

**REPORT OF THE AUDITOR TO THE MEMBERS OF Soho Family Centre**  
A company limited by guarantee, not having a share capital.

I have audited the financial statements on pages 3 to 7 which have been prepared under the accounting policies set out on page 5.

**Respective responsibilities of the directors and the auditor**

As described on page 2 the company's directors are responsible for the preparation of these financial statements. It is my responsibility to form an independent opinion, based on my audit, on those statements and to report that opinion to you.

**Basis of opinion**

I have 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 directors 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 me with sufficient evidence to give reasonable assurance that 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 the company's affairs as at 31st March 1995 and of its deficit for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Guy Mayers  
Chartered Accountant and Registered auditor  
5/7 Vernon Yard  
Portobello Road  
London W11 2DX

*Guy Mayers*  
11 July 1995



## Soho Family Centre

### REPORT OF THE DIRECTORS

The directors present their report and financial statements for the year ended 31st March 1995.

#### PRINCIPAL ACTIVITY

The principal activity of the company continued unchanged as that of providing a service for Soho children.

#### BUSINESS REVIEW

The state of the company's affairs and trading results for the year are as shown by the attached financial statements.

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

#### FIXED ASSETS

The changes in fixed assets are shown in the notes to the financial statements.

#### DIRECTORS

The directors who served during the year were as follows :-

Patti Wright coopted - chair

Michael O'Connor

Cheryl Warsama nominated by the Forum

Mr. Nessa coopted to Board

Alison Hargreaves elected at AGM

Sacha Craddock elected at AGM

Georgia Hall elected at AGM

Tony Man

Joe Doherty

#### AUDITORS

A resolution for the re-appointment of Guy Mayers, Chartered Accountant as auditor of the company is to be proposed at the Annual General Meeting.

#### STATEMENT OF 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 at the year end and of the income and expenditure of the company for that period.

In preparing those financial statements the directors have chosen suitable accounting policies and have then applied them consistently making judgments and estimates that are reasonable and prudent.

Applicable accounting standards have been followed.

The directors are also required to indicate where the financial statements are prepared other than on the basis that the company will continue in business.

The directors are responsible for keeping 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.

BY ORDER OF THE BOARD


*Diane M. Ryken*  
Company Director

# Soho Family Centre

## BALANCE SHEET AS AT 31ST MARCH 1995

<u>Note</u>	<u>£</u>	<u>£</u>	<u>1995</u>	<u>£</u>	<u>1994</u>
<b>FIXED ASSETS</b>					
4. Leasehold premises & equipment			95,252		98,076
<b>CURRENT ASSETS</b>					
2. Debtors	7,312			8,930	
Cash at bank in hand	63,075			65,643	
			<u>70,387</u>		<u>74,573</u>
<b>CREDITORS</b>					
3. Amounts falling due within one year			(26,284)		(17,421)
<b>NET CURRENT ASSETS</b>			<u>44,103</u>		<u>57,152</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u>£139,355</u>		<u>£155,228</u>
Financed by:					
<b>CAPITAL AND RESERVES</b>					
Accumulated fund	138,388			154,096	
Deficit for the year	(11,847)			(15,707)	
			<u>126,541</u>		<u>138,389</u>
6. Capital grant			7,614		1,639
Reserve for Internal decorations			-		10,000
"    " Maternity benefit			5,200		5,200
			<u>£139,355</u>		<u>£155,228</u>

The financial statements were approved by the board on July 1995.

Patti Wright 

Joe Doherty

Directors



The notes on pages 5 to 7 form part of these financial statements.

**Soho Family Centre  
Income and Expenditure Account  
For the year ended 31st March 1995**

	<u>Notes</u>	<u>£</u>	<u>1995</u> <u>£</u>	<u>£</u>	<u>1994</u> <u>£</u>
<b>INCOME</b>					
City of Westminster					
Grants and matching			114,486		106,500
Tfr to capital			(9,358)		-
Donations & charitable grants	5.		25,978		22,205
Playgroup and creche			1,315		942
Reimbursements			2,500		2,408
Interest received			2,408		3,134
Surplus from Childminders a/c	7.		1,949		-
			<u>139,278</u>		<u>135,189</u>
<b>LESS EXPENSES INCURRED</b>					
Service charges and water rates		3,763		3,609	
Insurances		1,095		911	
Light & heat		2,757		2,004	
Repairs & maintenance		10,465		3,575	
Salaries, secretarial & bookkeeping		90,617		88,362	
Staff pension scheme		5,865		4,253	
Creche		10,885		10,338	
Cleaning		1,223		2,768	
Childminding expenses		2,247		2,695	
Recruitment, training & conferences		3,150		601	
Educational outings - entrance fees etc		3,580		1,742	
Coach trips for educational outings		3,082		5,689	
Educational materials & equipment		1,850		1,658	
Playgroup		449		577	
Food and supplies		508		460	
Auditors' remuneration		1,782		1,073	
Subscriptions & other fees		2,324		3,962	
Telephone		2,092		2,763	
Office supplies		1,323		1,840	
NVQ expenses		1,070		-	
AGM, meetings & festivals		1,038		1,552	
Sundry expenses and provisions		1,161		1,289	
Depreciation:					
Leasehold improvements	4.	7,275		7,275	
Fixtures & equipment	5.	4,906		2,943	
Write down of Westminster grant	6.	(3,382)		(1,043)	
			<u>161,125</u>	<u>150,896</u>	
<b>(DEFICIT) for the year</b>			<b>(21,847)</b>	<b>(15,707)</b>	
Transfer from internal decorations reserve			10,000	-	
<b>NET DEFICIT transferred to Balance Sheet</b>			<b>£(11,847)</b>	<b>£(15,707)</b>	

There were no gains or losses other than those included in the deficit for the year.

# Soho Family Centre

## NOTES TO THE FINANCIAL STATEMENTS

For the year ending 31st March 1995

### 1. ACCOUNTING POLICIES

The following are the more important accounting policies adopted by the company :-

#### a) Accounting convention

The financial statements have been prepared under the historical cost convention.

#### b) Depreciation

Leasehold premises are depreciated on the straight line method by annual instalments over the 20 year period of the lease from March 1987.

Fixtures and equipment are depreciated over four years on the straight line method.

#### c) 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.

### 2. DEBTORS

	<u>1995</u> £	<u>1994</u> £
Amounts falling due within one year		
Westminster grant	-	-
Sundry debtors	257	176
Prepayments	824	3,288
Amounts owed by parents & WCC	6,231	5,466
	<u>£ 7,312</u>	<u>£ 8,930</u>

### 3. CREDITORS

Amounts falling due within one year		
Accruals	9,904	12,363
Grant in advance	13,455	3,750
PAYE & NI	2,075	-
Childminding fees in advance	850	1,308
	<u>£ 26,284</u>	<u>£ 17,421</u>

# Soho Family Centre

## NOTES TO THE FINANCIAL STATEMENTS

For the year ending 31st March 1995

### 4. FIXED ASSETS

COST	<u>Leasehold premises</u>	<u>Fixtures &amp; equipment</u>	<u>Total</u>
Balance at 1st April 1994	145,508	32,076	177,584
Additions during the year	-	9,358	9,358
	<hr/>	<hr/>	<hr/>
Balance at 31st March 1995	145,508	41,434	186,942
 <b>DEPRECIATION</b>			
Balance at 1st April 1994	50,928	28,581	79,509
Charge for the year	7,275	4,906	12,181
	<hr/>	<hr/>	<hr/>
Balance at 31st March 1995	58,203	33,487	91,690
 <b>NET BOOK VALUE</b>			
31st March 1995	87,305	7,947	95,252
31st March 1994	94,581	3,495	98,076

### 5. DONATIONS & CHARITABLE GRANTS

City Parochial Foundation	1,885	1,885
Children in Need	-	5,475
Tudor Trust	-	5,000
John Lyons Charity	4,167	-
Alchemy Foundation	2,000	-
Wates Foundation	2,000	-
Fundraising events (Parents' Forum)	1,774	2,984
Donation	9,313	4,361
Westminster Amalgamated Charities	3,000	2,500
Help a London Child	1,335	-
Shelton Educational Trust	504	-
	<hr/>	<hr/>
	£ 25,978	£ 22,205
	<hr/>	<hr/>

### 6. CAPITAL GRANT

Westminster Grant for equipment	14,124	4,767
Grant written off before this year	3,128	2,085
Taken to income over estimated life of equipment	3,382	1,043
	<hr/>	<hr/>
	£ 7,614	£ 1,639
	<hr/>	<hr/>

# Soho Family Centre

## NOTES TO THE FINANCIAL STATEMENTS

For the year ending 31st March 1995

### 7. CHILDMINDERS' A/C

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

Balance at bank at start of year	1	1
Income from parents & statutory authorities	65,950	67,663
Payments to childminders	(63,948)	(69,146)
Bank charges	(54)	(39)
	<u>          </u>	<u>          </u>
Transfer to Income & Expenditure a/c	£ 1,949	£ (1,521)
	<u>          </u>	<u>          </u>

### 8. PROVISION FOR INTERNAL DECORATIONS

Internal decorations will be undertaken when necessary. In order that fluctuations between one year and another can be minimised a provision has been set up based on a six year redecoration cycle.

Provision brought forward	10,000	10,000
Tfr from internal decorations reserve	(10,000)	-
	<u>          </u>	<u>          </u>
	£ -	£ 10,000
	<u>          </u>	<u>          </u>

### 9. PENSIONS

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 as 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.