



***AFRICAN AND AFRO CARIBBEAN SUPPORT NETWORK FOR
PEOPLE WITH LEARNING DISABILITIES.***

LIMITED BY GUARANTEE

FINANCIAL STATEMENTS

Year Ending 31st March 2011

2010/2011

Company Number :4855176

Charity Number :1102066

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**AFRICAN AND AFRO-CARIBBEAN SUPPORT NETWORK FOR PEOPLE
WITH LEARNING DISABILITIES.
LIMITED BY GUARANTEE**

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**AFRICAN AND AFRO CARIBBEAN SUPPORT NETWORK FOR PEOPLE WITH
LEARNING DISABILITIES
LIMITED BY GUARANTEE**

Directors

Wilma Chung
Eulalie Daniel
Yvonne Haynes
Karen Howell-Lyons

Company Secretary

Eulalie Daniel

Registered Office

Community Place
806 High Road
Leyton
London E6 6AE

Company Number

4855176

Charity Number

1102066

Accountant

Carol Stephenson (MAAT FCCA MBA)

Bank

Barclays Bank PLC
Walthamstow Branch
North East London Group
PO Box 2403
London N18 2BY

**AFRICAN AND AFRO CARIBBEAN SUPPORT NETWORK
FOR PEOPLE WITH DISABILITIES.
LIMITED BY GUARANTEE
NOTES TO THE ACCOUNTS 31ST MARCH 2011.**

**REPORT OF THE DIRECTORS (TRUSTEES) FOR THE YEAR ENDING 31ST of
MARCH 2011**

The Directors of the company who are also the Trustees of the company present their report and Financial Statements for the year ending 31st March 2011

Structure, Governance and Management

Governing Document

African and Afro Caribbean Support Network is a charitable company which was constituted on the 4th of August 2003. The Company is incorporated as a Company Limited by Guarantee and registered as a Charity under the Charities Commission.

The company was established under its Memorandum of Association on 12th February 2004, which set out its powers, objects and the constitution of the company (as amended by Special Resolution on the 28th of January 2004).

The company is governed by its Articles of Association under Table A of the Companies Act 1985. The Company has nil Share Capital, but in the event of the Company being wound up, members are required to contribute a maximum amount not exceeding £10.00 each.

Recruitment and Appointment of Directors.

The election to post of Director (Trustees) is recruited to the company from users of the services and from the public community.

No single Director (Trustee) has preferential voting rights over appointment of a new Director (Trustee).

The Directors (Trustees) are appointed at the Annual General Meeting (AGM).

Induction and Training of Trustees

All Directors (Trustees) receive induction training when they are appointed, they also receive a handbook which contains all the policies and procedures which relate to their role and the running of the company.

Organisational Structure

The Coordinator effectively controls the day to day running of the company, she reports directly to the Board of Directors (Trustees)

Related Parties

The company has links to several voluntary and community associations within London Borough of Waltham Forest including Social Services and Waltham Forest Mencap

These groups have no direct impact on the operating policies of the charity.

Risk Exposure

The charity undertakes checks under the Criminal Records Bureau as appropriate on members of staff

All Financial documents are safely locked away and only specified members of the company and the Directors (Trustees) have key access

Formal Risk assessments are carried out in respect of office procedure and safety annually, and in other cases as and when required

The company limits the value of cash held on the premises

Objectives and Activities

The main objectives of the company is to provide a support network to African and Afro Caribbean individuals with learning and development disabilities and to act as a support organisation for their careers by facilitating a range of services that are accessible and specific to their needs

This service includes counseling, activities, education, training and emotional support

The company also hopes to highlight the issues that careers and users of the service may encounter and hope that the company will be a main source of information and advice within the community for African and Afro Caribbean individuals and groups in this area to be able to access advice

The company hopes to make a difference in the lives of users and careers by educating not only the Service users and Careers, but also the general public in regards to the services they perform and the support and services which they provide

Public Benefit

The company has provided services to the African and Afro Caribbean community with learning and development disabilities and to their careers for the last 7 years The organisation has seen a year on year increase in the careers and service users who are using the facilities that the organisation provides

It has promoted awareness amongst the community and is a source for education, training, counseling and emotional and physical support

Financial Review

Financial Results

The statement of Financial Activities states a net incoming of £9,725 (2010 outgoing of £8,885)
Reserves at the end of March 2011 were a total of £29,435 which consisted of Unrestricted Funds of £24,855 and Restricted Funds of £4,551

The statement of Financial Activities states a net incoming of £9,725 (2010 outgoing of £8,885)
Reserves for the year were a total of £6,792 which consisted of Unrestricted Funds of £15,160 and Restricted Funds of £5,098

Reserves

Reserves are held by the company to ensure that the Company is able to carry on as a continuing activity

Principal Source of Funding

The company receives its principal source of funding from London Borough of Waltham Forest as a Preferential Provider Contractor of services. It also receives a Healthcare Programme Grant. The total received from both sources for 2010/11 was £39,713 (2010 £39,457)

Planning for the future 2011/2012

This year the organization has continued under extremely difficult trading circumstances for the organization. The organisation lost one of its main streams of funding last year but was very optimistic in securing other streams of funding. However, this did not materialize and at present we are still unsure whether our local authority will cut our funding or completely stop funding the organization altogether for 2011/2012.

The organisation is still hoping to seek other sources of funding although given the current economic climate it may be a highly unlikely possibility and is still also seeking the possibility of merging with another organisation to enable synergy's to be made and also to sustain and increase the level of services that it currently provides.

Due to the harrowing economic times the Board of Directors took the unprecedented step of reducing the coordinators working hours.

The Board hopes to reassess the coordinators working hours at the latter part of 2011/2012. Although economic times are very difficult at current, the Charity is optimistic that they will be able to secure further funding in order to be able to create a greater awareness of their work and the activities which they provide to the local community in the years to come.

Responsibility of the Directors

The Directors (Trustees) have a legal and fiduciary duty to be responsible for the maintenance of accurate and proper Accounting Records and must disclose with reasonable accuracy at any time the Financial Welfare of the company and to ensure that the Financial Statements show a true and fair view of the state of the company's Financial Affairs and comply with the applicable accounting standards and the Charities Act 1993

The Directors (Trustees) are also responsible for ensuring that the assets of the company are safeguarded and that all reasonable steps are taken in order to prevent and to detect fraud
In preparing the statements the Directors (Trustee's) are required to ensure that the accounting policies which they use are consistent and if there is a change from the policy then the reasoning behind the decision must be disclosed

The Directors (Trustees) must ensure that they are prudent in their approach in decision making for the company

The Accounts are prepared on the assumption that the Charity will continue as a going concern

Auditor

At current the organisation has not appointed an auditor as it is below the income threshold required

Signed on Behalf of the Director



Eulalie Daniel

Company Secretary

On this date 15 of SEPT. 2011.

AFRICAN AND AFRO
CARIBBEAN SUPPORT
NETWORK FOR PEOPLE
WITH LEARNING
DISABILITIES

LIMITED BY GUARANTEE

STATEMENT OF FINANCIAL ACTIVITIES(INCLUDING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR

31st March 2011

	Notes	Unrestricted Funds £	Restricted Funds £	Total for 2011 £	Total for 2010 £
Incoming Resources (Notes 6-7)					
Generated Funds		-	-	-	-
Voluntary income	6	-	3	3	36
Activities for generating funds		-	-	-	-
Charitable Activities	7	49,500	-	49,500	50,233
Other incoming resources		24	-	24	-
Total Incoming Resources		49,524	3	49,526	50,269
Resources Expended (Notes 8-9)					
Charitable activities	8	39,612	550	40,162	40,132
Governance costs	9	187	-	187	1,252
Total Resources Expended		39,799	550	40,349	41,384
Net Movement In Funds		9,725	- 547	9,177	8,885
Total Funds Brought Forward		15,160	5,098	20,258	11,373
Total Funds Carried Forward		24,885	4,551	29,435	20,258

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total and therefore a statement of total recognised gains and losses for the year has not been prepared

The Accounts have been prepared on the basis that the charity is still operating as a continuing activity

The notes on pages 11 to 23 also form a part of the accounts

The above accounts have been prepared in accordance with current legislation relating to Small Companies under the Charities Act 1993 and the Companies Act 1985, 1986 and 2006

For the year ended 2011 the company was entitled to exemption under section 477(2) of the Companies Act 2006

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of Companies Act 2006

The Directors acknowledge their responsibility for

- i) Ensuring that the company keeps accounting records which comply with section 386, and
- ii) Preparing accounts which give a true and fair view of the state of affairs of the Company as at the end of its profit and loss for the financial year in accordance with section 393, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the Company

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime

These accounts were approved by the Board on the 15 day 9 of 2011

..... *Daniel*

Director

**AFRICAN AND AFRO CARIBBEAN SUPPORT
NETWORK FOR PEOPLE WITH LEARNING
DISABILITIES
LIMITED BY GUARANTEE**

BALANCE SHEET AS AT 31ST MARCH 2011

	Notes	Unrestricted funds £	Restricted funds £	Total for year 2011 £	Total for year 2010 £
Fixed Assets					
Tangible Assets	11	342	-	342	603
Total Fixed Assets		<u>342</u>	<u>-</u>	<u>342</u>	<u>603</u>
Current Assets					
Debtors	12	727	-	727	572
Cash at Bank		30,271		30,271	22,498
Cash In Hand				-	150
Total Current Assets		<u>30,998</u>	<u>-</u>	<u>30,998</u>	<u>23,220</u>
Creditors Amounts falling due within one year	13	1,905	-	1,905	3,565
Net Current Assets/(Liabilities)		<u>29,093</u>	<u>-</u>	<u>29,093</u>	<u>19,655</u>
Total Assets less Current Liabilities		<u>29,435</u>	<u>-</u>	<u>29,435</u>	<u>20,258</u>
Net Assets		<u>29,435</u>	<u>-</u>	<u>29,435</u>	<u>20,258</u>
Funds of the Charity					
Unrestricted Funds		24,885		24,885	15,160
Restricted Funds	14		4,551	4,551	5,098
Total Funds		<u>24,885</u>	<u>4,551</u>	<u>29,435</u>	<u>20,258</u>

The above accounts have been prepared in accordance with current legislation relating to Small Companies under the Charities Act 1993 and the Companies Act 1985, 1986 and 2006

These accounts were approved by the Board on the 15 day of 09 2011


Director

AFRICAN AND AFRO CARIBBEAN SUPPORT NETWORK

FOR PEOPLE WITH DISABILITIES.

LIMITED BY GUARANTEE

NOTES TO THE ACCOUNTS 31ST MARCH 2011.

1 ACCOUNTING POLICIES

1.1 Basis of Accounting

The Financial Statements have been prepared under the historical cost convention , in accordance with "Accounting and Reporting by Charities- Statement of Recommended Practice (SORP 2005)" and the Charities Act 1993 and applicable UK Accounting standards

The company has taken advantage of the exemption in Financial Reporting Standard and has not prepared a Cash Flow Statement in the Financial Statements on the grounds that the company is a small enterprise

1.2 Change in basis of Accounting

There have been no changes to the Accounting Policies (valuation rules and methods of accounting) since the last Financial Year

1.3 Changes to previous accounts

There have been no changes made to the income carried forward for 2009/2010

1.4 Incoming Resources

Incoming resources are included in the Statement of Financial Affairs when the Trustees are virtually certain that they will receive the resources and when the monetary amount can be measured with certain reliability

- Voluntary income is received by way of Donations and Gifts and is included in the Statement of Financial Activities when received
- Investment income is included when receivable
- Services donated to the organization are included at the value to the charity where this can be quantified
- Incoming resources from Grants and Donations where they are related to services re only accounted for when the charity earns the right to the economic consideration and the charity has unconditional entitlement to the resources
- Incoming Resources' from the charitable trading activity are accounted for when earned
- Contractual Income and Performance related grants are only included in the Statement of Financial Affairs once the goods or services have been delivered
- The value of voluntary help received is not included in the Statement of Financial Affairs but is described in the Trustees report if applicable

1.5 Expenditure and Liabilities

Expenditure is recognized on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be recovered as the organization is not VAT registered.

Liabilities are recognized as soon as there is a legal and constructive obligation committing the charity to pay the expense.

- Governance cost includes those costs associated with the Legal and Statutory requirements of the organization and costs of any legal advice to Trustees on governance and constitutional matters.
- Charitable expenditure relates to costs incurred by the charity in order to enable the charity to deliver its activities and services for users. This includes directly attributable costs and non-directly attributable costs.

1.6 Tangible Fixed Assets

It is the charity's policy to capitalise any expenditure on capital equipment which exceeds £250.00.

Assets are amortised over the economic useful life and depreciation is calculated on a straight line basis.

1.7 Capital Monies

Capital Monies are credited to the Income and Expenditure Account when received.

1.8 Turnover

Turnover consists of the services sold and grants received and are exclusive of VAT.

1.9 Fund Accounting

Restricted funds are subject to restrictions and may only be used in accordance with the conditions which the fund was originally decreed.

Unrestricted funds are available for use at the discretion of the Trustees in the charity obtaining the objectives which the charity was organized to achieve.

2. COMPANY LIMITED BY GUARANTEE

African and Afro Caribbean Support Network for People with Learning Disabilities is a company Limited by Guarantee, and accordingly does not have a Share Capital. In the event of the company being wound up each member will contribute the sum of £10.00, to the Charity while they are still a member, or within one year after they cease to be a member.

3. CORPORATION TAX

The Charity is exempt from Tax on Chargeable Income and Gains falling under the Taxes Act 1988 and also under the Taxation and Chargeable Gains Act 1992 to the extent that these applied to its charitable objectives.

4. PRINCIPAL FUNDING

The Charity received funding Waltham Forest for £25,676 and from the Health Programme Grant for £13,781 for the year 2010-11

5. TITLE

Grant providers have reservation over the title of assets acquired using their capital grants, in the event of the company ceasing to trade

Note 6**Voluntary Income & Charitable Activities**

	Unrestricted 2011	Restricted 2011	Total 2011	Total 2010
	£	£	£	£
Donations Minibus Fund	-	3	3	35
Donations General Fund	-	-	-	1
			-	
Total	-	3	3	36

Note 7 Incoming Resources from Charitable Activities

	Unrestricted 2010	Restricted 2010	Total 2011	Total 2010
	£	£	£	£
Learning and Disability Development Fund	-	-	-	-
L B W F Break services for Carers	25,932	-	25,932	25,676
Health Programme Grant	13,781	-	13,781	13,781
Fees	9,707	-	9,707	9,722
Membership Fees	80	-	80	135
Department of Works and Pension Rebate	-	-	-	919
				-
TOTAL	49,500	-	49,500	50,233

The grant received from the Learning and Disability funding came to an end in 2009
However, the charity was able to secure a new source of funding from the Healthcare Programme in 2010

Note 8 Resources Expended on Charitable Activities

	Unrestricted 2011 £	Restricted 2011 £	Total 2011 £	Total 2010 £
Salaries	22,023	-	22,023	20,736
National Insurance Employers	1,664	-	1,664	1,267
	23,687	-	23,687	22,003
Pension Contributions (Current)	-	-	-	-
Carers Activities	2,552	-	2,552	4,346
Travel and Transport	1,276	-	1,276	518
Legal and Professional Fees	1,467	-	1,467	1,463
Depreciation	262	-	262	261
Rent	2,964	-	2,964	3,600
Hall Hire	1,933	-	1,933	510
Rates	750	-	750	219
Training	500	-	500	-
Office Parking	50	-	50	-
Telecommunications	508	-	508	456
Printing and Stationery	182	-	182	181
Postage	-	-	-	70
Insurance	775	-	775	842
Accountancy and Audit Fees	1,425	-	1,425	1,689
Office Equipment	-	-	-	341
Payroll Administration	195	-	195	210
Miscellaneous	86	-	86	69
Statutory Fees	180	-	180	30
Sundries	520	-	520	200
Personnel Administration	-	-	-	1,106
It Support	300	-	300	450
Criminal Records Checks	-	-	-	97
Redundancy	-	-	-	1,371
Bank Charges	-	-	-	100
Total	39,612	-	39,612	40,132

There were no pension contributions made to any third party, on behalf of any staff members in 2011

Note 9 Governance Costs

	Unrestricted 2011	Restricted 2011	Total 2011	Total 2010
	£	£	£	£
Management Committee Expenses	-	-	-	-
Audit Fees	-	-	-	1,000
Annual General Meeting	187	-	187	252
	<hr/>	<hr/>	<hr/>	<hr/>
Total	187	-	187	1,252

Trustee Remuneration and Related Party Transactions

No Trustees received any remuneration during the year (2010 nil) Expenses amounting to £24 00 was reimbursed to members of the Management Committee

None of the trustees or any other personnel had any personal interest in any contract or transaction entered into by the charity during the year (2010 nil)

Note 10 **Trustee Expenses**

	Total 2011	Total 2010
10 1		
Number of trustees who were paid expenses	5	5
Nature of the expenses	Travel	Travel
Total Amount Paid	£24	£39
10 2 Fees for examination or audit of the accounts		
	2011	2010
	£	£
Independent examiner's or auditors' fees for reporting on the accounts	-	-
Other Fees	-	-

11 1 Cost or valuation

	Fixtures, Fittings and Equipment	Total 2011	Total 2010
	£	£	£
Balance brought forward	4,118	4,118	3,797
Additions	-	-	321
Disposals	-	-	-
Balance carried forward	4,118	4,118	4,118

11 2 Accumulated depreciation and impairment provisions

Depreciation Basis	Straight Line	Straight Line	Straight Line
Depreciation Percentage rate	25%	25%	25%
Balance brought forward	3,515	3,515	3,254
Depreciation charge for year	261	261	261
Disposals	-	-	-
Balance carried forward	3,776	3,776	3,515

11 3 Net book value

<i>Brought forward</i>	603	603	543
<i>Carried forward</i>	342	342	603

Note 12**Debtors and Prepayments**

	Amounts falling due within one year	
	This year	Last year
	£	£
Debtors		
Fees	-	-
Prepayments		
Insurance	323	197
Rates	0	-
Rent	329	296
IT Support	75	79
Total	<u>727</u>	<u>572</u>

Creditors and Accruals amounts falling due within one year

Creditors	Amounts falling due within one year	
	This year £	Last year £
Payroll Administration	15	15
Transportation	215	180
Hall Hire	-	113
Personnel Administration	88	102
HMRCE(PAYE/NI)	542	379 0
Accrued Expenses		
Telecommunication (B T)	-	67
Auditor Fees	-	1,000
Accountancy Fees	900	1,450
Annual General Meeting	100	130
Staff Pension, Under provision	-	-
Rent	-	-
Bank Charges	15	100
Company Registration	30	30
Total	1,905	3,846

Note 14 **Restricted Income Funds**

14 1 Funds held

Fund Name
Minibus Fund

Purpose and Restrictions

The fund was originally set up to support the acquisition of a minibus for the organisations activities

14 2 Movements of major funds

Fund Names	Fund balances brought forward £	Incoming resources £	Outgoing resources £	Fund balances carried forward £
Donations Minibus Fund	5,098	3	550	4,551
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	<u>5,098</u>	<u>3</u>	<u>550</u>	<u>4,551</u>

14.1 Funds held

Fund Name

Minibus Fund

Purpose and Restrictions

The fund was originally set up to support the acquisition of a minibus for the organisations activities

14.2 Movements of major funds

Fund Names	Fund balances brought forward £	Incoming resources £	Outgoing resources £	Fund balances carried forward £
Donations Minibus Fund	5,098	3	550	4,551
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	<u>5,098</u>	<u>3</u>	<u>550</u>	<u>4,551</u>

Note 15 Staff Costs

15.1 Staff Costs

	This year	Last year
	£	£
Gross wages, salaries and benefits in kind	22,023	20,736
Employer's National Insurance costs	1,664	1,267
Pension costs	-	-
Total Staff costs	23,687	22,003

15.2 Average number of full-time equivalent employees in the year

	This year	Last year
	Number	Number
The parts of the charity in which the employees work		
Fundraising	-	-
Charitable Activities	2	2
Governance	-	-
Other	-	-
Total	2	2