REGISTERED NUMBER: 06811906 (England and Wales)

Report of the Directors and

Financial Statements for the Year Ended 28 February 2012

for

Waltham Forest Oral History Workshop CIC

Prestons
Chartered Accountants
364-368 Cranbrook Road
Ilford
Essex
IG2 6HY
## Contents of the Financial Statements for the Year Ended 28 February 2012

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Waltham Forest Oral History Workshop CIC

Company Information
for the Year Ended 28 February 2012

DIRECTORS: Ms A Mackey
               Ms N Munoz
               Mr R Wilkinson

REGISTERED OFFICE: 19 Bushwood
                     Leytonstone
                     London
                     E11 3BN

REGISTERED NUMBER: 06811906 (England and Wales)

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

Report of the Directors
for the Year Ended 28 February 2012

The directors present their report with the financial statements of the company for the year ended 28 February 2012

PRINCIPAL ACTIVITY
The principal activity of the company in the year under review was that of a museum and a business for the preservation of history

DIRECTORS
The directors shown below have held office during the whole of the period from 1 March 2011 to the date of this report

Ms A Mackey
Ms N Munoz
Mr R Wilkinson

Other changes in directors holding office are as follows

Ms J Bowstead, Mr M D Custance, Ms K E Finch and Mr N W Hayes ceased to be directors after 28 February 2012 but prior to the date of this report

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

ON BEHALF OF THE BOARD:

[Signature]

Mr R Wilkinson - Director

Date 20/4/2012
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 2012 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
Ilford
Essex
IG2 6HY

21/1/12

Date
Waltham Forest Oral History Workshop CIC

Profit and Loss Account
for the Year Ended 28 February 2012

<table>
<thead>
<tr>
<th>Notes</th>
<th>28.2.12 £</th>
<th>28.2.11 £</th>
</tr>
</thead>
<tbody>
<tr>
<td>TURNOVER</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Project Development Costs</td>
<td>926</td>
<td>3,923</td>
</tr>
<tr>
<td>GROSS LOSS</td>
<td>(926)</td>
<td>(3,923)</td>
</tr>
<tr>
<td>Administrative expenses</td>
<td>265</td>
<td>275</td>
</tr>
<tr>
<td></td>
<td>(1,191)</td>
<td>(4,198)</td>
</tr>
<tr>
<td>Other operating income</td>
<td>1,300</td>
<td>268</td>
</tr>
<tr>
<td>OPERATING PROFIT/(LOSS)</td>
<td>2</td>
<td>109</td>
</tr>
<tr>
<td>Interest receivable and similar income</td>
<td>-</td>
<td>5</td>
</tr>
<tr>
<td>PROFIT/(LOSS) ON ORDINARY ACTIVITIES BEFORE TAXATION</td>
<td></td>
<td>109</td>
</tr>
<tr>
<td>Tax on profit/(loss) on ordinary activities</td>
<td>3</td>
<td>-</td>
</tr>
<tr>
<td>PROFIT/(LOSS) FOR THE FINANCIAL YEAR</td>
<td>109</td>
<td>(3,925)</td>
</tr>
</tbody>
</table>

The notes form part of these financial statements

Page 4
Waltham Forest Oral History Workshop CIC

Balance Sheet
28 February 2012

<table>
<thead>
<tr>
<th></th>
<th>28.2.12</th>
<th>28.2.11</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CURRENT ASSETS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash at bank</td>
<td>748</td>
<td>639</td>
</tr>
<tr>
<td><strong>CREDITORS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amounts falling due within one year</td>
<td>274</td>
<td>274</td>
</tr>
<tr>
<td><strong>NET CURRENT ASSETS</strong></td>
<td>474</td>
<td>365</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS LESS CURRENT LIABILITIES</strong></td>
<td>474</td>
<td>365</td>
</tr>
<tr>
<td><strong>RESERVES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Profit and loss account</td>
<td>474</td>
<td>365</td>
</tr>
</tbody>
</table>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 28 February 2012.

The members have not required the company to obtain an audit of its financial statements for the year ended 28 February 2012 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 profit or loss 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 notes form part of these financial statements.
The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved by the Board of Directors on and were signed on its behalf by

[Signature]

Mr R Wilkinson - Director

[Date: 19th November 2012]
Waltham Forest Oral History Workshop CIC

Notes to the Financial Statements
for the Year Ended 28 February 2012

1 ACCOUNTING POLICIES

Accounting convention
The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

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

2 OPERATING PROFIT/(LOSS)

The operating profit (2011 - operating loss) is stated after charging

\[
\begin{array}{cc}
28.2.12 & 28.2.11 \\
£ & £ \\
\end{array}
\]

Directors' remuneration and other benefits etc

\[
\begin{array}{cc}
- & - \\
\end{array}
\]

3 TAXATION

Analysis of the tax charge
No liability to UK corporation tax arose on ordinary activities for the year ended 28 February 2012 nor for the year ended 28 February 2011

4. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

\[
\begin{array}{cc}
28.2.12 & 28.2.11 \\
£ & £ \\
\end{array}
\]

Other creditors

\[
\begin{array}{cc}
274 & 274 \\
\end{array}
\]

5 RESERVES

\[
\begin{array}{cc}
\text{Profit and loss account} & £ \\
\end{array}
\]

At 1 March 2011 365
Profit for the year 109
At 28 February 2012 474

Restricted funding relating to grant income
Waltham Forest Oral History Workshop CIC

Trading and Profit and Loss Account
for the Year Ended 28 February 2012

<table>
<thead>
<tr>
<th></th>
<th>28.2.12</th>
<th></th>
<th>28.2.11</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td></td>
<td>£</td>
<td></td>
</tr>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Development Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Costs</td>
<td>926</td>
<td></td>
<td>3,923</td>
<td></td>
</tr>
<tr>
<td><strong>GROSS LOSS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(926)</td>
<td></td>
<td>(3,923)</td>
<td></td>
</tr>
<tr>
<td><strong>Other Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Operating Income</td>
<td>1,300</td>
<td></td>
<td>268</td>
<td></td>
</tr>
<tr>
<td>Deposit account interest</td>
<td></td>
<td>1,300</td>
<td>5</td>
<td>273</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Expenditure</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accountancy</td>
<td>265</td>
<td></td>
<td>275</td>
<td></td>
</tr>
<tr>
<td><strong>NET PROFIT/(LOSS)</strong></td>
<td>109</td>
<td></td>
<td>(3,925)</td>
<td></td>
</tr>
</tbody>
</table>

This page does not form part of the statutory financial statements
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.

### 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 fair and accurate description of how they have benefited the community, or section of the community, which the company is intended to serve.

We have continued to record and transcribe oral testimonies relating to the borough of Waltham Forest. The new recordings have been added to our archive, to ensure that our unique record of life in Waltham Forest is preserved for future generations.

We have carried on making our earlier audio recordings more accessible to the public through digitisation, and regularly update our recordings database, which is available to the public on our website, www.wforalhistory.org.uk.

We have worked with other organisations and individuals to make our recordings available for educational and historical purposes. Activities included interviewing business people based in Leyton High Road as part of the Heritage Lottery funded project ‘Mapping the Change’, a contribution to the Cultural Olympiad. Extracts from these interviews were used for the launch exhibition of this project at Vestry House Museum. Using recordings from our collection of migrants to Waltham Forest from the West Indies in the 1960s we ran introductory sessions on oral history for an over 60s group of mainly African Caribbean origin.

*(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.

Our stakeholders are individuals and organisations concerned with local history in the London Borough of Waltham Forest, all residents of the borough, the wider community of independent and professional historical researchers and the general public.

WFOHW has been an active partner in the Waltham Forest Local History Liaison Group. The group was set up to facilitate dialogue and collaboration between organisations concerned with local and family history in the borough and promote wider involvement. Discussion and feedback within this group have been taken into account in planning the company’s future activities.

We have received copies of visitor book comments from exhibitions at Vestry House Museum to which we contribute.

Members of the public have contacted us through our website.

(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.

None.

(Please continue on separate continuation sheet if necessary.)

(N.B. Please enclose a cheque for £15 payable to Companies House)
PART 5 — SIGNATORY

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

Signed [Signature]  Date 21/11/2012

Office held (tick as appropriate) □ Director  □ Secretary

19 Bushwood
Leytonstone
London
E11 3BN  Telephone  020 8530 4847
DX Number  DX Exchange

When you have completed and signed the form, please send it 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