

Charity number: 1130043
Company number: 06406353

Southwark Group Of Tenants Organisation
(A company limited by guarantee)

Trustees' report and financial statements

for the year ended 31st March 2010

Southwark Group Of Tenants Organisation
(A company limited by guarantee)

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Southwark Group Of Tenants Organisation
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Legal and administrative information

Charity number 1130043

Company registration number 06406353

Business address Bells Garden Community Centre
19 Buller Close
London
SE15 6UJ

Registered office Bells Gardens Community Centre
19 Buller Close
London SE15 6UJ

Trustees	Cris Claridge (Chair)	Appointed 3rd June 2009
	John McGrath (Vice Chair)	Appointed 3rd June 2009 Resigned 17th December 2009
	Kim Jones (Treasurer)	Appointed 3rd June 2009
	Ian Ritchie	Appointed 3rd June 2009
	Dia Scott-Emuakpor	Appointed 3rd June 2009
	Hannah McDonald	Appointed 3rd June 2009
	Andrew Eke	Appointed 3rd June 2009
	Steve Hedger	Appointed 3rd June 2009
	Ina Norton	Appointed 3rd June 2009
	Barry Duckett	Appointed 3rd June 2009
	Frederick Anuna	Appointed 3rd June 2009
	Joe Beckles	Appointed 3rd June 2009
	Kiri Pieri	Appointed 3rd June 2009
	Emmanuel Oyewole	Appointed 3rd June 2009
Eddie Wilcox	Appointed 3rd June 2009	

Secretary S Koledoye

Accountants Kleinman Graham
Turnberry House
1404 - 1410 High Road
Whetstone
London N20 9BH

Bankers Lloyds TSB
25 Camberwell Green
London SE5 7AB

Southwark Group Of Tenants Organisation **(A company limited by guarantee)**

Report of the trustees (incorporating the directors' report) for the year ended 31st March 2010

The trustees present their report and the financial statements for the year ended 31st March 2010. The trustees, who are also directors of Southwark Group Of Tenants Organisation for the purposes of company law and who served during the year and up to the date of this report are set out on page 1.

Structure, governance and management

Southwark Group of Tenants Organisation is governed by the Trustees Board which:

- Sets the policy of the charity
- Determines corporate strategy, including setting key strategic objectives
- Makes major decisions about the use of finance
- Sets a framework for human resources policy

Objectives and activities

The objective of the charity is to promote the benefit of the council tenants and residents of Southwark by associating together local authorities, voluntary organisations and residents in a common effort to improve the quality of housing the council tenants and residents. We continue to promote the interests of tenants and residents associations in the Borough of Southwark by providing an engaging platform that enhances information sharing and best practice among members, by offering support, training, advice and resources for their benefits.

- We promote the right of tenants including those from minority ethnic groups to exercise control over their housing and environment by information sharing between the organisations and the local authority
- We continue to work with tenants and residents from the minority ethnic groups to extend their right to participate and be consulted in the formulation of council policies on housing and associated issues and to be represented on all matters and policies that involve them and their homes, by offering training and providing information through our regular newsletter and website.
- We work with tenants to enhance their confidence and make them aware of the local authority consultation structure and their right to participate in such structure.
- Our Resource Centre provides regular support with IT skills which allow members to put back into their associations which is helping to promote community activity and development.
- We promote the harmonious functioning of a multicultural community and work towards the elimination of all forms of racism and discrimination within the community by providing adequate facilities and bespoke support to cater for all sections of the community, and address the areas where communication breaks down because of language barriers, disabilities and lack of understanding.
- We have an input on policies in our role as the umbrella group representing tenants and residents associations throughout the borough by providing a better standard of relaying information back to tenants and residents on current housing issues and by analysing present or proposed government and local authority housing policies and legislation
- We partnership with other organisations who share our objectives, interests and aspirations by providing a networking forum, information service with regular monitoring and evaluation of our services to enable development and growth in the years to come. We are aiming to achieve all the above so that tenants and residents, including those from the minority ethnic groups can have the information to help with their campaigns for better homes, to be trained to know the local authority's consultation structure so that there is better tenants' participation which will allow representation of all members of the community to be involved.

Southwark Group Of Tenants Organisation **(A company limited by guarantee)**

Report of the trustees (incorporating the directors' report) **for the year ended 31st March 2010**

Objectives and activities (continued)

Risk management

The major risks to which the charity is exposed have been identified and considered. They have been reviewed and systems established to mitigate these risks. The most significant risk identified, was the impact of depreciating council housing stock which will reflect on funds available to tenants and the impact of recession on levels of income. These factors have been carefully considered and are managed as follows:

- The organisation is currently exploring other funding streams to carry out specific projects in addition to the funding available through the tenants' fund. Working, there is plan in the future to adopt a fund raising strategy.
- Income and expenditure is monitored in total and is compared with the approved plan on a quarterly basis to detect trends as part of the risk management process to avoid unforeseen calls on reserves.

Achievements and performance

During the year, we continued to provide support to council tenants and residents associations in the borough of Southwark. We have adapted our services to suit the demands of our members and stakeholders. We continued to provide bespoke services to our members based on their individual requirements and support needed to ensure that our collective objectives are achieved.

Books

We have invested in research, resource and reference materials to help provide information to council tenants and residents in the borough of Southwark to ensure that they are well informed and knowledgeable in quest to find solution and get answers.

Training

We have partnerships with other voluntary sectors to develop and deliver free training in areas of employment and capacity building for council tenants and residents.

Free equipment hire

We continue to provide quality training and meeting equipment free of charge to community organisations in the borough. During the year, we have acquired more equipment and resources, and created an easy process for hiring our equipment. We provide training on how to use the equipment such as the projector, the PA system and presentation software to members and other community organisations.

Free account reconciliation

During the year, we have helped many tenants associations with the auditing of their accounts, free of charge and in addition to this, we have also provided bespoke training to help struggling tenants and residents associations embrace good account housekeeping.

Free website design, building and hosting

Our websites project has proven very popular. We have built over 17 websites for tenants associations and other linked community organisations. We provide a comprehensive package with the project: this includes: designing, building, hosting and web mastering. The demand for this service continues to grow.

Staff development

We have invested in the training of our Community Development Officers in IT and other areas of their work to enhance their individual personal development. This has lead to an increase in the level of staff morale, and we hope to encourage future personal development of our employees.

Southwark Group Of Tenants Organisation
(A company limited by guarantee)

Report of the trustees (incorporating the directors' report)
for the year ended 31st March 2010

Financial review

The company became a registered charity on 9th June 2009. The Charity Commission indicated that they would not object to these financial statements being prepared in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005) for the whole year to 31st March 2010. Accordingly the financial statements have been prepared in accordance with SORP 2005 with the 2009 comparatives being restated in the SORP 2005 format.

A Budget is set at the beginning of each financial year, taking into account known and anticipated funding. Monthly reports of income and expenditure are prepared by the Senior Manager and compared with the budget. These reports are considered by the Trustees at their regular monthly meetings.

Total funding received from the tenant fund during the year was £210,000, and income from other source including photocopying and bank interest was £1489.00 against which total expenditures were £219,926 amounting to a deficit for the year of £8,437.

Reserve policy

The charity's policy regarding its reserves is to maintain a minimum of free liquid reserves equivalent to at least 8 weeks expenditure. At the 31st March 2010 the charity's reserves that were freely available to spend were £31,563. Our reserves reflect not only the resources required to fund the charity's day-to-day operation but also to cover our plans for the future.

Statement of trustees' responsibilities

The trustees (who are also directors of Southwark Group Of Tenants Organisation for the purpose of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and which 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 hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Southwark Group Of Tenants Organisation
(A company limited by guarantee)

Report of the trustees (incorporating the directors' report)
for the year ended 31st March 2010

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

On behalf of the board

.....
Cris Claridge (Chair)

Director

5th May 2010

Southwark Group Of Tenants Organisation
(A company limited by guarantee)

Independent examiner's report to the trustees on the unaudited financial statements of Southwark Group Of Tenants Organisation.

I report on the accounts of Southwark Group Of Tenants Organisation for the year ended 31st March 2010 set out on pages 2 to 15.

Respective responsibilities of trustees and independent examiner

The charity's trustees (who are also the directors of the company for purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the Act), as amended by section 28 of the Charities Act 2006 and that an independent examination is needed. It is my responsibility to examine the accounts under section 43(3)(a) of the Act, as amended; to follow the procedures laid down in the General Directions given by the Charity Commission under section 43(7)(b) of the Act, as amended; and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (i) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep proper accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or

- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....
Mr Jason Bennett FCA

Independent examiner

Kleinman Graham
Chartered Accountants and Registered Auditors
Turnberry House
1404-1410 High Road
London N20 9BH

Southwark Group Of Tenants Organisation
(A company limited by guarantee)

Statement of financial activities

For the year ended 31st March 2010

	Notes	Unrestricted funds £	2010 Total £	2009 Total £
Incoming resources				
Incoming resources from generating funds:				
Voluntary income	2	210,334	210,334	288,807
Investment income	3	34	34	3,661
Other incoming resources	4	1,121	1,121	1,504
Total incoming resources		<u>211,489</u>	<u>211,489</u>	<u>293,972</u>
Resources expended				
Costs of generating funds:				
Cost of generating voluntary income	5	215,051	215,051	293,951
Governance costs	6	4,875	4,875	26,292
Total resources expended		<u>219,926</u>	<u>219,926</u>	<u>320,243</u>
Total funds brought forward		<u>99,364</u>	<u>99,364</u>	<u>125,635</u>
Total funds carried forward		<u>90,927</u>	<u>90,927</u>	<u>99,364</u>

The notes on pages 11 to 15 form an integral part of these financial statements.

Southwark Group Of Tenants Organisation
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Income and expenditure account

For the year ended 31st March 2010

	Notes	2010 £	2009 £
Income		211,455	290,311
Operating expenditure		<u>(219,732)</u>	<u>(319,847)</u>
Operating deficit		(8,277)	(29,536)
Other income			
Interest receivable and similar income		<u>34</u>	<u>3,661</u>
		<u>34</u>	<u>3,661</u>
Interest payable and similar charges		<u>(194)</u>	<u>(396)</u>
Retained deficit for the financial year		<u><u>(8,437)</u></u>	<u><u>(26,271)</u></u>

The notes on pages 11 to 15 form an integral part of these financial statements.

Southwark Group Of Tenants Organisation
(A company limited by guarantee)

Balance sheet
as at 31st March 2010

	Notes	£	2010 £	£	2009 £
Fixed assets					
Tangible assets	11		247		-
Current assets					
Cash at bank and in hand		97,897		110,467	
		<u>97,897</u>		<u>110,467</u>	
Creditors: amounts falling due within one year	12	(7,217)		(11,103)	
Net current assets			90,680		99,364
Net assets			<u>90,927</u>		<u>99,364</u>
Funds	13				
Unrestricted income funds			90,927		99,364
Total funds			<u>90,927</u>		<u>99,364</u>

The Balance Sheet continues on the following page.

The notes on pages 11 to 15 form an integral part of these financial statements.

Southwark Group Of Tenants Organisation
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Balance sheet (continued)

Trustees statements required by the Companies Act 2006
for the year ended 31st March 2010

In approving these financial statements as trustees of the company we hereby confirm:

(a) that for the year stated above the company was entitled to the exemption conferred by section 477 of the Companies Act 2006 ;

(b) that no notice has been deposited at the registered office of the company pursuant to section 476 of the Companies Act 2006 requesting that an audit be conducted for the year ended 31st March 2010.

(c) that we acknowledge our responsibilities for:

(1) ensuring that the company keeps proper accounting records which comply with section 386 of the Companies Act 2006, and

(2) preparing financial statements 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 profit or loss for the year then ended in accordance with the requirements of sections 394 and 395, and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company.

These financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the board on 5th May 2010 and signed on its behalf by

.....
Cris Claridge (Chair)
Director

Southwark Group Of Tenants Organisation
(A company limited by guarantee)

Notes to financial statements
for the year ended 31st March 2010

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

1.1. Basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005) and the Companies Act 2006.

1.2. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included.

Gifts donated for resale are included as incoming resources within activities for generating funds when they are sold.

Income from investments is included in the year in which it is receivable.

1.3. Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the charity's shop.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management.

1.4. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Fixtures, fittings and equipment - 25% Reducing balance

Southwark Group Of Tenants Organisation
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Notes to financial statements
for the year ended 31st March 2010

2. Voluntary income

	Unrestricted funds £	2010 Total £	2009 Total £
Donations	210,334	210,334	288,807
	<u>210,334</u>	<u>210,334</u>	<u>288,807</u>

3. Investment income

	Unrestricted funds £	2010 Total £	2009 Total £
Bank interest receivable	34	34	3,661
	<u>34</u>	<u>34</u>	<u>3,661</u>

4. Other incoming resources

	Unrestricted funds £	2010 Total £	2009 Total £
Other income	1,121	1,121	1,504
	<u>1,121</u>	<u>1,121</u>	<u>1,504</u>

5. Cost of generating voluntary income

	Unrestricted funds £	2010 Total £	2009 Total £
Donations	729	729	-
Support costs	214,322	214,322	293,951
	<u>215,051</u>	<u>215,051</u>	<u>293,951</u>

Southwark Group Of Tenants Organisation
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Notes to financial statements
for the year ended 31st March 2010

6. Governance costs

	Unrestricted funds £	2010 Total £	2009 Total £
Trustees' meeting expenses	2,745	2,745	2,721
Accountancy fees	1,936	1,936	4,076
Legal fees	-	-	19,099
Bank charges	194	194	396
	<u>4,875</u>	<u>4,875</u>	<u>26,292</u>

7. Analysis of support costs

	Cost of generating voluntary income £	Governance costs £	2010 Total £	2009 Total £
Staff costs	174,302	-	174,302	235,115
Rent	15,013	-	15,013	5,013
Motor and travelling costs	1,959	-	1,959	4,352
Accountancy charges	-	1,936	1,936	4,076
Legal and professional fees	-	-	-	19,099
Communication and information technology	7,214	-	7,214	8,668
Other office expenses	12,045	-	12,045	25,570
Interest payable and similar charges	-	194	194	396
Depreciation and impairment	82	-	82	-
Other	109	-	109	3,699
Other	3,598	-	3,598	11,534
	<u>214,322</u>	<u>2,130</u>	<u>216,452</u>	<u>317,522</u>

8. Net outgoing resources for the year

	2010 £	2009 £
Net outgoing resources is stated after charging:		
Depreciation and other amounts written off tangible fixed assets	<u>82</u>	<u>-</u>

Southwark Group Of Tenants Organisation
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Notes to financial statements
for the year ended 31st March 2010

9. Employees

Employment costs	2010	2009
	£	£
Wages and salaries	159,311	214,567
Social security costs	14,991	20,548
	<u>174,302</u>	<u>235,115</u>

No employee received emoluments of more than £60,000 (2009 : None).

Number of employees

The average monthly numbers of employees (including the trustees) during the year, calculated on the basis of full time equivalents, was as follows:

2010	2009
Number	Number
<u>5</u>	<u>5</u>

10. Taxation

The charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in these accounts.

11. Tangible fixed assets

Cost	Fixtures, fittings and equipment £	Total £
Additions	329	329
At 1st April 2009 and At 31st March 2010	<u>329</u>	<u>329</u>
Depreciation		
At 1st April 2009	-	-
Charge for the year	82	82
At 31st March 2010	<u>82</u>	<u>82</u>
Net book values		
At 31st March 2010	<u>247</u>	<u>247</u>

Southwark Group Of Tenants Organisation
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Notes to financial statements
for the year ended 31st March 2010

12. Creditors: amounts falling due within one year

	2010	2009
	£	£
Trade creditors	410	-
Other taxes and social security	3,282	4,603
Accruals and deferred income	3,525	6,500
	<u>7,217</u>	<u>11,103</u>

13. Analysis of net assets between funds

	Unrestricted funds	Total funds
	£	£
Fund balances at 31st March 2010 as represented by:		
Tangible fixed assets	247	247
Current assets	97,897	97,897
Current liabilities	(7,217)	(7,217)
	<u>90,927</u>	<u>90,927</u>

14. Unrestricted funds

	At		At
	01/04/09	Incoming	31/03/10
	2009	resources	2010
	£	£	£
Unrestricted Funds	<u>99,364</u>	<u>211,489</u>	<u>(219,926)</u>
			<u>90,927</u>

15. Company limited by guarantee

Southwark Group Of Tenants Organisation is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

Southwark Group Of Tenants Organisation
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The following pages do not form part of the statutory accounts.

Southwark Group Of Tenants Organisation
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Detailed statement of financial activities

For the year ended 31st March 2010

	2010	2009
	£	£
Incoming resources		
Incoming resources from generating funds:		
<i>Voluntary income</i>		
Donations	210,334	288,807
	<u>210,334</u>	<u>288,807</u>
<i>Investment income</i>		
Bank interest receivable	34	3,661
	<u>34</u>	<u>3,661</u>
Total incoming resources from generating funds	<u>210,368</u>	<u>292,468</u>
Other incoming resources		
Other income	1,121	1,504
	<u>1,121</u>	<u>1,504</u>
Total incoming resources	<u>211,489</u>	<u>293,972</u>
Resources expended		
Costs of generating funds:		
Cost of generating voluntary income		
<i>Donations</i>		
Donations - Other expenses	729	-
	<u>729</u>	<u>-</u>
<i>Support costs</i>		
Wages & salaries	159,311	214,567
Employer's NIC	14,991	20,548
Premises, cleaning, upkeep, repairs and insurance	15,013	5,013
Travel, subsistence and childcare	1,959	4,352
Computer expenses	7,214	8,668
Telephone, printing, postage and stationery	12,045	25,570
Support - Depreciation & impairment	82	-
Advertising	109	3,699
Conferences and training	3,598	11,534
	<u>214,322</u>	<u>293,951</u>
Total cost of generating voluntary income	<u>215,051</u>	<u>293,951</u>
Fundraising trading:		
cost of goods sold and other costs		
Total costs of generating funds	<u>215,051</u>	<u>293,951</u>

Southwark Group Of Tenants Organisation
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Detailed statement of financial activities

For the year ended 31st March 2010

	2010		2009
	£		£
Charitable activities			
Governance costs			
<i>Activities undertaken directly</i>			
Trustees' meeting expenses	2,745		2,721
	<u>2,745</u>		<u>2,721</u>
		2,745	2,721
<i>Support costs</i>			
Accountancy fees	1,936		4,076
Legal fees	-		19,099
Bank charges	194		396
	<u>2,130</u>		<u>23,571</u>
		2,130	23,571
Total governance costs	<u><u>4,875</u></u>		<u><u>26,292</u></u>
Net incoming/(outgoing) resources for the year	<u><u>(8,437)</u></u>		<u><u>(26,271)</u></u>