

SOHO FAMILY CENTRE

REPORT AND
FINANCIAL STATEMENTS

FOR THE YEAR ENDED
31 MARCH 1999

REGISTERED NUMBER: 1786922



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COMPANIES HOUSE

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SOHO FAMILY CENTRE

DIRECTORS' REPORT

The directors present their annual report with the financial statements of the company for the year ended 31 March 1999.

PRINCIPAL ACTIVITY/CHARITABLE OBJECTIVES

The objects of the Trust are to form a family centre to benefit Soho and neighbourhood residents without discrimination and to improve the conditions of life for those residents by promoting education and providing facilities where recreation and leisure activities can be pursued. In order to achieve these objectives the company has established policies around equal opportunities, health and safety, child protection and admission to childcare services.

DEVELOPMENT, ACTIVITIES AND ACHIEVEMENTS AND BUSINESS REVIEW

The Trust's development, activities and achievements are detailed in the annual report.

The state of the company's affairs and results for the year, as well as a list of its financial supporters are as shown in the financial statements.

The Directors will not recommend any dividend as that would contravene the company's articles.

DIRECTORS AND THEIR INTERESTS

The directors in office in the year and their beneficial interests in the company at the balance sheet date and the beginning of the year (or on appointment if later) were as follows:

Cheryl Warsama
Sylvia Young
Vanetta Hayden (resigned at AGM)
Sue Amoaten
Philippa Drew-Chair (co-opted)
Rosemary Slater nominated by SHA
Hannah Davis nominated by the Soho Society
Linmora Blair
Tasneem Raina Fateh (co-opted)
Caroline Francis (co-opted)
Neil Orr (co-opted)
Cara Tang (co-opted)

DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare financial statements for each financial year 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 the profit or loss of the company for that period. In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

AUDITORS

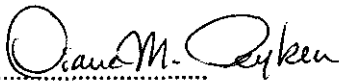
Guy Mayers Accounting Services

An unlimited company were appointed auditors to the company and in accordance with section 385 of the Companies Act 1985 are willing to be re-appointed.

SOHO FAMILY CENTRE

DIRECTORS' REPORT

By order of the board:



Diane M. Ryken
Secretary

Approved by the board: 21 July 1999

SOHO FAMILY CENTRE

AUDITORS' REPORT TO THE SHAREHOLDERS

I have audited the financial statements on pages 4 to 12 which have been prepared under the historical cost convention and on the basis of accounting policies set out on page 6.

RESPECTIVE RESPONSIBILITIES OF THE DIRECTORS AND AUDITORS

As described in the directors' report, the company's directors are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.


BASIS OF OPINION

I conducted my audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the executive council in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide us with sufficient evidence to give reasonable assurance as to whether the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming my opinion I also evaluated the overall adequacy of the presentation of information in the financial statements.

OPINION

In my opinion the financial statements give a true and fair view of the state of affairs of the company as at 31 March 1999 and of its deficit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.


.....
Guy Mayers Accounting Services
An unlimited company
Chartered Accountant & Registered Auditor
11 Lansdowne Walk,
London W 11 3LN

Date: 31. Aug. 1999

SOHO FAMILY CENTRE**BALANCE SHEET
AT 31 MARCH 1999**

	Notes	£	1999 £	£	1998 £
FIXED ASSETS					
Tangible assets	4		58,203		66,391
CURRENT ASSETS					
Debtors	7	2,196		4,647	
Cash at bank and in hand		33,406		45,008	
		<u>35,602</u>		<u>49,655</u>	
CREDITORS: amounts falling due within one year	8	(7,850)		(18,250)	
NET CURRENT ASSETS			<u>27,752</u>		<u>31,405</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>85,955</u>		<u>97,796</u>
CAPITAL AND RESERVES					
Unrestricted funds			83,074		84,975
Restricted funds			2,881		11,313
Capital grants			-		1,508
			<u>85,955</u>		<u>97,796</u>

The financial statements were approved by the board of directors on
and signed on its behalf by:

Philippa Drew
Philippa Drew)

) Directors

Sylvia Young

Sylvia Young

The notes on pages 6 to 12 form part of these financial statements.

SOHO FAMILY CENTRE

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 March 1999

	Unrestricted Funds	Restricted Funds	Totals 1999	Totals 1998
Incoming resources				
Westminster Grants	105,509		105,509	105,270
St Mary-le-Strand	-		-	2,500
WAC	4,000		4,000	-
Donald Forrester Trust	-		-	2,000
Hyde Park Estates	-		-	200
Mr Yau	-		-	2,000
Donations	7,459		7,459	6,034
Soho Housing Association	1,190		1,190	6,485
Covenants	2,374		2,374	1,578
NVQ fees	455		455	105
Service & other fees	5,552		5,552	1,780
Bank interest	2,984		2,984	2,701
City Parochial Foundation		6,621	6,621	6,504
John Lyons Charity		8,000	8,000	-
Children In Need		3,000	3,000	3,095
Help a London Child		3,316	3,316	664
National Lottery		29,853	29,853	29,853
Westminster Amalgamated Charities		600	600	-
KCWAH		520	520	400
TSB		2,500	2,500	2,500
Bernard van Leer Foundation		-	-	6,000
City of Westminster Arts Council		750	750	1,500
Mr Tim Yau		-	-	3,000
Restricted donations		3,138	3,138	2,202
Reimbursements		3,293	3,293	2,065
Playgroup		4,309	4,309	3,993
Fundraising events		4,193	4,193	2,963
	<u>129,523</u>	<u>70,093</u>	<u>199,616</u>	<u>195,392</u>
Resources expended				
Direct charitable expenditure	110,710	78,525	189,235	170,494
Fundraising & publicity	18,714		18,714	16,863
Administration of the charity	2,000		2,000	1,750
Total resources expended	<u>131,424</u>	<u>78,525</u>	<u>209,949</u>	<u>189,107</u>
Net (outgoing)/incoming resources before transfers	(1,901)	(8,432)	(10,333)	6,285
Transfers between funds				
Fund balances brought forward at 1st April	84,975	11,313	96,288	90,001
Fund balances carried forward at 31 March 1999	<u>83,074</u>	<u>2,881</u>	<u>85,955</u>	<u>96,286</u>

All recognised gains and losses during the year are incorporated in these figures.

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 1999****1. STATEMENT OF ACCOUNTING POLICIES**

The financial statements have been prepared in accordance with applicable accounting standards.

The following is a summary of the significant accounting policies adopted by the company in the preparation of the financial statements.

(a) Depreciation of tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its useful life:

Leasehold property	Over 20 years from March 1987
Fixtures and equipment	25% on cost

Pension costs

The company operates a money purchase (defined contribution) pension scheme. Contributions payable to this scheme are charged to the profit and loss account in the period to which they relate. These contributions are invested separately from the company's assets.

(b) Donated goods and services

No cognisance is taken in these accounts of any goods and services donated to the Centre during the year to help with the ordinary running of the Centre.

(c) Donations, Grants and other income

These are brought into the accounts in the year in which they are received unless donor/grantee specifies otherwise.

2. STAFF COSTS

	1999	1998
	£	£
Wages and salaries	132,056	114,888
Social security costs	13,006	11,082
Other pension costs	9,503	9,852
	<u>154,565</u>	<u>135,822</u>
	1999	1998
	No.	No.
Average number of employees	<u>7</u>	<u>7</u>

SOHO FAMILY CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 1999

3. PENSION COSTS

The staff participate in a Group Personal Pension scheme arranged by Scottish Amicable. The Soho Family Centre Trust does not retain any monies relating to the pension scheme or control any assets of the scheme. They make a monthly contribution direct to Scottish Amicable, based on a percentage of the payroll of those employees who qualify as members. The commitment of the Trust to Scottish Amicable is to pay them a percentage of salary for their employees, not to pay them a fixed amount of benefit. There is no commitment on behalf of SFCT to top up the scheme should the benefit from the scheme be less than originally projected.

4. TANGIBLE FIXED ASSETS

	Land and buildings £	Fixtures and fittings £	Total £
Cost:			
At 1 April 1998 and at 31 March 1999	145,508	45,080	190,588
Depreciation:			
At 1 April 1998	80,029	44,168	124,197
Charge for year	7,276	912	8,188
At 31 March 1999	87,305	45,080	132,385
Net book value:			
At 31 March 1999	58,203	-	58,203
At 31 March 1998	65,479	912	66,391
		1999 £	1998 £
Analysis of net book value of land and buildings:			
Long leasehold		58,203	65,479

SOHO FAMILY CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 1999

5. GRANTS for CAPITAL EXPENDITURE	1999	1998
	£	£
Equipment grant received 1.4.96	17,771	17,771
	<hr/> 17,771	<hr/> 17,771
Grant written off to date	16,263	13,011
Grant written off in year	1,508	3,251
	<hr/> 17,771	<hr/> 16,262
Balance of grant at 31 March 1999	<hr/> <hr/> -	<hr/> <hr/> 1,509

6. RESTRICTED AND UNRESTRICTED GRANTS

Restricted Grants

The Centre receives a range of grants for specific (or restricted) purposes each year which the Directors/Committee ensure are expended only on those specific purposes. When it has not proved possible to complete those specific tasks within the financial year any unspent balance is carried forward.

Unrestricted Grants

On its formation the Centre appealed for funds for its main objective, namely the setting up and running of a family centre. Grants were received from a large number of different sources and a large proportion of such grants were invested in the premises and its fitting out. The Directors/Committee took the view that all such grants were for the main objective and so for the purposes of the Charities Act 1993 can be defined as unrestricted.

7. DEBTORS

	1999	1998
	£	£
Sundry debtors	715	1,704
Amounts owed by parents and WCC	806	967
Prepayments and accrued income	675	1,976
	<hr/> 2,196	<hr/> 4,647

SOHO FAMILY CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 1999

8. **CREDITORS: amounts falling due within one year**

	1999	1998
	£	£
Childminding fees in advance	157	351
Grant in advance	-	11,299
PAYE and NI	4,533	2,875
Accruals	3,160	3,724
	<u>7,850</u>	<u>18,249</u>

9. **BASIS OF ALLOCATION COSTS**

The Directors believe that the balance of unspent restricted funds at 31st March 1999 amounted to £2768, and thus sufficient direct charitable expenditure has been allocated against the rest of the restricted income to fully absorb it. The allocation to fundraising and publicity is estimated at 9% of all expenditure except the audit fee which is allocated to administration of the charity. See also Note 6.

10. **CHILDMINDERS' ACCOUNT**

In order to ensure that children can be adequately cared for, attempts are made to ensure that a panel of self-employed childminders is available. Due to the sometimes considerable delay in fees being paid to the childminders by the statutory authorities, the Centre operates a separate bank account to facilitate the receipt of fees from parents and statutory authorities and their onward transmission to the childminders.

	1999	1998
Income from parents	(85,106)	(77,066)
Payments to childminders	85,106	77,150
Transfer to Income & Expenditure account	<u>-</u>	<u>84</u>

SOHO FAMILY CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 1999

11. DIRECT CHARITABLE EXPENDITURE

	Unrestricted Funds	Restricted Funds	Total 1999	Total 1998
Wages and salaries (including NI)	70,305	49,866	120,171	104,548
Employer's N.I. contributions	6,924	4,911	11,835	10,085
Staff pension	5,059	3,588	8,647	8,965
Training	269	191	460	-
Recruitment expenses	92	65	157	533
Rates	313	222	534	(41)
Insurance	562	399	960	928
Light and heat	739	524	1,263	1,367
Repairs and maintenance	1,546	1,096	2,642	2,591
Cleaning	2,599	1,844	4,443	4,446
Creche	5,071	3,597	8,667	8,146
Childminding expenses	157	111	269	201
Childminding bad debts	-	-	-	76
Educational Outing	2,357	1,672	4,028	3,048
Coach Trips	1,525	1,082	2,607	2,876
Educational materials	1,101	781	1,882	712
Playgroup costs	248	176	424	359
NVQ expenses	255	181	436	270
AGM, Meetings & Festivals	820	582	1,402	1,308
Course tutors	1,055	748	1,803	-
Food & supplies	284	202	486	523
Brochure costs	1,062	753	1,815	3,777
Service charge payable	634	449	1,083	2,216
Office supplies	1,102	781	1,883	862
Telephone	1,206	855	2,061	1,979
Sundry expenses	676	480	1,156	945
Subscriptions	135	96	232	2,182
Travelling expenses	181	128	309	106
Fund raising costs	399	283	683	-
Depreciation on fixed assets	485	344	830	2,958
Depreciation on leasehold premium	3,873	2,747	6,621	6,621
w/down of WCC grant	(803)	(570)	(1,373)	(2,958)
Accountancy	479	340	819	865
	<u>110,710</u>	<u>78,524</u>	<u>189,235</u>	<u>170,494</u>

SOHO FAMILY CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 1999

12. FUNDRAISING AND PUBLICITY

	Unrestricted Funds	Restricted Funds	Total 1999	Total 1998
Wages and salaries (including NI)	11,885		11,885	10,340
Employer's N.I. contributions	1,171		1,171	997
Staff pension	855		855	887
Training	45		45	-
Recruitment expenses	15		15	53
Rates	53		53	(4)
Insurance	95		95	92
Light and heat	125		125	135
Repairs and maintenance	261		261	256
Cleaning	439		439	440
Creche	857		857	806
Childminding expenses	27		27	20
Childminding bad debts	-		-	8
Educational Outing	398		398	301
Coach Trips	258		258	284
Educational materials	186		186	70
Playgroup costs	42		42	36
NVQ expenses	43		43	27
AGM, Meetings & Festivals	139		139	129
Course tutors	178		178	-
Food & supplies	48		48	52
Brochure costs	179		179	374
Service charge payable	107		107	219
Office supplies	186		186	85
Telephone	204		204	196
Sundry expenses	114		114	93
Subscriptions	23		23	216
Travelling expenses	31		31	10
Fund raising costs	68		68	-
Depreciation on fixed assets	82		82	293
Depreciation on leasehold premium	655		655	655
w/down of WCC grant	(136)		(136)	(293)
Accountancy	81		81	86
	<u>18,714</u>		<u>18,714</u>	<u>16,863</u>

SOHO FAMILY CENTRE

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 1999

13. DONATIONS

Unrestricted

L. Howie-Pillar	1,000
St Anne's PCC	150
Sundry donations	962
St. Martin's Trust	1,400
Shankill Project	200
P.Drew	1,000
Worshipful Company of Curriers	700
S.L.Warne	1,000
Four Seasons Hotel	298
John Lewis	250
Hyde Park Estates	500
	<hr/>
	7,460

Restricted

David Tan	300
Bancroft	200
Joyking Restaurant	100
Four Seasons Hotel	2,362
Sundry donations	177
	<hr/>
	3,139

14. TAXATION

The company is a registered with the Charity Commissioners no. 288710. It is exempt from taxation under Section 505 of ICTA 1988.

15. ANALYSIS OF NET ASSETS BY FUND

	Capital	Restricted	Unrestricted	Designated	Total
Fixed assets	58,203				58,203
Current assets		2,881	32,721	-	35,602
Current liabilities			(7,850)		(7,850)
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	58,203	2,881	24,871	-	85,955