

LIME HOUSE PROJECT LIMITED
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2002

Registered Charity Number 295857

Company Limited by Guarantee: Number 1817676



**LIMEHOUSE PROJECT LIMITED
INDEX TO THE REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2002**

CONTENTS	PAGE
Contents	1
Legal & Administrative Information	2
Report of Management Committee	3-5
Report of Auditors	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to Financial Statements	9-13

LIMEHOUSE PROJECT LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Limehouse Project is registered as a charity and as a company limited by guarantee. In the event of the Charity being wound up every member undertakes to contribute a maximum of £1.

Members of Management Committee:

Suzy Powlesland
Dennis Twomey
Joe Colella
Janata Begum
Halima Begum
Runa Begum
Momina Begum
Steph Dickinson
Alibor Choudhury

Auditor:

Salma Bodrul
Chartered Certified Accountant &
Registered Auditor
27 Park Avenue
East Ham
London
E6 2PZ

Bankers:

National Westminster Bank plc
54 Marsh Wall
West India Dock Road
London E14 5LJ

Registered Office:

Cheadle Hall
Cheadle House
Copenhagen Place
London E14 7EY

Governance:

Limehouse Projects is controlled by an
elected Management Committee.

LIMEHOUSE PROJECT LIMITED

REPORT OF THE MANAGEMENT COMMITTEE

The members of the Management Committee present their annual report, together with the audited financial statements of the Project for the year ended 31 March 2002.

Principal Activity

The principal activity of the Limehouse Project is that of relieving poverty and promoting the public good for the benefit of the inhabitants of Tower Hamlets. This activity is carried out primarily through the provision of advice, family support, employment and training.

Review of Activities and Future Developments

The past year has been one of notable expansion and success. Early in the year we had a very successful staff and management committee residential weekend at Gorsefield Centre attended by all staff and committee members and very effectively led by J-Go consultants. As a result, we agreed a new management structure and committee meetings schedule, both of which are already adding to our efficiency and thereby to the service we offer our clients. We also approved a five-year business plan.

The education side of the Limehouse Project is an outstanding success story. We have been able to offer ESOL classes since the Project first re-started, in 1989, with tutors generously provided by Tower Hamlets College, and these classes are firmly established and provide an increasing number of women with confidence in expressing themselves in the English language. These classes are now firmly linked to the Young Women's project, LiWETE, which is now in its fourth year. With the help of this project, skilfully led since its inception by Panna, 43 women have gone on to employment and further training, and the many others who have taken part have gained enormously in confidence and begun on the long journey towards a more satisfying life.

Our advice services have also grown. Clients come with more complicated problems and the proportion coming with simple forms to fill in has declined. Our highly skilled and fully professional staff members have responded to this change, now providing more sessions for appointments, and also maintaining their up-to-date training. We were the first advice service in Tower Hamlets to obtain the Quality Mark, and we are maintaining this high standard. We are also the first and only service in Stepney to gain accreditation to give first level immigration advice. These developments are of course of great benefit to an increasing number of clients.

LIMEHOUSE PROJECT LIMITED

REPORT OF THE MANAGEMENT COMMITTEE - CONT.....

We are fortunate in the quality of our staff. The committed leadership of Farida, who is now the official director of the Limehouse Project, has positively furthered its development. Every member of staff has shown great commitment and skill in their work with the clients, and the lives of the most disadvantaged local people have been significantly changed for the better as a result.

All the following have significantly supported our work, whether with advice, training or funding, and without them we could not have managed to make this contribution to our clients' lives: -

Tower Hamlets Council, FIAC, the Home Office, Stepney Regeneration Board, the Lottery Community Fund, Wates Foundation, Account3, J-go Consultants, Tower Hamlets College, Lifelong Learning, Step Forward, Action4Employment, Garfield Weston Foundation, New Deal For Communities through its 'Community Chest Fund' and Community Development, Nationwide Foundation, BT Community Connection, the Beatrice Laing Trust, and all our advice and education staff and volunteers.

Members of the Management Committee

A voluntary Management Committee administers the Project. The members of the Management Committee during the year and up to the date of the report are set out on page 2.

In accordance with the Articles of association the members of the Management Committee are not required to retire by rotation.

Members of the Management Committee have no beneficial interest in the Project and are not remunerated.

MANAGEMENT COMMITTEE'S RESPONSIBILITIES

Company Law requires the Management Committee to prepare financial statements for each financial year, which gives a true and fair view of the state of affairs of the Project with particular regards to the balance sheet date and of the income and expenditure of the year. In preparing those financial statements, the members of the Management Committee are required to:

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

LIMEHOUSE PROJECT LIMITED

MANAGEMENT COMMITTEE'S RESPONSIBILITIES – CONT.....

The Management Committee is responsible for keeping proper accounting records, which would disclose with reasonable accuracy at any time that the financial statements comply with the Companies Act 1995.

They are also responsible for safeguarding the assets of the Project and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Management Committee on 25 September 2002 and signed on its behalf by

J. Cella

Secretary

LIMEHOUSE PROJECT LIMITED
REPORT OF THE AUDITOR TO MEMBERS

I have audited the financial statements on pages 7 to 12, which have been prepared under the historical cost convention and accounting policies set out on page 9.

Respective Responsibilities of the Management Committee and the Auditor

As described on page 5, members of the Management Committee who are directors for the purpose of company law and trustees for the purpose of charity law are responsible for the preparation of financial statements. It is my responsibility to form an independent opinion, based on my audit, on those statements and to report my opinion to you.

Basis of Opinion

I conducted my audit in accordance with the auditing standards issued by the Audit Practices Board. An audit includes examination, on a test basis of evidence relevant to amounts and disclosures in the financial statements. It also includes an assessment of estimates and judgements made by the members of the Management Committee in the preparation of the financial statements, and whether the accounting policies are appropriate to the Project's circumstances, consistently applied and adequately disclosed.

I planned and performed my audit so as to obtain all the information and explanation which I considered necessary in order to provide me with the 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 of the Project's affairs at 31 March 2002, 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.



27 Park Avenue
East Ham
London E6 2PZ

Salma Bodrul
Chartered Certified Accountant
& Registered Auditor

Date: 17/9/ 2002

LIME HOUSE PROJECT LIMITED

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2002

	Notes	Unrestricted Funds £	Restricted Funds £	2002 Total £	2001 Total £
INCOME RESOURCES					
Grants - Statutory			191,757	191,757	118,327
- Non-statutory			30,862	30,862	37,790
Interest received		50		50	1
Other income		<u>5,090</u>		<u>5,090</u>	<u>772</u>
Total Income Resources		<u>5,140</u>	<u>222,619</u>	<u>227,759</u>	<u>156,890</u>
RESOURCES EXPENDED					
Direct Charitable Expenditure	7.	10,000	159,841	169,841	131,693
Fund-raising & Publicity costs	7.	4,496	5,495	9,991	7,747
Management & Administration Co	7.	<u>8,992</u>	<u>10,990</u>	<u>19,982</u>	<u>15,493</u>
Total Resources Expended	7.	<u>23,488</u>	<u>176,326</u>	<u>199,814</u>	<u>154,933</u>
Net Incoming Resources	-	18,348	46,293	27,945	1,957
Fund balance brought forward at 1st April 2001		<u>34,689</u>	<u>7,676</u>	<u>42,365</u>	<u>40,408</u>
Fund Balances Carried forward at 31st March 2002		<u>16,341</u>	<u>53,969</u>	<u>70,310</u>	<u>42,365</u>

Continuing operations:

None of the company's activities were acquired or discontinued during the current or previous year.

Total recognised gains or losses:

The company had no recognised gains or losses other than those dealt with the above.

The notes on pages 9 to 12 is an integral part of these accounts.

LIMEHOUSE PROJECT LIMITED
BALANCE SHEET AS AT 31 MARCH 2002

	Notes	<u>2002</u> £	<u>2002</u> £	<u>2001</u> £
FIXED ASSETS				
Tangible fixed assets	4.3		<u>5,229</u>	<u>3,991</u>
CURRENT ASSETS				
Debtors (money Owes to)	5.	24,751		5,930
Cash at bank and in hand		51,192		42,201
Less: CURRENT LIABILITIES (amounts falling due for payment within one year)	6.	<u>- 10,861</u>		<u>- 9,757</u>
NET CURRENT ASSETS			<u>65,082</u>	38,374
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>70,311</u>	<u>42,365</u>
CAPITAL AND RESERVES				
Restricted Reseve	9.	53,969		7,676
Unrestricted Reserve	9.	<u>16,341</u>		<u>34,689</u>
TOTAL FUNDS			<u>70,310</u>	<u>42,365</u>

The financial Statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2000).

The financial statements were approved by the management committee on th September 2002 and signed on its behalf by:



D Twomey: Committee Member



S Powlesland: Committee Member

The notes on page 9 to 12 form part of these financial statements.

**LIMEHOUSE PROJECT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2002-08-05**

1. ACCOUNTING POLICIES

1.1 Basis of Accounting

The financial statements are prepared in accordance with applicable accounting standards and follow the recommendations made in the Statement of Recommended Practice: Accounting by Charities (SORP 2000) issued in October 2000.

1.2 Accounting Conventions

The financial statements are prepared under historical cost convention (that is not taking into account the effect of inflation on the value of the assets).

1.3 Turnover

The majority of the turnover is in the form of grant income and donations and represents income due for the year.

1.4 Depreciation

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost, less estimated residual value, of each asset evenly over its expected useful life as follows:

Equipment, fixtures and fittings – 25% p.a. on reducing balance

2. STAFF COSTS

The average number of staff members employed during the year was 12 (2000/01-7). Staff costs amounted to –

	<u>2002</u>	<u>2001</u>
	<u>£</u>	<u>£</u>
Salaries:	132,972	99,663
Employers National Insurance:	<u>17,875</u>	<u>9,163</u>
	150,847	108,826

- 85% of salary expenditure was for direct charitable activity.
- 5% of salary expenditure has been allocated to fund raising expenses.
- 10% of staff time was dedicated to the administration of the Centre.

None of the members of the Management Committee received any remuneration during the year not had any expenses reimbursed.

3. ADMINISTRATIVE EXPENSES

Administrative expenses include:	<u>2002</u>	<u>2001</u>
	<u>£</u>	<u>£</u>
Depreciation:	1,743	543
Audit fee:	550	650
Other services provided by the auditor	<u>500</u>	<u>350</u>

LIMEHOUSE PROJECT LTD
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 MARCH 2002

Notes

4.1	FIXED ASSETS	<u>2002</u> Furniture & Equipment £	<u>2002</u> Total £
	Gross Book Value		
	Brought Forward 1 April 2001	10,801	10,801
	Addition in Year	3,053	3,053
	Carried forward 31 March 2002	<u>13,854</u>	<u>13,854</u>
4.2	Depreciation		
	Brought Forward 1 April 2001	<u>6,882</u>	
	Charge for the year	<u>1,743</u>	
	Carried forward 31 March 2002	<u>8,625</u>	
4.3	Net Book Value		
	As at 31 March 2002	<u>5,229</u>	
	As at 31 March 2001	<u>3,919</u>	
5.	DEBTORS		
		<u>2002</u>	<u>2001</u>
	Due within one year:	£	£
	Prepayments	172	180
	Grants Receivable	<u>24,579</u>	<u>5,750</u>
		<u>24,751</u>	<u>5,930</u>
6.	CREDITORS		
		<u>2002</u>	<u>2001</u>
	Amounts falling due within one year:	£	£
	Inland Revenue	2,771	2,987
	Accruals	7,540	4,250
	Auditor's remuneration	550	-
	Advanced capital grant	<u>Nil</u>	<u>2,520</u>
		<u>10,861</u>	<u>9,757</u>

LIMEHOUSE PROJECT LTD
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 MARCH 2002

Notes:

7. TOTAL RESOURCES EXPENDED

	Unrestricted Funds £	Restricted Funds £	Total Funds 2002 £	Total Funds 2001 £
Direct Charitable Expenditure:				
Wages	-	120,527	120,527	101,579
Other	10,000	39,124	49,124	30,114
	<u>10,000</u>	<u>159,651</u>	<u>169,651</u>	<u>131,693</u>
Fundraising & Publicity				
Wages	3,394	4,148	7,542	5,975
Other	1,102	1,347	2,448	1,771
	<u>4,496</u>	<u>5,495</u>	<u>9,991</u>	<u>7,746</u>
Management & Administration				
Wages	6,788	8,297	15,085	11,951
Other	2,204	2,693	4,897	3,543
	<u>8,992</u>	<u>10,990</u>	<u>19,982</u>	<u>15,494</u>
Total resources expended	<u>23,487</u>	<u>176,136</u>	<u>199,624</u>	<u>154,933</u>

8. STATUTORY GRANTS

Statutory grants were received from:

New Deal	-	2,000
London Borough of Tower Hamlets	37,800	46,373
European Social Funds	-	14,813
Central Stepney SRB	18,750	15,000
Home Office	81,867	16,000
National Lottery	24,862	24,141
	<u>163,279</u>	<u>118,327</u>

The above statutory grants have been applied as follows:

Staff Costs and Overheads	33,860	29,066
LiWETE Expenses	31,466	54,138
Sundry and running Costs of Lifra Hall	18,750	15,000
Concordia Project	7,000	12,837
	<u>91,076</u>	<u>111,041</u>

LIMEHOUSE PROJECT LIMITED
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 MARCH 2002

9. RESTRICTED RESERVE

Restricted Funds	Balance 1 April 2001 £	Income £	Expenses £	Balance 31 March 2002 £
Equipment Funds	1,053	2,000	3,053	-
LIWETE	4,278	32,340	31,466	5,152
Home Office		81,867	73,407	8,460
LBTH		49,250	29,131	20,119
National Lottery		24,862	14,959	9,903
The Nationwide Foundation		10,000	5,370	4,630
Garfield Weston Foundation		5,000	3,259	1,741
The Beatrice Laing Trust		1,000	859	141
Concordia Project	4,840	7,000	7,000	4,840
NDC Training		8,000	6,759	1,241
LBTH - Immigration		1,000	748	252
LBTH - Summer Project	-2,495	300	315	- 2,510
	<u>7,676</u>	<u>222,619</u>	<u>176,326</u>	<u>53,969</u>
Unrestricted Funds	<u>34,689</u>	<u>5,140</u>	<u>23,488</u>	<u>16,341</u>
	42,365	227,759	199,814	70,310

10. ANALYSIS OF NET ASSETS BETWEEN FUNDS	<u>Total 2002</u> £	<u>Total</u> <u>2001</u> £
Tangible Fixed Assets	5,229	3,919
Debtors & Cash	75,943	48,203
Current Liabilities	-10,861	-9,757
	<u>70,311</u>	<u>42,365</u>

11. CAPITAL COMMITMENTS

There were no capital commitments at 31 March 2002

12. CONTINGENCY LIABILITIES

There were no contingent liabilities at 31 March 2002

LIMEHOUSE PROJECT LTD
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2002

	Notes	<u>2002</u>	<u>2002</u>	<u>2001</u>	<u>2001</u>
		£	£	£	£
Grants and Donations received					
The Beatrice Laing Trust		1,000		1,000	
Community Development		10,500		-	
Garfield Weston Foundation		5,000		-	
LB Tower Hamlets		29,300		38,370	
LB Tower Hamlets - Re Concordia		7,000		19,343	
LIWETE		32,340		-	
National Lottery		24,862		24,141	
The Nationwide Foundation		10,000		-	
NDC- Computer Purchase		2,000		-	
SRB		18,750		-	
City Parochial Foundation		-		1,875	
European Social Fund		-		14,813	
Home Office		81,867		16,000	
Labo Housing Association		-		1,000	
Lloyds TSB		-		5,000	
The Spitalfield Market Trust		-		3,750	
SHADA		-		3,160	
Tudor Trust		-		10,000	
Wates Foundation		-		12,168	
			222,619		150,620
Bank Interest received			50		1
Sundry Income			5,090		4,269
			227,759		154,890
Less: Restricted Reserve Income		-	222,619	-	50,656
			5,140		104,234

EXPENDITURE

Salaries and National Insurance	150,847	119,505
Voluntary Expenses	1,095	189
Staff Training	12,711	1,281
Training - Clients	4,733	-
Summer Playscheme	315	2,884
Rent	1,035	1,830
Insurance	491	511
Recruitment	-	819
AGM Expenses	158	91
Subscription	175	123
Travelling Expenses	622	78
Telephone	3,061	3,280
Post Print & Stationary	2,954	3,840
Audit and Accountancy	1,042	650
Payroll Costs	-	300
Professional Services	3,958	1,000
Bank Charges	233	242
Miscellaneous	2,026	4,026
Depreciation	1,743	543
Cleaning	488	685
Maintenance	3,757	219
Committee & Welfare Expenses	1,370	-
Concordia Expenses	7,000	12,837
	199,814	154,933
Less: Restricted Reserve Expenditure	-176,326	- 69,859
	23,488	85,074
SURPLUS FOR THE YEAR	- 18,348	19,160

For the use of Mngement Committee only.