

Company Registration No.2255934
Registered Charity No. 1059060

Millan Centre

Report and Financial Statements

31st March 2003



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COMPANIES HOUSE		9/1/04
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Millan Centre

REPORT AND FINANCIAL STATEMENTS 2003

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Millan Centre

Formal Information, Officers and Professional Advisors

Date of Incorporation	10 th May 1988
Registered in England No.	2255934
Charity Commissioners' Registered No.	1059060
Registered Office	Victor Street, Bradford, West Yorkshire, BD9 4RA
Telephone	01274 480691

Members of the Board and Trustees of the Charity

The members of the Board during the year ended 31st March 2003 were:-

Mary P Somerville	
Rehana Mirza	
Abeda Laher	
Joanna Allan	
Christine Dawson	
Mohsana Shabier	resigned 23 October 2002
Shagufta Akhtar	resigned 23 October 2002
Elizabeth Hellmich	
Saeeda Noushahi	resigned 23 October 2002
Sabiha Hussain	appointed 23 October 2002
Shaziya Younas	appointed 23 October 2002
Nazeem Butt	appointed 23 October 2002
Shabana Kause Anwar	appointed 23 October 2002
Shusma Puni	appointed 23 October 2002

All directors held one share in the company throughout the period of their office

Company Secretary	Mary P Somerville
Bankers	Yorkshire Bank PLC 65 Toller Lane, Bradford, West Yorks BD8 9HW
Accountants	D H Shaw & Co. Chartered Accountants 7 Chapel Row, Wilsden, Bradford, BD15 0EQ

Millan Centre

REPORT OF THE BOARD OF DIRECTORS AND TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2003

The board presents its annual report and the financial statements for the year ended 31st March 2003.

OBJECTS, PRINCIPAL ACTIVITIES AND ORGANISATION OF THE CHARITY

The Millan Centre is a registered charity, constituted as a company limited by guarantee.

The object and principal activity of the Charity is the operation of community care for women and children under five in order to provide educational training and social activities. The charity is organised so that the trustees meet regularly to manage its affairs. The charity is grateful to volunteers for the skill and support they bring to the charity.

REVIEW OF DEVELOPMENTS DURING THE YEAR

The Millan Centre has played a very important part in developing, organising and delivering training for the women and providing quality childcare provision for children under 5 all through the year. We were short staffed for a few months but we managed to carry on with most of the tasks and activities at the centre. We managed to establish links with the new organisations with whom we will be working very closely in the future i.e. Sure Start Manningham, Neighbourhood renewal, Children's fund etc. With negotiation with other organisations and funders we have managed to secure funding for different activities for most of 2003/04. Staff and users also enjoyed the social events i.e. Eid/Christmas parties, trips etc. Girls group went on residential for the first time. It was a good experience for parents and girls. Once again we continue to serve the community offering quality play for children 0-5 years, giving children the opportunity to develop new skills and gain independence from a wide range of activities. Unfortunately due to lack of funds and staff shortages at the beginning of the year we were unable to run as many playgroup sessions as we have in the past. Mother and Toddler group is well attended giving parents/carers and children the opportunity to meet and interact with other children.

Family Literacy classes and Play schemes have once again proved very popular. Millan Centre has enhanced its under fives provision by working in partnership with other service providers.

During the last twelve months a total of forty five girls have been engaged on the N.S.F. project Nudrat and lots of new activities and training courses for girls including:

- 2 residential trips, one to Grinton Lodge, North Yorkshire and one to Earth Centre, South Yorkshire
- 2 Drugs Awareness courses
- 2 job search courses
- 1 Healthy Eating/Look After Yourself course
- 1 first Aid course

We also took the girls out to Skipton Castle, York, Cliffe Castle, Leeds IMAX cinema, Cartwright Hall, Alhambra Theatre and Bradford Central Police Control room. Indoor activities include Arts and Crafts, cookery, embroidery, fabric painting, parties and the Millan Play Schemes during the school holidays.

We also ran a Homework Club one evening each week during term time. All in all a very busy and enjoyable year for all concerned.

Feedback from both girls and parents has been very positive, all are keen to see the provision for girls continue beyond September 2003.

At the time of this report we are actively seeking out and applying for funding to enable the Millan Centre to continue with this provision for girls.

FINANCIAL REVIEW

The financial results for the year are set out fully on pages 5 to 13. The financial statements have been prepared implementing the Statement of Recommended Practice for Accounting by Charities issued by the Charities Commission for England and Wales. The trustees consider the financial performance of the charity during the year has been satisfactory.

SPECIFIC CHANGES IN FIXED ASSETS

Changes in fixed assets are shown in detail in the Note 6 to the accounts. In the opinion of the directors current open market value of the land and buildings on an open use value exceeds the amount of costs and improvements shown in the Balance Sheet. However, the directors feel that in view of their obligation under the Charities Act legislation to maximise the utilisation of charitable funds, there would be little benefit in obtaining a professional market value.

MEMBERS OF THE BOARD

The members of the Board and where applicable, the dates of appointment are set out on Page 1.

The members of the Board act as trustees under the Charities Act and as the equivalent of directors under the Companies Acts. Their responsibilities include amongst the other duties of directors those matters set out on page 3.

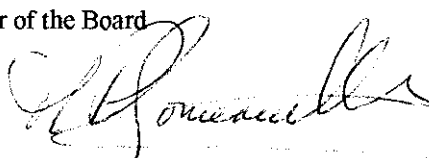
STATEMENT OF THE BOARD'S RESPONSIBILITY

Charity law and the Companies Acts require the Board to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the Charity as at the end of the financial year and of the surplus or deficit of the Charity for that period. In preparing those financial statements, the Board is 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 Charity will continue in business

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

By order of the Board


Mary Somerville
Hon Secretary

**Report to the members on the unaudited financial statements of
Millan Centre**

For the year ended 31st March 2003

I report on the accounts of the charitable company for the year ended 31st March 2003, which are set out on pages 5 to 13.

Respective responsibilities of trustees and accountant

The charity's trustees, who also act as directors, are responsible for the preparation of the accounts. The trustees consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply, and that the charity is able to claim the exemption from audit provided by the Companies Act 1985. As the turnover of the company is below the prescribed limit, the company is not required to obtain an Accountant's Report within the meaning of the Companies Act 1985.

Basis of report

Although not mandatory in the case of a corporate charity, I carried out an examination in accordance with the General Directions given by the Charity Commissioners. An examination includes a detailed review of the accounting records kept by the charity and of the accounting systems employed 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 the trustees concerning any such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of the Charities legislation and that the accounts comply with the Statements of Recommended Practice issued by the Charity Commissioners for England and Wales.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the trustees in the course of the examination is not subjected to audit tests or enquiries, and consequently I do not express an audit opinion on the view given by the accounts.

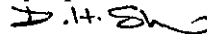
I plan and perform my examination in order to satisfy myself that the objectives of an independent examination are achieved.

Statement, report and opinion

Subject to the limitations upon the scope of my work as detailed above, in connection with my examination no matter as come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
 - a) to keep accounting records in accordance with section 41 of the Act; and
 - b) to prepare accounts which accord with the accounting records and 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.

My report is dated ...17th October...2003.


D. H. Shaw & Co. Chartered Accountants
7 Chapel Row, Wilsden,
Bradford, West Yorks.

Millan Centre

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2003
AND STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH
2003.**

	Note	2003	2002
Incoming Resources			
Grants and gifts	1	52,636	56,810
Room Hire Rentals Received		12,666	2,851
Fees, Commissions and sundries		936	1,355
Bank Interest Received		81	63
Total Incoming Resources		66,319	61,079
Resources Expended			
Direct Charitable Expenditure	41,800		36,276
Management and Administration	15,269		17,663
Total Resources Expended		57,069	53,939
Net Surplus from operations		9,250	7,140
Excess of income over expenditure			
Transferred to accumulated fund	10	9,250	7,140

All activities derive from continuing operations

The excess of income over expenditure transferred to accumulated fund is the net incoming resources before transfers as defined in that Statement of Recommended Practice issued by the Charity Commissioners for England and Wales

The notes on pages 9 to 13 form a part of these accounts under the provisions of the Companies Act 1985. The notes on pages 9 to 16 form a part of these accounts under the provisions of the Charities Act.

Millan Centre

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST
MARCH 2003**

	Note	2003 Unrestricted Funds	2003 Restricted Funds	Total Funds	2002 Total Funds
Incoming Resources					
Grants and gifts		20,135	32,500	52,635	56,810
Room Hire Rentals Received		12,666	-	12,666	2,851
Fees, Commissions and sundries		937	-	937	1,355
Bank Interest Received		81	-	81	63
Total Incoming Resources		33,819	32,500	66,319	61,079
Resources Expended					
Direct Charitable Expenditure		4,601	32,359	36,960	41,276
Management and Administration		10,668	9,441	20,109	12,663
Total Resources Expended		15,269	41,800	57,069	53,939
Net Incoming Resources before transfers		18,550	(9,300)	9,250	7,140
Transfers between funds		(10,000)	10,000	-	-
Excess of income over expenditure Transferred to accumulated fund	10	8,550	700	9,250	7,140

All activities derive from continuing operations

The notes on pages 9 to 13 form a part of these accounts under the provisions of the Companies Act 1985. The notes on pages 9 to 16 form a part of these accounts under the provisions of the Charities Act.

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STATEMENT OF TOTAL RECOGNISED GAINS AND LOSSES FOR THE YEAR ENDED 31ST MARCH 2003

	2003	2002
Excess of income over expenditure for the period	9,250	7,140
Net movement in funds before taxation	9,250	7,140

There were no recognised gains or losses for 2003 or 2002 that are not included above.

RECONCILIATION OF MOVEMENTS IN ACCUMULATED FUND FOR THE YEAR ENDED 31ST MARCH 2003

	Unrestricted	2003 Restricted	Total Funds	2002 Total Funds
Recognised gains and losses	8,550	700	9,250	7,140
Net increase in Accumulated Fund	8,550	700	9,250	7,140
Accumulated Fund Brought Forward	106,501	(785)	105,716	98,576
Closing Accumulated Fund	115,051	(85)	114,966	105,716

All funds at the period end were undesignated, non-endowment funds.

MOVEMENTS IN RESTRICTED REVENUE FUNDS IN THE PERIOD ENDED 31ST MARCH 2003

	Funds Brought Forward	Transfer from General Fund	Received in period (grants & Income)	Expended in period	Total Carried Forward
Play scheme and Crèche grants	-		2,406	2,406	-
HAZ grants for the elderly	-		3,500	3,500	-
SRB grants	(514)		1,505	991	-
Community Development Assoc. NSF	-	10,000	22,479	32,479	-
Adult Learning Grant	-		1,850	1,850	-
Other grants and restricted income	(271)		760	574	(85)
Total funds	(785)	10,000	32,500	(41,800)	(85)

The notes on pages 9 to 13 form a part of these accounts under the provisions of the Companies Act 1985. The notes on pages 9 to 16 form a part of these accounts under the provisions of the Charities Act.

Millan Centre

BALANCE SHEET AS AT 31ST MARCH 2003

		2003	2002
	Note		
FIXED ASSETS			
Tangible assets	6	76,523	78,747
CURRENT ASSETS			
Stocks		250	250
Debtors and prepaid expenses	7	2,784	1,274
Cash at bank and in hand		38,458	26,815
		41,492	28,339
CREDITORS – amounts falling due in one year			
Creditors and accruals	8	3,049	1,370
NET CURRENT ASSETS		38,443	26,969
		114,966	105,716
CREDITORS – amounts falling due after one year		-	-
TOTAL ASSETS LESS CURRENT LIABILITIES		£ 114,966	£ 105,716
FUNDS			
Unrestricted non-equity funds		115,051	106,501
Restricted non-equity funds		(85)	(785)
	9/10	£ 114,966	£ 105,716

For the year ended 31st March 2003 the company was entitled to the exemption conferred by Section 249A (1) of the Companies Act 1985.

No notice from members requiring a statutory audit has been deposited under subsection 2 of section 249B Companies Act 1985 in relation to the financial year.

The Directors acknowledge their responsibility for ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985 and preparing accounts which give a true and fair view of the state of the company's affairs as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of Section 226, and which otherwise comply with the requirements of the Act relating to accounts, so far as is applicable to the company.

Approved by the Board on 17th October 2003

Signed on behalf of the Board by

Chairman

A. Lake

Director

H. Jones

The notes on pages 9 to 13 form a part of these accounts under the provisions of the Companies Act 1985. The notes on pages 9 to 16 form a part of these accounts under the provisions of the Charities Act.

Millan Centre

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2003

1 ACCOUNTING POLICIES

The financial statements are prepared in accordance with the Statement of Recommended Practice on accounting for Charities as issued by the Charity Commissioners for England and Wales.

Advantage has been taken of paragraph 3(3) of Schedule 4 of the Companies Act 1985 to allow the format of the financial statements to be adapted to reflect the special nature of the Charity's operations. The particular accounting policies are set out below.

The charity has taken advantage of the exemption in Financial Reporting Standard no 1 from the requirement to produce a cash flow statement.

Accounting Convention

The financial statements are prepared under the historical cost convention in accordance with applicable accounting standards, on a going concern basis. The company is entirely dependent on continuing grant aid and as a consequence the going concern basis is also dependent on the continuing grant aid.

Income

Bank interest is included in the income and expenditure account on a receivable basis.

Revenue grants receivable are apportioned to the period to which the relevant grants relate as indicated by the donor, and this can give rise to a creditor for grants received in advance. When such grants are restricted funds as defined by the Charities Act, then the amount of the restricted funds in the balance sheet is reduced by the corresponding creditor as shown on page 7 and in note 9.

Expenditure

All expenditure other than the writing off of formation expenses is included in the income and expenditure account.

The value of purchase and expense invoices received before the year end but not paid until after the year end has also been included in the revenue account.

Capital Grants

The directors consider that, in order to give a true and fair view, non-government grants of a capital nature given for specific purposes and fully utilised in the furtherance of the objects of the charity should be credited to revaluation reserve after the sums have been expended on their specific purpose.

Taxation

As a registered charity, the company is exempt from income and corporation tax to the extent that its income and gains are applicable to and applied to charitable purposes only. Value Added Tax is not recoverable by the company, and is therefore included in the relevant costs in the Statement of Financial Activities.

Millan Centre

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2003

1 ACCOUNTING POLICIES (continued)

Fixed Assets and depreciation

Tangible fixed assets are stated at cost or valuation less depreciation.

Depreciation is provided to write down the cost or valuation (less expected residual value) of assets over their useful economic lives.

The rates of depreciation, per annum, on a straight line basis are as follows:-

Freehold land	- not depreciated
Freehold buildings	- 2%
Equipment	- 20%

Operating leases

Rentals payable in respect of operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged to the Statement of Financial Activities as incurred.

Expenditure on management and administration of the charity

Administration expenditure includes all expenditure not directly related to charitable activity.

2 INCOME

	2003	2002
Bank Interest	£81	£63

The turnover of £66,238 (2002 £61,016) excluding interest received is all attributable to the United Kingdom and includes grants received and trading income.

3 INFORMATION REGARDING EMPLOYEES

	2003 £	2002 £
Staff costs during the year		
Wages and salaries	27,173	34,150
Social Security costs	741	1,545
	<u>27,914</u>	<u>35,695</u>

The average number of staff employed in the

	2003		2002	
was as follows:-	Full Time	Part Time	Full Time	Part Time
Direct Charitable	1	7	1	8
Administrative	-	-	-	-
Total	1	7	1	8

Millan Centre

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2003

4 DIRECTORS' REMUNERATION

No fees or other emoluments are paid to any member of the Board, and no expenses were reimbursed to them.

5 INCOME LESS EXPENDITURE FOR THE YEAR

Income less expenditure for the year is arrived at after charging

	2003	2002
	£	£
Depreciation	6,412	2,520
Rentals under operating leases	3,232	1,629
Reporting Accountant's remuneration	750	750

6 TANGIBLE FIXED ASSETS

	Freehold Land	Freehold Buildings	Furniture & Equipment	Total
	£	£	£	£
Cost				
At 1 st April 2002	9,707	96,867	18,662	125,236
Additions			4,188	4,188
At 31 st March 2003	9,707	96,867	22,850	129,424
Depreciation				
At 1 st April 2002	-	29,555	16,934	46,489
Charge for period	-	1,937	4,475	6,412
At 31 st March 2003	-	31,492	21,409	52,901
Net Book Value				
At 31 st March 2003	9,707	65,375	1,441	76,523
At 31 st March 2002	9,707	67,312	1,728	78,747

All assets are applied to the purposes of the charity.

Millan Centre

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2003

7. DEBTORS :- amounts falling due within one year

	2003	2002
	£	£
Grant Due	600	0
Accrued Rental Income	1,100	0
Prepaid Expenses	1,084	1,277
	<u>£2,784</u>	<u>£1,277</u>

8.CREDITORS: - amounts falling due within one year

	2003	2002
	£	£
PAYE & NI Deductions	679	-
Accruals	750	1,370
Sundry creditors	1,620	-
	<u>£3,049</u>	<u>£ 1,370</u>

9.SHARE CAPITAL

The Charity is incorporated under the Companies Act 1985 and is limited by guarantee, each member having undertaken to contribute such amounts not exceeding one pound as may be required in the event of the charity being wound up whilst he or she is still a member or within one year thereafter.

As a consequence the accumulated fund is a non-equity fund.

10. RESERVES

	2003	2002
	£	£
Balance at April 1 st 2002	105,716	98,576
Surplus for the year	9,250	7,140
Balance carried forward at 31 st March 2003	<u>£114,966</u>	<u>£105,716</u>

Millan Centre

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2003

10. RESERVES (Continued)

If upon winding up or dissolution of the Charity there remain any assets, after the satisfaction of all its debts and Liabilities, these shall be transferred to some other charitable body or bodies having objectives similar to the objectives of the Charity.

11. FINANCIAL COMMITMENTS AND CONTINGENT LIABILITIES

There were no such items at 31st March 2003 or 31st March 2002.

12. ANALYSIS OF NET ASSETS BY FUNDS

	Unrestricted Funds	Restricted Funds	Total Funds
Tangible fixed assets	76,523	-	76,523
Net Current assets	38,528	(85)	38,443
	<hr/> 115,051	<hr/> (85)	<hr/> 114,966

There were sufficient resources at 31st March 2003 to enable each fund to be applied in accordance with the restrictions imposed by the donors.

Millan Centre

ADDITIONAL INFORMATION – INTRODUCTORY STATEMENT

The additional information on pages 15 to 16 has been prepared from the accounting records of the Charity. While it does not form part of the statutory financial statements under the provisions of the Companies Act, it does contain information required to be disclosed by the provisions of the Statement of Recommended Practice issued by the Charity Commissioners of England and Wales.

For these purposes only, the additional information forms an integral part of the accounts.

Millan Centre

**DETAILED INCOME AND EXPENDITURE ACCOUNT FOR THE PERIOD ENDED
31ST MARCH 2003**

	2003			2002
	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
INCOMING RESOURCES				
Grants and gifts adjusted for receipts in advance				
National Lottery Charities Board Grants				
Bradford City Council	19863		19863	20,574
Playscheme and Creche grants		2406	2406	1,831
HAZ grants for elderly		3500	3500	4,375
Pathway to Success		0	0	10,770
SRB grants		1505	1505	16,586
Calderdale Child Fund		0	0	5,675
NSF		22479	22479	1,480
WEA		0	0	972
Exercise Class		760	760	922
LTSB Foundation		0	0	3,000
Adult Learning Grant		1850	1850	1,080
Other grants and gifts	272		272	315
	20135	32500	52635	56,810
Room Hire Rental Income	12666		12666	2,851
Fees, Commissions and sundries	937		937	1,355
Bank Interest Received	81		81	63
Total Incoming Resources	33819	32500	66319	61,079
RESOURCES EXPENDED				
Direct Charitable Expenditure				
Wages and salaries & Employer's NI	2040	25874	27914	36,695
Rates and water charges	754		754	696
Heat and light	1807		1807	1,969
Social activities and catering		107	107	780
Crèche and play scheme		1188	1188	1,136
Girls Group		3794	3794	199
Elderly Group		1396	1396	801
	4601	32359	36960	41,276

Millan Centre

**DETAILED INCOME AND EXPENDITURE ACCOUNT FOR THE PERIOD ENDED
31ST MARCH 2003**

	2003			2002
	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
Resources expended on Administration and Management				
Miscellaneous expenses	931		931	176
Travelling expenses		26	26	35
Subscriptions	20		20	0
Printing Postage and Stationery		1398	1398	658
Telephone		1500	1500	1,531
Training costs		217	217	885
Accountancy fees	750		750	750
Bookkeeping and management accounts	245		245	130
Payroll fees	712		712	354
Equipment hire		3232	3232	1,629
Repairs and renewals	1223		1223	1,306
Cleaning and premises expenses		1375	1375	874
Bank charges	5		5	-
Insurance		1693	1693	1,620
Equipment Maintenance	355		355	182
Legal Fees	15		15	15
Depreciation	6412		6412	2,520
	10668	9441	20109	12,665