

**Report of the Trustees and  
Unaudited Financial Statements for the Year Ended 28 February 2017  
for  
Wycombe Multicultural Organisation**

The Fish Partnership  
The Mill House  
Boundary Road  
Loudwater  
High Wycombe  
Bucks.  
HP10 9QN

**Wycombe Multicultural Organisation**

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for the Year Ended 28 February 2017**

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## Wycombe Multicultural Organisation

### Chairman's Report for the Year Ended 28 February 2017

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2016/17 has been a better year for our organisation, in comparison to last year, as we have seen positive growth on our bottom-line. This is due to an increase in rental income as Hilltop Community Centre was used more frequently by our regular clients and we welcomed new hall users throughout the year. We also generated income from our fundraising activities and kept a close eye on our expenditure, along with budgeting and forecasting has helped us manage our finances better.

This year the Centre has welcomed our loyal regular clients including local groups, and businesses and are thankful for our long standing client base which has enabled a diverse mix of activities to take place at the Centre. We have managed to attract some new daytime clients who are using the Centre during the times we have been previously underutilised which is helping us maintain and manage the rising costs associated with the upkeep of the building.

The trustees recognise the hard work and dedication of those who help to manage WMCO and the facilities we provide both to the local community and to small businesses, and we also know that none of this is achievable without the many hours given by the staff and our members to enable us to carry out these services. It is impossible to emphasise enough our gratitude to those who give so much of their time to support the organisation so we can continue to run the Hilltop Community Centre.

We especially like to thank our dedicated Book-keeper/Office Manager who continues to manage all the financial aspects of the organisation. In previous years we struggled to fill this vacancy with someone from the community, as we understand this is an essential job to ensure the smooth running of the financial aspects of the Organisation and to meet all our obligations.

The trustees would like to offer sincere thanks to all our staff, clients, members, supporters and friends.

Looking to the future, our main challenge is to secure external funding in order to refurbish and hopefully expand the centre facilities and we still continue to work with a fundraising consultant for guidance to achieve this.

Sebert Graham  
Chairman of Trustees

## Wycombe Multicultural Organisation

### Report of the Trustees for the Year Ended 28 February 2017

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The trustees present their report with the financial statements of the charity for the year ended 28 February 2017. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

The objects of the charity are to promote for the benefits of the inhabitants of High Wycombe without the distinction of sex, religion or political opinions. Join in a common effort to advance the education and promote opportunities to advance education and social facilities.

To advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the object of improving conditions of life for the said inhabitants.

To deliver a service to the community by providing a meeting place for other local groups, social and recreational activities and educational activities.

In setting our objectives and planning our activities, we have given careful consideration to the Charity Commissions' general guidance on public benefit.

#### **FINANCIAL REVIEW**

##### **Reserves policy**

The Trustees have kept under review the reserves policy. Consideration was given to funding risks and funds are kept at a level to ensure all financial commitments can be met.

The unrestricted funds are available to be spent for any of the purposes of the charity. Unrestricted funds at the year end were £15,175.

The charity has one restricted fund. This fund relates to an IT grant, received in December 2008, from Reach. Reach is a learning and development project set up to provide IT and soft-skills training to the local community. In particular the over 50's, unemployed, single parents and the NEET group. The balance of this fund at the year end is £730.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

Wycombe Multicultural Organisation is controlled by its governing document, a constitution adopted on 28 March 1993. Its working name is W M C O.

##### **Recruitment and appointment of new trustees**

Trustees are elected to the board.

##### **Induction and training of new trustees**

Any additional trustees appointed are provided with the necessary training by the other trustees.

##### **Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Charity number**

1025525

**Wycombe Multicultural Organisation**

**Report of the Trustees  
for the Year Ended 28 February 2017**

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**REFERENCE AND ADMINISTRATIVE DETAILS**

**Principal address**

Hilltop Community Centre  
Crest Road  
High Wycombe  
Bucks.  
HP11 1UA

**Trustees**

S Graham  
Ms Y Hector  
R Mathias  
Mrs G Tulloch  
K Bunso  
G Toney  
D Gould  
H Oriabure - appointed 22.5.16  
Dr T Adoh - appointed 22.5.16

**Independent examiner**

The Fish Partnership  
The Mill House  
Boundary Road  
Loudwater  
High Wycombe  
Bucks.  
HP10 9QN

Approved by order of the board of trustees on 26 November 2017 and signed on its behalf by:

S Graham - Trustee

**Independent Examiner's Report to the Trustees of  
Wycombe Multicultural Organisation**

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I report on the accounts for the year ended 28 February 2017 set out on pages five to ten.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

**Basis of the independent examiner's report**

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 statements below.

**Independent examiner's statement**

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

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with Section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

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

Mr Martin Sheehy  
ACA FCCA MBA  
The Fish Partnership  
The Mill House  
Boundary Road  
Loudwater  
High Wycombe  
Bucks.  
HP10 9QN

28 November 2017

**Wycombe Multicultural Organisation**

**Statement of Financial Activities  
for the Year Ended 28 February 2017**

	Notes	Unrestricted fund £	Restricted funds £	2017 Total funds £	2016 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		225	-	225	64
<b>Charitable activities</b>					
Hire of the Centre		43,548	-	43,548	34,661
Cultural activities		1,140	-	1,140	1,502
Other trading activities	2	12,622	-	12,622	9,196
Investment income	3	1	-	1	2
Other income		150	-	150	-
<b>Total</b>		<u>57,686</u>	<u>-</u>	<u>57,686</u>	<u>45,425</u>
<b>EXPENDITURE ON</b>					
Raising funds		10,746	-	10,746	9,007
<b>Charitable activities</b>					
Provision of the Centre		33,375	-	33,375	33,113
Other		2,832	-	2,832	4,420
<b>Total</b>		<u>46,953</u>	<u>-</u>	<u>46,953</u>	<u>46,540</u>
<b>NET INCOME/(EXPENDITURE)</b>		<u>10,733</u>	<u>-</u>	<u>10,733</u>	<u>(1,115)</u>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		4,442	730	5,172	6,287
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>15,175</u></u>	<u><u>730</u></u>	<u><u>15,905</u></u>	<u><u>5,172</u></u>

**CONTINUING OPERATIONS**

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

**Wycombe Multicultural Organisation**

**Balance Sheet  
At 28 February 2017**

	Notes	Unrestricted fund £	Restricted funds £	2017 Total funds £	2016 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	6	2,642	-	2,642	1,794
<b>CURRENT ASSETS</b>					
Stocks	7	1,623	-	1,623	2,203
Debtors	8	3,075	-	3,075	3,556
Cash at bank and in hand		13,494	730	14,224	3,698
		<u>18,192</u>	<u>730</u>	<u>18,922</u>	<u>9,457</u>
<b>CREDITORS</b>					
Amounts falling due within one year	9	(5,659)	-	(5,659)	(6,079)
		<u>12,533</u>	<u>730</u>	<u>13,263</u>	<u>3,378</u>
<b>NET CURRENT ASSETS</b>					
		<u>15,175</u>	<u>730</u>	<u>15,905</u>	<u>5,172</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		<u>15,175</u>	<u>730</u>	<u>15,905</u>	<u>5,172</u>
<b>NET ASSETS</b>					
		<u>15,175</u>	<u>730</u>	<u>15,905</u>	<u>5,172</u>
<b>FUNDS</b>					
	10			15,175	4,442
Unrestricted funds				730	730
Restricted funds					
<b>TOTAL FUNDS</b>					
				<u>15,905</u>	<u>5,172</u>

The financial statements were approved by the Board of Trustees on 26 November 2017 and were signed on its behalf by:

S Graham -Trustee

The notes form part of these financial statements



## Wycombe Multicultural Organisation

### Notes to the Financial Statements for the Year Ended 28 February 2017

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#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Improvements to property	- 10% on cost
Equipment	- 25% on cost

##### **Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

##### **Taxation**

The charity is exempt from tax on its charitable activities.

##### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

#### 2. OTHER TRADING ACTIVITIES

	2017	2016
	£	£
Fundraising activities	12,437	8,876
Membership subscriptions	185	320
	<u>12,622</u>	<u>9,196</u>

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**Wycombe Multicultural Organisation**

**Notes to the Financial Statements - continued  
for the Year Ended 28 February 2017**

**3. INVESTMENT INCOME**

	2017 £	2016 £
Deposit account interest	1	2
	<u>1</u>	<u>2</u>

**4. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 28 February 2017 nor for the year ended 29 February 2016.

**Trustees' expenses**

During the year one trustee was paid expenses for caretaking totalling £1,305 (2016 two trustees: £3,278).

**5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	64	-	64
<b>Charitable activities</b>			
Hire of the Centre	34,661	-	34,661
Cultural activities	1,502	-	1,502
Other trading activities	9,196	-	9,196
Investment income	2	-	2
	<u>45,425</u>	<u>-</u>	<u>45,425</u>
<b>Total</b>	45,425	-	45,425
 <b>EXPENDITURE ON</b>			
Raising funds	9,007	-	9,007
<b>Charitable activities</b>			
Provision of the Centre	33,113	-	33,113
Other	4,420	-	4,420
	<u>46,540</u>	<u>-</u>	<u>46,540</u>
<b>Total</b>	46,540	-	46,540
	<u>(1,115)</u>	<u>-</u>	<u>(1,115)</u>
<b>NET INCOME/(EXPENDITURE)</b>	(1,115)	-	(1,115)
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	5,557	730	6,287
	<u>4,442</u>	<u>730</u>	<u>5,172</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>4,442</u>	<u>730</u>	<u>5,172</u>

**Wycombe Multicultural Organisation**

**Notes to the Financial Statements - continued  
for the Year Ended 28 February 2017**

**6. TANGIBLE FIXED ASSETS**

	Improvements to property £	Equipment £	Totals £
<b>COST</b>			
At 1 March 2016	6,528	4,721	11,249
Additions	-	2,479	2,479
	<u>6,528</u>	<u>7,200</u>	<u>13,728</u>
At 28 February 2017	<u>6,528</u>	<u>7,200</u>	<u>13,728</u>
<b>DEPRECIATION</b>			
At 1 March 2016	5,985	3,470	9,455
Charge for year	543	1,088	1,631
	<u>6,528</u>	<u>4,558</u>	<u>11,086</u>
At 28 February 2017	<u>6,528</u>	<u>4,558</u>	<u>11,086</u>
<b>NET BOOK VALUE</b>			
At 28 February 2017	-	2,642	2,642
At 29 February 2016	<u>543</u>	<u>1,251</u>	<u>1,794</u>

**7. STOCKS**

	2017 £	2016 £
Stocks	<u>1,623</u>	<u>2,203</u>

**8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2017 £	2016 £
Trade debtors	1,529	2,363
Prepayments and accrued income	1,546	1,193
	<u>3,075</u>	<u>3,556</u>

**9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2017 £	2016 £
Other creditors	3,000	2,520
Accruals and deferred income	2,659	3,559
	<u>5,659</u>	<u>6,079</u>

**Wycombe Multicultural Organisation**

**Notes to the Financial Statements - continued  
for the Year Ended 28 February 2017**

**10. MOVEMENT IN FUNDS**

	At 1.3.16 £	Net movement in funds £	At 28.2.17 £
<b>Unrestricted funds</b>			
General fund	4,442	10,733	15,175
<b>Restricted funds</b>			
IT fund	730	-	730
<b>TOTAL FUNDS</b>	5,172	10,733	15,905

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	57,686	(46,953)	10,733
<b>TOTAL FUNDS</b>	57,686	(46,953)	10,733

The IT funds relate to an IT grant from Reach. Reach is a learning and development project set up to provide IT and soft-skills training to the local community. In particular the over 50's, unemployed, single parents and the NEET group.

**11. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 28 February 2017 other than those disclosed in note 4.

**Wycombe Multicultural Organisation**  
**Detailed Statement of Financial Activities**  
**for the Year Ended 28 February 2017**

	2017	2016
	£	£
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	225	64
<b>Other trading activities</b>		
Fundraising activities	12,437	8,876
Membership subscriptions	185	320
	12,622	9,196
<b>Investment income</b>		
Deposit account interest	1	2
<b>Charitable activities</b>		
Cultural activities	1,140	1,502
Hire of the Centre	43,548	34,661
	44,688	36,163
<b>Other income</b>		
Miscellaneous income	150	-
	57,686	45,425
<b>EXPENDITURE</b>		
<b>Other trading activities</b>		
Opening stock	2,203	1,260
Bar stock	5,693	5,058
Food purchases	189	324
Entertainment costs	2,479	2,398
Advertising	210	424
Other event expenditure	1,595	1,746
Closing stock	(1,623)	(2,203)
	10,746	9,007
<b>Charitable activities</b>		
Utilities	5,704	6,728
Insurance	2,763	2,561
Telephone	837	1,036
Postage and stationery	33	160
Sundries	425	150
Caretaker costs	7,378	5,967
Administration	2,021	2,040
Repairs and maintenance	5,356	6,996
Carried forward	24,517	25,638

This page does not form part of the statutory financial statements

**Wycombe Multicultural Organisation**  
**Detailed Statement of Financial Activities**  
**for the Year Ended 28 February 2017**

	2017	2016
	£	£
<b>Charitable activities</b>		
Brought forward	24,517	25,638
Rent	8,166	5,500
Subscriptions and licenses	242	1,610
IT software and support	450	365
	33,375	33,113
<b>Other</b>		
Professional fees	210	2,350
Independent examiners fee	991	948
Improvements to property	543	653
Depn of equipment	1,088	469
	2,832	4,420
<b>Total resources expended</b>	46,953	46,540
<b>Net income/(expenditure)</b>	10,733	(1,115)

This page does not form part of the statutory financial statements