Company No. 04264531 Charity No. 1094711

ALBERT JOYLE RELIEF AGENCY FOUNDATION LIMITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2009

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DC Accountancy Services 5 Blackhorse Lane London E17 6DS

ALBERT JOYLE RELIEF AGENCY FOUNDATION LIMITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2009

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ALBERT JOYLE RELIEF AGENCY FOUNDATION LIMITED DIRECTORS' REPORT - STATUTORY INFORMATION FOR THE YEAR ENDED 31ST MARCH 2009

DIRECTORS

Margaret Andrews (Chair) Barbara Chandler (Vice Chair) Keji Olukoya

SECRETARY

Neima MacFoy

REGISTERED OFFICE

AJRAF Resource Centre Kate Greenaway Building Fellows Court Weymouth Terrace London E2 8LR

COMPANY NUMBER

04264531

CHARITY NUMBER

1094711

BANKERS

HSBC 15 The Mall Stratford London E15 1XL

INDEPENDENT EXAMINER

DC Accountancy Services 5 Blackhorse Lane London E17 6DS

The directors (who are also the trustees) present their report and the audited financial statements of the charitable company for the year ended 31st March 2009. The statutory information is shown on Page 1.

Status

The organisation is a charitable company limited by guarantee, incorporated on 21/05/2001 and registered as a charity on 21/11/2002. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and governed under its Articles of Association, in the event of the company being wound up members are required to contribute an amount not exceeding £1

Aims and objectives

Our charity's purposes as set out in the objects contained in the company's Memorandum and Articles of Association is

to lessen poverty and deprivation in West Africa and the London through community development activities that will improve quality of life

We aim to alleviate poverty and promote social justice by developing individuals and deprived communities through the provision and support of activities and services that will enable positive social change

Ensuring our work delivers our aims

We review our annual activities looking at our achievements and services outcomes against planned performance in meeting our objectives. The review assesses the success of each key activity and the benefits they have brought to the client groups we are set up to help

The review also helps us ensure our objectives and activities remained focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set

The focus of our work

Our main objectives for the year continued to be the delivery of services and activities to alleviate poverty and enable positive social change

The strategies we employed to meet these objectives included

- Providing services and opportunities to enhance the lives of deprived and disadvantaged people and communities

- Participating and supporting long-term development of skills training, other employability and learning projects for sustained positive social change
- Facilitating partnership between community based organisations, internal and external agencies to develop and maximise potential
- Providing educational scholarships to children from poor families in Sierra Leone
- Participating in and support long-term development of vocational skills, community self-help projects and employability projects that will improve quality of life
- Providing a range of services which are reflective of relevant quality standards
- Working in partnership with other agencies to secure the widest range of services available that best matches the needs of our beneficiaries

How our activities deliver public benefit

Our main activities and beneficiaries are described below. All our charitable activities focus alleviation of poverty and support for socio economic development and are undertaken to further our charitable purposes for the public benefit

Who used and benefited from our services?

Our projects and activities have assisted and continue to help a significant number of adults in London, and children and poor communities in Sierra Leone

Our contract and funding level limits us in terms of the range of services and support that we have been able to provide to our beneficiaries. However, in spite of these limitations, through the support of volunteers, we have and continue to extend our services beyond the limits of the funding or contracts.

We operate an equal access policy, where all beneficianes are able to access our services, supported or referred to a more appropriate agency where their needs can be better met. We believe equal access to our services is vital to our success as well as the fostering of an inclusiveness community. Our services are accessed by these client groups in the Uk and Sierra Leone, children and young people, lone parents and the socially excluded, long-term unemployed and economically inactive youths/adults, orphanages, vocational centres, schools, and community based and civil societies

The impact of our work goes beyond those we help directly and includes soft outcomes such as the positive impacts benefited by the family and the community when income is brought into the household or the relieve of distress to parents of a scholarship beneficiaries as well as the motivation and confidence derived by beneficiaries from completing and gaining a recognised qualification that will enable them to secure better employment

The main areas of our charitable work are the scholarship programme and our capacity building programmes in Sierra Leone, funded through donations and charitable giving In London we provide free information, advice and guidance in learning or employment and employment skills training, these are funded through next step sub-contract and project funding respectively

Our activities

Sierra Leone

Scholarship Fund

To assist and enable poor and deprived children and youths (especially orphans) in Sierra Leone gain access to and/or stay on in education, to improve their chances of a better future. To date over 200 children have benefited and 35 have completed their secondary education, 50 still continuing, and 15 new awards were made this year.

Support for Social Action

Enabling social inclusion and fostering good citizenship by supporting activities that improves standards of living. Through an annual support to NEDIC the charity's adopted Children's Home in Moyamba, Sierra Leone. The support comprises of donations of learning materials, food and clothing to the approximate value of £300.

London

Information and Advice Services

The Information and Advice and (IAG) service provides help and advice to unemployed and economically inactive adults to access learning and employment opportunities. This is part of the LSC nextstep sub-contract through Prospects Limited. The delivery of this service remains our volunteers who provide advice and outreach support at community venues.

The service is delivered as a drop-in, appointment or group workshop basis. And supports beneficiaries through a range of activities including

- jobsearch techniques (including CV preparation and mock interviews)
- general information on learning and employment
- referrals to other agencies for assistance in housing, debt, legal, mental and other social services related issues

In 2008/09 653 beneficiaries were supported with 65% of them accessing the service 2 or more times Of those accessing the service 98 progressed into employment and 39 entered into further education/training

We continue to collaborate with other community organisations, local councils, F/E colleges and training providers to enable the delivery of a holistic service to our users. Although the income from the sub-contract is restricted to fixed beneficiary target, however, with the support and dedication of volunteers, we have been able to achieve all most of the services and activities we set out to do in the financial year.

Achievements and Performance

REVIEW OF ACTIVITIES

The organisation's activities for the reporting period

- secured and maintained IAG contract with Prospects Service Limited
- completed the delivered London Councils ESF Funds for Pathways to Employment for Refugees Project
- continue to fundraise for its activities
- · extended links and partnership with other agencies and employers in London

- Awarded 65 scholarships to Secondary School children in Sierra Leone
- Provided ongoing support to CBO (Community Based Organisation) forum in Sierra Leone
- Staff worked on a voluntary and part-time paid capacity to manage and administer the organisation's activities

Financial Review

Against the backdrop of limited resources and insecurities over funding, it has continued to be difficult to plan or develop services. The organisation, with limited resources and the support of both its volunteers was able to generate an income of £46,840 with a positive net balance of £21,392.

Principal Funding Sources

The principal funding sources for the charity in the year were incomes from the Nextstep sub-contract and the extended London Council's Project (Pathways to Employment) grant. Other sources of income for the charity included donations towards the scholarship programme and payment for training activities. As a result of increasing constraints on available public funding, the organisation is investigating other opportunities for future funding.

Reserves Policy

The Trustees/Directors' policy is to maintain reserves at a sufficient level to enable the organisation meet and maintain its operations obligations in the short term and in the event of any unforeseen deficits or revenue shortfalls to carry out its activities and in accordance with any recommendations it might get from the Charities Commission. This policy will enable the organisation to build-up sufficient uncommitted funds to provide some cover for unbudgeted costs, and to make provision in case of continuing uncertainties in the funding climate.

In this context the Directors/Trustees agree and aim to always have unrestricted reserves equal to three months' running costs by 31st March 2009. The longer-term goal is to have six months' running costs in unrestricted reserves. Progress towards these targets will be reviewed annually at the time of receiving the annual accounts.

Future Plans

The charity plans continuing the activities outlined above in the forthcoming years subject to satisfactory funding arrangements. Plans are also being developed to develop youth projects in partnership with youth organisations and local community groups with emphasis on engagement and citizenship.

Future Plans

- Organise series of fundraising events for overseas projects/activities
- Assimilate current staff (working as volunteers) into paid project jobs when funds become available
- Recruit additional Trustees and Patrons to support the work of the organisation
- Successfully apply for accreditation as a CMI status
- Successfully secure bids for overseas projects
- Successfully develop youth development programmes

Structure, Governance and Management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 21/05/2001 and registered as a charity on 21/11/2002. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and n governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and Appointment of Directors

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Team. Under the requirement of the Memorandum and Articles of Association the trustees are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

All trustees give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set in the note to the accounts

Due to the focus of the charity's work board seeks to ensure that the needs of beneficiary groups are appropriately met and it is reflected through the diversity of the trustee body. To enhance the potential pool of trustees, the charity has, through selective advertising and networking sought to identify experience professionals who would be willing to become trustees. Trustee/Director Induction and Training

Most Trustees/Directors are already familiar with the practical work of the organisation having been involved in the development and review of it's activities

Additionally, new Trustees/Director are provided with information and or invited and encouraged to attend a series of short sessions (of no more than 2 hours) to familiarise themselves with the organisation and the context within which it operates. These covers

- Trustees/Directors obligations/responsibilities
- Operational frameworks for the organisation including its governing document
- Resourcing and the current financial position as set out in the latest published accounts
- Current and future business/development and annual work plans

Risk Management

General operating risk is minimised by the Trustees/Directors' close involvement and regular review procedural meetings

As Accountable Officers Trustees/Directors have responsibility for maintaining a sound system of internal control that supports the achievement of the organisation's objectives and policies, whilst safeguarding the funds and assets for which they are personally responsible, in accordance with the responsibilities assigned to them

The system of internal control is designed to manage rather than eliminate the risk of failure to achieve the organisation's objectives and policies, it can therefore only provide reasonable and not absolute assurance of effectiveness

The system of internal control is based on an ongoing process designed

- to identify the principal risks to the achievement of the organisation's objectives and policies,
- to evaluate the nature and extent of those risks
- to manage them efficiently, effectively and economically

Organisational Structure

AJRAF has a Management Board of 5 members who meet quarterly and are responsible for the strategic direction and policy of the organisation. At present the Board has five members from various professional backgrounds relevant to the work of the organisation.

A scheme of delegation is in place and the day to day responsibilities for managing the services provision rest with the Executive Director and the Director of Projects. The Executive Director is responsible for ensuring that the organisation delivers on and meets its specified annual performance targets. The Director of Projects has responsibility for the day to day operational management of the Centre, individual supervision of the staff/volunteers and also ensuring that all continue to develop their skills and work ethics in line with best practice.

Responsibilities of the Board of Trustees/Directors

Company and charity 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 charitable company and of the surplus or deficit of the charitable company for that period. In preparing those financial statements, the trustees are required to -

- 1) Select suitable accounting policies and then apply them consistently
- 2) Make judgements and estimates that are reasonable and prudent
- 3) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company 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 charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985 and the Charities Act 1993. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

As far as the directors are aware at the time the report is approved

- there is no relevant audit information of which the company's auditors are unaware, and
- the directors have taken all the steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information

This report was approved by the board on

July:

4 2010 and signed on their behalf

Signed -

Neima Macfoy, Company Secretary

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF ALBERT JOYLE RELIEF AGENCY FOUNDATION LIMITED FOR THE YEAR ENDED 31ST MARCH 2009

I report on the accounts of the company for the year ended 1st April 2008, which are set out on pages 10 to 16

Respective responsibilities of trustees and examiners

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

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 43 of the 1993 Act.
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act, and
- to state whether particular matters have come to my attention

Basis of independent examiner's statement

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 qualified statement

Accounting records were not maintained in accordance with section 221 of the Companies Act 1985. As part of the accounts preparation process the day to day accounting records were reconstructed as much as possible.

The company retained evidence of the money transfers of £4,926 to Sierra Leone but did not have documents to support the nature of the expenditure from the final recipient of the monies. The company secretary explained these transfers were to cover volunteer teachers fees but receipts were not kept to support this.

In connection with my examination, no other matter except that referred to above has come to my attention

- (1) Which gives me reasonable cause to believe that in any material respect the requirements to prepare accounts which accord with the accounting records and,
- (2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

DC Accountancy Services 5 Blackhorse Lane London E17 6DS

ALBERT JOYLE RELIEF AGENCY FOUNDATION LIMITED BALANCE SHEET AS AT 31ST MARCH 2009

	Note	£	2009 £	2008 £
FIXED ASSETS Tangible assets	3		12,272	14,438
CURRENT ASSETS Debtors Cash at bank and in hand	4	7,104 301 7,405		4,211 8,119 12,330
CREDITORS. Amounts falling due within one year	5	3,366		5,376
NET CURRENT ASSETS			4,039	6,954
NET ASSETS			16,311	21,392
FINANCED BY: Unrestricted funds			16,311	21,392
			16,311	21,392

In approving these financial statements as directors of the company we hereby confirm that

- a) for the year in question the company was entitled to exemption under section 249A(1) of the Companies Act 1985,
- b) no notice has been deposited under section 249B(2) requesting that an audit be conducted for the year ended 31st March 2009, and
- c) We acknowledge our responsibilities for
- 1) Ensuring that the company keeps accounting records which comply with section 221, and
- (ii) Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its loss for the financial year then ended in accordance with the requirements of section 226, and which otherwise comply with the provisions of the Companies Act relating to accounts, so far as applicable to the company

The directors have taken advantage of the exemptions conferred by Part VII of the Companies Act 1985, on the grounds that the company is entitled to the benefit of those exemptions as a small company

The accounts were approved by the board of Directors on 30th July 2010

Directors

The notes on pages 11 to 15 form part of these financial statements

ALBERT JOYLE RELIEF AGENCY FOUNDATION LIMITED STATEMENT OF FINANCIAL ACTIVITIES (including the Income and Expenditure Account) FOR THE YEAR ENDED 31ST MARCH 2009

	Unrestricted Restricted Funds Funds £ £		d Total 2009 £	2008	
Incoming Resources	-	-	~	~	
Incoming resources from generated funds Voluntary income Activities for generating funds Investment income	6,289 1,053 54	-	6,289 1,053 54	55,935 - 357	
Incoming resources from charitable activities	36,169	7,173	43,342	123,830	
Total Incoming Resources	43,565	7,173	50,738	180,447	
Resources Expended Cost of generating funds Charitable activities Governance costs	100 32,328 1,035	22,356	100 54,684 1,035	173,008 1,986	
Total Resources Expended	33,463	22,356	55,819	174,994	
Transfer between funds	(745)	745 ————			
Net income	9,357	(14,438)	(5,081)	5,453	
Reconciliation of Funds Total funds brought forward at 1st April 2008	6,954	14,438	21,392	1,738	
Total funds carried forward at 31st March 2009	£ 16,311	£ -	£ 16,311	£ 7,191	

The company made no recognised gains and losses other than those reported in the income and expenditure account

ALBERT JOYLE RELIEF AGENCY FOUNDATION LIMITED NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2009

1. ACCOUNTING POLICIES

1a. Basis of accounting

The accounts have been prepared under the historical cost convention and comply with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) issued in March 2005, applicable accounting standards and Companies Act 2006. The principal accounting policies adopted in the preparation of the financial statements are as follows.

1b. Tangible fixed assets and depreciation

All assets costing in excess of £250 are capitalised. Fixed assets are shown at historical cost less depreciation.

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life by the straight line method. No depreciation is provided on assets which have not been brought in to use

% per annum

Office equipment and software

15

1c. Taxation

The charitable company is exempt from taxation under s505. Income and Corporation Taxes Act 1988.

1d. Funds

The Restricted Funds are restricted income funds given to the charity for specific purposes. They are expendable by the trustees in furtherance of particular projects within the charity objects.

The Unrestricted Funds are funds expendable at the discretion of the trustees in furtherance of the objects of the charity

ALBERT JOYLE RELIEF AGENCY FOUNDATION LIMITED NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31ST MARCH 2009

1. ACCOUNTING POLICIES (CONTINUED)

1e. Cash flow statement

The company has taken advantage of the exemption in Financial Reporting Standard No 1 from producing a cash flow statement on the grounds that it is a small company

2 OPERATING LOSS

	2009
Loss on ordinary activities is stated after charging	£
Operating leases	1,917
Auditors' remuneration Non-audit services	1,035
Depreciation and amortisation Tangible assets owned Staff costs	2,166 14,107

ALBERT JOYLE RELIEF AGENCY FOUNDATION LIMITED NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31ST MARCH 2009

3. TANGIBLE FIXED ASSETS

		Office equipment & software £	Total £
	Cost	~	•
	At 1st April 2008	16,986	16,986
	At 31st March 2009	16,986	16,986
	Depreciation		
	At 1st April 2008 For the year	2,548 2,166	2,548 2,166
	At 31st March 2009	4,714	4,714
	Net Book Amounts		
	At 31st March 2009	£ 12,272	£ 12,272
	At 31st March 2008	£ 14,438	£ 14,438
4	DEBTORS	2009 £	2008 £
	Contract debtors	7,104	4,211
		£ 7,104	£ 4,211
5	CREDITORS. AMOUNTS FALLING DUE WITHIN ONE YEAR	2009 £	2008 £
	Bank overdraft Other creditors including taxation and social security Accruals	835 745 1,786	5,376
		£ 3,366	£ 5,376

ALBERT JOYLE RELIEF AGENCY FOUNDATION LIMITED NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31ST MARCH 2009

6. VOLUNTARY INCOME

	Unrestricted Funds £	Restricted Funds £	Total 2009 £	Total 2008 £
Gifts and donations Staff Voluntary Time Contribution	6,289	-	6,289	785
	-	·	<u>-</u>	55,150
	£ 6,289	£-	£ 6,289	£ 55,935

7. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total 2009 £	Total 2008 £
London Advice Partnership Limited	33,407	_	33,407	-
Train to gain	2,762	-	2,762	_
London Councils	•	7,173	7,173	79,586
Awards for All	-	•	•	9,890
Hackney CIP Funding	-	•	-	3,500
Contracts	-	-	-	24,361
Other income & Reimbursements	-	-	-	6,493
	£ 36,169	£ 7,173	£ 43,342	£ 123,830

8. COST OF GENERATING FUNDS

	Unrestricted Funds £	Restricted Funds £	Total 2009 £	Total 2008 £
Fund raising costs	100	-	100	324
	£ 100	£ -	£ 100	£ 324

ALBERT JOYLE RELIEF AGENCY FOUNDATION LIMITED NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31ST MARCH 2009

9.

9.	CHARITABLE ACTIVITIES				
		Unrestricted Funds	Restricted Funds	Total 2009	Total 2008
		£	£	£	£
	Salaries	-	14,107	14,107	113,048
	External trainers	2,030	· -	2,030	4,148
	Volunteer expenses	2,226		2,226	380
	Project beneficiary costs	1,198	-	1,198	4,720
	Beneficiary awards	600	-	600	•
	Examination fees	279	_	279	
	Scholarship fund - Sierra Leone	4,926	-	4,926	2,243
	Rent and rates	2,739	8,249	10,988	17,860
	Insurance	102	· -	102	ŕ
	Telephone	3,177	-	3,177	4,244
	Repairs & renewals	1,102	•	1,102	•
	Equipment leasing and consumables	1,917	-	1,917	8,787
	Computer costs	400	-	400	
	Printing, postage and stationery	2,551	-	2,551	2,655
	Subscriptions	703	-	703	
	Travelling expenses	1,181	-	1,181	3,772
	Bank charges	532	-	532	363
	Sundry expenses	4,499	-	4,499	
	Depreciation of equipment	2,166	-	2,166	
	Administration costs	•	-	-	3,981
	Marketing and publicity	•	-	-	1,236
	Loan Repayment	-	-	-	5,572
		£ 32,328	£ 22,356	£ 54,684	£173,009
					=====
10.	GOVERNANCE COSTS	11	D	T.4.4	7.4 4
		Unrestricted	Restricted	Total	Total
		Funds	Funds	2009	2008
		£	£	£	£
	Independent examiner's fees	1,035	-	1,035	1,986
		£ 1,035	£ -	£ 1,035	£ 1,986
					

11 TRUSTEES EXPENSES

The trustees neither received nor waived any emoluments during the year (2008/9 - £Nil) Trustees were reimbursed for travelling expenses These amounted to £ - (2008/9 - £-)