Report of the Directors and

Financial Statements for the Year Ended 28 February 2017

for

Waltham Forest Oral History Workshop CIC
Waltham Forest Oral History Workshop CIC

Contents of the Financial Statements for the Year Ended 28 February 2017

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Information</td>
<td>1</td>
</tr>
<tr>
<td>Report of the Directors</td>
<td>2</td>
</tr>
<tr>
<td>Report of the Accountants</td>
<td>3</td>
</tr>
<tr>
<td>Income Statement</td>
<td>4</td>
</tr>
<tr>
<td>Balance Sheet</td>
<td>5</td>
</tr>
<tr>
<td>Notes to the Financial Statements</td>
<td>6</td>
</tr>
<tr>
<td>Detailed Income and Expenditure Account</td>
<td>8</td>
</tr>
</tbody>
</table>
Waltham Forest Oral History Workshop CIC

Company Information
for the Year Ended 28 February 2017

DIRECTORS:  Ms Alice Mackay
             Ms Natasha Munoz
             Mr Robert Wilkinson

REGISTERED OFFICE:  19 Bushwood
                      Leytonstone
                      London
                      E11 3BN

REGISTERED NUMBER:  06811906 (England and Wales)

ACCOUNTANTS:  Prestons
               Chartered Accountants
               364-368 Cranbrook Road
               Gants Hill
               Ilford
               Essex
               IG2 6HY
Waltham Forest Oral History Workshop CIC

Report of the Directors
for the Year Ended 28 February 2017

The directors present their report with the financial statements of the company for the year ended 28 February 2017.

PRINCIPAL ACTIVITY
The principal activity of the company in the year under review was that of archiving.

DIRECTORS
The directors shown below have held office during the whole of the period from 29 February 2016 to the date of this report.

Ms Alice Mackay
Ms Natasha Munoz
Mr Robert Wilkinson

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:

.............................................................
Mr Robert Wilkinson - Director

Date: ........................................22/1/2017
Waltham Forest Oral History Workshop CIC

Report of the Accountants to the Directors of
Waltham Forest Oral History Workshop CIC

As described on the Balance Sheet you are responsible for the preparation of the financial statements for the year ended 28 February 2017 set out on pages four to seven and you consider that the company is exempt from an audit.

In accordance with your instructions, we have compiled these unaudited financial statements in order to assist you to fulfil your statutory responsibilities, from the accounting records and information and explanations supplied to us.

Prestons
Chartered Accountants
364-368 Cranbrook Road
Gants Hill
Ilford
Essex
IG2 6HY

Date: 22/11/2017

This page does not form part of the statutory financial statements
<table>
<thead>
<tr>
<th>Notes</th>
<th>£</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TURNOVER</strong></td>
<td>6,286</td>
<td>930</td>
</tr>
<tr>
<td>Project Development Costs</td>
<td>2,132</td>
<td>-</td>
</tr>
<tr>
<td><strong>GROSS SURPLUS</strong></td>
<td>4,154</td>
<td>930</td>
</tr>
<tr>
<td>Administrative expenses</td>
<td>1,382</td>
<td>76</td>
</tr>
<tr>
<td><strong>OPERATING SURPLUS and</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SURPLUS BEFORE TAXATION</td>
<td>2,772</td>
<td>854</td>
</tr>
<tr>
<td>Tax on surplus</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>SURPLUS FOR THE FINANCIAL YEAR</strong></td>
<td>2,772</td>
<td>854</td>
</tr>
</tbody>
</table>

The notes form part of these financial statements
Waltham Forest Oral History Workshop CIC (Registered number: 06811906)

Balance Sheet  
28 February 2017

<table>
<thead>
<tr>
<th>Notes</th>
<th>28.2.17</th>
<th>28.2.16</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURRENT ASSETS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debtors 3</td>
<td>3,890</td>
<td></td>
</tr>
<tr>
<td>Cash at bank</td>
<td>1,960</td>
<td>1,528</td>
</tr>
<tr>
<td></td>
<td>5,850</td>
<td>1,528</td>
</tr>
<tr>
<td>CREDITORS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amounts falling due within one year 4</td>
<td>1,750</td>
<td>200</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NET CURRENT ASSETS</td>
<td>4,100</td>
<td>1,328</td>
</tr>
<tr>
<td>TOTAL ASSETS LESS CURRENT LIABILITIES</td>
<td>4,100</td>
<td>1,328</td>
</tr>
</tbody>
</table>

| RESERVES |         |         |
| Income and expenditure account | 4,100 | 1,328 |
|         | 4,100 | 1,328 |

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 28 February 2017.

The members have not required the company to obtain an audit of its financial statements for the year ended 28 February 2017 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:
(a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
(b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board of Directors on 28 February 2017 and were signed on its behalf by:

[Signature]
Mr Robert Wilkinson - Director

The notes form part of these financial statements
Waltham Forest Oral History Workshop CIC

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

1. STATUTORY INFORMATION

Waltham Forest Oral History Workshop CIC is a private company, limited by guarantee, registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements
These financial statements have been prepared in accordance with the provisions of Section 1A "Small Entities" of Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income
Turnover is measured at the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes.

All income is recognised once the CIC has entitlement to the funds. It is probable that the income will be received and the amount can be measured reliably.

Taxation
Taxation for the year ended 28th Feb 2017 year comprises current tax. Tax is recognised in the Income Statement, except to the extent that it relates to items recognised in other comprehensive income or directly in equity.

Current or deferred taxation assets and liabilities are not discounted.

Current tax is recognised at the amount of tax payable using the tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

Deferred tax
Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

Timing differences arise from the inclusion of income and expenses in tax assessments in periods different from those in which they are recognised in financial statements. Deferred tax is measured using tax rates and laws that have been enacted or substantively enacted by the year end and that are expected to apply to the reversal of the timing difference.

Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits.

Going concern
The CIC is reliant on the continued support from its funders. The directors are confident of continued support from their funders. It is for this reason the accounts have been prepared on a going concern basis.

3. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

<table>
<thead>
<tr>
<th></th>
<th>28.2.17</th>
<th>28.2.16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade debtors</td>
<td>3,890</td>
<td>-</td>
</tr>
</tbody>
</table>

Page 6

continued...
4. **CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

<table>
<thead>
<tr>
<th></th>
<th>28.2.17</th>
<th>28.2.16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other creditors</td>
<td>£1,750</td>
<td>£200</td>
</tr>
</tbody>
</table>

During the year, one of the Director gave an interest free loan of £1,500 to the CIC. (2016 - Nil)

5. **ULTIMATE CONTROLLING PARTY**

The Directors are the Ultimate Controlling parties in the year.

6. **LIMITED BY GUARANTEE**

The CIC does not own any shares and is limited by guarantee.
## Detailed Income and Expenditure Account for the Year Ended 28 February 2017

<table>
<thead>
<tr>
<th></th>
<th>28.2.17</th>
<th></th>
<th>28.2.16</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td><strong>Turnover</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contracts</td>
<td>6,286</td>
<td></td>
<td>930</td>
<td></td>
</tr>
<tr>
<td><strong>Project Development Costs</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>St Jame's Projects</td>
<td>2,132</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>GROSS SURPLUS</strong></td>
<td>4,154</td>
<td></td>
<td>930</td>
<td></td>
</tr>
<tr>
<td><strong>Expenditure</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other establishment costs</td>
<td>408</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td>464</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post and stationery</td>
<td>116</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Costs</td>
<td>11</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sundry expenses</td>
<td>118</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accountancy</td>
<td>250</td>
<td></td>
<td>76</td>
<td></td>
</tr>
<tr>
<td>Legal fees</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1,382</td>
<td>76</td>
</tr>
<tr>
<td><strong>NET SURPLUS</strong></td>
<td>2,772</td>
<td></td>
<td>854</td>
<td></td>
</tr>
</tbody>
</table>

This page does not form part of the statutory financial statements
CIC 34

Community Interest Company Report

For official use
(Please leave blank)

Please complete in typescript, or in bold black capitals.

Company Name in full
Waltham Forest Oral History Workshop Community Interest Company

Company Number
06811906

Year Ending
28th February 2017
This template illustrates what the Regulator of Community Interest Companies considers to be best practice for completing a simplified community interest company report. All such reports must be delivered in accordance with section 34 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 and contain the information required by Part 7 of the Community Interest Company Regulations 2005. For further guidance see chapter 8 of the Regulator’s guidance notes and the alternate example provided for a more complex company with more detailed notes.

(N.B. A Filing Fee of £15 is payable on this document. Please enclose a cheque or postal order payable to Companies House)

PART 1 - GENERAL DESCRIPTION OF THE COMPANY’S ACTIVITIES AND IMPACT
In the space provided below, please insert a general account of the company’s activities in the financial year to which the report relates, including a description of how they have benefited the community.

We are associated with our original organisation the Waltham Forest Oral History Workshop. This is an unincorporated voluntary organisation comprised of 12 oral historians. We have sought advice from our colleagues on a number of subjects including which projects to prioritise and we have built upon their wider knowledge and connections within Waltham Forest.

In this year we developed a part of a project with the London Borough of Waltham Forest concerning regeneration work in the St James Street Conservation Area. We were contracted to record 36 interviews with local people. We recruited and trained 19 local people to undertake oral history interviews, gave two talks on the history of the shops and surrounding area and commenced recording memories of the area.

We also trained up another six people for a project on the history of punk music within Waltham Forest. The project later archived their recordings and summaries with our archive. We also archived recordings from a project on notable women in the East End of London. We have been in discussion with our local museum service to make a number of our recordings available to people who use the archive service. This is work in progress as we are slowly working our way through the paper archive and making that more usable. All of our recordings are now digitised and copied into at least three databases for safety and security.

We have also been in discussion with the William Morris Gallery to record 11 interviews with people who attended Walthamstow School of Art. In the 1950s and 1960s. We recorded some interviews for the Watercress Beds project about the Queens Road area in Walthamstow. Both of these projects have been funded by the Heritage Lottery Fund.

We have participated with other local history societies in the Waltham Forest Local History Network and we participated in ‘Know Your Archive at Vestry House Museum’

(If applicable, please just state “A social audit report covering these points is attached”).

(Please continue on separate continuation sheet if necessary.)
PART 2 – CONSULTATION WITH STAKEHOLDERS – Please indicate who the company’s stakeholders are; how the stakeholders have been consulted and what action, if any, has the company taken in response to feedback from its consultations? If there has been no consultation, this should be made clear.

We have consulted with our colleagues in the Waltham Forest Oral History Workshop on a number of matters including which projects to be involved in, archiving priorities etc. We have supported a number of volunteers involved in one of our projects and we ran additional training sessions as a result. We have consulted with members of the Waltham Forest Local History Network on various potential projects. We have consulted Vestry House Museum on aspects of historical records. One of our members has attended a one day course on archiving at the British Library and has sought advice on archiving.

(If applicable, please just state “A social audit report covering these points is attached”).

PART 3 – DIRECTORS’ REMUNERATION – if you have provided full details in your accounts you need not reproduce it here. Please clearly identify the information within the accounts and confirm that, “There were no other transactions or arrangements in connection with the remuneration of directors, or compensation for director’s loss of office, which require to be disclosed” (See example with full notes). If no remuneration was received you must state that “no remuneration was received” below.

No remuneration was received

PART 4 – TRANSFERS OF ASSETS OTHER THAN FOR FULL CONSIDERATION – Please insert full details of any transfers of assets other than for full consideration e.g. Donations to outside bodies. If this does not apply you must state that “no transfer of assets other than for full consideration has been made” below.

No transfer of assets other than for full consideration has been made.
PART 5 – SIGNATORY

The original report must be signed by a director or secretary of the company.

You do not have to give any contact information in the box opposite but if you do, it will help the Registrar of Companies to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

Signed

Date

Office held (delete as appropriate) Director/Secretary

Robert Wilkinson

19 Bushwood

Leytonstone London E11 3BN

Tel 020 8530 4847

DX Number

DX Exchange

When you have completed and signed the form, please attach it to the accounts and send both forms by post to the Registrar of Companies at:

For companies registered in England and Wales: Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff

For companies registered in Scotland: Companies House, 4th Floor, Edinburgh Quay 2, 139 Fountainbridge, Edinburgh, EH3 9FF DX 235 Edinburgh or LP – 4 Edinburgh 2

For companies registered in Northern Ireland: Companies House, 2nd Floor, The Linenhall, 32-38 Linenhall Street, Belfast, BT2 8BG

The accounts and CIC34 cannot be filed online

(N.B. Please enclose a cheque for £15 payable to Companies House)