

**THE ENFIELD CLUBHOUSE LTD  
(LIMITED BY GUARANTEE)**

**FINANCIAL STATEMENTS FOR THE YEAR ENDED**

**31 MARCH 2014**

**REGISTERED CHARITY NUMBER 1103930  
REGISTERED COMPANY NUMBER 04568108**

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YEAR ENDED 31 MARCH 2014

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**CHARITY INFORMATION**

**Trustees**

Cheryl Paine (Chair)  
Andy Frost  
Mandy Hawting

**Clubhouse Manager**

Richard Siddall

**Registered office**

Enfield Clubhouse  
Room 10 Community House  
311 Fore Street  
Edmonton  
N9 0PZ

**Principal address**

Enfield Clubhouse  
Room 10 Community House  
311 Fore Street  
Edmonton  
N9 0PZ

**Registered charity number**

1103930

**Registered company number**

04568108

**Company secretary**

Ms C D Paine

**Independent Examiner**

TACTS ACCOUNTANT  
Chartered Certified Accountants  
81 Rayleigh Road  
Palmer's Green  
London N13 5QW

**Bankers**

CAF Bank Ltd  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ  
[www.cafbank.org](http://www.cafbank.org)

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**REPORT OF THE TRUSTEES**

The Trustees, who are Directors for the purposes of company law, have pleasure in presenting their annual report for the purposes of Section 45 of the Charities Act 2011, together with the accounts for the year ended 31 March 2014. The trustees have adopted the provisions of the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005, in preparing the annual report and financial statements of the charity.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

a) The Memorandum & Articles of Association require that the Board of Trustees and Directors are elected by the membership at the Annual General Meeting. Trustees also present a list of nominations to the offices of Chair, Vice Chairs and Treasurer for election by the members. Clubhouse members are able to stand as Trustees, make nominations and to vote at Clubhouse meetings. The Trustees are responsible to the Charity Commission and to Companies' House for the administration and financial management of Enfield Clubhouse.

b) Enfield Clubhouse is the operating name of The Enfield Clubhouse Limited, registered in England and Wales as a Company Limited by Guarantee (No. 4568108) and as a Registered Charity (No. 1103930).

c) Trustees and Directors are recruited by introduction, word of mouth and referral. They are required to provide references and sign a Trustee Declaration of Eligibility. New Trustees are appointed by a resolution of the Board passed at the normal monthly meeting of the Trustees.

d) Trustees and Directors are expected to visit the clubhouse on a regular basis, be sympathetic to its aims and undergo relevant training by attending relevant courses run by external agencies. Induction and relevant training is made available to all Trustees on their responsibilities.

e) The Board of Trustees and Directors is the decision making body supported by professional advisors. The Board comprises a Chair, Treasurer and other non-officer Trustees all of whom have a wide range of life experience, business skills and knowledge or professional expertise of relevance to the Charity's activities, aims and objectives. The Board delegates day to day operations to the Clubhouse Manager who manages staff and volunteers to support members to achieve their individual life and work goals, stay well, to participate and feel valued in all aspects of the Clubhouse community. The Company is the employer of all Enfield Clubhouse's staff and has ultimate responsibility under Charity and Company Law, Employment, Health & Safety and other relevant legislation.

We continue to successfully manage our activities and operate our projects within our resources. Responsibility for day-to-day management is delegated to Richard Siddall, the Clubhouse Manager.

Board of Trustees and Directors:

- Cheryl Paine, Chair
- Mandy Hawting
- Andy Frost

Clubhouse Manager

- Richard Siddall

Project Support Worker Staff:

- Gonsel Fevzi

f) The Clubhouse is based upon, aspires and has made links to the International Center for Clubhouse Development (ICCD) model of rehabilitation of people with mental illness. The model has guiding principles and standards, which we aim to meet:

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**Membership:** Member participation is fully voluntary and entitles them to access all the opportunities available.

- Relationships: describes the unique collegial relationship between Clubhouse staff and members.
- Space: emphasizes the importance of creating a dignified, attractive environment where important work is carried out.
- Work-Ordered Day: describes the structure of the day-to-day activity within a Clubhouse, organized to help members develop self-esteem, confidence and friendships, which make up the foundation of the recovery process.
- Employment: ensures that Clubhouses offer members organized, effective strategies for moving into and maintaining gainful employment. Members have access to:
  - Transitional Employment Opportunities; and
  - Supported and Independent Employment Opportunities
- Education: ensures that Clubhouses offer members effective opportunities to complete their education.
- Functions of the House: addresses the basic requirements for meeting members' needs, with an emphasis on social and healthcare services.
- Funding, Governance and Administration: describes requirements for overseeing and managing Clubhouses.

The guaranteed rights of membership of Clubhouse are:

- a right to a place to come,
- a right to meaningful work,
- a right to meaningful relationships, and
- a right to a place to return.

As part of good practice we have organisational policies and procedures including making Criminal Record Bureau Checks on all new staff and volunteers working with members, the Protection of Vulnerable Adults procedures, and a complaints procedure.

g) The Clubhouse is not yet affiliated to or certified by the international Clubhouse organisation, so no formal ties currently exist. We aim to support Clubhouse members in developing and promoting their life opportunities, well-being and social inclusion.

h) The Board of Trustees and Directors has ensured that appropriate policies and insurance cover are in place for financial management, health and safety, employer and public liability and trustees' indemnity in order to minimise risk to the organisation, its staff and members. The Board also regularly reviews financial budgets and costs, funding, planning permission for the use of the premises and lease agreement, as well as overall project development.

## OBJECTIVES AND ACTIVITIES

a) Enfield Clubhouse helps people to recover from the disabling effects of mental illness through work, learning and social activities in safe and supportive environments within the local community. In determining how best to achieve this the trustees have had regard to the Charity Commission's guidance on public benefit.

Membership is available to anyone with a history of mental health problems who wants to use the service, subject to a risk assessment and appropriate funding being available to pay for the place. Funding is currently available for eligible Enfield residents through the LB Enfield Direct Payments scheme.

The disabling effects of a mental health diagnosis and hospitalisation for many include loss of job, home, social role, support networks, confidence and hope. This can have devastating effects on both individuals affected and their families and carers. Many people feel isolated, lonely, depressed and even suicidal coping with the long-term unemployment, financial hardship, lack of opportunities, discrimination and stigma that results. It's a tragic waste of people's lives, talents, skills and experience and has an added cost in related physical health problems such as diabetes and obesity due to the side-effects of long-term use of anti-psychotic medications, which can also lead to an early death.

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Despite all of these problems, Clubhouse members are survivors and want to work and change their lives for the better. Clubhouse seeks to address these problems and support members to find their own solutions including appropriate housing, meaningful relationships and work, social lives and education, all of which help to rebuild confidence and self-esteem.

Clubhouse membership is for life, so that people can benefit from the Clubhouse's support when they need it, in work and out.

b) Most of our members have a diagnosis of schizophrenia, bi-polar disorder or some other psychosis. Some are diagnosed with anxiety disorders and/or depression. Most have not worked for more than three years. There is a wide range of educational achievements up to and including university degree level.

c) Main objectives for the year:

1. To continue to function effectively and provide a valuable service to our Members.
2. To help members to get temporary paid work experience placements and permanent employment.
3. To support members to improve their employability skills and develop their social support networks to enable them to lead fuller and more active lives in the community.
4. To provide opportunities for members to socialise and develop within a welcoming environment.
5. To encourage more people to become Trustees /Directors In particular to try & fill the vacant posts of Secretary & Treasurer.
6. To further encourage more people (including members to attend Trustees Meetings as non-voting "Board members".

d) Strategies for achieving objects:

1. To ensure viable income sources exist so we can continue to be sustainable.
2. To manage our resources effectively and responsibly.
3. To continue to have suitable affordable accommodation.

e) Details of significant activities:

1. Members actively take part in both work and social activity planning meetings, day-to-day decision-making and take responsibility for administration, and fundraising activities within the Clubhouse.

## ACHIEVEMENTS AND PERFORMANCE

Many of our members have completed, are currently engaged or are looking for voluntary work in the community, or doing some kind of educational course. Examples include working in charity shops, at a garden centre, in a day centre supporting older people with physical and sensory disabilities.

Clubhouse members have enjoyed learning how to use the internet safely, contributing to updating our own website, creating posters, leaflets, greetings cards etc

Moving into Room 10, Community House, Fore Street. Was undoubtedly a key achievement providing a stable environment for the security and long term development of Clubhouse The annual rent of £12,000 is considerably less expensive than our previous rent. As a result our financial resources have increased considerably and the clubhouse is now more solvent than before.

## FINANCIAL REVIEW

a) The Clubhouse is in a healthy position with adequate financial reserves.

b) Our Principal funding source now comes from members subscriptions

## PLANS FOR THE FUTURE

- To ensure adequate accommodation continues to be available to develop Clubhouse.
- To prepare Clubhouse members for changes to the government's welfare programme and the inherent

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- effect the process could have on them in terms of both finance and mental wellbeing.
- To continue to support members with regard to the 'transformation of social care' and introduction of 'personalisation' and the increased choice and control members will have over assessing their own needs and purchasing their own care.
- To ensure our income streams are sufficient to support the continuance of Clubhouse
- To maintain and increase a wide range of support in developing social and employment opportunities for Members.

### STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also directors of The Enfield Clubhouse Limited for the purposes of company law) are responsible for preparing the Report of the Trustees' and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (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;
- 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 adequate accounting records that disclose with reasonable accuracy at any time 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 hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant information of which the charitable company's independent examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.

### APPOINTMENT OF INDEPENDENT EXAMINER

We will seek to re-appoint Independent examiner firm of TACTS Accountant, (Chartered Certified Accountants, 81 Rayleigh Road, Palmers Green, London N13 5QW), for our next year's account

Approved by the trustees and signed on their behalf.

**Cheryl Paine**  
Chair of Trustees

Date : 02<sup>nd</sup> July 2014

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**Independent examiner's report to the trustees of The Enfield Clubhouse Limited.**

I report on the accounts of the charity for the **year ended 31<sup>st</sup> March 2014**, which are set out on pages 8 to 11.

**Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the 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 144(2) of the Charities Act 2011 (the 2011 Act) or under Regulation 10 (1)(a) to (c) of The Charities Accounts (Scotland) Regulations 2006 (the 2006 Accounts Regulations) and that an independent examination is needed. The charity is required by company law to prepare accrued accounts and I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountant.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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 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 statement 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 386 of the Companies Act 2006 and section 44(1)(a) of the 2005 Act; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006, section 44(1)(b) of the 2005 Act and Regulation 8 of the 2006 Accounts Regulations; and
- which are consistent with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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.

Date:

Chartered Certified Accountant

TACTS ACCOUNTANT, 81 Rayleigh Road, Palmers Green, London N13 5QW

YEAR ENDED 31 MARCH 2014

**THE ENFIELD CLUBHOUSE LIMITED**  
**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR END 31 MARCH 2014**

	<u>Notes</u>	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>Funds</u> <u>2014</u>	<u>Total</u> <u>Funds</u> <u>2013</u>
		£	£	£	£
<b><u>INCOMING RESOURCES:-</u></b>					
<b>Incoming resources from charitable activities</b>					
Delivery of Services		46,392		46,392	54,644
<b>Other income</b>					
Bank interest receivable		13		13	45
<b>TOTAL INCOMING RESOURCES</b>		<b><u>46,405</u></b>	<b><u>0</u></b>	<b><u>46,405</u></b>	<b><u>54,689</u></b>
<b><u>RESOURCES EXPENDED</u></b>					
Charitable Expenses		33,373		33,373	29,069
Governance		15,899		15,899	1,068
<b>TOTAL RESOURCES EXPENDED</b>		<b><u>49,272</u></b>	<b><u>0</u></b>	<b><u>49,272</u></b>	<b><u>30,137</u></b>
<b>Net Income / (Expenditure)</b>		<b>(2,867)</b>	<b>0</b>	<b>(2,867)</b>	<b>24,552</b>
<b>Balances Brought Forward</b>	<b>(11)</b>	<b><u>82,209</u></b>	<b><u>641</u></b>	<b><u>82,850</u></b>	<b><u>58,298</u></b>
<b>Balances Carried Forward</b>	<b>(11)</b>	<b><u>79,342</u></b>	<b><u>641</u></b>	<b><u>79,983</u></b>	<b><u>82,850</u></b>

There were no recognised gains or losses for the above period other than those shown in the statement of financial activities for the above financial year. All incoming resources and resources expended are derived from continuing activities.

The notes attached form part of these financial statements

YEAR ENDED 31 MARCH 2014

## THE ENFIELD CLUBHOUSE LIMITED

### BALANCE SHEET AT 31 MARCH 2014

	Notes	£ <u>2014</u>	£ <u>2013</u>
<b>Current Assets:</b>			
Stock		270	270
Debtors	(8)	5,960	5,720
Cash at Bank and In Hand		87,757	84,987
 <b>Current Liabilities:</b>			
<b>Creditors :</b>			
Amount falling due within one year	(9)	14,004	8,127
<b>Net Assets</b>		<b>79,983</b>	<b>82,850</b>
 <b>As Represented By</b>			
Unrestricted Fund	(11)	79,342	82,209
Restricted Fund	(11)	641	641
<b>Total Funds</b>		<b>79,983</b>	<b>82,850</b>

(The notes form part of this account)

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime

The accounts were approved by the Trustees on 02<sup>nd</sup> July 2014 and signed on their behalf by:-

.....  
Cheryl Paine  
Chair of trustees

YEAR ENDED 31 MARCH 2014

**NOTES TO THE ACCOUNTS****1. ACCOUNTING POLICIES**

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of certain fixed assets, and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2008).

The statements have also been prepared in accordance with the Statement of Recommended Practice (SORP) - Accounting and Reporting by Charities SORP 2005 issued in March 2005.

**2. HIRE PURCHASE AND LEASING COMMITMENTS**

Rentals paid under operating leases are charged to the profit and loss account on a straight line basis over the period of the lease.

**3. INCOME**

Incoming resources are recognised in these accounts when the resource is sufficiently certain and measurable and when the charity obtains entitlement to receipt.

**4. RESOURCE EXPENDED**

Outgoing resources are recognised in these accounts when a legal or constructive obligation to transfer resources arises.

**5. TAXATION**

The Enfield Clubhouse Limited is a registered charity and is not liable for corporation tax on its income under section 505 of the Income and Corporation Taxes Act 1988 to the extent that it is applied to its charitable activities.

**6. RESERVES**

The Restricted Funds are restricted income funds given to the charity for specific purposes. They are expendable by the trustees in furtherance of particular projects within the charity objects. Where the restriction relates to the acquisition of fixed assets, then it is treated as having been satisfied once the particular assets have been purchased and the appropriate amount is transferred to the unrestricted funds.

The Unrestricted Funds are expendable at the discretion of the trustees in furtherance of the objects of the charity.

	<b>Restricted funds reserve £</b>	<b>Unrestricted funds reserve £</b>	<b>Total £</b>
At 1 April 2013	641	82,209	82,850
Surplus/(Deficit) for the year	-	(2,867)	(2,867)
Transfers between funds	-	-	-
At 31 March 2014	<u>641</u>	<u>79,342</u>	<u>79,983</u>

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**7. STAFF COSTS**

The total Salary Costs for the year was £31,745 including Tax and National Insurance Contributions. None of the employees received emoluments in excess of £60,000 in the year or the previous year. Trustees are not remunerated.

**8. DEBTORS**

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Prepayments and accrued income	5,960	5,720
	<u>5,960</u>	<u>5,720</u>

**9. CREDITORS**

	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Accruals	14,004	8,127
	<u>14,004</u>	<u>8,127</u>

**10. COMPANY LIMITED BY GUARANTEE**

The company does not have a share capital but each member has provided up to a maximum of £10 per member in event of the company being wound up.

**11. NET MOVEMENT IN FUNDS**

	<b>Total funds brought forward</b>	<b>Total incoming resources</b>	<b>Total resources expended</b>	<b>Transfers between funds</b>	<b>Total funds carried forward</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Restricted funds					
Awards for All	341	-	-	-	341
Lady Neville Charity	300	-	-	-	300
Total restricted funds	<u>641</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>641</u>
Unrestricted funds					
General funds	82,209	46,405	(49,272)	-	79,342
Total unrestricted funds	<u>82,209</u>	<u>46,405</u>	<u>(49,272)</u>	<u>-</u>	<u>79,342</u>
<b>Total funds</b>	<u>82,850</u>	<u>46,405</u>	<u>(49,272)</u>	<u>-</u>	<u>79,983</u>

The Awards for All fund is restricted to the acquisition of information technology equipment. The Lady Neville Charity fund is restricted to the acquisition of catering service equipment.