AAPNA SERVICES LIMITED STATEMENT OF ACCOUNTS YEAR ENDED 31ST MARCH 2017



COMPANY NUMBER: 07139585

CHARITY NUMBER: 1136376

MANAGEMENT COMMITTEE REPORT FOR THE YEAR ENDED 31ST MARCH 2017

The Trustees present their report and the unaudited financial statements of the charity for the year ended 31st March 2017. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and 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 published on 16 July 2014 (as amended by Update Bulletin 1 published on 2 February 2016.

The trustees are directors of the Company for the purposes of the Companies Act 2006.

Reference and administrative information

Charity registration number 1136376

Company registration number 07139585

> 406 Linthorpe Road Middlesbrough TS5 6HF

133 0

Company secretary and manager

Management CommitteeAli AbbassChairGurprit Singh KahlonTreasurer

Wahida Hussain Snober Mughal Dinesh Kumar Puri

Karen Fall Resigned 30th April 2016
Röbert Moss Resigned 30th September 2016

Anu Ahitan Appointed 9th January 2017

Independent Examiner Mr J Gresham FCCA

Baldwins (Guisborough) Limited

Chartered Accountants New Garth House Upper Garth Gardens

Guisborough TS14 6HA

Anita Puri

Bankers Barclays Bank plc

Linthorpe Road Middlesbrough

MANAGEMENT COMMITTEE REPORT FOR THE YEAR ENDED 31ST MARCH 2017

Structure, governance and management

Governing Document

The charity is a company, limited by guarantee, incorporated on 20th January 2010 and registered as a charity on 15th June 2010. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of its being would up, members are required to contribute an amount not exceeding £10.

Recruitment, appointment and training of Trustees

The trustees are recruited from a pool of individuals who support the organisation. Potential trustees are briefed by the manager and given copies of relevant policies and procedures and appropriate training of roles and responsibilities is carried out.

Risk management

The trustees constantly review the risks to which the charity is exposed and to this end they put in place systems and strategies to minimise those risks.

Organisational Structure

The trustees are responsible for the strategic objectives of the charity. The day to day running of the organisation is delegated to the manager who regularly reports to the trustees.

Related Parties

There are no related parties other than Trustees and their immediate family.

MANAGEMENT COMMITTEE REPORT FOR THE YEAR ENDED 31ST MARCH 2017

Objectives and Activities

The objects of the charity as set out in its Memorandum of Association are:

To promote social inclusion for the public benefit by working with people from black and minority ethnic (BME) backgrounds who are socially excluded on the grounds of their ethnic origin, religion, belief or creed in particular but not exclusively by:

- 1. Providing a local network group that encourages and enables the said beneficiaries to participate more effectively with the wider community
- 2. Increasing or co-ordinating opportunities for the said beneficiaries to engage with service providers, to enable those providers to adapt services to better meet the needs of the beneficiaries.
- 3. To preserve and protect the health of those caring for people with physical, mental, learning or sensory impairment within the family home by offering a respite service through the provision of community based care.
- 4. To relieve financial hardship among BME people and their dependents living in Middlesbrough and neighbouring areas by associating together the Local Authorities, Voluntary and other organisations in a common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for BME people.
- 5. To relieve vulnerable people resident in social housing who are in need, by providing specially designed or adapted housing, and items, services or facilities calculated to relieve the needs of such persons.

The trustees have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charity Commission.

Achievements and performance

Chairman's report

Aapna has been consistently working hard to achieve its objectives. Aapna had outgrown the available space at the International centre therefore moved into a temporary accommodation at 406 Linthorpe Road. The building work on the acquired land has started and the completion date is August 2017. It has been strengthening its position by improving and expanding its services. The move will ensure the services are meeting the needs of all the communities.

Milan Group: This group runs three times a week now to offer services to women with mental health problems from BME background. We have started to receive referrals from our neighbouring authorities for women to attend the day care provision. This service has got reputation among professionals and BME people. Many different therapies are used to assist women to improve their quality of life. They are well supported by support workers. Information and advice is provided through advocacy service.

Counselling Services: Our counselling service has been very successful provided by the bilingual counsellor with the help of grant from The Big Lottery to provide talking therapies to individuals to support them with self-management of their mental health problems. The whole term of the project has been very successful and it has exceeded its targets. The lottery grant has come to an end but we are managing to sustain the project through our mainstream resources. We have established good working partnership with the Clinical Commissioning Group, different GP practices, Alliance Psychological Services, Middlesbrough and Stockton Mind and Halo project.

MANAGEMENT COMMITTEE REPORT FOR THE YEAR ENDED 31ST MARCH 2017

Older People Day Care: This provision is provided to support elderly BME population to enhance their life experiences, to improve social contact and to eliminate isolation. Older men's day care has been set up and the attendance has been gradually increasing.

Learning Disability Day Care: LD day care provision is well established. Aapna provides day care to 13-15 service users at one time. The support provided is structured around individual's needs. Many indoor and outdoor community activities are carried out to teach new skills. The demand to provide community support to individuals with learning disability has increased.

Social Club: This group is set up for people with learning disability from the BME communities to meet once a week to do an activity of their choice in the evening. This service offers some respite to carers and also gives the opportunity to service users to build up their social network.

Domiciliary Care/Home Care: This service has become established now. It provides community support to individuals to keep them living independently in the community as long as possible. Aapna has been working hard to negotiate with local authorities to secure more contracts to make the service financially sustainable and has managed to win new contracts. Two full time jobs to manage the contracts have been created.

Advocacy: Aapna managed to secure some more funding to continue with the advocacy service. Specialist service of Advocacy has been set up with the funding from Comic Relief to provide support to people with Dementia.

Dementia: A specialist dementia service with the help financial help from South Tees CCG for BME groups has been set up and a dementia lead officer has been appointed to manage the service. Various workshops and focus groups in partnership with health have been carried out to raise the awareness of Dementia among BME groups. Information packs have been prepared and support group for people with Dementia has been set up.

Reserves Policy

The Trustees have established that the organisation should aim to build up free reserves of approximately 6 months' running costs, which would be around £236,000. Free reserves at 31st March 2016 were £155,860. The drop in free reserves resulted from the reserves allocated to building the new centre but the trustees are confident that free reserves will increase during 2017/18 to the level set out in the reserves policy.

Financial review

The Statement of Financial Activities shows the result of the charity for the year. At 31st March 2017, the charity had spent a total of £572,044 on the new centre at Eastbourne Road which is scheduled to be completed in summer 2017, with a further approximately £275,000 to be spent in 2017/18.

MANAGEMENT COMMITTEE REPORT FOR THE YEAR ENDED 31ST MARCH 2017

Statement of trustees' (directors') responsibilities

The trustees (who are also directors of Aapna Services Limited for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Gurprit Singh Kahlon

Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF AAPNA SERVICES LIMITED

I report on the accounts of the company for the year ended 31st March 2017 which are set out on pages 7 to 17.

Respective responsibilities of trustees and 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. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

Having satisfied myself that the charity is not subject to 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 Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's statement

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 accounts 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
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Mr J Gresham FCCA
Baldwins (Guisborough) Limited
Chartered Accountants

New Garth House Upper Garth Gardens Guisborough TS14 6HA

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)

YEAR ENDED 31ST MARCH 2017

	Note	Unrestricted Funds £	Restricted Funds £	2017 Total Funds £	2016 Total Funds £
INCOME		-	-	-	-
Donations Income from charitable activities	2	4679 630220	- 113996	4679 744216	2420 615590
Total incoming resources		634899	113996	748895 ——	618010
EXPENDITURE					
Expenditure on charitable activities Costs of activities	3	432542	37761	470303	349337
Governance costs	3	1096	<u> </u>	1096	1014
Total expenditure		433638	37761	471399 ——	350351
Net income		201261	76235	277496	267659
Transfers between funds		76235	(76235)	-	-
Net movement in funds		277496		 277496	267659
Fund balances brought forward		732738	-	732738	465079
FUND BALANCES CARRIED FORWARD	10	1010234	-	1010234	. 732738 =====

BALANCE SHEET

AS AT 31ST MARCH 2017

		20	017	20	16
	Note	£	£	£	£
FIXED ASSETS	4		579374		80550
CURRENT ASSETS					
Debtors	5	57215		64392	
Cash at Bank and in Hand		426753		599324	
		483968		663716	
CURRENT LIABILITIES					•
Creditors & Accruals	6	(53108)		(11528)	
					
			430860		652188
	,				
NET ASSETS			1010234		732738
					
FUNDS	10				
Unrestricted Funds	10				
-General Funds			163189		382738
-Designated Fund			847045		350000
Restricted Funds			-		-
					
			1010234		732738
			=		

For the year ending 31st March 2017 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Committee:

Gurprit Singh Kahlon

Trustee

NOTES TO THE ACCOUNTS

1. ACCOUNTING POLICIES

(a) General information and basis of preparation

Aapna Services Limited is a company limited by guarantee and registered in England. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 2 of these financial statements. The nature of the charity's operations and principal activities are the informal education of young people aged 8 to 16 years who are experiencing social exclusion and/or disadvantage.

The charity constitutes a public benefit entity as defined by FRS 102. 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) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2017 and UK Generally Accepted Practice as it applies from 1 January 2015.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

The charity adopted SORP (FRS 102) in the current year but this has not affected the financial position or performance.

(b) Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

NOTES TO THE ACCOUNTS

1. ACCOUNTING POLICIES

(c) Income recognition

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Annual Report.

For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. At this point income is recognised. On occasion legacies will be notified to the charity however it is not possible to measure the amount expected to be distributed. On these occasions, the legacy is treated as a contingent asset and disclosed.

Investment income is earned through holding cash in a deposit account and is recognised when it is earned.

(d) Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. All direct costs relate to the charity's charitable activities.

NOTES TO THE ACCOUNTS

1. ACCOUNTING POLICIES

(e) Support costs allocation

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources.

The analysis of these costs is included in note 3.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

(f) Tangible fixed assets

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Fixtures and fittings

25% straight line.

Mini Bus

25% straight line

Freehold land is not depreciated.

(g) Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

(h) Provisions

Provisions are recognised when the charity has an obligation at the balance sheet date as a result of a past event, it is probable that an outflow of economic benefits will be required in settlement and the amount can be reliably estimated.

NOTES TO THE ACCOUNTS

1. ACCOUNTING POLICIES

(i) Employee benefits

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

The charity operates a defined contribution plan for the benefit of its employees. Contributions are expensed as they become payable.

(j) Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

(k) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

NOTES TO THE ACCOUNTS

2.	INCOME FROM CHARITABLE ACTIVITIES	Unrestricted Funds	Restricted Funds	Total 2017	Total 2016
		£	£	£	£
	Big Lottery	-	13640	13640	22747
	Ballinger Trust	-	25000	25000	-
	The Clothworkers' Foundation	-	50000	50000	-
	Comic Relief	-	24121	24121	23193
	Counselling services	10970	-	10970	11050
	Personal budget contracts	579601	-	579601	442610
	Direct commissioning	35233	-	35233	17005
	Activities and trips	1508	-	1508	6839
	Other income	2908	1235	4143	3743
	Northern Rock Foundation	-	-	-	38000
	TVU Wages Subsidy	-	· -	-	5872
	Community Foundation	<u>-</u>		-	3000
	Dementia Service	-	-	-	36346
	Government growth voucher	-	-	-	1920
	Workforce Development Fund	-	-	-	3265
	·				
		630220	113996	744216	615590
					<u> </u>

Of the £748895 income in 2017 (2016: £618010), £634899 was unrestricted funds (2016: £489932) and £113996 was restricted funds (2016: £128078).

NOTES TO THE ACCOUNTS

3.	TOTAL EXPENDITURE			2017	2016
		Charitable	Governance	Total	Total
		Activities	Costs		
		£	£	£	£
	Costs directly allocated to activities				
	Salaries	280576	-	280576	205198
	Recruitment expenses	-	-	-	3727
	Premises costs and hall hire	29267	-	29267	24932
	Beneficiaries' coach travel	34129	-	34129	21481
	Mini bus and car expenses	11058	-	11058	3364
	Staff travel & training	5469	-	5469	4911
	Food & refreshment purchases	5649	-	5649	6126
	Kitchen consumables	1130	-	1130	1622
	Activities and trips	9195	-	9195	12025
	Miscellaneous	2031	-	2031	1648
	Depreciation	6130	-	6130	6406
	Accountancy	-	960	960	900
	Marketing	-	· -	-	1390
	IT equipment and software	2210	-	2210	1772
	Consultancy	5652	-	5652	7448
	Hire purchase interest	280	-	280	529
	Support costs allocated to activities				
	on the basis of usage				
	Salaries	71452		71452	42496
	Telephone	1229	136	1365	1137
	Printing and stationery	2410		2410	750
	Insurance	2436	-	2436	2489
		470303	1096	471399	350351
		====			

Of the £471399 expenditure in 2017 (2016: £350351), £433638 was charged to unrestricted funds (2016: £222273) and £37761 to restricted funds (2016: £128078).

NOTES TO THE ACCOUNTS

4. FIXED ASSETS

	Equipment	Mini Bus	Land & Buildings	Total
	£	£	£	£
COST				
At 1 st April 2016	5283	21331	68825	95439
Additions	1734	-	503220	504954
At 31 st March 2017	7017	21331	572045	600393
DEPRECIATION				
At 1 st April 2016	4194	10695	-	14889
Charge for the year	798	5332	· -	6130
				
At 31 st March 2017	4992	16027	<u> </u>	21019
NET BOOK VALUE				
At 31 st March 2017	2025	5304	572045	579374
		====		
At 31 st March 2016	1089	10636	68825	80550
				

Hire purchase agreements

Included within the net book value of £579374 is £5304 (2016: £10636) relating to assets held under hire purchase agreements. The depreciation charged to the financial statements in the year in respect of such assets was £5332 (2016: £5332).

5. DEBTORS

э.	DEDIOKS		
		2017	2016
		£	£
	Trade debtors	55091	64392
	Other debtors and prepayments	2124	-
		57215	64392
6.	CREDITORS AND ACCRUALS	2017	2016
		£	£
	Trade creditors	44627	1977
	Social security and other taxes	3250	3345
	Other creditors and accruals	3429	1000
	Hire purchase	1802	5206
		53108	11528

NOTES TO THE ACCOUNTS

7. EMPLOYEE EMOLUMENTS

There were no employees whose remuneration defined for taxation purposes amounted to greater than £60,000.

	2017	2016
	£	£
Wages and Salaries	334020	223908
Social Security costs	13372	8691
Pension costs	4636	15095
		
	352028	247694

The average number of employees during the year was 33 (2016: 27).

8. TRUSTEE EXPENSES

No expenses were paid to Trustees in the year.

9. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted	Restricted	
	Funds	Funds	Total
	£	£	£
Fixed Assets	579374	-	579374
Net Current Assets	430860	-	430860
	1010234	~	1010234
			

NOTES TO THE ACCOUNTS

10. MOVEMENT IN FUNDS

	Opening balance	Incoming Resources	Resources Expended	Transfers	Closing Balance
	£	£	£	£	£
Restricted Funds					
Big Lottery	-	13640	13640	-	-
Comic Relief	-	24121	24121	-	-
Ballinger Trust	-	25000	-	(25000)	-
The Clothworkers' Founda	ition -	50000	· -	(50000)	-
Donations for new building	g -	1235	-	(1235)	-
Total Restricted Funds	-	113996	37761	(76235)	-
Unrestricted Funds					
General Funds	382738	634899	433638	(420810)	163189
Designated Funds					
New Building Fund	350000		-	(75000)	275000
Fixed Asset Fund	-	-		572045	572045
					
Total Funds	732738	748895	471399	-	1010234

Transfers

Transfers relate to equipment and buildings purchased out of restricted or designated funds which can then be transferred to general funds.

Big Lottery Fund Grant

This grant was for capital expenditure, salaries and general running costs.

Comic Relief Grant

This grant is for advocacy service for Dementia, for capital expenditure, salaries and general running costs.

Ballinger Trust and Clothworkers' Foundation

These grants were both towards the cost of the new centre being built by the charity.

Purpose of Designated Funds

The New Building Fund is towards costs to be incurred in early 2017/18 completing the new building.. The Fixed Asset Fund represents the net book value of the new building at the year end.