

**CITIZEN DEVELOPMENT COMMUNITY CENTRE
DIRECTORS REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31st MARCH 2017**

FUNDED AND SUPPORTED BY:



**Charity Registration No: 1099662
Company Registration No:0492196**

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ENDED 31 MARCH 2017**

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REFERENCE AND ADMINISTRATIVE INFORMATION

The directors who are the charity trustees in charity law and held office during the year were as follows: .

Mrs. Ruhena Begum,, Director, Chairperson
Mr. Sabbir Ahmed Chowdhury, Director, Treasurer
Mrs. Farhana Pandor, Director
Yasin Miah , Director

Director, Company Secretary: Mrs. Rumi Begum

Registered Office

31 Church Road
Manor Park
London E12 6AD

Charity Registration No: 1099662

Company Registration No: 04921969

Bankers

HSBC
15 The Mall
Stratford
London E15 1X

Accountants

Sidney Milambo
25 Watershipdown House,
Cambridge Park Road,
London E11 2PY

CITIZEN DEVELOPMENT COMMUNITY CENTRE DIRECTORS REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2017

**REPORT OF THE DIRECTORS FOR THE YEAR ENDED
31ST MARCH 2017**

Introduction:

The Directors present the financial statements of the charitable company for the year ended 31st March 2017. The financial statements have been prepared in accordance with the accounting policies set out on page 10-11 and comply with the charity's applicable law and companies act 1985 as amended by the 2006 act

Aims & Objectives:

The principal aims and objectives are providing or assisting in the provision of facilities for the creation and other leisure time occupation for people living and/or working in London Borough of Newham and in the interest of social welfare and with the objectives of improving conditions of life; advancing education among the people living and/ or working in Newham; relieving poverty, sickness and disability among the living and/ or working in London Borough of Newham; promoting good race relationship and any other purposes which is charitable according to the laws of England.

Structure, Governance and Management

Governing Document:

The organisation is governed by its constitution and acts entirely as a non-profit making organization and has charitable status, charity number: 1099662; registered on 27th September 2003, and was incorporated on 6th October 2003 as a Company Limited by Guarantee (no: 04921969)

Organisation and Management:

The Directors are legally responsible for the overall management and control of Citizen Development Community Centre. The work of implementing most of their policies is carried out by themselves and the Chair meets with the manager monthly and before each full trustees meeting and on some occasions to deal with specific issues. Directors meet four times a year and are chaired by the Chair.

The day-to-day running of the charity is delegated to the respective Project Manager who also attends meetings of the directors.

Recruitment and appointment of director:

In accordance with the governing document, elections for the directors take place every year at the annual general meeting, if eligible, may offer themselves for re-election. Appointment is on the basis of nominations received from members concerning eligibility, personal competence, specialist skills and local availability

Induction and Training of Directors:

Directors are inducted through training days and through informal and formal meetings with established or outgoing trustees and are provided with an induction pack and other relevant materials to familiarise themselves with the charity's operations.

Achievements and performance:

Activities supported by Peoples Health Trust (PHT) have made our service users to take individual and collective action that takes time to develop but, lead to very important changes,

and ultimately to better health and wellbeing. Service users coming together in dialogue have developed stronger connections and skills. They are beginning to develop confidence and aspiration and see that they can influence people, money and resources. It has been difficult and complicated to encourage users to take control collectively, so it's not surprising that it's taking time to develop. Enabling service users to take control addresses a significant power imbalance and power which is fundamental to health

The centre has expanded the sphere of its work by parental involvement and understanding of mainstream education. The centre runs a session for home work classes and continues to run mother tongue and supplementary classes for children. there are a broad range of work shop run at our centre e.g Anti-Smoking, Quit smoking, passive smoking questions and answer. Preventing drugs measures, National drugs line, a parent's guide. Healthy eating, fat facts. The balance of good health information guide, make a healthy choice, physical health and exercise.

- housing matter
- Health and education
- Family support group
- Esol classes
- It classes
- Health and wellbeing activities

There has been able to provide services because of the hard work and commitment of the staff, volunteers and committee members who have worked tirelessly to achieve our goals.

Plans for future periods:

Our priorities for 2018-2019 reflect growing demand for our services and we aim to:

- Deliver high quality services that enable the charity stability, financial security, improved wellbeing and the development of positive relationships.
- Develop and deliver a range of educational solutions.
- Be the leading source of knowledge on causes, effects and solutions for health and wellbeing
- Raise funding to support existing activities and growth plans.
- Develop our people, systems and operating methods to ensure that they effectively support CDCC' activities, growth and development.

Trustees:

The directors consider the board of directors, who are the Trust's trustees, comprise the key management personnel of the charity in charge of directing and controlling, running and operating the Trust on a day to day basis. All directors give of their time freely and no director received remuneration in the year

Financial review:

A major financial concern for the trust is on-going financial sustainability given the lower level of support from our donors with the reduction in grant funding over the past years.

Despite to the increasing pressure on public expenditure the trustees understand that the support from our funders will be kept at the current level of activity

The results of the charity for the year are shown in the annual financial statements set out on pages 8 and 9.

The charity had income of £9,932; (2014/15: £4,643 and direct charitable expenditure and support costs of £415,182 (2015/16: £4,642: There was a loss) of income over expenditure of (£ 5,250); (2015/16: loss (£816)

Funds carried forward of £11,386 represents £6,732 restricted and £4,654 unrestricted

Reserves policy and going concern:

Reserves are needed to bridge the gap between the spending and receiving of income and to cover unplanned emergency repairs and other expenditure. The trustees consider that the ideal level of reserves is three months of expenditure

Risk management:

The trustees have a risk management strategy which comprises:

- an annual review of the principal risks and uncertainties that the charity face;
- the establishment of policies, systems and procedures to mitigate those risks identified in the annual review;
- the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

This work has identified that financial sustainability is the major financial risk for the charity. A key element in the management of financial risk is a regular review of available liquid funds to settle debts as they fall due, regular fundraising activities, and active management of trade debtors and creditors balances to ensure sufficient working capital by the charity.

Attention has also been focused on non-financial risks arising from fire, health and safety. These risks are managed by ensuring accreditation is up to date, having robust policies and procedures in place, and regular awareness training for staff working in these operational areas'

Director's responsibilities in relation to the financial statements

Law applicable to charities in England and Wales requires the directors to prepare financial statement for each financial year, which give a true and fair view of the state of affairs of the charity for the period.

In preparing those financial statements, the directors are required to:

- Select suitable accounting policies and then apply them consistently
- Make judgment and estimates that are reasonable and prudent;
- State whether applicable accounting standards and Statement of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statement and;
- Prepare the financial statements on a going concern basis.

The directors are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with applicable law. They are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved and signed on behalf of the board on 24th November 2017



Mrs Rumi Begum-Secretary

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CITIZEN DEVELOPMENT COMMUNITY CENTRE

I report on the accounts of Citizen Development Community Centre for the year ended 31 March 2015 which are set out on pages 8 to 9

Respective Responsibilities of Trustees and Independent Examiner

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 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to an 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;
- follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

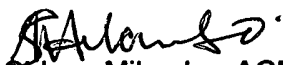
Basis of Independent Examiner's Report

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 statement 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 of the Companies Act 2006; and
 - to prepare Financial Statements which accord with the accounting records, comply with the accounting requirements of section 396 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 to enable a proper understanding of the Financial Statements to be reached.



Sidney Milambo, ACMA
25 Watershipdown House
Cambridge Park Road
London E11 2PY

Date: 24th November 2017

**CITIZEN DEVELOPMENT COMMUNITY CENTRE DIRECTOR'S REPORT AND ACCOUNTS FOR THE YEAR ENDED
31st MARCH 2017**

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31st MARCH 2017

INCOME		Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	Note	£'000	£'000	2016/17 £'000	2015/16 £'000
Grants & Donations and legacies		600	9,332	9,932	2,874
Income from charitable activities		-	-	-	1,768
Income from other trading activities:		-	-	-	-
Investment income		-	-	-	-
Other Income		-	-	-	-
Total income	2	<u>600</u>	<u>9,332</u>	<u>9,932</u>	<u>4,642</u>
Expenditure					
Costs of raising funds:					
Fundraising		-	-	-	-
Expenditure on charitable activities:					
Charitable Direct Operations		3,629	8,762	12,391	2,963
Charitable Support Costs		2,241	-	2,241	1,179
Governance Costs		550	-	550	500
Total expenditure	3	<u>6,420</u>	<u>8,762</u>	<u>15,182</u>	<u>4,642</u>
Net income/(expenditure) and net movement in funds for the year		- 5,820	570	- 5,250	- 816
Reconciliation of funds					
Total Funds brought forward		10,474	6,162	16,636	17,452
Total funds carried forward	13	<u>4,654</u>	<u>6,732</u>	<u>11,386</u>	<u>16,636</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

CITIZEN DEVELOPMENT COMMUNITY CENTRE DIRECTOR'S REPORT AND ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2017

Balance Sheet as at 31 March 2017

	Note	2016/17 Total £'000	2015/16 Total £'000
Fixed assets			
Tangible assets	5	-	-
Total Fixed Assets		<u>-</u>	<u>-</u>
Current assets			
Debtors		-	-
Cash at bank and in hand	4	13,286	17,436
Total Current Assets		<u>13,286</u>	<u>17,436</u>
Liabilities			
Creditors falling due within one year	8	1,900	800
Net Current assets		<u>11,386</u>	<u>16,636</u>
Total assets less current liabilities		<u>1,900</u>	<u>16,636</u>
Net assets		<u>11,386</u>	<u>16,636</u>
The funds of the charity:			
Unrestricted income funds		6,732	10,474
Restricted income funds		4,654	6,162
Total charity funds		<u>11,386</u>	<u>16,636</u>

These accounts have been prepared in accordance with the special provisions in part 15 of Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

For the year ending 31st March 2015 the company was entitled to exemption from audit in accordance with sections 475 and 477 of the Companies Act 2006 relating to small companies and no notice has been deposited under Section 476 of the Act

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts

The financial statements were approved by the Board of Directors on 24th November 2017.

SIGNED ON BEHALF OF THE BOARD



Mrs Rumi Begum (Secretary)



Mr Sabbir Ahmed Chowdhury (Treasurer)

Notes to the accounts.

1 Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s)

b) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from grants, whether 'capital' grants or 'revenue' grants is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of a performance or provision of other specified activities is deferred to future periods

c) Donated services and facilities

Donated recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time of the Friends is not recognised

d) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank

e) Fund accounting

Unrestricted- funds are available to spend on activities that further any of the purposes of charity.

Restricted funds: are donations which the donor has specified are to be solely used for particular areas of the donations which the donor has specified are to be solely

Designated funds- are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Notes to the accounts continued.....

f) Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Expenditure is classified under the following activity headings:

- Costs of raising funds comprise the costs of raising charitable funds including grant applications and their associated support costs
- Expenditure on charitable activities includes the costs of educational and other charitable activities undertaken to further other the purposes of the charity and their associated support costs
- Other expenditure represents those items not falling into any other heading.

f) Support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the charity's programmes and activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities.

g) Tangible fixed assets

Individual fixed assets costing £500 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Furniture, Fittings and other Equipment	25% on cost
Computers	25% on cost

h) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered.

Prepayments are valued at the amount prepaid net of any trade discounts due.

i) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2 INCOMING RESOURCES

	Un restricted	Reatricked	Total 2015/17	Total 2015/16
Grants & Donations				
BBC CHILDREN IN NEED	-	-	-	1,874
Princes Trust	-	-	-	1,000
Peoples Health Trust	-	9,332	9,332	-
	-	9,332	9,332	2,874
Donations	600	-	600	
Total Grants & Donations	600	9,332	9,932	2,874
Activities for generating income				
Fundraising	-	-	-	
Membership	-	-	-	
Other Income	-	-	-	1,769
Total	-	-	-	1,769
Total incoming Resources	600	9,332	9,932	4,643

**CITIZEN DEVELOPMENT CITIZEN DEVELOPMENT COMMUNITY CENTRE DIRECTOR'S REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31st MARCH 2017**

Notes to the accounts continued.....

	2016/17	2015/16
	£	£
3 (a) Charitable Direct Operations		
Sessional Staff/Tutors	2,100	2,125
Tutors	2,775	-
Project Management	1,400	-
Volunteers	250	400
Venue Hire/Rent	1,800	934
Activitie/Training/Events/ Materials	2,591	321
Childcare	750	-
Outings	350	-
Advertising & Publicity	375	-
Total Direct	<u>12,391</u>	<u>3,780</u>
3 (b) Charitable Support Costs		
Stationery/Postage/Printing	-	616
Professional Fees	-	450
Tel/Internet	325	-
Admini/Filing	1,916	113
Total Support	<u>2,241</u>	<u>1,179</u>
3(c) Governance		
Independent Examination	550	500
Total Governance	<u>550</u>	<u>500</u>
Total Expenditure	<u>15,182</u>	<u>5,459</u>
4 Cash at Bank and in Hand		
Current Account-HSBD	13,286	17,437
Petty Cash	-	-
Total Cash	<u>13,286</u>	<u>17,437</u>
5 Fixed Assets		
	Computers & Equipment	Total
As at 2/04/2016	6,500	6,500
Additions		
As at 31/03/2017	6,500	6,500
Dedpreciation		
As at 01/04/2016	6,500	6,500
Charge for year		
As at 31/03/2017	6,500	6,500
Net Book Values		
As at 31/03/206	-	-
As at 31/03/207	-	-

**CITIZEN DEVELOPMENT COMMUNITY CENTRE DIRECTOR'S REPORT AND ACCOUNTS FOR THE YEAR ENDED
31st MARCH 2017**

Notes to the accounts continued.....

6 Net income/(expenditure) for the year

This is stated after charging:

2016/17	2015/16
£'000	£'000

7 Examiner's remuneration:

Examination Fees	550	500
Professional fees	1,350	300
	<u>1,900</u>	<u>800</u>

8 Creditors: amounts falling due within one year

Creditors and accruals		
Independent Examination	550	500
Professional Services	1,350	300
	<u>1,900</u>	<u>800</u>

9 Analysis of staff costs, trustee remuneration and expenses,

Salaries and wages	4,875	2,125
	<u>4,875</u>	<u>2,125</u>

No employees had employee benefits in excess of £60,000 : (2016: nil).

The charity trustees were not paid or received any other benefits from employment with the charity in the year (2016: £nil) neither were they reimbursed expenses during the year (2016: £nil). No charity trustee received payment for professional or other services supplied to the charity (2015: £nil)

10 Staff Numbers

The average monthly head count was 2 staff (2016: 2 staff) and the average monthly number of full-time equivalent employees (including casual and part-time staff) during the year were as follows:

	2016/17	2015/16
	Number	Number
Education including General	1	1
	<u>0.5</u>	<u>0.5</u>

11 Grants

Income from donors comprises performance related grants made by charitable trusts to fund the activities of the charity.

. See note 12 for more information and to the amount and source of these grants.

12 Revenue funding

BBC CHILDREN IN NEED	-	1,840
Princes Trust	-	1,000
Peoples Health Trust	9,332	-
	<u>9,332</u>	<u>2,840</u>

All the above funding was received to provide services, e.g. tuition. out of school and Health & well being activities has been included in the financial statements under incoming resources from charitable activities.

**CITIZEN DEVELOPMENT COMMUNITY CENTRE DIRECTOR'S REPORT AND ACCOUNTS FOR THE YEAR ENDED
31st MARCH 2017**

Notes to the accounts continued.....

13 Analysis of charitable funds

	Balance				Funds
	01-Apr-16	Income	Expenditure	Transfers	31-Mar-17
	£'000	£'000	£'000	£'000	£'000
Restricted funds					
BBC CHILDREN IN NEED	5,632	-	5,632	-	-
Biig Lottery- Awards for All	530	-	530	-	-
#REF!	-	-	-	-	-
Peoples Health Trust	-	9,332	2,600	-	6,732
	6,162	9,332	8,762	-	6,732
Un Restricted funds					
General	10,474	600	6,420	-	4,654
	10,474	600	6,420	-	4,654
Total Funds	16,636	9,932	15,182	-	11,386

14 Analysis of group net assets between funds

	Un Restricted	Restricted	Total
	Fund	Fund	Funds
	£'000	£'00	
Tangible fixed assets	-	-	-
Current Assets	6,554	6,732	13,286
Liabilities	- 1,900	-	1,900
Balance of Funds	4,654	6,732	11,386

15 Contingencies and contractual commitments

In the opinion of the Directors. At 31st March 2017, there were no contingent liabilities and contractual commitments.