

**ELBWO**

**(A registered Charity and Company Limited by Guarantee)**

**Report and Financial Statements**  
**for the year ended 31 March 2020**

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**(A registered Charity and Company Limited by Guarantee)**

**Report and Financial Statements for the year ended 31 March 2020**

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## **Reference & Administrative Details**

|                                 |  |
|---------------------------------|--|
| <b>Charity Name</b>             | <b>ELBWO</b>   |
| <b>Registered Company .No:</b>  | 02024353   |
| <b>Charity Registration No.</b> | 294973   |
| <b>Address</b>                  | Unit 9<br>The New Business Centre, Durning Hall<br>Earlham Grove<br>London<br>E7 9AB   |
| <b>Trustees and Directors</b>   | Mrs Myrtle Noble - Chair<br>Mrs Theresa Moore - Treasurer<br>Ms Olivene Howell – Company Secretary<br>Mrs Louise Nurse<br>Ms Yvonne Weekes |
| <b>Independent Examiner</b>     | Dunstanette Kuti<br>Community Accountant<br>Granfers Community Centre<br>73-79 Oakhill Rd<br>Sutton SM1 3AA                                |

**ELBWO**  
**A Company Limited by Guarantee No: 02024353**

**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2020**

The Board of Trustees, who are also directors of the Charity for the purposes of the Companies Act 2006, presents its Annual Report and the Financial Statements for the year ended 31<sup>st</sup> March 2020. The trustees have adopted the provisions of 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 2015).

**OBJECTIVES AND ACTIVITIES**

Objectives and aims

The principal activities of the organisation are to provide quality services to meet the diverse needs of families through the provision of advice, information and advocacy that addresses individual needs; the delivery of education, training and monitoring to assist attainment within school and employment; and the development of projects and resources for supporting and strengthening families and other groups within the community.

**FINANCIAL REVIEW**

**Reserves Policy**

It was 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 to six months' expenditure. However, due to the Covid-19 Pandemic and ensuing national lockdown, ELBWO has been unable to deliver services and consequently, our income dwindled below the level contained in the Reserve policy. However, despite the significant drop in funding, with the help of the government's furlough scheme, and a small grant from the local council, the organisation has managed to survive on a much reduced scale. We hope that with the reopening of schools and the eventual return of the country to 'normality' over the coming months, ELBWO may be able to return to the charity's former activities while consideration is given to ways in which additional funds may be raised. The aim is to review the reserve policy with the view to restoring finances to the level of reserves contained in the previous policy.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Organisational structure

The organisation is a registered charity with a company limited by guarantee status. The members of the management committee confirm that the provision of the company's governing document have been complied with throughout the year under review.

**STATEMENT OF TRUSTEES RESPONSIBILITIES**

The Trustees (who are also the Directors of ELBWO 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. Company Law requires the Trustees to prepare the financial statements for each financial year which gives a true and fair view of the state of affairs of the charitable company and of the income resources and application of resources, including

## ELBWO

### A Company Limited by Guarantee No: 02024353

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

### STATEMENT OF TRUSTEES RESPONSIBILITIES (contd)

- The Trustees ensured that applicable UK accounting Standards have been followed, subject to any material departure disclosed and explained in the financial statements
- The financial statements were prepared 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 adequate accounting records which 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

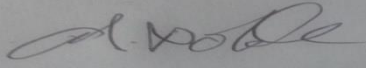
In so far as possible the Trustees are aware:

- There is no relevant financial information of which the charitable company's Independent Examiner is unaware
- The Trustees have taken all steps that they ought to have taken to make themselves aware of any financial information and to establish that the Independent Examiner is aware of that information

### Audit Exemption

The trustees have decided to take advantage of the audit provisions of the Companies Act 2006. This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities issued by the Charities Commission, updated 2015, and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

This report and statement were approved by the Trustees on ...15<sup>th</sup> March 2021 and signed on its behalf by:

.....  
  
.....

Mrs Myrtle Noble - Chair

**ELBWO**  
**A Company Limited by Guarantee No: 02024353**

**Statement of Financial activities the for the for the year ended 31 March 2020**

|                                    | Note | Unrestricted<br>Funds<br>2020<br>£ | Total<br>Funds<br>2019<br>£ |
|------------------------------------|------|------------------------------------|-----------------------------|
| <b>INCOME FROM:</b>                |      |                                    |                             |
| Charitable activities              | 2    | 59,405                             | 61,217                      |
| <b>Total:</b>                      |      | <u>59,405</u>                      | <u>61,217</u>               |
| <b>EXPENDITURE ON:</b>             |      |                                    |                             |
| Charitable Activities              | 3    | 59,056                             | 63,206                      |
| <b>Total:</b>                      |      | <u>59,056</u>                      | <u>63,206</u>               |
| <b>NET INCOME (EXPENDITURE)</b>    |      | 349                                | (1,989)                     |
| <br>Total funds brought forward    |      | <br>133,626                        | <br>135,615                 |
| <b>TOTAL FUNDS CARRIED FORWARD</b> |      | <u><u>133,975</u></u>              | <u><u>133,626</u></u>       |

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**Balance Sheet as at 31 March 2020**

|  | Note | 2019<br>£      | 2019<br>£      |
|--|------|----------------|----------------|
| <b>FIXED ASSETS</b>                          |      |                |                |
| Tangible assets                              | 9    | 117,750        | 117,750        |
| <b>CURRENT ASSETS:</b>                       |      |                |                |
| Debtors                                      | 10   | 27,655         | 22,504         |
| Cash at bank and in hand                     |      | 7,289          | 12,156         |
|  |      | <b>34,944</b>  | <b>34,660</b>  |
| <b>CREDITORS:</b>                            |      |                |                |
| Amounts falling due within one year          | 11   | (18,719)       | (18,784)       |
| <b>NET CURRENT ASSETS:</b>                   |      | 16,225         | 15,876         |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> |      | <b>133,975</b> | <b>133,626</b> |
| <b>NET ASSETS</b>                            |      | <b>133,975</b> | <b>133,626</b> |
| <b>RESERVES:</b>                             |      |                |                |
| Unrestricted Funds                           | 12   | 133,975        | 133,626        |
| <b>TOTAL FUNDS</b>                           |      | <b>133,975</b> | <b>133,626</b> |

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2020. No members have required the company to obtain an audit of its accounts for the year in question, under Section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies' subject the small company's regime.

The financial statements were approved by the Board of Trustees on .....15/03/2021.. and were signed on its behalf by:

 ...

Mrs Myrtle Noble - Chair

**ELBWO**  
**A Company Limited by Guarantee No: 02024353**

**Notes to the Financial Statements for the for the year ended 31 March 2020**

**1. ACCOUNTING POLICIES**

**BASIS OF PREPARATION OF THE FINANCIAL STATEMENTS**

The financial statements are prepared under the historical cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice "Accounting & Reporting by Charities" revised in 2015.

**INCOME**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received, and the amount can be measured reliably.

**EXPENDITURE**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

**TANGIBLE FIXED ASSETS**

Depreciation is provided at the following annual rate in order to write off each asset over its estimated useful life.

|                          |                |
|--------------------------|----------------|
| Freehold property        | - not provided |
| Improvements to property | - not provided |
| Fixtures and fittings    | - 20% on cost  |

**TAXATION**

The charity is exempt from corporation tax on its charitable activities.

**FUND ACCOUNTING**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of a grant. Further explanations of the nature and purpose of each fund is included in the notes to the financial statements.

**PENSION COSTS AND OTHER POST RETIREMENT BENEFITS**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**2. INCOME FROM CHARITABLE ACTIVITIES**

|                                | <b>Total Funds<br/>2020<br/>£</b> | <b>Total Funds<br/>2019<br/>£</b> |
|--------------------------------|-----------------------------------|-----------------------------------|
| Out of school clubs and others | 59,405                            | 61,217                            |



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|                       |               |               |
|-----------------------|---------------|---------------|
| Charitable Activities | <b>59,405</b> | <b>61,217</b> |
|-----------------------|---------------|---------------|

### 3. CHARITABLE ACTIVITIES COSTS

|                       | Direct costs<br>(see note 5)<br>£ | Support costs<br>(see note 6)<br>£ | Totals<br>£ |
|-----------------------|-----------------------------------|------------------------------------|-------------|
| Charitable activities | 51,906                            | 7,150                              | 59,056      |

### 4. DIRECT COSTS OF CHARITABLE ACTIVITIES

|   | Total<br>2020<br>£ | Total<br>2019<br>£ |
|---|--------------------|--------------------|
| Staff costs                                 | 39,880             | 41,874             |
| Insurance                                   | 1,291              | 3,839              |
| Postage, printing, stationery and telephone | 2,358              |                    |
| Project activities and refreshments         | 1,046              |                    |
| Play scheme equipment and materials         | 294                |                    |
| Rent  | 3,550              | 3,600              |
| Repairs, maintenance and cleaning           | 2,853              |                    |
| Subscription                                | 320                | 235                |
| Bank charges                                | 167                | 586                |
| Computer repairs                            | 147                | 216                |
|   | <b>51,906</b>      | <b>57,776</b>      |

### 5. SUPPORT COSTS

|   | 2020         | 2019         |
|---|--------------|--------------|
|   | Other<br>£   | Other<br>£   |
| Charitable activities – Bookkeeper Fees | 6,300        | 5,430        |
| Examiner Fees                           | 850          | -            |
|   | <b>7,150</b> | <b>5,430</b> |

### 6. TRUSTEES' REMUNERATION AND BENEFITS

No remuneration directly or indirectly out of the funds of the charity was paid or is payable for the year to any trustee or to any person or persons known to be connected with any of them.

### TRUSTEES' EXPENSES

There were no trustees' expenses paid for the year ended 31<sup>st</sup> March 2020 nor for the year ended 31<sup>st</sup> March 2019.

### 7. STAFF COSTS

**ELBWO**  
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The average monthly number of employees during the year was as follows:

|       | 2020 | 2019 |
|-------|------|------|
| Staff | 8    | 8    |

No employees received emoluments in excess of £60,000

**9. TANGIBLE FIXED ASSETS**

|   | Freehold<br>Property<br>£ | Improvements<br>To property<br>£ | Fixtures<br>and<br>fittings<br>£ | Totals<br>£    |
|---|---------------------------|----------------------------------|----------------------------------|----------------|
| <b>COST</b>   |                           |                                  |                                  |                |
| At 1 <sup>st</sup> April 2019 and 31 <sup>st</sup> March 2020 | <u>100,000</u>            | <u>17,750</u>                    | <u>27,770</u>                    | <u>145,520</u> |
| <b>DEPRECIATION</b>   |                           |                                  |                                  |                |
| At 1 <sup>st</sup> April 2019 and 31 <sup>st</sup> March 2020 | -                         | -                                | 27,770                           | 27,770         |
| <b>NET BOOK VALUE</b>   |                           |                                  |                                  |                |
| At 31 <sup>st</sup> March 2020                                | <u>100,000</u>            | <u>17,750</u>                    | -                                | <u>117,750</u> |
| At 31 <sup>st</sup> March 2019                                | <u>100,000</u>            | <u>17,750</u>                    | -                                | <u>117,750</u> |

**10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|               | 2020<br>£     | 2019<br>£     |
|---------------|---------------|---------------|
| Other Debtors | <u>27,655</u> | <u>22,504</u> |

**11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

|                                 | 2020<br>£     | 2019<br>£     |
|---------------------------------|---------------|---------------|
| Social security and other taxes | 862           | 564           |
| Other creditors                 | 1,199         | 1,199         |
| Accrued expenses                | <u>16,656</u> | <u>17,021</u> |
|                                 | <u>18,717</u> | <u>18,784</u> |

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**12. MOVEMENT IN FUNDS**

|                           | At<br>1.4.19 | Net<br>movement in<br>funds | At 31.3.20 |
|---------------------------|--------------|-----------------------------|------------|
|                           | £            | £                           | £          |
| <b>Unrestricted funds</b> |              |                             |            |
| General fund              | 133,626      | 349                         | 133,975    |
| <b>TOTAL FUNDS</b>        | 133,626      | 349                         | 133,975    |

Net movement in funds, included in the above are as follows:

|                           | Incoming<br>resources | Resources<br>expended | Movement<br>in funds |
|---------------------------|-----------------------|-----------------------|----------------------|
|                           | £                     | £                     | £                    |
| <b>Unrestricted funds</b> |                       |                       |                      |
| General fund              | 59,405                | (59,056)              | 349                  |
| <b>Total Funds</b>        | 59,405                | (59,056)              | 349                  |

**13. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31<sup>st</sup> March 2020

**ELBWO**  
**A Company Limited by Guarantee No: 02024353**

**Independent Examiner's Report on the Accounts**

I report on the accounts for the charity for the year ended 31st March 2020

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 and that an Independent Examination is needed

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general directions given by the Charities Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

**Basis of independent review**

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 the 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 Trustees have not met the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records, and comply with the accounting requirements of the 2011 Charities Act

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



Name: Dunstanette Kuti, ACCA MCSI

Position: Community Accountant

Community Action Sutton

Granfers Community Centre, 73-79 Oakhill Road, Sutton, Surrey, SM1 3AA

Date: 16/03/2021