

Registered Number: 4264889

CHARITY COMMISSION
FIRST CONTACT

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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 2016

ARAB ADVICE BUREAU LTD
(A company limited by guarantee)

CONTENTS

	Page
Reference and administrative details of the charity, its trustees and advisers	1
Trustees' report	2
Independent examiner's report	3
Statement of financial activities	4
Balance sheet	5
Notes to the financial statements	6-10
The following pages do not form part of the statutory financial statements	
Details income and expenditure account and summaries	11

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 2016

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 2016

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 2016.

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 on 23.05.17 and signed its behalf, by:

Mohamed Nacer, Mohamed



ARAB ADVICE BUREAU LTD

(A company limited by guarantee)

**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 AUGUST 2016**

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 2016 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:

MR FATHI KOULMI
(ACPA)

Dated:

19.05.2017



ARAB ADVICE BUREAU LTD
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 AUGUST 2016

		Restricted funds 2016 £	Unrestricted funds 2016 £	Total funds 2016 £	Total funds 2015 £
	Note				
INCOMING RESOURCES					
Incoming resources from generated funds:					
Grants Income	1	25,286	0	25,286	109,370
Other Incoming resources	2	0	35,847	35,847	10,029
Refund	1	0	0	0	0
TOTAL INCOMING RESOURCES		25,286	35,847	61,133	119,399
RESOURCES EXPENDED					
Governance costs	3	24,545	1,579	26,124	35,991
Charitable activities	4	18,957	13,650	32,607	77,603
Volunteers cost	5	0	0	0	2,690
Donation	6	0	0	0	0
TOTAL RESOURCES EXPENDED		43,502	15,229	58,731	116,283
MOVEMENT IN TOTAL FUNDS FOR THE YEAR- NET INCOME /EXPENDITURE FOR THE YEAR					
	7	-18,216	20,618	2,403	3,115
Total funds at 1 September 2015		-341	-765	-1,106	-4,221
Fund transfer		18,557	-18,557	0	0
TOTAL FUNDS AT 31 AUGUST 2016		0	1,297	1,297	-1,106

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 2016

	Note	£	2016 £	£	2015 £
FIXED ASSETS					
Tangible fixed assets	8		0		0
CURRENT ASSETS					
Debtors	9	0		0	
Cash and cash equivalent	9a	4,112		5,415	
		<u>4,112</u>		<u>5,415</u>	
CREDITORS: amounts falling due within one year	10	<u>2,815</u>		<u>6,521</u>	
NET CURRENT ASSETS			1,297		-1,106
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>1,297</u>		<u>-1,106</u>
CHARITY FUNDS					
Restricted funds	11		0		-341
Unrestricted funds	11		1,297		-765
TOTAL FUNDS AT 31 AUGUST 2016			<u>1,297</u>		<u>-1,106</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 2016 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 on 23.05.17 and signed on their behalf, by:

Mohamed Nacer, Mohamed

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

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2016

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.

ARAB ADVICE BUREAU LTD
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2016

1. ACCOUNTING POLICIES (continued)

1.5 Resources expended

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

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

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

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

1. DONATIONS, LEGACIES AND SIMILAR INCOMING RESOURCES

Projects Names	Restricted funds 2016	Unrestricted funds 2016	Total funds 2016	Total funds 2015
	£	£	£	£
MTSS Arabic School	4,356		4,356	4,759
VCS	18,750		18,750	25,000
EIF Islington Bridge	0		0	79,611
Benefit advice IPR	1,080		1,080	0
Guardian service	1,100		1,100	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
0	0		0	0
	25,286	0	25,286	109,370

2. OTHER INCOMING RESOURCES

Income Name	Restricted funds 2016	Unrestricted funds 2016	Total funds 2016	Total funds 2015
	£	£	£	£
Donation received		35,847	35,847	10,029
Interest received	0	0	0	0
	0	35,847	35,847	10,029

ARAB ADVICE BUREAU LTD
(A company limited by guarantee)
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2016

3. GOVERNANCE COSTS	Restricted	Unrestricted	Total	Total
	2016	2016	2016	2015
	£	£	£	£
Legal & Professional fees	0	0	0	0
Workshop	0	0	0	108
Water	0	0	0	0
Cleaning	0	0	0	0
Rent	16,000	0	16,000	16,000
Rate	0	1,474	1,474	1,462
Printing, postage & stationary	0	0	0	449
Creche and Venu hire	0	0	0	6,743
Bank charges	0	106	106	209
Translation	0	0	0	0
Light & Heat	0	0	0	0
Insurance	350	0	350	1,021
Events	0	0	0	0
Travel	0	0	0	585
Psycoeducation	0	0	0	4,938
Childminder	0	0	0	2,328
Arabic teacher	5,934	0	5,934	0
Tel and Internet costs	2,071	0	2,071	1,916
Depreciation - Furniture -Fitting	0	0	0	0
Depreciation - Computer	0	0	0	0
Consumables	190	0	190	0
Penalties	0	0	0	232
TOTALS	24,545	1,579	26,124	35,991

DIRECT COSTS	Restricted	Unrestricted	Total	Total
	2016	2016	2016	2015
4. Charity Activities				
Staff costs	18,957	13,650	32,607	74,935
Outreach workers	0	0	0	2,668
5. Volunteers	0	0	0	2,690
	18,957	13,650	32,607	80,292

	Restricted	Unrestricted	Total	Total
	2016	2016	2016	2015
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:

	2016	2015
	£	£
Depreciation of tangible fixed assets:		
Owned by the Charity	0	0
	0	0

During the year, Trustee (Mohamed Nacer) recieved gross remuneration (2016 - £ 11,340)

During the year, no Trustees recieved any benefits in kind(2016 - £ NIL)

During the year, no Trustees recieved any reimbursement of expenses (2016 - £ NIL)

ARAB ADVICE BUREAU LTD
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2016

7. STAFF COSTS

Staff costs were as follows:

	2016	2015
Wages and salaries	<u>32,607</u>	<u>77,603</u>

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

	No	No
	<u>4</u>	<u>6</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 2015	0	0	0
Additions	0	0	0
At 31 August 2016	<u>0</u>	<u>0</u>	<u>0</u>
Depreciation			
At 1 September 2015	0	0	0
Charge for the year	0	0	0
At 31 August 2016	<u>0</u>	<u>0</u>	<u>0</u>
Net book value			
At 31 August 2016	<u>0</u>	<u>0</u>	<u>0</u>
At 1 September 2015	<u>0</u>	<u>0</u>	<u>0</u>

9. DEBTORS

	2016	2015
Director's Loan	0	0
0	0	0
	<u>0</u>	<u>0</u>

9a. Cash & cash equivalent

Current account	4,095	5,398
Deposit account	17	17
Cash	0	0
	<u>4,112</u>	<u>5,415</u>

10. CREDITORS:

Amounts falling due within one year	2016	2015
Rent accruals	0	
Net salary	2,782	2,509
PAYE	33	12
Accruals	<u>2,815</u>	<u>2,521</u>

(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2016**

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	-341	25,286	-43,502	18,556.65	0
Unrestricted funds					
General Funds	-765	35,847	-15,229	-18,556.65	1,297
Total of funds	-1,106	61,133	-58,731	0	1,297

SUMMARY OF FUNDS

	Brought Forward £	Incoming Resources £	Resources Fund Expended transfer £	£	Carried Forward £
Restricted Funds	-341	25,286	-43,502	18,557	0
General Funds	-765	35,847	-15,229	-18,557	1,297
	-1,106	61,133	-58,731	0	1,297

11. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted funds 2016 £	Unrestricted funds 2016 £	Total funds 2016 £	Total funds 2015 £
Tangible fixed assets			0	0
Debtors			0	0
Cash & cash equivalent	2,849	1,263	4,112	5,415
Creditors due within one year	-1,552	-1,263	-2,815	-6,521
	1,297	0	1,297	-1,106

ARAB ADVICE BUREAU LTD
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DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2016

	2016	2015
	£	£
INCOME		
Grants	25,286	109,370
Donations	35,847	10,029
Refund	0	0
Bank Interest	0	0
TOTAL INCOME	61,133	119,399
LESS: EXPENDITURE		
Wages & salaries	32,607	74,935
Outreach workers	0	2,668
Volunteers cost	0	2,690
Donation	0	0
Legal & Professional fees	0	0
Workshop	0	108
Water	0	0
Cleaning	0	0
Rent	16,000	16,000
Rate	1,474	1,462
Printing, postage & stationary	0	449
Creche and Venu hire	0	6,743
Bank charges	106	209
Translation	0	0
Light & Heat	0	0
Insurance	350	1,021
Events	0	0
Travel	0	585
Psychoeducation	0	4,938
Childminder	0	2,328
Arabic teacher	5,934	0
Tel and Internet costs	2,071	1,916
Depreciation - Furniture -Fitting	0	0
Depreciation - Computer	0	0
Consumables	0	0
Penalties	0	232
TOTAL EXPENDITURE	58,540	116,051
NET INCOME (EXPENDITURE) FOR THE YEAR	2,593	3,348