

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

(A Company Limited by Guarantee)

REPORT AND FINANCIAL STATEMENTS

31 DECEMBER 1994

Company Number: 2444362
Registered Charity Number: 802868



NEWHAM WOMEN'S TRAINING AND EDUCATION CENTRE

LEGAL AND ADMINISTRATIVE DETAILS

AS AT 31 DECEMBER 1994

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

Company Number: 2444362

Charity Number: 802868

Registered Office: 22 Deanery Road
Stratford
London E15 4LP

Operational Address: 22 Deanery Road
Stratford
London E15 4LP

Honorary Officers:	Heather Waring	(Chair)
	Hilary Banks	(Treasurer)
	Maggie MacDonald	(Secretary)

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

Solicitors: Duthie, Hart and Duthie
517 Barking Road
Plaistow
London E13

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

NEWHAM WOMEN'S TRAINING AND EDUCATION CENTRE

DIRECTORS' REPORT

FOR THE YEAR ENDED 31 DECEMBER 1994

The directors present herewith their annual report, together with the audited financial statements of the company for the year ended 31 December 1994.

Activities and Review

The company is charitable and its principal object is for the education and training of women in London.

NEWTEC has ten years experience in providing and promoting good quality training and education for the women of Newham and the rest of East London.

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

In order to ensure that our training continues to meet these needs, we continue to build strong links with industry both nationally and locally. They not only provide us with much needed funds, but work placements, advice and practical assistance.

In 1994 NEWTEC received a City Challenge grant of £600,000 in order to build a new Nursery Wing - an extension which, including a baby unit, has allowed us to increase places to 42 as opposed to the 30 places we had on offer last year, and a new Training Block. The new training block, with its 3 new classrooms, a new computer suite and Open Learning Centre, together with the latest technology and equipment, has not only enabled us to almost double our capacity for trainee intake, but it has also allowed us to expand on new courses and training provision in line with the current job-market and the changing needs of women in the community, thus enabling us to reach more and more women in need of training; not only in Newham but in the whole of East London and further afield.

A range of new courses were introduced in 1994 such as Business Start-up and Foundation in Accounting, but probably the most significant of the new courses was ESOL with Basic Computing. The introduction of this course has enabled us to reach a whole new section of the community; the women whose second language is English represent a very high percentage of people in the East End.

NEWHAM WOMEN'S TRAINING AND EDUCATION CENTRE

DIRECTORS' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 1994

The following list compares the courses we ran in 1994 and the number of women on these courses to the previous years figures. This shows how we have increased our capacity.

1993 Course	Number of Trainees	1994 Courses	Number of Trainees
Return to Work	48	Return to Work	48
Business Computing	48	Introduction to Computing	48
Design and Technology	16	Painting and Decorating	16
Foundation in New Technology	16	Foundation in New Technology	16
Women Returners	16	BTEC Construction	16
Bricklaying	16	CAD and Graphics	16
Painting and Decorating	16	Electronics	16
CAD and Graphics	16	Business Start-up	32
Business Applications	18	Foundation Accounting	16
Year Zero to New Technology	19	ESOL with Computing	32
		Business Computing Applications level 1	32
		Business Computing Applications level 2	16
		Claits	32
		Year Zero in New Technology	18
TOTALS for 1993	229	TOTALS for 1994	354

NEWHAM WOMEN'S TRAINING AND EDUCATION CENTRE

DIRECTORS' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 1994

The following figures show the resources we had on offer in 1994 and how many women used our various services in one way or another. It goes to show that NEWTEC offer so much more than just training the women who got onto our courses.

Other Course Information

Course enquiries	2,025
Applications sent	1,200
Applications returned	825
Applications rejected before interview (eg not suitable/eligible)	75
Places on Courses allocated	354

Nursery and Childcare Provision 11994

Total of women using our Childcare or Nursery facilities	188
Number of nursery places allocated	83
Number of women using the Nursery service	63
Number of women using Childminding service	125
Number of Childminder places allocated	175

Guidance and Advice Services 1994

Women using the Careers/Vocational Guidance Worker's advice	1350
Counselling Advice	500
General Advice eg Courses	2,225

Centre Utilisation Services 1994

Evening Courses	100
Open Learning	600
External Organisations	35

Directors' Responsibilities

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

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

NEWHAM WOMEN'S TRAINING AND EDUCATION CENTRE

DIRECTORS' REPORT (continued)

FOR THE YEAR ENDED 31 DECEMBER 1994

Directors' Responsibilities (continued)

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

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

Directors and Their Interests

The directors of the company during the year were:

Maggie Macdonald	
Daphne Barzey	
Heather Waring	(resigned 9 March 1995)
Anne Johnson	
Jenny Reay	
Hilary Banks	
Sharon Perrier	(resigned 14 July 1994)
Paulette Bushay	
Jane Cordery	(appointed 14 July 1994, resigned 9 March 1995)
Marilyn Robinson	(appointed 6 December 1994)

No director is employed by or has an interest in any contract with the company. All directors are members of the company. At 31 December 1994 the number of members' guarantees totalled £10 (1993 - £8).

Auditors

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

These accounts were approved by the directors
on 21 July 1995 and signed on their behalf by



H Banks

AUDITORS' REPORT

TO THE MEMBERS OF

NEWHAM WOMEN'S TRAINING AND EDUCATION CENTRE

We have audited the financial statements on pages 7 to 13 which have been prepared in accordance with the accounting policies set out on page 9.

Respective Responsibilities of Directors and Auditors

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

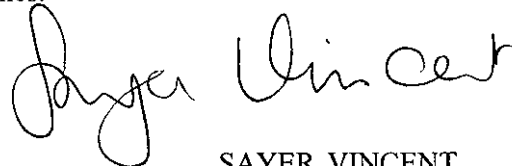
Basis of Opinion

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material mis-statement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the company's affairs as at 31 December 1994 and of its surplus for the year then ended and have been properly prepared in accordance with the Companies Act 1985 as applicable to small companies.



SAYER VINCENT
Chartered Accountants
Registered Auditors

23 Angel Gate
City Road
London EC1V 2PT

27 July 1995

NEWHAM WOMEN'S TRAINING AND EDUCATION CENTRE
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 1994

		<u>1994</u>	<u>1993</u>
	<u>Notes</u>	<u>£</u>	<u>£</u>
Income			
Grants	2	719,300	624,099
Bank Interest		4,863	3,407
Other		22,201	20,478
Release from Capital Grants		<u>142,418</u>	<u>151,511</u>
Total Income		<u>888,782</u>	<u>799,495</u>
Expenditure			
Staff Costs	3	468,582	362,739
Course Running Costs		144,826	92,469
Premises Costs		37,652	31,737
Management and Administration		41,190	46,982
Depreciation and Loss on Disposal of Assets		<u>160,620</u>	<u>161,674</u>
Total Expenditure		<u>852,870</u>	<u>695,601</u>
Operating Surplus for the Year	4	35,912	103,894
Transfers to Designated Funds			
Employment Obligations	11	(25,000)	(48,600)
Capital Fund	12	<u>(10,000)</u>	<u>(45,000)</u>
		912	10,294
Reserves at 1 January 1994		<u>123,521</u>	<u>113,227</u>
Reserves at 31 December 1994		<u>124,433</u>	<u>123,521</u>

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

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

BALANCE SHEET

AS AT 31 DECEMBER 1994

		<u>1994</u>	<u>1993</u>
	<u>Notes</u>	<u>£</u>	<u>£</u>
Tangible Fixed Assets	6	436,590	<u>458,197</u>
Current Assets			
Debtors	7	299,583	174,549
Cash in Hand and at Bank		<u>38,818</u>	<u>188,340</u>
		338,401	362,889
Creditors: Amounts Falling Due Within One Year	8	<u>123,909</u>	<u>159,069</u>
Net Current Assets		<u>214,492</u>	<u>203,820</u>
Total Assets less Current Liabilities		651,082	662,017
Deferred Capital Income	10	(388,100)	(424,253)
		<u>262,982</u>	<u>237,764</u>
Reserves			
Unrestricted Funds:			
Employment Obligations	11	83,549	58,549
Capital Fund	12	55,000	55,694
Accumulated Income and Expenditure		<u>124,433</u>	<u>123,521</u>
		<u>262,982</u>	<u>237,764</u>

Approved by the directors on 21 July 1995

and signed on their behalf by



H Banks

NEWHAM WOMEN'S TRAINING AND EDUCATION CENTRE

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 1994

1. Accounting Policies

- a) The accounts have been prepared in accordance with applicable accounting standards and follow the recommendations in Statement of Recommended Practice No. 2 (SORP 2) for Charities.

The directors have taken advantage of special exemptions conferred by Schedule 8 to the Companies Act 1985 applicable to small companies in the preparation of the financial statements and have done so on the grounds that, in their opinion, the company is entitled to those exemptions.

- b) Voluntary income is received by way of donations and gifts and is included in full in the income and expenditure account when received.
- c) Capital grants received or applied for the purchase of fixed assets are credited to a capital reserve, transferred to deferred capital income when spent and then released to the income and expenditure account over the estimated useful lives of the assets for which the grants were received.
- d) Revenue grants are credited to income in the year to which they relate.
- e) Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund, together with a fair allocation of management and administrative costs.
- f) Unrestricted funds are donations and other income received or generated for the charitable purposes.
- g) Designated funds are unrestricted funds earmarked by the management committee for particular purposes.
- h) Expenditure on equipment costing over £100 is capitalised in the year of purchase. Items costing less than this are written off to the income and expenditure account.

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

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

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

NEWHAM WOMEN'S TRAINING AND EDUCATION CENTRE

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 1994

	<u>1994</u>	<u>1993</u>
2. Grants	<u>£</u>	<u>£</u>
London Borough of Newham	45,697	89,996
European Social Fund	358,214	257,896
Other	<u>315,389</u>	<u>276,207</u>
	<u>719,300</u>	<u>624,099</u>

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

3. **Staff Costs**

Average number of employees in the year was 29½ (1993 - 24).

	<u>£</u>	<u>£</u>
Salary	429,377	328,672
Social Security	31,300	34,067
Pension	<u>7,905</u>	<u>-</u>
	<u>468,582</u>	<u>362,739</u>

4. **Surplus for the Year**

Surplus for the year is stated after charging:	<u>£</u>	<u>£</u>
Director's Emoluments	-	-
Auditor's Remuneration	3,757	3,525
Depreciation	<u>158,021</u>	<u>161,674</u>
Interest Receivable	<u>4,863</u>	<u>3,407</u>

5. **Taxation**

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

NEWHAM WOMEN'S TRAINING AND EDUCATION CENTRE

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 1994

6. Fixed Assets

	Play Area	Building Works	Fixtures and Fittings	Computer	Equipment	Total
	£	£	£	£	£	£
Cost:						
At 1 January 1994	8,310	611,072	32,405	80,457	91,152	823,396
Additions	-	32,877	35,139	62,557	8,440	139,013
Disposals	-	-	-	(3,249)	-	(3,249)
At 31 December 1994	8,310	643,949	67,544	139,765	99,592	959,160
Depreciation:						
At 1 January 1994	6,093	252,896	20,947	24,683	60,580	365,199
Provided in Year	1,661	98,347	7,881	35,211	14,921	158,021
Eliminated on Disposal	-	-	-	(650)	-	(650)
At 31 December 1994	7,754	351,243	28,828	59,244	75,501	522,570
Net Book Value:						
At 31 December 1994	556	292,706	38,716	80,521	24,091	436,590
At 31 December 1993	2,217	358,176	11,458	55,774	30,572	458,197

NEWHAM WOMEN'S TRAINING AND EDUCATION CENTRE

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 1994

	<u>1994</u>	<u>1993</u>
7. Debtors	<u>£</u>	<u>£</u>
Grants	292,029	152,767
Prepayments	<u>7,559</u>	<u>21,782</u>
	<u>299,583</u>	<u>174,549</u>
8. Creditors	<u>£</u>	<u>£</u>
Bank Overdraft	42,655	-
Tax and Social Security	3,842	-
Creditors and Accruals	77,412	158,055
Grant Paid in Advance	<u>-</u>	<u>1,014</u>
	<u>123,909</u>	<u>159,069</u>
9. Lease Commitment		
The lease of 22 Deanery Road runs for 7 years from April 1989 at a rental of £1 per annum.		
10. Deferred Capital Income	<u>£</u>	<u>£</u>
Brought Forward	424,253	95,281
Transferred from Capital Fund (note 12)	106,265	480,483
Released to Income and Expenditure account	<u>(142,418)</u>	<u>(151,511)</u>
	<u>388,100</u>	<u>424,253</u>
11. Provisions for Liabilities and Charges		
Contractual Employment Obligation:	<u>£</u>	<u>£</u>
Balance at 1 January 1994	58,549	9,949
Transfer from Income and Expenditure Account	<u>25,000</u>	<u>48,600</u>
Balance at 31 December 1994	<u>83,549</u>	<u>58,549</u>

NEWHAM WOMEN'S TRAINING AND EDUCATION CENTRE

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 DECEMBER 1994

	<u>1994</u>	<u>1993</u>
	<u>£</u>	<u>£</u>
12. Capital Fund		
At 1 January 1994	55,694	-
Grants received	95,571	491,177
Transfer from Income and Expenditure	10,000	45,000
Transferred to Deferred Capital Income and applied to Capital	(106,265)	(480,483)
At 31 December 1994	<u>55,000</u>	<u>55,694</u>

The balance on the capital fund represents grants received but not applied.

13. Capital Commitments

As at the year end capital commitments were as follows:

	<u>£</u>	<u>£</u>
Authorised and Contracted for	25,171	9,284
Authorised but not Contracted for	<u>-</u>	<u>-</u>