

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 2017**

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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>             | Mr. J. Biggs<br>Mrs. P Jennings<br>Mrs. C. Appleby<br>Mr. A. Donovan<br>Mrs M. Miller<br>Mr I Passey<br>Mr R McLean<br>Mrs. S Kidd<br>Mrs. D Ripley |
| <b>Centre Manager</b>       | Mrs. D. Bowman  |
| <b>Chair</b>                | Mr. J. Biggs  |
| <b>Secretary</b>            | Mrs M. Miller   |
| <b>Charity number</b>       | 1001330   |
| <b>Company number</b>       | 02543708  |
| <b>Principal address</b>    | 63 Waterside,<br>Kings Langley<br>Hertfordshire<br>WD4 8HE  |
| <b>Registered office</b>    | 63 Waterside,<br>Kings Langley<br>Hertfordshire<br>WD4 8HE  |
| <b>Independent examiner</b> | John Wilson FCAATII<br>Howard Wilson Chartered Accountants<br>36 Crown Rise<br>Watford<br>Hertfordshire<br>WD25 0NE                                 |

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**THE WATERSIDE CENTRE, KINGS LANGLEY  
(A COMPANY LIMITED BY GUARANTEE)  
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**THE WATERSIDE CENTRE, KINGS LANGLEY**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2017**

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The trustees present their report and accounts for the year ended 31 March 2017.

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 "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)".

**Objectives and activities**

The principal objects of the charity are to enhance the life experiences of persons with learning disabilities 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 have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

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 nine 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 Service Users to enjoy a good quality of life that commands respect, dignity and choice.

Although the programme of activities we offer remains very similar, we currently offer Service Users the opportunity to change their programme every three months, in June, September, December and March. This gives Service Users the opportunity to continue with the same activities or to choose to do something different.

The contract with Kent Brushes has continued and remains very popular with a number of Service Users. 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. Service Users also access local sports centres to play badminton, use the gym or go swimming. Waterside sometimes uses other organisations to provide extra sessions such as Drama and First Aid training. We have also been working with local businesses and forging links with other organisations who support adults with learning disabilities.

We currently have 54 Service Users on our register. To assist in meeting individual needs, daily attendance is varied. Minimum attendance is on a Friday when we have 24 Service Users and maximum attendance is on Tuesdays with 31 individuals.

The staff and volunteers continue to work hard providing a variety of activities. They also continue to undertake regular training in a wide variety of subjects, many of which are organised by Herts County Council.

We continue to offer work experience to pupils from local schools, provide placements to College students undertaking Health & Social Care qualifications and offer placements to University students who are undertaking Nursing or Social Work training.

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

**FOR THE YEAR ENDED 31 MARCH 2017**

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**Financial review**

The charity generated a surplus of £582 (2016: £15,827). 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.

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 three month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a material change to its major funding source, 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 considers have agreed that the level of reserves held should be subject to review on an annual basis.

The Trustees, during the year, evaluated the Reserves Policy of the Centre. In doing so, they identified that its major funding source of income was from its Service Users under the control of Hertfordshire County Council Commissioning. The Trustees agreed that any reserves policy set by the Centre would need to be such that it addressed the risks of unplanned closure on the Service Users, staff and volunteers.

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.

The Trustees have agreed that the level of reserves should be set at:

Risks of Unplanned Closure - £80,000

Building External/Internal Repairs - £50,000 (held as a designated fund)

With any remaining reserves above that to be used for the general operations of the charity.

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

**Strategic report**

The description under the headings "Achievements and performance" and "Financial review" meets the company law requirements for the trustees to present a strategic report.

**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.

**THE WATERSIDE CENTRE, KINGS LANGLEY**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2017**

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**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:

Mr. J. Biggs  
Mrs. P Jennings  
Mrs. C. Appleby  
Mr. A. Donovan  
Mrs M. Miller  
Mr I Passey  
Mr R McLean  
Mrs. S Kidd  
Mrs. D Ripley

(Appointed 9 January 2017)

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:

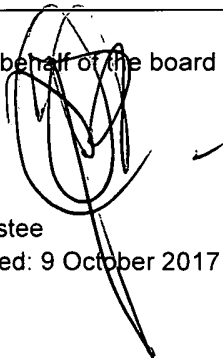
- the building lease was renewed for a period of 15 years in December 2005. Our insurers have provided advice on certain aspects of the building fabric and we have introduced a specific maintenance provision in these financial statements which will ensure that the appropriate costs of occupying the building 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 2017***

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On behalf of the board of trustees

A handwritten signature in black ink, consisting of several loops and a long vertical stroke extending downwards.

Trustee

Dated: 9 October 2017

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

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I report on the accounts of the charity for the year ended 31 March 2017, which are set out on pages 6 to 14.

**Respective responsibilities of trustees and examiner**

The trustees, who are also the directors of The Waterside Centre, Kings Langley 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 144(2) of the Charities Act 2011, the 2011 Act, and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination being a Chartered Accountant.

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.

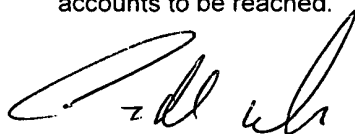
**Basis of independent examiner's report**

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 386 of the Companies Act 2006; and
  - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 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.



John Wilson FCAATII

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

Dated: 9 October 2017



**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 2017**

|   | Notes | Unrestricted funds<br>£ | Designated funds<br>£ | Total<br>2017<br>£ | Total<br>2016<br>£ |
|---|-------|-------------------------|-----------------------|--------------------|--------------------|
| <b>Income</b>   |       |                         |                       |                    |                    |
| Voluntary income including donations and legacies             | 2     | 259,501                 | -                     | 259,501            | 261,972            |
| <i>Income from charitable activities</i>                      |       |                         |                       |                    |                    |
| Provision of activities for people with learning disabilities | 4     | 23,601                  | -                     | 23,601             | 22,484             |
| <i>Income from ancillary trading activities</i>               |       |                         |                       |                    |                    |
| Community fundraising, events and sponsorship                 |       | 2,446                   | -                     | 2,446              | 4,039              |
| Investment income   | 3     | 170                     | -                     | 170                | 1,394              |
| Other incoming resources                                      | 5     | 1,396                   | -                     | 1,396              | 1,524              |
| <b>Total income</b>   |       | <b>287,114</b>          | <b>-</b>              | <b>287,114</b>     | <b>291,413</b>     |
| <b>Expenditure</b>  | 6     |                         |                       |                    |                    |
| <i>Raising funds</i>  |       |                         |                       |                    |                    |
| Community fundraising, events and sponsorship                 |       | 1,127                   | -                     | 1,127              | 963                |
| <i>Expenditure on charitable activities</i>                   |       |                         |                       |                    |                    |
| Provision of activities for people with learning disabilities |       | 285,405                 | -                     | 285,405            | 274,623            |
| <b>Total expenditure</b>                                      |       | <b>286,532</b>          | <b>-</b>              | <b>286,532</b>     | <b>275,586</b>     |
| <b>Net income for the year/<br/>Net movement in funds</b>     |       | <b>582</b>              | <b>-</b>              | <b>582</b>         | <b>15,827</b>      |
| Total funds brought forward                                   |       | 102,668                 | 50,000                | 152,668            | 136,841            |
| <b>Total funds carried forward</b>                            |       | <b>103,250</b>          | <b>50,000</b>         | <b>153,250</b>     | <b>152,668</b>     |

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 2017**

|   | Notes | 2017<br>£      | £              | 2016<br>£      | £              |
|---|-------|----------------|----------------|----------------|----------------|
| <b>Current assets</b>                                 |       |                |                |                |                |
| Debtors   | 11    | 31,113         |                | 27,934         |                |
| Cash at bank and in hand                              |       | 126,906        |                | 127,676        |                |
|   |       | <u>158,019</u> |                | <u>155,610</u> |                |
| <b>Creditors: amounts falling due within one year</b> | 12    | (4,769)        |                | (2,942)        |                |
| <b>Total assets less current liabilities</b>          |       |                | <u>153,250</u> |                | <u>152,668</u> |
| <b>Income funds</b>                                   |       |                |                |                |                |
| Unrestricted funds:                                   |       |                |                |                |                |
| Designated funds                                      | 14    |                | 50,000         |                | 50,000         |
| Other charitable funds                                |       |                | 103,250        |                | 102,668        |
|   |       |                | <u>153,250</u> |                | <u>152,668</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 2017. 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 9 October 2017

Mr. J. Biggs  
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 2017**

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**1 Accounting policies**

**1.1 Basis of preparation**

These accounts have been prepared in accordance with "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)".

The accounts have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved applying "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)" rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The accounts are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention.

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.

**Critical accounting estimates and judgements**

In the application of the charity's accounting policies, the directors are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

**Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

**Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

**Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

**THE WATERSIDE CENTRE, KINGS LANGLEY**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2017**

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**1 Accounting policies** **(Continued)**

**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 2017**

**2 Voluntary income including donations and legacies**

|                            | 2017<br>£      | 2016<br>£      |
|----------------------------|----------------|----------------|
| Donations and gifts        | <u>259,501</u> | <u>261,972</u> |
| <b>Donations and gifts</b> |                |                |
| Unrestricted funds:        |                |                |
| Sponsorship income         | 253,014        | 253,511        |
| Donations                  | <u>6,487</u>   | <u>8,461</u>   |
|                            | <u>259,501</u> | <u>261,972</u> |

**3 Investment income**

|                     | 2017<br>£  | 2016<br>£    |
|---------------------|------------|--------------|
| Interest receivable | <u>170</u> | <u>1,394</u> |

**4 Provision of activities for people with learning disabilities**

|                        | 2017<br>£     | 2016<br>£     |
|------------------------|---------------|---------------|
| Activities and outings | 2,207         | 2,472         |
| Lunch receipts         | <u>21,394</u> | <u>20,012</u> |
|                        | <u>23,601</u> | <u>22,484</u> |

**5 Other incoming resources**

|              | 2017<br>£    | 2016<br>£    |
|--------------|--------------|--------------|
| Other income | <u>1,396</u> | <u>1,524</u> |

**THE WATERSIDE CENTRE, KINGS LANGLEY**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2017**

**6 Total resources expended**

|  | Staff<br>costs<br>£ | Other<br>costs<br>£ | Total<br>2017<br>£ | Total<br>2016<br>£ |
|--|---------------------|---------------------|--------------------|--------------------|
| <b>Costs of generating funds</b>                                     |                     |                     |                    |                    |
| Community fundraising, events and sponsorship                        | -                   | 1,127               | 1,127              | 963                |
| <b>Charitable activities</b>   |                     |                     |                    |                    |
| <u>Provision of activities for people with learning disabilities</u> |                     |                     |                    |                    |
| Activities undertaken directly                                       | 224,389             | 61,016              | 285,405            | 274,623            |
|  | <u>224,389</u>      | <u>62,143</u>       | <u>286,532</u>     | <u>275,586</u>     |

**7 Community fundraising, events and sponsorship**

|                       | 2017<br>£    | 2016<br>£  |
|-----------------------|--------------|------------|
| Other costs comprise: |              |            |
| Fundraising costs     | 1,127        | 963        |
|                       | <u>1,127</u> | <u>963</u> |

**8 Activities undertaken directly**

|   | 2017<br>£     | 2016<br>£     |
|---|---------------|---------------|
| Other costs relating to Provision of activities for people with learning disabilities comprise: |               |               |
| Material costs  | 9,572         | 8,314         |
| Lunches   | 11,841        | 11,675        |
| Rent & rates  | 7,646         | 7,641         |
| Light, heat and water   | 4,698         | 4,189         |
| Repairs and renewals  | 7,459         | 7,501         |
| Printing, postage and stationery  | 335           | 413           |
| Telephone   | 1,104         | 751           |
| Insurance   | 4,498         | 4,608         |
| Equipment hire  | 3,120         | 2,861         |
| Legal and professional  | 620           | 2,268         |
| Staff training  | 247           | 984           |
| Activities and outings  | 5,212         | 4,267         |
| Sundry expenses   | 3,247         | 3,422         |
| Equipment purchases   | -             | 5,827         |
| Bank charges  | 217           | 93            |
| Governance costs  | 1,200         | 1,153         |
|   | <u>61,016</u> | <u>65,967</u> |

Governance costs comprise fees paid to the independent examiners of £1,200 (2016: £1,153).

**THE WATERSIDE CENTRE, KINGS LANGLEY**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2017**

**9 Trustees**

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

**10 Employees**

**Number of employees**

The average monthly number of employees during the year was:

|                        | <b>2017</b>   | 2016   |
|------------------------|---------------|--------|
|                        | <b>Number</b> | Number |
| Direct charitable work | <b>12</b>     | 12     |
| Management             | <b>2</b>      | 2      |
| Administrative         | <b>1</b>      | 1      |
|                        | <b>15</b>     | 15     |

**Employment costs**

|                       | <b>2017</b>    | 2016    |
|-----------------------|----------------|---------|
|                       | <b>£</b>       | £       |
| Wages and salaries    | <b>209,886</b> | 197,780 |
| Social security costs | <b>11,588</b>  | 10,876  |
| Pension costs         | <b>2,915</b>   | -       |
|                       | <b>224,389</b> | 208,656 |

14 members of staff were part time (2016: 14)

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

**11 Debtors**

|                                | <b>2017</b>   | 2016   |
|--------------------------------|---------------|--------|
|                                | <b>£</b>      | £      |
| Trade debtors                  | <b>29,012</b> | 24,342 |
| Other debtors                  | <b>-</b>      | 1,500  |
| Prepayments and accrued income | <b>2,101</b>  | 2,092  |
|                                | <b>31,113</b> | 27,934 |

**THE WATERSIDE CENTRE, KINGS LANGLEY**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2017**

|  |              |              |
|--|--------------|--------------|
| <b>12 Creditors: amounts falling due within one year</b> | <b>2017</b>  | <b>2016</b>  |
|  | <b>£</b>     | <b>£</b>     |
| Other creditors  | 1,172        | -            |
| Accruals   | 3,597        | 2,942        |
|  | <u>4,769</u> | <u>2,942</u> |

|   |             |             |
|---|-------------|-------------|
| <b>13 Pension and other post-retirement benefit commitments</b> | <b>2017</b> | <b>2016</b> |
| <b>Defined contribution</b>                                     | <b>£</b>    | <b>£</b>    |
| Contributions payable by the company for the year               | 2,915       | -           |

|                            |                                |                           |                           |
|----------------------------|--------------------------------|---------------------------|---------------------------|
| <b>14 Designated funds</b> | <b>Movement in funds</b>       |                           |                           |
|                            | <b>Balance at 1 April 2016</b> | <b>Incoming resources</b> | <b>Resources expended</b> |
|                            | <b>£</b>                       | <b>£</b>                  | <b>£</b>                  |
| Contingency Fund           | 50,000                         | -                         | -                         |
|                            | <u>50,000</u>                  | <u>-</u>                  | <u>-</u>                  |
|                            | <u>50,000</u>                  | <u>-</u>                  | <u>50,000</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.

|  |                           |                         |                |
|--|---------------------------|-------------------------|----------------|
| <b>15 Analysis of net assets between funds</b>     | <b>Unrestricted funds</b> | <b>Designated funds</b> | <b>Total</b>   |
|  | <b>£</b>                  | <b>£</b>                | <b>£</b>       |
| Fund balances at 31 March 2017 are represented by: |                           |                         |                |
| Current assets                                     | 108,019                   | 50,000                  | 158,019        |
| Creditors: amounts falling due within one year     | (4,769)                   | -                       | (4,769)        |
|  | <u>103,250</u>            | <u>50,000</u>           | <u>153,250</u> |



**THE WATERSIDE CENTRE, KINGS LANGLEY**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2017**

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**16 Commitments under operating leases**

At 31 March 2017 the company had annual commitments under non-cancellable operating leases as follows:

|                    | <b>Land and buildings</b> |              |
|--------------------|---------------------------|--------------|
|                    | <b>2017</b>               | <b>2016</b>  |
|                    | <b>£</b>                  | <b>£</b>     |
| Expiry date:       |                           |              |
| In over five years | <b>7,000</b>              | <b>7,000</b> |
|                    | <b>=====</b>              | <b>=====</b> |