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**ABBAY COMMUNITY ASSOCIATION LIMITED**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**31 MARCH 2014**

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COMPANIES HOUSE

A Company Limited by Guarantee  
Registered in England and Wales Number: 05373711  
Registered Charity Number: 1109442

haysmacintyre  
Chartered Accountants  
Registered Auditors  
London

**ABBAY COMMUNITY ASSOCIATION LIMITED**

**YEAR ENDED 31 MARCH 2014**

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**ABBAY COMMUNITY ASSOCIATION LIMITED**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31 MARCH 2014**

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The Council submits its report together with the accounts for the year ended 31 March 2013. This report is prepared in accordance with the Companies Act 2006 and the Statement of Recommended Practice: *Accounting and Reporting by Charities* (SORP 2005), issued by the Charity Commission.

**Reference and administrative details**

Charity Name	Abbey Community Association Limited
Charity registration number:	1109442
Principal address:	34 Great Smith Street, London SW1P 3BU
The Board (Board Members)	Mr S D Pugh (stood down 22 <sup>nd</sup> January 2014) Mr S Brott (Treasurer) Ms S Hunjunt Mr P Leavey (stood down 22 <sup>nd</sup> January 2014) Mr W Wallace (stood down May 2014) Mr D Wilson (Chair) Ms M Payne (Vice-Chair) Ms F Mohamed Ms S Gordon (appointed 22 <sup>nd</sup> October 2013) Ms D Yeo (appointed 22 <sup>nd</sup> January 2014)
Observer	Cllr T Mitchell
Secretary & CEO	Ms L Offside-Keivani
Senior Management Team	Ms L Offside-Keivani, Chief Executive Ms P. Fudlalla, Health & Wellbeing Programme Manager Ms C. Richardson Community Engagement & Enterprise Manager Ms N. Burstow-Goff, Business & Finance Manager Mr S. Howells Catering Manager
Independent Auditors	haysmacintyre, 26 Red Lion Square, London, WC1R 4AG
Bankers	CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ  National Westminster Bank plc, 27-29 Horseferry Road, London, SW1P 2AZ

# **ABBHEY COMMUNITY ASSOCIATION LIMITED**

## **REPORT OF THE TRUSTEES (Continued)**

**FOR THE YEAR ENDED 31 MARCH 2014**

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### **Structure, Governance and Management**

#### ***Governing Document***

The organisation ('the Charity') is a charitable company limited by guarantee, incorporated on 23 February 2005. The Charity was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

Prior to the establishment of Abbey Community Association Limited, the activities of the company were carried through an unincorporated association and registered charity, Abbey Community Association, first established in 1948.

#### ***Recruitment and Appointment of Board***

The directors of the Charity are directors for the purposes of company law and are also charity trustees for the purposes of charity law and under the Charity's Articles are known as members' of the Board ('Board').

The Board reviews its membership annually, undertaking trustee appraisals; to ensure that it reflects the diversity of the community it serves and has the broad set of skills and experience required for the effective management of the Charity. The Chair meets with and is in regular communication with members of the Board. Working groups, acting under delegation of the Board, meet to deal with particular Board work-streams such as finance, business development and strategic planning.

#### ***Risk Management***

The Board records the major risks to which the charity is exposed, updating its risk register for review at every Board meeting. The Charity continues to review its health and safety policies during the year, as part of the Board's regular review of risk. Policies and procedures are regularly reviewed and where appropriate, systems and procedures are updated and training delivered to staff. Major contracts with external suppliers are reviewed during the year and where appropriate, opened up to competitive tender on renewal.

#### ***Organisational Structure***

The Charity has a Board of up to 12 members who meet every two months and are responsible for the strategic direction and policy of the Charity. At present the Board has seven members from a variety of professional backgrounds relevant to the work of the Charity. The Secretary, who is also the Chief Executive attends Board meetings but has no voting rights. The Board uses the more flexible approach of convening time-limited "working groups" to pursue more detailed work such as budget development, financial management and strategic planning and organisational development rather than maintaining standing sub-committees. Each group is chaired by a member of the Board and open to other volunteers and staff members, where appropriate, is time-limited, bound by agreed delivery objectives and reports back to the Board with recommendations.

The Board delegates day to day responsibility for the provision and management of the services to the Chief Executive and the Senior Management Team. The Senior Management Team comprises the Chief Executive, Health & Wellbeing Programme Manager (Acting), Community Engagement & Enterprise Manager (Acting) Catering Manager and Business and Finance Manager. They are responsible for individual supervision of the staff team and also ensuring that the team continues to develop their skills and delivery and working practices in line with good practice.

There have been some changes to the Board, two new Board members joined the Board and three members stood down. Di Yeo and Sara Gordon joined to the Board. Both have been long standing

# **ABBEY COMMUNITY ASSOCIATION LIMITED**

## **REPORT OF THE TRUSTEES (Continued)**

**FOR THE YEAR ENDED 31 MARCH 2014**

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### **Structure, Governance and Management (Continued)**

#### **Organisational Structure (Continued)**

members at the Centre and have developed a long association with the Charity. Di Yeo brings her experience working for national charities at CEO level as well as extensive trustee experience; Sara brings her senior level legal and marketing professional experience and skills. Scott Pugh (Chair), William Wallace and Patrick Leavey stood down from the Board.

The Charity has integrated the health living programme 'A Moveable Feast' and the South Westminster Action Network into its mainstream programme of activities to ensure activities are mutually reinforcing. Funding has been secured from a variety of sources to ensure the on-going delivery of services and activities. The charity commissioned a needs assessment in late 2013 to inform preparation of 3-5 year strategic plan which is currently being developed following the Board's away day in March 2014, building the comprehensive independent review of its strategic aim and objectives in late 2012 ,

#### **Public Benefit Statement**

The aims, vision and mission, and achievement and performance sections of this report clearly set out the activities which the Charity undertakes for the public benefit.

The Board members confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit, "Charities and Public Benefit".

In the interest of transparency, the Board members make the following observations on the two key principles of public benefit.

#### ***Principle 1: there must be an identifiable benefit or benefits***

##### ***1a) it must be clear what the benefits are.***

The benefits are clearly set out in the accounts of Achievement and Performance given in the body of this report

##### ***1b) the benefits must be related to the aims***

The benefits set out in the accounts of Achievement and Performance is clearly related to the aims set out below. The Board members review the activities of the Charity against its aims on an on-going basis and are satisfied that all activities continue to be related to the aims.

##### ***1c) benefits must be balanced against any detriment or harm***

No specific issues of detriment or harm have been identified

#### ***Principle 2: Benefit must be to the public or a section of the public***

##### ***2a) the beneficiaries must be appropriate to the aims***

The beneficiaries are primarily people living in South Westminster although the Charity does have the power to engage in work for wider purposes.

***2b) where the benefit is to a section of the public, the opportunity to benefit must not be unreasonably restricted by geographical or other restrictions; or by the ability to pay any fees charged***

# ABBEY COMMUNITY ASSOCIATION LIMITED

## REPORT OF THE TRUSTEES (Continued)

FOR THE YEAR ENDED 31 MARCH 2014

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### Public Benefit Statement

As noted, above benefit is primarily provided to people in South Westminster. This group is considered sufficiently large. Certain services will be targeted at particular groups, where certain needs are identified, but activities are only restricted when there is an overriding reason to do this (for example, women-only swimming sessions and exercise classes for Muslim women). That said access to the Charity's centre is available to all. Any fees charged e.g. to attend a dance class are judged, with members input via regular consultation, to be affordable for all.

#### *2c) people in poverty should not be excluded from the opportunity to benefit*

Many of our beneficiaries have very limited financial means. Membership of the Charity is now free and access to certain activities are offered at highly discounted rates or free of charge to particular groups or individuals that would otherwise not be able to benefit.

#### *2d) any private benefits must be incidental*

A number of private benefits do necessarily arise from the activities of the Charity. In particular, the Charity finds it essential to employ and remunerate staff. Furthermore, individual members of the Charity will clearly benefit in the widest sense from the activities they undertake. These private benefits are, however, incidental as they are a necessary by-product of carrying out the Charity's aims.

### Aims, Vision and Mission

**Vision:** Healthy and Cohesive Communities in south Westminster

**Mission:** Bringing together local people and organisations to address community needs in south Westminster

### Strategic Objectives and Priorities

- To address health and wellbeing priority needs in south Westminster
  - Improve the health & wellbeing of people experiencing low income and/or worklessness
  - Tackle health inequalities of ethnic minority communities
  - Address the negative health impacts of social isolation on vulnerable people
- To promote connected and cohesive communities in south Westminster
  - Manage a high quality south Westminster community Hub & Network
  - Develop volunteering opportunities at the Abbey Centre & south Westminster
  - Improve inter-community & multi-generational engagement & understanding

The Charity conducts its business through being: -

- **Friendly, welcoming & accessible** to all
- **Responsive** to our communities' ideas and needs
- **Flexible, proactive and collaborative** in our working with others
- **Reliable and professional** in all we do
- **Respecting and valuing** of our partners and joint working
- **Business focused** for the benefit of our communities
- **Ethical, honest and respectful** of the environment

## **ABBEY COMMUNITY ASSOCIATION LIMITED**

### **REPORT OF THE COUNCIL MEMBERS (Continued)**

#### **FOR THE YEAR ENDED 31 MARCH 2014**

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#### **Achievements and Performance**

The following section presents the key achievements and achievements of services and activities of the Abbey Community Association for the year ended 31 March 2014.

The Charity is committed to ensuring our employment practices are consistent with our aims and objectives. We have therefore become a London Living Wage employer. Due to improved commercial performance in our social enterprise, we were able to create a new post and provide paid employment to one of our volunteers, who is a local resident in 2013/14; and also provided a paid apprenticeship training place to a young person, who after successful graduation has secured paid employment.

Three trainee community organisers were seconded to the charity by Locality to learn and develop skills in engaging with and empowering local communities voice its concerns and priorities. All three successfully graduated from the programme. One has joined the charity in the role as volunteer and time broker, another as set up as an independent community organiser and the third secured paid employment.

The Charity continues to function as the vibrant community hub for south Westminster, providing a diverse range of community services, events and activities to the local community. New initiatives have been developed to improve the programme of activities and services.

**Consultation and Member Engagement** - 'Have Your Say' consultation sessions were held to obtain feedback from members on the Charity's services and planned improvements to the Centre. We also held dedicated consultation sessions to obtain feedback on the borough's new Health & Wellbeing Strategy and Adult Social Care Charter with views fed back to the Council. Older members were surveyed on their experiences of local services and social isolation to inform the borough's Lottery Aging Better funding bid, which is through to the next stage of competition for consideration of securing funding. The Health & Wellbeing Outreach Programme undertook a needs assessment survey of 100 BME adult service users in 2013/14 to inform service development

The AGM was very well attended by nearly 80 members, partner organisations and volunteers including Board members. Project participants and volunteers explained to the meeting how they had benefited from services and activities in the Centre. Entertainment was provided by one of our volunteers Larissa Marinova who played the piano.

The Charity made membership free of charge at its AGM in October 2013 which has resulted in a significant increased take up of membership and a greater diversity of people joining as members. By March 2014 there were 280 members who had renewed their membership in the past 12 months, which rose to 400 in June 2014, and 560 members in total recruited since 2011.

**Community Service Delivery** - 26 smaller groups have been supported to run their regular activities at the Centre and at local community venues. Support has included provision of affordable and accessible space, publicity and promotion of activities through inclusion in our online and hard copy social media, grant funding support and invitations to wider Westminster events and networking opportunities. 8 new partnerships have been developed during the year to extend the offer of activities at the Centre including with: Westminster Age UK, Westminster Mind, Excel Tutoring, Hopscotch Asian Women's Group, London Graduate Orchestra, BoxFit, Ministry of Justice, Westminster Adult Education Service, Saturday Ballroom and French and Spanish classes.

## **ABBEY COMMUNITY ASSOCIATION LIMITED**

### **REPORT OF THE COUNCIL MEMBERS (Continued)**

#### **FOR THE YEAR ENDED 31 MARCH 2014**

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#### **Achievements and Performance (continued)**

##### ***Community Service Delivery (Continued)***

Partnership and activities commenced at the Centre in 2012/13 have been consolidated and continued into 2013/14 including with: Victoria Bid to bring regular employment workshops into the Centre to support unemployed people develop employability skills and find paid work; Volunteer Centre Westminster to provide volunteer workshops to link local people with volunteering opportunities across the area, and with Westminster Employment ('WE') through which our café staff work with WE staff to support people with mild learning and/or physical disabilities to undertake work placements. We have continued to work with Action on Disability to develop disability awareness training and skills for life training for people with disabilities, they also run informal peer support sessions in the Centre's café.

During 2013 -2014, there were 13,133 attendances in the Centre's main programme, with 1077 attendances at one-off events. 690 discounted lunches were provided to vulnerable members providing nutritious affordable meals as well as preventing isolation and providing opportunities for networking, signposting and linking into other appropriate services.

The charity manages a diverse programme of regular activities at the Abbey Centre for all ages, including: Monday talks and social club for older people; Spanish and Portuguese speakers older peoples club, Yoga for older people, aerobic exercise sessions for older people, multi-generational activities bringing together younger and older people, Zumba keep fit classes, Tai Chi for all ages, Life Club, GLAD (Greater London Action on Disability) Social Club, children's yoga for home schooled children, mother and baby group for Dutch speakers bingo and social group, pilates, table tennis for adults, women only exercise classes, short mat bowls, movement and music for under 5's and their carers, cycle confident workshops, An\_Najaat Arabic Saturday language and music school, Bosnia Herzegovina supplementary school; Excel Maths and English Tuition to support local children's educational attainment, Shen Chi Do martial arts advanced sessions for local children and adults, Salsa and Ballroom dance sessions, Zivko Firfov Group (dances and songs from Macedonia, Croatia and Serbia), and Doina European dance sessions, an evening ball room dancing class, Russian, French and Spanish language classes.

The annual Silver Members' Christmas party was attended by 120 of our older members funded by Westminster City Council's St James Ward budget, corporate sponsors and members' fundraising. This was the highlight of a diverse Christmas programme which included a Christmas fayre, pantomime and carol concert. The full Christmas programme ensured that nearly 200 local residents enjoyed festivities that were otherwise at risk of social isolation, including mental health service users and their friends and families who developed and performed what has become an annual pantomime at the Centre. Christmas parcels of luxury foods and gifts were donated by local businesses and distributed to older Members, vulnerable people living with mental health conditions and those in recovery from substance misuse.

We launched our Silver Members film club on Silver Sunday 2013 with a matinee screening of *Singing in the Rain* and now run a regular monthly Sunday matinee screening of films for our Silver Members to counter loneliness at the weekends.

The English National Opera donated free tickets gave older members the opportunity to attend dress rehearsals at the Coliseum to watch two productions. Free and subsidised trips were arranged for members including a tour of Kensington Palace, the National Gallery, Bulldog Trust and musical concert at the Royal Albert Hall. The Abbey Centre has joined a club called Friendship Matinee to secure access for its Silver members to enjoy musical performers at discounted prices.



## **ABBAY COMMUNITY ASSOCIATION LIMITED**

### **REPORT OF THE COUNCIL MEMBERS (Continued)**

**FOR THE YEAR ENDED 31 MARCH 2014**

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#### **Achievements and Performance (continued)**

##### ***Health and Wellbeing Outreach Programme***

The Charity again hosted runners competing in the London Marathon on behalf of Tuberous Sclerosis Association who showered and recovered after completing the marathon.

In 2013/14, the Charity's Health and Wellbeing Outreach programme which focuses on the hard to reach sections of the community, particularly BME, Muslim and women delivered 637 sessions of diverse activities in the south Westminster area to promote health and wellbeing. Over the year there were a total of 1930 attendances by adults and 344 by children, with the majority of users from the Arabic and Bangladeshi communities who have particular health needs. In addition, there were 108 attendances by children aged under 5 at the supporting crèche. Over the year, a total of 59 vulnerable service users were referred to partner agencies to secure services and support, including housing, mental wellbeing and screening services. A total of 31 volunteers were engaged in the service supporting delivery.

The monthly carers support group continues to run regular monthly meetings tailored to address the needs of south Westminster carers, particularly from BME communities, providing health information and therapy services to support their physical and mental wellbeing. The sessions included health workshops on a range of topics including managing dementia and memory loss, women's health and improving sleep patterns.

The local Ward Budget funded healthy families project supported a diverse range of activities to promote healthy lifestyle and increase health literacy including: cook and eat sessions attended by children and their carers; visits to local places of interest for families; arts workshops for children; physical activities such as zumba, football and aerobics for children; gym sessions targeting men to improve their take up of physical activities wellbeing therapies for adults and presentations on health issues such as oral health, gang & youth violence, fostering/adoption and managing chronic conditions such as diabetes.

The Comic Relief funded 'Reaching Out' programme has continued to support promotion of physical activities for women including: aerobics, yoga, walking club, tai chi in women only sessions. Women are also supported to improve their employability by undertaking training in accredited courses community interpreting and fitness instruction

The charity supported 24 local people to better manage their diabetes through intensive one to one sessions as part of a tri-borough programme to improve the health outcomes for people living with diabetes. The charity as part of the project also delivered workshops aimed at raising awareness of the key risk factors and preventing the condition; and delivered a 6 week course for people at risk of developing diabetes.

As part of local community mental wellbeing project, the charity supported 59 local BME people experiencing difficult personal circumstances, which were impacting on their mental wellbeing. Local mental health champion volunteers were trained and supported to provide the one to one support and signposting to agencies to assist with clients practical needs. More than 200 support sessions were provided.

The charity was commissioned to contribute to an important piece of local community research exploring why BME communities disproportionately use accident and emergency for basic health

## **ABBEEY COMMUNITY ASSOCIATION LIMITED**

### **REPORT OF THE COUNCIL MEMBERS (Continued)**

**FOR THE YEAR ENDED 31 MARCH 2014**

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#### **Achievements and Performance (Continued)**

##### ***Health and Wellbeing Outreach Programme (Continued)***

care rather than primary health care provision such as their general practitioners. Local volunteers were trained to undertake surveys with local residents.

##### ***Social enterprise***

The charity develops social enterprises to provide flexible working and training opportunities for people experiencing particular barriers to the employment market such as Muslim women. The established Mobile Crèche and developing World Flavours Catering Enterprise have been very successful in the past year.

*A Mobile Crèche* - 411 mobile crèche sessions were delivered during the year providing play opportunities for 3288 children aged under-5 in Westminster, facilitating participation in training, health and wellbeing opportunities for their parents. The crèche provided Work opportunities for 18 crèche workers otherwise likely to be excluded from paid work.

*World Flavours* - the second cohort of the 12 week Culinary Arts training course was delivered for 12 women as part of Esmee Fairbairn funded project to establish catering social enterprise for women at risk of exclusion from the job market. The 12 participants undertook a Food Hygiene course delivered as part the programme.

- 3 catering trainees volunteered in the Wash House Café to develop their catering skills
- 3 catering clients were secured and 18 events catered for providing paid work and experience for 5 out of the 8 trainees on the culinary arts training course first cohort
- 3 out of 8 trainees of the first cohort of culinary arts training course secured paid employment

##### ***South Westminster Action Network***

The charity manages the South Westminster Action Network (SWAN) comprising themed partner networks of local residents, community, voluntary and public services in south Westminster. The aim of the partnerships is to identify local issues, improve and join up services and to address gaps in services to improve health and wellbeing and address health inequalities in south Westminster. In addition to supporting the development of local charities, SWAN provides opportunities for residents to get involved in the local community and have their say. SWAN delivered:

- Regular meetings of the partner networks across south Westminster (Neighbourhood, Health, Learning & Employability) bringing together service providers for information sharing, to join up services, address gaps in provision and to explore joint working opportunities. Each of the networks met in community settings and information was shared via email.
- Management of three trainee Community Organisers seconded from Locality to the Charity who are working with local residents to identify local issues/needs and supporting them transition to community roles.
- Supported partners deliver a diverse range of community events including corporate volunteering events, WCC consultation events, SouthWest Fest, community celebration events, health information sessions and partners open days.

## **ABBAY COMMUNITY ASSOCIATION LIMITED**

### **REPORT OF THE COUNCIL MEMBERS (Continued)**

#### **FOR THE YEAR ENDED 31 MARCH 2014**

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#### **Achievements and Performance (continued)**

##### ***Volunteering Programme***

Our volunteers donated 3723 volunteering hours in the year, an increase of more than 1000 extra volunteering hours compared to 2012/13. This valuable time and skills was provided by 200 volunteers of whom 78 were corporate volunteers from 9 CSR partner businesses, 53 were young people and 31 supporting delivery of the health and wellbeing outreach programme. Volunteers have included people recuperating after physical or mental illness, local unemployed people seeking to improve their skills and chances of securing paid work, employed people, older people, local organisations/businesses, local students (secondary and tertiary) and international university students. 3 volunteers have gone on to paid employment and one into further education. Volunteers undertake a wide variety of tasks including supporting the café extend its opening hours; helping organise some of the activities for older people, using IT and organisational skills to assist with essential administration tasks, undertaking research, preparing marketing/promotional leaflets, facilities management and finance support.

The Charity continues to promote and facilitate multi-generational work with local schools; the Pimlico Academy, Westminster School, Westminster City School, overseas universities and our groups for older people. High school pupils assisted at the annual Christmas for older members; young people from the Network Challenge laid out rooms for publicity shots, took photographs and prepared a calendar. Local students from local high schools including Westminster City School gained valuable work experience, helping out at reception and with general office duties.

American university students from the American Institute of Foreign Studies developed an 'Exploring Connections' multi-generational art project working with our Silver members to explore experiences across cultures and generations through the medium of arts. They also provided administrative support to the charity, deployed in the finance, reception and core staff teams.

Pupils from Burdett Coutts School came to the centre to perform a carol concert for older people. A young artist Veronica Farren volunteered 28 hours to paint a mural in the Centre and make a video commemorating the charity's 65 years of serving the local communities of south Westminster.

Members have continued to fundraise for their activities holding Christmas and spring fairs with support from staff.

Local employers have continued to support the work of the Charity through their corporate social responsibility programmes. The Charity benefitted from the supply of materials and volunteer time to redecorate rooms, café, hall, walkways and washrooms in the Centre; and tidying and replenishing the plants in the Centre's community garden by companies and government departments including the, Ministry of Justice, HM Treasury, Bank of America, John Lewis and Cabinet Office.

A range of companies and government departments such as the Brown Forman, NOMs, Co-op Legal Services, Cabinet Office, Sainsbury and John Lewis supported the social programme to counter isolation amongst older and vulnerable people by organising and delivering a range of community events such as luxury tea parties, a Best of British party, supporting the annual Christmas party and collecting parcels for distribution to members. The Westminster Archive entertained our members with their interpretation of Che Sera Sera and Ministry of Defense told the story of the real Eliza Doolittle from Pygmalion. We hosted the 'Variety Showstopper Music' event with a tea party organized by the South Westminster Festival. John Lewis led make and take jewelry workshop for our members.

## **ABBEY COMMUNITY ASSOCIATION LIMITED**

### **REPORT OF THE COUNCIL MEMBERS (Continued)**

#### **FOR THE YEAR ENDED 31 MARCH 2014**

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#### **Achievements and Performance (continued)**

##### ***Volunteering Programme (continued)***

The charity supported the Women's Umbrella to Umbrella organisation host an exhibition of local businesses and social enterprises developed by local vulnerable women rebuilding their lives after challenging circumstances including domestic violence. We participated in the national Spring Online annual event funded by Digital Unite to promote IT literacy in partnership with Ucandoit, a local voluntary agency providing a drop in IT surgery for older people

The successful South Westminster Time Bank pilot launched in early 2012 has developed over the past year with investment secured from the Health & Social Care Volunteering Fund. Over 2500 hours of time exchanges were achieved in the 12 months to March 2013 with 149 members and growing

#### **Plans for the Future**

The Charity has secured in principle renewal of its service level agreement with Westminster City Council until 31<sup>st</sup> March 2016. The Council has indicated its longer term intention to procure services currently delivered at the Centre through open tender, with the new contract likely commencing in April 2016.

The charity has developed a new Hot Meal & Support Service for vulnerable adults without permanent accommodation in partnership with local agencies. The aim is to support service users secure advice and information to deal with issues such as substance misuse, unemployment and securing accommodation and funding will be sought in the coming months to undertake this additional work.

The Charity has a varied health programme to deliver over the coming year including a new project aimed at tackling stigma experienced by people living with mental health conditions to be launched in the autumn of 2014 using the medium of arts to explore sensitive issues. A small scale smoking cessation project and funding to teach healthy cooking skills on a budget has been secured. Two years funding to work with people living with or at risk of diabetes has also been secured. Lottery funding has been secured to develop a programme of work targeting BME elders to tackle their social isolation including through food growing and delivery of culturally appropriate activities and excursions.

Services to address the into work support needs of sections of the community significantly marginalised from employment opportunities such as those aged 50 plus, BME (particularly women returners), those recovering from mental health or substance misuse and homeless people will be developed. The Charity is seeking to consolidate and develop its social enterprise portfolio to include training and intermediate employment in garment alterations and repairs with the existing childcare and catering strands.

The south Westminster Timebank is exploring the integration of private businesses to secure time credit vouchers that local people can use to secure services. The SW Timebank is also exploring increased collaboration between the other 5 time banks in the borough to achieve economies of scale.

The organisation continues to invest in its marketing and promotional work, in a concerted effort to widen the appeal of the Charity to a broader range of community and commercial users, to ensure its sustainability through challenging economic times.

#### **Financial Review**

The results for the year ended 31 March 2014 are shown in the attached Statement of Financial Activities.

**ABBEY COMMUNITY ASSOCIATION LIMITED**

**REPORT OF THE COUNCIL MEMBERS (Continued)**

**FOR THE YEAR ENDED 31 MARCH 2014**

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**Financial Review (Continued)**

Net incoming resources for the year was a surplus of £29,893 (2013 – surplus of £83,063), of which there was a surplus of £120,887 (2013 – surplus of £78,048) on unrestricted funds and a deficit on restricted funds of £90,994 (2013 – surplus of £5,015).

Abbey Community Services Limited, the trading subsidiary, generated sufficient profits to make a Gift Aid donation of £187,845 (2013 - £155,735) that has been used to continue to support the activities of the charity. Introduction of new business processes, systems and marketing methods supported improved performance of the trading subsidiary.

*Principal Funding Sources*

Apart from the income generated by the Abbey Community Services Limited, (the trading subsidiary of the Charity), the principal funding sources for the charity continue to be grants from Westminster City Council and a range of other, smaller funders and commissioners.

*Investment Policy*

The Charity has no investments apart from the trading subsidiary and therefore there is no immediate need for an investment policy

*Reserves Policy*

The Board has examined the Charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the Charity should be at least 3 months of unrestricted expenditure and closure costs. Free reserves, as defined above, at the end of the year, were £336,794 (2013-£215,907) which currently represents 14 months of unrestricted charitable expenditure. This reserve will be partly used to invest in improvement works to the premises.

The Board regularly reviews the level of reserves as part of its oversight.

**Statement of the Responsibilities of the Board Members**

The Board members who are also directors of the Charity for the purposes of company law and are trustees for the purposes of charity law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Board members to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing these financial statements, the Board members are required to:

- Select suitable accounting policies and then apply them consistently;

**ABBHEY COMMUNITY ASSOCIATION LIMITED**

**REPORT OF THE COUNCIL MEMBERS (Continued)**

**FOR THE YEAR ENDED 31 MARCH 2014**

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**Statement of the Responsibilities of the Board Members (Continued)**

- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable UK Accounting standards have been followed, 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 charitable company will continue in business

The Board members are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time of the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

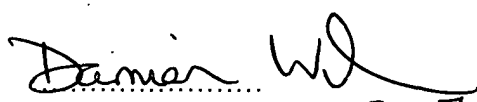
In so far as we are aware:

- There is no relevant audit information of which the charitable company's auditor is unaware; and
- Board members have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

**Independent Auditors**

A resolution proposing the appointment of auditors will be put to the Annual General Meeting.

Approved by the Board on and signed on its behalf by:

  
Damien Wilson (Chair) 30 July 2014

# INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS AND TRUSTEES OF ABBEY COMMUNITY ASSOCIATION LIMITED

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We have audited the financial statements of Abbey Community Association Limited for the year ended 31 March 2014 which comprise the Consolidation Statement of Financial Activities, the Group and Parent Company Balance Sheets and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

## **Respective responsibilities of trustees and auditor**

As explained more fully in the Trustees' Responsibilities Statement set out on page 12, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed auditor under the Companies Act 2006. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

## **Scope of the audit of the financial statements**

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's website at [www.frc.org.uk/auditscopeukprivate](http://www.frc.org.uk/auditscopeukprivate).

## **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the group's and the parent charitable company's affairs as at 31 March 2014 and of the group's and the parent charitable company's incoming resources and application of resources, including the group's and the parent income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

## **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

## **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- the charitable company and group have not kept adequate and sufficient accounting records, or returns adequate for our audit have not been received from branches not visited by us; or
- the consolidated charitable company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit. [or
- the trustees were not entitled to take advantage of the small companies exemption in preparing the Trustees' Annual Report incorporating the Strategic Report.



Richard Weaver (Senior statutory auditor)  
for and on behalf of haysmacintyre, Statutory Auditor

26 Red Lion Square  
London  
WC1R 4AG

Date: 12 August 2014

haysmacintyre is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

**ABBEY COMMUNITY ASSOCIATION LIMITED**  
**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2014**

	Note	Unrestricted Funds £	Restricted Funds £	Total 2014 £	Total 2013 £
<b>INCOMING RESOURCES</b>					
<i><b>Income from generated funds</b></i>					
Voluntary income					
Westminster City Council – donated facilities		160,500	-	160,500	200,000
Deposit account interest		240	-	240	160
Trading Income		411,418	-	411,418	380,560
<i><b>Income from Charitable Activities</b></i>					
Grants and Donations		-	141,843	141,843	170,952
Hire of accommodation		46,876	-	46,876	52,574
Subscriptions		242	-	242	1,277
Activity income		7,212	49,089	56,301	60,603
<b>Total incoming resources</b>		<u>626,488</u>	<u>190,932</u>	<u>817,420</u>	<u>866,126</u>
<b>RESOURCES EXPENDED</b>					
<i><b>Cost of generating funds</b></i>					
Trading Expenses		219,244	-	219,244	220,666
<i><b>Charitable Activities</b></i>					
Community Activities		276,235	281,926	558,161	552,333
<b>Governance costs</b>		<u>10,122</u>	<u>-</u>	<u>10,122</u>	<u>10,064</u>
<b>Total resources expended</b>	1a	<u>505,601</u>	<u>281,926</u>	<u>787,527</u>	<u>783,063</u>
<b>Net incoming/(outgoing) resources</b>		120,887	(90,994)	29,893	83,063
<b>Reconciliation of funds</b>					
Balance brought forward 1 April 2013		<u>215,907</u>	<u>105,930</u>	<u>321,837</u>	<u>238,774</u>
<b>Balance carried forward at 31 March 2014</b>		<u>336,794</u>	<u>14,936</u>	<u>351,730</u>	<u>321,837</u>

All income and expenditure relates to continuing operations. There are no recognised gains and losses in year other than shown above.

The accompanying pages numbered 13 to 17 form part of these financial statements.



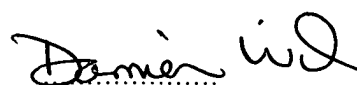
**BALANCE SHEETS**

**AS AT 31 MARCH 2014**

		2014		2013	
	Notes	Charity £	Group £	Charity £	Group £
<b>FIXED ASSETS</b>					
Tangible assets	2	-	-	-	-
Investments	3	2	-	2	-
		<u>2</u>	<u>-</u>	<u>2</u>	<u>-</u>
<b>CURRENT ASSETS</b>					
Stocks		-	4,828	-	8,581
Debtors	4	282,755	147,379	235,856	139,221
Cash at bank		124,574	282,007	113,544	222,741
		<u>407,329</u>	<u>434,214</u>	<u>349,400</u>	<u>370,543</u>
<b>CURRENT LIABILITIES</b>					
Creditors	5	(60,495)	(82,484)	(32,459)	(48,706)
<b>NET CURRENT ASSETS</b>		<u>346,834</u>	<u>351,730</u>	<u>316,941</u>	<u>321,837</u>
<b>NET ASSETS</b>		<u>346,836</u>	<u>351,730</u>	<u>316,943</u>	<u>321,837</u>
<b>Represented by:</b>					
Unrestricted Funds					
General	6	331,900	336,794	211,013	215,907
Designated fund – fixed assets	7	-	-	-	-
		<u>331,900</u>	<u>336,794</u>	<u>211,013</u>	<u>215,907</u>
Restricted Funds	8	14,936	14,936	105,930	105,930
		<u>346,836</u>	<u>351,730</u>	<u>316,943</u>	<u>321,837</u>

The financial statements were approved and authorised for issue, by the Council, on 2014

and signed on its behalf by:

  
 Damien Wilson (Chair) 30 July 2014.

The accompanying pages numbered 16 to 23 form part of these financial statements.

## ABBEY COMMUNITY ASSOCIATION LIMITED

### ACCOUNTING POLICIES

#### FOR THE YEAR ENDED 31 MARCH 2014

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The financial statements have been prepared in accordance with applicable Accounting Standards and the Statement of Recommended Practice "Accounting and Reporting by Charities" (revised 2005). The particular policies adopted are described below:-

- a) **Accounting Convention**  
The financial statements have been prepared under the historical cost convention.
- b) **Consolidation**  
The accounts consolidate the results, assets and liabilities of Abbey Community Association Limited and its subsidiary, Abbey Community Services Limited on a line by line basis. Intergroup transactions and balances are eliminated on consolidation. A separate Statement of Financial Activities is not included for the charity only. The surplus dealt with in the accounts of the charity is £29,893 (2013: surplus of £83,063).
- c) **Depreciation**  
Fixed assets are depreciated by 25% or 40% (for computer equipment only) per annum on a straight line basis.
- d) **Fixed Assets**  
Fixed assets are recorded at cost or, in cases where fixed assets have been donated to the Charity, at valuation at the time of donation. All assets costing more than £1,000 are capitalised.
- e) **Stock**  
Stock is included in the financial statements at the lower of cost and net realisable value.
- f) **Income**  
Incoming resources are included on an accruals basis in the Statement of Financial Activities when the criteria of entitlement, certainty of receipt and measurability have been met. Donated facilities income represents the rental cost of the Westminster City Council premises which is matched by an equal amount of grant.
- g) **Expenditure**  
Expenditure is recognised in the Statement of Financial Activities on an accruals basis. Direct costs are charged to costs of generating funds, community activities or governance as appropriate. Support costs are allocated to cost of generating funds or charitable activities on the basis of estimated usage of the related services.  
  
Governance costs are defined as the non charitable statutory costs of the charity including the cost of audit and trustee meetings.
- h) **Funds**
  - Unrestricted Funds**  
These funds are expendable at the discretion of the Council in furtherance of the objects of the Association and include the Property Fund to provide for expenditure required under the terms of the lease and the Core Projects Fund.
  - Designated Fund**  
This fund is set aside by the trustees out of unrestricted funds to reflect the amount tied up in fixed assets.
  - Restricted Fund**  
The Restricted Fund is to record grant income received from Westminster City Council to finance their charge for the rent of the building and other grants with restrictions.
- i) **Cash Flow Statement**  
The trustees have taken advantage of the exemptions given in Financial Reporting Standard No 1 and have chosen not to prepare a cash flow statement.
- j) **Pensions**  
The trustees operate a stakeholder pension scheme which is open to employees after six months of service. Costs are charged to the SOFA when they fall due.

**ABBEY COMMUNITY ASSOCIATION LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2014**

**1a. ANALYSIS OF RESOURCES EXPENDED**

	<b>Direct £</b>	<b>Support Costs £</b>	<b>2014 Total £</b>	<b>2013 Total £</b>
<b>Costs of generating funds</b>				
Trading expenses	174,231	45,013	219,244	220,666
<b>Charitable Expenditure</b>				
Community Activities	487,757	70,404	558,161	552,333
Governance	-	10,122	10,122	10,064
	<u>661,988</u>	<u>125,539</u>	<u>787,527</u>	<u>783,063</u>

Only the audit fees and direct expenses have been included within Governance costs. The Chief Executive and senior management's time have been recognised within Community Activities.

**1b. ANALYSIS OF SUPPORT COSTS**

	<b>Finance, management and Administration £</b>	<b>Premises £</b>	<b>2014 Total £</b>	<b>2013 Total £</b>
Trading expenses	19,324	25,689	45,013	43,628
Community expenditure	30,223	40,181	70,404	68,238
Governance costs	10,122	-	10,122	10,064
	<u>59,669</u>	<u>65,870</u>	<u>125,539</u>	<u>121,930</u>

**1c. STAFF COSTS**

	<b>2014 £</b>	<b>2013 £</b>
Wages and salaries	311,609	327,735
Social security costs	27,055	27,632
Pensions	13,310	13,318
	<u>351,974</u>	<u>368,685</u>

**Staff Numbers:**

	<b>No.</b>	<b>No.</b>
Average number of staff		
Charitable activities	6	7
Trading	3	4
Support	2	2
	<u>11</u>	<u>13</u>

Members of the Council did not receive any fees or other emoluments for their services nor did they receive any reimbursed expenses.

**ABBEEY COMMUNITY ASSOCIATION LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**FOR THE YEAR ENDED 31 MARCH 2014**

<b>1d NET INCOMING RESOURCES</b>	<b>2014 £</b>	<b>2013 £</b>
Net incoming resources is stated after charging:		
Auditors remuneration		
- Audit of parent charity and consolidated accounts	4,200	4,000
- Other services including subsidiary company audit	4,475	4,250
	<u>          </u>	<u>          </u>

<b>2. TANGIBLE FIXED ASSETS</b>	<b>Building improvement £</b>	<b>Furniture &amp; Equipment £</b>	<b>Charity Total £</b>	<b>Furniture &amp; Equipment £</b>	<b>Group Total £</b>
<b>COST</b>					
At beginning of year	30,527	62,350	92,877	48,868	141,745
Additions in year	-	-	-	-	-
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
At end of year	30,527	62,350	92,877	48,868	141,745
<b>DEPRECIATION</b>					
At beginning of year	30,527	62,350	92,877	48,868	141,745
Charge for the year	-	-	-	-	-
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
At end of year	30,527	62,350	92,877	48,868	141,745
<b>NET BOOK VALUE</b>					
At 31 March 2014	-	-	-	-	-
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
At 31 March 2013	-	-	-	-	-
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

**3. INVESTMENTS**

The investment consists of all the share capital of Abbey Community Services Limited, a company registered in England and Wales. The investment was transferred at cost from Abbey Community Association, the company's predecessor body. For the year ended 31 March 2014, Abbey Community Services Limited had turnover of £411,418 (2013: £380,560) and made a profit of £Nil (2013: £Nil) after a gift aid donation of £187,845 (2013: £155,735). The net assets at 31 March 2014 were £4,896 (2013: £4,896).

<b>4. DEBTORS</b>	<b>2014</b>		<b>2013</b>	
	<b>Charity £</b>	<b>Group £</b>	<b>Charity £</b>	<b>Group £</b>
Trade Debtors	65,961	141,376	41,029	134,553
Sundry debtors and prepayments	6,003	6,003	4,621	4,668
Amount due from Abbey Community Services Limited	210,791	-	190,206	-
	<u>282,755</u>	<u>147,379</u>	<u>235,856</u>	<u>139,221</u>

**ABBEY COMMUNITY ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**FOR THE YEAR ENDED 31 MARCH 2014**

5. CREDITORS	2014		2013	
	Charity £	Group £	Charity £	Group £
Trade Creditors	22,457	31,411	10,255	23,002
Other creditors	8,539	8,539	7,901	7,901
Other taxes and social security	5,459	5,459	7,865	7,865
Accruals	5,050	9,004	6,438	9,938
Deferred income	18,990	28,071	-	-
	<u>56,931</u>	<u>82,484</u>	<u>32,459</u>	<u>48,706</u>
6. GENERAL FUND	2014		2013	
	Charity £	Group £	Charity £	Group £
Balance at start of year	211,013	215,907	128,763	133,235
Surplus for the year	120,887	120,887	78,048	78,048
Transfer from/(to) designated fund arising from movement in value of fixed assets	-	-	4,202	4,624
Balance at end of year	<u>331,900</u>	<u>336,794</u>	<u>211,013</u>	<u>215,907</u>
8. RESTRICTED FUNDS			At	
	Brought forward £	Incoming Resources £	Outgoing Resources £	31 March 2014 £
Healthy and well-being programme	38,907	20,969	(59,876)	-
Wicked – Premises improvement fund	5,231	-	-	5,231
Westminster Council Public Health Funding	10,705	40,000	(50,705)	-
L&Q Housing Association	4,032	431	(4,463)	-
Westminster Local Community Fund	3,379	-	(3,379)	-
Health & Social Community Volunteering Fund	166	20,000	(18,058)	2,108
Locality (Community Organisers)	3,794	2,054	(2,123)	3,725
Lloyds TSB	4,033	-	(4,033)	-
Westminster Ward Budget	-	20,331	(17,139)	3,192
Comic Relief	5,493	25,036	(30,529)	-
Esmee Fairbairn	-	10,969	(10,969)	-
Pimlico Academy	-	428	(239)	189
A Moveable Crèche	14,190	46,251	(60,441)	-
Tri-borough Public Health	8,000	-	(7,958)	42
BME Health Forum	8,000	4,000	(12,000)	-
Fundraising Calendar	-	463	(14)	449
	<u>105,930</u>	<u>190,932</u>	<u>(281,926)</u>	<u>14,936</u>

# ABBEY COMMUNITY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31 MARCH 2014

### 8. RESTRICTED FUNDS

Westminster Council Public Health Funding supported the South Westminster Action Network, previously an NHS funded initiative which promotes joint working and sharing of good practice to improve local health and wellbeing outcomes.

L&Q Housing Association supported development of social media channels for the charity.

Westminster Local Community Fund & Health & Social Community Volunteering Fund supported the costs of running the South Westminster Timebank.

Locality funded three community organisers who were seconded to the charity for their support and on the job training.

Lloyds TSB supported development of a local BME carers group and core costs of the charity.

Pimlico Academy students raised funds to support wellbeing therapies for the BME carers group.

Westminster Ward Budget has supported services and activities for families that promote health and wellbeing such as exercise, health talks and healthy lifestyles. They also awarded funds to support activities to tackle social isolation amongst older people and promote multi-generational and intercommunity understanding.

Comic Relief has funded a diverse programme targeting BME women to assist acquire skills to enter the job market and take up physical activity to promote their health and wellbeing.

Esmee Fairbairn has supported the training of BME women in catering skills to establish a social enterprise as a means to secure paid employment.

A Moveable Crèche provides paid sessional work and training in child care for local women who experience barriers to the employment market.

Tri-borough Public Health funded intensive work with local people at risk, or living with diabetes to improve management of their health and wellbeing.

BME Health Forum funded research to explore why certain sections of the community use accident and emergency services more than others and mental health support project.

A fundraising calendar was produced by The Challenge young people's project which raised income for the charity/

Wicked, the musical raised funds to help develop the Centre premises

### 9. ANALYSIS OF NETS ASSETS BY FUND

	General Fund £	Designated Funds £	Restricted Funds £	Total £
<b>GROUP</b>				
Net current assets	336,794	-	14,936	351,730
	<u>336,794</u>	<u>-</u>	<u>14,936</u>	<u>351,730</u>
<b>CHARITY</b>				
Net current assets	331,900	-	14,936	346,836
	<u>331,900</u>	<u>-</u>	<u>14,936</u>	<u>346,836</u>

**ABBHEY COMMUNITY ASSOCIATION**

**NOTES TO THE FINANCIAL STATEMENTS (Continued)**

**FOR THE YEAR ENDED 31 MARCH 2014**

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**10. FINANCIAL COMMITMENTS**

There are no commitments for capital expenditure.

**11. RELATED PARTY TRANSACTIONS**

The Company has taken advantage of the exemption contained in FRS 8 and does not disclose the transactions between itself and its subsidiary.