

Registered Number: 4264889

ARAB ADVICE BUREAU LTD
(A company limited by guarantee)

TRUSTEE'S REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2018

WEDNESDAY



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29/05/2019
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ARAB ADVICE BUREAU LTD
(A company limited by guarantee)

CONTENTS

	Page
Reference and administrative details of the charity, its trustees and advisers	1
Trustees' report	2
Independent examiner's report	3
Statement of financial activities	4
Balance sheet	5
Notes to the financial statements	6-10
The following pages do not form part of the statutory financial statements	
Details income and expenditure account and summaries	11

ARAB ADVICE BUREAU LTD
(A company limited by guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 AUGUST 2018

Trustees

Mohamed Nacer, Mohamed
Mohamed Nacer, Ahcene
Tareb, Toufik
Abdelkader, Belhadj

Company registered number

4264889

Charity registered number

1106752

Registered office

308 Seven Sisters Road
London
N4 2AG

Company secretary

Abdelkader Belhadj

ARAB ADVICE BUREAU LTD
(A company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 AUGUST 2018

The Trustees (who are also directors of the charity for the purposes of the Companies Act) submit their annual report and the financial statements of ARAB ADVICE BUREAU (the company) for the ended year 31 August 2018.

The Trustees confirm that the annual report and financial statements of the company comply with current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

Structure, governance and management

a. CONSTITUTION

The company is a charitable company limited by guarantee and was set up by a Charity Commission Scheme. The company is constituted under a Charity Commission Scheme and is a registered charity No 116752

The charity is registered as a charitable company limited by guarantee and was set up by a Charity Commission Scheme.

The principal object of the charity is to provide assistance to people with language difficulties by:

- Working to retrieve poverty among the Arab/ North African and minority groups, especially the young unemployed and homeless.
- Helping communities members resolve their problems by referring them to the appropriate agencies and local authorities
- Assisting people who are looking for work to find worthwhile employment
- Serving as information providers which helps community members to find the information they need to signpost or refer them to the most appropriate source of further help
- Encouraging and enabling people to enrol in English language course, illustrating the advantages of learning the language
- Advising and assisting on housing related issues which is a major concern for many especially those with dependents
- Consulting and liaising with the community about service provision
- Actively promoting race equality to ensure that policies and services are fair and put things when they are reported to be unfair
- Providing education and assistance particularly amongst those in priority need of assistance among the Arab community and other minority groups.
- Contributing to the removal of entrenched stereotypical views of particularly North African immigrants and promoting social inclusion of the North African and other minority groups in London
- Developing appropriate ways of communicating and disseminating information collected through AAB work to increase understanding of the particular issues affecting the mental health and well being of particular Arab/ North African Immigrants and other minority immigrant groups
- Improving access of clients to substance misuse treatment agencies and increase in the awareness of the danger of drugs to our community

These objectives are still closely related to those of language interpretation and translation as mentioned in the last annual report.

There have been no changes in the objectives since the last annual report


b. METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES

The management of the company is the responsibility of the Trustees who are elected and co-opted under the terms of the Trust deed.

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Trustees on 20/05/19 and signed its behalf, by:

Mohamed Nacer, Mohamed



ARAB ADVICE BUREAU LTD
(A company limited by guarantee)

INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 AUGUST 2018

No Independent examiner's report is required as the income for the year ended 31 August 2018 is under £ 25,000.

ARAB ADVICE BUREAU LTD
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2018

		Restricted funds 2018 £	Unrestricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
	Note				
INCOMING RESOURCES					
Incoming resources from generated funds:					
Grants Income	1	10,835	0	10,835	22,468
Other Incoming resources	2	0	12,089	12,089	26,587
Refund	1	0	0	0	0
TOTAL INCOMING RESOURCES		10,835	12,089	22,924	49,055
RESOURCES EXPENDED					
Governance costs	3	6,780	19,296	26,076	25,589
Charitable activities	4	11,340	0	11,340	24,612
Volunteers cost	5	0	0	0	0
Donation	6	0	0	0	0
TOTAL RESOURCES EXPENDED		18,120	19,296	37,416	50,202
MOVEMENT IN TOTAL FUNDS FOR THE YEAR- NET INCOME /EXPENDITURE FOR THE YEAR					
	7	-7,285	-7,207	-14,492	-1,147
Total funds at 1 September 2017		0	1,297	1,297	1,297
Fund transfer		0	0	0	0
TOTAL FUNDS AT 31 AUGUST 2018		-7,285	-5,910	-13,195	150

The notes on pages 6 to 10 form part of these financial statements

ARAB ADVICE BUREAU LTD
(A company limited by guarantee)

BALANCE SHEET
FOR THE YEAR ENDED 31 AUGUST 2018

	Note	£	2018 £	2017 £
FIXED ASSETS				
Tangible fixed assets	8		0	0
CURRENT ASSETS				
Debtors	9	0		0
Cash and cash equivalent	9a	1,989		622
		<u>1,989</u>	<u>622</u>	
CREDITORS: amounts falling due within one year	10	<u>16,332</u>	<u>472</u>	
NET CURRENT ASSETS			-14,343	150
TOTAL ASSETS LESS CURRENT LIABILITIES			<u><u>-14,343</u></u>	<u><u>150</u></u>
CHARITY FUNDS				
Restricted funds	11		-7,285	0
Unrestricted funds	11		-7,058	150
TOTAL FUNDS AT 31 AUGUST 2018			<u><u>-14,343</u></u>	<u><u>150</u></u>

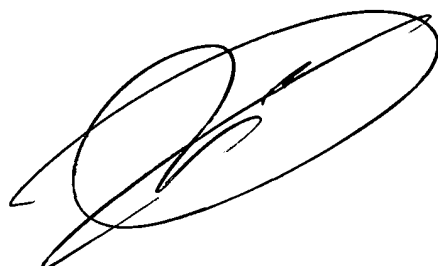
The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act. The trustees acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 31 August 2018 and its profit for the year then ended in accordance with the requirements of section 394 and 395 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to the financial statements so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Trustees on 20/05/19 and signed on their behalf, by:

Mohamed Nacer, Mohamed

The notes on pages 6 to 10 form part of these financial statements.



ARAB ADVICE BUREAU LTD
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2018

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statement

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2009). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), (Accounting and Reporting by Charities) published in March 2005, applicable accounting standards and the Companies Act 2006.

1.2 Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £.....per member of the company.

1.3 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the General objectives of the company and which have not been designed for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each restricted fund is set out in the notes to the financial statements.

1.4 Incoming resources

All incoming resources are included in the Statement of financial activities when the company is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the company where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Donated services or facilities, which comprise donated services, are included in income at a valuation which is an estimate of the financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognised where there is no financial cost borne by a third party.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

ARAB ADVICE BUREAU LTD
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2018

1. ACCOUNTING POLICIES (continued)

1.5 Resources expended

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

1.6 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases;

Furniture and Fixtures	25% straight line
Computer Equipment	25% straight line

1. DONATIONS, LEGACIES AND SIMILAR INCOMING RESOURCES

Projects Names	Restricted funds 2018	Unrestricted funds 2018	Total funds 2018	Total funds 2017
	£	£	£	£
MTSS Arabic School	2,780		2,780	2,200
VCS	6,495		6,495	15,088
EIF Islington Bridge	0		0	0
Benefit advice IPR	1,560		1,560	1,440
Guardian service	0		0	0
LB Islington Art	0		0	3,740
0	0		0	0
0	0		0	0
0	0		0	0
0	0		0	0
0	0		0	0
0	0		0	0
0	0		0	0
0	0		0	0
0	0		0	0
0	0		0	0
0	0		0	0
	10,835	0	10,835	22,468

2. OTHER INCOMING RESOURCES

Income Name	Restricted funds 2018	Unrestricted funds 2018	Total funds 2018	Total funds 2017
	£	£	£	£
Donation received		12,089	12,089	26,587
Interest received	0	0	0	0
	0	12,089	12,089	26,587

ARAB ADVICE BUREAU LTD
(A company limited by guarantee)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2018

3. GOVERNANCE COSTS	Restricted	Unrestricted	Total	Total
	2018	2018	2018	2017
	£	£	£	£
Legal & Professional fees	0	0	0	0
Workshop	0	0	0	0
Water	0	0	0	0
Cleaning	0	0	0	0
Rent	0	16,000	16,000	16,000
Rate	0	874	874	971
Printing, postage & stationary	0	0	0	0
Creche and Venu hire	0	0	0	0
Bank charges	0	70	70	95
Translation	0	1,070	1,070	920
Light & Heat	0	0	0	0
Insurance	0	0	0	0
Events	0	0	0	0
Travel	0	0	0	0
Psycoeducation	0	0	0	0
Childminder	0	0	0	0
Arabic teacher	1,520	0	1,520	2,200
Tel and Internet costs	0	1,282	1,282	1,664
Depreciation - Furniture -Fitting	0	0	0	0
Depreciation - Computer	0	0	0	0
Consumables	0	0	0	0
Penalties	0	0	0	0
LBI islington Art	5,260	0	5,260	3,740
TOTALS	6,780	19,296	26,076	25,589

DIRECT COSTS	Restricted	Unrestricted	Total	Total
	2018	2018	2018	2017
4. Charity Activities				
Staff costs	11,340	0	11,340	24,612
Outreach workers	0	0	0	0
5. Volunteers	0	0	0	0
	11,340	0	11,340	24,612

	Restricted	Unrestricted	Total	Total
	2018	2018	2018	2017
6. Donation				
Asirt donations	0	0	0	0
Other donation	0	0	0	0
	0	0	0	0

7. NET INCOME / NET EXPENDITURE

This is stated after charging:

	2018	2017
	£	£
Depreciation of tangible fixed assets:	0	0
Owned by the Charity	0	0

During the year, Trustee (Mohamed Nacer) recieved gross remuneration (2018 - £11,340)

During the year, no Trustees recieved any benefits in kind(2018 - £ NIL)

During the year, no Trustees recieved any reimbursement of expenses (2018 - £ NIL)

ARAB ADVICE BUREAU LTD
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2018

7. STAFF COSTS

Staff costs were as follows:

	2018	2017
Wages and salaries	<u>11,340</u>	<u>24,612</u>

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

No	No
<u>1</u>	<u>4</u>

No employee received remuneration amounting to more than £60,000 in either years.

8. TANGIBLE FIXED ASSETS

	Furniture fittings and Computer equipment	equipment	Total
	£	£	£
Cost			
At 1 September 2017	0	0	0
Additions	0	0	0
At 31 August 2018	<u>0</u>	<u>0</u>	<u>0</u>
Depreciation			
At 1 September 2017	0	0	0
Charge for the year	0	0	0
At 31 August 2018	<u>0</u>	<u>0</u>	<u>0</u>
Net book value			
At 31 August 2018	<u>0</u>	<u>0</u>	<u>0</u>
At 1 September 2017	<u>0</u>	<u>0</u>	<u>0</u>

9. DEBTORS

	2018	2017
Director's Loan	0	0
0	0	0
	<u>0</u>	<u>0</u>

9a. Cash & cash equivalent

Current account	1,379	12
Deposit account	0	17
Cash	610	593
	<u>1,989</u>	<u>622</u>

10. CREDITORS:

Amounts falling due within one year	2018	2017
Director's Loan	332	472
Rent accruals	16000	0
Net salary	0	0
Accruals	<u>16,332</u>	<u>472</u>

Accruals
Net salary
Rent accruals
Director's loan
Amounts falling due within one year

2018	2017
10,335	415
0	0
10,000	0
335	415
5018	5017

TO CREDITORS:

Cash
Deposit account
Current account
a. Cash & cash equivalent

2018	2017
1,080	255
210	203
0	11
1,310	13

0
Director's loan

2018	2017
0	0
0	0
0	0

a. DEBTORS

At 1 September 2017

2018	2017
------	------

At 31 August 2018

2018	2017
------	------

Net book value

At 31 August 2018

2018	2017
------	------

Charge for the year

2018	2017
------	------

At 1 September 2017

2018	2017
------	------

Depreciation

At 31 August 2018

2018	2017
------	------

Additions

2018	2017
------	------

At 1 September 2017

2018	2017
------	------

Cost

£
£
£
Total
Furniture
Fittings and Computer
equipment

8. TANGIBLE FIXED ASSETS

No employee received remuneration amounting to more than £100,000 in either year.

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

Wages and salaries

2018	2017
------	------

Staff costs were as follows:

2018	2017
------	------

a. STAFF COSTS

FOR THE YEAR ENDED 31 AUGUST 2018
NOTES TO THE FINANCIAL STATEMENTS

(A company limited by guarantee)

ARAB ADVICE BUREAU LTD

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2018**

10. CREDITORS:

Amounts falling due within one year (continued)

11. STATEMENT OF FUNDS

	Brought Forward £	Incoming Resources £	Resources Fund Expended transfer £	£	Carried Forward £
Restricted funds					
Restricted Funds	0	10,835	-18,120	0	-7,285
Unrestricted funds					
General Funds	150	12,089	-19,296	0	-7,058
Total of funds	150	22,924	-37,416	0	-14,343

SUMMARY OF FUNDS

	Brought Forward £	Incoming Resources £	Resources Fund Expended transfer £	£	Carried Forward £
Restricted Funds	0	10,835	-18,120	0	-7,285
General Funds	150	12,089	-19,296	0	-7,058
	150	22,924	-37,416	0	-14,343

11. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted funds 2018 £	Unrestricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
Tangible fixed assets	0	0	0	0
Director's Loan	0	-332	-332	0
Cash & cash equivalent	0	1,989	1,989	622
Creditors due within one year		-16,000	-16,000	-472
	0	-14,343	-14,343	150

ARAB ADVICE BUREAU LTD
(A company limited by guarantee)

DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2018

	2018	2017
	£	£
INCOME		
Grants	10,835	22,468
Donations	12,089	26,587
Refund	0	0
Bank Interest	0	0
TOTAL INCOME	22,924	49,055
LESS: EXPENDITURE		
Wages & salaries	11,340	24,612
Outreach workers	0	0
Volunteers cost	0	0
Donation	0	0
Legal & Professional fees	0	0
Workshop	0	0
Water	0	0
Cleaning	0	0
Rent	16,000	16,000
Rate	874	971
Printing, postage & stationary	0	0
Creche and Venu hire	0	0
Bank charges	70	95
Translation	1,070	920
Light & Heat	0	0
Insurance	0	0
Events	0	0
Travel	0	0
Psycoeducation	0	0
Childminder	0	0
Arabic teacher	1,520	2,200
Tel and Internet costs	1,282	1,664
Depreciation - Furniture -Fitting	0	0
Depreciation - Computer	0	0
Consumables	0	0
Penalties	0	0
LBI islington Art	5,260	3,740
TOTAL EXPENDITURE	37,416	50,202
NET INCOME (EXPENDITURE) FOR THE YEAR	-14,492	-1,147