

TOWER HAMLETS SUMMER EDUCATION LIMITED

**DIRECTORS' AND TRUSTEES' REPORT
AND ACCOUNTS**

FOR THE YEAR ENDED 31ST MARCH 1999

**Company No: 2017713
Charity No: 1048822**



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COMPANIES HOUSE 26/11/99**

TOWER HAMLETS SUMMER EDUCATION LIMITED

REPORT AND ACCOUNTS

C O N T E N T S

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TOWER HAMLETS SUMMER EDUCATION LIMITED

OFFICERS AND FINANCIAL ADVISORS

| | |
|-------------------------------|---|
| Patrons: | Lord Young of Dartington Dr. A F Flower Benjamin Zephaniah Yasmin Alibai-Brown Artful Dodger Baroness Kennedy of Shaw |
| Directors and Trustees | Mr R Hall The Right Reverend Dr. John Sentamu Mr D James Baroness Pola Manzila Uddin Ms M Lowell Ms H Mortuza Mr D J Holloway Ms E Lynch Ms J Richmond Ms J Morgan |
| Secretary | Mr D J Holloway |
| Registered Office | Canon Barnett School Gunthorpe Street London E1 7RQ |
| Auditors | Ramon Lee & Partners New Roman House 10 East Road London N1 6BG |
| Bankers | Co-operative Bank Plc. City & London Business Centre P.O. Box 2790 9 Prescott Street London E1 8SG |

TOWER HAMLETS SUMMER EDUCATION LIMITED

DIRECTORS' AND TRUSTEES' REPORT

FOR THE YEAR ENDED 31ST MARCH 1999

The Directors and Trustees present their annual report and audited accounts for the year ended 31st March 1999.

STATUS

Tower Hamlets Summer Education Limited is registered under the Companies Act 1985 as a company limited by guarantee and not having a capital divided by shares.

ACTIVITIES

The charity's principal activity is to provide a range of educational and social activity programmes for young people in the London Borough of Tower Hamlets during the summer vacation period and at other times. The charity operates under the name 'Tower Hamlets Summer University'.

FUTURE ACTIVITIES

The charity will continue to improve, build and consolidate its programmes in Tower Hamlets. In 1999/2000 the organisation will seek to forge closer links with schools and explore with them the development of programmes for students under 14 years of age, via direct or indirect application to the New Opportunities Fund (NOF).

DIRECTORS AND TRUSTEES

The Directors and Trustees in office in the year are set out on page 2. The Directors and Trustees have no beneficial interest in the charity other than as members.

DIRECTORS' AND TRUSTEES' RESPONSIBILITIES

The Directors and Trustees are required by law to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its results for that period. In preparing those accounts, the Directors and Trustees are required to:

- (a) select suitable accounting policies and apply them consistently;
- (b) make judgements and estimates that are reasonable and prudent;
- (c) follow applicable and accounting standards, subject to any material departures disclosed and explained in the accounts;
- (d) prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Directors and Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

TOWER HAMLETS SUMMER EDUCATION LIMITED

DIRECTORS' AND TRUSTEES' REPORT (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 1999

IMPACT OF YEAR 2000 COMPATIBILITY

Many computer systems which express dates using only the last two digits of the year may malfunction due to the date change in the year 2000. This risk to the business relates not only to the company's customers and suppliers.

The Directors have reviewed the company's computer systems for the impact of the year 2000 date change. The effect of any impact has been considered in order to establish the major risks. No significant risks were identified and the Directors believe that any costs arising from the date change will be minimal.

IMPACT OF THE INTRODUCTION OF THE EURO

The Directors have considered the impact of the introduction of the Euro in order to establish the risks and uncertainties arising thereon. The Directors consider that the introduction will not have a significant impact on the company's operation and that any costs arising will be minimal.

CHARITABLE AND POLITICAL DONATIONS

During the year the company made no political or charitable donations.


AUDITORS

The auditors, Ramon Lee & Partners, will be proposed for reappointment in accordance with Section 385 of the Companies Act 1985.

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

APPROVAL

This report was approved by the Board of Directors and Trustees on and signed on its behalf by:

A handwritten signature in black ink, appearing to be 'D J Holloway', with a long horizontal flourish extending to the right.

**D J HOLLOWAY
SECRETARY**

25TH JUNE 1999

**AUDITORS' REPORT TO THE DIRECTORS AND TRUSTEES OF
TOWER HAMLETS SUMMER EDUCATION LIMITED**

We have audited the financial statements on pages 6 to 12 which have been prepared in accordance with the accounting policies set out on page 8.

RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND TRUSTEES AND AUDITORS

As described on page 3, the charity's Directors and Trustees are responsible for the preparation of the 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.

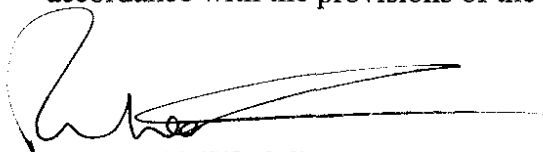
BASIS OF OPINION

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit included examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of significant estimates and judgements made by the Directors and Trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity'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 state of the charity's affairs as at 31st March 1999 and of its surplus for the year then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985.



**RAMON LEE & PARTNERS
REGISTERED AUDITORS
CHARTERED ACCOUNTANTS**

**NEW ROMAN HOUSE
10 EAST ROAD
LONDON N1 6BG**

25TH JUNE 1999

TOWER HAMLETS SUMMER EDUCATION LIMITED
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 1999
SUMMARY INCOME AND EXPENDITURE ACCOUNT

| | <u>Notes</u> | <u>Unrestricted Funds</u> £ | <u>Restricted Funds</u> £ | <u>1999</u> £ | <u>1998</u> £ |
|---|--------------|------------------------------------|----------------------------------|------------------|------------------|
| INCOMING RESOURCES | | | | | |
| Grants receivable | 2 | 223,778 | 252,306 | 476,084 | 375,163 |
| Other income | | 15,749 | - | 15,749 | 5,308 |
| TOTAL INCOMING RESOURCES | | <u>239,527</u> | <u>252,306</u> | <u>491,833</u> | <u>380,471</u> |
| RESOURCES EXPENDED | | | | | |
| Direct charitable expenditure | 3 | 224,077 | 265,672 | 489,749 | 348,671 |
| Management and administration | 4 | 21,573 | - | 21,573 | 16,181 |
| TOTAL RESOURCES EXPENDED | | <u>245,650</u> | <u>265,672</u> | <u>511,322</u> | <u>364,852</u> |
| NET MOVEMENT IN FUNDS | | (6,123) | (13,366) | (19,489) | 15,619 |
| Surplus, brought forward | | 27,611 | 6,772 | 34,383 | 18,764 |
| Surplus/(Deficit), carried forward | | <u>21,488</u> | <u>(6,594)</u> | <u>14,894</u> | <u>34,383</u> |

CONTINUING OPERATIONS

None of the company's activities were acquired or discontinued during the above two financial years.

TOTAL RECOGNISED GAINS AND LOSSES

The charity has no recognised gains or losses other than the above movement in funds for the above two financial years.


The notes on pages 8 to 12 form part of these accounts.

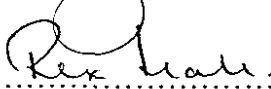
TOWER HAMLETS SUMMER EDUCATION LIMITED

BALANCE SHEET AS AT 31ST MARCH 1999

| | <u>Notes</u> | <u>1999</u> | <u>1998</u> |
|---|--------------|-----------------|------------------|
| | | £ | £ |
| FIXED ASSETS | | | |
| Tangible assets | 7 | 6,475 | 4,904 |
| CURRENT ASSETS | | | |
| Debtors | 8 | 22,439 | 45,961 |
| Cash at bank and in hand | | 48,857 | 47,051 |
| | | <u>71,296</u> | <u>93,012</u> |
| CREDITORS: amounts falling due within one year | 9 | <u>(53,543)</u> | <u>(57,638)</u> |
| NET CURRENT ASSETS | | 17,753 | 35,374 |
| CREDITORS: amounts falling due after one year: | | | |
| Deferred capital grant | 10 | (9,334) | (5,895) |
| NET ASSETS | | <u>14,894</u> | <u>34,383</u> |
| INCOME FUNDS | | | |
| Unrestricted funds | 13 | 21,488 | 27,611 |
| Restricted funds | 13 | (6,594) | 6,772 |
| | | <u>14,894</u> | <u>34,383</u> |

These accounts were approved by the Executive Committee on 25th June 1999 and were signed on its behalf by:

.....  **Ms E LYNCH**

.....  **R HALL**

The notes on pages 8 to 13 form part of these accounts.

TOWER HAMLETS SUMMER EDUCATION LIMITED

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 1999

1. ACCOUNTING POLICIES

1.1 Basis of preparation of accounts

The accounts are prepared under the historical cost convention and include the results of the charity's operations which are described in the Directors and Trustees' Report and all of which are continuing.

The accounts have been prepared in compliance with Statement of Recommended Practice on Charity Accounts.

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

1.2 TANGIBLE FIXED ASSETS AND DEPRECIATION

Tangible fixed assets are stated at cost less depreciation.

The cost of fixed assets which have been capitalised in the balance sheet is depreciated as follows:

| | | |
|-------------------------|---|------------------------------------|
| Furniture and equipment | - | 25% of cost – straight line basis. |
|-------------------------|---|------------------------------------|

1.3 CAPITAL GRANTS

Grants received as a contribution towards the purchase of capital equipment are taken to the Summary Income and Expenditure Account over the useful lives of the assets concerned. The amount of the grant still to be taken to the Summary Income and Expenditure Account is shown in the accounts as deferred income.

1.4 TAXATION

The charity is a registered charity and, therefore, is not liable for Income Tax or Corporation Tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

1.5 EXPENDITURE ON MANAGEMENT AND ADMINISTRATION OF THE CHARITY

Direct charitable expenditure comprises direct expenses incurred on the defined charitable purposes of the charity and includes direct staff costs attributable to the activity and an allocation of the general management and overhead costs.

Management and administration costs include expenditure on general administration, and management and of compliance with constitutional and statutory requirements.

TOWER HAMLETS SUMMER EDUCATION LIMITED

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 1999

2. GRANTS RECEIVABLE

Grants receivable represent monies received from Charitable Trusts and other bodies and are shown at the agreed level of funding for the year 1998/99.

| | <u>Unrestricted</u> <u>Funds</u> £ | <u>Restricted</u> <u>Funds</u> £ | <u>Total</u> <u>1999</u> £ | <u>Total</u> <u>1998</u> £ |
|--|--|--|----------------------------------|----------------------------------|
| Bridge House Trust | 25,000 | 5,000 | 30,000 | 30,000 |
| Deloitte & Touche | - | 45,006 | 45,006 | 59,735 |
| National Lottery Revenue | - | 55,572 | 55,572 | 60,902 |
| National Lottery - Capital (amount utilised) | - | 3,500 | 3,500 | 1,631 |
| Dixon Group | - | 5,000 | 5,000 | - |
| Dept. for Education and Employment | - | 14,500 | 14,500 | 56,000 |
| Riverside Trust | - | 5,000 | 5,000 | - |
| Simon Gibson Charitable Trust | 20,000 | - | 20,000 | - |
| St. Katharine & Shadwell Trust | 10,000 | - | 10,000 | 10,000 |
| LBTH mainstream grant | 17,500 | - | 17,500 | 15,000 |
| LBTH Millennium | - | 2,500 | 2,500 | 5,000 |
| LBTH partnership project | 7,000 | - | 7,000 | 5,435 |
| LBTH contracts | 14,893 | - | 14,893 | 12,716 |
| London Borough of Brent | - | 2,500 | 2,500 | - |
| Thames Valley Match Fund | - | 2,500 | 2,500 | - |
| The Round House | - | 2,500 | 2,500 | - |
| City Parochial Foundation | 10,000 | - | 10,000 | - |
| Esmee Fairbairn Charitable Trust | 15,000 | - | 15,000 | - |
| Bright Street Project | 8,000 | - | 8,000 | - |
| The Monument Trust | 25,000 | - | 25,000 | 25,000 |
| Garfield Weston Foundation | 3,000 | - | 3,000 | - |
| The Prince's Trust | - | - | - | 1,000 |
| Cityside Regeneration | 3,045 | - | 3,045 | - |
| Yapp Charitable Trust | - | - | - | 4,000 |
| Morgan Stanley | 10,000 | - | 10,000 | 5,000 |
| London Borough of Hackney | 7,500 | - | 7,500 | 300 |
| The Ernest Cook Trust | - | - | - | 6,000 |
| London Arts Board | - | 2,350 | 2,350 | 2,000 |
| Bloomsbury | - | - | - | 5,000 |
| Dulverton Trust | - | - | - | 1,500 |
| Railtrack Limited | 5,000 | - | 5,000 | - |
| LETEC | - | - | - | 9,000 |
| Sir John Cass Foundation | - | - | - | 9,944 |
| Spitalfields Market Community Trust | 10,000 | 2,500 | 12,500 | 15,000 |
| Paul Hamlyn Foundation | 8,840 | - | 8,840 | 16,000 |
| The Millennium Commission | - | 93,878 | 93,878 | - |
| Southwark Partner Income | 2,000 | - | 2,000 | - |
| Newham Partner Income | 2,000 | - | 2,000 | - |
| The Carnegie UK Trust | - | 10,000 | 10,000 | 10,000 |
| Canary Wharf | 5,000 | - | 5,000 | 4,000 |
| Calouste Gulbenkian Foundation | - | - | - | 5,000 |
| City Fringe Partnership | 15,000 | - | 15,000 | - |
| | <u>223,778</u> | <u>252,306</u> | <u>476,084</u> | <u>375,163</u> |

TOWER HAMLETS SUMMER EDUCATION LIMITED

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 1999

3. DIRECT CHARITABLE EXPENDITURE

| | Unrestricted Funds | Restricted Funds | Total 1999 | Total 1998 |
|---------------------------|-------------------------------|-----------------------------|-----------------------|-----------------------|
| | £ | £ | £ | £ |
| Salaries and staff costs | 27,445 | 42,922 | 70,367 | 59,126 |
| Programmes and activities | 152,395 | 221,598 | 373,993 | 271,873 |
| Office and other costs | 44,237 | 1,152 | 45,389 | 17,672 |
| | <u>224,077</u> | <u>265,672</u> | <u>489,749</u> | <u>348,671</u> |

4. MANAGEMENT AND ADMINISTRATION EXPENDITURE

| | Unrestricted Funds | Restricted Funds | Total 1999 | Total 1998 |
|-----------------|-------------------------------|-----------------------------|-----------------------|-----------------------|
| | £ | £ | £ | £ |
| Salary costs | 11,830 | - | 11,830 | 8,656 |
| Office costs | 1,287 | - | 1,287 | 2,324 |
| Financial costs | 8,456 | - | 8,456 | 5,201 |
| | <u>21,573</u> | <u>-</u> | <u>21,573</u> | <u>16,181</u> |

5. OPERATING DEFICIT

| | | |
|---|----------------|---------------|
| Operating profit is shown after charging: | 1999 | 1998 |
| | £ | £ |
| Depreciation | 2,940 | 1,813 |
| Staff costs | 189,792 | 81,183 |
| Auditors' remuneration | 3,525 | 2,350 |
| | <u>195,257</u> | <u>85,346</u> |

6. DIRECTORS AND EMPLOYEES

| | | |
|--------------------|----------------|---------------|
| STAFF COSTS | 1999 | 1998 |
| | £ | £ |
| Salaries | 189,792 | 81,183 |
| | <u>189,792</u> | <u>81,183</u> |

The average weekly number of staff employed by the charity during the year was as follows:

| | | |
|-------------------------|----|----|
| Direct charitable work: | 48 | 76 |
| Administrative work | 3 | 3 |

TOWER HAMLETS SUMMER EDUCATION LIMITED

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 1999

7. TANGIBLE FIXED ASSETS

| | <u>1999</u> | <u>1998</u> |
|-------------------------|--------------|--------------|
| | £ | £ |
| NET BOOK VALUES | | |
| Furniture and equipment | 6,475 | 4,904 |
| | <u>6,475</u> | <u>4,904</u> |

MOVEMENTS IN YEAR

| <u>Cost</u> | <u>Opening Balances</u> | <u>Additions</u> | <u>Disposals</u> | <u>Closing Balances</u> |
|-------------------------|-----------------------------|------------------|------------------|-----------------------------|
| | £ | £ | £ | £ |
| Furniture and equipment | 7,251 | 4,511 | | 11,762 |
| | <u>7,251</u> | <u>4,511</u> | <u>-</u> | <u>11,762</u> |

| <u>Depreciation</u> | <u>Opening Balances</u> | <u>Charge For Year</u> | <u>Disposals</u> | <u>Closing Balances</u> |
|-------------------------|-----------------------------|----------------------------|------------------|-----------------------------|
| | £ | £ | £ | £ |
| Furniture and equipment | 2,347 | 2,940 | - | 5,287 |
| | <u>2,347</u> | <u>2,940</u> | <u>-</u> | <u>5,287</u> |

8. DEBTORS

| | <u>1999</u> | <u>1998</u> |
|---------------|---------------|---------------|
| | £ | £ |
| Grants | 22,121 | 36,961 |
| Other debtors | 235 | 9,000 |
| Prepayments | 80 | - |
| | <u>22,439</u> | <u>45,961</u> |

9. CREDITORS: amounts falling due within one year

| | <u>1999</u> | <u>1998</u> |
|------------------------------|---------------|---------------|
| | £ | £ |
| Grants in advance | 13,608 | 12,588 |
| Creditors and accruals | 37,900 | 34,863 |
| Taxation and social security | 2,035 | 10,187 |
| | <u>53,543</u> | <u>57,638</u> |

Included in grants in advance is an amount of £11,608 from the National Lottery Charities Board for 1999/00.

TOWER HAMLETS SUMMER EDUCATION LIMITED

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 1999

10. CREDITORS: amounts falling due after one year

| | <u>1999</u> | <u>1998</u> |
|---------------|--------------|--------------|
| | <u>£</u> | <u>£</u> |
| Capital grant | 9,334 | 5,895 |
| | <u>9,334</u> | <u>5,895</u> |

The capital grant relates to capital funding received from the National Lottery Charities Board.

11. SHARE CAPITAL

The company is limited guarantee and does not have a share capital divided by shares.

12. FUNDS OF THE CHARITY

Restricted funds represent the remaining balance of funds received from donors for specific project expenditure and any surplus/deficit on those ongoing projects.

Unrestricted funds represent the remaining balance of funds received from donors which are not tied to any specific project.

13. ANALYSIS OF FUND BALANCES BETWEEN NET ASSETS

| | <u>Unrestricted</u> <u>Income</u> <u>£</u> | <u>Restricted</u> <u>Income</u> <u>£</u> | <u>Total</u> <u>£</u> |
|----------------------------------|--|--|--------------------------|
| Tangible fixed assets | - | 6,475 | 6,475 |
| Net current assets/(liabilities) | 21,488 | (3,735) | 17,753 |
| Capital grant | - | (9,334) | (9,334) |
| | <u>21,488</u> | <u>(6,594)</u> | <u>14,894</u> |