

Charity Registration No 1001330

Company Registration No 02543708 (England and Wales)

THE WATERSIDE CENTRE, KINGS LANGLEY
(A COMPANY LIMITED BY GUARANTEE)
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2013



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

Trustees	Mrs P M L Jennings Mrs C Appleby Mrs D Castro Mr I Passey Mr J Biggs Miss M Miller
Chair	Mrs P M L Jennings
Centre Manager	Mrs T Manfield
Secretary	Mrs T Manfield (resigned 31 August 2013) Miss M Miller (appointed 31 August 2013)
Charity number	1001330
Company number	02543708
Principal address	63 The Waterside, Kings Langley Herts WD4 8HE
Registered office	63 The Waterside, Kings Langley Herts WD4 8HE
Independent examiner	Campbell Wilson ACA ATII Howard Wilson Chartered Accountants 36 Crown Rise Watford Herts WD25 0NE

THE WATERSIDE CENTRE, KINGS LANGLEY

(A COMPANY LIMITED BY GUARANTEE)

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2013

The trustees present their report and accounts for the year ended 31 March 2013

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 2006 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 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

Mrs A Bugar

(Resigned 1 October 2012)

Mrs D Castro

Mrs V Phillips

(Resigned 25 July 2013)

Mr M Bucknole

(Resigned 25 July 2013)

Mr I Passey

Mr J Biggs

Miss M Miller

None of the trustees has any beneficial interest in the company. All 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 2013

Objectives and activities

The principal objects of the charity are to enhance the life experiences 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 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.

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. At present we have six volunteers.

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.

Although the programme of activities we offer remains very similar, we continue to offer clients the opportunity to change their own programme every four months, in July, November and March. This gives clients the choice to remain the same or do different things.

The contract with Kent Brushes has also continued to prove very successful with a number of clients. The contract involves labelling, sorting and packing of a variety of brushes that they manufacture. 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 now have 50 clients on our register. To assist in meeting individual needs, daily attendance is varied. Minimum attendance is on a Monday when we have 18 clients and maximum attendance is on Thursdays when we have 28 clients.

Although we have had no staff changes in the last year and almost all staff are part-time, it is most helpful that the part-time staff are prepared to cover when the need arises due to staff sickness and annual leave. This continues to provide a consistent service to our clients.

We currently have four qualified First Aiders and our Cook undertook Level 2 Food Safety in Catering.

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

The charity generated a deficit of £3,793. In 2012 it generated a surplus of £12,667. Whilst the charity has a reserves policy in place, the Trustees have agreed to not designate additional funds to the contingency fund this year. This is owing to expected increases in expenditure due in the forthcoming year, and the desire to have funds available to fulfil those needs. Assuming that results are good in the forthcoming year, the Trustees will review the funds with a view to increasing the designated funds at that time.

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

FOR THE YEAR ENDED 31 MARCH 2013

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



Mr I Passey

Trustee

Dated 7 October 2013

**THE WATERSIDE CENTRE, KINGS LANGLEY
(A COMPANY LIMITED BY GUARANTEE)
INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF THE WATERSIDE CENTRE, KINGS LANGLEY**

I report on the accounts of the charity for the year ended 31 March 2013, which are set out on pages 5 to 12

Respective responsibilities of trustees and examiner

The trustees who are also the directors of the company for the purposes of company law are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43 (2) of the Charities Act 1993, the 1993 Act, and that an independent examination is needed

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to

- (i) examine the accounts under section 145 of the 2011 Act,
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and
- (iii) to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below

Independent examiner's statement

In connection with my examination, no matter has come to my attention

- (a) which gives me reasonable cause to believe that in any material respect the requirements
 - (i) to keep accounting records in accordance with section 221 of the Companies Act 1985, and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 226A of the Companies Act 1985 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities,have not been met, or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached



Campbell Wilson ACA ATII

Chartered Accountant
Howard Wilson Chartered Accountants
36 Crown Rise
Watford
Herts
WD25 0NE

Dated 7 October 2013

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 2013

	Notes	Unrestricted funds £	Designated funds £	Total 2013 £	Total 2012 £
Incoming resources from generated funds					
Voluntary income	2	218,984	-	218,984	226,763
Activities for generating funds		5,255	-	5,255	4,681
Investment income	3	211	-	211	21
		224,450	-	224,450	231,465
Incoming resources from charitable activities	4	22,808	-	22,808	23,072
Other incoming resources	5	72	-	72	579
Total incoming resources		247,330	-	247,330	255,116
Resources expended					
Costs of generating funds					
Fundraising costs	6	117	-	117	28
Net incoming resources available		247,213	-	247,213	255,088
Charitable activities					
Charitable activities		249,792	-	249,792	241,206
Governance costs		1,214	-	1,214	1,215
Total resources expended		251,123	-	251,123	242,449
Net (expenditure)/income for the year/ Net movement in funds		(3,793)	-	(3,793)	12,667
Fund balances at 1 April 2012		91,054	50,000	141,054	128,387
Fund balances at 31 March 2013		87,261	50,000	137,261	141,054

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006

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

AS AT 31 MARCH 2013

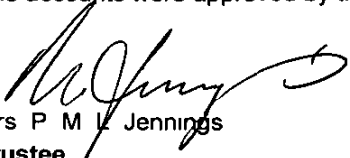
	Notes	2013 £	£	2012 £	£
Current assets					
Debtors	12	32,738		19,662	
Cash at bank and in hand		106,446		123,601	
		<u>139,184</u>		<u>143,263</u>	
Creditors: amounts falling due within one year	13	<u>(1,923)</u>		<u>(2,209)</u>	
Total assets less current liabilities		<u><u>137,261</u></u>		<u><u>141,054</u></u>	
Income funds					
Unrestricted funds					
Designated funds	14	50,000		50,000	
Other charitable funds		<u>87,261</u>		<u>91,054</u>	
		<u><u>137,261</u></u>		<u><u>141,054</u></u>	

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2013. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on 7 October 2013.


Mrs P M L Jennings
Trustee

Company Registration No. 02543708

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

FOR THE YEAR ENDED 31 MARCH 2013

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 April 2008)

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 2006

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

1.8 Fixed Assets

Where capital items are acquired through donations received, those assets are written off in the year of purchase

THE WATERSIDE CENTRE, KINGS LANGLEY
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2013

2 Voluntary income

	2013 £	2012 £
Donations and gifts	<u>218,984</u>	<u>226,763</u>
Donations and gifts		
Unrestricted funds		
Sponsorship income	211,192	218,134
Donations	<u>7,792</u>	<u>8,629</u>
	<u>218,984</u>	<u>226,763</u>

3 Investment income

	2013 £	2012 £
Interest receivable	<u>211</u>	<u>21</u>

4 Incoming resources from charitable activities

	2013 £	2012 £
Activities and outings	3,625	2,725
Lunch receipts	<u>19,183</u>	<u>20,347</u>
	<u>22,808</u>	<u>23,072</u>

5 Other incoming resources

	2013 £	2012 £
Other income	<u>72</u>	<u>579</u>

THE WATERSIDE CENTRE, KINGS LANGLEY
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2013

6 Total resources expended

	Staff costs £	Other costs £	Total 2013 £	Total 2012 £
Costs of generating funds				
Fundraising costs	-	117	117	28
Charitable activities				
<u>Charitable activities</u>				
Activities undertaken directly	207,746	42,046	249,792	241,206
Governance costs	-	1,214	1,214	1,215
	<u>207,746</u>	<u>43,377</u>	<u>251,123</u>	<u>242,449</u>

7 Fundraising costs

	2013 £	2012 £
Other costs comprise		
Fundraising costs	117	28
	<u>117</u>	<u>28</u>

8 Activities undertaken directly

	2013 £	2012 £
Other costs relating to charitable activities comprise		
Unrestricted funds.		
Material costs	5,525	4,778
Lunches	10,835	11,535
Rent	7,000	4,394
Light, heat and water	4,273	3,914
Repairs and renewals	1,660	4,201
Printing, postage and stationery	85	259
Telephone	808	502
Insurance	3,866	3,265
Equipment hire	1,612	2,268
Legal and professional	875	692
Staff training	444	-
Activities and outings	1,591	1,329
Sundry expenses	1,304	1,257
Equipment purchases	1,958	355
Bad debts	210	-
	<u>42,046</u>	<u>38,749</u>

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

FOR THE YEAR ENDED 31 MARCH 2013

9 Governance costs

	2013 £	2012 £
Other governance costs comprise		
Accountancy	1,214	1,215
	<u>1,214</u>	<u>1,215</u>

10 Trustees

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

11 Employees

Number of employees

The average monthly number of employees during the year was

	2013 Number	2012 Number
Direct charitable work	13	13
Management	2	2
Administrative	1	1
	<u>16</u>	<u>16</u>

Employment costs

	2013 £	2012 £
Wages and salaries	195,236	190,369
Social security costs	12,510	12,088
	<u>207,746</u>	<u>202,457</u>

13 members of staff were part time (2012 13)

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

THE WATERSIDE CENTRE, KINGS LANGLEY
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2013

12 Debtors	2013	2012
	£	£
Trade debtors	30,676	17,606
Prepayments and accrued income	2,062	2,056
	<u>32,738</u>	<u>19,662</u>

13 Creditors: amounts falling due within one year	2013	2012
	£	£
Accruals	<u>1,923</u>	<u>2,209</u>

14 Designated funds	Movement in funds		
	Balance at 1 April 2012	Incoming resources	Resources expended
	£	£	£
Contingency Fund	50,000	-	-
	<u>50,000</u>	<u>-</u>	<u>-</u>

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 2013 are represented by			
Current assets	89,184	50,000	139,184
Creditors: amounts falling due within one year	(1,923)	-	(1,923)
	<u>87,261</u>	<u>50,000</u>	<u>137,261</u>

**THE WATERSIDE CENTRE, KINGS LANGLEY
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2013**

16 Commitments under operating leases

At 31 March 2013 the company had annual commitments under non-cancellable operating leases as follows

	Land and buildings	
	2013	2012
	£	£
Expiry date		
In over five years	7,000	7,000