

EBENEZER COMMUNITY LEARNING CENTRE



**REPORT
AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2016**

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REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 AUGUST 2016

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EBENEZER COMMUNITY LEARNING CENTRE

GENERAL INFORMATION

FOR THE YEAR ENDED 31 AUGUST 2016

CHARITY MANAGEMENT COMMITTEE:

Member	Mr Osei Asibey Kwateng
Member	Ms Angela Reid (Centre Manager)
Member	Ms Brenda Jackson
Member	Clinton Benjamin
Member	Dorothy Mensah
Member	Ernest Kwateng
Member	Nana Wulff

TRUSTEES

Chair Person	Mr Ernest Kwateng
Secretary	Mr James Buachie
Treasurer	Rev Frimpong Manso
Member	Mr Osei Asibey Kwateng
Member	Mrs Constatce Owusu

REGISTERED OFFICE:

726-728 Seven Sisters Road
Tottenham
London N15 5NH

ACCOUNTANTS

Pons Davis And Co
Chartered Certified
Accountants & Business Advisors
58-60 Kensington Church Street
London W8 4DB

EBENEZER COMMUNITY LEARNING CENTRE

REPORT OF THE MANAGEMENT COMMITTEE

FOR THE YEAR ENDED 31 AUGUST 2016

The Trustees and Management committee present their report together with the accounts of the charity for the year ended 31 August 2016

PRINCIPAL ACTIVITY

The principal activity of the centre continue to be that of resettlement of refugees, especially by helping them to acquire appropriate skills that will enable them find employment. The Centre continue to help the ethnic minorities in the community and other neighbouring area. We offer training and advice on welfare and health matters helping participants to be aware of topical major health issues in the community.

OBJECTIVES & ACTIVITIES

To continue to assist with training and advice to ethnic minorities in the community and support resettlement of refugees through training to enable acquisition of new skills that will enhance opportunities for employment and general development.

To create awareness through advices on topical health and social issues that may affect physical and health welfare of participants.

SUMMARY OF MAIN ACTIVITIES

UNDERTAKEN FOR

PUBLIC BENEFIT IN RELATION TO MAIN OBJECTIVE

The trustees have had regard to the charity commission guidance on public benefit. And ensured values are kept through effective delivery of roles, use of available expertise, ensuring diversity, being fair, equitable, open in all considerations, prepared financial statements that give true and fair view of the state of affairs of charity, plan our activities for the year in accordance with charity commission's guidance on public benefits. Our activities continue to be that of providing training, advice and support to refugees and ethnic minorities in the communities to advance modern skill acquisition to enable employment.

Targets are set each year at general meetings, plans and programmes designed to achieve set objects. Our activities benefited young people through training and development of self confidence together with job skill acquisition such as practical IT and life skills, job specific training etc.

We welcome trainees regardless of social background, faith, gender, age and personal circumstances.

We are open to all and strive to add value and experience to improve opportunities for future employment.

We acknowledge the great and valuable efforts, the energy and expertise contributed by our trainers to achieving our set targets.

INHERENT RISKS

We evaluate our strategic and non strategic risks exposure periodically and carry out review of our control systems, assessing the adequacy and effectiveness of our procedures, systems and processes.

Our assessment provided assurance that we have adequate and effective controls and procedures in place during the year.

ACHIEVEMENT OF THE CHARITY DURING THE YEAR

The charity out performed its targets. Numbers of enrolment set by fund providers were achieved.

The trustees expect further improvement and are confident that targets will continue to be achieved.

FINANCIAL REVIEW, CHARITY'S POLICY ON RESERVES

The charity's main source of fund continues to be grants for training and skill acquisition. All funds are unrestricted and are used to meet expenditures. Surplus funds are held at bank and are used to meet

unforeseen expenditure that may occur.

Financial statements are prepared on accrual basis in accordance with FRS 102.

STRUCTURE GOVERNANCE & MANAGEMENT

The charity is a charity company under companies Act 2006 and is governed by its memorandum and articles of association.

The charity is constituted by its trustees, three of whom are directors. Trustees are appointed or reappointed annually at the annual general meeting held each year.

Criminal records bureau checks are carried out prior to commencement of trusteeship, these checks are carried out again in line with statutory requirements.

ECLC has been providing helpful advice to refugees, providing training and assistance to ethnic minorities in the community helping those that completed their training to seek and obtain employment.

All serving trustees give their time voluntarily and receive no benefits, perks or remuneration.

MANAGEMENT COMMITTEE

The management committee members of the charity in office during the year were as follows:

Member	Mr Osei Aslbey Kwateng
Member	Ms Angela Reid
Member	Ms Brenda Jackson
Member	Clinton Benjamin
Member	Dorothy Mensah
Member	Ernest Kwateng
Member	Nana Wulff

STATEMENT OF TRUSTEES AND MANAGEMENT COMMITTEE'S RESPONSIBILITIES

The Charities Act 2011 requires the trustees to prepare a statement of accounts for each financial year which give a true and fair view of the state of affairs of the charity at the end of the financial year and of the resources of the charity for the period.

In preparing those accounts, the trustees are expected to:

- * select suitable accounting policies and apply them consistently;
- * make judgements and estimates that are reasonable and prudent;
- * state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the statement of accounts; and prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue its operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the accounts comply with the regulation 2012. 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 any irregularities.

ON BEHALF OF TRUSTEES AND THE MANAGEMENT COMMITTEE:


Ernest Kwateng

.....
Position

17/07/17
.....
Date

Accountant's Report To The Trustees of Ebenezer Community Learning Centre Ltd

We have prepared the financial statements on pages four to seven for the year ended 31 August 2016 which comprise the Income and expenditure account, the balance sheet, and relevant notes, without carrying out an audit, from the records and information and explanation provided to us, to which we report to be in accordance therewith.

This report is made to the trustees in accordance with the terms of our engagement. Our work has been undertaken to enable us compile the financial statements and report to the trustees that we have done so, and to state those matters that we have agreed to state to them in this report and for no other purpose.

To the fullest extent permitted by the law, we do not accept or assume responsibility to anyone other than the company and its board of trustees as a body for our work and the report. Our work is carried out in accordance with technical guidance of our professional accountancy body. We have not been instructed to carry out an audit of the financial statements. Therefore we have not carried out any verification and substantive testing of the accounting records, information and explanations you have provided to us and we do not therefore express any opinion on the financial statements.

Respective Responsibilities of trustees

The trustees are responsible for the preparation of the financial statements in accordance with the companies Act 2006.

You have acknowledged responsibilities as stated on page two of the financial statements.

Also as set out on page five of the financial statements, the trustees has taken advantage of the exemption applicable to small companies.

The company satisfied the conditions for exemption from appointment of auditor and audit of the accounts for the year ended 31 August 2016 as a small company, and did not at any time within the year fall within any of the categories of companies not entitled to the exemption.



Pons Davis & Co.
Chartered Certified Accountants

58 - 60 Kensington Church Street
London W8 4DB

Date 25 July 2017

EBENEZER COMMUNITY LEARNING CENTRE

SUMMARISED INCOME & EXPENDITURE STATEMENT
FOR THE YEAR ENDED 31 AUGUST

	Unrestricted	Restricted	2016 Total	2015 Total
	£	£	£	£
<u>INCOMING RESOURCES:</u>				
SEETEC BUSINESS TEC				435
ESOL SCHOOL FEES	7,307		7,307	1,500
Income from Rent	22,206		22,206	0
CITY OF LONDON BUSINESS COLL	0		0	1,000
Waltham Forest (ESOL)	20,000		20,000	109,000
Other Income	0		0	(50)
Interest Received	0		0	1
TOTAL INCOME	49,513	0	49,513	111,886

	Unrestricted	Restricted	Total	Total
<u>RESOURCES EXPENDED</u>				
Direct Charity Expenses	26,280		26,280	66,405
Administration Expenses	30,763		30,763	42,200
Depreciation	231		231	310
TOTAL EXPENDITURE	57,274	0	57,274	108,915
Net Income/(Deficit)	(7,761)	0	(7,761)	2,971

There were no other recognised gains

STATEMENT OF RETAINED FUNDS

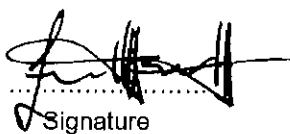
	Unrestricted	Restricted	Total	Total
	£		£	£
Net Income/(Deficit) for year	(7,761)		(7,761)	2,971
Total funds brought forward	12,305		12,305	34,204
Prior Years adjustment				(24,870)
Total funds carried forward	4,544	0	4,544	12,305

EBENEZER COMMUNITY LEARNING CENTRE

BALANCE SHEET AS AT 31 AUGUST

		Unrestricted fund	2016 Total	2015 Total
	NOTE	£	£	£
FIXED ASSETS:				
Tangible Assets	6	694	694	925
CURRENT ASSETS:				
Debtors & Prepayments				5,000
Bank	5	5,731	5,731	9,830
		5,731	5,731	14,830
CREDITORS				
Amount falling due within one year	4	1,650	1,650	3,450
NET CURRENT ASSETS		4,081	4,081	11,380
TOTAL ASSETS LESS CURRENT LIABILITIES			4,775	12,305
DEFERRED CAPITAL GRANT			-	-
TOTAL NET ASSETS			4,775	12,305
FUNDS:				
Restricted Funds			0	0
Designated Funds			0	0
Unrestricted Funds			4,775	12,305
Total Funds			4,775	12,305

ON BEHALF OF THE MANAGEMENT COMMITTEE:

Name  Signature

Position

17/07/17
Date

EBENEZER COMMUNITY LEARNING CENTRE

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2016

1 ACCOUNTING POLICIES

1.1 Basis of accounting

These accounts have been prepared on the basis of historical cost in accordance with

*Accounting and Reporting by Charities - Statement of Recommended Practice

* and with relevant Accounting Standards; * and with the Charities Act 2011.

1.2 Change in basis of accounting

There has been no change to the accounting policies (valuation rules and methods of accounting) since last year.

1.3 Changes to previous accounts

No changes have been made to accounts for previous years

1.4 Incoming Resources

Incoming Resources represent grants, awards, donations, self-generated income due in the year

1.5 Tangible Fixed Assets

Tangible Fixed Assets are stated at costs less accumulated depreciation.

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life, if held under a finance lease, over the lease term whichever is the shorter.

Reducing balance:-

Equipment - 25%

Fixtures & fittings - 25%

2 GRANTS AND AWARDS

	2016 £	2015 £
ESOL SCHOOL FEES	7,307	1,500
CITY OF LONDON BUSINESS COLLEGE		1,000
Income from Rent	22,206	0
Waltham Forest (ESOL)	20,000	109,000
Interest Received	0	1
Others	0	435
Total	<u>49,513</u>	<u>111,936</u>

3 INVESTMENT INCOME

	£	£
90 Day Bank Deposit Account	0	0

4 CREDITORS

	£	£
Other Creditors		1,800
Accountants fee	1,650	1,650
Total	<u>1,650</u>	<u>3,450</u>

5	<u>BANK</u>	£	£
	Current Account	5,731	9,830
	Cash In Hand	0	0
		<u>5,731</u>	<u>9,830</u>
6	Fixed Assets	£	£
	Balance b/f	925	1,235
	Add Purchases	-	-
		<u>925</u>	<u>1,235</u>
	Less Depreciation	231	310
	NBV Balance c/f	<u>694</u>	<u>925</u>

The notes form part of these accounts

EBENEZER COMMUNITY LEARNING CENTRE

DETAILED INCOME & EXPENDITURE STATEMENT

FOR THE YEAR ENDED 31 AUGUST

	Unrestricted	Restricted	2016 Total	2015 Total
	£	£	£	£
INCOME:				
Seetec Business Tech	0	0	0	435
ESOL SCHOOL FEES	7,307		7,307	1,500
CITY OF LONDON BUSINESS COLLEGE	0		0	1,000
Income from Rent	22,206		22,206	0
Waltham Forest (ESOL)	20,000		20,000	109,000
Interest Received	0		0	1
Refund: Tuition Fee	0		0	(50)
Others	0		0	0
TOTAL	49,513	0	49,513	111,886
DIRECT EXPENDITURE:				
	£	£	£	£
Wages & Voluntary Allowances	16,730	0	16,730	28,370
Travel Allowance - ESOL	200		200	75
Tutors Salaries	2,500		2,500	43,000
Catering	850		850	165
HMRC Employers NIC	6,000		6,000	3,500
Total	26,280	0	26,280	75,110
MANAGEMENT & ADMIN:				
Rent	9,500	0	9,500	18,000
Rates & Other Services	5,000		5,000	1,905
Light & Heating	2,514		2,514	1,505
Building Repairs & Renovations	887		887	0
Cleaning & Sundry Expenses	3,727		3,727	1,390
Insurance	2,657		2,657	3,167
Co-ordinator's Allowance	0		0	0
Telephone	1,450		1,450	1,310
Postage, Printing & Stationery	800		800	250
Legal Fees	0		0	0
Accountancy (and other Professional Fees)	1,650		1,650	1,650
Advertising & Promotion	350		350	100
Equipment Repairs & Maintenance	0		0	600
Depreciation	231		231	310
Training	2,090		2,090	3,041
Bank Charges	138		138	577
Total	30,994	0	30,994	33,805
Surplus/(Deficit)	(7,761)	0	(7,761)	2,971

EBENEZER COMMUNITY LEARNING CENTRE
Company Number 4873355
725-728 Seven Sisters Road
London N15 5NH

MINUTES
of
GENERAL MEETING OF THE TRUSTEES HELD AT
EBENEZER HOUSE
725-728 Seven Sister Road London N15 5NH

21st JULY 2017

PRESENT:	Mr Ernest Kwateng	Chair Person
	Mr James Bauchie	Secretary
	Rev Frimpong Manso	Treasurer
	Mr Osei A Kwateng	Member
	Mrs Constance Owusu	Member
	Brenda Jackson	Member

IT WAS RESOLVED:

That proper notice for the general meeting as required by governing documents were sent accordingly within required time.
All members are present.

APPROVAL OF
ANNUAL ACCOUNTS:

It was unanimously agreed that annual accounts for the year ended 31 August 2016 be approved.
That all necessary statutory documents be so reflected.

APPOINTMENT:

All trustees were reappointed.

RESIGNATION OF
Trustee

There were no resignations

Other matters

It was agreed that new income resourcing projects be identified, evaluated and appropriate application(s) for funding be made and identified new projects explored.

There were no further business to transact, the meeting then terminated.

E KWATENG

.....
Chairman 21 July 2017

J Bauchie
.....
Secretary 21 July 2017