

BATH ETHNIC MINORITY SENIOR CITIZENS ASSOCIATION
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

BATH ETHNIC MINORITY SENIOR CITIZENS ASSOCIATION

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Mr Carlton Joseph
Mrs Verona Hunter
Mrs Eulene Hoyte
Mrs Norma Sobers
Mrs Zarin Sakaria
Mrs Idalia Sobers
Mrs Murtella Spalding
Mrs E Greaves

Charity number

1090914

Principal address

Fairfield House
2 Kelston Road
Bath
BA1 3QJ

Independent examiner

Mark Garrett Chartered Accountant
Box House
Bath Road
Box
Corsham
Wiltshire
SN13 8AA

Bankers

Unity Trust Bank
Nine Brindleyplace
4 Oozells Square
Birmingham
B1 2HB

BATH ETHNIC MINORITY SENIOR CITIZENS ASSOCIATION

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BATH ETHNIC MINORITY SENIOR CITIZENS ASSOCIATION

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2020

The trustees present their report and financial statements for the year ended 31 March 2020.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's constitution, 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 (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

Objectives and activities

The objects are as follows:-

a) the relief of elderly people in particular from ethnic minority groups within the Bath and North East Somerset area by advancing education and providing facilities in the interests of social welfare for recreation and leisure time occupation with the objects of improving the conditions of life for these groups.

b) the advancement of education, protection of health and the relief of poverty, sickness and distress of elderly people within the Bath and North East Somerset area.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

Achievements and performance

The achievements of the charity have been realised through the outreach work carried out by our members of staff and the training received by our Committee of Management, for which we are hoping to obtain additional funding to enable us to continue to deliver this valuable service to the Community.

Financial review

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has not been maintained throughout the year.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

The charity was established by a charitable trust deed on 8 February 2002.

The trustees who served during the year and up to the date of signature of the financial statements were:

Mr Carlton Joseph

Mrs Verona Hunter

Mrs Eulene Hoyte

Mrs Norma Sobers

Mrs Zarin Sakaria

Mrs Idalia Sobers

Mrs Murtella Spalding

Mrs E Greaves

BATH ETHNIC MINORITY SENIOR CITIZENS ASSOCIATION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

At the first Executive Meeting following an Annual General Meeting hereinafter mentioned, the Executive Committee shall elect a Chair, Vice Chair, Treasurer and such officers as the Charity shall from time to time decide.

The Chair and the Honorary Officers of the Charity shall hold office until the conclusion of the AGM of the Charity next after their election but shall be eligible for re-election provided that no officer shall hold office for more than three consecutive years. On the expiration of such period, at least one year must elapse before any former Officers shall be eligible for re-election.

The charity is managed on a day to day basis by an administrator, supported by support staff and volunteers. The administrator reports to the board of trustees.

The trustees' report was approved by the Board of Trustees.

Mr Carlton Joseph

Trustee

Dated: 6 November 2020

BATH ETHNIC MINORITY SENIOR CITIZENS ASSOCIATION

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF BATH ETHNIC MINORITY SENIOR CITIZENS ASSOCIATION

I report to the trustees on my examination of the financial statements of Bath Ethnic Minority Senior Citizens Association (the charity) for the year ended 31 March 2020.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Mark Garrett Chartered Accountant

Box House
Bath Road
Box
Corsham
Wiltshire
SN13 8AA

Dated: 31 December 2020

BATH ETHNIC MINORITY SENIOR CITIZENS ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2020

| | | Unrestricted funds 2020 £ | Restricted funds 2020 £ | Total 2020 £ | Unrestricted funds 2019 £ | Restricted funds 2019 £ | Total 2019 £ |
|--|-------|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
| | Notes | | | | | | |
| <u>Income and endowments from:</u> | | | | | | | |
| Donations and legacies | 3 | 1,363 | - | 1,363 | 778 | - | 778 |
| Charitable activities | 4 | 35,000 | - | 35,000 | 35,000 | 19,982 | 54,982 |
| Other income | 5 | 14,548 | - | 14,548 | 12,215 | - | 12,215 |
| Total income | | 50,911 | - | 50,911 | 47,993 | 19,982 | 67,975 |
| <u>Expenditure on:</u> | | | | | | | |
| Charitable activities | 6 | 48,108 | 7,938 | 56,046 | 54,812 | 16,299 | 71,111 |
| Net incoming/ (outgoing) resources before transfers | | 2,803 | (7,938) | (5,135) | (6,819) | 3,683 | (3,136) |
| Gross transfers between funds | | (4,255) | 4,255 | - | - | - | - |
| Net expenditure for the year/ Net movement in funds | | (1,452) | (3,683) | (5,135) | (6,819) | 3,683 | (3,136) |
| Fund balances at 1 April 2019 | | 27,483 | 3,683 | 31,166 | 34,302 | - | 34,302 |
| Fund balances at 31 March 2020 | | 26,031 | - | 26,031 | 27,483 | 3,683 | 31,166 |

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

BATH ETHNIC MINORITY SENIOR CITIZENS ASSOCIATION

BALANCE SHEET

AS AT 31 MARCH 2020

| | Notes | 2020 £ | £ | 2019 £ | £ |
|---|-------|-----------|--------|-----------|--------|
| Fixed assets | | | | | |
| Tangible assets | 10 | | 2,318 | | 2,431 |
| Current assets | | | | | |
| Cash at bank and in hand | | 25,960 | | 30,981 | |
| Creditors: amounts falling due within one year | 12 | (2,247) | | (2,246) | |
| Net current assets | | | 23,713 | | 28,735 |
| Total assets less current liabilities | | | 26,031 | | 31,166 |
| Income funds | | | | | |
| Restricted funds | | | - | | 3,683 |
| Unrestricted funds | | | 26,031 | | 27,483 |
| | | | 26,031 | | 31,166 |

The financial statements were approved by the Trustees on 6 November 2020

Mr Carlton Joseph
Trustee

BATH ETHNIC MINORITY SENIOR CITIZENS ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

1 Accounting policies

Charity information

Bath Ethnic Minority Senior Citizens Association is a charity run as an association without limited liability.

1.1 Accounting convention

The financial statements have been prepared in accordance 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 (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

BATH ETHNIC MINORITY SENIOR CITIZENS ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

1 Accounting policies

(Continued)

1.5 Expenditure

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Plant and machinery

Enter depreciation rate via StatDB - cd76

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

BATH ETHNIC MINORITY SENIOR CITIZENS ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

1 Accounting policies

(Continued)

1.9 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.10 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.11 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

| | Unrestricted funds | Unrestricted funds |
|---------------------|-----------------------|-----------------------|
| | 2020 | 2019 |
| | £ | £ |
| Donations and gifts | 1,363 | 778 |

BATH ETHNIC MINORITY SENIOR CITIZENS ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

4 Charitable activities

| | Grants receivable 2020 £ | Grants receivable 2019 £ |
|----------------------------|-----------------------------------|-----------------------------------|
| Performance related grants | 35,000 | 54,982 |
| Analysis by fund | | |
| Unrestricted funds | 35,000 | 35,000 |
| Restricted funds | - | 19,982 |

5 Other income

| | Unrestricted funds 2020 £ | Unrestricted funds 2019 £ |
|--------------|------------------------------------|------------------------------------|
| Other income | 14,548 | 12,215 |

BATH ETHNIC MINORITY SENIOR CITIZENS ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

6 Charitable activities

| | Core charitable expenditure | | Total 2020 | Core charitable expenditure | | Total 2019 |
|--|-----------------------------------|---------------|---------------|-----------------------------------|---------------|---------------|
| | 2020 | 2020 | | 2019 | 2019 | |
| | £ | £ | £ | £ | £ | £ |
| Staff costs | 7,035 | 32,554 | 39,589 | 8,881 | 37,397 | 46,278 |
| Depreciation and impairment | - | 462 | 462 | - | 508 | 508 |
| Charitable expenditure heading 1 | 902 | 2,329 | 3,231 | 7,419 | 1,778 | 9,197 |
| | <u>7,937</u> | <u>35,345</u> | <u>43,282</u> | <u>16,300</u> | <u>39,683</u> | <u>55,983</u> |
| Share of support costs (see note 7) | - | 11,264 | 11,264 | - | 13,362 | 13,362 |
| Share of governance costs (see note 7) | - | 1,500 | 1,500 | - | 1,766 | 1,766 |
| | <u>7,937</u> | <u>48,109</u> | <u>56,046</u> | <u>16,300</u> | <u>54,811</u> | <u>71,111</u> |
| Analysis by fund | | | | | | |
| Unrestricted funds | (1) | 48,109 | 48,108 | 1 | 54,811 | 54,812 |
| Restricted funds | 7,938 | - | 7,938 | 16,299 | - | 16,299 |
| | <u>7,937</u> | <u>48,109</u> | <u>56,046</u> | <u>16,300</u> | <u>54,811</u> | <u>71,111</u> |

BATH ETHNIC MINORITY SENIOR CITIZENS ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

7 Support costs

| | Support costs £ | Governance costs £ | 2020 £ | Support costs £ | Governance costs £ | 2019 £ |
|--|--------------------|-----------------------|---------------|--------------------|-----------------------|---------------|
| Premises and administration expenses | 1,070 | - | 1,070 | 1,021 | - | 1,021 |
| Support costs heading 3 | 3,192 | - | 3,192 | 4,157 | - | 4,157 |
| Support costs heading 4 | 1,879 | - | 1,879 | 1,705 | - | 1,705 |
| Support costs heading 5 | 4,408 | - | 4,408 | 5,712 | - | 5,712 |
| Support costs heading 7 | 568 | - | 568 | 590 | - | 590 |
| Support costs heading 8 | 147 | - | 147 | 177 | - | 177 |
| Accountancy | - | 1,500 | 1,500 | - | 1,766 | 1,766 |
| | <u>11,264</u> | <u>1,500</u> | <u>12,764</u> | <u>13,362</u> | <u>1,766</u> | <u>15,128</u> |
| Analysed between Charitable activities | <u>11,264</u> | <u>1,500</u> | <u>12,764</u> | <u>13,362</u> | <u>1,766</u> | <u>15,128</u> |

8 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

9 Employees

Number of employees

The average monthly number of employees during the year was:

| | 2020 Number | 2019 Number |
|---------------------|----------------|----------------|
| | <u>6</u> | <u>7</u> |
| Employment costs | 2020 £ | 2019 £ |
| Wages and salaries | 38,934 | 45,882 |
| Other pension costs | 655 | 396 |
| | <u>39,589</u> | <u>46,278</u> |

BATH ETHNIC MINORITY SENIOR CITIZENS ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

10 Tangible fixed assets

| | Plant and machinery £ |
|------------------------------------|--------------------------|
| Cost | |
| At 1 April 2019 | 12,497 |
| Additions | 349 |
| | <hr/> |
| At 31 March 2020 | 12,846 |
| | <hr/> |
| Depreciation and impairment | |
| At 1 April 2019 | 10,066 |
| Depreciation charged in the year | 462 |
| | <hr/> |
| At 31 March 2020 | 10,528 |
| | <hr/> |
| Carrying amount | |
| At 31 March 2020 | 2,318 |
| | <hr/> <hr/> |
| At 31 March 2019 | 2,431 |
| | <hr/> <hr/> |

Investment properties rented to another group entity have been accounted for using the cost model. The carrying value of these investment properties included within tangible fixed assets is £XXXX (2019 - £XXXX).

11 Loans and overdrafts

| | 2020 £ | 2019 £ |
|-------------------------|-------------|-------------|
| Bank overdrafts | - | 116 |
| | <hr/> <hr/> | <hr/> <hr/> |
| Payable within one year | - | 116 |
| | <hr/> <hr/> | <hr/> <hr/> |

The long-term loans are secured by fixed charges over [XXX]

[An entity shall disclose information that enables users of its financial statements to evaluate the significance of financial instruments for its financial position and performance. For example, for long term debt such information would normally include the terms and conditions of the debt instrument (such as interest rate, maturity, repayment schedule, and restrictions that the debt instrument imposes on the entity.)]

BATH ETHNIC MINORITY SENIOR CITIZENS ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

12 Creditors: amounts falling due within one year

| | Notes | 2020 £ | 2019 £ |
|------------------------------------|-------|--------------|--------------|
| Bank overdrafts | 11 | - | 116 |
| Other taxation and social security | | 957 | 1,025 |
| Other creditors | | 90 | (95) |
| Accruals and deferred income | | 1,200 | 1,200 |
| | | <u>2,247</u> | <u>2,246</u> |

13 Analysis of net assets between funds

| | Unrestricted funds 2020 £ | Restricted funds 2020 £ | Total 2020 £ | Unrestricted funds 2019 £ | Restricted funds 2019 £ | Total 2019 £ |
|--|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
| Fund balances at 31 March 2020 are represented by: | | | | | | |
| Tangible assets | 2,318 | - | 2,318 | 2,431 | - | 2,431 |
| Current assets/ (liabilities) | 23,713 | - | 23,713 | 28,735 | - | 28,735 |
| | <u>26,031</u> | <u>-</u> | <u>26,031</u> | <u>31,166</u> | <u>-</u> | <u>31,166</u> |

14 Related party transactions