

AFRICAN CARIBBEAN FORUM

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2017

Charity No. 1072021

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Trustees Annual Report for the year ending 31st March 2017

The Managing Trustees present their Report for the financial period 1st April 2016 to 31st March 2017

The African Caribbean Forum was established by a Constitution which was adopted on 15th September 1998 and amended at a General Meeting on 22nd November 2000. The Association's address is the Caribbean Community Centre, Millennium Building, Dickens Street, Peterborough, PE1 5GD.

The Charity is administered by a Management Committee comprising:

Chairman	Mr W Dorman	
Vice Chair	Mr W Moore	JMCA
Secretary	Mrs L Hyman	
Treasurer	Ms B L Daley	Marcus Garvey ICA
	Mrs E Harry	St Vincent Association
	Mr H Moore	Marcus Garvey ICA
	Mr G E Flake	Golden Age Association
	Mr B T Alberga	Limited Company - Bar
	Mr D K Moore	Limited Company - Bar
	Mr R Payne	Golden Age Association
	Mr C Walker	Co-opted
	Mr R Dennis	Co-opted
	Mr P Bogle	Co-opted
	Mr K McDonald	Co-opted

Object, Organisation and Activities

The object of the Charity is to promote and benefit inhabitants of the city of Peterborough and its outlying districts and in particular those persons who are African Caribbean or of African Caribbean descent, and to do this without distinction of gender, religious or other opinions, by associating together with local statutory and voluntary agencies, and other individuals and groups within the area of benefit in a common effort to advance education and to provide or assist in the provision for recreation and other leisure time activities in the interest of social welfare and so that the conditions of life for the said persons may be enhanced. Further to secure the establishment of a Community Centre and to maintain and manage the same in furtherance of these objects.

Trustees Annual Report for the year ending 31st March 2017 - Continued

Review of Progress and Achievements

The Community Centre was built in 2000 and the Management Committee has managed the centre since the Community Groups moved in in April 2001. The building is owned by the Local Authority, although the African Caribbean Community had to contribute financially for it to be constructed.

The Management Committee does not receive any financial support from the Local Authority for the day to day management of the centre and therefore has to obtain the funds needed through its own sources and from lettings to community members and other persons and groups.

Over the past two to three years lettings have not been as plentiful as in previous years. However, during the period under review they have increased significantly. This is in part due to the successful application for the late licence and extended opening hours along with a change in the committee's attitude towards hiring.

A number of repairs have been carried out in the building, although there still remains some yet to be done. The City Council has been approached but has stated that the use of community centres were under review and in any case that there were no funds available for non-urgent repair work at present.

However, with the help of one of the local councillors the community's portion of the car park has been remarked and it is now clearly signposted for the community's use only.

Conclusion

The new management committee which took over at the last Annual General Meeting (AGM) has worked hard to put right the problems that existed upon taking office. The secretary and treasurer were replaced and the committee withdrew from activities which it considered not to be in line with services provided by a community centre.

Finances

The attached Financial Statements show the current state of the Forum finances which are a vast improvement of that of last year.

The Forum's bankers are TSB, Long Causeway, Peterborough, PE1 1XP.

The Independent Examiner is Jonathan Capper of SR Howell & Co Accountants, 7 Swan Court, Forder Way, Hampton, Peterborough, PE7 8GX



W Dorman (Chairman)

**Independent Accountants Report to the Trustees of the
African Caribbean Forum for the year ended 31 March 2017**

I report on the financial statements of the African Caribbean Forum for the year ended 31st March 2017, which are set out on pages 3, 4 & 7 on the basis of accounting policies set out on pages 5 & 6.

Respective responsibilities of trustees and examiner

The charity's trustees consider that an audit is not required for this year under section 43 (2) of the Charities Act 1993 and that independent examination is needed. It is my responsibility to:-

- Examine the accounts under Section 43 of the 1993 Act.
- To follow the procedures laid down in the general directions given by the Charity Commission under the 1993 Act.
- 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 I do not express an audit opinion on those accounts.

Independent examiner's statement

In the matter of my examination, no matter has come to my attention.

1. This gives me reasonable cause to believe that in, any material respect, the Trustees have met the requirement to ensure that:

- a) Proper accounting records are kept (in accordance with section 41 of the 1993 Act) and;
 - b) Accounts records are prepared with agree with the accounting records and comply with the accounting requirements of the 1993 Act and;
2. To which, in my opinion, resulted in a proper understanding of the accounts being reached.

Signature 

Date 20th June 2017

S. R. HOWELL & CO.

Chartered Certified Accountants

Unit 7, Swan Court

Forder Way

Cygnets Park

Hampton

PETERBOROUGH

PE7 8GX

Profit and Loss Account for the year ended 31st March 2017

	2017	2016
	£	£
Turnover	37,921	34,959
Cost of sales	<u>-</u>	<u>-</u>
Gross profit	37,921	34,959
Administrative expenses	(42,546)	(24,230)
Operating profit/(loss)	<u>(4,625)</u>	<u>10,729</u>
Interest receivable	<u>-</u>	<u>-</u>
Profit/(loss) on ordinary activities before taxation	(4,625)	10,729
Tax on profit/(loss) on ordinary activities	<u>-</u>	<u>-</u>
Profit/(loss) on ordinary activities after taxation		
being profit for the financial year	<u><u>(4,625)</u></u>	<u><u>10,729</u></u>

The notes on pages 5 to 6 form part of these financial statements.

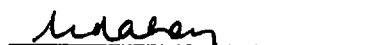
Balance Sheet as at 31st March 2017

	2017 £	2016 £
Fixed assets		
Tangible assets	16,915	16,864
Current assets		
Bank account	<u>8,880</u>	<u>15,634</u>
Creditors: amounts falling due within one year	<u>540</u>	<u>8,333</u>
Net current assets	<u>8,340</u>	<u>7,301</u>
Total assets less current liabilities	<u>25,255</u>	<u>24,165</u>
Capital account		
Brought forward	24,165	13,871
Net profit for the year	<u>(4,625)</u>	<u>10,294</u>
	19,540	24,165
Less: Drawings	<u>(5,715)</u>	<u>-</u>
Members' funds	<u>25,255</u>	<u>24,165</u>

We approve these accounts and confirm that we have made available all relevant records and information for their preparation.



Chairman



Treasurer

The notes on pages 5 to 6 form an integral part of these financial statements.

Notes to the financial statements for the year ended 31st March 2017

1 Accounting policies

1.1 Basis of preparation of financial statements

The accounts have been prepared in accordance with applicable accounting standards and follow the recommendations in Statement of Recommended Practice Accounting by Charities (SORP 2000)

1.2 Voluntary Income

Voluntary Income is received by way of donations and gifts and is included in full financial statements when received. Gifts in kind are valued at their estimated value to the Charity and included under the appropriate heading when received.

1.3 Intangible Income

Intangible Income is valued and included in Income to the extent that it represents goods or services which would otherwise be purchased. Where it is not possible to value the goods or services, such as volunteer time, the accounts do not include them.

1.4 Grants

Grants, including grants for the purchase of fixed assets are recognized in full in the Financial Statements in the year in which they are received.

1.5 Restricted Funds

Restricted Funds are used for the specific purpose as laid down by the donor. Expenditure which meets these criteria is identified in the fund.

1.6 Unrestricted Funds

Unrestricted Funds are donations and other income received or generated for the objects of the Charity, without further specified purpose and are available as general funds.

1.7 Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Equipment	20% reducing balance
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Notes to the financial statements continued

2 Tangible fixed assets

	Equipment	Total
	£	£
Cost		
At 1 April 2016	21,403	21,403
Additions	4,280	4,280
Disposals	-	-
At 31 March 2017	<u>25,683</u>	<u>25,683</u>
Depreciation		
At 1 April 2016	4,539	4,539
Charge for the year	4,229	4,229
Disposals	-	-
At 31 March 2017	<u>8,768</u>	<u>8,768</u>
Net book value		
At 31 March 2017	<u>16,915</u>	<u>16,915</u>
At 31 March 2016	<u>16,864</u>	<u>16,864</u>

3 Creditors: amounts falling due within one year

	2017	2016
	£	£
Trade creditors	300	8,093
Other creditors	<u>240</u>	<u>240</u>
	<u>540</u>	<u>8,333</u>

**Trading and Profit and Loss Account
For the year ended 31st March 2017**

	2017	2016
	£	£
Income		
Hire charges	22,982	37,207
P.C.C	1,400	80
Donation - Golden age	1,175	1,000
Membership	567	553
Limited company	4,500	7,050
Other income	5,605	-
Entertainment	1,692	1,888
	<hr/>	<hr/>
	37,921	47,778
Less: Expenses		
Cleaning contractors	7,700	5,994
Cleaning materials	246	381
Light & heat	9,959	12,780
Water rates	1,388	1,244
Repairs & maintenance	6,804	1,779
P.H.S Hygiene	388	374
TV Licence	146	146
Insurance	676	835
Memberships & subscriptions	1,096	-
Motor & travel expenses	1,840	2,110
Catering costs	2,924	3,832
Entertainment	600	380
Telephone	1,234	1,157
Copier charges	384	216
Printing, postage & stationery	585	786
Accountancy	720	720
Caretaking	1,040	-
Sundry expenses	587	534
Depreciation	4,229	4,216
	<hr/>	<hr/>
	42,546	37,484
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Net profit for the year	(4,625)	10,294