

WANDSWORTH WORK AND PLAY

(A Company Limited by Guarantee)

COMPANY REGISTRATION NO 2234306

CHARITY NO 1041641

FINANCIAL STATEMENTS AND

DIRECTORS AND TRUSTEES REPORT

FOR THE YEAR ENDED 31ST MARCH 2010

Prepared By:

Stephen Reid, ACA

WANDSWORTH WORK AND PLAY
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2010

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WANDSWORTH WORK AND PLAY
REPORT OF THE DIRECTORS and TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2010

LEGAL AND ADMINISTRATIVE DETAILS

Status

Wandsworth Work and Play is a Charitable Company limited by guarantee. The Constitution was agreed and the Company registered under the Companies Act on 23 March 1988 Number 2234306. The Company was registered for Charitable status on 28 October 1994 Number 1041641.
Only members of the Company can be appointed as Directors/Trustees.

The Registered address is: The Professional Centre, Franciscan Road, London, SW17 8HE.

The Bankers are: Lloyds TSB, 125 Balham High Road, London SW12 9AT

There are no regulations or Companies Act requirements for Wandsworth Work and Play to have their books and records or accounts subject to either an Independent Examination or full scope audit. Given that the Treasurer and preparer of the accounts for the year is a qualified ACA accountant, and the Company Secretary is also a qualified ACA accountant, it has not been considered necessary to incur the additional expense of outside review. If any stakeholders require such a review, then this can of course be arranged, possibly at the cost of the stakeholder.

Chairperson	Joanne Lynch
Treasurer	Stephen Reid (Co-Opted 20 September 2006)
Company Secretary	Myles Corson (Co-Opted 18 October 2006)
Company Secretary	Stephen Reid (Co-Opted 18 September 2009)

Directors and Trustees of Wandsworth Work and Play, also known as Work and Play

Joanne Lynch	24 November 2004 (Elected)
Adam Heuman	Resigned 21 May 2008
Paul Nott	23 November 2005 (Elected) 20 July 2005 (Co-Opted)
Myles Corson	22 November 2006 (Elected) 19 April 2006 (Co-Opted)
Stephen Reid	22 November 2006 (Elected) 19 April 2006 (Co-Opted)
Mary Brodrick	26 November 2008 (Elected) 20 February 2008 (Co-Opted)

Governing Document

Wandsworth Work and Play is a Company limited by guarantee governed by its Memorandum and Articles of Association dated 23 March 1988 and amended to allow for current governance arrangement on 21 November 2004. It is registered as a charity with the Charity Commission.

Appointment of Trustees and Organisation

Trustees of the Charity are also required to be Directors of the Company. They are elected by the membership at the annual AGM, or may be co-opted to the committee and may then stand for election at the next AGM. At the AGM, one-third of the members, who have been longest in office shall retire and are eligible for re-election. Day to day responsibilities are designated to the Project Manager. Trustees define the wider parameters and strategy around which the Charity operates, whilst the Project Manager is responsible for managing the Charity on a day to day basis. A Trustee has regular line meetings with the Project Manager. All significant decisions and actions are agreed formally by the Trustees, and documented.

Trustee induction and training

New Trustees receive a pack from the Chair, with important governing documents and background to the Charity, as well as details of the requirements and expectations of the Trustees. Guidance is given on specific roles by the incumbent of that position or the Chair.

Related Parties

Beyond the grants received from the local council and other bodies, it is not considered that there are any related parties requiring disclosure or discussion.

OBJECTIVES AND ACTIVITIESGoverning Instrument as set out in the Constitution

To advance self-help, learning, enterprise activity, in particular by the distribution of donated materials to voluntary groups, schools, nurseries, self-help and self employment initiatives for self-help and enterprise activity.

Objectives

1. To provide materials of good quality at reasonable cost, for use through educational and creative activities, in order to expand opportunities.
2. To identify, collect, process and make available to members, clean re-usable materials from local industries.
3. To enable individual members and their groups within a multicultural community, to investigate and develop their own creativity
4. To recognise and promote the environmental and economic issues of clean, re-usable waste materials and the value of their re-use.
5. To promote and create opportunities for the involvement of a wide range of volunteers.
6. To obtain feedback from the users of the project to move activities forward.

Review of Developments, Activities and Achievements

We have seen a healthy increase in the number of memberships during the financial year, as well as an increase in membership income, finishing the financial year at £17,983 compared with £15,641 the prior year – a good 15% increase. This followed two years of decline, so is particularly satisfying. Whilst our current bank balance is healthy, membership remains our core method of funding the project, therefore the Trustees and Project Manager continue to focus on efforts to both retain, and to recruit new members. Membership is a labour intensive job, particularly keeping up with renewals and identifying new members.

During the prior financial period we received £45,650 in funding grants. During the current year, we received the following grants, for which we are very grateful – GG Bunzl (£4,000) and The Young's Trust (£2,000). This is of course a significant decrease year over year – resulting in a net cash outflow during the year of £8,167 after costs.

Wandsworth Borough Council continued their support of the project, with rent of £6,000 deducted at source, and a further unrestricted grant of £6,065.

We also received £1,082 of donations during the year, consistent with prior year (2009 - £1,023), especially considering the economic situation. Given that 2008 was £398, it is encouraging that we maintained donations at the 2009 level. These one off charitable gifts are very much appreciated, and assist the charity greatly.

The training unit continues to provide a stable source of income (approximately £4k) which still has the potential to be increased. A range of local groups are making active use of the space, and the Trustees and Project Manager continue to explore opportunities where this revenue providing space can be increasingly gainfully used.

In the year 2009 – 2010 we earned only £27 interest from our bank account (prior year - £609). Whilst it is a shame that the current low interest rates mean that we do not benefit more from our good cash position at present, the Trustees feel it prudent to maintain the cash balance in a secure bank account, rather than risk the cash seeking higher returns.

During the financial year, we had £14,905 of direct costs, a decrease of 27% on previous year (£20,353). A full breakdown is provided on page 9. Prior year included a one off fee to Sue Crow for her work securing funding (£2,595). Other differences of note relate to a reduction in the costs of tutors/training resources (£240, compared to £1,002 prior year) – prior year we also invested in new computer hardware which continues to benefit the charity.

We continue to monitor and control costs closely. We consistently spend less than we budget, and the Project Manager is particularly good at keeping a close eye on costs. Whilst we are fortunate to have a significant amount of cash in the bank at present, the Trustees and Project Manager are very aware of the potentially fragile nature of the Trust funding market, and the current economic climate, and therefore have no plans to change budgets or spending habits. Prudence and cost control remain our focus to ensure that the long term sustainability of the project is maintained.

Plans for the future years

Work and Play is in a stable position, with funding in place into 2011/2012, and a reasonable cash buffer as required for projects or unforeseen eventualities. Given the positive response from the round of funding prior year, we committed to funding a 6 month position to start the Education Development Worker post off, some cost of which was borne in the 09/10 financial period. This does not unduly risk the Project Manager position, given the strong cash position we found ourselves in, and gives the charity the catalyst to broaden the reach into our local community. The Trustees are following closely developments in relation to the current site that the project is based at, as this could have implications for project.

FINANCIAL REVIEW

The Treasurer reports to the management committee on a quarterly basis, and more regularly should it be required. A budget is prepared at the beginning of the each financial year and agreed by the committee.

Investment powers and policy

Under the Memorandum and Articles of Association, the charity has the power to invest in any way the Trustees wish.

The Trustees, having regard to the liquidity requirements of operating the Charity, and to the reserves policy have operated a policy of keeping available funds in an interest bearing bank account and seek to achieve a rate of interest which matches inflation as measured by the retail prices index.

Reserves Policy

Due to the basis of funding, the Trustees have agreed that a figure of £8,000 should be held in reserve (i.e. cash available funds) as a contingency against closure. This figure will be reviewed as needed, depending on current funding and any changes in potential contingencies. The Project Manager and the Trustees will continue to establish sufficient funds to support the continuing activities of the charity.

It is the Trustees intention that any surplus funds are invested in a high interest, instant access savings account. The Trustees do not undertake any other investment activities with the Charity funds.

Risk Review

Control of expenditure, focus on income generation and awareness of the underlying weaknesses in funding Work and Play, inform the Directors in identifying the risks in maintaining the viability of the Company, and are regularly reviewed by them. Funding of the full time salary for the single member of staff (Project Manager Post) is most at risk when there is a shortfall, reducing the viability of the project. However, once funding of the post has been secured on a rolling basis, risk review focuses on supply chain and costs. Core costs are not greatly affected by part or full time employment. Costs are kept to a minimum due to donations of supplies and stock, whilst volunteers make an important contribution.

The Trustees continue to review risks on an ongoing basis, and implement systems to mitigate such risks as required.

TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

Company law requires the Trustees to prepare financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so the Trustees are require to:

- Select suitable accounting policies and then apply them consistently;
- Make sound judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is appropriate to presume that the charity will continue in business.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enables them to ensure that the financial statements comply with the companies Act 1985. The Trustees 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.

Approved Company Secretary

Approved Director

WANDSWORTH WORK AND PLAY**STATEMENT OF FINANCIAL ACTIVITIES**
(Including Income and Expenditure Account)**FOR THE YEAR ENDED 31ST MARCH 2010**

	<u>Notes</u>	<u>Unrestricted</u> <u>Funds</u> <u>£</u>	<u>Restricted</u> <u>Funds</u> <u>£</u>	<u>Total Funds</u> <u>2010</u> <u>£</u>	<u>Total Funds</u> <u>2009</u> <u>£</u>
<i>Income & Expenditure</i>					
<u>INCOMING RESOURCES:</u>					
<i>Incoming resources from generated funds:</i>					
<i>Voluntary income:</i>					
Grants and donations	3	13,147	6,000	19,147	59,052
<i>Investment Income</i>	3	27	-	27	609
<i>Incoming resources from charitable activities:</i>					
Membership	4	17,983	-	17,983	15,641
Operation of duplex and workshops	4	<u>4,184</u>	=	<u>4,184</u>	<u>5,000</u>
<u>TOTAL INCOMING RESOURCES</u>		<u>35,341</u>	<u>6,000</u>	<u>41,341</u>	<u>80,302</u>
<u>RESOURCES EXPENDED</u>					
<i>Cost of Generating Funds:</i>					
Fundraising and Publicity Costs	5	3,270	-	3,270	3,351
<i>Charitable Activities:</i>					
Direct Charitable Costs	5	39,337	7,589	39,337	48,715
<i>Governance costs</i>	5	1,460	-	1,460	1,995
<u>TOTAL RESOURCES EXPENDED</u>		<u>44,066</u>	<u>7,589</u>	<u>51,656</u>	<u>54,061</u>
<u>NET INCOME FOR THE YEAR AND NET MOVEMENT IN FUNDS</u>		-8,725	-1,589	-10,315	26,241
<i>Reconciliation of funds</i>					
Total Funds Brought Forward		<u>70,553</u>	<u>10,595</u>	=	<u>81,148</u>
<u>TOTAL FUNDS CARRIED FORWARD</u>		<u>61,828</u>	<u>9,006</u>	<u>70,833</u>	=

There were no recognised gains or losses in the above period other than those included in the statement of financial activities.

WANDSWORTH WORK AND PLAY
BALANCE SHEET AS AT 31ST MARCH 2010

	<u>Notes</u>	2010 £	£	2009 £	£
FIXED ASSETS					
Tangible Fixed Assets	6		17,402		20,748
CURRENT ASSETS					
Sundry Debtors/Prepayments	7	2		5	
Cash at Bank and in Hand		<u>54,303</u>		<u>62,470</u>	
		54,305		62,475	
CREDITORS: amounts falling due within one year					
	8	<u>874</u>		<u>2,075</u>	
NET CURRENT ASSETS			<u>53,431</u>		<u>60,400</u>
NET ASSETS AND TOTAL CHARITY FUNDS			<u>70,833</u>		<u>81,148</u>
FUNDS					
Unrestricted Funds	5		61,828		70,553
Restricted Funds	9		9,006		10,595
TOTAL FUNDS			<u>70,833</u>		<u>81,148</u>

The Company satisfied the conditions for exemption from an audit as specified in section 249A (1) and that no notice from members requiring an audit has been deposited under section 249B(2). The Directors acknowledge their responsibilities for ensuring that the Company keeps accounting records which comply with section 221 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 profit and loss for the financial year in accordance with the requirements of section 226 and which otherwise comply with the requirements of the 1985 Act relating to accounts.

The notes on pages 7 to 11 form part of these accounts.

Approved by.....ChairpersonDate

.....SecretaryDate

WANDSWORTH WORK AND PLAY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2010

1. **ACCOUNTING POLICIES**

Basis of Accounting

The accounts have been prepared under the historical cost convention, in accordance with the Statement of Recommended Practice for Charities and the Financial Reporting Standards for Smaller Entities (June 2002).

Cash Flow Statement

The Company is exempt from the requirements to produce a cash flow statement as it is a small company as defined in section 247 of the Companies Act 1985.

Funds

Funds held by the Charity are:

Unrestricted Funds – funds which can be used in accordance with the Charitable objects at the discretion of the Trustees.

Restricted Funds – funds that can only be used for particular restricted purposes within the objects of the Charity, or for particular restricted purposes specified by the donor.

Incoming resources

Donations and other voluntary income, other than grants, are accounted for when received.

Grant income is recognised in the period to which the grant relates. Grants received prior to 31 March 2010 are included in incoming resources. Grant income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods;
- or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Grants for the purchase of fixed assets are included as income in the Statement of Financial Activities. Depreciation on the fixed assets purchased with such grants is charged against the appropriate fund.

Investment income is recognised on a receivable basis.

Income from charitable activities includes membership income, which is recognised on receipt, and income from the use of workshop and duplex, which is recognised when the event has occurred.

WANDSWORTH WORK AND PLAY**NOTES TO THE FINANCIAL STATEMENTS (contd)****FOR THE YEAR ENDED 31ST MARCH 2010***Note 1 continued***Resources expended**

Expenditure is recognised when a liability is incurred.

- Costs of generating funds are those costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds. These fundraising and publicity costs comprise a proportion of the salary costs of the Project Manager.
- Charitable activities include expenditure associated with the operation of the scrapstore, and the use of the duplex and workshops. This includes both the direct costs and support costs relating to these activities.
- Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements. These include direct costs relating to external assessment, fees, and proportion of the direct salary costs of the member of staff involved in the management, administration and governance of the charity.

Salary costs are allocated to activities on the basis of an estimate of the time spent.

Tangible Fixed Assets

Depreciation is provided on tangible fixed assets as stated below on a reducing balance in order to write off each asset over its estimated useful life.

Motor vehicle	25%
Office Equipment	15%
Fixtures & Fittings	15%

From 1 April 2005, items of equipment and furniture are capitalised where each cost exceeds £ 1,000.

Value Added Tax

Value added tax borne is included with the relative expenses or asset and is not shown separately.

Volunteers and donated items

The value of services provided by volunteers is not incorporated into these financial statements. Further details of the contribution made by volunteers can be found in the Trustees' annual report.

The items donated to Work and Play (supplies) at nil cost are not included in these financial statements – given that donations are discarded items from suppliers, they are considered to have nil value, despite the notional value attributed to them by our member groups.

2. **CHARITABLE STATUS**

The Company was registered as a charity on 28th October 1994 under registration number 1041641. Accordingly the Company is exempt from Corporation Tax in respect of its charitable activities and any investment income receivable.

WANDSWORTH WORK AND PLAY**NOTES TO THE FINANCIAL STATEMENTS (contd)****FOR THE YEAR ENDED 31ST MARCH 2010**

	2010		2009
	£	£	£
3. <u>INCOMING RESOURCES</u>		<u>Unrestricted</u>	<u>Restricted</u>
<u>FROM GENERATED FUNDS</u>			
<i>Voluntary income</i>			
Grants:			
Garfield Weston	-	-	10,000
The Trust House Foundation	-	-	3,000
The Young's Trust	2,000	-	2,000
Goldsmiths	-	-	5,000
Chapman Trust	-	-	1,000
Wandsworth Borough Council	6,065	-	6,379
City Bridge Trust	-	-	19,650
Wandsworth Council Rent (deducted at source)	-	6,000	6,000
GG Bunzl Charitable Foundations	4,000	-	5,000
Donations	<u>1,082</u>	-	<u>1,023</u>
	13,147	6,000	59,052
<i>Investment income</i> – interest bearing bank account	<u>27</u>	-	<u>609</u>
	<u>£13,174</u>	<u>£6,000</u>	<u>£59,661</u>
	£	£	£
4. <u>CHARITABLE ACTIVITIES</u>		<u>Unrestricted</u>	<u>Restricted</u>
Members Fees	<u>17,983</u>	-	<u>15,641</u>
	17,983	-	15,641
Workshops and Duplex use training	<u>4,184</u>	-	<u>5,000</u>
	4,184	-	5,000
	<u>£22,167</u>	£ -	<u>£20,641</u>

WANDSWORTH WORK AND PLAY
NOTES TO THE FINANCIAL STATEMENTS (contd)
FOR THE YEAR ENDED 31ST MARCH 2010

5. TOTAL RESOURCES EXPENDED

	<u>Staff</u>		<u>Other</u>		<u>2010</u>	<u>2009</u>
	<u>Costs</u>		<u>Costs</u>		<u>Total</u>	<u>Total</u>
	£	£	£	£	£	£
<i>Total costs</i>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Unrestricted</u>	<u>Restricted</u>		
Cost of generating funds	3,270	-	-	-	3,270	3,351
Charitable activities	32,021	-	7,316	7,589	46,926	48,715
Governance costs	<u>981</u>	<u>-</u>	<u>479</u>	<u>-</u>	<u>1,460</u>	<u>1,995</u>
	<u>£36,272</u>	<u>£0</u>	<u>£7,794</u>	<u>£7,589</u>	<u>£51,656</u>	<u>£54,061</u>
			<u>2010</u>	<u>2009</u>		
<i>Direct costs</i>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>		
	£	£	£	£		
<u>Cost of generating funds</u>						
Advertising & Publicity	<u>-</u>	<u>-</u>	<u>-</u>	<u>91</u>		
	£ <u>-</u>	£ <u>-</u>	£ <u>-</u>	£91		
<u>Charitable activities</u>						
Printing, Postage and Stationery	667	-	667	698		
Rent	-	6,000	6,000	6,000		
Telephone and broadband	357	-	357	357		
Van Costs	1,162	-	1,162	2,107		
Copier/equipment	277	-	277	1,082		
Insurance	2,014	-	2,014	1,977		
Computer Software and web fees	479	-	479	195		
Building/Electrical Works	19	-	19	46		
Fundraising Fee	-	-	-	2,595		
Training Resources/Tutors	240	-	240	1,002		
General Expenses	343	-	343	215		
Depreciation	<u>1,757</u>	<u>1,589</u>	<u>3,346</u>	<u>4,079</u>		
	<u>£ 7,316</u>	<u>£7,589</u>	<u>14,905</u>	<u>£20,353</u>		
<u>Governance costs</u>						
Accountancy Fees	208	-	208	210		
Companies House	150	-	150	650		
AGM	<u>121</u>	<u>-</u>	<u>121</u>	<u>157</u>		
	<u>£479</u>	£ <u>-</u>	<u>£479</u>	<u>£1,017</u>		

WANDSWORTH WORK AND PLAY
NOTES TO THE FINANCIAL STATEMENTS (contd)
FOR THE YEAR ENDED 31ST MARCH 2010

Note 5 continued

Staff Costs

- (a) Staff Numbers
 During the year the Charity employed an average number of 1 employee (2009 - 1).

- (b) Staff Costs (including EDW)

	<u>2010</u>	<u>2009</u>
	£	£
Project Manager	30,018	30,018
Education Development Worker	3,575	-
Social Security Costs	<u>2,679</u>	<u>2,582</u>
	<u>£36,272</u>	<u>£32,600</u>

- (c) Directors Remuneration
 No Directors were in receipt of remuneration or benefit in kind.

- (d) Staff Remuneration
 No employees received remuneration of £50,000 (or above) during the year (2009 nil).

6. TANGIBLE FIXED ASSETS

	<u>Motor</u>	<u>Office</u>		
	<u>Vehicle</u>	<u>Equipment</u>	<u>F & F</u>	<u>Total</u>
Cost at 1 st April 2009	20,426	8,045	34,787	63,258
Additions	-	-	-	-
Disposals	-	-	-	-
Cost at 31 st March 2010	<u>20,426</u>	<u>8,045</u>	<u>34,787</u>	<u>63,258</u>
Depreciation at 1 st April 2009	16,791	6,340	19,379	42,510
Charge for Year	909	126	2,311	3,346
Disposals	-	-	-	-
Depreciation at 31 st March 2010	<u>17,700</u>	<u>6,466</u>	<u>21,690</u>	<u>45,856</u>
Written Down Value at				
31 st March 2010	<u>2,726</u>	<u>1,579</u>	<u>13,097</u>	<u>17,402</u>
Written Down Value at				
31 st March 2009	<u>3,635</u>	<u>1,705</u>	<u>15,408</u>	<u>20,748</u>

WANDSWORTH WORK AND PLAY
NOTES TO THE FINANCIAL STATEMENTS (contd)
FOR THE YEAR ENDED 31ST MARCH 2010

7. DEBTORS

	<u>2010</u>	<u>2009</u>
	£	
Interest receivable	<u>2</u>	£ <u>5</u>
	<u>£2</u>	<u>£5</u>

8. CREDITORS**(Amounts falling due within one year)**

	<u>2010</u>	<u>2009</u>
	£	£
Accruals	-	301
Taxation	<u>874</u>	<u>1,774</u>
	<u>£874</u>	<u>£2,075</u>

9. MOVEMENT OF FUNDS

	<u>Balance</u> <u>1st April</u> <u>2009</u>	<u>Incomings</u>	<u>Outgoings</u>	<u>Depreciation</u>	<u>Balance</u> <u>31st March</u> <u>2010</u>
WREF	1,557	-	-	-234	1,323
Awards for All	7,160	-	-	-1,074	6,086
Onyx	1,878	-	-	-282	1,596
WBC	=	<u>6,000</u>	<u>-6,000</u>	=	=
	<u>10,595</u>	<u>6,000</u>	<u>-6,000</u>	<u>-1,589</u>	<u>9,006</u>

USE OF FUNDS

These funds are designated Restricted, as restrictions are imposed as a condition of the grant, based on certain expenditure requirements.

WANDSWORTH WORK AND PLAY
FOR THE YEAR ENDED 31ST MARCH 2010
PREPARERS STATEMENT

I have prepared the financial statements, from the books and records of Wandsworth Work and Play for the year ended 31st March 2010. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein.

In my opinion the financial statements give a true and fair view of the state of the charity's affairs as at 31st March 2010 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Stephen Reid
ACA, Chartered Accountant