

CITIZEN DEVELOPMENT COMMUNITY CENTRE

*DIRECTORS REPORT AND FINANCIAL STATEMENTS FOR THE
YEAR ENDED 31st MARCH 2015*

Charity Registration No: 109.9662

Company Registration No:04921969

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**CITIZEN DEVELOPMENT COMMUNITY CENTRE DIRECTORS REPORT AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2015**

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ENDED 31st MARCH 2015**

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**CITIZEN DEVELOPMENT COMMUNITY CENTRE DIRECTORS REPORT AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2015**

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: .

Mrs Ruhena Begum Chair
Mr Abul Kashem Khan (Resigned in 1st October 2015)
Mr Sabbir Ahmed Chowdhury Treasure
Mrs Farhana Pandor
Yasin Miah

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 DEVELOPMENT COMMUNITY CENTRE DIRECTORS REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2015

REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31st MARCH 2015

Introduction

The Directors present the financial statements of the charitable company for the year ended 31st March 2015. 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 DEVELOPMENT COMMUNITY CENTRE DIRECTORS REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2015

- 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.
- Welfare Advice
- Provide a women's drop in session
- Saturday and After schools Club

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 15/16

Plans for the future are as for 2015/16 as some of these were not met in the year ending 31st March 2015 due shortage of funding.

Funding

As part of our fundraising strategy and sustainability, for the coming year 2015/16, 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.

We are grateful to BBC Children In Need and Awards for All who made it possible for the charity to increased existing activities in 2014/15, by funding the revenue costs which we need to utilize capital costs funded by Clothworker Foundation 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 £17,482 and direct charitable expenditure and support costs of £9,638 There was a surplus/(loss) of income over expenditure of £8,344 (2014: surplus of income over expenditure of £164)

**CITIZEN DEVELOPMENT COMMUNITY CENTRE DIRECTORS REPORT AND
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Funds and Reserves

The total funds carried forward of £17,452, include unrestricted funds including General Reserve carried forward of £9,205. 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 21st December 2015

Mrs Rumi Begum-Secretary

Rumi Begum

**CITIZEN DEVELOPMENT COMMUNITY CENTRE DIRECTORS REPORT AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2015**

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

I report on the accounts of Citizen Development Community Centre (CDCC) 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 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 no 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.



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

Date: 21st December 2015

**CITIZEN DEVELOPMENT COMMUNITY CENTRE DIRECTORS REPORT AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2015**

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31st MARCH 2015

		Un Restricted	Restricted	Total 2014/15	Total 2013/14
INCOME	Notes				
Grants		-	17,482	17,482	-
Donations		-	-	-	990
Activities for generating Income		-	-	-	6,554
Other Income		500	-	500	126
Membership		-	-	-	200
Fundraising		-	-	-	821
Total Income	2	500	17,482	17,982	9,916
EXPENDITURE					
Programme Running Costs	3	53	235	288	2,770
Programme Direct Costs	4	-	9,000	9,000	6,532
Governance Costs		350	-	350	450
Total Expenditure		403	9,235	9,638	9,752
Surplus/(Deficit)		97	8,247	8,344	164
Transfers between reserves		-	-	-	-
As at 1st April 2014		9,108	-	9,108	8,944
Carried Forward 31/03/15		9,205	8,247	17,452	9,108
		== :	== :	== :	== :

CITIZEN DEVELOPMENT COMMUNITY CENTRE DIRECTORS REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2015

BALANCE SHEET AS AT 31st MARCH 2015

	Notes	2014/15 £	2013/14 £
FIXED ASSETS		-	1,625
CURRENT ASSETS			
Debtor		500	-
Bank & Cash	5	17,302	7,833
		<u>17,802</u>	<u>7,833</u>
CURRENT LIABILITIES			
Creditors & Accruals	6	(350)	(350)
NET CURRENT ASSETS		<u>17,452</u>	<u>7,483</u>
TOTAL NET ASSETS		<u>17,452</u>	<u>9,108</u>
RESERVES			
Unrestricted (Revenue Fund)		9,205	7,483
Restricted (Revenue Fund)		8,247	1,625
	7	<u>17,452</u>	<u>9,108</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 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 21st December 2015.

SIGNED ON BEHALF OF THE BOARD:

Mrs Rumi Begum (Secretary)

Rumi Begum

Mr Sabbir Ahmed Chowdhury (Treasurer)

Sabbir

CITIZEN COMMUNITY DEVELOPMENT CENTRE DIRECTORS REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2015

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 Community 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 deferred 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 2014/15	Total 2013/14
INCOME				
Donations	-	-	-	990
Activities for generating Income	-	-	-	6,554
Other Income	500	-	500	126
Membership	-	-	-	550
Fundraising	-	-	-	821
Total Income	500	-	500	9,916

**CITIZEN DEVELOPMENT COMMUNITY CENTRE DIRECTORS REPORT AND
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Notes to accounts continued....

3. Project Running Costs

	2014/15	2013/14
	£	£
Stationery/Postage/Print	235	625
Professional Fees	-	100
Tel/Internet	53	520
Admin/filling	-	-
Governance	-	-
	288	1,245
	-----	-----

Project Direct Costs

Sessional Staff/Tutors	3,040	1,944	
Volunteers	725	840	
Venue Hire/Rent	3,060	1,538	
Activities/Training/Events/outings	550	1,275	
Equipment /materials	-	9,532	
Depreciation	1,625	1,625	1,625
	9,000	8,157	
	-----	-----	

Cash at Bank and in Hand

Current Account National Wide	-	-
Current Account HSBC	17,227	7,832
Petty Cash	25	-
	17,302	4,808
	-----	-----

4. Fixed Assets Cost

	Computers& Equipment	Total
As at 1/04/14	6,500	6,500
Additions	-	-
As at 31/03/15	6,500	6,500
Depreciation		
As at 1/04/14	4,875	4,875
Charge for Year	1,625	1,625
As at 31/03/15	6,500	6,500
Net Book Values		
As at 31/03/14	1,625	1,625
As at 31/03/15	-	-

**CITIZEN DEVELOPMENT COMMUNITY CENTRE DIRECTORS REPORT AND
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Notes to accounts continued....

	2014/15 £	2013/14 £
6. Creditors & Accruals		
Accountancy /Volunteers	350	350
	-	100
	350	450
	-----	-----

7 Analysis of Funds

	As @ 1/04/14 £	Receive £	Expenditure £	Capitalised £	Trsf As 1 @ 31/03/15 £
Restricted					
Capital	1,625	-	(1,625)	-	-
Revenue	-	17,482	(6,025)	-	11,457
Unrestricted					
General	7,483	-	(1,488)	-	7,483
Total	9,108	17,482	(9,138)	= = =	17,452

Funds as at 31st March 2015

	Restricted £	unrestricted £	Total £
Fixed Assets	-	-	-
Current Assets	8,247	9,555	17,802
Liabilities	-	(350)	(350)
Balance	8,247	9,205	17,452

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 31.03.15, there were no contingent liabilities and contractual commitments