

POLISH & EASTERN EUROPEAN CHRISTIAN FAMILY CENTRE LTD

- PEEC F.C.

REPORTS AND FINANCIAL STATEMENTS

FOR THE PERIOD

ENDED - 31 DECEMBER 2016

POLISH & EASTERN EUROPEAN CHRISTIAN FAMILY CENTRE LTD

- PEEC F.C.

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POLISH & EASTERN EUROPEAN CHRISTIAN FAMILY CENTRE LTD
- PEEC F.C.

COMPANY INFORMATION
FOR THE PERIOD ENDED 31 DECEMBER 2016

TRUSTEES AND DIRECTORS:

Ewa Katarzyna Gruca
Wanda Banach
Dawid Anthony Jai-Persad
Mirosława Wrona
Anna Kowalska

SECRETARY:

Malgorzata Grazyna Shannon

PRINCIPAL ADDRESS:

Haringey Irish Centre
PEEC F.C.
3rd floor
Pretoria Road
N17 8DX

REGISTERED OFFICE:

c/o Malgorzata Shannon
6 Calais Road
Camberwell
London
United Kingdom
SE5 9LP

COMPANY NUMBER: 6020288

REGISTER CHARITY NUMBER: 1126136

POLISH AND EASTERN EUROPEAN CHRISTIAN FAMILY CENTRE

Trustees/Directors Report for Year 2016

Trustees present their report and financial statements for the year ended 31st December 2016

STRUCTURE, GOVERNANCE & MANAGEMENT

The Charity is governed by its Trustees/Directors Board which consist of 5 Trustees. Our Trustees meet regularly on every second month basis except summer season and Christmas Holiday Time) to manage its affairs.

Polish and Eastern European Christian Family Centre has one full time staff and several part time staff workers, and is frequently employs staff for specific projects. It relies heavily on the contribution of large number of volunteers and of the management committee for the day to day operations. On average we do have 30 volunteers at given time.

STATEMENT OF TRUSTEES/DIRECTORS BOARD RESPONSIBILITIES

The law requires the committee to prepare financial statements for each financial year which gives a true and fair view of the state of affairs of the charity for that period. In preparing those financial statements the trustees are required to:

- a. Select suitable accounting policies and to apply them consistency
- b. Make judgments and estimates that are reasonable and prudent
- c. State whether applicable Accounting Standards and Statements of Recommended Practice have been followed, subject to any departures disclosed and explained in the accounts
- d. Prepare the financial statements on a going concern basis

The Committee have overall responsibility for ensuring that the charity has appropriate system of controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any given time the financial position of the charity and to enable them to ensure that the financial statements comply with relevant regulations. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for prevention of fraud and other irregularities.

RISK MANAGEMENT

The Committee review the risk to which the charity is exposed on an annual basis. There is a standard item on the committee agenda covering health and safety risk and compliance while financial risks are reviewed quarterly. The Committee is certified that appropriate steps have been taken to identify and manage major risk to which the charity is exposed.

OBJECTIVES

PEEC Family Centre is a Christian organisation which wishes to put faith into action by demonstrating the love of God for that in need. PEEC Family Centre work with and support people from all sections of the community, particularly those living in North London from Polish and Eastern European families and especially those who find it difficult to access any other service provision.

Polish and Eastern European Christian Family Centre Ltd.
Registered Charity No. 1126136. Company Limited by guarantee Company No. 6020288

Office: PEEC Family Centre at Haringey Irish Centre, 3rd floor, Pretoria Road, London N17 8DX

Tel/Fax: 0208 365 9090 or M: 07956574274 Email: info@peec.org.uk

QUALITY SYSTEM DOCUMENT NUMBER 105

www.peec.org.uk; Member of London Social Enterprise Sector Network LSEN, &
Member of HAVCO & Community Link Forum PEEC 102v4

Motivated by the Christian faith PEEC Family Centre is actively opposed to discrimination in society. PEEC Family Centre is committed to see all people including those of all religious faiths and those of none.

PEEC Family Centre is committed to working in accordance with the standards expressed in the Faith works Charter.

Accordingly the objects of the organization are:

To support and empower Polish and Eastern European people in North London area by providing regular groups, advice, guidance, meetings and activities within a Christian – friendly environment in order to meet their needs.

To promote and facilitate the integration of Polish and Eastern European people into rich cultural diversity in North London.

To further or benefit the residents and neighbourhood by associating together they said residents and the local authorities voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare or recreation leisure time occupation with the objective of improving the conditions of life for the residents.

In furtherance of these objects but not otherwise, the trustees shall have power.

To establish or secure the establishment of a community centre in compliance with all equal opportunities law and to maintain or manage or co-operate with any statutory authority in the maintenance and management of such a centre or activities promoted by the charity in furtherance of the above objects.

ACTIVITIES

Activities for parents and babies

Volunteers training and development

Linking senior people with services

Partnership with ESOL/ Computer classes

One to one office support for Polish, Romanians, Bulgarians and other Eastern Europeans

Housing related support work for vulnerable adults

Advocacy sessions

Outings/ events/ open days

Information service

Partnership work with homeless

Partnership with other existing local networks

Partnership work with Job Centre Plus- Tottenham/Edmonton/Enfield/Barnet

VOLUNTEERS

PEEC Family Centre is dependent of large numbers of volunteers. Over the last year we had 40 volunteers who helped us with running various activities.

Each volunteer sign Volunteer Agreement and Data of Volunteer and is familiar with Volunteer Policy, Health and Safety Policy, Equal Opportunities Policy, Expense system. Our volunteers are DBS checked. Our volunteers are involved in every kind of activities depending on their skills and talents. We provide internal and external volunteers training opportunities as well as vast opportunities for work experience.

Our volunteers help with running groups activities, office support, organising events, trips, coordinate other volunteers etc. We value our volunteers and appreciate their commitment to help others Polish and Eastern European Families.

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ACHIEVEMENTS AND PERFORMANCE

PEEC Family Centre provides a range of programmes and family assistance that supports the development of young children (mainly under 5). We provide group opportunities for children social interaction and play activities. We provide opportunities for parents on how to be a better parent. We run parenting classes for parents and provide them with course materials that they can study more at home.

RESERVE POLICY

It has been a long time objective of PEEC Family Centre to build up reserves. IT is therefore seeking to establish a level of reserves to further its objectives. PEEC Family Centre seeks to increase its reserves in order to maintain long – term viability.

PLANS FOR THE FUTURE

The main future plan for the organisation is to secure funding for part time office administrator and coordinator. The organisation is applying for various founding to expand its activities.

Signed by PEEC Family Centre Director/Trustee on behalf of all Trustees

Director: Wanda Banach 

Date: 30/09/2017

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REPORT OF THE TRUSTEES
FOR THE PERIOD ENDED 31 DECEMBER 2016

the directors present their report with the financial statements of the Charity for the period ended 31 December 2016

INCORPORATION

The Polish & Eastern European Christian Family Centre Ltd was incorporated on 06 December 2006 and commenced trading on 16 May 2007, it was registered as a Charity on 27 October 2008

PRINCIPAL ACTIVITY

The principal activity of the company in the period under review was that Polish & Eastern European Christian Family Centre Ltd work with and support people living in North London from Polish & Eastern European families.

DIRECTORS

The directors who served during the period under review were:

Wanda Banach
Ewa Katarzyna Gruca
David Anthony Jai-Persad
Miroslawa Wrona
Anna Kowalska

The company is Limited by Guarantee and therefore has no share capital. None of the Directors have any beneficial interest in the company. Some Directors that served were members of the company and guarantee to contribute £10 each in the event of a winding up.

DIRECTORS RESPONSIBILITIES

Charity law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Charity and the Financial Statements for that period.

In preparing those accounts Trustees are required to:

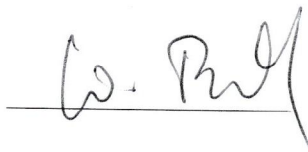
- Select suitable accounting policies and apply them consistently
- Make judgments and estimates that are reasonable and prudent
- Prepare accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Company and enable them to ensure that the accounts comply with the Charity Act 1993. They are responsible for safeguarding the assets of the Charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

ON BEHALF OF THE BOARD:

Director: WANDA BANACH

Signed name:



Date: 21/09/2017

POLISH & EASTERN EUROPEAN CHRISTIAN FAMILY CENTRE LTD
- PEEC F.C.

Statement of Financial Activities (including Income & Expenditure Account)

for the year ended 31 December 2016

	Notes	Unrestricted Funds 2016 £	Restricted Funds 2016 £	Total Funds 2016 £	Total Funds 2015 £
Incoming resources					
Incoming resources from generated funds:					
<i>Voluntary income:</i>					
Donation	2	3207	0	3207	2546
<i>Activities for generating funds:</i>					
Coop.with Irish Centre	3	0	0	0	0
Bank Interest receivable	3	0	0	0	0
Investment income	2	0	0	0	0
Incoming resources from charitable activities:					
Grants & Contracts	2	0	54232	54232	54154
Total incoming resources		3207	54232	57439	56700
Resources expended					
Costs of generating funds					
Costs of generating voluntary income	4	2219	0	2219	2592
Fundraising trading:cost of goods sold and other costs	4	0	0	0	0
Charitable activities		571	300	871	537
Governance costs	4	0	54076	54076	52977
Total resources expended		2790	54376	57166	56106
Transfer between funds		-384	384	0	348
Net incoming resources before other recognised gains		33	240	273	594
Funds at 1 January 2016		324	1463	1787	1193
Funds at 31 December 2016		357	1703	2060	1787

Note:

The amounts shown above relate to continuing activities. There have been no recognised surpluses or deficits, other than the results of the financial period and they have been accounted for on an historical basis.

Statement of financial position as at 31 December 2016

	Notes	2016 £	2015 £
Non current assets			
Tangible assets	9	729	0
Intangible Assets	9	0	0
Investments	10	0	0
		<u>729</u>	<u>0</u>
Current Assets			
Receivable	11	36	86
Cash in hand		484	169
Card 1740		0	0
Card 9737		108	0
Cash at bank		757	5515
Petty cash			45
Bank savings		5	5
Prepayment		109	102
		<u>1499</u>	<u>5922</u>
			431
Payable: amounts falling due one year	12	-1247	2423
Accruals			0
PAYE and NIN		1415	-294
Trade Creditors			6
Deferred income			2000
		<u>168</u>	<u>4135</u>
Net Current Assets	13	1331	1787
Net Assets		<u>2060</u>	<u>1787</u>
Unrestricted funds		450	324
General funds		<u>1610</u>	<u>1463</u>
		2060	1787
Restricted funds	14		0
Total funds		<u>2060</u>	<u>1787</u>

For the year ending 31st December 2016 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Director's responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The director's 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 on accordance with the provisions applicable to companies subject to the small companies 'regime'.

Approved by the Board Date: 21 September 2017

Director IWANDA BANACH

Signed: 

Notes to the Financial Statements (continued) for the year ended 31 December 2016
for the period 01 January 2016 to 31 December 2016

Note 2

Voluntary income

Donations

	Unrestricted	Restricted	2016 Total	2015 Total
	£	£	£	£
Office	620	0	620	926
To help people	112	0	112	0
Under 5	2285	0	2285	1088
Crèche/ESOL	112	0	112	344
Donation Media	78	0	78	188
	3207	0	3207	2546

Grants

	Unrestricted	Restricted	2016 Total	2015 Total
	£	£	£	£
Trust for London		10875	10875	7770
Support people HC		27917	27917	26949
Job Centre Plus		14940	14940	19200
Thames Water		0	0	300
MTC ESOL crèche		0	0	-65
London Sustainabil,		500	500	0
	0	54232	54232	54154

Notes to the accounts (continued) for the year ended 31 December 2016

Note 4

Total Resources Expended

Restricted						
Costs directly allocated to activities	Office £	Under 5 £	Support group	ESOL £	TOTAL £	Total 2015 £
Rent	£ 5,715	£ -		£ -	£ 5,715	£ 6,536
Accountancy	£ 370	£ -		£ -	£ 370	£ -
IT/telephone	£ 3,589	£ -		£ -	£ 3,589	£ 2,395
Travel	£ 584	£ -		£ -	£ 584	£ 151
Training	£ 410				£ 410	£ -
Advertising	£ 74				£ 74	£ -
Other official	£ 112				£ 112	£ -
Postage	£ 129				£ 129	£ -
Stationary	£ 799	£ -		£ -	£ 799	£ 1,186
Insurance	£ 724	£ -		£ -	£ 724	£ 1,784
Refreshment		£ -		£ -	£ -	£ -
Cleaning/Packing		£ -		£ -	£ -	£ -
Repairs	£ 58	£ -		£ -	£ 58	£ -
Employer NIN		£ -		£ -	£ -	£ 5
Equipment	£ 583	£ -		£ -	£ 583	£ 269
Sundry	£ 686	£ -		£ -	£ 686	£ 319
Donation	£ 300	£ -		£ -	£ 300	
Labour	£ 38,298	£ -		£ -	£ 38,298	£ 38,812
Volunt.expens.	£ 1,275	£ -		£ -	£ 1,275	£ 1,326
Depreciation	£ 670	£ -		£ -	£ 670	£ 191
					£ -	
TOTAL	£ 54,376	£ -		£ -	£ 54,376	£ 52,974

Non restricted						
	Office £	Under 5 £	Support group	ESOL £	TOTAL £	Total 2015 £
Rent		£ 1,181			£ 1,181	£ 900
IT/Telephone					£ -	£ 20
Travel	£ 10				£ 10	£ 151
Stationary		£ 10			£ 10	£ 4
Insurance					£ -	£ -
Refreshment	£ 122	£ 279	£ 155	£ 8	£ 564	£ 253
Cleaning	£ 112				£ 112	£ 1
Postage	£ 6				£ 6	£ 2
Software					£ -	£ -
Repairs					£ -	£ -
Equipment	£ -				£ -	£ -
Bank charges	£ 14				£ 14	£ 14
Fees/penalty					£ -	£ -
Accountant fees					£ -	£ -
Advertisement					£ -	£ -
Write offs	£ 259				£ 259	£ -
Other legal/prof	£ 33				£ 33	£ 16
Sundry					£ -	£ 601
Donation	£ 571				£ 571	£ 537
Labour					£ -	£ -
Cost.vol.expenses		£ 30			£ 30	£ 633
Depreciation					£ -	£ -
TOTAL	£ 1,127	£ 1,500		£ 8	£ 2,790	£ 3,132

Information only

Depreciation	£ 670.00
restricted	£ 670.00
Non restricted	£ -

Note 5.

Net incoming Resources for the year

This is stated after charging:	2016	2015
	£	£
Depreciation	670	191

Note 6.

Staff cost and Numbers	2016	2015
	£	£
Employment	36849.35	21185
Self-employer	<u>14448.65</u>	<u>4200</u>
Secretary Company	1	1
Management worker	1	1
Support people	2	2
Total	<u><u>4</u></u>	<u><u>4</u></u>
Volunteer cost	<u>1305</u>	<u>2311</u>
Number of volunteer	40	40

Note 9.

Tangible Non current Assets		Intangible Non current Assets		Total	Non current
Fixtures & Technology		Software's		Assets	
Cost	£	Cost		Cost	
At 1 January 2016	4373	At 1 January 2016	1218	At 1 January 2016	5591
Additions	1399	Additions	0	Additions	1399
Disposal	0	Disposal	0	Disposal	0
At 31 December 2016	<u>5772</u>	At 31 December 2016	<u>1218</u>	At 31 December 2016	<u>6990</u>
Accumulated Depreciation		Accumulated Depreciation		Accumulated Depreciation	
At 1 January 2016	4373	At 1 January 2016	1218	At 1 January 2016	5591
Charge for the year	670	Charge for the year	0	Charge for the year	670
Disposal	0	Disposal	0	Disposal	0
At 31 December 2016	<u>5043</u>	At 31 December 2016	<u>1218</u>	At 31 December 2016	<u>6261</u>
Net book value		Net book value		Net book value	
At 31 December 2016	729	At 31 December 2016	0	At 31 December 2016	729
At 31 December 2015	0	At 31 December 2015	0	At 31 December 2015	0

Note 10.

Note 11.

Receivable and prepayments

	2016 £
Receivable	36
Prepayments	109

Note 12.

Payable :Amounts Falling Due within One year	-168
Deffered income	0

Note 13.

Analysis of Net Assets Between Funds

	Total funds £	
Tangible Non- current assets	729	
Intangible Non-current assets	0	729
Investment	0	
Current assets		
Cash in hand		
Card 1740	155	
Card 9737	108	
Petty cash	329	
Bank saving	5	
Bank	757	<u>1354</u>
Receivable	36	
Prepayments	109	<u>145</u>
Net current assets		1499

Current liabilities

Payable	-1247
PAYE & NIN	1415
deferred income	0
Net assets as 31 December 2016	<u>168</u>

Note 14.

Movements in funds

	At 1 January 2016 £	Incoming funds £	Outgoing funds £	Transfers funds £	Total funds £	
<u>Restricted funds:</u>						
Project group under 5/Office/ESOL	1463	54232	-54376	348	1667	1667
					0	
					0	
<u>Unrestricted funds:</u>						
					0	
					0	
					0	
General Funds	324	3207	-2790	-348	393	
						393
Total funds	1787	57439	-57166	0	2060	

POLISH & EASTERN EUROPEAN CHRISTIAN FAMILY CENTRE LTD - PEEC F.C.

**NOTES TO FINANCIAL STATEMENTS
FOR THE PERIOD 01 JANUARY 2016 TO 31 DECEMBER 2016**

Deferred income represents grant received in advance for project work, which has not yet commenced and as a result the resources received in advance have been deferred until such time the project work can be fulfilled

15 SHARE CAPITAL

The Company is limited by guarantee with no share capital the guarantee being £10 each member

16 RESERVES

	2016	2015
	£	£
Net Incoming resources	273	594
Opening reserves	1787	1193
Closing reserves	<u>2060</u>	<u>1787</u>

NOTES TO FINANCIAL STATEMENTS
FOR THE PERIOD 01 JANUARY 2016 TO 31 DECEMBER 2016

1 ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2005)

Company Status

The Company is limited by guarantee. Every member of the company undertakes to contribute such amount as may be required, not exceeding £10, to the assets of the company, if it should be wound up during membership, for the payment of the company's debts and liabilities contracted before membership ceases, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves.

Fund Accounting

Unrestricted funds are funds which are available for use at the discretion of the members in furtherance of the general objectives of the company and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with the specific restrictions imposed by donors or which have been raised by the company for particular purposes. The cost of raising and administering such funds are charged against the specific fund.

Depreciation

Non-current Assets are depreciated:

Tangible assets - 20% straight line method

Intangible assets - 50% straight line method

2 OPERATING

The surplus is stated after charging:

£

Director's emoluments

0

3 TAXATION

Analysis of the tax charge

As a Charity no liability to UK corporation tax arose on ordinary activities for the period