

# **Poems in the Waiting Room Limited**

*Private Company Limited by Guarantee 04836215*

*Registered Charity 1099033*

## **Report and Accounts**

**for the Period 1 January 2005 to 31 December 2005**

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## Poems in the Waiting Room Limited

*Private Company Limited by Guarantee 04836215*

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### Directors' Report for the period 1 January 2005 to 31 December 2005

#### Principal Activities and Review

This is the second report of Poems in the Waiting Room Limited, and covers the period from 1 January 2005 to 31 December 2005, the statutory reporting date.

The principal activity of the company remained that of a registered charity. The charitable objectives are "the advancement of education through the encouragement of the composition and the appreciation of poetry, particularly, but not exclusively, by the provision in health service waiting areas of a series of poetry pamphlets and posters known as 'Poems in the Waiting Room.'"

The scheme had expanded substantially during 2004. The number of health service waiting rooms supplied rose from 343 in summer 2003 to 1203 by winter 2004, with the quarterly numbers of pamphlets distributed increasing from 10470 to 34250. The growth was planned around a matching funding scheme between The Beatrice Trust, a private family fund managing gift aid of Lee Donaldson Associates Ltd, and the Arts Council England. The Trust made the grants committed, but Art Council made one payment in September 2003 but then failed to make further payments supporting the scheme for 2004 and 2005. They further rejected an application for funds to complete growth in September 2005. The Company therefore has abandoned its growth programme in autumn 2005 and will need to cut back the service during 2006.

The company undertook no trading activity during the period.

The company holds funds in trust and has no share holding.

#### Statement of Directors' Responsibilities.

Company law requires the directors to prepare accounts for each financial year or reporting period which give a true and fair view of the state of affairs of the company and of the revenue and expenditure during the year or other reporting period.

For the period ending 31 December the company was entitled to exemption under section 249A(1) of the Companies Act 1985. No members have required the company to obtain an audit of its accounts for the period in question in accordance with section 249B(2). The directors acknowledge their responsibility for:

- i) ensuring the company keeps its accounting records which comply with section 221; and,
- ii) preparing accounts which give a true and fair view of the state of affairs of the company as at the end of its profit and loss for the financial year in accordance with section 226, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company.

**By order of the Board**

FMJ Lee Chairman  
34 Beechwood Avenue  
RICHMOND  
Surrey TW9 4DE

27 January 2006

# Poems in the Waiting Room Limited

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## Revenue and Expenditure Account 1 January 2005 to 31 December 2005

	2005 £	2003/04 £
Opening Balance 1 January 2005	16275	3063
<b>Revenue</b>		
(i) Lee Donaldson Associates Ltd:		
Beatrice Trust	12500	19700
(ii) Arts Council England:		
ACE Research	3440	1260
Lottery Funded		12500
Interest	413	127
Sundry Donations	325	275
<b>Total Revenue</b>	<b>16678</b>	<b>33862</b>
<b>Expenditure</b>		
Poetry Pamphlets	17552	13232
Expansion Programme	145	4511
Research		
ACE Study	6028	
PitWR Research Studies	1217	1612
Administration	3201	1295
<b>Total Expenditure</b>	<b>28143</b>	<b>20650</b>
<b>Balance Carry forward</b>	<b>4810</b>	<b>16275</b>

### Notes

1. The accounts are presented for the period 1 January 2005 to 31 December 2005 for Poems in the Waiting Room Ltd, a private company, limited by guarantee from the date of registration by Companies House. The corresponding dates for the previous accounting period are 17 July 2003 to 31 December 2004, the statutory period from registration.

2. The above accounts exclude sales during the accounting period of the Collected Edition, published in April 2003. The sales are accounted for by Lee Donaldson Associates Ltd, the publishers of the edition, and amounted to £255. The proceeds will be used to fund further gift aid.

3. No staff are employed by Poems in the Waiting Room Ltd. Technical and administrative tasks are in part subcontracted to an appropriate service agency, but undertaken mainly through volunteer work. The value of editorial and administrative work undertaken by volunteers for the above accounting period may be estimated at some £7500 calculated on appropriate day rates. A section of office, computing and communication costs including the Internet and web site, are met on an 'off the shelf basis' by Lee Donaldson Associates Ltd.

# Poems in the Waiting Room Limited

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## Balance Sheet 31 December 2005

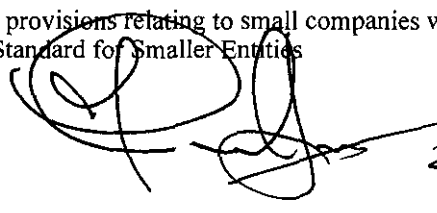
	31/12/05 £	31/12/04 £
<b>Assets</b>		
Cash at Bank	4810	16275
<b>Total assets</b>	<b>4810</b>	<b>16275</b>
<b>Liabilities</b>		
Residual grants held in trust	4810	16275
<b>Total liabilities</b>	<b>4810</b>	<b>16275</b>

For the financial period ended 31 December 2005, the company was entitled to exemption from audit under Section 249A(1) of the Companies Act 1985. No notice has been deposited under Section 249B(2) of the Companies Act 1985.

The directors acknowledge their responsibilities 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 affairs of the company as at the end of the financial year and of its results for the financial year in accordance with the requirements of Section 226 of the Companies Act 1985, and which otherwise comply with the requirements of this Act relating to the accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part VII of the Companies Act 1985 and the Financial Reporting Standard for Smaller Entities



29/01/06