

# Trustees Report

## Trustees' Report for the year ended 31 Aug 2019

### Introduction

This is a report of I Serve activities and service provision for the year ending August 2019. It contains brief summaries of services provided, with statistics to illustrate what was achieved. Ultimately, it aims to record a year of development and change, as we have continued to build on Path's existing good work. Structure,

### Governance and Management

#### Legal structure

I Serve have been established on 2003 when a constitution was adopted, I Serve operates as a registered Charity (No. 1110682).

#### Organisational Structure

The board of trustee is not subject to maximum trustees but there must always be a minimum of five trustees. The board meets regularly to discuss development, finance and to facilitate effective operations and the delivery of projects. The trustees are responsible for policy formulation and ensuring that the organisation complies with its legal obligations and pursues its objectives.

#### Induction and training of trustees

New trustees are invited to a trustee meeting to brief them of their legal obligations under the charity law, the content of the governing document, the committee and decision making process, the business plan and recent financial performance of the charity. A number of publications from charity commission are provided including the guidance on charities and public benefit. Trustees are aware of their responsibilities to keep abreast of development in relation to the governance of charities under Charities Act.

#### Trustees' responsibilities

The trustees have a duty to identify and review the risk to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and errors.

## Objectives

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*[To relieve poverty and distress, preserve and protect good health and advance the education, employment of BME in the United Kingdom and by provision of advice, information and assistance*

*activities empower local people and improve lives by and to overcome barriers to independent learning, employment and preventing homelessness among BME communities including refugee and asylum seekers.]*



### Our Value

I Serve Statement of Values are underpinned by a set of beliefs and principles These include:

- Provide professional services which promote the cultural values of both the Somali and wider community;
- Maintain professionalism and strive continuously for superior quality;
- Give priority to understanding and addressing the needs of the people and community that we serve;
- Adhere to equal opportunities and recognise and respect cultural diversity;
- Involve a staff and volunteers in decision making;
- Respect privacy and confidentiality among staff and volunteers;

### Volunteers

Use of volunteers the charity is dependent on the voluntary work of the trustees and other volunteers in administering its funds and carrying out its community work. As this work has no tangible value this is not recognized in the financial statement

### Financial Review Reserves policy:

The charity currently operates with minimal reserves. The trustees are endeavoring to build up its donor base with a view to having reserves of three months' operating expenditure, excluding expenditure coming from grants for projects.

### Risk(s) review:

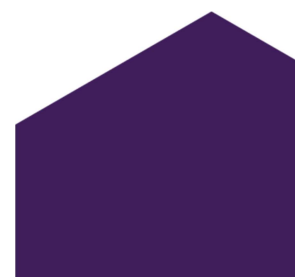
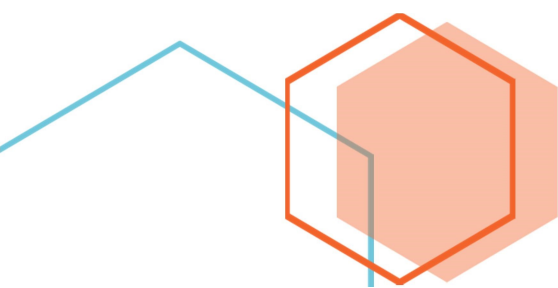
The trustees have recently reviewed the major risks faced by the charity. This has resulted in efforts to look for funds to employ a youth co-coordinator, funding & finance manager in order to increase charity's donor base and to finalize the health and safety review.

Principal funding sources The charity's main sources of income are payments in relation to the supply of donations and grants. The charity received funding from the European Union, British Council and Ecorys

### Activities

We provide a range of support includes providing advocacy, home-based support, and social events. Through volunteers, I-Serve has also supported young people through mentoring in order to raise educational achievement and support personal development. We are currently developing a new project and long term service of a specialist advice service for Family Tax Credits,

I Serve is always seeking the best ways to accomplish our mission and achieve our vision. We focus our day-to-day activities on specific goals to promote the interconnected priorities that comprise our Pillars of Youth Empowerment, Social Responsibility, and Global Perspective. Currently our efforts are geared toward the objectives below and the strategic plans we've developed to realize them.





**Grow Civic Responsibility:** We encourage our young people to be responsible citizens and seek out ways to improve their communities, country, and world. When our members identify opportunities for civic engagement we provide guidance and support so that they can create and lead projects themselves.

**Create cross-cultural education opportunities.** Our work: with the Erasmus+ Program, and many other international networks has enabled young people from UK to participate in education exchanges and youth development programs around the world..

**Encourage volunteer work:** Through our network we provide opportunities for young people to “give back” either through volunteering in specific events, or long term volunteering positions. The more volunteer work a member has done the more dedicated they are to the cause, and so the higher their standing within the organization.

#### **PROGRAMME HIGHLIGHTS:**

- Over 450 individual 16-30 participated I Serve activities over 2018-2019
- Each young person attended on average
- (Erasmus Program) Through this activity participants developed many skills which will enhance their visibility within the community. These included inter-personal skills, practical skills such as planning, organisational, life-skills including teamwork, communication and leadership skills. They also enhanced coping skills and became more aware of ways to maintain positive mental health.
- **Our Mental Health program:** Through the actions of Mental Health Education, we want to provide a set of knowledge and skills to young workers so as to enable them to work in multidisciplinary teams in the network with health professionals, bringing in very institutionalized contexts, tools and practices of education non-formal in supporting young people with mental illness.
- **Tolerance Program:** Encourages tolerance among youngsters, to prevent hate speech, to provide tools to recognize racism and radicalization and to understand how they occur, what are the dangers that arise by them – over 80 young people took part of this project and gave young people a better understanding of intolerance, labeling of migrants, refugees and marginalized groups.
- all participants improved their habits, increased their knowledge and skills. Through the project they developed the communication and presentational skills, they improved their their potential and realized their best sides themselves successfully.
- Significant outcome was achieved for clients the largest ethnic group involved in the projects delivered by I Server identified them self as black or black British (78%).
- The majority of participants (51%) were male and 49% were female. There were spread across the age groups of people receiving support which is in line with the project efforts to target a range of ages.
- 32% said they are able to act as a positive role model, and / or feel empowered and motivated to challenge the views of others to promote community cohesion

I SERVE LIMITED

FINANCIAL STATEMENT

31<sup>st</sup> AUGUST 2019

Company Registration No. 04860134  
Charity No 1110682

**DC Accountancy Services**  
Financial and Management Accountants & IT Consultants  
Tottenham Town Hall, Unit 4, Ground Floor, Town Hal Approach Road  
Tottenham, London N15 4RY

I SERVE LIMITED  
FINANCIAL STATEMENTS  
YEAR ENDED 31st AUGUST 2019  
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I SERVE LIMITED  
FINANCIAL STATEMENTS  
THE DIRECTORS' REPORT  
YEAR ENDED 31st AUGUST 2019

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The directors present their report and the unaudited financial statements of the company for the year ended 31st August 2019.

PRINCIPAL ACTIVITIES

The principal activity of the company is to provide information and advice to the vulnerable people in the Community.

THE DIRECTORS AND THEIR INTERESTS IN SHARES OF THE COMPANY

The directors who served the company during the year together with their beneficial interests in the shares of the company were as follows:

The Directors	Appointed
Mr Rashid Abdilaziz	29/09/08

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

Registered Office  
79 College Road  
Harrow  
Middlesex  
HA1 1BD

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Mr Rashid Abdilaziz

Signed by Order of the Directors

Approved by the directors on 31/10/2019

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I SERVE LIMITED  
FINANCIAL STATEMENTS  
PROFIT AND LOSS ACCOUNT  
YEAR ENDED 31st AUGUST 2019

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TURNOVER

	2019
Sales	91,239
GROSS PROFIT	91,239
Overheads	85,611
Net profit (loss) before tax	5,628
Tax on profit/(loss) on ordinary activities	0
RETAINED PROFIT/(LOSS) FOR THE FINANCIAL YEAR	5,628
Balance brought forward	65,913
Balance carried forward	71,541

None of the company's activities were acquired or discontinued during the above financial year.

The Company has no recognised gains or losses other than the results for the year as set out above.

I SERVE LIMITED  
 FINANCIAL STATEMENT  
 YEAR ENDED 31st AUGUST 2019  
 BALANCE SHEET

	Notes	2019
FIXED ASSETS		
Tangible Assets		1
CURRENT ASSETS		
Debtors	55,861	
Bank and Cash	15,679	
Total	<u>71,540</u>	
CREDITORS: Amounts falling due		
Current Assets Less Current Liabilities		71,540
Total Assets Less Total Liabilities		<u><u>71,541</u></u>
CAPITAL AND RESERVES		
Profit and Loss Account		<u>71,541</u>
Shareholders fund		<u><u>71,541</u></u>

For the year ending of 31st AUGUST 2019 the company was entitled to exemption from under Section 477 of the Companies Act 2006 relating to small companies.

Director's responsibilities:

(I) The members have not required the company to obtain an audit of its accounts for the year in question in accordance with Section 476.

(II) 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 provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the directors on the. --31--/-10---/ 2019 and are signed on their behalf by:

(Company Secretary)  
 Mr Mo Ali

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I SERVE LIMITED  
 FINANCIAL STATEMENTS  
 YEAR ENDED 31st AUGUST 2019  
 NOTES TO THE FINANCIAL STATEMENTS

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1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities.

Turnover

The turnover shown in the profit and loss account represents amounts invoiced during the year, exclusive of Value Added Tax.

Depreciation

Depreciation is calculated so as to write off the cost of an asset over the useful economic life of that asset as follows:

Fixtures & Fittings	25%
Office Equipment	25%

2. OPERATING PROFIT/LOSS

Operating profit/loss is stated after charging:

2019

Directors' emoluments

Depreciation

3. TANGIBLE FIXED ASSETS

	Office Equipment £	Total £
<b>COST</b>		
At 31st August 2019	15,757	15,757
<b>DEPRECIATION</b>		
At 31st August 2018	15,756	15,756
Charge for the year	1	1
<b>TOTAL</b>	<u>15,757</u>	<u>15,757</u>
<b>NET BOOK VALUE</b>		
At 31st August 2019	<u>-</u>	<u>-</u>

I SERVE LIMITED  
FINANCIAL STATEMENTS  
YEAR ENDED 31st AUGUST 2019  
NOTES TO THE FINANCIAL STATEMENTS

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5. CREDITORS: Amounts falling due within one year

2019

Trade creditors

Total

0 0

6. DEBTORS: Amounts falling due within one year

2019

Trade Debtors

Total

0 0

7. RELATED PARTY TRANSACTIONS

The company was under the control of the director throughout the current year.

No transactions with related parties were undertaken such as are required to be disclosed under Financial Reporting Standard 8.

I SERVE LIMITED  
FINANCIAL STATEMENTS  
YEAR ENDED 31st AUGUST 2019  
MANAGEMENT INFORMATION

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The following pages do not form part of the statutory financial statements.

I SERVE LIMITED  
FINANCIAL STATEMENTS  
YEAR ENDED 31st AUGUST 2019  
ACCOUNTANT'S REPORT TO THE DIRECTORS

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As described on the balance sheet you are responsible for the preparation of the accounts for the year ended 31st AUGUST 2019, set out on pages 2 to 5 and you consider that the company is exempt from an audit under the Companies Act 2006. In accordance with your instructions we have compiled these unaudited accounts in order to assist you to fulfil your statutory responsibilities, from the accounting records and information and explanations supplied to us.



---11---/-10---/2019

Daniel Meguille BSc, FMAAT, AIBA, IIA  
DC Accountancy Services  
Tottenham Town Hall  
Town Hall Approach Road  
N15 4RY

I SERVE LIMITED  
FINANCIAL STATEMENTS  
YEAR ENDED 31st AUGUST 2019  
DETAILED INCOME AND EXPENDITURE

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	2019	2018
INCOME		
EU	10,000	17,303
Ecorys	50,230	34,381
British Council	28,610	5,000
Donations	2,399	3,000
LB Brent Grant	-	-
	<hr/>	<hr/>
TOTAL INCOME	<u>91,239</u>	<u>59,684</u>
OVERHEADS		
Wages/ Salaries	40,239	21,888
Rent& Rates	13,200	4,800
Nier	3,201	2,627
Insurance	901	592
Property Maintenance		636
Telephone	2,670	2,500
Postage and stationery	880	500
Travelling & Vehicle Expense	11,029	12,393
Audit & Accountancy fees	800	875
Training Costs	1,450	580
Advertising	987	1,507
Project Venue	6,504	4,350
Bank charges	880	840
Capital Expenditures	1,890	
Professional fees	980	1,232
Other Expenditure	0	3,670
Depreciation	0	
TOTAL OVERHEADS	85,611	58,990
NET PROFIT/(LOSS)	<u>5,628</u>	<u>694</u>

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