

Company number 03431322  
Registered charity number 1075356

## **Wolverhampton Friendship Centre O50**

### **Financial Statements for the year ended 30<sup>th</sup> September 2009**

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Company no 03431322 ( England ) Limited by guarantee  
Charity no 1075356

**Wolverhampton Friendship Centre 050**

**Accounts for the year ended 30 September 2009**

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**Wolverhampton Friendship Centre 050**  
**Year ended 30th September 2009**

**Company Information**

<b><u>Status</u></b>	Company limited by guarantee Registered charity	No 03431322 ( England ) No 1075356
<b><u>Directors</u></b>	Terence Hollinshead Josie Hyde Michael Gravestock Myra Florence Adamson Les Baker Doreen Brotherton Irene Clewlow Doris Gravestock Susan Green Ann Harris Con Loveday Joan Russell Janet Wright Jean Wnght	Chair appointed 11 11 2008 Vice Chair Treasurer  co-opted 03 12.2008   appointed 11 11 2008  co-opted 05 08 2009   co-opted 03 12 2008
	Les Baker Kathleen Russo	died - 02 2009 resigned 09 04 2009
<b><u>Company Secretary</u></b>	Irene Clewlow	
<b><u>Registered office</u></b>	76 Clewley Drive Pendeford Wolverhampton WV9 5LA	
<b><u>Bankers</u></b>	Lloyds TSB Queens Square Wolverhampton WV1 1TF	
<b><u>Independent Examiner</u></b>	Nigel Tinsley 82a Wrottesley Road Tettenhall Wolverhampton WV6 8SH	

## **Wolverhampton Friendship Centre 050**

### **Report of the Directors for the year ending 30<sup>th</sup> September 2009**

The Directors, whom are also the Trustees of the charity, are pleased to present their Annual Report with the accounts for the year ended 30<sup>th</sup> September 2009

The accounts have been prepared in accordance with the Companies Act 1985 and the Statement of Recommended Practice – Accounting and Reporting by Charities issued by the Charity Commissioners for England and Wales in 2005

#### **Objectives and Activities**

The objectives of the charity are, in short, to promote the provision of social welfare, recreation and other leisure time activities for persons over the age of 50 within the area of benefit.

In pursuit of these objectives the WFC 050 currently organizes 21 regular activities which take place on a weekly, fortnightly or monthly basis, some seasonal and some throughout the year. In addition to these activities the charity organizes a number of day trips, holidays, theatre trips, variety entertainment evenings and social events including our Birthday and Christmas parties

#### **Structure, Government and Management.**

The Wolverhampton Friendship Centre 050 is a charity constituted as a company limited by guarantee. Our organisation and principle activities are, therefore, governed by our Memorandum and Articles of Association

The business of the charity is managed by the Board of Directors which meets monthly. Directors are recruited, with difficulty, from within the WFC 050 membership by nomination, invitation or as volunteers

At an Extraordinary General Meeting held prior to the Annual General Meeting in November 2008, three resolutions were carried

- a) A resolution to amend our Articles of Association by reducing the minimum number of Directors from 8 to 6, thus reflecting the recruitment difficulties
- b) A resolution, reflecting the significant increase in new membership of the WFC 050 and the reluctance amongst members to attend meetings, requiring the Articles of Association to be amended to reduce the quorum for the AGM from 15% to 10%
- c) A resolution amending the Articles of Association to incorporate Proxy Voting procedures

After the AGM the Board consisted of twelve Directors. This number was increased in January following the co-option of two 'volunteer' Directors. Unfortunately by May the number had been reduced back to twelve following the death of one of the 'volunteers' and the resignation of another Director for personal reasons

In August the Board co-opted another 'volunteer' Director who will be standing for election at the November 2009 AGM

The day-to-day running is carried out by Activities Organisers who are responsible to the Board of Directors. Some Directors are, in fact, also Activities Organisers. The Board of Directors, in conjunction with the Organisers, have drawn up procedures for the setting up and running of the various activities and regularly monitor and review them. There are three sub-committees who report to the Board enabling Directors to ensure that the procedures are being implemented

a) The Activities Sub-Committee comprising the organisers of a wide range of regular activities from Art classes to Yoga, from Pub Lunches to Ten Pin and Crown Green Bowling and from Rambles to Cards

b) The Friendship Singers Sub-Committee which organises choral events by the WFC 050 Choir

c) The 'One-off Events' Sub-Committee which organises a wide range of entertainment for members including Variety Shows, often including members of our own Performing Arts Group, Skittle and Quiz nights, Old Tyme Picture Shows etc,

The Board considers that the policies and procedures currently in place suitably manage the risks, both financial and operational, to which our organisation is exposed but nevertheless are continuing to review them particularly with the health and safety of our members in mind

## **Public Benefit**

The Directors confirm that they have complied with the duty in Section 4 of the Charities Act 2006 to have regard to the Charity Commission's general guidance on public benefit "Charities and Public Benefit". In the opinion of the Directors, the objectives of the charity, as detailed above, are clearly for the public benefit, as are the numerous activities described below

## **Achievements and Performance**

2008 / 2009 has been a very satisfactory year for the Wolverhampton Friendship Centre. Two extremely successful events to promote the charity were held. Firstly, with the co-operation of Wolverhampton City Council, Directors and Organizers manned a desk in the Mander Shopping Centre where they brought the WFC 050 to the attention of appropriate members of the public and distributed leaflets about the charity including details of the 'Open Day' to be held a week later in Goodyear's Pavilion, which was our second promotional event

The 'Open Day' was an active day open to members and the general public to show the full range of activities open to them, the things that they could do whilst meeting new friends. Most activities were represented and demonstrations were provided. Approx 180 members and members of the public attended (not counting directors, organizers and those members involved in the demonstrations)

There was a nett increase in the order of 70 in the membership, much of which arose directly from the two events. It now stands at around 760.

Our regular daytime activities are well supported and during the year a new activity - 'Reminiscent Writing' - was introduced, a second Art class was started. The choir was given a boost when it obtained a new musical director but it is still trying to attract new singers, particularly males.

All of our social events have been well supported though this support appears to come largely from the newer, younger members. Some older members either have no transport or are reluctant to travel at night, particularly on public transport. In an attempt to help, the Board has tried to encourage vehicle sharing and also arranged for a representative of the Wolverhampton Ring and Ride organisation to speak to a meeting of members about that facility and how they could take advantage of it.

We now also arrange regular evening events at Inglewood Court, which is a 'retired persons' residence in an area on the other side of the city from our main base at Goodyear's Pavilion.

It is the policy of the Board to contact all new members after a period of three months to check that they are satisfied with the organisation and the activities that they attend.

It is also the policy of the Board to contact all non renewing members to determine why they have not renewed their membership and this year all of them have expressed satisfaction with the WFC050 and advised that non renewal was due to personal circumstances / ill health. In some instances they said that they intended to rejoin when circumstances would allow.

The WFC050 newsletter, The Friendship News, is published every four months and continues to provide a comprehensive diary of activities and events. Articles commenting on the quality and enjoyment of holidays, day trips, entertainment etc are submitted by members along with poetry quizzes and amusing stories.

## **Plans for the Future**

During the past year a small sub-committee of Directors under the guidance of our Financial Adviser has been looking at our Memorandum and Articles of Association with a view to making further amendments to make them more specific to the WFC 050 and the way in which it operates.

The procedure adopted was to use the Charitable Companies Model Memorandum and Articles of Association issued by the Charities Commission and adapt it to our particular needs. The sub-committee presented draft proposals to the Board in July 2009 and two afternoon meetings were held in August at which the sub-committee explained how and why it had reached its conclusions, answered questions from Directors and received amendments to the proposals.

However, prior to a further draft being prepared we became aware that the publication of a revised Model Memorandum and Articles of Association by the Charities Commission was imminent (anticipated October 2009) and it was decided to suspend activity until we could see what, if any, effects the revisions had for us.

When this is known the sub-committee will conclude its work, seek the approval of the Charities Commission and put the amended Memorandum and Articles of Association to the membership at an Extraordinary Meeting early in 2010

The Board of Directors will continue to seek to persuade members to play a more active role in the charity by becoming Directors or Organisers and attend meetings

The 'One-off Events' sub-committee has a programme of entertainment established for 2010 and will soon be looking at 2011.

## **Financial Revue**

### **a) Revue of the year**

The year under review shows a deficit of £1040 being a small improvement on last year's deficit of £1472. During the year there were no theatre trips organised, there was a reduction in the number of members taking up holiday places and there was no significant capital expenditure. This resulted in a reduction in income from £61297 to £54558 and a reduction in expenditure from £62769 to £55598

### **b) Reserves Policy**

The charity's main base of operations is Goodyear's Pavilion and Sports Lounge. Although the availability of the Pavilion seems secure there are questions about the future of the Sports Lounge building. The proposed redevelopment of the site upon which the Sports Lounge stands appears to have been put into abeyance but the Directors are uncertain about its future and about alternative venues for the activities held therein should it be closed.

The charity holds some of its regular activities at Oxley and Fordhouses Community Centre and Bradmore Community Centre. Community Centres throughout the city are under pressure from the local authority to become more self funding and it is anticipated that some of them might close.

All three cases could result in higher rental charges to the WFC 050

Although there are no staff related contingencies to provide for and no premises to maintain the Directors consider that the reserves, which currently stand at £32428, are required to protect against potential increases in rental charges and to enable the charity to, yet again, maintain its subscription level at £5 00 per annum

## **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 at the balance sheet date and of its results for the period. In preparing the Financial Statements the Directors are required to:-

- a) Select suitable accounting Policies and apply them consistently
- b) Make judgements and estimates that are reasonable and prudent
- c) Prepare Financial Statements on the going concern basis unless it is inappropriate to assume the company will continue on that basis

- d) Comply with relevant accounting standards subject to any material departures disclosed and explained in the financial statements

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 and the Charities (Accounts Reports) Regulations 2008. The Directors are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Directors are responsible for the maintenance and integrity of the corporate and financial information on the charity's website.

Approved by the Directors on 4<sup>th</sup> November 2009 . . .

And signed on their behalf by M. Hollinshead . . . . .

**Report of the Independent Examiner  
to the Directors of Wolverhampton Friendship Centre 050  
on the accounts for the year ended 30th September 2009**

Respective responsibilities of trustees and examiners

As the charity's trustees you are responsible for the preparation of the accounts, you consider that the audit requirement of section 43(2) of the Charities Act 1993 does not apply. It is my responsibility to state on the basis of the procedures specified in the General Directions of the Charity Commissioners under section 43 (7)(b) of the Act whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as Trustees concerning any such matters. The procedures do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts

Independent examiner's statement

In connection with my examination, no matter has come to my attention

1) which gives me reasonable cause to believe that in any material respect the requirements

to keep accounting records in accordance with section 41 of the Act

to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act

have not been met,

or

2) to which in my opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached

Signed



Date 7.11.09

Nigel Tinsley  
Chartered Secretary  
82a Wrotesley Road  
Wolverhampton WV6 8SH  
Tel 01902 750301

**Wolverhampton Friendship Centre 050**

**Statement of Financial Activities  
for the year ended 30th September 2009  
( including Income and Expenditure Account )**

<b><u>Incoming resources</u></b>	<b><u>Note</u></b>	<b><u>Unrestricted funds</u></b>	<b><u>2008</u></b>
Incoming resources from generated funds			
Membership subscriptions		4104	3723
Investment income		476	1037
		<u>4580</u>	<u>4760</u>
Incoming resources from charitable activities			
Social activities		49978	56537
<b><u>Total incoming resources</u></b>		<b><u>54558</u></b>	<b><u>61297</u></b>
<b><u>Resources expended</u></b>			
Charitable activities			
Social activities		48424	55622
Administration costs		6614	6362
		<u>55038</u>	<u>61984</u>
Governance costs		560	785
<b><u>Total resources expended</u></b>	<b>2</b>	<b><u>55598</u></b>	<b><u>62769</u></b>
Net incoming ( - outgoing ) resources		-1040	-1472
Funds brought forward		33468	34940
<b><u>Funds carried forward</u></b>		<b><u>32428</u></b>	<b><u>33468</u></b>

**Wolverhampton Friendship Centre 050**

**Balance Sheet  
as at 30th September 2009**

	Note	£	<u>2008</u> £
<b>Fixed Assets</b>			
Tangible assets	4	203	407
<b>Current Assets</b>			
Debtors and payments in advance	5	15289 3	655
Cash at bank and in hand		<u>32629</u>	<u>33716</u>
		47918.3	34371
<b>less: Current Liabilities</b>			
Creditors amounts falling due within one year	6	-15694	-1310
<b>Net Current Assets</b>		<u>32225</u>	<u>33061</u>
<b>Net Assets</b>		<u><u>32428</u></u>	<u><u>33468</u></u>
<b>Unrestricted funds</b>			
General reserve		<u><u>32428</u></u>	<u><u>33468</u></u>

continued on page 8

**Wolverhampton Friendship Centre 050**

**Balance Sheet  
as at 30th September 2009 - continued**

**Statement by the directors**

For the year ended 30 September 2009 the company was entitled to exemption from the requirement to have an audit under the provisions of Section 477 of the Companies Act 2006 relating to small companies

Members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act. However in accordance with section 43 of the Charities Act 1993 the accounts have been examined by an independent examiner, whose report appears on page ????

The Directors/ Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime

These accounts were approved by the Board of Directors on

4. 11. 2009

and signed on its behalf by

Signed Ym Hobbs Lead Director

**1) Accounting policies**

a) Basis of financial statements

The financial statements have been prepared in accordance with The Charities (Accounts and Reports) regulations 2008 together with applicable accounting standards and the Statement of Recommended Practice Accounting for Charities (2005)

They have been prepared under the historical cost convention and under accrual accounting provisions

Accounting policies applied are consistent with those for the prior year.

b) Depreciation

Depreciation is provided on all fixed assets at rates calculated to write off the cost of each asset over its estimated useful life, which in all cases is estimated at 4 years

c) Income

Voluntary income is received by way of donations and Membership subscriptions and is included in full in the Statement of Financial Activities when receivable

The value of services provided by volunteers is not included

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. Grants for future accounting periods are deferred until that period

Investment income is included when receivable

d) Resources expended

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

Resources expended are allocated to the particular activity where the cost relates directly to the activity

Other costs are allocated to Management and Administration as

e) Funds

Restricted funds are to be used for specified purposes as laid down by the donor

Unrestricted funds are donations and other income received for the objects of the charity without further specified purpose and are available as general funds

Designated funds are unrestricted funds earmarked by the Directors for particular purposes

**Wolverhampton Friendship Centre 050****Notes to the accounts for year ended 30th September 2009****-continued****2 Incoming resources from charitable activities**

	<u>Social activities</u>		
	<u>Indoor events</u>	<u>Outdoor events</u>	
Meetings and activities	7402		<u>2007</u>
Holidays , social events etc		42576	

**3 Total resources expended**

	<u>Social activities</u>		<u>Admin costs</u>	<u>Governan costs</u>	<u>TOTAL</u>	
	<u>Indoor events</u>	<u>Outdoor events</u>				<u>2008</u>
Newsletters			1251		1251	1241
Room hire	3503				3503	3264
Refreshments	258				258	276
Admissions, coaches etc		41076			41076	48701
Equipment purchase and repair			120		120	1769
Tutors, pianists etc	3587				3587	3381
Travel and subsistence			231		231	142
Postage			1614		1614	1113
Office supplies			1211		1211	605
Telephone and fax			369		369	325
Subscriptions			73		73	78
Insurance			322		322	288
Depreciation			204		204	204
Professional fees			808	560	1368	785
Other expenses			411		411	597
	<u>7348</u>	<u>41076</u>	<u>6614</u>	<u>560</u>	<u>55598</u>	<u>62769</u>

**4 Staff information**

The charity does not employ any paid staff

No remuneration was paid to Trustees in the year ( 2008 - NIL )

**5 Tangible Fixed Assets**

	<u>Equipment</u>
<u>Cost</u>	
As at 1 October 2008	4024
Additions and disposals	
As at 30 September 2009	<u>4024</u>
<u>Depreciation</u>	
As at 1 October 2008	3617
Charge for the year	<u>204</u>
As at 30 September 2009	<u>3821</u>
<u>Net Book Value</u>	
As at 30 September 2008	<u>407</u>
As at 30 September 2009	<u>203</u>

**6 Debtors**

		<u>2008</u>
Holidays and bookings in advance	14725	
Prepayments	<u>564</u>	<u>345</u>
	<u>15289</u>	<u>345</u>

**Wolverhampton Friendship Centre 050****Notes to the accounts for year ended 30th September 2009****-continued****7 ) Creditors**

		<u>2008</u>
Amounts falling due within one year		
Advance receipts	15495	900
Accruals	200	410
Social security and other taxes	0	0
	<u>15695</u>	<u>1310</u>

**8)****Analysis of net assets between funds**

	<u>Unrestricted funds</u>	<u>Total funds</u>
Tangible fixed assets	203	203
Net current assets	32225	32225
	<u>32428</u>	<u>32428</u>

**9 ) Members' guarantee**

Wolverhampton Friendship Centre 050 is a company limited by guarantee, without share capital. The liability of members is limited to £1 by the Memorandum of Association. At the end of the period there were 775 members (2008- 703 )

**10 ) Related party transactions**

Mrs Joan Russell, a Director of the company, organises holidays for members in her role as activity co-ordinator. The tour companies provide some free places on each tour, and in consideration of the considerable work entailed, the committee have agreed that Mrs Russell, acting in the role of activity co-ordinator, should be allowed to have one of these, the other free places being contributed to the funds of the company. In the course of the year Mrs Russell organised three holiday trips and received holidays to the value of £717 ( 2008 -£773 )