

COMMUNITY DEVELOPMENT ASSOCIATION FOR MINORITY COMMUNITIES LTD

***Annual Report and Accounts
1 January 2021-31December 2021***

Company No: 05659288

Charity No: 1114410

Supporting people from BAME communities

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Charity information

The organisation is a charitable company limited by guarantee, incorporated on 20 December 2005 and registered as a charity on 30 May 2006.

Directors/Trustees

<i>1. Hussein Ahmed</i>	<i>Chair</i>
<i>2. Abubakar Sheikh</i>	<i>Treasurer</i>
<i>3. Kassim Bana Mohamed</i>	<i>Secretary</i>
<i>4. Benti Ahmed</i>	<i>Vice chair</i>
<i>5. Safiya Mohidin</i>	<i>Trustee</i>
<i>6. Fardowsa Axmed Maxamud</i>	<i>Trustee</i>

Staff:

<i>1. Siti Ali Ahmed</i>	<i>Family Support worker</i>
<i>2. Mohamed Hagi Munye</i>	<i>Benefit Advisor</i>
<i>4. Mohamed Abubakar</i>	<i>Community Support worker</i>

Our volunteers:

- 4 Admin volunteers*
- 3 Fundraising volunteers*
- 5 Telephone help line volunteers*
- 4 Teaching volunteers*
- 3 Marketing volunteers*
- 5 Information and advice volunteers*

Registered Office:

*28 Church Road
London N17 8AQ*

[Tel:02035386066](tel:02035386066)

Mobile: 07946379095

Email: communityassociation@hotmail.com

Website: www.communitydevelopmentassociation.btck.co.uk

Bankers

*TSB Bank
539 High Road, Tottenham,
London, N17 6SD*

Structure, Governance and Management

Legal Structure:

The organisation is a charitable company limited by guarantee, incorporated on 20 December 2005 and registered as a charity on 30 May 2006. The company is governed by Memorandum and Articles of Association.

In order to meet our aims and objectives we have also internal governing policies and Procedures such us:

- 1. Health and safety policy*
- 2. Finance control Policy*
- 3. Equal opportunity policy*
- 4. Volunteers policy*
- 5. Confidentiality Policy*
- 6. Child Protection and vulnerable adult policy*
- 7. Data Protection Policy*
- 8. Computer and Internet Usage Policy*
- 9. Risk Management Policy*
- 10. Complain Policy*
- 11. Reserve Policy*

Reserve policy:

It is the charity's policy to hold reserves to ensure it can meet its operational and project financial liabilities for a period of at least three months. The current reserves policy is formally reviewed and monitored by the trustees at its annual trustee meeting to ensure the policy still achieves the required levels of financial cover.

Appointment of Trustees:

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee under the requirements of the Memorandum and Articles of Association. The members of the Management Committee are elected to serve for a period of 3 years after which they must be re-elected at the next Annual General Meeting.

Trustee Induction and Training:

Our trustees are familiar with the practical work of the charity, having been encouraged to take up the "workshops and training", new trustees are encouraged to attend training sessions to familiarise themselves with the charity and the context within which it operates. The new trustee member will get the following:

- The governing document.*
- The Policies and Procedures Files.*
- The Annual Report.*
- The minutes of Trustees meetings.*
- Contact details of trustees.*
- The roles and responsibilities of trustees.*

Risk Management

Our management committee has the overall responsibility of the risk management of the organisation. They have the power to consult external organisations or consultants on risk management. The Trustees have a risk management strategy, which comprises an Annual review of the risks the charity may face. The establishment of systems and procedures to mitigate those risks identified in the plan. The implementations of such procedures designed to minimise any potential impact on the charity should those risks materialise.

Responsibilities of trustees:

Company law requires the trustees to prepare financial statements for each financial year which gives a true and fair view of the state of affairs of the charity at the end of the year and of the incoming and outgoing resources for the year ended. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of error, fraud and other irregularities. Trustee board members are expected to follow the good governance including: understanding their role, ensuring delivery of organizational purpose, working effectively both as individual and a team, exercise effective control, behaving with integrity and being open and accountable.

Organisational Structure:

The Association has a Management Committee who meets quarterly for the strategic direction and policy of the charity. The Committee has three key members from a variety of professional backgrounds relevant to the work of the charity. The Chairperson is responsible for ensuring that the charity delivers the services specified. The Treasurer is responsible for all aspects of financial management, working closely with other members of the trustees to safeguard the organisation's finances. The Secretary has responsibility for the day to day operational management of the Centre, individual supervision and ensuring that the team continue to develop their skills and working practices in line with good practice.

Staff and volunteers:

The Association has three part-time staff and twenty four volunteers who run the daily activities of the organisation. The Association provides various volunteer training and workshops to volunteers to: improve the quality and consistency of our services; ensuring we cater for a diverse range of volunteers and their needs; building our reputation as an organisation committed to supporting and developing our volunteers; help us to secure funding from trusts and foundations, government and service users; reward volunteers for their commitment and involvement; provide volunteers with pathways to work or study opportunities.

This year our trustees and volunteers have undertaken a range of organisational development training in financial management, service delivery and governance, including the 7 principles of the Good Governance: Code for the Voluntary and Community Sector as a framework for improving its governance.

Mission, Aims and Services

The Community Development Association for Minority Communities LTD is a registered charity and company limited by guarantee managed by a board of trustees. Established in 2005, it is a successful, vibrant community facility and resource, providing a safe and welcoming meeting place. The centre exists to improve the quality of life minority communities by offering excellent services which provide a range of educational, recreational, cultural and social opportunities. In addition, it provides consultation meetings with service users, informal advice clients on a wide range of matters and signposts them to the appropriate place for further advice. It is a resource where people from a wide range of backgrounds come to socialise, learn and enjoy themselves. We work in consultation and partnership with the local community and statutory and voluntary agencies to develop our programme and respond to emerging need and new initiatives.

Our mission:

Our mission is to improve the life chances of disadvantaged people from minority communities, help them to rebuild their lives, integrate into society, become good citizens and make a positive contribution to their communities.

Our vision:

Our vision is that the minority communities become members of the UK society who achieve good quality education, financial independence, self-confidence and social inclusive within the UK's multicultural society. We will continue to use our multi-level support system offering practical help to the community.

Our Values:

- We treat people with respect, dignity and compassion;*
- We involve and empower the people we work with;*
- We are committed to a person centred way of working;*
- We work together with communities and partners to transform lives;*

Our aims:

- 1. To improve the level education of minority communities by providing early intervention education programmes.*
- 2. To reduce poverty by providing English and Maths classes, ICT Classes, vocational training, workshops and voluntary work opportunities.*
- 3. To improve the lives of minority communities by providing key information, advice, practical support and guidance.*
- 4. To improve the mental health and wellbeing of minority communities by providing befriending services, social clubs and sport activities.*
- 5. To increase motivation and confidence of children by providing education projects and sport activities.*
- 6. To increase partnership working with local authority, government agencies, other organisations to improve the quality of life of minority communities.*

The Charity's Activities:

- 1. Welfare Benefit Project*
- 2. Haringey Family Support Services*
- 3. Community Hub:*
- 4. Intervention Education Classes*
- 5. Consultation Meeting*

Trustee's Report for the Year ended 31 December 2021

We are pleased to present this annual report to give an overview of our services, an accurate report on our finances. As trustees, our major responsibilities are to ensure that our organisation serves the BAME minority communities effectively, is financially sustainable, achieving its aims and positive outcomes for our service users. The year 2021 was busy and successful in terms of fundraising and service delivery and we supported more than 760 clients in Haringey and the neighbouring boroughs.

The association continues to improve the lives of many disadvantaged people by providing a, safe and welcoming meeting place to improve the quality of life minority communities. We provided benefit advice services, family support services, community hub, cultural and social opportunities, consultation meetings and signposts our clients to the appropriate place for further advice. We provided facility where people from a wide range of backgrounds come to socialise, learn and enjoy themselves.

Our centre has been a well-used and continues to cater for the needs of a wide cross section of the community as you will see from this report. We hope the information conveys the importance of having such a facility in the community which ultimately enriches lives in a variety of different ways.

Our approach to working in our service users is fundamentally about combating poverty by empowering them to lead happier and more fulfilled lives. We believe that people have the power to create the change they want to see in their lives, in their communities and in society. Our role is to help people identify and create change through more simply, grass-roots community development

The year 2021, we were able to sustain most of our key services. Thanks for our funders, supporters, staff, volunteers and our services users who have worked together to support the most vulnerable people who have been affected by the COVID-19 Pandemic. More than 24 volunteers and our staff have been working tirelessly to support our service users providing: benefit advice services, family support services, community hub project and consultation meetings with our service users.

The consultation meetings enabled us to build good relationship with our clients to reshape and improve our services and to address the needs of the most vulnerable people and hard to reach families. The project motivated many women to become involved through volunteering and equip them with the skills they need to improve their life chances.

We would like to express our sincere gratitude and many thanks to the National Lottery Community Fund, London Community Foundation, Trust for London and donations from our members. We would not be able to do this invaluable work without the support of our funders and we are extremely grateful and thank you for helping us to do this great work.

This report was approved by the trustees on 04 January 2022 and signed on their behalf by.



Abubakar Sheikh
Treasurer

Our achievement and performance

Benefit Advice Services:

This project is supported by the Trust for London and supported over 188 people in need. The project supported people from BAME communities in Haringey to alleviate the impact of COVID-19 and make sure that people are receiving all the vital services they needed at this difficult time. The project was delivered by a qualified Welfare Benefits Advisor and 3 volunteers who provided one to one advice session, help people to understand and claim their rights and benefit entitlements and access other services available in the local area. We helped clients to solve their debt and overpayments problems to overcome financial difficulty.

The Project provided the following services:

- 23 clients were supported to apply for Universal credit.*
- 17 people provided advice to apply for employment and support allowance.*
- 18 clients were supported to apply for Disability living allowance*
- 19 people were supported to apply for income support*
- 21 clients were offered advice on benefit rights by telephone*
- 27 clients were helped with debt and overpayments*
- 26 people were helped to claim Jobseekers allowance.*
- 24 clients were helped with rent arrears and council tax reduction*
- 13 clients were supported to make Pension credit applications*

Project outcomes:

The evidence we have collected towards the project outcomes including:

- 38 clients increased their income as a result of the advice services.*
- 36 users reported that they have increased knowledge of their benefits entitlements*
- 17 clients said they have increased access to more services.*
- 42 clients reported the services improved their wellbeing.*
- 38 clients reported, they have improved mental wellbeing.*

The grant from Trust for London has enabled us to open our centre 7 days a week as a result of that our centre attracted large numbers of people who had the opportunity to come to our centre to access all the services available, meet with friends in a safe welcoming environment and use the facility very well. We were able to involve people extensively in planning and designing the services they needed most and this made our centre an appealing and welcoming centre where all people were engaged in all activities and services.

The project motivated many people to come to our centre to become more involved through volunteering, consultation meetings and equip them with the skills they need to improve their life chances. We would not be able to do this invaluable work without the support of our funders and we are extremely grateful for your support and thank you so much for helping us to do this great work The Project created many opportunities for us to work with elders and to build strong, safe and healthy communities.

Family Support Services:

The project is by National Lottery Community Fund Reaching Communities and more than 48 families from BAME communities to alleviate the impact of COVID-19 and make sure that lone parents and low income families are getting all vital services they needed at this difficult. The project was delivered by a Family Support worker and 3 volunteers and supported over 47 families to access good quality of support service that reduced isolation, improved mental health and well-being.

The Project provided the following services:

- *14 parents supported to submit school admission applications and free meals.*
- *16 clients were helped with overpayment and debt arrears.*
- *12 families were helped with translation services.*
- *8 lone parents were supported to enrol for ESOL Classes to improve their language skills*
- *24 clients were helped to complete online application.*
- *7 families were supported to apply for resident parking permits.*
- *8 families were assisted to apply for British Citizenship.*
- *13 families were helped to apply for British passports.*
- *14 low income families were referred to other local organisations*

Project outcomes:

The evidence we have collected towards the project outcomes including:

- *28 clients reported improved their mental health and wellbeing.*
- *23 lone parents reported that they have increased knowledge of their benefits entitlements*
- *21 families said they have increased access to more services.*
- *12 lone parents reported the services reduced stress and isolation.*
- *18 families reported, they services increased their confidence to access more services*

The grant from the National Lottery Community Fund Reaching Communities has enabled us to open our centre 7 days a week as a result of that our centre attracted large numbers of people who had the opportunity to come to our centre to access all the services available, meet with friends in a safe welcoming environment and use the facility very well. Working together with lone parents and low income families brought positive changes and created positive outcomes in the lives of those most in need, by helping them to access more services to reduce isolation.

This also helped us to connect with each other, build trust and improve our relationships with our service users. Our services brought together people from different communities, increase opportunities for social interaction and improving cohesion. We would not be able to do this invaluable work without the grant from the National Lottery Community Fund Reaching Communities. The Project created many opportunities for us to work with families and build strong, safe and healthy communities.

Community Hub Project:

This project is supported by the Community Fund in Partnership with IKEA and supported more than 46 people from minority communities in Haringey. The Project provided enjoyable social activities which reduced isolation, promoted social cohesion, improved communication and social skills of many isolated people who were experience high levels of social exclusion and disadvantage. The project created opportunity for people to be involved in planning, reshaping and improving our services, give them the opportunity to learn new skills and build confidence. The Project provided people with opportunities to meet and talk to our staff and volunteers to reduce isolation and improve their social skills.

The project provided our beneficiaries the opportunity to talk with our staff and volunteers, give feedback about the project and discuss with our trustees about other services they needed at this difficult time. The funding enabled us to work together with our clients and support those in great need to reduced stress, prevented isolation and improve their self-esteem and well being.

The Project provided the following services:

- *Facility for socialising, drink tea, coffee and refreshments to reduce isolation*
- *Enjoyable social and cultural events to reduce isolation and improve wellbeing*
- *Monthly consultation meeting to reshape and improve services.*
- *Referral to other local services to increase access to mainstream services*
- *Volunteer opportunities for women to gain experience and improve work skills*
- *Work with community elders and professionals to reach more people across Haringey.*

Changes and benefits reported by participants, staff and volunteers:

Project outcomes:

- *13 clients reported the service improved their wellbeing*
- *9 improved relationship and increase social interaction*
- *15 clients reported they were less isolated and less worried*
- *8 people reported they felt satisfied with the services*

The Project enabled us to build strong working relationships with our clients to develop better services to address the needs of the most vulnerable people. The project motivated many young people to become involved through volunteering, consultation meetings and equip them with the skills they need to improve their life chances.

The project was monitored and evaluated by our staff and volunteers. They contacted clients to check progress on the services provided, carried out monthly telephone surveys to seek feedback and comments. Every month they used different feedback forms and telephone survey to record the project outputs and outcomes and indicator level and collect all the information we need from clients to assess the outcomes of our services.

We would not be able to do this invaluable work without the support of our funders and we are extremely grateful for your support and thank you so much for helping us to do this great work

Intervention Education Classes for children with SEN

We continued to provide Intervention Education Classes for children from BAME communities to make sure they are getting the additional support they need at this critical time to succeed and achieve their full potential. We provided children with well-planned education activities that are enjoyable and engaged children to learn new skills and build confidence. The Project was delivered by a qualified teacher and volunteers. We supported more than 125 children with special educational needs and learning disability all from lone parents and low income families. The feedback and comments from parents and children showed that the education activities we provided made children feel less lonely, very happy and improved their level of reading, writing and maths, increased their self-confidence and well-being

The project provided the following services:

- *A list of good online education websites*
- *A pack of text and exercise books for each child*
- *Additional homework for children*
- *Telephone help line for parent and children*
- *Monthly survey with parents and children*

Parents reported children at home children are using online literacy and maths games, these games really motivate to develop positive attitude to learning. Children had the opportunities to play a variety of interactive education activities:

- *Reading sounds, CVC words,*
- *Reading simple sentence,*
- *Practise basic comprehension and grammar skills,*
- *Reading short simple stories*
- *Answer simple questions.*
- *Practise addition and subtraction skills*
- *Practise multiplication and division skills*
- *Counting and ordering numbers*
- *Odd and even numbers*
- *Money Shapes Measures*
- *Data Handling Problem Solving*

The outcomes of the project reported by staff and volunteers were:

- *Children said improved their Literacy and maths levels*
- *Children said they are less isolated and very happy*
- *Children reported increased self-esteem and self-confidence.*
- *Increased children's engagement and motivation*
- *Improved children's computer skills.*

The Project created many opportunities for us to work with parents and children and to build strong, safe and healthy communities. We are extremely grateful for our funders and volunteers for helping us to do this great work.

We would not be able to do this invaluable work without the support of our funders and we are extremely grateful for your support and thank you so much for helping us to do this great work.

Financial review

Reserve Policy:

The purpose of the reserve is to ensure that the Charity is capable of meeting any shortfall in funding which would result in a reduction in the organisation's activities and its inability to meet immediate financial commitments. As a charitable company we are committed to sustainable development for both risk management and sustainable services. The trustees examine the Charity's reserves each year. The board of trustees have decided to create six months worth of running cost as a reserve to be available in case of delays to funding. This will help the organisation to be sustained in the long term.

Reserves:

The trustees have established a policy whereby the unrestricted funds should be at least three months of the core committed costs and the year 2021 we had a reserve of £16882. At this level, the trustees feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding.

Restricted Fund:

The restricted fund at 31 December 2021 was £59478. The restricted fund is for Family Support Services, Haringey Community Hub, Welfare Benefit Advice Services, Core costs and the salary of Project Coordinator.

Future Plan:

The charity plans in the coming year are:

- To support our staff and volunteers to carry out their duties safely and effectively by providing training and all resources and equipment they need.*
- To sustain the all vital services needed by our service users and try to reach more people across Haringey.*
- To conduct telephone survey and consultation meetings with our service users, community elders and volunteers to discuss community needs, involve clients to reshape and improve our services.*
- To motivate young people to become volunteers to improve their work skills.*
- To improve our partnership working with local charities and authority.*

The following Projects have been requested by our clients during our consultation meetings with our services users:

- Elderly Social Club*
- Women Befriending Services*
- Employment Support Services*
- Weekly Telephone Helpline to elderly and vulnerable adults*
- Education classes for children and young people*
- Monthly consultation Meetings*

Feedback and case studies from our service users

I would like to say thank you so much for your help. I am a lone parent and I was very happy to get all the help I needed during this difficult time.

I am happy to see the centre brings the whole community together including children, young people, women, refugees and old people.

Your centre is making a real difference in the lives of many refugees and low income families. Thank you so much for your dedication and hard work.

""The really nice thing at the centre is, there is a really warm and friendly atmosphere. It is great to see the centre is well used by the local people. "

"I am pleased to say I do come to the community centre on a regular basis. I work as a volunteer and actively engage with different projects."

Thank you for helping me during this challenging time. Your support gave me confidence, reduce my loneliness and isolation.

"You have done an amazing work for our community. We are very grateful with all the services you are providing to children, refugees and women"

"My children are very happy with the education project and they are enjoying the online interactive learning activities. I am very with the support."

Financial Activities for the year ended 31 December 2021

	<i>Unrestricted Funds 2021</i>	<i>Restricted Funds 2021</i>	<i>Total Funds 2021</i>	<i>Total Funds 2020</i>
Incoming Resources	£	£	£	£
Charity Aid Foundation		10200	10200	
National Lottery Community Fund		7640	7640	
Trust for London		12500	12500	
National Lottery Community Fund In Partnership with IKEA		4680	4680	
Membership Fee & Donation	3400		3400	
Total Incoming Resources	3400	35020	38420	82172
Resources Expended				
Food supply & other essentials				7443
Volunteer Expenses		3152	3152	2028
Transport & Refreshment	1250	3440	4690	2068
Stationery, Post, Ph. Copies				415
Tel, Gas and electricity bills		824	824	1530
Advertising & Promotion		710	710	225
Education Resources				1550
Staff costs and sessional workers		23775	23775	19020
Insurance		646	646	337
Premise Rent		6800	6800	6800
Repair and Maintenance		2963	2963	2455
Admin Expenses		482	482	620
Solicitors fee (10yrs premise lease)				2850
Staff and Volunteer Training		1100	1100	
Total Resources Expended	1250	43892	45142	48341
Net Incoming Resources	2150	(8872)	(6722)	33831
Fund balance B/F	14732	68350	83082	49251
Fund Balance C/F	16882	59478	76360	83082

Balance Sheet as at 31 December 2021

	2021	2020
Current Assets		
Cash At bank and In Hand	76360	83082
Debtors		
Net Current Assets	76360	83082
Unrestricted Fund	16882	14732
Restricted Funds	59478	68350
Total Funds	76360	83082

For the year ended 31/12/2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility 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 provisions of applicable to companies subject to the small companies' regime.

The accounts were approved by the trustees on 04/01/2022 and signed on their behalf by:



Abubakar Sheikh
Treasurer

Report of the Independent Examiner to the trustees of Community Development Association for Minority Communities LTD

I report on the accounts of the company for the year ended 31 December 2021 which are set out on pages 12 to 13

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.

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.*

Independent examiner's statement

1. 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

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



Independent Examiner
Yusuf Ali
Association of Accounting Technician
BA (Hons) Accounting and Finance
21 Avondale Crescent
London EN3 7RY

Date: 04/01/2022

Our Funders and Supporters

We are hugely grateful to Trust for London, Community Fund and Charity Aid Foundation who have supported us over many years and helping us to continuing providing vital services to BAME minority communities. Without them, it would not be possible to offer such a comprehensive services and make a real difference to so many lives.

The funding enabled us to provide many opportunities for our staff, volunteers and our service users to work together and reshape and improve our services and support the most disadvantaged people in our community. The grants made a real difference to the lives of the many disadvantaged people in Haringey to have the vital services they need at this challenging time.



Trust for London

Tackling poverty and inequality



