

**WHOLE COMMUNITY WORKS**

**Registered Charity Number 1111016**

**Company Number 05239239**

**REPORT AND ACCOUNTS**

**For the year ended  
30 September 2011**

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COMPANIES HOUSE

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A08 12/12/2011 #183

COMPANIES HOUSE

Roger Paul Barton  
Burbank  
107 Darenth Road  
Dartford  
Kent  
DA1 1NJ

# **WHOLE COMMUNITY WORKS**

## **FINANCIAL STATEMENTS**

**30 SEPTEMBER 2011**

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**WHOLE COMMUNITY WORKS**  
**TRUSTEES' ANNUAL REPORT**  
**FOR THE YEAR ENDED 30 SEPTEMBER 2011**

The Trustees, who are also Directors for the purposes of the Companies Act, submit their annual report together with the financial statements for the year ended 30 September 2011.

**LEGAL STATUS**

The company is limited by guarantee with incorporation on 23 September 2004, and registration as a charity in August 2005. The governing document is the Memorandum and Articles of Association.

**CHAIRMAN'S REPORT**

The Revd Martin Henwood stepped down as Chairman of WCW at the end of 2010 and I took on the role on 1 January 2011. Our warmest thanks go to Martin for all his work over the last seven years first with Faith in Their Voices and then Whole Community Works. In May 2011 Chris Shepherd resigned and in September 2011 Rishi Boyjoonauth also stepped down. Our thanks go to both for their support of the charity during its early years.

At the end of 2010 WCW concluded negotiations over the terms of a Memorandum of Understanding with Kent County Council concerning the use of the Old Town Hall in Gravesend. To mark this occasion, and to signal the opening of the Old Town Hall to the community, a successful interfaith celebration was held as part of the National Interfaith Week celebrations on 27 November 2010.

In April 2011, a Heritage Interpretation Manager to take forward the Talking Halls project was appointed, funded by the Heritage Lottery Fund. The project is progressing well and will see volunteers researching and developing interpretation materials for the public about the Old Town Hall. Our thanks go to Ann Todd and Stephen Brice, the job-share Heritage Interpretation Manager.

An opportunity arose to host a six month residency for an artist to work at the Old Town Hall and we were delighted to appoint Lucy Andrews from April to September 2011. As a result of the residency two daguerreotypes are now displayed in the Parlour Room at the Old Town Hall with a book telling the stories of the subjects of these art works.

In June 2011, Jennie Scott was appointed as Programme Development Manager for the Old Town Hall. We are grateful to KCC for their assistance in funding this post. Jennie is working to develop funding streams for community projects that can be run from the building and we are waiting to hear if we have been successful in a bid to run Race, Faith and Culture events for the voluntary sector which will build on a series of events earlier in the year.

## **WHOLE COMMUNITY WORKS**

### **TRUSTEES' ANNUAL REPORT (cont.)**

#### **CHAIRMAN'S REPORT (cont.)**

The 'What if ?' Gallery continues to sustain itself, despite the current economic climate, thanks to the efforts of its volunteers, led by Ruth Howard who joined the WCW Board of Trustees this year. The Gallery obtained an award in 2010 from EDF to run art workshops for young people in Dartford.

Also our Bluewater project with young people, "What is OK?", continues to provide a service that is well received by both the management of Bluewater and the young people themselves. Thanks to our staff, Megan Swaffer who moved on during the year, and Jasvinder Bansil for all their contributions. We were pleased to welcome Pawanjit Lotay, our new youth worker to join Jasvinder.

The Tree Estate Community Centre has been of concern during the year. Both the Executive Director and Trustees have sought to increase revenue through increased use of the centre. Hire charges have been raised – an unpopular move with users – but are still below those charged by other similar venues locally. They will need to be reassessed in 2012. Currently the Centre continues to operate at a deficit and discussions are taking place with Dartford Borough Council, the landlords of the building, the lease of which has 20 of its 25 years left to run, with no 'breaks'. We are indebted to John Bennett and Kevin Burbidge, both of who joined as Trustees during the year, for their support on the Tree Community Centre and to Barbara Withstandley who has continued to take an interest in the Centre.

Particular thanks go to Pam Henderson, a resident of the Tree Estate who has stepped in to assist in caretaking the centre on an ad hoc basis. Pam has given her time and effort to ensure that the centre is available to users and we are extremely grateful to her. Thanks also go to Kevin Ross whose knowledge and commitment are invaluable.



**Reverend Chris Stone Chairman**

28 November 2011

#### **RESERVES POLICY AND RESULTS**

It is the policy of the Charity to work towards maintaining unrestricted funds, which are the free reserves of the Charity, at a level which equates to three months unrestricted expenditure. This provides sufficient funds to cover management and administration and support costs and to respond to emergency applications from grants that arise from time to time. Although the three months level has yet to be achieved and turnover increased last year, there were no cash flow problems.

**WHOLE COMMUNITY WORKS**  
**TRUSTEES' ANNUAL REPORT (cont.)**

**INDEPENDENT EXAMINER**

Mr Roger Paul Barton agreed to undertake the role of Independent Examiner.

**THE TRUSTEES**

The following trustees served the charity during the financial year

M Henwood	(resigned March 2011)
R Boyjoonauth	(resigned September 2011)
C Shepherd	(resigned May 2011)
B Withstandley	
P Kang	
F Usman	
M Bullen	(resigned November 2010)
J Bennett	
K Burbidge	
R Howard	
C Stone	

**STATEMENT OF TRUSTEES RESPONSIBILITIES**

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity for that period. In preparing those financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent,
- State whether applicable accounting standards have been followed,
- Prepare the statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business;

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Acts. They are 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.

## **WHOLE COMMUNITY WORKS**

### **INDEPENDENT EXAMINER'S REPORT**

#### **To the Trustees of the Whole Community Works**

I have examined the financial statements on pages 6 and 10, which have been prepared under the accounting policies set out therein

#### **Respective responsibilities of trustees and independent examiners**

The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act) and that an independent examination is needed.

It is my responsibility to

- examine the accounts (under 43 of the Act),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act) and
- to state whether particular matters have come to my attention

#### **Basis of opinion**

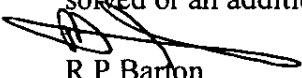
I conducted my examination in accordance with the General Directions given by the Charity Commissioners. The examination includes reviewing the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

#### **Examiner's Statement**

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

- (1) which gives me reasonable cause to believe that, in any material respect, the trustees have not met the requirements to ensure that
  - proper accounting records are kept (in accordance with section 41 of the Act) and
  - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act, or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Although the organization is not currently insolvent, it can only become an ongoing organisation for the whole of the next financial year if financial problems can be solved or an additional source of funds is secured

  
R P Barton  
2010

# WHOLE COMMUNITY WORKS

## FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 SEPTEMBER 2011

	Notes	Unrestricted Funds 2011 £	Restricted Funds 2011 £	Total 2011 £	Total 2010 £
<b>Incoming Resources</b>					
Grants	5	2,500	70,300	72,800	67,182
Donations etc	5	196	14,500	14,696	122
Operating activities in furtherance of charitable objects	6	19,937	-	19,937	34,184
<b>Total Incoming Resources</b>		<b>22,633</b>	<b>84,800</b>	<b>107,433</b>	<b>101,488</b>
<b>Outgoing Resources</b>					
Direct costs in furtherance of charitable objects	7	6,492	72,082	78,574	91,549
Support costs	8	19,953	1,145	21,098	20,225
Management & Administration	9	276	-	276	312
<b>Total Resources Expended</b>		<b>26,722</b>	<b>73,227</b>	<b>99,948</b>	<b>112,085</b>
<b>Net Incoming/(Outgoing) Resources for the Year</b>		<b>(4,089)</b>	<b>11,573</b>	<b>7,485</b>	<b>(10,598)</b>
Balances brought forward		7,739	32,470	40,209	50,807
Balances carried forward		<b>£ 3,651</b>	<b>£ 44,043</b>	<b>£ 47,694</b>	<b>£ 40,209</b>

**WHOLE COMMUNITY WORKS**

**BALANCE SHEET**

**AS AT 30 SEPTEMBER 2011**

	Notes	2011 £	2010 £
<b>CURRENT ASSETS</b>			
Debtors	11	7,476	15,780
Cash at bank and in hand	10	43,907	24,702
		<b>51,383</b>	<b>40,482</b>
<b>CREDITORS: Amounts falling due within one year</b>	12	3,689	273
<b>NET CURRENT ASSETS</b>		<b>47,694</b>	<b>40,209</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>£ 47,694</b>	<b>£ 40,209</b>
<b>REPRESENTED BY:-</b>			
<b>TOTAL FUNDS</b>		<b>£ 47,694</b>	<b>£ 40,209</b>

For the year ending 30 September 2011 the company was entitled to exemption from audit under section 477 of the Companies Act 2006

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006

The director's acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts

These accounts have been delivered in accordance with the provisions applicable to companies subject to the small companies regime

The Trustees approved the financial statements on 2 12 11  
and signed on its behalf



**CHRIS STONE**

The notes on pages 8-10 form part of these financial statements



**WHOLE COMMUNITY WORKS**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 30 SEPTEMBER 2011**

**1. ACCOUNTING POLICIES**

**Basis of accounting**

These financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards as in Statement of Recommended Practice – Accounting & Reporting by Charities issued in March 2005, the Charities Act 1993, and the Companies Act 2006. The accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

**Grants & Other Income**

Grants are included in full for the period to which they apply and other income when details are known.

**2. TRUSTEES' REMUNERATION**

The trustees received no remuneration or expenses during the year.

**3. PENSIONS**

No pensions costs are involved other than the State scheme.

**4. COMPANY LIMITED BY GUARANTEE**

The company is limited by guarantee and thereby there is no share capital.

# **WHOLE COMMUNITY WORKS**

## **NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 30 SEPTEMBER 2011**

	<b>2011</b>	<b>2010</b>
<b>5. GRANTS &amp; DONATIONS</b>		
	£	£
Employment of Youth Workers	18,827	20,834
Rochester Diocese re Community Development Work	12,500	12,500
Donations	14,697	122
Artist in Residence	6,000	-
Hereitage Lottery Fund	25,000	-
New Arrivals Project	-	3,806
Community Projects	(1,368)	6,000
What If	2,330	450
Faith & Regeneration	-	14,971
Gravesend Old Town Hall	9,510	8,621
	<b>87,496</b>	<b>67,304</b>
<b>6. OPERATING ACTIVITIES</b>		
	£	£
Recharges for Staff services	-	16,702
Fees & charges for services	7,389	15,134
Photocopying	-	-
Lettings	12,548	2,347
Bank Interest	-	-
	<b>19,937</b>	<b>34,184</b>
<b>7. DIRECT COSTS</b>		
	£	£
Staff costs	59,872	51,939 {
Social Security Costs	3,754	{
Specialist services	14,948	39,610
	<b>78,574</b>	<b>91,549</b>
<b>8 SUPPORT COSTS</b>		
	£	£
Rent/Hire of premises	8,086	7,920
Building repairs & maintenance	1,602	779
Subscriptions/Licences	281	417
Training	-	450
Printing, postage, telephone & stationery	1,341	1,395
Equipment & materials etc	1,472	417
Advertising	626	-
Travel & Subsistence	360	1,543
Energy & water	4,824	5,035
Insurance	1,698	1,777
Sundries	808	491
	<b>21,098</b>	<b>20,225</b>
<b>9. MANAGEMENT &amp; ADMINISTRATION</b>		
	£	£
Bank charges	276	312
Sundries	-	-
	<b>276</b>	<b>312</b>

# **WHOLE COMMUNITY WORKS**

## **NOTES TO THE FINANCIAL STATEMENTS cont.**

### **YEAR ENDED 30 SEPTEMBER 2011**

	<b>2011</b>	<b>2010</b>
<b>10. CASH AT BANK &amp; IN HAND</b>		
	£	£
Current account	43,854	24,624
Cash-in-hand	53	78
	<b>43,907</b>	<b>24,702</b>
<b>11. DEBTORS</b>		
Grants	3,956	12,500
Other debtors	3,520	3,281
	<b>7,476</b>	<b>15,781</b>
<b>12. CREDITORS (Amounts falling due within one year)</b>		
	£	£
Accruals	3,689	273
	<b>3,689</b>	<b>273</b>

### **13 RESTRICTED FUNDS**

	Balance at 01-Apr-10	Incoming	Outgoings	Balance at 31-Mar-11
Movement in resources	£	£	£	£
Youth Work Across North Kent	4,369	18,828	22,595	601
Gravesend Old Town Hall Project	22,101	34,010	29,428	26,683
Community Development	6,000	(1,368)	4,632	-
What If	-	2,330	-	2,330
Talking Halls	-	31,000	16,571	14,429
	<b>32,470</b>	<b>84,800</b>	<b>73,227</b>	<b>44,043</b>

*Youth Work* – This is for the development of youth projects within community centres and for detached outreach work to secure the well being of young people aged between 5 and 18

*Gravesend Old Town Hall* - This is for the development of an income generating arm for the Charity so that the Charity is able to further its work

*Community Development Grant* - A grant from the Community Development Foundation to undertake a Kaleidoscope Project - an interfaith project bringing people together of different faiths in Gravesend

*What If* - Grant from EDF via Dartford Borough Council for art workshops for children & young persons

*Talking Halls* - Heritage Lottery Fund & Kent Arts Development Unit grants for a Talking Halls project at the Gravesend Town Hall