

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 2011

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

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

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	Christine Claridge (Chair) Dorothy Mace Antorka-Pieri Kyriacos Joseph Beckles Dia Scott-Emuakpor Miriam Facey Hannah McDonald Steve Hedger Michael Orey Barry Duckett
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 2011

The trustees present their report and the financial statements for the year ended 31st March 2011. 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
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Report of the trustees (incorporating the directors' report)
for the year ended 31st March 2011

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 continue to invest 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

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

Free equipment hire

As in previous years, 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

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 still remains 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 continue to invest 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
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Report of the trustees (incorporating the directors' report)
for the year ended 31st March 2011

Financial review

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 £223,750, and income from other sources including photocopying and bank interest was £861 against which total expenditures (including depreciation) were £244,208 amounting to a deficit for the year of £19,597. The increased deficit was mainly caused by an increase in wage costs due to an employee returning from maternity leave in the year.

Reserve policy

The charity's policy regarding its reserves is to maintain liquid reserves equivalent to at least 3 months. 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
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Report of the trustees (incorporating the directors' report)
for the year ended 31st March 2011

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

.....
Christine Claridge (Chair)

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 2011 set out on pages 2 to 14.

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 (incorporating the income and expenditure account)

For the year ended 31st March 2011

	Notes	Unrestricted funds £	2011 Total £	2010 Total £
Incoming resources				
Incoming resources from generating funds:				
Voluntary income	2	223,750	223,750	210,334
Investment income	3	25	25	34
Other incoming resources	4	836	836	1,121
Total incoming resources		<u>224,611</u>	<u>224,611</u>	<u>211,489</u>
Resources expended				
Costs of generating funds:				
Cost of generating voluntary income	5	237,123	237,123	215,051
Governance costs	6	7,085	7,085	4,875
Total resources expended		<u>244,208</u>	<u>244,208</u>	<u>219,926</u>
Net incoming/(outgoing) resources for the year / Net income/(expenditure) for the year		(19,597)	(19,597)	(8,437)
Total funds brought forward		<u>90,927</u>	<u>90,927</u>	<u>99,364</u>
Total funds carried forward		<u>71,330</u>	<u>71,330</u>	<u>90,927</u>

The notes on pages 10 to 14 form an integral part of these financial statements.

Southwark Group Of Tenants Organisation
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Balance sheet
as at 31st March 2011

	Notes	£	2011 £	£	2010 £
Fixed assets					
Tangible assets	11		2,701		247
Current assets					
Cash at bank and in hand		76,169		97,897	
		<u>76,169</u>		<u>97,897</u>	
Creditors: amounts falling due within one year	12	(7,540)		(7,217)	
Net current assets			<u>68,629</u>		<u>90,680</u>
Net assets			<u>71,330</u>		<u>90,927</u>
Funds	13				
Unrestricted income funds			<u>71,330</u>		<u>90,927</u>
Total funds			<u>71,330</u>		<u>90,927</u>

The Balance Sheet continues on the following page.

The notes on pages 10 to 14 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 2011

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 2011.

(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 21st June 2011 and signed on its behalf by

.....
Christine Claridge (Chair)
Director

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

Notes to financial statements
for the year ended 31st March 2011

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

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Notes to financial statements
for the year ended 31st March 2011

2. Voluntary income

	Unrestricted funds £	2011 Total £	2010 Total £
Donations	223,750	223,750	210,334
	<u>223,750</u>	<u>223,750</u>	<u>210,334</u>

3. Investment income

	Unrestricted funds £	2011 Total £	2010 Total £
Bank interest receivable	25	25	34
	<u>25</u>	<u>25</u>	<u>34</u>

4. Other incoming resources

	Unrestricted funds £	2011 Total £	2010 Total £
Other income	836	836	1,121
	<u>836</u>	<u>836</u>	<u>1,121</u>

5. Cost of generating voluntary income

	Unrestricted funds £	2011 Total £	2010 Total £
Donations	100	100	729
Support costs	237,023	237,023	214,322
	<u>237,123</u>	<u>237,123</u>	<u>215,051</u>

Southwark Group Of Tenants Organisation
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Notes to financial statements
for the year ended 31st March 2011

6. Governance costs

	Unrestricted funds £	2011 Total £	2010 Total £
Trustees' meeting expenses	2,626	2,626	2,745
Accountancy fees	3,580	3,580	1,936
Legal fees	720	720	-
Bank charges	159	159	194
	<u>7,085</u>	<u>7,085</u>	<u>4,875</u>

7. Analysis of support costs

	Cost of generating voluntary income £	Governance costs £	2011 Total £	2010 Total £
Staff costs	206,624	-	206,624	174,302
Rent	2,990	-	2,990	15,013
Motor and travelling costs	1,320	-	1,320	1,959
Accountancy charges	-	3,580	3,580	1,936
Legal and professional fees	-	720	720	-
Communication and information technology	3,798	-	3,798	7,214
Other office expenses	15,071	-	15,071	12,045
Interest payable and similar charges	-	159	159	194
Depreciation and impairment	901	-	901	82
Other	970	-	970	109
Other	5,349	-	5,349	3,598
	<u>237,023</u>	<u>4,459</u>	<u>241,482</u>	<u>216,452</u>

8. Net outgoing resources for the year

	2011 £	2010 £
Net outgoing resources is stated after charging:		
Depreciation and other amounts written off tangible fixed assets	<u>901</u>	<u>82</u>

Southwark Group Of Tenants Organisation
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Notes to financial statements
for the year ended 31st March 2011

9. Employees

Employment costs	2011	2010
	£	£
Wages and salaries	191,540	159,311
Social security costs	15,084	14,991
	<u>206,624</u>	<u>174,302</u>

No employee received emoluments of more than £60,000 (2010 : 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:

	2011	2010
	Number	Number
	<u>6</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

	Fixtures, fittings and equipment	Total
	£	£
Cost		
At 1st April 2010	329	329
Additions	3,355	3,355
At 31st March 2011	<u>3,684</u>	<u>3,684</u>
Depreciation		
At 1st April 2010	82	82
Charge for the year	901	901
At 31st March 2011	<u>983</u>	<u>983</u>
Net book values		
At 31st March 2011	<u>2,701</u>	<u>2,701</u>
At 31st March 2010	<u>247</u>	<u>247</u>

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Notes to financial statements
for the year ended 31st March 2011

12. Creditors: amounts falling due within one year

	2011	2010
	£	£
Trade creditors	165	410
Other taxes and social security	4,375	3,282
Accruals and deferred income	3,000	3,525
	<u>7,540</u>	<u>7,217</u>

13. Analysis of net assets between funds

	Unrestricted funds	Total funds
	£	£
Fund balances at 31st March 2011 as represented by:		
Tangible fixed assets	2,701	2,701
Current assets	76,169	76,169
Current liabilities	(7,540)	(7,540)
	<u>71,330</u>	<u>71,330</u>

14. Unrestricted funds

	At 01/04/10	Incoming resources	Outgoing resources	At 31/03/11
	£	£	£	£
Unrestricted Funds	<u>90,927</u>	<u>224,611</u>	<u>(244,208)</u>	<u>71,330</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 2011

	2011	2010
	£	£
Incoming resources		
Incoming resources from generating funds:		
<i>Voluntary income</i>		
Donations	223,750	210,334
	<u>223,750</u>	<u>210,334</u>
<i>Investment income</i>		
Bank interest receivable	25	34
	<u>25</u>	<u>34</u>
Total incoming resources from generating funds	<u>223,775</u>	<u>210,368</u>
Other incoming resources		
Other income	836	1,121
	<u>836</u>	<u>1,121</u>
Total incoming resources	<u>224,611</u>	<u>211,489</u>
Resources expended		
Costs of generating funds:		
Cost of generating voluntary income		
<i>Donations</i>		
Donations - Other expenses	100	729
	<u>100</u>	<u>729</u>
<i>Support costs</i>		
Wages & salaries	191,540	159,311
Employer's NIC	15,084	14,991
Premises, cleaning, upkeep, repairs and insurance	2,990	15,013
Travel, subsistence and childcare	1,320	1,959
Computer expenses	3,798	7,214
Telephone, printing, postage and stationery	14,525	12,045
Support - Depreciation & impairment	901	82
Advertising	970	109
Conferences and training	5,349	3,598
Equipment Hire	546	-
	<u>237,023</u>	<u>214,322</u>
Total cost of generating voluntary income	<u>237,123</u>	<u>215,051</u>
Fundraising trading:		
cost of goods sold and other costs		
Total costs of generating funds	<u>237,123</u>	<u>215,051</u>

Southwark Group Of Tenants Organisation
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Detailed statement of financial activities

For the year ended 31st March 2011

	2011		2010
	£		£
Charitable activities			
Governance costs			
<i>Activities undertaken directly</i>			
Trustees' meeting expenses	2,626		2,745
	<u>2,626</u>		<u>2,745</u>
	2,626		2,745
<i>Support costs</i>			
Accountancy fees	3,580		1,936
Legal fees	720		-
Bank charges	159		194
	<u>4,459</u>		<u>2,130</u>
	4,459		2,130
Total governance costs	<u><u>7,085</u></u>		<u><u>4,875</u></u>
	7,085		4,875
Net incoming/(outgoing) resources for the year	<u><u>(19,597)</u></u>		<u><u>(8,437)</u></u>
	(19,597)		(8,437)