

REGISTERED COMPANY NUMBER: 3824979 (England and Wales)  
REGISTERED CHARITY NUMBER: 1098116

Report of the Trustees and  
Unaudited Financial Statements for the Year Ended 31 March 2014  
for  
Chicksand Citizens Forum Limited

Quilfords  
Chartered Certified Accountants  
73A Portway  
London  
E15 3QJ

TUESDAY



\*A3NBEUKJ\*

A16

23/12/2014

#105

COMPANIES HOUSE

Chicksand Citizens Forum Limited

Contents of the Financial Statements  
for the Year Ended 31 March 2014

	Page
Report of the Trustees	1 to 2
Independent Examiner's Report	3 to 4
Statement of Financial Activities	5
Balance Sheet	6 to 7
Notes to the Financial Statements	8 to 11
Detailed Statement of Financial Activities	12

## Chicksand Citizens Forum Limited

### Report of the Trustees for the Year Ended 31 March 2014

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 31 March 2014. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
3824979 (England and Wales)

**Registered Charity number**  
1098116

**Registered office**  
Unit 48, The Micro Business Park  
46-50 Greatorex Street  
London  
E1 5NP

**Trustees**  
A A Rouf  
M A Shahid  
R Miah

**Independent examiner**  
Askir Ali  
Quilfords  
Chartered Certified Accountants  
73A Portway  
London  
E15 3QJ

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

##### **Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

#### **OBJECTIVES AND ACTIVITIES**

The charity's objectives are as follows:

- To advance training for employment
- The advancement of education
- To relieve poverty
- To promote race relations

The policies adopted in furtherance of these objects are to provide affordable commercial premises for rent to newly established small businesses at the charity's purposes build micro business park and there have been no changes to these during the year.

To maximise capacity and rental income recoverable throughout the year.

Chicksand Citizens Forum Limited

Report of the Trustees  
for the Year Ended 31 March 2014

**ACHIEVEMENT AND PERFORMANCE**


The letting of the units are at full capacity and education facilities are used in full.

**FINANCIAL REVIEW**

The charity received income of £125,155 during the year. After payment of outgoing expenses of £136,000, the charity was left with a deficit of £10,845 for the year.

Approved by order of the board of trustees on 15 December 2014 and signed on its behalf by:

Trustee

  
Chairman

Independent Examiner's Report to the Trustees of  
Chicksand Citizens Forum Limited

I report on the accounts for the year ended 31 March 2014 set out on pages five to eleven.

**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.

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.

Independent Examiner's Report to the Trustees of  
Chicksand Citizens Forum Limited



Askir Ali  
Quilfords  
Chartered Certified Accountants  
73A Portway  
London  
E15 3QJ

Date: ..... 15 / 12 / 14 .....

Chicksand Citizens Forum Limited

Statement of Financial Activities  
for the Year Ended 31 March 2014

		31.3.14 Unrestricted fund £	31.3.13 Total funds £
<b>INCOMING RESOURCES</b>	Notes		
<b>Incoming resources from generated funds</b>			
Activities for generating funds	2	125,095	147,281
Investment income	3	60	61
<b>Total incoming resources</b>		<b>125,155</b>	<b>147,342</b>
 <b>RESOURCES EXPENDED</b>			
Governance costs		136,000	124,448
 <b>NET INCOMING/(OUTGOING) RESOURCES</b>		 (10,845)	 22,894
 <b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		<b>173,258</b>	<b>150,364</b>
 <b>TOTAL FUNDS CARRIED FORWARD</b>		 <b>162,413</b>	 <b>173,258</b>

The notes form part of these financial statements

Chicksand Citizens Forum Limited

Balance Sheet  
At 31 March 2014

	Notes	31.3.14 Unrestricted fund £	31.3.13 Total funds £
<b>FIXED ASSETS</b>			
Tangible assets	7	33,221	35,391
<b>CURRENT ASSETS</b>			
Debtors	8	36,544	60,400
Prepayments and accrued income		-	323
Cash at bank and in hand		125,435	119,460
		<u>161,979</u>	<u>180,183</u>
<b>CREDITORS</b>			
Amounts falling due within one year	9	(32,787)	(42,316)
<b>NET CURRENT ASSETS</b>		<u>129,192</u>	<u>137,867</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>162,413</u>	<u>173,258</u>
<b>NET ASSETS</b>		<u><u>162,413</u></u>	<u><u>173,258</u></u>
<b>FUNDS</b>			
Unrestricted funds	10	<u>162,413</u>	<u>173,258</u>
<b>TOTAL FUNDS</b>		<u><u>162,413</u></u>	<u><u>173,258</u></u>

The notes form part of these financial statements

Chicksand Citizens Forum Limited

Balance Sheet - continued

At 31 March 2014

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2014.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2014 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 April 2008).

The financial statements were approved by the Board of Trustees on 15 December 2014 and were signed on its behalf by:

Trustee



Chairman

The notes form part of these financial statements

## **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.

Leasehold improvements: building works	2% on cost
Leasehold improvements: equipment	20% on reducing balance
Furniture and fittings	5% on reducing balance
Computer equipment	20% on cost

### **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.

## **2. ACTIVITIES FOR GENERATING FUNDS**

	31.3.14	31.3.13
	£	£
Rental income	121,788	141,971
Supplementary school income	2,707	3,900
Hall hire	600	1,410
	<hr/>	<hr/>
	125,095	147,281
	<hr/>	<hr/>

**3. INVESTMENT INCOME**

	31.3.14	31.3.13
	£	£
Interest receivable	60	61
	<u>60</u>	<u>61</u>

**4. NET INCOMING/(OUTGOING) RESOURCES**

Net resources are stated after charging/(crediting):

	31.3.14	31.3.13
	£	£
Auditors' remuneration	-	1,200
Depreciation - owned assets	2,170	1,438
	<u>2,170</u>	<u>1,438</u>

**5. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2014 nor for the year ended 31 March 2013 .

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2014 nor for the year ended 31 March 2013 .

**6. STAFF COSTS**

	31.3.14	31.3.13
	£	£
Wages and salaries	56,145	46,888
Social security costs	3,430	3,198
	<u>59,575</u>	<u>50,086</u>

The average monthly number of employees during the year was as follows:

	31.3.14	31.3.13
Admin support	5	5
	<u>5</u>	<u>5</u>

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

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2014

**7. TANGIBLE FIXED ASSETS**

	Improvements to property £	Fixtures and fittings £	Totals £
<b>COST</b>			
At 1 April 2013 and 31 March 2014	58,287	33,595	91,882
<b>DEPRECIATION</b>			
At 1 April 2013	28,802	27,689	56,491
Charge for year	1,284	886	2,170
At 31 March 2014	30,086	28,575	58,661
<b>NET BOOK VALUE</b>			
At 31 March 2014	28,201	5,020	33,221
At 31 March 2013	29,485	5,906	35,391

**8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.14 £	31.3.13 £
Trade debtors	36,544	60,400

**9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.14 £	31.3.13 £
Trade creditors	-	3,864
Social security and other taxes	181	2,708
Rent deposit	23,738	26,908
Accrued expenses	8,868	8,836
	32,787	42,316

**10. MOVEMENT IN FUNDS**

	At 1.4.13 £	Net movement in funds £	At 31.3.14 £
<b>Unrestricted funds</b>			
General fund	173,258	(10,845)	162,413
<b>TOTAL FUNDS</b>	173,258	(10,845)	162,413

**10. MOVEMENT IN FUNDS - continued**

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	125,155	(136,000)	(10,845)
<b>TOTAL FUNDS</b>	<u>125,155</u>	<u>(136,000)</u>	<u>(10,845)</u>

Chicksand Citizens Forum Limited

Detailed Statement of Financial Activities  
for the Year Ended 31 March 2014

	31.3.14 £	31.3.13 £
<b>INCOMING RESOURCES</b>		
<b>Activities for generating funds</b>		
Rental income	121,788	141,971
Supplementary school income	2,707	3,900
Hall hire	600	1,410
	<hr/>	<hr/>
	125,095	147,281
<b>Investment income</b>		
Interest receivable	60	61
	<hr/>	<hr/>
<b>Total incoming resources</b>	125,155	147,342
<b>RESOURCES EXPENDED</b>		
<b>Governance costs</b>		
Wages	56,145	46,888
Social security	3,430	3,198
Accountancy	3,000	4,320
Legal & other fees	3,487	19,658
Auditors' remuneration	-	1,200
Cleaning	3,647	10,884
Consultancy	22,581	9,660
Insurance	4,618	5,346
Light & heat	4,309	3,029
Printing, postage & stationery	1,345	3,184
Rates	-	2,126
Repairs & maintenance	5,426	11,545
Telephone & fax	744	704
Bank charges	162	226
Property management	1,080	-
Bad debt write off	23,856	-
Improvements to property	1,284	1,438
Fixtures and fittings	886	1,042
	<hr/>	<hr/>
	136,000	124,448
<b>Total resources expended</b>	136,000	124,448
	<hr/>	<hr/>
<b>Net (expenditure)/income</b>	(10,845)	22,894
	<hr/>	<hr/>

This page does not form part of the statutory financial statements