

CROYDON AFRICAN CARIBBEAN FAMILY ORGANISATION UK

FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2017

Charity Number:	1153669
Business Address:	40 Northwood Road Thornton Heath Croydon CR7 8HQ
Management Committee Officers:	C Young OBE - Chair W . Bernard - Treasurer A Dennis -Secretary (Hon Alderman & Freeman)
Bankers:	Barclays Bank PLC Brigstock Road Branch Thornton Heath
Independent Examiners:	Leroy Reid & Co. Chartered Certified Accountants and Registered Auditors 299 Northborough Road Norbury London SW16 4TR

CROYDON AFRICAN CARIBBEAN FAMILY ORGANISATION UK

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YEAR ENDED 31ST MARCH 2017

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**REPORT OF THE MANAGEMENT COMMITTEE
TO THE MEMBERS OF
CROYDON AFRICAN CARIBBEAN FAMILY ORGANISATION UK**

CACFO UK has pleasure in presenting our report and the examined financial statement for the year ended 31 March 2017.

Status

CACFO UK was established as a charitable incorporated organisation on 4th September 2013 and is governed by a constitution with voting members other than its charity trustees. Its predecessor, Croydon African Caribbean Family Organisation (CACFO) was established in October 1994.

Objective and principal activities of the charity

The objective of CACFO UK is to promote for the benefit of, but not exclusively, African and African Caribbean descendants in the Borough of Croydon without distinction of age, race, political or religious or other opinions, by associating the local authorities, voluntary organisations and inhabitants in common effort to provide facilities in the interests of social welfare, education or recreation and leisure time occupation for the benefits of the residents of Croydon. To manage, develop and secure CACFO UK (whether alone or in cooperation with any statutory authority or other persons or body) to further our objective.

Development, activities and achievements for the year

Delivery of a five-fold programme designed to help the physical and mental wellbeing of members remained at the heart of CACFO UK's work with elders in the community. Over the year gone by we continued with our effective delivery of:

- (i) Twice weekly group exercises to stimulate the mind, e.g. arts and crafts classes, regular quiz and reminiscing sessions and memory games;
- (ii) Twice weekly group exercises to help physical fitness and promote healthy lifestyles, e.g. seated exercise classes, yoga, plus talks from medical foundations responsible for Alzheimer's disease, diabetes, etc.
- (iii) Daily group recreational activities (e.g. board games) and regular day trips out (e.g. to seaside, local parks, etc.)
- (iv) Nutritious meals freshly cooked from scratch on our premises each day. For many elders this is their only hot meal of the day and therefore vital for their wellbeing!
- (v) Advice and signposting to services as demanded, e.g. pointing members to Advisory Services Croydon, etc.

Our tried and tested approach continues to help reduce the feeling of isolation and loneliness among the growing number of elders in the community.

**REPORT OF THE MANAGEMENT COMMITTEE
TO THE MEMBERS OF
CROYDON AFRICAN CARIBBEAN FAMILY ORGANISATION UK**

Development, activities and achievements for the year (Continued)

Our daily minibus service continues to be an essential part of the delivery of CACFO UK's programme. Our new bus, secured through a bid to the Department for Transport, has greatly improved our efficiency, confidence and ability to make journeys to the benefit of our elders. We now do two client collection trips most days of the week and are able to undertake longer journeys without fear of break downs.

We have continued to work to improve our operational efficiency. Banking and invoicing has been moved online and our administrative processes streamlined. A new website has been built which coupled with targeted marketing has led to growth in the number of elders attending the day centre. Their average age is 85 and our oldest is 96 years old.

CACFO UK as a community-based asset is well placed to help meet increasingly demand for adult day services. Indeed expansion is essential if we are to help stem the tide of elders who find themselves in social isolation. We help our clients to have a 'life' not a care plan.

CACFO UK's Education Centre continued to provide an inclusive environment that allows children to overcome their fears, lack of confidence and behavioural issues in order to make strong progress in their academic learning and personal development. Our pupil numbers have grown due to greater provision of respite service. A balanced budget was achieved after successive years of overspending compared to Local Authority income.

The Management Committee remains grateful to London Borough of Croydon for its support as CACFO UK's sponsor for 10% of our income for the adult day centre and 80% of funding for the Education Centre.

We thank our loyal and longstanding body of volunteers and, not least, our small team of staff who help us on a daily basis to deliver so much for the community with so little. As ever, we salute our clients, whom we strive to help and who justify our ongoing efforts.

**REPORT OF THE MANAGEMENT COMMITTEE
TO THE MEMBERS OF
CROYDON AFRICAN CARIBBEAN FAMILY ORGANISATION UK**

Financial Position

Details of the charity's financial affairs for the year under review are shown on pages 6-13 of the financial statement.

Reserves

It is the policy of the charity to maintain unrestricted funds at a level which equate to 12 months unrestricted expenditure. This provides sufficient funds to cover management, administration and support cost. Currently most reserves have been earmarked for specific projects.

Risk Management

The trustees actively review the major risk which the charity faces on a regular basis and believe that maintaining reserves at current levels, combined with an annual review of the controls over key financial systems, will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks faced by the charity and confirm that they have established systems to mitigate the significant risks.

Management Committee

The members of the management committee as at the end of the year were:

Mr Callton Young	Chair
Mr Adrian Dennis	Secretary
Mr Winston Bernard	Treasurer
Mr Ian Griffith	Member
Mr Zedford James	Member
Mrs Hazel Davis	Member

Recruitment and appointment of Management Committee

Under the requirements of the constitution the members of the Management Committee are elected to serve for a period of one year after which they must be re-elected at the next Annual General Meeting.

**REPORT OF THE MANAGEMENT COMMITTEE
TO THE MEMBERS OF
CROYDON AFRICAN CARIBBEAN FAMILY ORGANISATION UK**

Management Committee Responsibilities For The Financial Statements

The law requires us the management committee to prepare the financial statements for each year which give a true and fair view of the state of affairs of the organisation and of its surplus and deficit for that period. In preparing the financial statements we are required to:

- (a) select suitable accounting policies and apply them consistently through the years
- (b) make judgements and estimates that are reasonable and prudent
- (c) state whether applicable accounting standards have been followed, subject to any material departures that should be disclosed and explained in the financial statements.
- (d) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the organisation will continue in business.

We are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011.


We are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities should they exist.

Examiner

Messrs Leroy Reid & Co. have indicated their willingness to serve as the independent examiners and a resolution re-appointing them will be proposed at the annual general meeting.

By Order Of The Management Committee

Treasurer



**REPORT OF THE EXAMINERS TO THE MEMBERS
OF
CROYDON AFRICAN CARIBBEAN FAMILY ORGANISATION UK**

We report on the financial statements of the charity for the year ended 31st March 2017, which are set out on pages 6 to 13.

The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards including Financial Reporting Standard 102.

Respective Responsibilities of Trustees and Examiners

As the charity's trustees, you are responsible for the preparation of the accounts. You also consider that the audit requirement of Section 144(2) of the Charities Act 2011 (the 2011 Act) does not apply and that an independent examination is needed.

Having satisfied ourselves that the charity is not subject to an audit and is eligible for independent examination, it is our responsibility to:

- (I) examine the accounts under section 145 of the 2011 Act
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to our attention.

Basis of Independent Examiner's Report

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 you as 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 our examination, no matter has come to our attention:

- (1) which give us reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with Section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
- (2) to which, in our opinion, attention should be drawn in order to enable a proper understanding to be reached.

Leroy Reid & Co 7/12/2017

LEROY REID & CO
CHARTERED CERTIFIED ACCOUNTANTS AND REGISTERED AUDITORS
299 Northborough Road
Norbury
London SW16 4TR

CROYDON AFRICAN CARIBBEAN FAMILY ORGANISATION UK
STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31ST MARCH 2017

INCOMING RESOURCES	<u>NOTES</u>	<u>Restricted</u>	<u>Unrestricted</u>	<u>2017</u>	<u>2016</u>
Charitable activities	1(b) & 2				
Grants		-	199,404	199,404	116,484
Generated funds	1(b) & 3				
Activities and Donations	1(b)	-	90,347	90,347	91,027
Bank Interest		-	87	87	72
Total incoming resources		<u>0</u>	<u>289,838</u>	<u>289,838</u>	<u>207,583</u>
RESOURCES EXPENDED					
Charitable activities	1(g) & 4	-	228,266	228,266	188,925
Total resources expended		<u>0</u>	<u>228,266</u>	<u>228,266</u>	<u>188,925</u>
Net Incoming resources		0	61,572	61,572	18,658
Funds brought forward		<u>0</u>	<u>40,735</u>	<u>40,735</u>	<u>22,077</u>
Funds carried forward		<u>£0</u>	<u>£102,307</u>	<u>£102,307</u>	<u>£40,735</u>

There were no recognised gains and losses other than those passing through the Income and Expenditure

The accompanying notes form an integral part of the accounts

CROYDON AFRICAN CARIBBEAN FAMILY ORGANISATION UK
BALANCE SHEET AS AT 31ST MARCH 2017

	<u>NOTES</u>	<u>2017</u>	<u>2016</u>
FIXED ASSETS	5	<u>40,345</u>	<u>292</u>
CURRENT ASSETS			
Debtors and prepayments	6	-	23,264
Cash and bank balances	7	<u>65,670</u>	<u>65,714</u>
		<u>65,670</u>	<u>88,978</u>
CREDITORS: Amounts falling due within one year	8	<u>(3,708)</u>	<u>(48,535)</u>
NET CURRENT (LIABILITIES) ASSETS		<u>61,962</u>	<u>40,443</u>
NET ASSETS		<u>£102,307</u>	<u>£40,735</u>
FINANCED BY:			
UNRESTRICTED FUNDS			
General fund	9	82,307	20,735
Designated fund	9	20,000	20,000
		<u>£102,307</u>	<u>£40,735</u>

Approved by the Management Committee and signed on its behalf:

Chairperson.....

Date.....5/12/17.....

Treasurer.....

Date.....5/12/17.....

The accompanying notes form an integral part of the accounts

CROYDON AFRICAN CARIBBEAN FAMILY ORGANISATION UK
STATEMENT OF CASH FLOWS
YEAR ENDED 31ST MARCH 2017

CASH FLOW	<u>2017</u>	<u>2016</u>
Surplus/(deficit) for the year	61,572	18,658
Depreciation	4,773	291
(Increase)/decrease in trade debtors and receivables	23,264	(23,264)
Increase/(decrease) in trade creditors and other payables	(44,827)	43,191
Cash generated from/(absorbed by) operations	44,782	38,876
Investing activities- Addition of fixed assets	(44,826)	-
Net Increase/(decrease) in cash and cash equivalents	(44)	38,876
Cash and cash equivalents at beginning of the year	<u>65,714</u>	<u>26,838</u>
Cash and cash equivalents at end of the year	<u>£65,670</u>	<u>£65,714</u>

CROYDON AFRICAN CARIBBEAN FAMILY ORGANISATION UK
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST MARCH 2017

1. ACCOUNTING POLICIES

(a) Accounting Convention

The accounts are prepared under the historical cost convention.

The financial statements have been prepared in accordance with the statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (Charities SORP FRS 102 and the Charities Act 2011).

CACFO UK constitutes a public benefit entity as defined by FRS 102

(b) Income

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gift and is not conditional on the delivery of a specific performance by the company, and is recognised when the charity becomes unconditionally entitled to the grant.

Investment income is included when receivable.

Incoming resources from charitable trading activity are accounted for when earned. Incoming resources from grants, where related to performance and deliverables, are accounted for as the charity earns the right to the consideration by its performance.

(c) Depreciation

Depreciation is provided at rates which are intended to write off the cost of the assets over their estimated useful lives as follows:

Motor Vehicles	10%
Equipment and Furniture	25%

(d) Fund Accounting

Grants and similar income which are subjected to restrictions by the donors are shown as restricted funds and any expenditure incurred will be set off against the fund. All other income and expenditure are shown as unrestricted.

CROYDON AFRICAN CARIBBEAN FAMILY ORGANISATION UK
NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31ST MARCH 2017

(e) Resources Expended

Resources expended are included in the Statement of Financial Activities on an accrual basis, inclusive of any VAT, which cannot be recovered. Expenditure which is directly attributable to specific activities has been included in these cost categories. Where costs are attributable to more than one activity, they have been apportioned across the cost categories on a consistent basis with the use of these resources.

(f) Value added tax

Value added tax is not recoverable by the charity and as such is included in the relevant costs in the Statement of Financial Activities.

(g) Charitable activities

Cost of activities represents those cost incurred by the charity in the delivery of its activities and services for the beneficiaries. It includes both cost that can be allocated directly to such activities and those cost of an indirect nature necessary to support them.

CROYDON AFRICAN CARIBBEAN FAMILY ORGANISATION UK
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
YEAR ENDED 31ST MARCH 2017

2	GRANTS	<u>Restricted</u>	<u>Unrestricted</u>	<u>2017</u>	<u>2016</u>
	Croydon Council-Voluntary Sector	-	25,150	25,150	25,150
	Department for Transport	-	44,771	44,771	-
	Croydon Council- Education	-	<u>129,483</u>	<u>129,483</u>	<u>91,334</u>
		<u>£0</u>	<u>£199,404</u>	<u>£199,404</u>	<u>£116,484</u>
3	ACTIVITIES AND DONATIONS	<u>Restricted</u>	<u>Unrestricted</u>	<u>2017</u>	<u>2016</u>
	School Fees	-	14,740	14,740	20,260
	Luncheon club	-	66,947	66,947	56,179
	Membership	-	50	50	564
	Donations	-	1,031	1,031	485
	Hall hire	-	4,585	4,585	6,958
	Fundraising and others	-	<u>2,994</u>	<u>2,994</u>	<u>6,581</u>
		<u>£0</u>	<u>£90,347</u>	<u>£90,347</u>	<u>£91,027</u>
4	CHARITABLE ACTIVITIES	<u>Restricted</u>	<u>Unrestricted</u>	<u>2017</u>	<u>2016</u>
	Salaries and wages	-	70,334	70,334	67,307
	Rent and rates	-	10,184	10,184	8,649
	Special events and conferences	-	1,081	1,081	0
	Travel and subsistence	-	119	119	583
	Volunteer cost and expenses	-	8,926	8,926	8,742
	Catering , food and provision	-	8,029	8,029	7,560
	Education and Training	-	4,364	4,364	4,521
	Behaviour support services	-	87,664	87,664	62,872
	Coach and motor running cost	-	8,451	8,451	5,405
	General expenses	-	574	574	303
	Light and heat	-	4,002	4,002	4,638
	Repairs, maintenance and cleaning	-	6,995	6,995	5,556
	Computer consumables	-	1,166	1,166	312
	Postage, stationery, printing & telephone	-	4,284	4,284	4,759
	Interest and bank charges	-	2	2	94
	Depreciation	-	4,773	4,773	291
	Accountancy and examination	-	3,446	3,446	2,740
	Insurance	-	<u>3,872</u>	<u>3,872</u>	<u>4,593</u>
		<u>£0</u>	<u>£228,266</u>	<u>£228,266</u>	<u>£188,925</u>

CROYDON AFRICAN CARIBBEAN FAMILY ORGANISATION UK
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
YEAR ENDED 31ST MARCH 2017

5	FIXED ASSETS	Motor	Furniture &	
		Vehicle	Equipment	Total
	COST OR VALUATION			
	Opening balance	31,860	22,864	54,724
	Additions for the year	44,826	-	44,826
	Disposal	=	=	=
	Closing balance	<u>76,686</u>	<u>22,864</u>	<u>99,550</u>
	ACCUMULATED DEPRECIATION			
	Opening balance	31,859	22,573	54,432
	Charge for the year	4,482	291	4,773
	Disposal	=	=	=
	Closing balance	<u>36,341</u>	<u>22,864</u>	<u>59,205</u>
	NET BOOK VALUE			
	as at 31st March 2017	<u>£40,345</u>	<u>£0</u>	<u>£40,345</u>
	as at 31st March 2016	<u>£1</u>	<u>£291</u>	<u>£292</u>
6	DEBTORS AND PREPAYMENTS		2017	2016
	Grant receivable	-	-	18,787
	Prepayments	0	0	4,477
			<u>£0</u>	<u>£23,264</u>
7	CASH AND BANK BALANCES		2017	2016
	Petty Cash	-	-	22
	Barclays Bank (Business Premium 2)	-	-	281
	Barclays Bank (community account)	923	923	12,000
	Barclays Bank (Education)	37,831	37,831	8,727
	Barclays Bank (Business Premium)	-	-	1,173
	Barclays Bank (Fundraising account)	5,461	5,461	3,794
	Barclays Bank (Treasury account)	21,455	21,455	39,717
		<u>£65,670</u>	<u>£65,670</u>	<u>£65,714</u>

CROYDON AFRICAN CARIBBEAN FAMILY ORGANISATION UK
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
YEAR ENDED 31ST MARCH 2017

8	CREDITORS: Amounts falling due within one year	<u>2017</u>	<u>2016</u>
	Other taxation and social security	1,746	1,490
	Deferred income	-	44,771
	Other creditors and accruals	<u>1,962</u>	<u>2,274</u>
		<u>£3,708</u>	<u>£48,535</u>
9	UNRESTRICTED FUND	<u>2017</u>	<u>2016</u>
	GENERAL FUND		
	Opening balance	20,735	2,077
	Surplus (deficit) for the year	61,572	18,658
	Transfer from Restricted Fund	-	-
	Transfer to/from Designated Fund	-	-
	Closing balance	<u>£82,307</u>	<u>£20,735</u>
	DESIGNATED FUND	<u>2017</u>	<u>2016</u>
	Opening balance	20,000	20,000
	Transfer to/from General Fund	-	-
	Closing balance	<u>£20,000</u>	<u>£20,000</u>

An amount of £20,000 has been set aside into a designated fund towards the main charity's strategic development, consultancy work, emergency vehicle hire, cover emergency staff costs and redundancy payments.

10	ANALYSIS OF NET ASSETS BETWEEN FUNDS	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total</u>
	Tangible Fixed Assets	-	40,345	40,345
	Net current assets	<u>0</u>	<u>61,962</u>	61,962
		<u>£0</u>	<u>£102,307</u>	<u>£102,307</u>

- 11 **TRUSTEES REMUNERATION AND EXPENSES**
 No remuneration was paid to trustees in the year, nor were any expenses reimbursed to them.

CROYDON AFRICAN CARIBBEAN FAMILY ORGANISATION UK
INCOME AND EXPENDITURE ACCOUNT
YEAR ENDED 31ST MARCH 2017

INCOMING RESOURCES	<u>Restricted</u>	<u>Unrestricted</u>	<u>2017</u>	<u>2016</u>
Grant	-	199,404	199,404	116,484
Activities and donation	-	90,347	90,347	91,027
Bank Interest	-	87	87	72
	<u>0</u>	<u>289,838</u>	<u>289,838</u>	<u>207,583</u>
 COST OF CHARITABLE ACTIVITIES				
Salaries and wages	-	70,334	70,334	67,307
Rent and rates	-	10,184	10,184	8,649
Special events and conferences	-	1,081	1,081	-
Travel and subsistence	-	119	119	583
Volunteer cost and expenses	-	8,926	8,926	8,742
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Coach and motor running cost	-	8,451	8,451	5,405
General expenses	-	574	574	303
Light and heat	-	4,002	4,002	4,638
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Computer consumables	-	1,166	1,166	312
Postage, stationery, printing & telephone	-	4,284	4,284	4,759
Interest and bank charges	-	2	2	94
Depreciation	-	4,773	4,773	291
Accountancy and examination	-	3,446	3,446	2,740
Insurance	-	<u>3,872</u>	<u>3,872</u>	<u>4,593</u>
 Total resources expended	 <u>£0</u>	 <u>£228,266</u>	 <u>£228,266</u>	 <u>£188,925</u>
 Net incoming resources	 <u>£0</u>	 <u>£61,572</u>	 <u>£61,572</u>	 <u>£18,658</u>