

Charity Registration No. 1001330

Company Registration No. 2543708 (England and Wales)

**THE WATERSIDE CENTRE, KINGS LANGLEY**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**TRUSTEES' REPORT AND UNAUDITED ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2008**

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**THE WATERSIDE CENTRE, KINGS LANGLEY  
(A COMPANY LIMITED BY GUARANTEE)  
LEGAL AND ADMINISTRATIVE INFORMATION**

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<b>Trustees</b>	Mrs P M L Jennings Mrs C Appleby Cllr G Angiolini Mrs A Bugar Mrs D Castro Mrs P Waters
<b>Chair</b>	Mrs P M L Jennings
<b>Centre Manager</b>	Mrs T Manfield
<b>Secretary</b>	Mrs T Manfield
<b>Charity number</b>	1001330
<b>Company number</b>	2543708
<b>Principal address</b>	63 The Waterside, Kings Langley Herts D4 8HE
<b>Accountants</b>	Howard Wilson 36 Crown Rise Watford Herts WD25 0NE

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**THE WATERSIDE CENTRE, KINGS LANGLEY  
(A COMPANY LIMITED BY GUARANTEE)  
CONTENTS**

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	<b>Page</b>
Trustees' report	1 - 3
Statement of trustees' responsibilities	4
Independent accountants' report	5
Statement of financial activities	6
Balance sheet	7
Notes to the accounts	8 - 13

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# **THE WATERSIDE CENTRE, KINGS LANGLEY**

## **(A COMPANY LIMITED BY GUARANTEE)**

### **TRUSTEES' REPORT**

**FOR THE YEAR ENDED 31 MARCH 2008**

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The trustees presents it's report and accounts for the year ended 31 March 2008

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 1985 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005

#### **Structure, governance and management**

The charitable company is governed by a Memorandum and Articles of Association and was incorporated on 27 September 1990. The Memorandum and Articles of Association was amended by a resolution dated 22 November 1990. The charitable company ("the charity") was registered as a charity by the Charity Commission on 18 December 1990.

The charity is constituted as a company limited by guarantee with a board of Trustees, who are also Directors of the charity for Companies Act purposes. There is no maximum number of Trustees that can be appointed but the minimum number is six. The Trustees meet a minimum of six times per annum to oversee the running of the organisation. Their responsibilities are defined in the Articles of Association. No remuneration is payable to the members of the Management Committee. Suitable candidates are identified and invited to join the Trustee body. Prospective Trustees are invited to attend the Centre and Trustees meetings to acquaint themselves with all aspects of the charity before they are formally invited to become Trustees.

Day to day activities are delegated to the manager and staff team. The Trustees regularly attend the centre and monitor activities.

The members of the trustees, who are also the directors for the purpose of company law, and who served during the year were

Mrs P M L Jennings

Mrs C Appleby

Cllr G Angiolini

Mrs A Burgar

Mrs D Castro

Mrs P Waters

Mrs M Cox

(Resigned 1 October 2007)

None of the members of the trustees has any beneficial interest in the company. All of the members of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The directors of the charitable company ('the charity') are its Trustees for the purpose of charity law and throughout this report are referred to as the Trustees. A list of the Trustees are given on the Legal and Administration page to the financial statements. All of the Trustees named on that page served during the year. The board of Trustees has the power to appoint additional Trustees as it sees fit. Those Trustees appointed during the period plus one third of the existing Trustees must retire by rotation at the next Annual General Meeting. All retiring Trustees are eligible for re-election.

The Trustees have reviewed the risks associated with the business and there are two principal areas as follows

- the building lease was renewed for a period of 15 years in December 2005. Our insurers have provided advice on certain aspects of the building fabric and we have introduced a specific maintenance provision in these financial statements which will ensure that the appropriate costs of occupying the building are covered.
- in addition to the building we depend upon maintaining a good quality of staff to deal with the varying needs of our clients. We are investing time in training and also ensuring that the staff/client ratios remain favourable. Thus we have procedures in place to monitor remuneration and training levels.

**THE WATERSIDE CENTRE, KINGS LANGLEY  
(A COMPANY LIMITED BY GUARANTEE)  
TRUSTEES' REPORT (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2008***

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**Objectives and activities**

The principal objects of the charity are to advance the education of persons with learning difficulties and to offer opportunities to develop the intellectual capacity and abilities of such persons that they may achieve their full potential both as individuals and members of society

To meet the aims and objectives of providing Educational and Training opportunities, people with learning disabilities are sponsored by Statutory Services, Charities and other organisations to attend the Centre on specified days each week. The variety of activities offered include needlework, cookery, arts and crafts, woodwork, gardening, singing, basic numeracy, literacy and computer skills, discussion and group work. We also provide a nail and hair care service.

We continue to maintain an experienced staff team, our staff to client ratio is set at a high level at all times. Supported by a team of volunteers, clients participate in activities and individual learning programmes. The size of the group will depend on the activity and where appropriate one-to-one support is given. In line with the recommendations of the Government's White Paper, "Valuing People", we offer a small day service which integrates wherever possible with mainstream community facilities.

The Trustees also wish to record their heartfelt thanks to the many volunteers without whom the charity would be unable to maintain the quality of service at the level of expenditure that is currently enjoyed.

**Achievements and performance**

We aim to provide a safe, relaxed and stimulating environment where individuals can socialise, learn new skills and maintain existing skills. Most important of all is for our clients to enjoy a good quality of life that commands respect, dignity and choice.

The programme of activities we offer changes every four months, in July, November and March. This gives clients the choice to access different activities and staff or remain the same. In August 2007 we were approached by Kent Brushes to undertake labelling, sorting and packing of a variety of brushes that they manufacture. We undertook the paid contract on a trial basis and it has proved popular and successful with a number of clients. As with all our activities the philosophy of the Centre is based on the individual choice and this is always respected.

In addition to the activities offered within the Centre small groups access the community by using local shops, cafes and restaurants. Twice a week clients can go to a local sports centre to play badminton or use the gym.

We have 56 clients on our register, who may choose to attend between 1 to 5 days a week, and our average daily attendance remains at 25.

We have had no staff changes during the last year. Training undertaken during the year has included First Aid and Safer Food - Better Business and Health and Safety in the Workplace, which includes Risk Assessments.

Through Hertfordshire Careers Services we have offered work experience to pupils from local schools. We continue to provide placements to students who are undertaking Nursing or Social Work training and have a member of staff who is an approved Mentor.

**Financial review**

With the financial statements showing a virtual breakeven position, the Trustees have not designated additional funds to the contingency fund this year.

**THE WATERSIDE CENTRE, KINGS LANGLEY  
(A COMPANY LIMITED BY GUARANTEE)  
TRUSTEES' REPORT (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2008***

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It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

The Trustees policy is to retain sufficient reserves to protect the Centre against the erosion or loss of non-operating income over the next five years. The reserves policy is reviewed on an annual basis.

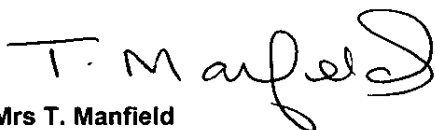
The Trustees have designated funds to provide for the cost of maintenance that is required to the fabric of the charity's building. The provision exists in order to recognise that the building must be maintained to a "fit for purpose". Provisions will be made to the Fund in future to ensure that the level of the Fund meets the Centre's needs.

Under the Memorandum and Articles of Association, the charity has the power to make any investment that the Trustees see fit.

**Plans for the future**

The charity aims to maintain staffing ratios and skills at the existing level to ensure that a positive and enhancing service is provided to all clients who attend the centre.

On behalf of the board of trustees



**Mrs T. Manfield**  
Centre Manager/ Company Secretary  
Dated 1 September 2008

**THE WATERSIDE CENTRE, KINGS LANGLEY  
(A COMPANY LIMITED BY GUARANTEE)  
STATEMENT OF TRUSTEES' RESPONSIBILITIES**

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The trustees is responsible for preparing the accounts in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources, including its net income and expenditure for the year

In preparing these accounts, the trustees is required to

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

The trustees is responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and which enable it to ensure that the accounts comply with the Companies Act 1985. It is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

**THE WATERSIDE CENTRE, KINGS LANGLEY  
(A COMPANY LIMITED BY GUARANTEE)  
INDEPENDENT ACCOUNTANTS' REPORT TO THE MEMBERS ON THE  
UNAUDITED ACCOUNTS OF THE WATERSIDE CENTRE, KINGS LANGLEY**

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We report on the accounts for the year ended 31 March 2008 set out on pages 6 to 13

This report is made solely to the charity's members, as a body, in accordance with Section 249C of the Companies Act 1985. Our reporting work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an independent accountants' 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 charity and the charity's members as a body, for our reporting work, for this report, or for the opinions we have formed.

**Respective responsibilities of trustees and reporting accountants**

As described on page 7 the members of the charitable company's trustees, who are also the directors of The Waterside Centre, Kings Langley for the purpose of company law, are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

**Basis of opinion**

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

**Opinion**

In our opinion:

- (a) the accounts are in agreement with the accounting records kept by the charitable company under section 221 of the Companies Act 1985,
- (b) having regard only to, and on the basis of, the information contained in those accounting records:
  - (i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in section 249C(6) of the Act, and
  - (ii) the charitable company satisfied the conditions for exemption from an audit of the accounts for the year specified in section 249A(4) of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1).

*Howard Wilson*

**Howard Wilson**

Chartered Accountants  
Reporting Accountants  
36 Crown Rise  
Watford  
Herts  
WD25 0NE

Dated 1 September 2008



**THE WATERSIDE CENTRE, KINGS LANGLEY**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**INCLUDING INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2008**

	Notes	Unrestricted funds £	Designated funds £	Total 2008 £	Total 2007 £
<b>Incoming resources from generated funds</b>					
Voluntary income	2	192,972	-	192,972	200,130
Activities for generating funds		4,528	-	4,528	6,739
Investment income	3	1,142	-	1,142	933
		<u>198,642</u>	<u>-</u>	<u>198,642</u>	<u>207,802</u>
Incoming resources from charitable activities	4	16,531	-	16,531	14,609
Other incoming resources	5	249	-	249	102
		<u>215,422</u>	<u>-</u>	<u>215,422</u>	<u>222,513</u>
<b>Resources expended</b>					
<b>Costs of generating funds</b>					
Fundraising costs	6	136	-	136	886
		<u>136</u>	<u>-</u>	<u>136</u>	<u>886</u>
<b>Net incoming resources available</b>		<b>215,286</b>	<b>-</b>	<b>215,286</b>	<b>221,627</b>
<b>Charitable activities</b>					
Charitable activities		223,718	8,852	232,570	220,176
		<u>223,718</u>	<u>8,852</u>	<u>232,570</u>	<u>220,176</u>
Governance costs		1,058	-	1,058	1,058
		<u>1,058</u>	<u>-</u>	<u>1,058</u>	<u>1,058</u>
<b>Total resources expended</b>		<b>224,912</b>	<b>8,852</b>	<b>233,764</b>	<b>222,120</b>
		<u>224,912</u>	<u>8,852</u>	<u>233,764</u>	<u>222,120</u>
<b>Net (expenditure)/income for the year/ Net movement in funds</b>		<b>(9,490)</b>	<b>(8,852)</b>	<b>(18,342)</b>	<b>393</b>
Fund balances at 1 April 2007		89,549	38,000	127,549	127,153
		<u>89,549</u>	<u>38,000</u>	<u>127,549</u>	<u>127,153</u>
<b>Fund balances at 31 March 2008</b>		<b>80,059</b>	<b>29,148</b>	<b>109,207</b>	<b>127,546</b>
		<u>80,059</u>	<u>29,148</u>	<u>109,207</u>	<u>127,546</u>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 1985

**THE WATERSIDE CENTRE, KINGS LANGLEY  
(A COMPANY LIMITED BY GUARANTEE)  
BALANCE SHEET**

**AS AT 31 MARCH 2008**

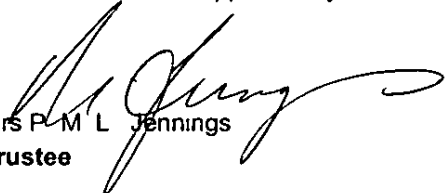
	Notes	2008 £	£	2007 £	£
<b>Current assets</b>					
Debtors	12	17,400		16,698	
Cash at bank and in hand		94,171		113,566	
		<u>111,571</u>		<u>130,264</u>	
<b>Creditors, amounts falling due within one year</b>	13	<u>(2,364)</u>		<u>(2,718)</u>	
<b>Total assets less current liabilities</b>		<u>109,207</u>		<u>127,546</u>	
<b>Income funds</b>					
Unrestricted funds					
Designated funds	14	29,148		38,000	
Other charitable funds		80,059		89,546	
		<u>109,207</u>		<u>127,546</u>	

The company is entitled to the exemption from the audit requirement contained in section 249A(2) of the Companies Act 1985, for the year ended 31 March 2008. No member of the company has deposited a notice, pursuant to section 249B(2), requiring an audit of these accounts.

The directors acknowledge their responsibilities for

- (a) ensuring that the company keeps accounting records which comply with section 221 of the Act, and
- (b) preparing accounts which give a true and fair view of the state of affairs of the company at 31 March 2008 and of its profit for the year then ended in accordance with section 226, and otherwise comply with the requirements of the Act relating to accounts, so far as applicable to the company.

The accounts were approved by the Board on 1 September 2008

  
Mrs P M L Jennings  
Trustee

**THE WATERSIDE CENTRE, KINGS LANGLEY  
(A COMPANY LIMITED BY GUARANTEE)  
NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2008**

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**1 Accounting policies**

**1.1 Basis of preparation**

The accounts have been prepared under the historical cost convention

The charitable company has followed the Financial Reporting Standard for Smaller Entities (effective January 2005)

The charity 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 charity

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 1985

The Charitable Company has followed the Financial Reporting Standard for Smaller Entities (effective January 2005)

**1.2 Incoming resources**

The charitable company's policy is to recognise all incoming resources on a receivable basis

**1.3 Resources expended**

Resources expended are included in the Statement of Financial Activities on an accruals basis inclusive of VAT

**1.4 Leasing and hire purchase commitments**

Rentals payable under operating leases are charged against income on a straight line basis over the period of the lease

**1.5 Accumulated funds**

Unrestricted Funds are donations and other incoming resources received or generated for the charitable purposes

Designated funds are unrestricted funds earmarked by the trustees for particular purposes. The aim and use of each designated fund is set out in the note to the financial statements

**1.6 Company status and members liability**

The company is a private company limited by guarantee and not having any share capital. The extent of the liability of the members of the company on a winding up is limited to a maximum of one pound each. The company is also a registered charity and accordingly no liability to corporation tax arises on the financial statements

The charitable company has an exemption under section 30(5) of the Companies Act 1985 from using 'Limited' in the title

**1.7 Taxation**

The activities of the charity are exempt from Corporation Tax under Section 505 of the Income and Corporation Taxes Act 1988 to the extent that they are applied to the organisation's charitable objects

**THE WATERSIDE CENTRE, KINGS LANGLEY  
(A COMPANY LIMITED BY GUARANTEE)  
NOTES TO THE ACCOUNTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2008**

**1 Accounting Policies**

**(continued)**

**1.8 Fixed Assets**

Where capital items are acquired through donations received, those assets are written off in the year of purchase. In the year ended 31 March 2008 there were capital purchases of £Nil (2007 £1,582) written off.

**2 Voluntary income**

	2008 £	2007 £
Donations and gifts	<u>192,972</u>	<u>200,130</u>
<b>Donations and gifts</b>		
Unrestricted funds		
Sponsorship income	185,839	193,498
Donations	7,133	6,632
	<u>192,972</u>	<u>200,130</u>

**3 Investment income**

	2008 £	2007 £
Interest receivable	<u>1,142</u>	<u>933</u>

**4 Incoming resources from charitable activities**

	2008 £	2007 £
Activities and outings	2,567	585
Lunch receipts	<u>13,964</u>	<u>14,024</u>
	<u>16,531</u>	<u>14,609</u>

**THE WATERSIDE CENTRE, KINGS LANGLEY**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE ACCOUNTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2008**

**5 Other incoming resources**

	2008 £	2007 £
Other income	<u>249</u>	<u>102</u>

**6 Total resources expended**

	Staff costs £	Other costs £	Total 2008 £	Total 2007 £
<b>Costs of generating funds</b>				
Fundraising costs	-	136	136	886
<b>Charitable activities</b>				
<u>Charitable activities</u>				
Activities undertaken directly	191,321	41,249	232,570	220,176
<b>Governance costs</b>	-	1,058	1,058	1,058
	<u>191,321</u>	<u>42,443</u>	<u>233,764</u>	<u>222,120</u>

**7 Fundraising costs**

	2008 £	2007 £
Other costs comprise		
Fundraising costs	<u>136</u>	<u>886</u>
	<u>136</u>	<u>886</u>

**THE WATERSIDE CENTRE, KINGS LANGLEY**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE ACCOUNTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2008**

**8 Activities undertaken directly**

	2008 £	2007 £
Other costs relating to charitable activities comprise		
<b>Unrestricted funds:</b>		
Material costs	3,890	6,530
Lunches	9,324	9,483
Rent	3,500	3,313
Light, heat and water	4,570	4,062
Repairs and renewals	1,663	2,241
Printing, postage and stationery	184	240
Telephone	373	325
Insurance	3,180	3,218
Equipment hire	1,610	1,695
Legal and professional	1,193	999
Staff training	-	482
Activities and outings	1,654	1,526
Sundry expenses	1,256	1,199
Equipment purchases	-	1,582
<b>Designated funds:</b>		
Repairs and renewals	8,852	-
	<b>41,249</b>	<b>36,895</b>

**9 Governance costs**

	2008 £	2007 £
Other governance costs comprise		
Accountancy	1,058	1,058
	<b>1,058</b>	<b>1,058</b>

**10 Trustees**

None of the trustees (or any persons connected with them) received any remuneration during the year

**THE WATERSIDE CENTRE, KINGS LANGLEY**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE ACCOUNTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2008**

**11 Employees**

**Number of employees**

The average monthly number of employees during the year was

	2008 Number	2007 Number
Direct charitable work	13	12
Management	2	2
Administrative	1	1
	<u>16</u>	<u>15</u>

**Employment costs**

	2008 £	2007 £
Wages and salaries	178,379	171,216
Social security costs	12,942	12,065
	<u>191,321</u>	<u>183,281</u>

13 members of staff were part time (2007 13)

There were no employees whose annual emoluments were £60,000 or more

**12 Debtors**

	2008 £	2007 £
Trade debtors	16,259	15,570
Prepayments and accrued income	1,141	1,128
	<u>17,400</u>	<u>16,698</u>

**13 Creditors: amounts falling due within one year**

	2008 £	2007 £
Accruals	2,364	2,718

**THE WATERSIDE CENTRE, KINGS LANGLEY**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE ACCOUNTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2008**

**14 Designated funds**

Balance at 1 April 2007	Movement in funds		Balance at 31 March 2008
	Incoming resources	Resources expended	
£	£	£	£
38,000	-	(8,852)	29,148
38,000	-	(8,852)	29,148

The contingency fund has been established to provide for the cost of maintenance that is required to the fabric of the charity's building. The provision exists in order to recognise that the building must be maintained to a "fit for purpose" level for the period of the lease which was renewed for a period of 15 years during the year. Provisions will be made to the Fund in future to ensure that the level of the Fund meets the Centre's needs.

**15 Analysis of net assets between funds**

	Unrestricted funds £	Designated funds £	Total £
Fund balances at 31 March 2008 are represented by			
Current assets	73,571	38,000	111,571
Creditors amounts falling due within one year	6,488	(8,852)	(2,364)
	80,059	29,148	109,207

**16 Commitments under operating leases**

At 31 March 2008 the company had annual commitments under non-cancellable operating leases as follows

	Land and buildings	
	2008 £	2007 £
Expiry date		
In over five years	3,500	3,500