

3. 12. 01

**Report of the Directors and  
Financial Statements  
for the Year Ended 31 March 2001  
for  
Woking Museum and Arts & Crafts Centre  
(a company limited by guarantee)**



A42  
COMPANIES HOUSE

\*AS1U23ML\*

0777  
29/08/01

**Woking Museum and Arts & Crafts Centre**  
**(a company limited by guarantee)**

**Contents of the Financial Statements**  
**for the Year Ended 31 March 2001**

	<b>Page</b>
<b>Company Information</b>	<b>1</b>
<b>Report of the Directors</b>	<b>2</b>
<b>Income and Expenditure Account</b>	<b>3</b>
<b>Balance Sheet</b>	<b>4</b>
<b>Notes to the Financial Statements</b>	<b>5</b>

**Woking Museum and Arts & Crafts Centre  
(a company limited by guarantee)**

**Company Information  
for the Year Ended 31 March 2001**

**DIRECTORS:**

M Bowman  
G Brown  
R A Culshaw  
J C Jacks  
J Lea  
R Mahoon  
A J Montan  
P M Page  
M J Scott  
R K Smith  
G M Washington  
C M Paice  
M I Raja  
R P J Sanderson

**SECRETARY:**

J Lea

**REGISTERED OFFICE:**

The Galleries  
Chobham Road  
Woking  
Surrey  
GU21 1JF

**REGISTERED NUMBER:**

3598733 (England and Wales)

**ACCOUNTANTS:**

Barnbrook Sinclair  
Chartered Accountants  
1 High Street  
Knaphill Woking Surrey

**REGISTERED CHARITY:**

1073543 (England)

**Woking Museum and Arts & Crafts Centre**  
**(a company limited by guarantee)**

**Report of the Directors**  
**for the Year Ended 31 March 2001**

The directors present their report with the financial statements of the company for the year ended 31 March 2001.

**PRINCIPAL ACTIVITY**

The principal activity of the company in the year under review was that of the development of a new museum and arts centre for the borough of Woking.

**DIRECTORS**

The directors during the year under review were:

M Bowman	
G Brown	
R A Culshaw	
J C Jacks	
J Lea	
J P Mackintosh	- resigned 15/6/2000
R Mahoon	
S J Mitchell	- resigned 15/6/2000
A J Montan	
P M Page	
M J Scott	
R K Smith	
G M Washington	
C M Paice	- appointed 17/6/2000
M I Raja	- appointed 17/6/2000
R P J Sanderson	- appointed 17/6/2000

The Woking Museum and Arts & Crafts Centre is a company limited by guarantee and has no share capital, as such, there are no directors' interests to disclose.

**REGISTERED CHARITY**

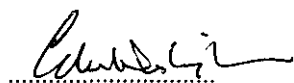
The company does not trade for profit and is a registered charity (no.1073543).

**EXEMPTION FROM USING THE WORD LIMITED**

The company has claimed exemption from using the word 'limited'.

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

**ON BEHALF OF THE BOARD:**



G M Washington - DIRECTOR

Dated:

**Woking Museum and Arts & Crafts Centre**  
(a company limited by guarantee)

**Statement of Financial Activities**  
(Incorporating the Income and Expenditure Account)  
for the Year Ended 31 March 2001

	Development fund 31/3/01		General fund 31/3/01		Total 31/3/01		Total 31/3/00	
	£	£	£	£	£	£	£	£
<b>Incoming resources:</b>								
Woking Borough Council grant	9,635		61,500		71,135		65,313	
Other grants	-		824		824		7,246	
Gifts and donations	2,000		225		2,225		2,238	
Subscriptions from members	-		588		588		595	
Earned income	-		231		231		1,441	
Interest receivable	-		773		773		882	
		11,635		64,141		75,776		77,715
<b>Resources expended:</b>								
Wages	6,415		41,052		47,467		51,201	
Staff/volunteers expenses	-		634		634		344	
Books and publications	-		159		159		414	
Building maintenance	-		323		323		185	
Computer software	-		-		-		165	
Collection costs	-		1,488		1,488		2,037	
Education, exhibitions and events	-		-		-		-	
Insurance	-		571		571		504	
Telephone and fax	-		1,251		1,251		1,427	
Printing, post and stationery	-		2,972		2,972		1,825	
Licence fee	-		180		180		45	
Marketing	-		775		775		2,249	
Recruitment costs	-		2,066		2,066		1,717	
Entertainment	-		142		142		28	
Refuse collection	-		52		52		61	
Hire of equipment	-		888		888		888	
Repairs & renewals	-		104		104		78	
Training costs	-		508		508		543	
Fundraising costs	-		161		161		-	
Subscriptions	-		949		949		835	
Accountancy	-		934		934		353	
Legal and professional fees	1,829		2,370		4,199		722	
Bank charges	-		107		107		8	
Office equipment	-		894		894		1,019	
Design fees	9,365		-		9,365		7,626	
		17,609		60,371		77,980		81,729
<b>SURPLUS / (DEFICIT)</b>								
<b>FOR THE YEAR</b>	-	5,974		3,770		-	2,204	-
<b>BALANCE BROUGHT FWD</b>								
<b>AT 1 APRIL 2000</b>		20,366		14,920		35,286		-
<b>TRANSFERRED FROM SOCIETY</b>		-		-		-		39,300
<b>FUNDS AT 31 MARCH 2001</b>		14,392		18,690		33,082		35,286

**Woking Museum and Arts & Crafts Centre**  
(a company limited by guarantee)

**Balance Sheet**  
**31 March 2001**

		31/3/01		31/3/00	
	Notes	£	£	£	£
<b>FIXED ASSETS:</b>					
Tangible assets	4		1,560		2,454
<b>CURRENT ASSETS:</b>					
Debtors	5	23,667		11,044	
Cash at bank and in hand		<u>10,985</u>		<u>26,998</u>	
		34,652		38,042	
<b>CREDITORS:</b> Amounts falling due within one year	6	<u>3,130</u>		<u>5,210</u>	
<b>NET CURRENT ASSETS:</b>			<u>31,522</u>		<u>32,832</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES:</b>			<u>£33,082</u>		<u>£35,286</u>
<b>RESERVES:</b>					
Development Fund (Restricted)	7		14,392		20,366
General Fund			<u>18,690</u>		<u>14,920</u>
			<u>£33,082</u>		<u>£35,286</u>

The company is entitled to exemption from audit under Section 249A(1) of the Companies Act 1985 for the year ended 31 March 2001.

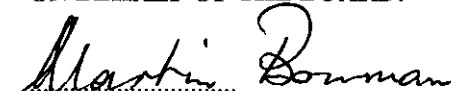
The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2001 in accordance with Section 249B(2) of the Companies Act 1985.

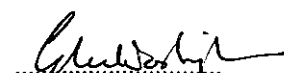
The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Section 226 and which otherwise comply with the requirements of the Companies Act 1985 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective March 2000).

**ON BEHALF OF THE BOARD:**

  
M Bowman - DIRECTOR

  
G M Washington - DIRECTOR

Approved by the Board on .....

The notes form part of these financial statements

**Woking Museum and Arts & Crafts Centre  
(a company limited by guarantee)**

**Notes to the Financial Statements  
for the Year Ended 31 March 2001**

**1. ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2000).

**Turnover**

The company's turnover comprises grants, donations and subscriptions received. The company is not registered for VAT.

**Tangible fixed assets**

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

Office equipment            - 25% on cost

**2. OPERATING PROFIT/(LOSS)**

The operating profit (2000 - operating loss) is stated after charging:

	31/3/01	31/3/00
	£	£
Depreciation - owned assets	<u>894</u>	<u>1,019</u>
Directors' emoluments and other benefits etc	<u>-</u>	<u>-</u>

**3. TAXATION**

The company is a registered charity and does not trade for profit. It is not liable to UK corporation tax on its activities.

**4. TANGIBLE FIXED ASSETS**

	<u>Office equipment</u>
	£
<b>COST:</b>	
At 1 April 2000 and 31 March 2001	<u>3,473</u>
<b>DEPRECIATION:</b>	
At 1 April 2000	1,019
Charge for year	<u>894</u>
At 31 March 2001	<u>1,913</u>
<b>NET BOOK VALUE:</b>	
At 31 March 2001	<u>1,560</u>
At 31 March 2000	<u>2,454</u>

**Woking Museum and Arts & Crafts Centre**  
(a company limited by guarantee)

**Notes to the Financial Statements**  
**for the Year Ended 31 March 2001**

**5. DEBTORS: AMOUNTS FALLING  
DUE WITHIN ONE YEAR**

	31/3/01 £	31/3/00 £
Trade debtors	<u>23,667</u>	<u>11,044</u>

**6. CREDITORS: AMOUNTS FALLING  
DUE WITHIN ONE YEAR**

	31/3/01 £	31/3/00 £
Trade creditors	3,130	3,963
Other creditors and accruals	<u>-</u>	<u>1,247</u>
	<u>3,130</u>	<u>5,210</u>

**7. GENERAL FUND**

General funds are available for use at the discretion of the directors in the furtherance of the general objectives of the charity.

**8. DEVELOPMENT FUND**

The company operates a development fund made up of money which has been donated to the company for the purpose of capital development, as opposed to day to day running expenses.

**9. TRANSACTIONS WITH DIRECTORS**

Ms M Scott, a director of the company, provided professional consultancy services to the company during the year, to the value of £2,270, on normal commercial terms. At 31 March 2001 the amount owing to Ms Scott was £1,570.

**10. COMPANY LIMITED BY GUARANTEE**

The company is a private company limited by guarantee and does not have any share capital.