



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

**LIMITED BY GUARANTEE**

**FINANCIAL STATEMENTS**

**Year Ending 31<sup>st</sup> March 2010**

**2009/2010**

**Company Number :4855176**

**Charity Number :1102066**

**SATURDAY**



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**Prepared by: Carol Stephenson (MAAT, FCCA, MBA)**

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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)

**Auditor**

Jackson and Jackson Accountants Limited  
Chartered Accountants and Registered Auditors  
33 Chingford Mount Road  
Chingford E4 8LU

**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 31<sup>ST</sup> MARCH 2010.**

**REPORT OF THE DIRECTORS (TRUSTEES) FOR THE YEAR ENDING 31<sup>ST</sup> OF  
MARCH 2010**

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 2010

**Structure, Governance and Management**

***Governing Document***

African and Afro Caribbean Support Network is a charitable company which was constituted on the 4<sup>th</sup> 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 28<sup>th</sup> 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***

A new role of Coordinator was introduced this Financial Year and replaces the Service Development Manager role.

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 several 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 kept under lock and key and only specific members of the company and the Directors (Trustees) have key access.

Formal Risk assessments are carried out in respect of office procedure and safety at least 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 also their careers by facilitating a range of services that are accessible and specific to their needs.

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

The company is also hoping 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 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 6 years. Year on year the company has seen an increase in the careers and service users who are using the facilities that the company 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 £8,885 (2009 outgoing of £6,531).

Reserves for the year were a total of £20,258 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 2009/10 was £39,457 (2009 £36,011).

A contract from London Borough of Waltham Forest for 2010/2011 has been secured for £25,676.

### **Planning for the future 2010/2011**

Although funding has decreased in 2009/10 the company is looking at securing other means of funding and is looking at other Organisations which appoint awards to ensure that the company is able to continue to sustain and increase the level of services that it currently provides.

Due to the harrowing economic times the funding which the company received has been severely cut in 2009/2010. The Board of Directors took the unprecedented step of making all its employees redundant.

The Board then employed 5 part time staff members for the company. The Board hopes to reassess this situation in 2010/2011.

Although economic times are very difficult at current, the Charity is optimistic that they will be able to secure further funding from other sources as well as the London Borough of Waltham Forest and the Health Programme 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**

A resolution for the reappointment of the Auditors for the next financial year will be proposed at the Annual General Meeting

Signed on Behalf of the Director

*Eulalie Daniel*

**Eulalie Daniel**

**Company Secretary**

On this date *15<sup>th</sup>* of *November*.....**2010**.....

**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 2010**

	Notes	Unrestricted Funds £	Restricted Funds £	Total for 2010 £	Total for 2009 £
<b>Incoming Resources (Notes 6-7)</b>					
<b>Generated Funds</b>		-	-	-	-
Voluntary income	6	-	36	36	713
Activities for generating funds		-	-	-	1 049
Interest		-	-	-	128
Charitable Activities	7	50,233	-	50,233	47,514
Other incoming resources		-	-	-	-
<b>Total Incoming Resources</b>		<u>50,233</u>	<u>36</u>	<u>50,269</u>	<u>49,404</u>
<b>Resources Expended (Notes 8-9)</b>					
Charitable activities	8	40,132	-	40 132	54,857
Governance costs	9	<u>1 252</u>	<u>-</u>	<u>1 252</u>	<u>1,078</u>
<b>Total Resources Expended</b>		<u>41,384</u>	<u>-</u>	<u>41,384</u>	<u>55,935</u>
<b>Net Movement In Funds</b>		<b>8,849</b>	<b>36</b>	<b>8,885</b>	<b>- 6,531</b>
<b>Total Funds Brought Forward</b>		<u>6,311</u>	<u>5,062</u>	<u>11,373</u>	<u>13,821</u>
<b>Total Funds Carried Forward</b>		<u>15,160</u>	<u>5,098</u>	<u>20,258</u>	<u>7,290</u>

The Statement of Financial Activities includes all gains and losses in the year 2010 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 9 to 17 are adjoining notes to the Accounts



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

**BALANCE SHEET AS AT 31ST MARCH 2010**

		Notes	Unrestricted funds £	Restricted funds £	Total for year 2010 £	Total for year 2009 £
<b>Fixed Assets</b>						
Tangible Assets	(Note 12)	12	603	-	603	543
<b>Total Fixed Assets</b>			<u>603</u>	<u>-</u>	<u>603</u>	<u>543</u>
<b>Current Assets</b>						
Debtors	(Note 13)	13	572	-	572	4,003
Cash at Bank			22,498		22,498	10,673
Cash In Hand			150		150	-
<b>Total Current Assets</b>			<u>23,220</u>	<u>-</u>	<u>23,220</u>	<u>14,676</u>
Creditors: Amounts falling due within one year	(Note 14)	14	3,565	-	3,565	3,846
<b>Net Current Assets/(Liabilities)</b>			<u>19,655</u>	<u>-</u>	<u>19,655</u>	<u>10,830</u>
<b>Total Assets less Current Liabilities</b>			<u>20,258</u>	<u>-</u>	<u>20,258</u>	<u>11,373</u>
<b>Net Assets</b>			<u>20,258</u>	<u>-</u>	<u>20,258</u>	<u>11,373</u>
<b>Funds of the Charity</b>						
Unrestricted Funds			15,160		15,160	7,290
Restricted Funds	(Note 15)	15		5,098	5,098	4,083
<b>Total Funds</b>			<u>15,160</u>	<u>5,098</u>	<u>20,258</u>	<u>11,373</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

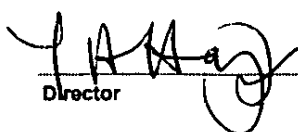
For the year ended 2010 the company was entitled to exemption under section 477(2) of the Companies Act 2006. No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of Companies Act 2006

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

These accounts were approved by the Board on the 15 day of 11 2010

  
Director

**Note 6 Voluntary Income**

	Unrestricted 2010	Restricted 2010	Total 2010	Total 2009
	£	£	£	£
Donations Minibus Fund	-	35	35	-
Donations General Fund	-	1	1	713
			-	
<b>Total</b>	<b>-</b>	<b>36</b>	<b>36</b>	<b>713</b>

**Note 7 Incoming Resources from Charitable Activities**

	Unrestricted 2010	Restricted 2010	Total 2010	Total 2009
	£	£	£	£
Learning and Disability Development Fund	-	-	-	10,335
L B W F Break services for Carers	25,676	-	25,676	25,676
Health Programme Grant	13,781	-	13,781	-
Fees	9,722	-	9,722	11,317
Membership Fees	135	-	135	186
Department of Works and Pension Rebate	919	-	919	-
				-
<b>TOTAL</b>	<b>50,233</b>	<b>-</b>	<b>50,233</b>	<b>47,514</b>

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 2010 £	Restricted 2010 £	Total 2010 £	Total 2009 £
Salaries	20,736	-	20,736	37,049
National Insurance Employers	1,267	-	1,267	1,942
	<u>22,003</u>	<u>-</u>	<u>22,003</u>	<u>38,991</u>
Pension Contributions (Current)	-	-	-	490
Recruitment	-	-	-	514
Carers Activities	4,346	-	4,346	2,345
Travel and Transport	518	-	518	1,105
Legal and Professional Fees	1,463	-	1,463	-
Depreciation	261	-	261	393
Rent	3,600	-	3,600	3,479
Hall Hire	510	-	510	-
Rates	219	-	219	166
Office Parking	-	-	-	250
Telecommunications	456	-	456	503
Printing and Stationery	181	-	181	677
Postage	70	-	70	280
Insurance	842	-	842	764
Accountancy and Audit Fees	1,689	-	1,689	1,913
Office Equipment	341	-	341	493
Payroll Administration	210	-	210	190
Miscellaneous	69	-	69	74
Statutory Fees	30	-	30	30
Sundries	200	-	200	-
Personnel Administration	1,106	-	1,106	1,217
IT Support	450	-	450	493
Criminal Records Checks	97	-	97	325
Redundancy	1,371	-	1,371	-
Bank Interest	0	-	0	6
Bank Charges	100	-	100	159
	<u>40,132</u>	<u>-</u>	<u>40,132</u>	<u>93,848</u>
<b>Total</b>	<b>40,132</b>	<b>-</b>	<b>40,132</b>	<b>93,848</b>

There were no pension contributions made to any third party, on behalf of any staff members in 2010

**Note 9 Governance Costs**

	Unrestricted 2010 £	Restricted 2010 £	Total 2010 £	Total 2009 £
Management Committee				
Audit Fees	1,000	-	1,000	1,078
Annual General Meeting	252	-	252	-
<b>Total</b>	<b>1,252</b>	<b>-</b>	<b>1,252</b>	<b>1,078</b>

**Trustee Remuneration and Related Party Transactions**

No Trustees received any remuneration during the year (2009: nil). Expenses amounting to £39.00 was reimbursed to members of the management committee 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 (2009: nil).

**Note 10 Trustee Expenses**

	Total 2010	Total 2009
Number of trustees who were paid expenses	5	-
Nature of the expenses	Travel	-
Total Amount Paid	£39	£0
<b>10.2 Fees for examination or audit of the accounts</b>		
	2010	2009
	£	£
Independent examiner's or auditors' fees for reporting on the accounts	1000	1078
Other Fees	-	-

**Note 11**

**Staff Costs**

**11.1 Staff Costs**

	<b>This year</b>	<b>Last year</b>
	<b>£</b>	<b>£</b>
Gross wages salaries and benefits	20,736	37,049
Employer's National Insurance costs	1,267	1,942
Pension costs	-	490
<b>Total Staff costs</b>	<b>22,003</b>	<b>39,481</b>

**11.2 Average number of full-time equivalent employees in the year**

	<b>This year</b>	<b>Last year</b>
	<b>Number</b>	<b>Number</b>
The parts of the charity in which the employees work		
- Administration	-	-
- Fundraising	2	6
- Other	-	-
<b>Total</b>	<b>2</b>	<b>6</b>

There was a significant fall in Salaries in 2010 as the Trustees made all employees redundant at the beginning of the Financial Year 2010 due to a severe fall in funding. New part-time staff members were employed later in the Financial Year 2010.

**Note 12****Tangible Fixed Assets****12.1 Cost or valuation**

	<b>Fixtures, fittings and equipment £</b>	<b>Total 2010 £</b>	<b>Total 2009 £</b>
Balance brought forward	3,797	3,797	3,073
Additions	321	321	724
Disposals	-	-	-
Balance carried forward	<u>4,118</u>	<u>4,118</u>	<u>3,797</u>

**12.2 Accumulated depreciation and impairment provisions**  
**Depreciation Basis**

	<b>Straight Line 25%</b>	<b>Straight Line 25%</b>	<b>Straight Line 25%</b>
Balance brought forward	3,254	3,254	2,861
Depreciation charge for year	261	261	393
Disposals	-	-	-
Balance carried forward	<u>3,515</u>	<u>3,515</u>	<u>3,515</u>

**12.3 Net book value**

<i>Brought forward</i>	<u>543</u>	<u>543</u>	<u>212</u>
<i>Carried forward</i>	<u>603</u>	<u>603</u>	<u>543</u>

**Note 13**

**Debtors and Prepayments**

	Amounts falling due This year	Last year
	£	£
<b>Debtors</b>		
Fees	-	3,250
<b>Prepayments</b>		
Insurance	197	192
Rent	296	261
IT Support	79	300
<b>Total</b>	<b>572</b>	<b>4,003</b>

**Note 14**

**Creditors and Accruals amounts falling due within one year**

	Amounts falling due within one year	
	This year	Last year
	£	£
<b>Creditors</b>		
Payroll Administration	15	15
Transportation	180	-
Hall Hire	113	-
Personnel	102	-
Administration		
HMRCE(PAYE/NI)	379	335
<b>Accrued Expenses</b>		
Telecommunication	67	51
(B T)		
Auditor Fees	1,000	1,078
Accountancy Fees	1,450	1,350
Bank Charges	-	-
Annual General	130	-
Staff Pension, Under prc	-	146
Rent	-	871
Bank Charges	100	-
Company Registration	30	-
<b>Total</b>	<b>3,565</b>	<b>3,846</b>

**Note 15**

**Restricted Income Funds**

**15.1 Funds held**

<b>Fund Name</b>	<b>Purpose and Restrictions</b>
Minibus Fund	The fund was originally set up to support the acquisition of a minibus for the

**15.2 Movements of major funds**

<b>Fund names</b>	<b>Fund balances brought forward £</b>	<b>Incoming resources £</b>	<b>Outgoing resources £</b>	<b>Fund balances carried forward £</b>
Donations Minibus Fund	5,080	36	-	5,096
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	<u>5,080</u>	<u>36</u>	<u>-</u>	<u>5,096</u>

The minibus fund was understated in 2009. This does not affect the overall profit of last year. It meant that the figures for last year for the Restricted funds was understated.