



AMBER TRAINING ADVISORY & SUPPORT SERVICES

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MAY 2016

TRUSTEES REPORT

Charity Number: 1124304

OPTMARK ACCOUNTANTS
Unit 5, Red Lion Court,
Alexandra Road,
Hounslow, Middlesex
TW3 1JS
Phone: 0203 581 6780
E-mail: ahussein@optmark.co.uk

AMBER TRAINING ADVISORY & SUPPORT SERVICES

The trustees present their report with the financial statements of the charity for the year Ended 31ST May 2016. The trustees have adopted the provisions of the statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in July 2014.

The charity is controlled by it's governing documents the constitution, and also constitute a limited company, limited by guarantee, as defined by the Companies Act 2006.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity Number

1124304

Registration Number

06566483 Registered in England and Wales

Principal Address

UNIT 1, RED LION COURT
ALEXANDRA ROAD
HOUNSLOW
TW3 1JS

Trustees

Chairperson:	Richard Andorful
Vice Chairperson:	Philip Kwasi Oduroh
Secretary/Treasurer:	Nelson Oware-Siaw

INDEPENDENT EXAMINER

OPTMARK ACCOUNTANTS
Unit 5, Red Lion Court,
Alexandra Road,
Hounslow, Middlesex
TW3 1JS

Phone: 0203 581 6780

E-mail: ahussein@optmark.co.uk

STRUCTUTRE, GOVERNANCE AND MANAGEMENT

Governing Document

The charity is controlled by its governing document, a deed of trust, and constitutes an incorporated charity. Formally attained charity status in June 2008 and started operation from this date. The organization is now currently operating as **Amber Training, Advisory & Support Services (ATASS)**.

OBJECTIVES AND ACTIVITIES

The aims and objectives of ATASS are;

1. *To advance education and relieve financial hardship amongst those seeking asylum, those granted refugee status and immigrants and their dependants in need thereof in the London Borough of Hounslow and surrounding areas by the provision of legal and other advice and information to advance them in life and assist them to adapt within a new community.*
2. *To develop the capacity and skills of the members of the socially and economically disadvantaged community of the London Borough of Hounslow in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society.*
3. *The promotion of equality and diversity for the public benefit in the London Borough of Hounslow by:*
 - (a) *advancing education and raising awareness in equality and diversity; and*
 - (b) *promoting activities to foster understanding between people from diverse backgrounds.*
 - (c) *determined to provide comprehensive advice and support to people by networking, signposting, partnership work in enhancing employment rights and conditions , health & safety, welfare benefit issues, hate crimes, anti social behaviour, housing and life in the UK.*
 - (d) *committed to providing these services by giving advice, representation, advocacy, being litigant friendly, providing support in a language friendly and culturally issues in a sensitive manner and environment.*

These objectives are achieved by the delivery of charitable training, advisory and support services to individuals and sometimes to organisations or other companies in

need of our services. The trustees meet each year to discuss all Operational Objectives and Management Strategies to be able to achieve our overall objectives and successfully continue to operate as a charity into the foreseeable future.

In setting the objectives and planning activities the Trustees have given consideration to the charity commission's general guidance on the public benefit.

ACHIEVEMENT AND PERFORMANCE

Charitable Activities Achievement

Charitable donations were nil over the period. A grant received during the period was £16535.00 (2015: £5000.00). The trustees intend to engage in more prudent actions and activities to attract more grants from other main stream funders.

Performance

The trustees have successfully managed to use all available resources of the charity as they see fit, in accordance with the objects and set priorities supporting the general public from all backgrounds. The trustees have successfully achieved high income levels in the past two years and expect to maintain this same level of performance to significantly increase level of income in the next year.

RISK MANAGEMENT

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

FUNDING

ATASS received funding support of £16535.00 from Tinder Foundation towards the English My Way and Digital Inclusion Projects. These are training programmes designed to empower and support the disadvantaged in society to gain the basic knowledge required to integrate and fully contribute to their local communities.

FINANCIAL REVIEW

Reserve Policy

It is the policy of the charity to seek to generate a small surplus of income over expenditure to safeguard the future of the charity.

The remainder of the net income will be distributed according to the objects of the charity.

The trustees periodically review the level of reserves to ensure that reserves are at a level for the continuation of the work of the charity.

ON BEHALF OF THE BOARD OF TRUSTEES:



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Richard Andorful
(Chairperson)

Date: 31ST August 2016



**AMBER TRAINING ADVISORY & SUPPORT SERVICES
FINANCIAL STATEMENTS 31 MAY 2016**

Charity Number: 1124304

**AMBER TRAINING ADVISORY & SUPPORT SERVICES
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED '31MAY 2016'**

FINANCIAL STATEMENTS 31 MAY 2016

	Notes	£		£		£	
INCOMING RESOURCES		2015	2016	2015	2016	2015	2016
Donations	2	0	0	0	0	0	0
Grant		5,000	16,535	0	0	5,000	16,535
Training Income		0	0	31,428.18	41,424.51	31,428	41,425
TOTAL INCOME		5,000	16,535	31,428	41,425	36,428	57,960
RESOURCES EXPENDED							
Direct Charitable Expenses							
Charity Activities		20,135	38,508			20,135	38,509
Other Expenditure							
Administrative Expenses	8	11,496	18,440			11,496	18,440
TOTAL EXPENDITURE						<u>31,631</u>	<u>56,949</u>
NET INCOME LESS EXPENDITURE FOR THE YEAR						<u>4,797</u>	<u>1,011</u>

There were no recognised gains and losses other than those included in the income and expenditure account.

The notes on page 4 to 9 form part of these accounts.

**AMBER TRAINING ADVISORY & SUPPORT SERVICES
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED '31 May 2016'**

FINANCIAL STATEMENTS 31 MAY 2016

	Notes	<u>2015</u>	<u>2016</u>
		£	£
FIXED ASSETS			
Tangible assets	6	2,384	1,788

CURRENT ASSETS

Bank current accounts	13,760	10,984
Cash	-	-
Pre payments	-	-
Other debtors	1,060	-
	<u>14,820</u>	<u>10,984</u>

CURRENT LIABILITIES

Other creditors	-	1,595
Accruals	7,829	791
Amounts falling due within one year	<u>7,829</u>	<u>2,386</u>

Total Current Assets Less Current Liabilities

<u>6,991</u>	<u>8,598</u>
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Total Assets

<u>9,375</u>	<u>10,386</u>
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FINANCED BY

Owners Interest / Other Reserve
Surplus / (deficit) during the year

4,578	9,375
4,797	1,011
<u>9,375</u>	<u>10,386</u>



Signed by:

Richard Andorful
(Chairperson)

on behalf of the trustees.

Date: 31 August 2016

**AMBER TRAINING ADVISORY & SUPPORT SERVICES
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED '31 MAY 2016'**

FINANCIAL STATEMENTS 31 MAY 2016

1 Accounting Policies

a) Convention

The financial statements have been prepared in accordance with the historical cost convention. The principle accounting policies which the Trustee have adopted within that convention are set out below.

b) Depreciation

Depreciation of fixed assets is calculated to write off their cost or valuation less any residual value over their estimated useful lives as follows:

Office equipment	25%
Furniture	25%

c) Furniture, Fittings and Equipment

Acquisition of capital asset (except freehold property) furniture, fitting and equipment will be charged to the accounts in the year of acquisition.

Old assets continued to be charged as per the old policy

2 Income

All the donations and grants are shown as income for the period in which they are received. Restricted funds are to be used for specific purpose and laid down by the donor. Expenditure which meets these criteria is defined to the fund, together with a fair allocation of management and support cost.

Unrestricted funds are donations and other income received or generated for the objects of the charity without specific purpose and are available as general funds.

3 Movement in Total Funds for the Year

	£	£
	2015	2016
Depreciation of Tangible Fixed Assets	795	596
	<u>795</u>	<u>596</u>

4 Taxation

All incoming resources is applied for charitable purpose and therefore exempt from tax.

**AMBER TRAINING ADVISORY & SUPPORT SERVICES
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED '31 MAY 2016'**

FINANCIAL STATEMENTS 31 MAY 2016

5 Creditors

	2015 £	2016 £
Amounts falling due within one year		
Accruals	328	791
Creditors	7,501	1,595
Other creditors (Restricted Grant)	<u>7,829</u>	<u>2,386</u>

6 Tangible Fixed Assets

Cost	Furniture & Office Equipment £	Furniture & Office Equipment £
31st May	3,178	2,384
Additions	-	-
31st May	<u>3,178</u>	<u>2,384</u>
Depreciation		
31st May	795	596
Change for year	<u>795</u>	<u>596</u>
31st May		
Net Book Amount		
31st May	<u>2,384</u>	<u>1,788</u>

7 Interest Payable

	2015 £	2016 £
Bank charges payable	<u>0</u>	<u>0</u>

**AMBER TRAINING ADVISORY & SUPPORT SERVICES
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED '31 MAY 2016'**

FINANCIAL STATEMENTS 31 MAY 2016

		2015 £	2016 £
8	Administrative Expenses		
	Depreciation	795	596
	<u>Office Expenditure</u>		
	Telephone Charges	1,441	1,880
	Printing		
	Postage	307	468
	Stationary	242	712
	Rent	7,200	7,700
	Repairs and Maintenance		
	Software		
	Insurance	652	654
	Internet		
	General expense	860	1,181
		<u>11,496</u>	<u>13,191</u>
9	Employment Costs		
	Wages and salaries	-	5,248
	No salary was paid to the trustees of the charity.		
	Total Administrative + Employment Cost	<u>11,496</u>	<u>18,440</u>



AMBER TRAINING ADVISORY & SUPPORT SERVICES
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MAY 2016

Charity Number: 1124304

INDEPENDENT EXAMINERS REPORT

Independent examiner's report on the accounts



CHARITY COMMISSION
FOR ENGLAND AND WALES

Section A Independent Examiner's Report

Report to the trustees/
members of

Charity Name
AMBER TRAINING ADVISORY & SUPPORT SERVICES

On accounts for the year
ended

31ST MAY 2016

Charity no
(if any) 1124304

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

Respective
responsibilities of
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. [The charity's gross income does not exceed £250,000 and I am qualified to undertake the examination: by being a qualified member of ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS and INSTITUTE OF FINANCIAL ACCOUNTANTS.

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 Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent
examiner's statement

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 (other than that disclosed below *)

1. which gives me reasonable cause to believe that in, any material respect, 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 Charities Act 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.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

21/05/2016

Name:

ABUBAKAR HUSSEIN

Relevant professional qualification(s) or body (if any):

- ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS
- INSTITUTE OF FINANCIAL ACCOUNTANTS

Address:

OPTMARK ACCOUNTANTS

UNIT 5, GROUND FLOOR, RED LION COURT

ALEXANDRA ROAD, HOUNSLOW, TW3 1JS

Section B

Disclosure

Only complete if the examiner needs to highlight material problems. (E.g. accounting records have not been kept in accordance with s132 of the Charities' Act 2011 and those accounts do not comply with the requirements of the 2008 Regulations setting out the form and content of charity accounts; any material expenditure or action which appears not to be in accordance with the trusts of the charity; any failure to be provided with information and explanations by any past or present trustee, officer or employee; and any material consistency between the accounts and the trustees' annual report.)

Give here brief details of any items that the examiner wishes to disclose.