REGISTERED COMPANY NUMBER: 03251512 REGISTERED CHARITY NUMBER: 1060789

# Report of the Trustees and

# Financial Statements for the Year Ended 30 September 2016

<u>for</u>

# **Ashiana Community Project**



Onyx House 12 Phoenix Business Park Avenue Close Birmingham B7 4NU

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### Report of the Trustees for the Year Ended 30 September 2016

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 30 September 2016. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in 2015.

# **REFERENCE AND ADMINISTRATIVE DETAILS Registered Company number**03251512

**Registered Charity number** 1060789

### Registered office 21-25 Grantham Road Sparkbrook Birmingham

Birmingham B11 1LU

### **Trustees**

N Qureshi U P Patel M Shafique P Hussain

#### **Accountants**

Onyx Accountants Ltd

### STRUCTURE, GOVERNANCE AND MANAGEMENT

ACP has strengthened its position as a third sector organisation through having developed stronger collaborative partnerships with external organisations that have directly improved our capacity to deliver our services to the local community. We have been working as a part of a third sector Consortium "East Birmingham Collective which managed to secure to significant contracts, a contract to deliver services for the carers and older people in East Birmingham and another contract to provide support to people in situations of domestic or sexual abuse.

We are the lead organisation for a national pilot called Our Place under the Department of Communities and Local Government and have used this platform to consult and engage with the local community. We have commenced a process to bring different stakeholders to work collectively to make a difference in the place we operate by utilising place, people and projects.

We continue to strength our compliance frame work holding the full organisation Matrix and Investor in People accreditation and have become members of Advice UK.

We are running ACP Advice, ACP Early Years, ACP KIKIT and ACP Women's Together under the Charity. The trustees are constantly mindful of ensuring the and are reviewing structure of the organisation so that ACP can continuously delivers seamless provisions to beneficiaries and meet the increasing demands from the community.

Ashiana does work alongside Greet and District Community Association (Charity Number 700006) for which two of the current trustees are also trustees of the said charity. The net surplus received by Ashiana through this association was £3,701.

The trustees have reviewed the organisation and do not believe there to be any known risks both operationally, financially nor that of any assets owned by the charity that need to be disclosed.

Report of the Trustees for the Year Ended 30 September 2016

# OBJECTIVES AND ACTIVITIES AIMS

"Supporting Community Aspiration" - Every project will enshrine the principles of the charity and align thematic areas of our work by ensuring beneficiaries receive the most appropriate level of service to empower them to achieve positive outcomes.

Reduce inequality by recognising diversity and celebrating difference Improve equality, dignity and respect within our local communities Support those in disadvantage to become independent and in control of their life choices Empower individuals and their families to achieve their potential

#### **OBJECTIVES**

- Deliver customised Information, advice and guidance service that empowers individuals
- Provide services including training that improves employability of individuals
- Help individuals gain access to all their rightful social welfare provision
- Empower women to access services to improve their personal and family circumstances.
- · Provide women only education and training programmes
- Provide a self-sustaining Ofsted registered Nursery that gives children a flying start
- Assist substance misusers to overcome their addiction
- Provide facilities and services that the community uses and values
- Promote social inclusion.

Improve the basic skills and expertise of individuals by combining learning with social activities

- Help people to access opportunities within our communities where we work and operate
- Ensure good relations between service providers and our communities
- Liaise with individuals through times of difficulty and be a part of their successes
- Promote a common vision of working together to create a sense of belonging for everyone

### **MANAGEMENT INTENDED TO:**

- · Create an inclusive and positive work environment
- Create and uphold a safeguarding ethos
- Support, nurture and develop members of staff towards continuous professional development.
- Provide support to ensure staff members are comfortable in their working practices
- · Resolve concerns promptly
- Provide effective supervision and equality of opportunities.

Report of the Trustees for the Year Ended 30 September 2016

# OBJECTIVES AND ACTIVITIES ACHIEVEMENTS AND PERFORMANCE

ACP continues to be recognised by funders as valuable local third sector organisation. This year, ACP has maintained and secured resources to deliver the aims and objectives of Ashiana Community Project. We have continued to grow our Partnerships to deliver more innovative, effective, and efficient activities within the community.

### **Performance**

The demand for services has continued to grow and we are seeing an increasing number of clients. A brief description of our performance is presented below:

### **ACP Early Years**

We run a 22 place nursery. The nursery has in place comprehensive systems to ensure that every child's progress is accurately recorded. The support from the local children centre complements our service by instilling competence and establishing collaborative ways to improve learning at early years.

We have been involved in the local authority's Birmingham Buddying programme part of the Early Years and Childcare, improving quality in childcare. The nursery has been assessed in the three priorities and has achieved successful outcomes in leadership of practice, and improving whole setting quality. The Nursery is recognised as good with some outstanding futures by Ofsted.

### **ACP Women**

The Lottery funding has enabled us to continue to provide support to women who are seeking to improve their skills to become economically and socially more active. We have been able engaged with and supported over 1000 Women. We have also been running specific support programme for women in situations of abuse. This service unfortunately has seen an increasing number of women. As result of the support a number of women have been able to find help and escape potential life threatening situations.

Energy Trust (Scottish Power) This funding enabled us to assist 246 families with energy saving advice. We were able to secure £120K+ of savings for clients.

### **ACP Advice**

The Advice Service was the basis for the founding of the charity and continues to be a service that has a very high demand from the community. ACP Advice responds to client needs with personalised IAG support to address the issues. The project supports people often in situations of severe financial desperation due to issue with benefits or debt and often both. The circumstances affecting an individual often have repercussions for the whole family, this requires a holistic response which may involve a number of inhouse or external services, and therefore we have in place referral mechanisms for sign posting clients to specialist agencies when necessary.

In the financial year ACP Advice dealt with over 9000+ visits and request for assistance resulting in over 110,000+ interventions.

### ACP Sport

We have been able to attract over 1200 people with the various sport and exercise opportunities that we have been able to offer through Sport England funding.

### **ACP KIKIT**

This Project provides a much valued service to people suffering with substance misuse.

After the upheavals of last year the project has now stabilised and we are offering we have been able to provide a complete pathway to recovery:

Engagement

Support

Referral to Rehabilitation

Post rehabilitation Support

Package of advice and guidance including pathway to employment

We have managed to develop linkages with rehabilitation centres and GPs. These linkages and partnerships have assisted ACP KIKIT develop referral pathways leading to increased participation from BME communities.

Report of the Trustees for the Year Ended 30 September 2016

### **FINANCIAL REVIEW**

In the financial year to  $30^{th}$  September 2016, the General fund had a surplus of £12,441 leaving the Unrestricted Fund at £25,613 at the year-end; and the Restricted Fund had net surplus of £20,076 leaving the Restricted Funds' balance at year end of £463,666. The Trustees consider this to be a good year with the on-going activities continuing to be performed on 2015 whilst applying a prudent management of resources during the financial year.

There was £53,130 of income received of which £17,608 has been received in advance for on-going activities that will complete after the year end. This is accounted for within deferred income in note 12 of these accounts. Also there was an income provision made for activities already undertaken that was received after year end for £55,165. This is accounted for in note 11 under income provisions. Both of these values are accounted for within the reported income in the statement of financial activities.

There are no designated funds been put aside for any planned expenditure for 2016/17.

#### RESERVES POLICY

The Trustees review the reserves policy which includes a consideration of the nature of the Income and Expenditure streams, the requirement to match variable income with fixed commitments and a consideration of the nature of the reserves. As a result of this review the trustee's decided to increase the reserve from 2015 (in 2015 cash reserves had reduced due to grants awaiting receipt in arrears) and at the end of the year to 30 September 2016, the charity held reserves of £75,000 (2015 – £30,000). This was concluded to be a reasonable figure to allow the Charity to be managed efficiently and to ensure that sufficient resources were available to provide uninterrupted services.

Ashiana Community Project employs Onyx Accountants to carry out accountancy and business consultancy work. Along with producing the annual accounts, there are monthly finance management meetings that take place to ensure adequate finance control processes are embedded and ongoing reviews regarding the performance of the organisation.

### **FUTURE DEVELOPMENTS**

ACP has been able to respond to the era of austerity and as times become more challenging we have been proactive in seeking to the problems these have caused to the community by proactively seeking funding to meet these challenges. We are continually looking at a contract based model to provide services tendered by funders as well the requirements of the community and the users of the centre.

The time and resource invested in building the East Birmingham consortium is beginning to flourish with some investment being drawn down and the preparation for ESIF funding opportunities.

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

Approved by order of the board of trustees on Friday 28th April 2017 and signed on its behalf by:

N Oureshi - Trustee

# <u>Independent Examiner's Report to the Trustees of Ashiana Community Project</u>

I report on the accounts for the year ended 30 September 2016 set out on pages six to fourteen.

### Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) 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(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of Chartered Institute of Management Accountants.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

### Basis of the 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 statements below.

### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Paresh Bodhani ACMA

Date: Friday 28th April 2017

## <u>Statement of Financial Activities</u> <u>for the Year Ended 30 September 2016</u>

		Unrestricted funds	Restricted funds	30.9.16 Total funds	· · · · · · · · · · · · · · · · · · ·
INCOMING RESOURCES Incoming resources from generated	Notes	£	£	£	£
<b>funds</b> Activities for generating funds Investment income	2	147,173 -	23,155	170,328	143,598 19
Voluntary Income Voluntary Income Activities undertaken directly	4	- 217,229	- 196,386	- 413,615	2,500
Grant funding activities		<del>-</del>		<del>_</del>	448,963
Total incoming resources		364,402	219,541	583,943	595,080
RESOURCES EXPENDED Costs of generating funds Fundraising trading: cost of goods sold an	d			·	
other costs	u	4,217	690	4,907	-
Charitable activities Activities undertaken directly Support costs Governance costs	5	378,553 (52,048) 21,238	146,727 52,048	525,280 - _21,238	509,097 15,332 29,299
Total resources expended		351,960	199,465	551,425	553,728
NET INCOMING RESOURCES BEFORE TRANSFERS		12,442	20,076	32,518	41,352
Net incoming resources		12,442	20,076	32,518	41,352
RECONCILIATION OF FUNDS					
Total funds brought forward		13,171	443,590	456,761	415,409
TOTAL FUNDS CARRIED FORWARD		<u>25,613</u>	463,666	489,279	456,761

# <u>Balance Sheet</u> <u>At 30 September 2016</u>

	Notes	30.9.16 £	30.9.15 £
FIXED ASSETS Tangible assets	10	246,909	260,569
CURRENT ASSETS Debtors Cash at bank and in hand	11	164,979 115,718 332,995	169,104 43,206 212,310
CREDITORS Amounts falling due within one year	12	(38,327)	(16,118)
NET CURRENT ASSETS/(LIABILITIES	)	242,370	196,192
TOTAL ASSETS LESS CURRENT LIABILITIES		489,279	456,761
NET ASSETS		489,279	456,761
FUNDS Unrestricted funds:	14		
General fund Restricted funds:		25,613	13,171
General Fund		463,666	443,590
TOTAL FUNDS		489,279	<u>456,761</u>

### Balance Sheet - continued At 30 September 2016

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 September 2016.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 30 September 2016 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

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

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on Friday 28<sup>th</sup> April 2017 and were signed on its behalf by:

N Qureshi -Trustee

Notes to the Financial Statements for the Year Ended 30 September 2016

### 1. ACCOUNTING POLICIES

### **Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

### **Incoming resources**

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

### Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

#### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

### Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

### 2. ACTIVITIES FOR GENERATING FUNDS

£
_
76,050
15,265
18,690
6,990
26,603
143,598

# Notes to the Financial Statements - continued for the Year Ended 30 September 2016

### 3. INVESTMENT INCOME

٥.	INVESTITENT INCOME			
			30.9.16	30.9.15
			£	£
	Interest receivable		·	19
4.	VOLUNTARY INCOME			
			30.9.16	30.9.15
		Activity	£	. 50.5.15
	Other	Voluntary Income		2,500
	EDF Scottish Power	Activities undertaken directly	20,856	-
	B'ham City Council - Asst	Activities undertaken directly	24,271	-
	Other	Activities undertaken directly	25,333	15,527
	Big Lottery	Grant funding activities	38,977	38,097
	The Best Network	Grant funding activities	30,500	7,107
	Home Office	Grant funding activities		78,926
	BCC Public Health	Grant funding activities	15,066	43,597
	APM-UK	Grant funding activities	- 	45,976
	Sport England Mencap	Grant funding activities Grant funding activities	59,782	33,141
	менсар	Grant fullding activities	198,830	<u>164,526</u>
			413,615	<u>451,463</u>
6.	GOVERNANCE COSTS			
			30.9.16	30.9.15
	Other financial costs	•	£	£
	Other financial costs Depreciation		21,238	7,300 21,999
	Depreciation	•	21,230	21,999
			21,238	29,299
7.	NET INCOMING/(OUTGO	DING) RESOURCES		
	Net resources are stated af	ter charging/(crediting):		
			30.9.16	30.9.15
	Depreciation - owned asset	re	£ 21,238	£ 21,999
	Hire of plant and machiner		2,719	2,047
	or plant and machiner	1		2,047

### 8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 September 2016 nor for the year ended 30 September 2015.

### Trustees' expenses

There were no trustees' expenses paid for the year ended 30 September 2016 nor for the year ended 30 September 2015.

# Notes to the Financial Statements - continued for the Year Ended 30 September 2016

### 9. STAFF COSTS

Wages and salaries Consultants & Subcontractors	30.9.16 £ 284,157 128,441	30.9.15 £ 350,261 62,531
	412,598	412,792
The average monthly number of employees during the year was as f	follows:	
	30.9.16	30.9.15
	18	19

No employees received emoluments in excess of £60,000.

11.

# Notes to the Financial Statements - continued for the Year Ended 30 September 2016

### 10. TANGIBLE FIXED ASSETS

TANGIBLE FIXED ASSETS	Freehold property £	Improvements to property £	Fixtures and fittings
COST At 1 October 2015 Additions	120,000	277,888 600	37,939 3,094
At 30 September 2016	120,000	278,488	41,033
<b>DEPRECIATION</b> At 1 October 2015 Charge for year		158,291 14,062	30,582 2,613
At 30 September 2016		172,353	33,195
NET BOOK VALUE At 30 September 2016	120,000	106,135	7,838
At 30 September 2015	120,000	119,597	<u>7,357</u>
	Motor vehicles £	Computer equipment £	Totals £
COST At 1 October 2015 Additions	950	73,797 3,884	510,574 7,578
At 30 September 2016	950	77,681	518,152
DEPRECIATION At 1 October 2015 Charge for year	823 32	60,309 4,531	250,005 21,238
At 30 September 2016	<u>855</u>	64,840	271,243
NET BOOK VALUE	٥٢	12.041	246.000
At 30 September 2016 At 30 September 2015	95 127	<u>12,841</u> _13,488	<u>246,909</u> <u>260,569</u>
ne 30 September 2015		13,400	200,303
DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEA	R		
		30.9.16 £	30.9.15 £
Trade debtors Amounts owed by group undertakings		103,885	109,838 1,226
Prepayments Income Provisions		5,929 55,165	5,742 <u>52,298</u>
		164,979	169,104

# Notes to the Financial Statements - continued for the Year Ended 30 September 2016

## 12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Trade creditors Social security and other taxes Deferred Income Accrued expenses			30.9.16 £ 108 4,227 17,608 16,384 38,327	30.9.15 £ 214 4,172 (219) 11,951 16,118
13.	ANALYSIS OF NET ASSETS BETWE	EN FUNDS			
	Fixed assets Current assets Current liabilities	Unrestricted funds £ 246,909 332,995 (554,291)	Restricted funds £ - 463,666	30.9.16 Total funds £ 246,909 332,995 (90,625)	30.9.15 Total funds £ 260,569 212,310 (16,118)
		25,613	463,666	489,279	<u>456,761</u>
14.	MOVEMENT IN FUNDS		Net		
		At 1.10.15	movement in funds	At 30.9.16	
		£	£	£	
	Unrestricted funds General fund	13,171	12,441	25,613	
	Restricted funds General Fund	443,590	20,076	463,666	
	TOTAL FUNDS	456,761	32,517	489,279	

Notes to the Financial Statements - continued for the Year Ended 30 September 2016

### 14. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds	¥		٠
Central ACP Management & Building Costs	66,055	(204,403)	(138,348)
ACP Early Years	55,267	(78,841)	(23,574)
ACP Welfare Projects - Unrestricted	243,079	(120,764)	122,315
General fund		<u>52,048</u>	<u>52,048</u>
	364,401	(351,960)	12,441
Restricted funds			
ACP Women Together	141,834	(158,170)	(16,336)
ACP Sport	<u>77,707</u>	<u>(41,295</u> )	36,412
	219,541	(199,465)	20,076
	·		
TOTAL FUNDS	583,942	<u>(551,425</u> )	32,517

### 15. RELATED PARTY DISCLOSURES

Ashiana does work alongside Greet and District Community Association (Charity Number 700006) for which two of the current trustees are also trustees of the said charity. The net surplus received by Ashiana through this association was £3,701.

## <u>Detailed Statement of Financial Activities</u> <u>for the Year Ended 30 September 2016</u>

	Unrestricted funds £	Restricted funds £	30.9.16 Total funds £	30.9.15 Total funds £
INCOMING RESOURCES				
Activities for generating funds Nursery Income Service Payments Sports Income Room Hire Other Income	55,267 50,935 - 11,710 	4,373 17,925 - 857	55,267 55,308 17,925 11,710 30,118	76,050 15,265 18,690 6,990 26,603
	147,173	23,155	170,328	143,598
Investment income Interest receivable - trading	-	-	-	19
Voluntary Income Big Lottery The Best Network Home Office BCC Public Health Neighbourhood Element Fund EDF Scottish Power APM-UK Birmingham City Council - Asst People's Health Sport England Mencap Other  Total incoming resources	15,066 - 198,830 3,333 217,229	38,977 30,500 - - 20,856 - 24,271 - 59,782 - 22,000 196,386 219,541	38,977 30,500 - - 20,856 - 24,271 15,066 59,782 198,830 25,333 413,615 583,942	38,097 7,107 78,926 43,597 22,066 - 45,976 - 33,141 164,526 18,027 451,463
RESOURCES EXPENDED  Fundraising trading: cost of goods sold and debts	nd other costs 4,217	690	4,907	-
Charitable activities Wages Subcontractors Hire of plant and machinery Rent, Rates & water Insurance Light and heat Telephone Postage and stationery Establishment - Other Vehicle Leasing Hire Charges Professional - Accountancy Legal & professional - Other Carried forward	160,382 125,032 2,719 20,724 4,618 5,820 6,437 2,001 8,256 - 4,360 21,797 362,146	123,775 3,409 - - - - - 647 - - 240 128,071	284,157 128,441 2,719 20,724 4,618 5,820 6,437 2,001 8,903 - 4,360 22,037 490,217	350,261 62,531 2,047 26,328 5,314 4,450 5,788 3,842 9,038 200 4,289 10,731 484,819

## <u>Detailed Statement of Financial Activities</u> <u>for the Year Ended 30 September 2016</u>

	Unrestricted funds £	Restricted funds _£	30.9.16 Total funds £	30.9.15 Total funds £
Charitable activities				
Brought forward	362,146	128,071	490,217	484,819
Event costs	3,610	11,925	15,535	20,139
Bank Charges	300	-	300	300
Central Recharge	(52,048)	52,048	-	
Meals & Refreshments	752	195	947	1,600
Cost of sales - Purchases	958	6,750	7,708	7,019
Motor vehicle expenses	1,079	35	1,114	720
Motor & travel costs	8,111	181	8,292	<u>7,821</u>
	324,908	199,205	524,113	522,418
Governance costs Other financial costs				7,300
Depreciation of tangible fixed assets	21,238	_	21,238	21,999
Depreciation of tangible fixed assets				
	21,238	-	21,238	29,299
Support costs				
Management Advertising	90	(430)	(340)	1,035
Information technology IT Expenses	1,507	<del>_</del>	1,507	976
Total resources expended	351,960	199,465	551,425	553,728
Net income	12,441	20,076	32,517	41,352