

METRO CENTRE LIMITED
ANNUAL REPORT & ACCOUNTS
YEAR ENDED 31ST MARCH 2015

METRO CENTRE LIMITED

**A PRIVATE COMPANY LIMITED BY GUARANTEE
WITHOUT SHARE CAPITAL**

**COMPANY REGISTRATION NO. 2716101
CHARITY REGISTRATION NO. 1070582**

REPORT OF THE TRUSTEE DIRECTORS' FOR THE YEAR ENDED 31 MARCH 2015

The Trustees, who are also Directors of the charity for the purposes of the Companies Act, submit their annual report and the audited financial statements for the year ended 31 March 2015. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in 2005 in preparing the annual report and financial statements of the charity.

The Trustees serving during the year and since the year end, to the date of signing this report, were as follows:

David Burgess (Company Secretary 21/05/13)
Shannon West (ppointed 10/01/12, resigned 30/05/14)
Dan McDonald (Appointed 24/04/14, Chair 22/05/14)
Bryony Long (Appointed 24/04/14, Vice Chair 22/05/14, resigned 01/12/14)
Tim Franks (Appointed 24/04/14, Treasurer 22/05/14)
Richard Walton (Appointed 24/04/14)
Graham Hill (Appointed 24/04/14, resigned 31/07/14)

SECRETARY, PRINCIPAL & REGISTERED OFFICE

David Burgess, Metro Greenwich, 141 Greenwich High Road, SE10 8JA

SENIOR MANAGEMENT TEAM

Dr. Greg Ussher, Acting Chief Executive Officer (5/08/13), Chief Executive Officer (01/09/14)
Andrew Evans, Director, Health and Community Services
Scott Lupasko, Director, Counselling and Peer Support Services
Patricia Durr, Director, External Affairs (appointed 1/10/14, resigned 30/03/15)
Cateejja Noordally, Director of Finance and Human Resources (resigned 01/09/15)

AUDITORS

Munro, 31 Stallard Street, Trowbridge BA14 9AA.

BANKERS

Cooperative Bank , 151 Lewisham High Street, London SE13 6AA

SOLICITORS

Grant Saw 1st Floor, Norman House, 110-114 Norman Road, London SE10 8QJ

METRO CENTRE LIMITED

TRUSTEE DIRECTORS' REPORT cont

YEAR ENDED 31ST MARCH 2015

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The Metro Centre Ltd (METRO) is a company limited by guarantee governed by its Memorandum and Articles of Association dated 12/05/08. It is registered as a charity with the Charity Commission. Full membership is open to all individuals whom the Board decides to admit to membership, but at all times at least 60% of the full membership shall comprise people who identify as lesbian, gay, bisexual or transgender. There are currently 52 members, each of whom has paid an annual subscription. At least 60% of the full membership comprise of people who identify as lesbian, gay or bisexual. There is a provision for Associate Membership, without voting rights, which may be held by community partner. There are currently no Associate Members.

Appointment of Trustees

As set out in the Articles of Association all Trustees must retire and, if they wish, stand for re-election at the Annual General Meeting. Elections follow due process including written nominations signed by a nominator and seconder submitted in advance of the AGM with an election statement circulated to the membership who votes by confidential ballot with the provision of proxy voting for members unable to attend the AGM.

Two members of the Board may be co-opted in any year, not exceeding the maximum membership of 12. Officers of the Board are traditionally elected annually at the first full Board meeting after the AGM.

Trustee Induction and Training

A transparent, holistic and robust system is in operation for the recruitment of Trustees which initially follows procedures and policy set for all volunteer recruitment. Reflecting best practice, both Senior Management and existing Board members are actively involved as recruitment moves through standardised stages beginning with informal provision of information about the role and organisational expectations to more formal procedures involving application, references and interview. If all stages are satisfactorily achieved and the recruitment panel approves, a probationary period is undertaken with probationers participating in a comprehensive programme of induction guided by an experienced Mentor assigned to each individual. Cornerstones of the probationary process include regular Mentor/Mentee meetings using a peer-created induction checklist focusing on the attainment of a holistic understanding of the organisation's history and operations, ability to contribute at a governance level, financial oversight, ability to contribute to strategic organisational development and an adherence to the 7 Principles of Public Life, as well as METRO's vision, ethos and equality/confidentiality policies

An annual Trustee Skills Audit and feedback from the workplans of the Finance and HR/Policy Sub Committees of the Board shapes the annual programme of training and team-building undertaken by all Board members along with the METRO's Senior Management Team. Trustees also contribute their skills and knowledge to the staff team in the form of training sessions.

Organisation

The members of the Board of Trustees also act as the Company Directors of the METRO. A maximum of twelve members administer the charity meeting bi-monthly with subcommittees meeting quarterly. There are currently two subcommittees, one for Finance which is convened by the Treasurer and the other for Human Resources and Policy which is convened by the Company Secretary. Each has agreed Terms of Reference which allow essential work to progress, with recommendations regarding key decisions brought to full Board meetings. Ad hoc working parties are created by the Board from time to time, working with the SMT on specific time-limited projects. The Chief Executive Officer has been appointed by the Trustees to carry out the operational matters of the charity with delegated authority and overall responsibility for employment and staffing, financial management, income generation, contract negotiation and compliance, organisational development, service delivery, research, monitoring and evaluation.

METRO CENTRE LIMITED

YEAR ENDED 31ST MARCH 2015

TRUSTEE DIRECTORS' REPORT cont.

Related Parties

METRO continues its close working relationships with a number of statutory, commercial, and community organisations as well as establishing important new partnerships. Ongoing and significant community partners include: Positive East, West London Gay Men's Project, NAM, GMFA, the University of Greenwich, Outhouse East, Thames Valley Positive Support, Oxleas NHS Foundation Trust, Kent Community Health Trust (KCHT), HIV/AIDS Alliance Ukraine, Africa-Advocacy Foundation, Positive Parenting and children (PPC), BHA (Black Health Agency) and Terrence Higgins Trust. Important statutory partners include the Royal Borough of Greenwich, NHSGreenwich, Kent county Council, Medway Unitary Authority, the London Borough of Lambeth, South London and Maudsley Trust (SLaM), NHS Bromley, London Borough of Bexley, London Borough of Bromley, London Borough of Lewisham, London Borough of Wandsworth, , and many other Local, Police and Health Authorities in South London and Kent, Medway and Essex. Important commercial partners include local commercial venues the Prince of Greenwich, Prowler, and external consultancies including Peach Consultancy, Ergo Consulting, Resonant Consulting, Brickwall and Ellis Witham.. Locally, we have enduring and significant partnerships with GAVS, GriP, Greenwich Association for Disabled People (GAD) and Her Centre. At a national level, METRO continues to be a London partner for HIV Prevention England leading the GMI and GLC Partnerships, working with MSM and African people, with other strong relationships with Outhouse East in Essex, Kent/Medway LGBT Forum, Birmingham LGBT, Thames Valley Positive Support (TVPS), African Health Policy Network (AHPN), the National LGB&T Partnership and the Consortium of LGBT VCOs. In October 2012, the CEO of METRO became the Chair of the Board of Trustees of the National Consortium of LGBT VCOs. The CEO of METRO also is the Chair of the Greenwich Charitable Trust, Chair of Outhouse East, Chair of the Kent/Medway LGBT Forum, an Honorary Fellow at the University of Greenwich, Lay Executive member of the Board of Greenwich Clinical Commissioning Group and Chair of the South East London Primary Care Joint Committee (PCJC).

Volunteers

METRO gratefully acknowledges the role played by the many volunteers who give their time, skills and energy to the organisation fulfilling a variety of roles from outreach and reception work through counselling and mentoring to fundraising and event organising. There are currently seventy three active volunteers participating in the charity's activities and making a unique contribution to their communities.

Risk Assessment

METRO undertakes comprehensive contingency planning which complements an integrated risk assessment strategy. Together these practices ensure rapid and systematic responses to risks as they arise in order to mitigate and minimise any arising impact. Specific practices include:

- Regular Departmental risk assessment exercises with impact assessments created for all new projects and significant organisational changes;
- Departmental Risk Registers which feed into a Central Risk Register maintained by the CEO and analysed bimonthly at full Trustee meetings;
- Adoption of a quality assessment scheme to continually improve systems and practices in all areas of operation;
- Adherence to comprehensive Information Governance policies;
- Project management training for staff in management roles;
- Strengthened financial management software, protocols and procedures; and
- Careful management of Reserves.

METRO CENTRE LIMITED

YEAR ENDED 31ST MARCH 2015

TRUSTEE DIRECTORS' REPORT cont.

OBJECTIVES AND ACTIVITIES

The charitable company is established for the promotion of any charitable purpose for the benefit of any members of the community experiencing issues related to sexuality, identity, gender and diversity, including by focusing on:

- i) Challenging homophobia and heterosexism and acknowledging that they have a significant impact on lesbian, gay and bisexual people and those questioning their sexuality;
- ii) Working in the field of sexual health promotion, HIV prevention and HIV support;
- iii) Providing services which promote health and well-being and to empower individuals, including the provision of support, advice, information, advocacy, resources, counselling, group work, outreach services, community development, capacity-building, campaigning, leadership advice, research, clinical services, consultancy, training and education.

New Vision, Mission and Values for the organisation were agreed by the Trustees in November 2012 as a result of a comprehensive exercise that involved wide internal consultation to align the organisation and make it more constitutionally coherent.

VISION

A world where difference is celebrated, respected and valued, where discrimination is eliminated and where optimum health and well-being for all is a collective goal.

MISSION

We embrace difference and champion equality, and challenge others to do so too.

We promote health and wellbeing through our transformative services to anyone experiencing issues relating to gender, sexuality, diversity or identity.

We use our unique insight and our LGBT heritage and perspective to influence decision makers and to effect positive change.

We work collaboratively with our staff, volunteers, users, partners and supporters to make a difference to people's lives.

VALUES

Integrity – we are true to our Mission and believe in the transformative power of excellent and inclusive services, products and experiences.

Insight – both our services and our change agenda are informed by our understanding of the power of human connection and relationship AND our unique relationship with the people we work with and for.

Innovation – we strive to deliver cutting edge and creative solutions to the individual and social problems we identify.

PUBLIC BENEFIT

The Board of Trustees is aware of the Charities Commission requirement to report on the work of the organisation regarding how it delivers public benefit. The Trustees believe that much of this is demonstrated in this year's Annual Report. METRO's objectives are aligned with those of national and local strategies for sexual health, gender identity, sexual orientation, equalities, mental health, youth services and HIV support and prevention. These external strategies were reflected in our Strategic Plan 2009-2014 and are reflected in the organisation's Strategic Plan for 2014 – 2018 which aligns the charity around its new Vision, Mission and Values. This Annual Report demonstrates progress towards achieving these objectives and illustrates our plans and strategies to do more.

METRO CENTRE LIMITED

YEAR ENDED 31ST MARCH 2015

TRUSTEE DIRECTORS' REPORT cont.

ACTIVITIES

METRO's activities are focused on the health and wellbeing, empowerment, independence and inclusion of people experiencing issues related to gender, identity, sexuality, diversity and equality. Our activities benefit the community as we support people of any age to manage their responsibilities and make positive lifestyle choices in relation to sexual orientation, gender identity, sexual health, mental health and issues related to homophobia, biphobia and transphobia. METRO encourages and supports individuals to develop skills in order to meet their own needs and therefore participate and make a contribution to their community and society through engagement and participation.

Key developments in line with our current Strategic Plan 2014-18, and departmental operational plans, across this year include:

The designation of 2014/15 as a benchmark year for METRO to expand further into its key Domains, both geographically and programmatically saw the charity:

- Extend METRO's Healthwatch contract for a further year;
- Collaborate with Greenwich Clinical Commissioning Group (CCG) with the CEO of METRO continuing as a Lay Rep (PPI) on Greenwich CCG;
- Acknowledge the ongoing transition of Public Health Units to Local Authorities across London, and particularly in SE London; and
- Engage with the new Health and Well-being Boards, particularly in SE London, Kent, Medway and Essex
- The designation of 2014/15 as a further Consolidation Year, with goals to improve the Charity's Reserves position, restructure senior management and management posts, and cement cross cutting posts.
- The appointment of Dr Greg Ussher as the charity's CEO on 01/09/14.
- The embedding of the charity's Strategic Plan 2014-18, and the Trustees input into implementation through Domain Working Groups (DWGs) with a focus on 3 Strategic Objectives, and 5 Domains: HIV prevention and support, Sexual and Reproductive Health, Youth Services, Mental Health and Wellbeing and Community Participation and Engagement.
- The continuation of an Equalities Lead to provide coordination and direction on METRO's Equalities work in the London Boroughs of Lewisham and Greenwich through March 2014.
- The continuing implementation of a series of facilitated Away Days – including for Trustees, Senior Managers, Managers and the full staff team.
- The continuation of the HIVE support group for gay and bisexual men living with HIV and the continuation of the Service User Involvement program as part of SLHP service delivery.
- The continued building of the National Youth Chances (NYC) Program across England, with the successful continuation of a wide-ranging Expert Consultative Panel, a Commissioner Stakeholder Forum and a Provider Stakeholder Forum, and the dissemination of the results of the NYC Survey widely across England. The Survey ultimately attracted over 7000 respondents.
- The ongoing implementation of seven CASH/METRO Partnership (CMP) Sexual and Reproductive Health Clinics across Greenwich.

METRO CENTRE LIMITED

YEAR ENDED 31ST MARCH 2015

TRUSTEE DIRECTORS' REPORT cont.

ACTIVITIES cont.

- The continued delivery of mentoring, counselling and Health Trainer HIV prevention interventions and resource distribution across London through the Pan London HIV Prevention Program (PLHPP), and work with partners and funders to conceptualise any PLHPP replacement programs.
- The continued delivery of HIV assessment and sign posting services across South London through METRO's First Point service.
- The ongoing implementation of the MAC funded HIV testing project focusing on African MSM in South London.
- The continued promotion of volunteering with a focus on the development of a METRO Associates Programme and the development and refinement of a significant number of contacts with corporate sponsors.
- The ongoing implementation of METRO Youth Accreditation Project (MYAP) in Tower Hamlets, and the continued achievement of the You're Welcome quality standard across the organisation.
- The continued achievement of Care Quality Commission (CQC) registration.
- Success in securing the condom distribution scheme through Kent County Council.
- The development of capacity building in the areas of LGBT Hate Crime and Same Sex Domestic Violence across South London.
- The further development of METRO's website, and concomitant extension of other social media presences, including on Facebook and Twitter, with an increasing Klout. This social media presence was accompanied by more sophisticated processes for internal communication, including the further development of Newsround and the CEO's Monday Update.
- The scoping of a fully interactive website for MSM in Greenwich, focused on sexual health promotion and HIV prevention.
- The effective delivery of Chlamydia Screening Programs in line with the National Chlamydia Screening Programs across Greenwich and Bromley.
- Successful engagement with a range of national programs and partnerships including with HIV Prevention England – HIV testing and prevention for gay men and African communities – with the National LGBT Consortium for VCOs and with the National LGB&T Partnership and the Sex Education Forum.
- The continued effective delivery of a full suite of mental health services including drop-in, group work, and short-term, long-term and crisis counselling
- The continued delivery of 5 groups for LGBT young people per week – including SHINE, Zest, VIBE, SNAP and LIVE.

METRO CENTRE LIMITED

YEAR ENDED 31ST MARCH 2015

TRUSTEE DIRECTORS' REPORT cont.

The following priorities have been identified for 2015/16:

- 1) Continuing to embed METRO's Strategic Plan 2014-18, with the concomitant development and implementation of Domain Working Groups, and evaluation and review.
- 2) Continuing to realise the significant re-brand of METRO, including launch of a new central website, and a new website for MSM in Greenwich.
- 3) Ensuring that Metro is well placed to continue building its presence in relevant forums and priorities related to new Health and Social Care decision-making structures, including CCGs, Health and Wellbeing Boards and Healthwatch.
- 4) Building the skills of the extended leadership team, including CEO, SMT, MT and BoT, particularly through the ERASMUS program.
- 5) Building the capacity of METRO as an organisation that uses insight to influence in domains relevant to its vision, mission and values.
- 6) Addressing the need for services for lesbians, gay men, bisexual and transgender people of Kent and Medway and Essex.
- 7) Building HIV prevention and HIV support interventions for African people in South East London, Kent, Medway and Essex.
- 8) The further implementation of a south east London Hate Crime initiative to support victims of hate crime, encourage reporting and improve cross-sector working with local statutory and voluntary organisations.
- 9) Establishing wider support services for older LGBT people.
- 10) Extending the organisation's HIV prevention and HIV support work across London and in the Home Counties, and influencing the development of HIV prevention and HIV support commissioning and funding.
- 12) Building METRO's new MAC funded HIV prevention program targeting Latino MSM in London.
- 13) Building viable and sustainable work programs for the delivery of METRO's new three year public health contracts with the Royal Borough of Greenwich.
- 14) Continuing the process of internal consolidation focused on building one congruent charity with staff and volunteer teams who are well supported, and hold the charity in high regard.
- 15) Building new mechanisms to continually improve service user involvement mechanisms across the charity.
- 16) Achieve Investors in People.

METRO CENTRE LIMITED

YEAR ENDED 31ST MARCH 2015

TRUSTEE DIRECTORS' REPORT cont.

FINANCIAL REVIEW

Incoming resources increased from £ 2,437,247 to £ 2,519,496 in 2015 and resources expended changed from £2,460,525 to £2,325,613 resulting in a surplus for the year of £193,883 (2014 - deficit £23,278)

METRO's continued investment in key cross-cutting posts has resulted in METRO:

- reviewing and ratifying its vision, mission and values;
- refreshing and significantly extending its social media presence;
- developing strong networks at local, regional and parliamentary levels to lever influence to support our service users;
- building the profile of the National Youth Chances (NYC) Project;
- standardising HR policies and practices including the METRO Staff Handbook;
- developing diversity and NPS profiles of our staff, volunteers and service users;
- continuing to develop our integrated case management/management information systems; and
- using all of these processes and systems to produce an effective Balanced Business Scorecard.

METRO's investment in Kent and Medway has resulted in:

- the delivery of the Kent Condoms contract;
- the delivery of the Medway HIV prevention program and support groups for LGBTQ young people in Medway; and
- securing contracts to work in partnership to deliver HIV Prevention programs, Medway Healthwatch and the Big Lottery Transition Advice Fund.

Trustees will continue to ensure that any future expenditure has defined benefits and are monitored and managed against these. In the upcoming financial periods Trustees are committed to building the charity's reserve levels.

METRO broadened the range of its services, the client communities that it serves and its geographic influence over 2014-15, and the Trustees decided that it was important to preserve the culture of locally delivered services, particularly for its core services. METRO's Local Services Fund was therefore established to keep funds provided for its core services in South East London. As at 31st March 2015, METRO's Local Services Fund contained a reserve of £142,797. METRO is very grateful to its major local funders who have supported and shared the vision of the METRO's work as the organisation moves into the next 30 years of service provision in the Royal Borough of Greenwich.

Reserves Policy

METRO currently has reserves of £ 473,291 of which £ 12,543 has been designated by the Trustees for the Hardship Fund, and there remains a further £18,882 in the Development Fund used for the development of new work. An additional £298,639 is held in the General Fund . It is the present policy of the Board of Trustees that we aim to achieve reserves of between three months and six months income, which takes into account the security and payment arrangements. These are the costs involved in both the event of a potential winding down of the Charity and the funding disciplines of the 'payment on delivery' model .The total unrestricted reserves were £472,861.

In the upcoming financial periods Trustees plan to maintain and build on the charity's reserve levels in order to again reach the desired level of between 3 months and 6 months of operating expenditure.

Investment Powers and Policy

The Trustees do not currently involve the organisation in investments with the exception of bank interest generated from cash on deposit.

METRO CENTRE LIMITED

YEAR ENDED 31ST MARCH 2015

TRUSTEE DIRECTORS' REPORT cont.

TRUSTEES RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

Company law requires the Trustees to prepare financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial year and of its surplus or deficit for the financial year, in doing so the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make sound judgments and estimates that are reasonable and prudent; and
- Prepare the financial statements on a going concern basis unless it is appropriate to presume that the charity will not continue in business.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enables them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

Statement of disclosure of information to auditors

We, the directors of the company who held office at the date of approval of these Financial Statements, as set out above, each confirm so far as we are aware, that:

- there is no relevant audit information of which the company's auditors are unaware; and
- we have taken all the steps that we ought to have taken as directors in order to make ourselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

Auditors

A resolution for the appointment of an auditor for the ensuing year will be proposed at the Annual General Meeting.

BY ORDER OF THE TRUSTEES



Dan McDonald

Date: 22-12-15

INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF METRO CENTRE LIMITED YEAR ENDED 31ST MARCH 2015

Independent Auditors' report to the Members of the Metro Centre

We have audited the financial statements of the Metro Centre for the year ended 31 March 2015 which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes. These financial statements have been prepared under the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective April 2008)

This report is made solely to the charitable company's trustees, as a body, in accordance with regulations made under section 154 of the Charities Act 2011. Our audit work has been undertaken so that we might state to the charitable company's Trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

The Trustees' (who are also the directors of the Metro Centre for the purposes of company law) responsibilities for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities.

The Trustees have elected for the financial statements to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly we have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2015, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to smaller entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Munro Audit Ltd

MUNRO AUDIT LTD
Chartered Accountants & Registered Auditors

Date: 23-12-15
31 Stallard Street, Trowbridge

METRO CENTRE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES
(including summary income and expenditure accounts)
YEAR ENDED 31ST MARCH 2015

	Notes	UNRESTRICTED FUNDS 2015	RESTRICTED FUNDS 2015	TOTAL FUNDS 2015	TOTAL FUNDS 2014
		£	£	£	£
INCOMING RESOURCES					
Incoming resources from generated funds					
-Voluntary Income	3	10,778	-	10,778	10,965
-Activities for generating funds	3	607	-	607	1,120
-Investment income	3	221	-	221	215
Incoming resources from charitable activities	4	1,879,439	628,451	2,507,890	2,424,947
TOTAL INCOMING RESOURCES	9	1,891,045	628,451	2,519,496	2,437,247
RESOURCES EXPENDED					
Costs of generating funds					
-Costs of generating Voluntary Income		-	-	-	-
-Charitable activities	5	1,629,246	644,374	2,273,620	2,423,713
-Governance costs	6	41,594	10,399	51,993	36,812
TOTAL RESOURCES EXPENDED	9	1,670,840	654,773	2,325,613	2,460,525
NET INCOMING RESOURCES FOR YEAR BEFORE TRANSFERS BETWEEN FUNDS		220,205	(26,322)	193,883	(23,278)
TRANSFERS BETWEEN FUNDS	9	(7,156)	7,156	-	-
NET MOVEMENT IN FUNDS		213,049	(19,166)	193,883	(23,278)
FUNDS BROUGHT FORWARD AT 1ST APRIL		259,812	19,596	279,408	302,686
FUNDS CARRIED FORWARD AT 31ST MARCH		472,861	430	473,291	279,408

The Statement of Financial Activities includes all gains and losses in the year.
All incoming resources and resources expended derive from continuing activities.

METRO CENTRE LIMITED**BALANCE SHEET****AS AT 31ST MARCH 2015**

	Notes	2015		2014	
		£	£	£	£
FIXED ASSETS	10		27,190		34,093
CURRENT ASSETS					
Debtors & prepayments	11	387,784		260,051	
Cash at bank & in hand		526,392		311,077	
			914,176		571,128
CREDITORS, AMOUNTS FALLING DUE WITHIN ONE YEAR	12	448,075		305,813	
NET CURRENT ASSETS			466,101		265,315
PROVISIONS FOR LIABILITIES	13		20,000		20,000
TOTAL NET ASSETS		£	473,291	£	279,408
<i>Financed by:</i>					
UNRESTRICTED FUNDS	9				
General Funds			298,639		90,406
Designated Funds			174,222		169,406
TOTAL UNRESTRICTED FUNDS			472,861		259,812
RESTRICTED FUNDS	9		430		19,596
TOTAL FUNDS		£	473,291	£	279,408

The directors are satisfied that the company was entitled to exemption from audit under section 477 of the Companies Act 2006 and that members have not required an audit in accordance with section 476. However, an audit is required in accordance with the Charities Act 2011.

The directors acknowledge their responsibilities for:

i) ensuring that the company keeps accounting records which comply with section 386; and

ii) preparing accounts which give a true and fair view of the state of affairs of the charitable company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 396 and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the charitable company.

Approved by the Trustee Directors and signed on their behalf on 22-12-15 by:



Dan McDonald

The notes on following pages form part of these financial statements

METRO CENTRE LIMITED

NOTES TO THE ACCOUNTS

YEAR ENDED 31ST MARCH 2015

1) ACCOUNTING POLICIES

The principal accounting policies adopted in the preparation of the financial statements are set out below, and have been consistently applied within the accounts.

a) Basis of accounting

The financial statements have been prepared under the Historical Cost Convention. The charity's financial statements are prepared in accordance with the Statement of Recommended Practice for Accounting by Charities, SORP 2005 and the Companies Act 2006.

b) Financial Reporting Standard Number 1

Exemption has been taken from preparing a cash flow statement on the grounds that the company qualifies as a small company.

c) Incoming Resources/ Income

Incoming resources are recognised on an accruals basis, except that donations and legacies are recognised only upon receipt unless the donor advises otherwise. Grants are treated as income for the period to which the grantor assigns the grant and deferred as necessary. Service contracts or grants where the grantor stipulates performance targets and does not specify that a surplus is retrievable, are regarded as unrestricted once the performance targets are achieved.

d) Resources Expended/ Expenditure

i) Charitable activities relate to expenses incurred in providing Metro's wide range of outreach services. It includes training to counsellors and education for relevant groups as well as telephone expenses. It includes safer sex materials and literature provided by the charity. The salary costs of trained outreach workers are included under charitable activities. A proportion of the cost of support workers is also apportioned to each project. As one of the company's objectives is to provide a safe centre for the gay, lesbian and bisexual community, the accommodation costs of the centre are also included in this category. Other service costs, office consumables and items like depreciation are apportioned to specific projects according to the related cost of charitable salaries.

ii) Cost for generating voluntary income comprise the costs of advertising the charity's activities in the press purely for fund-raising purposes. Media costs to publicise outreach services and educational work for the community or staff recruitment are included in expenditure on charitable activities.

iii) Governance costs include an element of support & managerial staff costs which relate to administration; management meetings and AGM costs; and statutory costs like audit, legal and professional fees. All expenditure classes, where appropriate, include irrecoverable Value Added Tax.

e) Fixed Assets & Depreciation

Fixed assets are capitalised at cost and depreciation is provided to write off the cost of the assets over their useful economic lives. Office equipment, furniture & fittings is written off at a rate of 20% per annum on a reducing balance basis unless a grant provider allocates specific funds for capital expenditure to be written off over a shorter period. Small capital items and replacements are written off as incurred. Short term property leases and leasehold improvement costs are amortised over the length of the lease on a straight line basis. Motor Cars are written off at a rate of 25% on a reducing balance basis.

f) Stocks of materials & literature

Stocks of safe sex materials and literature are written off as incurred.

g) Volunteers

The value of services provided by volunteers is not included within these financial statements.

h) Going concern basis

The accounts have been prepared on a going concern basis.

i) Fund Accounting

Unrestricted funds are available for the use in the furtherance of the charity's objectives.

Restricted funds are subject to restrictions imposed by donors as set out in the notes to the accounts.

METRO CENTRE LIMITED
NOTES TO THE ACCOUNTS
YEAR ENDED 31ST MARCH 2015

2) FUNDING

GENERAL FUND

These include all performance-led contracts and grants, donations, prizes and grants received where the donor makes no restriction on the way the funds are to be applied and where the Trustees have not designated them as 'local services' (see below). It also includes receipts from services rendered by METRO staff (e.g. training fees) and from the incomes from sale of goods, bank interest receivable and fund-raising activities. Donations to METRO arise from service users, volunteers, charitable foundations, the 'Friends of METRO' giving scheme and from the general public.

DEVELOPMENT FUND

This Fund was established by the Trustees as an unrestricted fund that is designated for the development of future Metro work. Any initial income from 'seed' work is credited to this Fund.

HARDSHIP FUND

Metro administers an internal Hardship Fund, and accesses an external Hardship Fund administered by Terrence Higgins Trust. Metro's Fund is managed by the Harbour Trust Manager against standard criteria and open to all people living with HIV in Greenwich. Metro accesses the external Fund on a quarterly basis, and in the first instance will distribute from this Fund, which can be accessed by people living with HIV from Greenwich and other SE London Boroughs. Over 2014/15, the internal fund was sufficient to meet the needs of people requesting assistance for hardship, and therefore the designated Fund was not utilised.

METRO LOCAL SERVICES FUND

The Metro Local Services Fund is a designated fund established by the Trustees to account for and preserve the various services provided by METRO that are based locally in South East London. It is primarily funded by service contracts that are 'performance led' and any surplus is considered to be unrestricted for use locally once the service targets are attained. The main funders have had a long association with METRO and have been committed to these local services provided by the charity.

RB Greenwich funds an HIV prevention and safer sex programme. These METRO services are targeted at gay and bisexual men affected by HIV in Greenwich. The services have included HIV prevention campaigning; managing a database from sexual health surveys; a peer support program targeting HIV negative men whose HIV testing patterns indicate a risk of sero-conversion; conducting innovative HIV prevention and sexual health promotion outreach work focused on BASK interventions; strengthening partnership work with other local HIV agencies & charities; developing a 'condom mail out service' for young people; providing training to METRO workers and volunteers; and to support young gay and bisexual men via group work.

NHS Greenwich and subsequently RB Greenwich has provided funding to develop an in-house sexual health clinical service named Pitstop+, for nearly 13 years. The nurse-led clinic is directed at gay and bisexual men and its purpose is to provide a safe environment for this community to access GUM services as an accessible alternative to other local GUM facilities.

METRO CENTRE LIMITED

NOTES TO THE ACCOUNTS

YEAR ENDED 31ST MARCH 2015

METRO LOCAL SERVICES FUND (CONTINUED)

RB Greenwich continued funding for Sexual and Reproductive Health Clinics at a number of General Practitioner and other sites. These clinics are provided in partnership with Woolwich based Contraceptive & Sexual Health Service (CASH) across RB Greenwich and is known as CASH METRO Partnership (CMP). RB Greenwich's ongoing funding for young people's chlamydia screening is now incorporated within the General Fund along with the other Local Authorities commissioning METRO chlamydia screening outreach services in 2014/15.

To complement the Chlamydia Screening work that METRO has undertaken across Greenwich for a number of years, NHS Greenwich in 2010 funded METRO to undertake the overarching and coordinating functions of the Chlamydia Screening Office. This work includes liaison with all partners in the National Chlamydia Screening Program, following up results and treatment, collecting, collating and reporting on all data, and liaising with the Health Protection Agency in relation to positive results and data. This work continued across 2014/15.

RB Greenwich funds the provision of strategic and managerial services at METRO. It particularly funds part of the Chief Executive Officer's post.

RB Greenwich funds a Drop-In and Crisis Support Service for the provision of Mental Health Counselling and Advice to lesbian, gay, bisexual and transgendered people and those questioning their sexuality in tRB Greenwich. These services were previously funded by Oxleas NHS Trust.

LB Lewisham funds an Adult Counselling Service for lesbian, gay, bisexual and transgendered people and those questioning their sexuality and who are experiencing mental distress in the South East London area. The service offers both short term (up to 8 weeks) and longer (up to one year) counselling.

2) FUNDS - SPECIFIC PROJECTS

The following grants fund specific projects run from METRO, and represent some key funders and supporters and funders of Metro. They tend to be over a shorter period of up to three years and with varying levels of restriction.

Department of Health – through the Terrence Higgins Trust - HPE - METRO was successful in bidding with the GMI Partnership for work with HIV Prevention England (HPE), which replaced CHAPS and NAHIP, to provide information, guidance and HIV testing to MSM in ten London boroughs.

METRO was successful in bidding with the GLC Partnership (led by METRO and with Africa-Advocacy Foundation) for work with HIV Prevention England (HPE), which replaced CHAPS and NAHIP, to provide information, guidance and HIV testing to African people in three London boroughs.

Pan London HIV Prevention Programme (PLHPP) counselling, mentoring, health training & resource distribution (GMI Partnership) - Funding was secured with two partnering agencies, Positive East & the West London Gay Men's Project, to deliver counselling, peer mentoring & outreach/health training for the PLHPP. The funding for outreach continued across 2014/15. Separate funding was secured for 'resource distribution', which involves the distribution of safer sex resources and literature to commercial venues throughout London.

South London HIV Programme (SLHP) – Peer Support - While continuing to provide the First Point service with SLHP, METRO continued providing peer support to gay and bisexual men living with HIV. The HIVE support group meets weekly for HIV+ gay and bisexual men. This work was consolidated across 2014/15.

METRO CENTRE LIMITED

NOTES TO THE ACCOUNTS

YEAR ENDED 31ST MARCH 2015

2) FUNDS - SPECIFIC PROJECTS

South London HIV Partnership (SLHP) - First Point - Funded by NHS Croydon as lead of many South London PCTs and Local Authorities, this service offered a first point of contact for people living with HIV in South London. Outreach staff attended clinics throughout South London and signposted patients to the various support services offered internally through SLHP and externally.

Big Lottery Research Grant – NYC Project - In 2010 METRO commenced an ambitious social research and influencing project called the National Youth Chances (NYC) Project, funded by the Big Lottery. Over 5 years, 9000 LGBTQ young people from across England will be surveyed and the data will be used to influence the policy and practice of commissioners and providers.

Comic Relief - LGBTQ youth alcohol counselling & capacity building - Comic Relief provided 3 year funding for a service to help prevent alcohol misuse amongst LGBTQ young people and to carry out capacity building work amongst various agencies. The service, called Juice, was funded again for a period of three years from 2012.

LB Bexley - provides funds to run an LGBTQ youth group called Bexley 'VIBE' as well as youth outreach projects in the Borough. The METRO Youth Service also provides school liaison work focusing on reducing homophobic bullying by supporting teaching staff and schools and supporting young people experiencing homophobic bullying in Bexley.

RB Greenwich - HIV Social Support. With the merge of METRO and Harbour Trust on 1/12/10, METRO received funding from RB Greenwich to undertake casework and social support for people living with HIV in Greenwich.

LB Lewisham - LIVE Youth Group. This funding contributed towards the running of the LGBTQ youth group named Live (previously Gally), based in Lewisham.

3) INCOMING RESOURCES FROM GENERATED FUNDS

	TOTAL 2015		TOTAL 2014	
	£	£	£	£
UNRESTRICTED FUNDS				
GENERAL & DEVELOPMENT FUND				
Voluntary Income				
Donations	<u>10,778</u>		<u>10,965</u>	10,965
		10,778		
Activities for generating funds				
Fund-raising activities	427		80	
Training & other fee income	<u>180</u>		<u>1,040</u>	
		607		1,120
Investment Income				
Interest receivable		221		215
		<u>11,606</u>		<u>12,300</u>

METRO CENTRE LIMITED

NOTES TO THE ACCOUNTS

YEAR ENDED 31ST MARCH 2015

4) ANALYSIS OF GRANTS	Note	SLAs & GRANTS Receivable £	Deferred Income movement £	TOTAL 2015 £	TOTAL 2014 £
UNRESTRICTED FUNDS					
	2				
General Fund - other		1,008,100	12,752	1,020,852	1,475,560
DESIGNATED FUNDS					
Metro Local Services Fund		658,587	-	658,587	387,605
TOTAL UNRESTRICTED FUNDS		<u>1,666,687</u>	<u>12,752</u>	<u>1,679,439</u>	<u>1,863,165</u>
RESTRICTED FUNDS					
	2				
Bexley LGBTQ Youth HIV Prevention		-	-	-	15,444
Big Lottery Research Grant - NYC		132,922	-	132,922	95,590
Bromley PCT - Bromley Snap Youth		9,934	-	9,934	9,934
Bromley PCT - HIV Testing Pilot		23,679	-	23,679	69,802
Comic Relief - Youth alcohol prevention		37,938	-	37,938	6,375
LB Bexley Connexions - Vibe Youth & outreach		15,444	-	15,444	12,500
LB Lewisham - Gally Youth Group		5,883	-	5,883	-
LB Lewisham - Hate Crime & Domestic Violence		-	-	-	8,576
LB Lewisham - Strategic Change		31,025	-	31,025	25,000
Lewisham Connexions - Schools outreach		20,266	-	20,266	34,914
London Borough of Tower Hamlets - YAP		4,445	-	4,445	4,444
Medway Council		-	-	-	6,683
Maudsley Trust		28,690	-	28,690	37,340
RB Greenwich - Flu Awareness Campaign		2,500	-	2,500	1,750
Prostate Cancer UK - Support Group		28,925	-	28,925	7,056
RGB Healthwatch Greenwich		5,000	-	5,000	-
PHE Smoking Cessation		4,980	-	4,980	-
Essex County Council HIV Support		1,000	-	1,000	-
PHE BME MSM Counselling		4,667	-	4,667	-
South London Maudsley Trust - Support Group		-	-	-	380
Big Lottery - Transision		14,958	-	14,958	3,740
The Heritage Lottery		-	-	-	9,900
South London Innovation Fund with University of Greenwich		5,500	10,705	16,205	5,352
RB Greenwich - Healthwatch		146,000	14,382	160,382	114,618
Ministry of Justice - Hate Crime		31,526	-	31,526	32,500
NHS South West London - Get It		26,442	-	26,442	26,442
Trust for London - Advice & Advocacy		-	-	-	11,250
The Tides Foundation		16,890	4,750	21,640	22,192
TOTAL RESTRICTED FUNDS		<u>598,614</u>	<u>29,837</u>	<u>628,451</u>	<u>561,782</u>
TOTAL RESTRICTED & UNRESTRICTED		<u>2,465,301</u>	<u>42,589</u>	<u>2,507,890</u>	<u>2,424,947</u>

Deferred income is funding received in advance for service activities not planned for in the current year and where the funder has assigned the funding to a future period. Note 4 records the *movement* on deferred income during the current year whilst the total deferred income *carried forward* at the financial year end is recorded at note 13, creditors falling due within one year.

METRO CENTRE LIMITED

NOTES TO THE ACCOUNTS

YEAR ENDED 31ST MARCH 2015

5) CHARITABLE ACTIVITIES COSTS	Total Salaries	Premises	Service provision & Support	TOTAL
SERVICE AREA	£	£	£	2015 £
HIV Prevention and Support	316,387	14,183	308,086	638,656
Sexual & Reproductive Health	375,698	49,427	173,484	598,609
Community Participation and Engagement	256,128	13,716	60,913	330,757
Youth Services	226,633	16,084	77,864	320,581
Mental Health & Well Being	159,028	42,161	32,044	233,233
Other Services	51,416	9,382	142,978	203,776
TOTAL RESOURCES EXPENDED	1,385,290	144,953	795,369	2,325,612

6) GOVERNANCE COSTS	2015 £	2014 £
Staff salaries	32,630	30,944
Audit fee	5,200	5,200
Legal & professional	10,005	-
AGM & trustees meetings	2,452	221
Bank charges	1,706	447
	51,993	36,812

7) NET OPERATING SURPLUS/(DEFICIT)	2015 £	2014 £
The net operating surplus/(deficit) of expenditure over income is stated after charging:		
Staff costs (see note 8)	1,385,290	1,522,743
Depreciation of equipment & loss on disposal	6,903	8,663
Audit fee	5,200	5,200
Other fees paid to Auditors	-	-

8) STAFF COSTS	2015 £	2014 £
Staff costs for the year were as follows:		
Salaries	1,243,328	1,374,771
Social security costs	114,313	126,795
Pensions Costs	27,649	21,177
	1,385,290	1,522,743

The average number of persons employed by the charitable company in the year was 61 persons. (2014 - 63). During the year one employee was paid greater than £60,000.

METRO CENTRE LIMITED

NOTES TO THE ACCOUNTS

YEAR ENDED 31ST MARCH 2015

9) MOVEMENT ON FUNDS IN YEAR	Note	Opening Balance 01-Apr-14 £	Incoming Resources £	Outgoing Resources £	Transfers between funds £	Closing Balance 31-Mar-15 £
UNRESTRICTED FUNDS						
	2					
General Fund - other		90,406	1,032,458	817,069	(7,156)	298,639
DESIGNATED FUNDS						
Development Fund		18,882	-	-	-	18,882
Hardship Fund		13,025	-	482	-	12,543
Metro Local Services Fund		137,499	858,587	853,289	-	142,797
TOTAL UNRESTRICTED FUNDS		259,812	1,891,045	1,670,840	(7,156)	472,861
RESTRICTED FUNDS						
	2					
Big Lottery Research Grant - NYC		-	132,922	132,922	-	-
Bromley PCT - Bromley Snap Youth		-	9,934	9,934	-	-
Bromley PCT - HIV Testing Pilot		9,411	23,679	33,090	-	-
Comic Relief - Youth alcohol prevention		-	37,938	37,938	-	-
LB Bexley Connexions - Vibe Youth & outreach		-	15,444	15,444	-	-
LB Lewisham - Gally Youth Group		-	5,883	6,194	311	-
LB Lewisham - Hate Crime & Domestic Violence		-	-	1,168	1,168	-
LB Lewisham - Strategic Change		-	31,025	31,025	-	-
Lewisham Connexions - Schools outreach		-	20,266	20,266	-	-
London Borough of Tower Hamlets - YAP		-	4,445	4,445	-	-
Maudsley Trust		-	28,690	34,367	5,677	-
RB Greenwich - Flu Awareness Campaign		1,651	2,500	4,151	-	-
Prostate Cancer UK - Support Group		-	28,925	28,925	-	-
RGB Healthwatch Greenwich		-	5,000	5,000	-	-
PHE Smoking Cessation		-	4,980	4,980	-	-
Essex County Council HIV Support		-	1,000	570	-	430
PHE BME MSM Counselling		-	4,667	4,667	-	-
South London Maudsley Trust - Support Group		-	-	-	-	-
Big Lottery - Transition		-	14,958	14,958	-	-
The Heritage Lottery		-	-	-	-	-
South London Innovation Fund with University of Greenwich		-	16,205	16,205	-	-
RB Greenwich - Healthwatch		4,980	160,382	165,362	-	-
Ministry of Justice - Hate Crime		-	31,526	31,526	-	-
NHS South West London - Get It		-	26,442	26,442	-	-
Trust for London - Advice & Advocacy		-	-	-	-	-
The Tides Foundation		3,554	21,640	25,194	-	-
TOTAL RESTRICTED FUNDS		19,596	628,451	654,773	7,156	430
TOTAL RESTRICTED & RESTRICTED		279,408	2,519,496	2,325,613	-	473,291

The Trustee's transferred restricted fund deficits totalling £7,156 to the General Fund.

METRO CENTRE LIMITED
NOTES TO THE ACCOUNTS
YEAR ENDED 31ST MARCH 2015

10) FIXED ASSETS	Office Equipment Unrestricted	Motor car for Outreach	TOTAL
<i>Cost</i>	£	£	£
Brought forward	106,888	12,285	119,173
Additions	-	-	-
Disposals	-	-	-
	<u>106,888</u>	<u>12,285</u>	<u>119,173</u>
<i>Depreciation</i>			
Brought forward	74,475	10,605	85,080
Charge for year	6,483	420	6,903
On disposals	-	-	-
	<u>80,958</u>	<u>11,025</u>	<u>91,983</u>
31st March 2015	80,958	11,025	91,983
<i>Net Book Value, as at</i>			
31st March 2015	<u>25,930</u>	<u>1,260</u>	<u>27,190</u>
31st March 2014	<u>32,413</u>	<u>1,680</u>	<u>34,093</u>

11) DEBTORS, amounts falling due within one year	2015 £	2014 £
Grants receivable	353,652	231,715
Other debtors & prepayments	33,911	28,121
Interest receivable	221	215
	<u>387,784</u>	<u>260,051</u>

12) CREDITORS, amounts falling due within one year	2015 £	2014 £
Trade Creditors	271,601	128,455
Other taxation & social security	25,178	33,577
Deferred income	-	42,589
Other creditors & accruals	151,296	101,192
	<u>448,075</u>	<u>305,813</u>

13) PROVISIONS

During the year no additional provision were made by the charity. (2014 - £20,000 Delapidation costs associated with the relocation from Norman House, Norman Road, Greenwich.)

METRO CENTRE LIMITED

NOTES TO THE ACCOUNTS

YEAR ENDED 31ST MARCH 2015

14) TRUSTEE DIRECTORS' REMUNERATION & EXPENSES

None of the Trustee directors received any remuneration either directly or indirectly in the year. The Charity made reimbursements £149 for Trustee directors expenses (2014 - £54). £116 was spent on Trustee meetings and training. (2014 - £150).

15) TAXATION

No corporation tax was due on the surplus or investment income because the company has been established by charitable means and for the public benefit. It has not engaged in any trading activities.

16) GOING CONCERN & FUTURE FUNDING

The charity is dependent on the continued support of its main funders who are described in the Metro Local Services Fund and, in particular, the Greenwich Teaching PCT. These funders have continued to support the Metro Centre for many years and they ensure the provision of its core services and the fulfilling of its main aims and objectives.

17) STATUS & CONNECTED CHARITIES

The company is incorporated by charitable means and is limited by guarantee without share capital. The company is not part of any group nor specifically connected with any other charity or group during the accounting year 2014/15

However, the charity has formed a number of partnerships with kindred organisations to provide joint services. Together with Positive East and the West London Gay Men's Project, the Metro Centre formed Gay Men's Interactions (GMI Partnership) in April 2008 which delivers pan London counselling, peer mentoring and health training as part of the Pan London HIV Prevention Programme. Two other GMI Partnership services were launched in 2009/10 - a support service for LGBT carers, called 'Caring with Confidence' and a Department of Health pilot scheme for MSM and BME clinics.

18) ANALYSIS OF FUNDS

	Restricted	Unrestricted	Total
Tangible Fixed Assets	-	27,190	27,190
Net Current Assets	430	445,671	446,101
Total Net Assets	<u>430</u>	<u>472,861</u>	<u>473,291</u>