

CITIZEN DEVELOPMENT COMMUNITY CENTRE

**DIRECTORS REPORT AND FINANCIAL STATEMENTS FOR THE YEAR
ENDED 31ST MARCH 2014**

Charity Registration No: 1099862

Company Registration No: 04921969

Funded & Supported By



WEDNESDAY



A3NE69XK

A26

24/12/2014

#474

COMPANIES HOUSE

CITIZEN COMMUNITY DEVELOPMENT CENTRE DIRECTORS REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2014

**CONTENTS OF THE FINANCIAL STATEMENTS FOR THE YEAR
ENDED 31st MARCH 2014**

CONTENTS	PAGE
Reference and administration	3
Report of the Trustees	4-6
Independent Examiner's Report	7
Statement of Financial activities	8
Balance Sheet	9
Notes to the Financial Statements	10-12

CITIZEN COMMUNITY DEVELOPMENT CENTRE DIRECTORS REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2014

CITIZEN DEVELOPMENT COMMUNITY CENTRE

REFERENCE AND ADMINISTRATIVE INFORMATION

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

Mr Abul Kashem Khan	Chair
Mr Sabbir Ahmed Chowdhury	Treasurer
Mr Mohammed Muzibur Rahman	
Mrs Farhana Pandor	
Mrs Ruhena Begum	
Mrs Rumi Begum	

Company Secretary: Rumi Begum

Registered Office
254 Katherine Road
Forest Gate
London E7 8NP

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 COMMUNITY DEVELOPMENT CENTRE DIRECTORS REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2014

REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31ST MARCH 2014

Introduction

The Directors present the financial statements of the charitable company for the year ended 31st March 2014. The financial statements have been prepared in accordance with the accounting policies set out on page 20 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 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.

Objectives for the year

Our objective for this financial year is to raise funding from various sources so that we can:

- extend our existing project,
- set up educational and enrichment projects for young people.
- set up an employment project for BME women's.
- increase the participators capacity for various projects.

Strategies for achieving the objectives

- sourcing funding from various grant-providing sources

CITIZEN COMMUNITY DEVELOPMENT CENTRE DIRECTORS REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2014

- Promoting activities to the local community
- Deliver the activities to the needed people especially hard to reach community
- Working and building partnership with local Authority and other organisations

Activities during the year

Provided the following:

- ESOL Classes for BME women's.
- Henna Art
- Asian Dress Making
- Indian Music classes
- Welfare Advice
- Mother Tongue Classes
- Provide social care training for people who will be interested to work in care services
- Provide a women's drop in session
- Saturday and After schools Club
- IT classes

Operational Performance during the year

- increased participation of the local people in the centre.
- use resources wisely and effectively for the projects.
- managed to increase partnership activity with other organisations.
- Increased the Information technology by provision of new computers

Plans for the future-what we will do in 14/15

Plans for the future are as for 2014/15 as some of these were not met in in the year ending 31st March 2014 due shortage of funding.

Funding

As part of our fundraising strategy and sustainability, for the coming year 2014/15, we have made applications to Awards for All, BBC Children in Need and others to increase service provision and will seek to:

- funding to secure existing activities.
- secure employment of 3 full-time staff for the centre, for the post of Centre Manager, Admin and finance office and welfare advisor.

We are grateful to Clothworkers Foundation who made it possible for the charity to increased existing activities in 2012/13, by funding the renewal of equipment which we need to utilize with additional funding being sought in 2014/15 enabling increasing provision for After Schools and Sturdy School

Financial Review

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 £9,915 and direct charitable expenditure and support costs of £9,753 There was a surplus/(loss) of income over expenditure of £163 (2013: (£1,662) surplus of income over expenditure of £1,662)

CITIZEN COMMUNITY DEVELOPMENT CENTRE DIRECTORS REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2014

Funds and Reserves

The total funds carried forward of £9108, include unrestricted funds including General Reserve carried forward of £7,482. The directors consider this level of general reserves as insufficient and are developing strategies for fundraising.

Risk Review

The major risks to which the charity is exposed have been reviewed and systems are being established to mitigate those risks. Also, funding risk is being addressed by a better spread among the various funders.

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 26th July 2014



Mrs Rumi Begum Company Secretary

CITIZEN COMMUNITY DEVELOPMENT CENTRE DIRECTORS REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2014

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CITIZEN COMMUNITY DEVELOPMENT CENTER (CCDC) (A Company Limited by Guarantee No. 04921969, charity No: 1099662)

I report on the accounts of Citizen Community Development Centre (CCDC) for the year ended 31 March 2014 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 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: 26th July 2014

CITIZEN COMMUNITY DEVELOPMENT CENTRE DIRECTORS REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2014

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31st MARCH 2014

		Un Restricted	Restricted	Total 2013/14	Total 2012/13
INCOME	Notes				
Grants		-	-	-	-
Donations		990	-	990	1,500
Activities for generating Income		6,554	-	6,554	7,746
Other Income		126	-	126	50
Membership		550	-	550	200
Fundraising		821	-	821	350
Total Income	2	9,916	-	9,916	9,936
EXPENDITURE					
Programme Running Costs	3	1,595	1,625	2,770	6,032
Programme Direct Costs	4	6,532	-	6,532	5,256
Governance Costs		450	-	450	270
Total Expenditure		9,752	1,625	9,752	9,742
Surplus/(Deficit)		1,789	(1,625)	164	(1,622)
Transfers between reserves		-	-	-	-
As at 1st April 2013		5,694	3,250	8,944	10,566
Carried Forward 31/03/14		7,483	1,625	9,108	8,994

CITIZEN COMMUNITY DEVELOPMENT CENTRE DIRECTORS REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2014

BALANCE SHEET AS AT 31ST MARCH 2014

	Notes	2013/14 £	2012/13 £
FIXED ASSETS		1,625	3,250
CURRENT ASSETS			
Debtor		-	1,236
Bank & Cash	5	<u>7,833</u>	<u>4,808</u>
		<u>7,833</u>	<u>9,294</u>
CURRENT LIABILITIES			
Creditors & Accruals	6	<u>(350)</u>	<u>(350)</u>
NET CURRENT ASSETS		<u>7,483</u>	<u>8,944</u>
TOTAL NET ASSETS		<u>9,108</u>	<u>8,994</u>
RESERVES			
Unrestricted (Revenue Fund)		7,483	8,944
Restricted (Capital Fund)		1,625	3,250
		<u>=====</u>	<u>=====</u>
	7	<u>9,108</u>	<u>8,994</u>
		<u>=====</u>	<u>=====</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 May 2014 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*

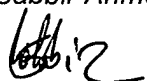
The financial statements were approved by the Board of Directors on 26th July 2014.

SIGNED ON BEHALF OF THE BOARD:


Mrs Rumi Begum

Company Secretary

Mr Sabbir Ahmed Chowdhury



Treasurer

CITIZEN COMMUNITY DEVELOPMENT CENTRE DIRECTORS REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2014

NOTES TO THE FINANCIAL STATEMENTS

ACCOUNTING POLICIES

1 The following accounting policies have been used consistently in dealing with items which are considered material in relation to the Citizen Development Centre

(a) Basis of preparation

The financial statements have been prepared under the historical cost conversion.

(b) Fund-accounting

Unrestricted funds are funds, which as such are available for use or retention at the discretion of the directors in accordance with the charity's objects.

Designated funds comprise funds, which have been set aside by the directors for specific purposes.

Restricted funds are funds subject to specific restrictive conditions imposed by the donors or by the declared purpose.

(c) Incoming resources

All income is accountable for on a receivable basis. Any general-purposes grants whose use is restricted by the grantor to some future accounting period are accounted for as differed income until the restriction has been satisfied

(d) Resources expended

All expenditure is accounted for on accruals basis and where incurred directly to further the charity's charitable objectives is shown under the heading of direct charitable expenditure.

(e) No amounts are included in the financial statements for services donated by volunteers.

(f) Depreciation

Depreciation is provided on all tangible fixed assets at calculated rates to write off cost on a straight-line basis over their expected economic lives as follows:

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

Assets under £500 are not capitalised

2. Incoming Resources:

	Un Restricted	Restricted	Total 2013/14	Total 2012/13
INCOME				
Donations	990	-	990	1,500
Activities for generating Income	6,554	-	6,554	7,746
Other Income	126	-	126	50
Membership	550	-	550	200
Fundraising	821	-	821	350
Total Income	9,916	-	9,916	9,936

CITIZEN COMMUNITY DEVELOPMENT CENTRE DIRECTORS REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2014

Notes to accounts continued....

3. Project Running Costs

	2013/14 £	2012/13 £
Stationery/Postage/Print	625	222
Professional Fees	100	127
Depreciation	1,625	1,625
Accounting	350	350
Tel/Internet	520	500
Admin/filing	-	900
Governance	-	150
	-----	-----
	3,220	3,874
	-----	-----

Project Direct Costs

Sessional Staff/Tutors	1,944	4,397
Volunteers	840	1,581
Venue Hire/Rent	1,538	1,495
Activities/Training/Events/outings	1,275	1,928
Equipment /materials	9365	-
	-----	-----
	6,532	9,401
	-----	-----

4. Cash at Bank and in Hand

Current Account National Wide	-	258
Current Account HSBC	7,832	4,500
Petty Cash	-	10
	-----	-----
	7,832	4,808
	-----	-----

5. Fixed Assets

Cost	Computers& Equipment	Total
As at 1/04/13	6,500	6,500
Additions	-	-
As at 31/03/14	6,500	6,500
Depreciation		
As at 1/04/13	3,250	3,250
Charge for Year	1,625	1,625
As at 31/03/14	4,875	4,875
Net Book Values		
As at 31/03/13	4,875	4,875
As at 31/03/14	1,625	1,625

CITIZEN COMMUNITY DEVELOPMENT CENTRE DIRECTORS REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2014

Notes to accounts continued....

	2013/14 £	2012/13 £
6. Creditors & Accruals		
Accountancy /Volunteers	3,50	350
Consultancy Fees	100	-
	-----	-----
	450	350
	-----	-----

7 Analysis of Funds

	As @ 1/04/13 £	Received £	Expenditure £	Capitalised £	Trsf As 1 @ 31/03/14 £
<u>Restricted</u>					
Clothworkers	3,250	-	(1,625)	4,875	- 1,625
<u>Unrestricted</u>					
General	7,316	9,916	(8,128)	-	- 7,483
	=====	=====	=====	=====	=====
Total	10,566	9,916	(9,7536)	4,875	- 9,108
	=====	=====	=====	=====	=====

Funds as at 31st March 2014

	Restricted	unrestricted	Total
	£	£	£
Fixed Assets	1,625	-	1,625
Current Assets	-	7,833	7,483
Liabilities	-	(350)	(350)
Balance	1,625	7,483	9,108

8 Directors

None of the directors received remuneration during the year and no director received any benefits from the charity.

Contingencies and contractual commitments

In the opinion of the directors, at 31.03.14, there were no contingent liabilities and contractual commitments