

The Evelyn Oldfield Unit
Board of Trustees' report and accounts
For the year ended 31 March 2016

Page	Contents
2 - 9	Board of Trustees' annual report
10	Independent examiner's report
11	Statement of financial activities (including the income and expenditure account)
12	Balance sheet
13 - 16	Notes to the accounts



**The Evelyn Oldfield Unit
Board of Trustees' report
For the year ended 31 March 2016**

The Board of Trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the financial statements for the year ended 31 March 2016.

Full name The Evelyn Oldfield Unit

Registered charity number 1044681

Registered company number 2921143

Principal address

Resource for London, 356 Holloway Road, London N7 6PA

Board of Trustees

Tahera Aanchawan, Chair

Sithira Dayal Chanishta Pathberiya, Treasurer

Ratip Alsulaimen

Jean – Roger Kaseki

Petros Tesfaghergis

Mohamed Ali Farah

Danmore Sithole

Noorjahan Mushedha Khanam

Appointed 24th September 2015

Appointed 25th February 2016

Secretary

Mulat Haregot

Bankers

National Westminster Bank Plc, PO BOX 7406, 490 Holloway Road, London N7 6HN

CAF Bank Ltd, Kings Hill, West Malling, Kent ME19 4TA

Independent examiner

Tom Fitch BSc

Community Accountancy Self Help, 1 Thorpe Close, London W10 5XL

Objects of the charity

The Charity's objects are to promote for the public benefit, all charitable purposes by the following:-

A). To develop, provide, facilitate and co-ordinate the provision of specialist aid and support services in order to further the charitable work of organisations assisting disadvantaged people in particular but not exclusively the unemployed, people with low levels of literacy, older people, people with disabilities, people with long term health conditions and ethnic minorities particularly refugees, asylum seekers and migrants in the UK or Internationally.

B). To provide advocacy and services in particular but not exclusively for disadvantaged people including the unemployed, people with low levels of literacy, older people, people with disabilities, people with long term health conditions and ethnic minorities particularly refugees, asylum seekers, and migrants who are in conditions of need, hardship or distress.

Structure, governance and management

The organisation is a charitable company limited by guarantee, incorporated on 21 April 1994 and registered as a charity on 6 March 1995.

The company was established under a Memorandum and Articles of Association which established the objects and powers of the charitable company and is governed under its articles of association.

**The Evelyn Oldfield Unit
Board of Trustees' report (continued)
For the year ended 31 March 2016**

Method of appointment or election of Board of Trustees

The governance of the charity is the responsibility of the Evelyn Oldfield Unit Board of Trustees who are elected and co-opted under the terms of the Articles of Association.

Following an initial audit of skills and experience, individuals with specific skills and voluntary and community organisations known to the company are offered the opportunity to put themselves or nominees from their organisations forward as potential Board of Trustees. Candidates complete an application form and are interviewed by a panel of Board of Trustees and recommended by the Board of Trustees to the Annual General meeting for election.

If a vacancy arises during the year, or additional Board of Trustees are required, people are appointed by the Board of Trustees and hold office until the following AGM when they stand for election.

One – third of elected Board of Trustees must retire from office at the Annual General meeting, but are eligible for reappointment at that meeting.

Policies adopted for the Induction and Training and Development of Board of Trustees

New Board of Trustees follow an agreed induction process and are offered training, development and support to understand and carry out their responsibilities. After appointment the Chair and Director induct new Board of Trustees by giving them an outline of the organisation, its governance and strategic plan, a briefing on what constitutes a conflict of interest as well as answering questions posed by the new Board of Trustees.

Each Board of Trustee is also given a handbook which includes the latest accounts, key policies, procedures, and is offered mentoring by more experienced Board of Trustees.

Board of Trustees are encouraged to attend relevant training and development programmes on top of the biannually half day planning, training, and development days.

Organisational structure and decision making

The Board of Trustees govern the organisation through quarterly Board of Trustees meetings, and are advised by the finance and personnel sub-committees. The Board of Trustees comprises a minimum of 6 Board of Trustees and a maximum of 15. If a decision cannot be made at the quarterly Board of Trustees meeting, it is delegated to a specific group of Board of Trustees, usually a sub-committee, and the results communicated to all Board of Trustees by email and ratified at the following Board of Trustees' meeting. All Board of Trustees attend one or both of the quarterly finance and personnel sub-committee meetings.

The officers meet between the meetings of the full Board of Trustees meetings to discuss any immediate issues and to offer support to the Director, if any decision are made these are reported to the Board of Trustees informally, as well as to well as to the next meeting. The day to day management of the organisation is delegated to the staff via the Director.

Risk management

In the last five years, the Board of Trustees have increased their focus on risk analysis as a mean of protecting the charity and enhancing its performance.

The Board of Trustees undertake reviews of the major risks to which the charity is exposed and ensures that systems are in place to mitigate these risks. Among the potential risks assessed were the loss of funding, trustee conflict of interest, bad publicity, new legislation, negligence, misuse of resources, overstretched management and low staff morale. Measures were identified that mitigate these potential risks and actions agreed, all of which enabled the charity's Board of Trustees to deal effectively with the steep reduction in funding experience this year. Ongoing mitigation includes providing sufficient training and sound management for staff, clearly defined procedures, a survey of staff views, exit interviews, further diversification of funding, use of professional advice and insurance.

The Director uses the risk assessment as a management tool for reviewing specific projects and activities with a view to mitigating risk and enhances performance. The Board of Trustee's risk management has been aligned with business planning and performance management. On a routine basis lower risk assessment, such as health and safety assessments are carried out by EOU staff. The EOU has a full complement of policies ranging from health and safety to personnel management. These are periodically reviewed and updated by staff and then presented to the Board of Trustees for ratification.

**The Evelyn Oldfield Unit
Board of Trustees' report (continued)
For the year ended 31 March 2016**

Reserve policy

The Board of Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity. The risk register is reviewed annually. The Board of Trustees are satisfied that systems are in place to mitigate exposure to the major risks.

It is the policy of the charity that unrestricted funds, which have not been designated for a specific purpose, should be maintained at a level equivalent from three to six month's expenses. The Board of Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities whilst consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Details of funding sources, how expenditure in the year met objectives is outlined in the notes to the accounts on restricted funding.

Statement on public benefit

The Board of Trustees are aware that the section 17 of the Charities Act 2011 requires charities to demonstrate that their work is of direct benefit to the public. When planning the Evelyn Oldfield Unit's activities each year, the Board of Trustees take due regard of the Charity Commission's general guidance on public benefit.

In the interest of transparency, the Board of Trustees make the following observations on the two key principles of the public benefit.

Principle 1: There must be an identifiable benefit or benefits

1a It must be clear what the benefits are

The Evelyn Oldfield Unit (EOU) provides service to support organisations deliver on their charitable purposes. The services provided and benefits achieved in 2015/2016 are clearly set out in the accounts of objectives and achievements given in the body of this report.

1b The benefits must be related to the aims

The Board of Trustees review the activities of the charity against its aims on an ongoing basis and are satisfied that all activities continue to be related to the aims.

1c Benefits must be balanced against any detriment or harm

No specific issues of detriment or harm have been reported.

Principle 2: Benefits must be to the public or a section of the public

2a The beneficiaries must be appropriate to the aims

The EOU offers support to full range of BAMERSs in London, including distributing our e-bulletin, to over 1445 recipients. These organisations benefit a wide cross section of society in line with EOU's objects.

2b Where the benefits is to a section of the public, the opportunity to benefit must not be unreasonably restricted by geographical or other restrictions; or by the ability to pay any fees charged.

The EOU's services are offered free of charge for the benefit of the refugees and migrants living in London and the society in general.

2c People in poverty must not be excluded from the opportunity to benefit

As outlined above there is no restriction on benefits.

2d Any private benefits must be incidental

A number of private benefits do necessarily arise from the activities of the charity. In particular the charity finds it essential to employ and remunerate staff. These private benefits are, however, incidental as they are a necessary by-product of carrying out the charity's aims.

**The Evelyn Oldfield Unit
Board of Trustees' report (continued)
For the year ended 31 March 2016**

Activities, achievements and performance

There are seven key service spheres provided by the Unit in 2015/2016 within a growing remit:-

- Partnerships and Collaborations
- Capacity Building Project – Founding the Future
- Volunteering and Placement Project
- Supporting Women Project
- Children and Young People Project – Knowledge Empowers Youth (KEY)
- Community Research
- Learning and Development

Partnerships and Collaborations:-

The EOU Director and Development Team have been involved in a diverse range of partnership and collaborative work with a number of mainstream agencies, organisations, and BAMER groups both in the delivery of our projects and through being partners of strategic activities and initiatives.

These agencies include Voluntary Action Islington, London Voluntary Sector Council, Black Training Enterprise Group, Race on the Agenda, Red Ochre, Refugee Council, Asylum Aid, Lime House Project, Ocean Somali Community Association, APASEN, J-Go Training, Home Office National Asylum Stakeholders Forum, the resource for London, Refugee Council, Migrant Rights Network, London Volunteer Centres, and GLA. The partnerships and collaborative work has significantly raised the profile of the Evelyn Oldfield Unit, and also allowed the organisation to act as an advocate and voice for the BAMER sector.

a) The London Strategic Migration Partnership (LSMP):

The LSMP is a cross-sector partnership to maintain a strategic overview of the state of migration in London. The LSMP meets 3 times a year to discuss migration and economic growth, Integration and demographic and policy trends. The LSMP includes the Mayor of London's Office, Home Office, London Council, London Enterprise Panel and the Mayor's Migrant and Refugee Advisory Panel (MRAP) where the Evelyn Oldfield Unit represents the interest of the 17 MRAP member organisations

b) The Islington BAMER Advice Alliance (IBAA):

The Evelyn Oldfield Unit has developed a Strategic Advice Partners Alliance consisting of 5 consortium members, to access funding of **£206,000** per annum for the next 4 years from the London Borough of Islington on the following strands: Access and outreach, Primary Access, Detailed Triage and initial advice, generalist advice and targeted specialist advice for excluded population.

c) E3 Project:

The E3 Project was developed in partnership with other organisations, the Lime House Project, Ocean Somali Community Association, APASEN and J-Go Training. The E3 English language course for integration is designed to provide an innovative method of learning English for people from refugee and migrant backgrounds, particularly those from Somalia, Bangladesh and Pakistan. Women are the priority, specifically individuals who traditionally have had little access and exposure to the English language. The project provided free 7 inch tablets to users and access to an android app with free English learning resources and online forums and a new website to create an online learning environment. The app along with progression reports, videos of common situations and all general information about the project are available on the website <http://wearee3.com>

700 learners of whom **77% are female** and **80% Muslims**, have been engaged and worked with to date. There are **610** people on the waiting list. The project has given the participants the confidence to seek further learning opportunities, the most popular progression route afterwards being formal ESOL studies and then paid employment.

**The Evelyn Oldfield Unit
Board of Trustees' report (continued)
For the year ended 31 March 2016**

Capacity Building – Founding the Future Project:-

As one of the leading organisations in the sector, the Evelyn Oldfield Unit's long tradition of 2nd tier activity is capacity building. The Founding the Future Project enables BAMER groups to build their capacity, deliver and measure quality programmes, engage in cross-sectorial partnerships and give BAMER communities a voice. The project has:

- Had 1-1 consultancy with **12** small groups and helped **12** additional organisations through the Enhance Project to provide small and emerging London based Black, Asian Minority Ethnic and Refugee (BAMER) groups with free desk space.
- Delivered **8** training sessions on capacity building, attended by **49** individuals, representing **36** groups. The sessions delivered were on Budgeting, Invertors in people, PQASSO, Brain Trust and the Equality Act 2010.
- Continued the Research for Action and Influence (RAI) Course training representatives of BAMERs how to conduct and use research, enrolling **19** students with **10** students set to present at this year's end of course conference.
- Delivered a mentoring program for **15** mentors to support the RAI students in conducting their research and presenting at the conference.
- Representing the interest of the **17** members of the Migrant and Refugee Advisory Panel (MRAP) and bringing them together at the London Strategic Mitigation Partnership (LSMP).
- Created a partnership with **5** other key partner groups to form the IBAA partnership.
- Helped the Eritrean Community in the UK (ECUK) to secure **£12,902** funding from Lloyds Bank Foundation and **£30,000** from Trust for London, in order to become less reliant on council funding.
- The EOU supported the EDS-UK to successfully deliver **3** thematic workshops which was attended by **132** individuals, as well as a grand summit attended by **230** from the BAMER communities.
- Successfully delivered the Knowledge Empowers You (KEY) Project, helping **169** students, working with **15** other groups and **43** individuals from these groups.
- Trained **42** volunteers and placed them with BAMER groups to provide volunteer service, such as involving on event management, communication and administration, evaluation and report writing.

The Enhance Desk Space Project:

The project was established in partnerships with Resource for London as a Lead organisation and under the administration of the Unit as part of the Founding the Future project. The Enhance Project provides free desk space for up to one year for small and emerging London based Black, Asian Minority Ethnic and Refugee (BAMER) groups. **12** BAMER groups were supported through the Enhance Desk Space Project during 2015 to 2016.

The following are part of the Enhance Desk Space activities:

- Flexible and rent free office space to small and emerging groups
- A programme of seminars and training events that encourage collaboration, capacity building and the sharing of good practice between BAMER groups.

Training:

- The EOU organised **8** training sessions attended by **49** participants representing **36** BAMER groups:
- The EOU delivered a training session on "Preparing budgets and cash flows" in partnership with Community Accountancy Self Help and attended by **9** individuals from BAMER groups.
- The EOU delivered a two day training course on "Using the Equality Act 2010" in partnership with Race on the Agenda (ROTA) and was attended by **11** individuals from BAMER groups.
- The Director of the EOU delivered training on introduction to the PQASSO quality mark attended by **10** individuals from BAMER groups.
- The EOU and the Brain Trust BAMER social enterprise pilot programme sessions were delivered in partnership with the Refugee Council and Red Ochre and attended by **13** BAMER groups.

**The Evelyn Oldfield Unit
Board of Trustees' Report (continued)
For the year ended 31 March 2016**

Volunteering and Placement Project:-

The Evelyn Oldfield Unit has successfully recruited over 200 volunteers and matched with BAMER community in 2015/16.

- The project prepared and distributed **21** e-bulletins containing hundreds of volunteering roles for organisations across the sector, as well as including jobs, news, events and research. The e-bulletin has become a comprehensive guide to developments and news in the sector.
- The project supported **26** BAMER groups to work with private sector agencies to gain new skills and partnership working.
- The project recruited and trained **17** volunteer trustees to work with BAMER groups, strengthening their Boards of Trustees through skills audits and business planning.

Supporting Women Project:-

The three year Comic Relief-funded project has successfully delivered the following activities:

- By providing a platform for refugee and asylum seeking (RAS) women organisations to speak out on issues individuals/communities face, which are culturally not spoken about or are taboo in their communities such as domestic abuse, female genital mutilation and mental health issues. Ran **10** awareness raising sessions, attended by **238 women**, on a diverse range of topics to do with domestic violence, FGM, LGBT rights.
- Provided networking opportunities, a space to share good practice and learn about specialist agencies and referral processes, as well as enhance collaboration between RAS organizations. There were **2** engagements events attended by **47** individuals.
- Provided capacity building through our training and events, and thereby promoted an increased understanding and knowledge of voluntary sector organisations providing resources, information, support and training such as 'Against Violence and Abuse' and 'Rights of Women'. The Unit has successfully run a session on Vicarious Trauma Management specifically for those in advisory/ senior roles attended by **17** unique individuals.
- Disseminating knowledge of organisations that provide specific services such as sexual violence, female genital mutilation, domestic violence and counselling. The Unit published a directory/toolkit of women's services, which has been distributed at engagement events and a Conference attended by **84** people and has been accessed on our website by potentially **168 users**. We have trained a total of **10** women through our counselling skills course, accredited by Open College Network.
- Provided consultancy to **19** groups, both community and mainstream, to better cater for the needs of RAS women.

Knowledge Empowers You (KEY) Children and Young People Project:-

KEY (Knowledge Empowers You) project sought to help improve the potential of and offer opportunities to young people from both disadvantaged and refugee and migrant backgrounds. The project worked with a number of organisations to deliver the pilot and multiple workshops/activity days on a variety of issues.

In total, over **22** activities days, **169** disadvantaged children from these backgrounds were supported by the workshop (Out of a net total of 221). We collaborated with **15** groups to research and provide these workshops, involving **43** individuals from these groups who work with refugee and migrant young people.

**The Evelyn Oldfield Unit
Board of Trustees' Report (continued)
For the year ended 31 March 2016**

Research for Action and Influence Community Research Project:-

- During the period August 2015 to March 2016 the Unit recruited **19** refugee and migrant community organisation representatives to take part in the 9 month Research for Action and Influence Open College Network London accredited course.
- Run **10** research sessions and **8** advocacy sessions and **4** presentation skills sessions, with input and guest speakers from the Association of Research in the Voluntary and Community Sector, Asylum Aid, Sheila McKechnie Foundation, Migrant Voice, Salvation Army, Refugee Council, British Red Cross and the Open Society Foundation.
- Set up a mentoring project with **15** mentors trained to assist individual students with their work. The participants/learners have developed research projects on a diverse range of subject to do with the refugee and migrant community in London.

Learning and Development Project – E3 Project

Quality Assurance System accreditation

The Evelyn Oldfield Unit has achieved the International Standard Organisations (ISO) 9001 Quality Management systems standard, Investors in People quality standards and PQASSO quality assurance systems for small organisations.

Strategic plan for future periods

The Unit's current five-year strategic plan ended in 2015 and the Board of Trustees are currently reviewing the work of the organisation and are in the process of developing a three years strategic plan and fundraising strategy in consultation with staff, volunteers, services users and key stakeholders.

The Board of Trustees are also developing new partnership and collaboration strategy to work with the public, voluntary and private sector to support the work of the BAMER groups by sharing both resources and new skills.

**The Evelyn Oldfield Unit
Board of Trustees' report (continued)
for the year ended 31 March 2016**

Financial review

The charity is reporting a deficit on the unrestricted fund for the year of **£80,941** (2015: surplus 5,481). Within the restricted funds there was a net draw down of **£1,048** (2015 £31,300). Funds carried forward total **£73,558** (2015: £155,023) of which **£1,005** represents fixed assets held in a restricted fund, **£3,737** is for services to beneficiaries held in a restricted fund, and **£68,816** of unrestricted reserves (2015: £5,266 restricted funds and £149,757 unrestricted reserves).

Grants receivable totalled **£136,033** (2015: £223,048). We thank Trust for London, Comic Relief, The Department of Communities and Local Government, City Bridge Trust, BBC Children In Need, Enhance Project, London Voluntary Service Council, and other donors for their support and contributions.

The charity's costs were **£217,647** (2015: £250,043), of which **£99,772** (2015: £139,295) related to staff costs.

Staff numbers reduced by 0.2 during the year.

Disclosure of information to independent examiner

The Members have confirmed that there is no information of which they are aware which is relevant to the independent examiner, but of which the independent examiner is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the independent examiners are aware of such information.

Independent Examiner

In accordance with Section 385 of the Companies Act 1985, a resolution proposing that Tom Fitch of Community Accountancy Self Help (CaSH) be reappointed as independent examiners of the company will be put to the annual general meeting.

Exemption

The trustees have taken advantage of the exemptions available to small companies, including the audit exemption (see statement on balance sheet).

Responsibilities of the trustees

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 charity at the end of the year and of the surplus or deficiency for the year then ended.

In preparing those financial statements, the trustees are required to: select suitable accounting policies, as described on page 11, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The members of the Committee must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the charity, and enable 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 or other irregularities.

Small company provisions:

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

On behalf of the Board of Trustees

Signed T Aanchawan
Name: Tahera Aanchawan, Chair

Date 19 July 2016

**Independent examiner's report to the Board of Trustees of
The Evelyn Oldfield Unit
for the year ended 31 March 2016**

I report on the accounts of the charity, which are set out on pages 11 to 16.

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5)(b) of the Charities 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 130 of the Charities Act;
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Date

20/7/16

Tom Fitch BSc
Community Accountancy Self Help
1 Thorpe Close
London
W10 5XL

The Evelyn Oldfield Unit
Statement of financial activities
(Incorporating the income and expenditure account)
for the year ended 31 March 2016

	Notes	Unrestricted & Designated Funds £	Restricted Funds £	2016 Total Funds £	2015 Total Funds £
Incoming resources					
Grants & donations	2	2,861	133,172	136,033	223,048
Membership & subscriptions		149	0	149	85
Total incoming resources		<u>3,010</u>	<u>133,172</u>	<u>136,182</u>	<u>223,133</u>
Resources expended					
Charitable activities		83,770	131,716	215,486	246,488
Governance		181	1,980	2,161	3,555
		<u>83,951</u>	<u>133,696</u>	<u>217,647</u>	<u>250,043</u>
Net income / expenditure		(80,941)	(524)	(81,465)	(26,910)
Transfer between funds		0	0	0	0
Total funds brought forward		<u>149,757</u>	<u>5,266</u>	<u>155,023</u>	<u>181,933</u>
Total funds at 31 March 2015		<u>68,816</u>	<u>4,742</u>	<u>73,558</u>	<u>155,023</u>

All the activities of the charitable company are classed as continuing.

**The Evelyn Oldfield Unit
Balance sheet
At 31 March 2016**

Tangible assets			2016	2015
Total fixed assets		1,005	1,005	1522
Current assets				
Debtors	4	1,945		7,525
Cash at bank and in hand		109,242		152,593
Total current assets		111,187	111,187	160,118
Liabilities				
Creditors:	5	38,634	38,634	
amounts falling due within one year				6,617
Net current assets			72,553	153,501
Net assets			73,558	155,023
The funds of the charity				
Unrestricted funds			58,816	139,757
Designated Funds	8		10,000	10,000
Restricted funds			4,742	5,266
Total funds			73,558	155,023

Exemption from audit

For the year ending 31/03/16 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.
- These accounts have been prepared in accordance with the provisions applicable to companies subject to the small Companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The trustees declare that they have approved the accounts above.

Signed on behalf of the charity's trustees:

Signed T Aanchawan
Name: Tahera Aanchawan, Chair

Date 19 July 2016

The Evelyn Oldfield Unit
Notes to the accounts
for the year ended 31 March 2016

1. Accounting policies

Basis of the preparation of the accounts

These financial statements have been prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities - Statement of Recommended Practice (SORP revised 2005), the Financial Reporting Standard for Smaller Entities (effective April 2008) and the provisions applicable to companies subject to the small companies regime under the Companies Act 2006.

Incoming resources

All material incoming resources have been included on a receivable basis – i.e. they are included if the date receivable falls within the period covered by these accounts.

Pension costs

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. Pension costs charges in the Statement of Financial Activities represent the contributions payable by the charity in the year.

Resources expended

These have been analysed using a natural classification.

Depreciation

Depreciation is calculated to write down the cost or valuation, less estimated residual value, of all tangible fixed assets with a cost exceeding £500 over their expected useful lives on a reducing balance basis.

The rates applicable are:

IT Equipment	33%
Furniture, fittings & equipment	33%

2. Grants & donations

	funds	funds	funds	funds
	£	£	2016 £	2015 £
Big Lottery Fund (CIP) BASIS	0	0	0	0
Big Lottery Fund (Migrant Engagement)	0	0	0	56,079
Trust for London	0	45,000	45,000	43,750
Dept Communities & Local Govt E3	0	10,980	10,980	40,836
Comic Relief	0	35,264	35,264	45,706
City Bridge Trust	0	30,400	30,400	31,000
BBC Children In Need	0	7,998	7,998	0
Enhance Project	0	3,000	3,000	0
London Voluntary Service Council	0	530	530	0
Other grants & donations	2,861	0	2,861	5,592
Membership	149	0	149	85
	3,010	133,172	136,182	223,048

The Evelyn Oldfield Unit
Notes to the accounts (continued)
for the year ended 31 March 2016

3. Fixed Assets

	Computer equipment	Total
Cost	£	£
At 1 April 2015	9,445	9,445
Additions	0	0
Disposals	0	0
At 31 March 2016	<u>9,445</u>	<u>9,445</u>
Depreciation		
At 1 April 2015	7,923	7,923
Disposals	0	0
Charge this period	517	517
At 31 March 2016	<u>8,440</u>	<u>8,440</u>
Net book value		
At 31 March 2016	<u>1,005</u>	<u>1,005</u>
At 31 March 2015	<u>1,522</u>	<u>1,552</u>

4. Debtors

	2016	2015
	£	£
Trade debtors	0	0
Prepayments	-	6,680
Other (Credit card)	1,945	845
	<u>1,945</u>	<u>7,525</u>

5. Creditors

	2016	2015
	£	£
Trade creditors	903	0
HMRC	0	2,719
Deferred income (Migrant Engagement)	0	0
Other accruals	37,731	3,898
	<u>38,634</u>	<u>6,617</u>

Accruals: Provision for supplies and services including tutors and consultants who had provided supplies or undertaken work during the year but had not invoiced by 31st March 2016.

The Evelyn Oldfield Unit
Notes to the accounts (continued)
for the year ended 31 March 2016

6. Total resources expended

	Unrestricted	Restricted	Total	Total
	2016	2016	2016	2015
	£	£	£	£
Charitable activities				
Staff costs	24,384	75,388	99,772	136,540
Other direct costs	55,094	60,620	115,714	109,948
	<u>79,478</u>	<u>136,008</u>	<u>215,486</u>	<u>246,488</u>
Governance				
Staff costs	317	844	1,161	2,755
Independent examination	270	730	1,000	800
	<u>587</u>	<u>1,574</u>	<u>2,161</u>	<u>3,555</u>

7. Staff costs and numbers

	£	£
Gross salaries	88,474	120,758
Social security costs	8,311	11,179
Pension	2,987	7,358
	<u>99,772</u>	<u>139,295</u>

No employee received emoluments of more than £60,000.
The average weekly number of employees during the year was 3.8 (2015:4).

8. The Board of Trustees have created a **designated staff contingency fund** of £10,000 to meet unexpected contractual costs relating to staff.

9. Analysis of net assets by fund

	& designated	funds	Total
	funds		funds
	£	£	£
Fixed assets	0	4,742	4,742
Net Current assets	68,816	0	68,816
	<u>68,816</u>	<u>4,742</u>	<u>73,558</u>

The Evelyn Oldfield Unit
Notes to the accounts (continued)
for the year ended 31 March 2016

10. Movements in funds

	Opening balance	Incoming resources	(Resources expended)	Transfers	Closing balance
	£	£	£	£	£
Unrestricted funds					
General funds	139,757	2,861	83,802	0	58,816
Designated staff fund	10,000	0	0	0	10,000
	<u>149,757</u>	<u>2,861</u>	<u>83,802</u>	<u>0</u>	<u>68,816</u>
Restricted funds					
Big Lottery Fund (Migrant Engagement)	7	0	7	0	0
Trust for London	0	45,000	45,000		0
Dept. Communities & Local Govt. E3	0	10,980	10,980	0	0
Comic Relief	3,737	35,264	35,264	0	3,737
Fixed assets	1,522	0	517	0	1,005
BBC Children in Need	0	7,998	7,998	0	0
Enhance Project	0	3,000	3,000	0	0
London Voluntary Service Council	0	530	530	0	0
City Bridge Trust	0	30,400	30,400	0	0
	<u>5,266</u>	<u>133,172</u>	<u>133,696</u>	<u>0</u>	<u>4,742</u>

11. Benefits in kind

There were no benefits in kind in the period.

12. Board of Trustees' remuneration, benefits and expenses

Trustees received no expenses, remuneration or benefits in this period.

13. Related party transactions

There were no related party transactions in the period.

14. Independent examination and accountancy services

During the period, the cost of the examination and accountancy services was £1,000.

15. Glossary of terms

Restricted funds: These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.

Creditors These are amounts owed by the charity, but not paid during the accounting period.

Debtors: These are amounts owed to the charity, but not received in the accounting period.

Prepayments: These are services that the charity has paid for in advance, but not used during the accounting period.