

LADY McADDEN'S APPEAL  
in association with the  
South-East Essex Federation of Townswomens Guilds

Registered Charity Number: 10622360/0  
Registered Company Number: 3334552

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31ST MARCH 1999

BLAND REYNOLDS  
CHARTERED CERTIFIED ACCOUNTANTS  
Southend-on-Sea



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FINANCIAL STATEMENTS

for the year ended 31st March 1999

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## CHARITY INFORMATION

31st March 1999

INCORPORATED	17th March 1997 in England and Wales
COMPANY NUMBER	3334552
CHARITY NUMBER	10622360/0
COMPANY SECRETARY	T.A. Murray
TRUSTEES	See Trustee's report
REGISTERED OFFICE	17 - 19 Main Road Hockley Essex
PRINCIPAL OFFICE	1st Floor Hillborough Road Westcliff on Sea Essex
BANKERS	Lloyds Bank plc High Street Southend on Sea Essex
SOLICITORS	T.A. Murray 17 -19 Main Road Hockley Essex
AUDITORS	Bland Reynolds Chartered Certified Accountants Cumberland House 24-28 Baxter Avenue Southend on Sea Essex, SS2 6HZ

**LADY McADDEN'S APPEAL**  
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**Trustees' Report for the year to 31 March 1999**

The Trustees' present their report and the financial statements for the year ended 31st March 1999.

The Charity was incorporated on 17th March 1997 as a company limited by guarantee and not having a share capital.

The Trustees shall consist of not less than three but not more than ten persons being:

- Lady Dorothy McAdden (or her nominee)
- 6 nominated Trustees appointed by the South East Essex Federation of Townswomen's Guilds and
- 3 co-opted Trustees

The appointment of nominated and co-opted Trustees shall be made for a term of four years.

The Trustees who have served during the year were as follows:

Lady Dorothy McAdden  
Dr G V Griffin  
Mrs N Heigho.  
Mrs M Marsden  
Mr E Camp  
Mr T Murray  
Dr M Sibellas  
Mr N Rothnie (Resigned 21.7.98)  
Mr F Medcalf

None of the board of trustees have any beneficial interest in any contract to which the charity was party during the year.

**Statement of responsibilities**

Company law requires the trustees 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 the surplus or deficit of the charity for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- follow the recommendations of the Charity Commission and applicable accounting standards, subject to any material departures disclosed and explained in the financial statements.
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue.

The trustees are 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, the Charities Act 1993 and the Statement of Recommended Practice (S.O.R.P.) Accounting by Charities. 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.

continued ...

LADY MCADDEN'S APPEAL  
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Trustees' Report for the year to 31 March 1999 continued

**Objects, Organisation and Activities**

The Charity is a company limited by guarantee and as such it does not have a share capital. It is governed by its Memorandum and Articles of Association. The Charity is established to preserve and promote the good health of the female population by providing facilities for searching for serious diseases.

**Review of financial position**

The attached financial statements show the current state of the finances which the Trustees consider to be sound.

**Other matters**


The Trustees are grateful for the continued generous support of specific benefactors and of donations from the general public which are essential for the Charity's continued survival.

**Auditors**

The Auditors, Bland Reynolds, will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985.

**Small company exemption**

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

  
On behalf of the Trustees  
Mr T Murray

Date .27.9.99...

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AUDITORS REPORT

Auditors report to the trustees of

Lady McAdden's Appeal Fund  
in association with the  
South-East Essex Federation of Townswomens Guilds

We have audited the financial statements on pages 5 to 14 which have been prepared under the accounting policies set out on page 8.

**Respective responsibilities of trustees and auditors**

As described on page 2, the trustees, who are also the directors of Lady McAdden's Appeal for the purposes of company law are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those financial statements and to report our opinion to you.

**Basis of opinion**

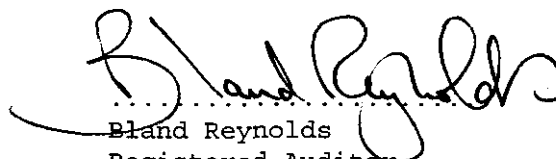
We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the judgements made by the Trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable 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 as to whether 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 the affairs as at 31st March 1999 and of its incoming resources and application of resources, in the year then ended and have been properly prepared in accordance with the Companies Act 1985, the Charities Act 1993 and the Statement of Recommended Practice (S.O.R.P) Accounting by Charities.

Date ... 30.9.1999

  
Bland Reynolds  
Registered Auditor  
Chartered Certified Accountants  
Southend-on-Sea

**LADY McCADDEN'S APPEAL**  
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**STATEMENT OF FINANCIAL ACTIVITIES**  
for the year ended 31st March 1999

	Notes	Unrestricted Funds 1999 £	Restricted Funds 1999 £	Total Funds 1999 £	Total Funds 1998 £
<b>Income and Expenditure</b>					
<b>Incoming resources</b>					
Donations and gifts	4	218,722	608	219,330	229,189
Grants	5	35,000	-	35,000	57,968
Street collections		22,810	-	22,810	25,329
Events in aid	6	12,525	-	12,525	12,421
Legacies		15,602	-	15,602	17,632
Investment income	7	3,742	-	3,742	3,853
Sale of cards		1,000	-	1,000	1,300
Rents receivable		16,000	-	16,000	16,000
Bank interest receivable		18,631	-	18,631	11,825
		<u>344,032</u>	<u>608</u>	<u>344,640</u>	<u>375,517</u>
<b>Resources expended</b>					
<b>Direct charitable expenditure</b>					
Nursing services - salaries		101,911	-	101,911	108,888
Mammography services	8	89,421	-	89,421	78,537
		<u>191,332</u>	<u>-</u>	<u>191,332</u>	<u>187,425</u>
<b>Other expenditure</b>					
Street collections		863	-	863	476
Administration	9	95,446	-	95,446	83,704
Maintenance	10	13,552	608	14,160	11,980
Depreciation		15,737	8,918	24,655	21,254
(Profit) on asset disposal		-	-	-	(455)
Loss on obsolete equipment		3,964	-	3,964	-
		<u>129,562</u>	<u>9,526</u>	<u>139,088</u>	<u>116,959</u>
<b>Total resources expended</b>		<u>320,894</u>	<u>9,526</u>	<u>330,420</u>	<u>304,384</u>
Net incoming resources before transfers		23,138	(8,918)	14,220	71,133
Transfers between funds		-	-	-	-
<b>Net incoming resources for the year</b>		<u>23,138</u>	<u>(8,918)</u>	<u>14,220</u>	<u>71,133</u>
<b>Other recognised gains and losses</b>					
Gains and losses on investments:					
Unrealised investment gain	12	3,996	-	3,996	6,043
<b>Net movement in funds</b>		<u>27,134</u>	<u>(8,918)</u>	<u>18,216</u>	<u>77,176</u>
Balance brought forward at 1.4.98		<u>493,338</u>	<u>171,339</u>	<u>664,677</u>	<u>587,501</u>
<b>Balance carried forward at 31.3.99</b>		<u><u>520,472</u></u>	<u><u>162,421</u></u>	<u><u>682,893</u></u>	<u><u>664,677</u></u>

The notes on pages 8 - 14 form part of these financial statements.

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INCOME AND EXPENDITURE ACCOUNT

for the year ended 31st March 1999

	1999 £	1998 £
Income	344,640	375,517
Direct charitable expenditure	(191,332)	(187,425)
Gross surplus	153,308	188,092
Other expenditure		
Administrative expenses	(139,088)	(116,959)
Excess of income over expenditure before taxation	14,220	71,133
Taxation	-	-
Excess of income over expenditure	14,220	71,133

STATEMENT OF TOTAL RECOGNISED GAINS AND LOSSES

for the year ended 31st March 1999

Surplus for the financial year	14,220	71,133
Unrealised gain on investment	3,996	6,043
Total gains recognised	18,216	77,176

Movements in reserves are shown in notes 2 and 3.

The notes on pages 8 - 14 form part of these financial statements.

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BALANCE SHEET

at 31st March 1999

	Note	£	1999	£	1998	£
<b>Fixed assets</b>						
Tangible assets	11		274,615		271,165	
Investments	12		56,494		52,498	
			<u>331,109</u>		<u>323,663</u>	
<b>Current assets</b>						
Debtors	13	9,092		14,446		
Cash at bank and in hand		378,151		349,159		
			<u>387,243</u>	<u>363,605</u>		
<b>Creditors: amounts falling due within one year</b>	14	(35,459)		(22,591)		
<b>Net current assets</b>			<u>351,784</u>	<u>341,014</u>		
<b>Total assets less current liabilities</b>			<u>682,893</u>	<u>664,677</u>		
<b>Funds</b>						
Unrestricted	2		520,472		493,338	
Restricted	3		162,421		171,339	
<b>Total member's funds</b>	15		<u>682,893</u>	<u>664,677</u>		

These financial statements are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

The financial statements on pages 5 to 14 were approved by the board of trustees on 27.9.1999 and signed on its behalf by:

.....  
Mr E Camp  
Trustee

The notes on pages 8 - 14 form part of these financial statements.

LADY McADDEN'S APPEAL  
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NOTES ON FINANCIAL STATEMENTS

31st March 1999

1 Accounting policies

**Basis of accounting**

The financial statements have been prepared under the historical cost accounting rules.

The charity has taken advantage of the exemption from preparing a cash flow statement conferred by Financial Reporting Standard No. 1 on the grounds that it qualifies as a small company under the Companies Act 1985.

**Fixed Asset Investments**

Fixed Asset Investments are stated at the mid-market value at the Balance Sheet date. Gains or losses arising on the revaluation are recognised in the Statement of Financial Activities and credited or charged to the Unrestricted Funds.

**Depreciation**

Depreciation of fixed assets is calculated to write off their cost or valuation less any residual value over their estimated useful lives as follows:

Buildings	30 Years Straight Line
Medical Equipment	25% Reducing Balance
Fixtures and other equipment	25% Reducing Balance

**Leased assets**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits as incurred.

2 Unrestricted Funds

	Balance 1/4/98	Movement for the year (net)	Balance 31/3/99
	£	£	£
Capital Reserve	44,687	15,602	60,289
General Fund	389,649	36,609	426,258
Replacement Reserve	59,002	(25,077)	33,925
	<u>493,338</u>	<u>27,134</u>	<u>520,472</u>

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NOTES ON FINANCIAL STATEMENTS

31st March 1999

3 Restricted Funds

	Balance 1/4/98	Movement for the year (net)	Balance 31/3/99
	£	£	£
Building (Contingency) Fund	171,339	(8,918)	162,421
	<u>171,339</u>	<u>(8,918)</u>	<u>162,421</u>

4 Donations and Gifts

	Unrestricted Funds	Restricted Funds	Total 1999	Total 1998
	£	£	£	£
General Donations*	39,255	608	39,863	49,786
Unit Boxes	148,128	-	148,128	150,333
In Memory	8,355	-	8,355	4,857
Other Income:				
- Tilbury Shop	22,984	-	22,984	24,213
	<u>218,722</u>	<u>608</u>	<u>219,330</u>	<u>229,189</u>

\* General Donations Over £1,000

Mrs Townley	16,470
Van der Bergh Foods	1,000
North Thameside Ladies Licenced Victuallers	1,000
Townswomens Guilds	2,222
Rotary Club of Rayleigh Mill	7,000
Edward Cecil Jones Memorial Trust	2,000

5 Grants

	Unrestricted Funds	Restricted Funds	Total 1999	Total 1998
	£	£	£	£
Essex Hospital Fund	35,000	-	35,000	29,000
S. E. Essex Health Authority	-	-	-	28,968
	<u>35,000</u>	<u>-</u>	<u>35,000</u>	<u>57,968</u>

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**NOTES ON FINANCIAL STATEMENTS**

31st March 1999

**6 Events in Aid**

\* Events in Aid over £1,000

Southend Inner Wheel	1,500
Mrs. M. Taylor	1,000
Mrs. L. Coley	2,312
Miss. J. Vissenga	1,530
Ms. N. Drabble	2,139

**7 Investment income**

	Unrestricted Funds £	Restricted Funds £	Total 1999 £	Total 1998 £
Interest on UK Quoted Investments	3,742	-	3,742	3,853

**8 Mammography Services**

	Unrestricted Funds £	Restricted Funds £	Total 1999 £	Total 1998 £
Medical Salaries	32,818	-	32,818	26,221
Radiography Salaries	37,308	-	37,308	36,911
Expenses	19,295	-	19,295	15,405
	89,421	-	89,421	78,537

**9 Administration**

	Unrestricted Funds £	Restricted Funds £	Total 1999 £	Total 1998 £
Reception salaries	31,963	-	31,963	27,725
Administration salaries	32,930	-	32,930	32,096
Secretarial honourarium	1,000	-	1,000	
Treasurer's expenses	1,500	-	1,500	1,500
Staff advertising	352	-	352	693
Training, conferences & seminars	1,819	-	1,819	1,088
Meetings	43	-	43	78
Telephone	1,521	-	1,521	3,154
Uniforms	1,551	-	1,551	87
Shop expenses	4,977	-	4,977	5,230
Bank charges	818	-	818	124
Printing and stationery	4,063	-	4,063	5,710
Postage	1,972	-	1,972	2,476
Computer software and maintenance	1,204	-	1,204	247
Sundry expenses	11	-	11	79
Legal expenses	7,901	-	7,901	1,654
Audit and accountancy fees	1,821	-	1,821	1,763
	95,446	-	95,446	83,704

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**NOTES ON FINANCIAL STATEMENTS**

31st March 1999

**10 Maintenance**

	Unrestricted Funds	Restricted Funds	Total 1999	Total 1998
	£	£	£	£
Gas	712	-	712	675
Electricity	178	-	178	172
Cleaning and laundry	4,253	-	4,253	3,797
Repairs and decorations	4,800	608	5,408	3,631
Insurances	2,857	-	2,857	3,254
Water	752	-	752	451
	<u>13,552</u>	<u>608</u>	<u>14,160</u>	<u>11,980</u>

**11 Tangible fixed assets**

	Medical Equipment	Fixtures and other Equipment	Leasehold Buildings	Total
	£	£	£	£
Cost				
1st April 1998	100,790	64,850	264,568	430,208
Additions	<u>29,300</u>	<u>370</u>	<u>2,400</u>	<u>32,070</u>
31st March 1999	<u>130,090</u>	<u>65,220</u>	<u>266,968</u>	<u>462,278</u>
Depreciation				
1st April 1998	81,369	47,030	30,645	159,044
Charge for the year	11,190	4,547	8,918	24,655
Write off on obsolete equipment	<u>3,964</u>	<u>-</u>	<u>-</u>	<u>3,964</u>
31st March 1999	<u>96,523</u>	<u>51,577</u>	<u>39,563</u>	<u>187,663</u>
Net book amount				
31st March 1999	<u>33,567</u>	<u>13,643</u>	<u>227,405</u>	<u>274,615</u>
1st April 1998	<u>19,421</u>	<u>17,820</u>	<u>233,924</u>	<u>271,165</u>

Buildings represents the cost of construction of the charity's premises on land owned by Southend Hospital NHS Trust. The charity were granted a 30 year lease in 1994 and consequently the buildings are depreciated over the life of the lease.

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NOTES ON FINANCIAL STATEMENTS

31st March 1999

12 Investments

	1999	1998
UK Quoted Investments	£	£
Market Value 1st April 1998	52,498	46,455
Net unrealised investment gains	3,996	6,043
Market Value 31st March 1999	<u>56,494</u>	<u>52,498</u>
Original Cost	<u>45,131</u>	<u>45,131</u>

13 Debtors

Amounts falling due within one year

	Unrestricted Funds	Restricted Funds	Total 1999	Total 1998
	£	£	£	£
Income Tax Recoverable	19	-	19	76
Prepayments	9,073	-	9,073	14,370
	<u>9,092</u>	<u>-</u>	<u>9,092</u>	<u>14,446</u>

14 Creditors: amounts falling due within one year

	Unrestricted Funds	Restricted Funds	Total 1999	Total 1998
	£	£	£	£
Trade creditors	33,273	-	33,273	20,518
Accruals	2,186	-	2,186	2,073
	<u>35,459</u>	<u>-</u>	<u>35,459</u>	<u>22,591</u>

15 Member's funds

If the charity is wound up or dissolved and after all its debts have been satisfied there remains any property it shall not be paid to or distributed to the members of the charity, but shall be given or transferred to some other charity(s) having similar objects.

The liability of the members is limited and every member of the company undertakes to contribute such amounts as may be required (not exceeding £10) to the charity's assets if it should be wound up while he or she is a member or within one year after he or she ceases to be a member.

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**NOTES ON FINANCIAL STATEMENTS**

31st March 1999

**16 Staff Costs**

	1999 £	1998 £
Salaries and Social Security Costs	236,929	231,840

No employees earned over £40,000 during the year.

The average total number of employees, by function, was:

	1999	1998
Medical	1	1
Nursing	7	8
Radiography	4	3
Administration	2	2
Reception	6	5

**17 Analysis of Assets between funds**

	Tangible Assets £	Investments £	Net Current Assets £	Total £
Restricted funds	-	-	162,421	162,421
Unrestricted funds	274,615	56,494	189,363	520,472
	<u>274,615</u>	<u>56,494</u>	<u>351,784</u>	<u>682,893</u>

**18 Guarantees and other financial commitments**

The current lease obligation for the shop unit at Tilbury of £4,000 per annum expires in September 1999. Negotiations for a new lease at £3,750 per annum are in hand.

**19 Related party transactions**

Mr E Camp received a contribution towards expenses of £1,500.

Mrs M Marsen received £1,000 honourarium for secretarial work.

Mrs N Heigho organises the street collection and was re-imbursed the sum of £331 in respect of expenses incurred thereon.

Mr T Murray provides legal services to the charity and he was reimbursed the sum of £7,901 as a contribution towards his legal services, as a result of extensive and protracted legal services necessary on the creation of a lease and underlease. In addition the Southend Hospital National Health Service Trust paid £1,500 towards legal fees in respect of the underlease granted to them by the charity. It was agreed by the Trustees that this money could be retained by Mr T Murray as a contribution towards the value of his legal services sustained but not rendered to the charity.

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20 Contingent liabilities

A contingent liability may arise in respect of correspondence from an attendee who has alleged that the charity failed to undertake an investigative procedure. The allegation has been repudiated and it is the trustees belief that they cannot be held responsible and that no liability will arise. Consequently the financial statements contain no provision in respect thereof. However legal costs in respect thereof could be incurred and the trustees consider that these could reach £20,000.