so are not available for spending. These should be equal to the value of existing capital assets.

### **Premises**

Funds need to be set aside to meet ongoing general repair obligations, also any increase in rental figure, review of leasing arrangements.

This should also cover any unforeseen major expenditure on premises for the remaining period in our current premises.