


AMENDING.

SHANTONA WOMENS CENTRE LTD  
(A COMPANY LIMITED BY GUARANTEE)

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31st MARCH 2002

CHARITY NO. 1075752  
COMPANY NO. 3496978



A48	*AUSRTOLP*	0247
COMPANIES HOUSE		23/09/03
A43	*AH76HD91*	0174
COMPANIES HOUSE		11/09/03
A04		0466
COMPANIES HOUSE		22/08/03

YORKSHIRE AUDIT BUREAU LIMITED  
CHARTERED ACCOUNTANTS AND  
REGISTERED AUDITORS  
LEEDS

**SHANTONA WOMENS CENTRE LTD**  
**FOR THE YEAR ENDED 31st MARCH 2002**

**CONTENTS**

Legal & administrative information	1
Report of the Management Committee	2
Report of the auditor	3
Financial Statements	4-6
Notes forming part of the financial statements	7-10
Detailed schedule of expenses	11-12

**SHANTONA WOMENS CENTRE LTD  
FOR THE YEAR ENDED 31st MARCH 2002**

**STATUS**

The organisation is a charitable company limited by guarantee, incorporated on 22nd January 1998 and registered as a charity on 28th May 1999.

**DIRECTORS/MANAGEMENT COMMITTEE MEMBERS**

Ann Marie Spry  
Athikun Nessa  
Azizun Nessa  
Beryl Juma  
Gulshana Begum  
Michelle Elizebeth Anderson  
Momtaz Ali Shafi  
Shamsia Miah  
Sujina Begum  
Syeda Azmina Ali  
Syeda Rejuana Ali

**SECRETARY**

Gulshana Begum

**CHAIR-PERSON**

Momtaz Shafi

**REGISTERED OFFICE**

C/O Bangladeshi Centre  
Roundhay Road  
Leeds  
LS8 5AN

**AUDITORS**

Yorkshire Audit Bureau Limited  
Roundhay Chambers  
199 Roundhay Road  
Leeds  
LS8 5AN

**BANKERS**

Yorkshire Bank Plc  
Harehills Lane  
329 Harehills Lane  
Leeds  
LS9 4AX

**SHANTONA WOMENS CENTRE LTD  
MANAGEMENT COMMITTEE REPORT  
FOR THE YEAR ENDED 31st MARCH 2002**

The management committee presents its report and the audited financial statements for the year ended 31st March 2002.

**PRINCIPAL ACTIVITIES**

The principal activities of the company are the provision of space and support for Bangladeshi women, *within which Shantona will build the confidence of those women to enable them to access training, take control of their situation and play a fuller role in the life of the wider community.*

**MANAGEMENT COMMITTEE 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 and of the surplus or deficit of the company for that period.

In preparing those financial statements, the directors are required to:

- \* *Select suitable accounting policies and apply them with consistency.*
- \* *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 keeping proper accounting records which disclose with reasonable accuracy at any time the financial positions 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 prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities and in accordance with the special provisions of part VII of the Companies Act 1985 relating to small companies was approved by the board on 20th August 2003 and signed on its behalf.



**GULSHANA BEGUM  
SECRETARY**

**REPORT OF THE AUDITORS TO THE MEMBERS  
OF SHANTONA WOMENS CENTRE LIMITED  
FOR THE YEAR ENDED 31st MARCH 2002**

We have audited the financial statements on page 4 to 5, which have been prepared under the historical cost convention and the accounting policies set out on page 6.

**Respective responsibilities of Management Committee and auditors**

As described on page 1 the members of the Management Committee, Who are directors for the purpose of company law and trustees for the purpose of charity law, 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**

We conducted our 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 estimates and judgements made by the Management Committee 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.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us 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 our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

**Opinion**

In our opinion the financial statements give a true and fair view of the charitable company's state of affairs as at 31st March 2002 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



**YORKSHIRE AUDIT BUREAU LIMITED  
CHARTERED ACCOUNTANTS AND  
REGISTERED AUDITORS  
199 ROUNDHAY ROAD  
LEEDS  
LS8 5AN**

20-Aug-03

**SHANTONA WOMENS CENTRE LTD**  
**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)**  
**FOR THE YEAR ENDED 31st MARCH 2002**

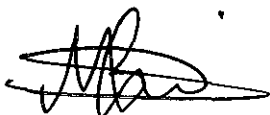
		<u>2002</u>	<u>2001</u>
<b>INCOME</b>	<u>Notes</u>	169,590	108,430
Administrative Expenses		<u>(145,350)</u>	<u>(99,614)</u>
<b>OPERATING SURPLUS FOR THE YEAR</b>		24,240	8,816
Bank Interest Received		110	171
<b>PROFIT FOR THE YEAR</b>	<b>5</b>	<u><u>24,350</u></u>	<u><u>8,987</u></u>
 <b>STATEMENT OF TOTAL RECOGNISED GAINS AND LOSSES</b>			
For the year ended 31 March 2002			
Profit for the year		<u><u>24,350</u></u>	<u><u>8,987</u></u>

**SHANTONA WOMENS CENTRE LTD**  
**BALANCE SHEET**  
**AS AT 31ST MARCH 2002**

	<u>Notes</u>	2002	2001
<b>FIXED ASSETS</b>			
Tangible assets	7	8,808	5,286
<b>CURRENT ASSETS</b>			
Cash & bank		42,277	24,125
Debtors	8	-	6,301
		<u>42,277</u>	<u>30,426</u>
<b>CREDITORS: amount falling due within one year</b>	9	823	9,801
<b>NET CURRENT ASSETS</b>		<u>41,454</u>	<u>20,625</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>50,261</u>	<u>25,911</u>
		<u>50,261</u>	<u>25,911</u>
<b>SURPLUS FUNDS</b>			
Restricted	10	38,910	23,599
Unrestricted		11,351	2,312
		<u>50,261</u>	<u>25,911</u>

These accounts are prepared in accordance with the special provision of Part VII of the Companies Act 1985 relating to small entities.

Approved by the management committee on 20th August 2003.



**MOMTAZ ALI SHAFI**



**SYEDA REJUANA ALI**

**SHANTONA WOMENS CENTRE LTD**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31st MARCH 2002**

			<u>2002</u>	<u>2001</u>
	<u>Notes</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
		<u>Fund</u>	<u>Fund</u>	<u>Funds</u>
<b>INCOME RESOURCES</b>				
GRANT INCOME	2		142,970	142,970
IN KIND FUNDING			21,850	21,850
SUNDRY INCOME	3	6,006		6,006
INTEREST RECEIVED		110		110
		6,116	164,820	170,936
<b>RESOURCES EXPANDED</b>				
Direct charitable expenses				
Salaries	4		89,948	89,948
Courses			-	-
Homework Club			-	-
Trips			1,696	1,696
Community Projects			4,157	4,157
Creche			533	533
Playscheme			1,624	1,624
Welfare Milk			166	166
Sky TV			54	54
In Kind Tutoring Costs	4		10,770	10,770
		-	108,948	108,948
Fundraising and publicity				
Advertising			12,323	12,323
		-	12,323	12,323
Administration of the charity				
Travel and subsistence			545	545
Salaries and office costs			19,073	19,073
Insurance			-	-
Postage and stationery			2,560	2,560
Sundries			215	215
Management Fees			2,099	2,099
Audit and accountancy			823	823
Depreciation			-	-
		-	25,315	25,315
		-	146,586	146,586
<b>NET INCOMING RESOURCES</b>		6,116	18,234	24,350
<b>TOTAL FUNDS BROUGHT FORWARD</b>		5,235	20,676	25,911
<b>TOTAL FUNDS CARRIED FORWARD</b>		11,351	38,910	50,261



**SHANTONA WOMENS CENTRE LTD**  
**NOTES ON THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31st MARCH 2002**

**1. ACCOUNTING POLICIES**

The financial statements have been prepared under the historical cost convention, as modified by the inclusion of fixed asset investments at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2000), the Companies Act 1985 and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice issued in October 2000.

Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities in the year in which they are receivable.

Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable.

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

Depreciation is calculated to write off the cost of tangible fixed assets over their useful lives at the following annual rate on a straight line basis.

Fixture, fittings and equipment	15%
Toy library	15%
Computers	33%

The depreciation charge is amortised against grants received.

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general fund.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets those criteria is charged to fund, together with fair allocation of management and support costs.

**SHANTONA WOMENS CENTRE LTD**  
**NOTES ON THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31st MARCH 2002**

**2. GRANT**

	<b>2002</b>		<b>2001</b>
	<u><b>Restricted Fund</b></u>	<u><b>Unrestricted Fund</b></u>	<u><b>Total Funds</b></u>
Community Fund	61,158		61,158
SRB	34,800		34,800
HAZ Development worker	17,270		17,270
Training (in kind)	-		-
Community Benefits & Rights(in kind)	-		-
CB&R- International womens day	-		-
CB&R- Playscheme	1,432		1,432
Children in need	10,000		10,000
Welfare milk	-		-
Breeze Project	-		-
Majader Khabbar	-		-
Social Sirvices Account	9,000		9,000
Lloyds TSB	1,809		1,809
Community Foundation	6,001		6,001
Thomas Wade & Others	1,500		1,500
	<b>142,970</b>	<b>-</b>	<b>142,970</b>

	<b>2002</b>		<b>2001</b>
	<u><b>Restricted Fund</b></u>	<u><b>Unrestricted Fund</b></u>	<u><b>Total Funds</b></u>
			613
Mental Health		3,000	3,000
Wright Angle Marketing		1,770	1,770
<b>Total for 2&amp;3</b>	<b>142,970</b>	<b>4,770</b>	<b>147,740</b>

	<b>2002</b>		<b>2001</b>
	<u><b>Restricted Fund</b></u>	<u><b>Unrestricted Fund</b></u>	<u><b>Total Funds</b></u>
<b>4. STAFF COSTS</b>			
Wages and salaries	85,087	10,770	95,857
Employers NIC	4,861		4,861
	<b>89,948</b>	<b>10,770</b>	<b>100,718</b>

No employee received emoluments of more than £50,000.

The average number of employees during the year, calculated on the basis of full time equivalents, was as follows;

	<b>2002</b>	<b>2001</b>
	<b>No</b>	<b>No</b>
Co-ordinator	1	1
Creche	2	2
Administartion	2	2
Homework Club	3	3
Health Care	1	1
	<b>9</b>	<b>9</b>

**5. SURPLUS/(DEFICIT) ON ORDINARY ACTIVITIES**

	<b>2002</b>	<b>2001</b>
Is stated after charging:		
Depreciation	2,453	3,219
Auditors remuneration	823	793

**SHANTONA WOMENS CENTRE LTD**  
**NOTES ON THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31st MARCH 2002**

**6. TAX STATUS**

The charitable company is exempt from corporation tax on its charitable activities.

**7. TANGIBLE FIXED ASSETS**

	Fixture, Fitting and Equipment	Toy Library	Computer	TOTAL
<b>COST</b>				
1st April 2001	4,937	624	2,944	8,505
Additions	2,641	504	2,829	5,974
31st March 2002	<u>7,578</u>	<u>1,128</u>	<u>5,773</u>	<u>14,479</u>
<b>DEPRECIATION</b>				
1st April 2001	1,409	280	1,530	3,219
Charge for the year	925	127	1,400	2,453
31st March 2002	<u>2,334</u>	<u>407</u>	<u>2,930</u>	<u>5,672</u>
<b>NET BOOK VALUE</b>				
31st March 2002	<u>5,244</u>	<u>721</u>	<u>2,843</u>	<u>8,808</u>
31st March 2001	<u>3,528</u>	<u>344</u>	<u>1,414</u>	<u>5,286</u>

**8. DEBTORS**

	2002	2001
Prepayments	-	6,301
	<u>-</u>	<u>6,301</u>

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

Deferred Income	-	9,075
Accruals	823	726
	<u>823</u>	<u>9,801</u>

There are no creditors due after more than one year.

10. RESTRICTED FUNDS	As at 1st April 2001	Incomming resources	Resources expended	As at 31st March 2002
Community Fund	-	61,158	54,373	6,785
SRB	-	34,800	34,800	-
CP&R- Playscheme	-	1,432	1,432	-
Children in need	8,375	10,000	13,324	5,051
Community Foundation	-	6,001	619	5,382
Lloyds TSB	-	1,809	1,696	113
Social Services Account	-	9,000	3,005	5,995
Welfare milk	113	-	-	113
Community Chest	1,619	-	1,220	399
Headingley Orphanage	360	-	-	360
Health Action Zone	9,450	17,270	13,394	13,326
Catalyst	639	-	614	25
Thomas Wade & Others	-	1,500	258	1,242
Social Services (Mental Health )	-	3,000	3,000	-
Wright Angle Marketing	-	1,770	1,770	-
Majader Khabbar	120	-	-	120
	<u>20,676</u>	<u>147,740</u>	<u>129,506</u>	<u>38,910</u>

Note: Adjustments have been made to restricted funds B/F to assert accuracy. The differences transferred to un restricted fund.

**SHANTONA WOMENS CENTRE LTD**  
**NOTES ON THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31st MARCH 2002**

**11. ANALYSIS OF NET ASSETS BETWEEN THE FUNDS**

	<b>Tangible assets £</b>	<b>Net current assets £</b>	<b>Total £</b>
<b>RESTRICTED FUNDS</b>			
Community Fund	6,253	532	6,785
Children in need		5,051	5,051
<i>Community Foundation</i>	2,555	2,827	5,382
Lloyds TSB		113	113
Social Services Account		5,995	5,995
Welfare milk		113	113
Community Chest		399	399
Headingley Orphanage		360	360
Health Action Zone		13,326	13,326
Catalyst		25	25
Thomas Wade & Others		1,242	1,242
Majader Khabbar		120	120
	<u>8,808</u>	<u>30,102</u>	<u>38,910</u>
Unrestricted Fund		11,351	11,351
	<u><b>8,808</b></u>	<u><b>41,453</b></u>	<u><b>50,261</b></u>

**SHANTONA WOMENS CENTRE LTD  
INCOME & EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31st MARCH 2002**

	<u>2002</u>	<u>2001</u>
<b>INCOME</b>		
GRANT INCOME	142,970	75,181
IN KIND FUNDING	21,850	32,636
SUNDRY INCOME	4,770	613
	<u>169,590</u>	<u>108,430</u>
<b>EXPENDITURE</b>		
IN KIND TUTOR COSTS	10,770	10,976
PAYROLL COSTS	89,948	73,061
ESTABLISHMENT COSTS	18,146	5,934
ADMINISTRATION COSTS	4,301	4,453
PROFESSIONAL AND FINANCIAL COSTS	1,087	793
OTHER COSTS	<u>21,098</u>	<u>4,397</u>
	<u>145,350</u>	<u>99,614</u>
<b>OPERATING BPROFIT FOR THE YEAR</b>	<u>24,240</u>	<u>8,816</u>
Bank Interest Received	<u>110</u>	<u>171</u>
<b>PROFIT FOR THE YEAR</b>	<u><u>24,350</u></u>	<u><u>8,987</u></u>

**Note:** The difference of £4396 in the 2001 comparative figures in respect of income resources shown on page 6 and income on page 10 relates to £4225 Fixed Asset Grant and £171 Investment Income, both of which are shown elsewhere in the accounts.

**SHANTONA WOMENS CENTRE LTD**  
**SCHEDULE OF EXPENDITURE**  
**FOR THE YEAR ENDED 31st MARCH 2002**

	2002	2001
<b>PAYROLL COSTS</b>		
Gross Salaries	85,087	55,036
Employer's NI	4,861	2,835
Funding in kind salaries	-	15,190
	<u>89,948</u>	<u>73,061</u>
<b>ESTABLISHMENT COSTS</b>		
Depreciation	2,453	1,807
Amortisation of grants	(2,453)	(1,807)
Rent	14,000	4,160
Repairs	171	1,748
Utilities	2,539	-
Cleaning	240	26
Telephone	1,196	-
	<u>18,146</u>	<u>5,934</u>
<b>ADMINISTRATION COSTS</b>		
Insurance	-	53
Postage & Stationary	2,560	1,117
Sundries	215	63
Management Fees	1,836	2,310
Recruitment costs	70	122
Payroll administration	857	788
	<u>5,537</u>	<u>4,453</u>
<b>PROFESSIONAL AND FINANCIAL COSTS</b>		
Audit & accountancy	823	793
Legal & Professional	264	-
	<u>1,087</u>	<u>793</u>
<b>OTHER COSTS</b>		
Travel expenses	545	165
Homework Club	-	14
Promotional Activities	12,323	-
Creche	533	98
Courses	-	1,877
Playscheme	1,624	901
International Womans Day	-	250
Sky TV	54	140
Community Projects	2,170	-
Welfare Milk	166	85
Food and refreshments	1,987	279
Trips	1,696	516
Translator costs	-	72
	<u>21,098</u>	<u>4,397</u>
<b>TOTAL EXPENSES</b>	<u><b>135,816</b></u>	<u><b>88,638</b></u>