

1106752

Registered Number: 4264889

CHARITY COMMISSION
FIRST CONTACT

22 MAR 2016

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ARAB ADVICE BUREAU LTD

(A company limited by guarantee)

TRUSTEE'S REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2015

ARAB ADVICE BUREAU LTD
(A company limited by guarantee)

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ARAB ADVICE BUREAU LTD
(A company limited by guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 AUGUST 2015**

Trustees

Mohamed Nacer, Mohamed
Mohamed Nacer, Ahcene
Tareb, Toufik
Abdelkader, Belhadj

Company registered number

4264889

Charity registered number

1106752

Registered office

308 Seven Sisters Road
London
N4 2AG

Company secretary

Abdelkader Belhadj

ARAB ADVICE BUREAU LTD
(A company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 AUGUST 2015

The Trustees (who are also directors of the charity for the purposes of the Companies Act) submit their annual report and the financial statements of ARAB ADVICE BUREAU (the company) for the ended year 31 August 2015. The Trustees confirm that the annual report and financial statements of the company comply with current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

Structure, governance and management

a. CONSTITUTION

The company is a charitable company limited by guarantee and was set up by a Charity Commission Scheme. The company is constituted under a Charity Commission Scheme and is a registered charity No 116752

The charity is registered as a charitable company limited by guarantee and was set up by a Charity Commission Scheme.

The principal object of the charity is to provide assistance to people with language difficulties by:

- Working to retrieve poverty among the Arab/ North African and minority groups, especially the young unemployed and homeless.
- Helping communities members resolve their problems by referring them to the appropriate agencies and local authorities
- Assisting people who are looking for work to find worthwhile employment
- Serving as information providers which helps community members to find the information they need to signpost or refer them to the most appropriate source of further help
- Encouraging and enabling people to enrol in English language course, illustrating the advantages of learning the language
- Advising and assisting on housing related issues which is a major concern for many especially those with dependents
- Consulting and liaising with the community about service provision
- Actively promoting race equality to ensure that policies and services are fair and put things when they are reported to be unfair
- Providing education and assistance particularly amongst those in priority need of assistance among the Arab community and other minority groups.
- Contributing to the removal of entrenched stereotypical views of particularly North African immigrants and promoting social inclusion of the North African and other minority groups in London
- Developing appropriate ways of communicating and disseminating information collected through AAB work to increase understanding of the particular issues affecting the mental health and well being of particular Arab/ North African Immigrants and other minority immigrant groups
- Improving access of clients to substance misuse treatment agencies and increase in the awareness of the danger of drugs to our community

These objectives are still closely related to those of language interpretation and translation as mentioned in the last annual report.

There have been no changes in the objectives since the last annual report

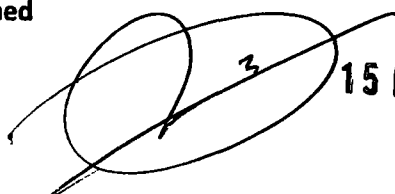
b. METHOD OF APPOINTMENT OR ELECTION OF TRUSTEES

The management of the company is the responsibility of the Trustees who are elected and co-opted under the terms of the Trust deed.

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Trustees onand signed its behalf, by:

Mohamed Nacer, Mohamed

 15 MAR 2016

ARAB ADVICE BUREAU LTD

(A company limited by guarantee)

**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 AUGUST 2015**

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES FOR ARAB ADVICE BUREAU

I report on the financial statements of the company for the year ended 31 August 2015 are set out on pages 4 to 10

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The Trustees, who are also the directors of the company for the company law, are responsible for the preparation of the financial statements. The Trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the Act) and that an independent examination is needed.

Having satisfied myself that the company is not subject to audit under charity or company law and is eligible for independent examination, it is my responsibility to:

- Examine the financial statements under section 43 of the Act
- Follow the procedures laid down in the general Directions given by the Charity Commission under section 43 (7) (b) of the Act; and
- State whether particular matters have come to my attention

BASIC OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the financial statements present a "true and fair view" and the report is limited to those matters set out in the statement below.

INDEPENDENT EXAMINER'S STATEMENT

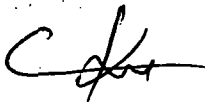
In connection with my examination, no matter has come to my attention:

(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 financial statements which accord with the accounting records and 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 financial statements to be reached.

Signed:



Dated:

10-03-2016

MR. FATHI KOULMI (ACPA)

ARAB ADVICE BUREAU LTD

(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2015**

		Restricted funds 2015 £	Unrestricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
	Note				
INCOMING RESOURCES					
Incoming resources from generated funds:					
Grants Income	1	109,370	0	109,370	68,908
Other Incoming resources	2	0	10,029	10,029	9,566
Refund	1	0	0	0	0
TOTAL INCOMING RESOURCES		109,370	10,029	119,399	78,474
RESOURCES EXPENDED					
Governance costs	3	34,088	1,903	35,991	21,335
Charitable activities	4	66,968	10,634	77,603	71,972
Volunteers cost	5	2,690	0	2,690	824
Donation	6	0	0	0	796
TOTAL RESOURCES EXPENDED		103,746	12,537	116,283	94,927
MOVEMENT IN TOTAL FUNDS FOR THE YEAR- NET INCOME /EXPENDITURE FOR THE YEAR					
	7	5,624	-2,509	3,115	-16,453
Total funds at 1 September 2014		-5,965	1,744	-4,221	12,231
Fund transfer		0	0	0	0
TOTAL FUNDS AT 31 AUGUST 2015		-341	-765	-1,106	-4,221

The notes on pages 6 to 10 form part of these financial statements

ARAB ADVICE BUREAU LTD**(A company limited by guarantee)****BALANCE SHEET
FOR THE YEAR ENDED 31 AUGUST 2015**

	Note	£	2015 £	2014 £
FIXED ASSETS				
Tangible fixed assets	8		0	0
CURRENT ASSETS				
Debtors	9	0	0	
Cash and cash equivalent	9a	5,415	1,744	
		<u>5,415</u>	<u>1,744</u>	
CREDITORS: amounts falling due within one year	10	<u>6,521</u>	<u>5,965</u>	
NET CURRENT ASSETS			-1,106	-4,221
TOTAL ASSETS LESS CURRENT LIABILITIES			<u><u>-1,106</u></u>	<u><u>-4,221</u></u>
CHARITY FUNDS				
Restricted funds	11		-341	-5,965
Unrestricted funds	11		-765	1,744
TOTAL FUNDS AT 31 AUGUST 2015			<u><u>-1,106</u></u>	<u><u>-4,221</u></u>

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act. The trustees acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 31 August 2015 and its profit for the year then ended in accordance with the requirements of section 394 and 395 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to the financial statements so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Trustees onand signed on their behalf, by:

Mohamed Nacer, Mohamed

15 MAR 2016

The notes on pages 6 to 10 form part of these financial statements.

ARAB ADVICE BUREAU LTD
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2015

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statement

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2009). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), (Accounting and Reporting by Charities) published in March 2005, applicable accounting standards and the Companies Act 2006.

1.2 Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £.....per member of the company.

1.3 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the General objectives of the company and which have not been designed 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 restricted fund is set out in the notes to the financial statements.

1.4 Incoming resources

All incoming resources are included in the Statement of financial activities when the company is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Gifts in kind donated for distribution are included at valuation and recognised as income when they are distributed to the projects. Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the company where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Donated services or facilities, which comprise donated services, are included in income at a valuation which is an estimate of the financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognised where there is no financial cost borne by a third party.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2015

1.5 Resources expended

Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

1.6 Tangible fixed assets and depreciation

Furniture and Fixtures	25% straight line
Computer Equipment	25% straight line

1. DONATIONS, LEGACIES AND SIMILAR INCOMING RESOURCES

Projects Names	Restricted funds 2015	Unrestricted funds 2015	Total funds 2015	Total funds 2014
	£	£	£	£
MTSS Arabic School	4,759		4,759	0
VCS	25,000		25,000	31,250
EIF Islington Bridge	79,611		79,611	37,418
Refugee event	0		0	240
0	0		0	0
0	0		0	0
0	0		0	0
0	0		0	0
0	0		0	0
0	0		0	0
0	0		0	0
0	0		0	0
0	0		0	0
0				
0	0		0	0
0	0		0	0
	109,370	0	109,370	68,908

2. OTHER INCOMING RESOURCES

Income Name	Restricted funds	Unrestricted funds	Total funds	Total funds
	2015	2015	2015	2014
	£	£	£	£
Donation received		10,029	10,029	4,302
Interest received	0	0	0	4
	0	10,029	10,029	4,306

ARAB ADVICE BUREAU LTD
(A company limited by guarantee)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2015

3. GOVERNANCE COSTS	Restricted	Unrestricted	Total	Total
	2015	2015	2015	2014
	£	£	£	£
Legal & Professional fees	0	0	0	0
Workshop	108	0	108	0
Water	0	0	0	0
Cleaning	0	0	0	75
Rent	16,000	0	16,000	16,000
Rate	0	1,462	1,462	1,429
Printing, postage & stationary	449	0	449	194
Creche and Venu hire	6,743	0	6,743	0
Bank charges	0	209	209	446
Translation	0	0	0	0
Light & Heat	0	0	0	1,064
Insurance	1,021	0	1,021	325
Events	0	0	0	368
Travel	585	0	585	0
Psycoeducation	4,938	0	4,938	0
Childminder	2,328	0	2,328	0
Repairs and maintenance	0	0	0	0
Tel and Internet costs	1,916	0	1,916	1,285
Depreciation - Furniture -Fitting	0	0	0	0
Depreciation - Computer	0	0	0	0
Fund raising cost	0	0	0	0
Penalties	0	232	232	150
TOTALS	34,088	1,903	35,991	21,335

DIRECT COSTS	Restricted	Unrestricted	Total	Total
	2015	2015	2015	2014
4. Charity Activities				
Staff costs	64,301	10,634	74,935	68,333
Outreach workers	2,668	0	2,668	3,639
5. Volunteers	2,690	0	2,690	824
	69,658	10,634	80,292	72,796

	Restricted	Unrestricted	Total	Total
	2015	2015	2015	2014
6. Donation				
Asirt donations	0	0	0	796
Other donation	0	0	0	0
	0	0	0	796

7. NET INCOME / NET EXPENDITURE

This is stated after charging:

	2015	2014
	£	£
Depreciation of tangible fixed assets:	0	0
Owned by the Charity	0	0

During the year, Trustee (Mohamed Nacer) recieved gross remuneration (2015 - £ 14,490.00)

During the year, no Trustees recieved any benefits in kind(2015 - £ NIL)

During the year, no Trustees recieved any reinbursement of expenses (2015 - £ NIL)

ARAB ADVICE BUREAU LTD
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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2015**

7. STAFF COSTS

Staff costs were as follows:	2015	2014
Wages and salaries	<u>77,603</u>	<u>71,972</u>

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

No	No
<u>6</u>	<u>5</u>

No employee received remuneration amounting to more than £60,000 in either years.

8. TANGIBLE FIXED ASSETS

	Furniture fittings and equipment £	Computer equipment £	Total £
Cost			
At 1 September 2014	0	0	0
Additions	0	0	0
At 31 August 2015	<u>0</u>	<u>0</u>	<u>0</u>
Depreciation			
At 1 September 2014	0	0	0
Charge for the year	0	0	0
At 31 August 2015	<u>0</u>	<u>0</u>	<u>0</u>
Net book value			
At 31 August 2015	<u>0</u>	<u>0</u>	<u>0</u>
At 1 September 2014	<u>0</u>	<u>0</u>	<u>0</u>

9. DEBTORS

	2015	2014
Director's Loan	0	0
0	0	0
	<u>0</u>	<u>0</u>

9a. Cash & cash equivalent

Current account	5,398	1,726
Deposit account	17	18
Cash	0	0
	<u>5,415</u>	<u>1,744</u>

10. CREDITORS:

Amounts falling due within one year	2015	2014
Rent accruals (Last quarter)	4,000	
Net salary (August 2015- Unrestricted 886.20 - Restricted 1,623.10)	2,509	4,818
PAYE (August 2015)	12	1,147
Accruals	<u>6,521</u>	<u>5,965</u>

ARAB ADVICE BUREAU LTD
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2015

10. CREDITORS:

Amounts falling due within one year (continued)

11. STATEMENT OF FUNDS

	Brought Forward £	Incoming Resources £	Resources Fund Expended transfer £	£	Carried Forward £
Restricted funds					
Restricted Funds	-5,965	109,370	-103,746	0.00	-341
Unrestricted funds					
General Funds	1,744	10,029	-12,537	0.00	-765
Total of funds	-4,221	119,399	-116,283	0	-1,106

SUMMARY OF FUNDS

	Brought Forward £	Incoming Resources £	Resources Fund Expended transfer £	£	Carried Forward £
Restricted Funds	-5,965	109,370	-103,746	0	-341
General Funds	1,744	10,029	-12,537	0	-765
	-4,221	119,399	-116,283	0	-1,106

11. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted funds 2015 £	Unrestricted funds 2015 £	Total funds 2015 £	Total funds 2014 £
Tangible fixed assets			0	0
Debtors			0	0
Cash & cash equivalent	5,294	121	5,415	1,744
Creditors due within one year	-5,635	-886	-6,521	-5,965
	-341	-765	-1,106	-4,221

ARAB ADVICE BUREAU LTD
(A company limited by guarantee)

DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2015

	2015	2014
	£	£
INCOME		
Grants	109,370	68,908
Donations	10,029	9,566
Refund	0	0
Bank Interest	0	0
TOTAL INCOME	119,399	78,474
LESS: EXPENDITURE		
Wages & salaries	74,935	68,333
Outreach workers	2,668	3,639
Volunteers cost	2,690	824
Donation	0	0
Legal & Professional fees	0	0
Workshop	108	0
Water	0	0
Cleaning	0	75
Rent	16,000	16,000
Rate	1,462	1,429
Printing, postage & stationary	449	194
Creche and Venu hire	6,743	0
Bank charges	209	446
Translation	0	0
Light & Heat	0	1,064
Insurance	1,021	325
Events	0	368
Travel	585	0
Psycoeducation	4,938	0
Childminder	2,328	0
Repairs and maintenance	0	0
Tel and Internet costs	1,916	1,285
Depreciation - Furniture -Fitting	0	0
Depreciation - Computer	0	0
Fund raising cost	0	796
Penalties	232	150
TOTAL EXPENDITURE	116,283	94,777
NET INCOME (EXPENDITURE) FOR THE YEAR	3,115	-16,303