



## AMBER TRAINING ADVISORY & SUPPORT SERVICES

FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MAY 2017

### TRUSTEES REPORT

**Charity Number: 1124304**

OPTMARK ACCOUNTANTS  
Unit 5, Red Lion Court,  
Alexandra Road,  
Hounslow, Middlesex  
TW3 1JS  
Phone: 0203 581 6780  
E-mail: [ahussein@optmark.co.uk](mailto:ahussein@optmark.co.uk)

## **AMBER TRAINING ADVISORY & SUPPORT SERVICES**

The trustees present their report with the financial statements of the charity for the year Ended 31<sup>ST</sup> May 2016. The trustees have adopted the provisions of the statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in July 2014.

The charity is controlled by it's governing documents the constitution, and also constitute a limited company, limited by guarantee, as defined by the Companies Act 2006.

## **REFERENCE AND ADMINISTRATIVE DETAILS**

### **Registered Charity Number**

1124304

### **Registration Number**

06566483 Registered in England and Wales

### **Principal Address**

UNIT 1, RED LION COURT  
ALEXANDRA ROAD  
HOUNSLOW  
TW3 1JS

### **Trustees**

Chairperson:	Richard Andorful
Vice Chairperson:	Philip Kwasi Oduroh
Secretary/Treasurer:	Nelson Oware-Siaw

### **INDEPENDENT EXAMINER**

OPTMARK ACCOUNTANTS  
Unit 5, Red Lion Court,  
Alexandra Road,  
Hounslow, Middlesex  
TW3 1JS  
Phone: 0203 581 6780  
E-mail: [ahussein@optmark.co.uk](mailto:ahussein@optmark.co.uk)

## **STRUCTUTRE, GOVERNANCE AND MANAGEMENT**

### **Governing Document**

The charity is controlled by its governing document, a deed of trust, and constitutes an incorporated charity. Formally attained charity status in June 2008 and started operation from this date. The organization is now currently operating as **Amber Training, Advisory & Support Services (ATASS)**.

### **OBJECTIVES AND ACTIVITIES**

The aims and objectives of ATASS are;

*1. To advance education and relieve financial hardship amongst those seeking asylum, those granted refugee status and immigrants and their dependants in need thereof in the London Borough of Hounslow and surrounding areas by the provision of legal and other advice and information to advance them in life and assist them to adapt within a new community.*

*2. To develop the capacity and skills of the members of the socially and economically disadvantaged community of the London Borough of Hounslow in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society.*

*3. The promotion of equality and diversity for the public benefit in the London Borough of Hounslow by:*

*(a) advancing education and raising awareness in equality and diversity; and*

*(b) promoting activities to foster understanding between people from diverse backgrounds.*

*(c) determined to provide comprehensive advice and support to people by networking, signposting, partnership work in enhancing employment rights and conditions , health & safety, welfare benefit issues, hate crimes, anti social behaviour, housing and life in the UK.*

*(d) committed to providing these services by giving advice, representation, advocacy, being litigant friendly, providing support in a language friendly and culturally issues in a sensitive manner and environment.*

These objectives are achieved by the delivery of charitable training, advisory and support services to individuals and sometimes to organisations or other companies in need of our services. The trustees meet each year to discuss all Operational Objectives

and Management Strategies to be able to achieve our overall objectives and successfully continue to operate as a charity into the foreseeable future.

In setting the objectives and planning activities the Trustees have given consideration to the charity commission's general guidance on the public benefit.

## **ACHIEVEMENT AND PERFORMANCE**

### **Charitable Activities Achievement**

Charitable donations were nil over the period. A grant received during the period was £9385.00 (2016: £16535.00). The trustees intend to engage in more prudent actions and activities to attract more grants from other main stream funders.

### **Performance**

The trustees have successfully managed to use all available resources of the charity as they see fit, in accordance with the objects and set priorities supporting the general public from all backgrounds. The trustees have successfully achieved high income levels in the past two years and expect to maintain this same level of performance to significantly increase level of income in the next year.

## **RISK MANAGEMENT**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

## **FUNDING**

ATASS received funding support of £9385.00 from Tinder Foundation towards the English My Way and Digital Inclusion Projects. These are training programmes designed to empower and support the disadvantaged in society to gain the basic knowledge required to integrate and fully contribute to their local communities.

## **FINANCIAL REVIEW**

### **Reserve Policy**

It is the policy of the charity to seek to generate a small surplus of income over expenditure to safeguard the future of the charity.

The remainder of the net income will be distributed according to the objects of the charity.

The trustees periodically review the level of reserves to ensure that reserves are at a level for the continuation of the work of the charity.

ON BEHALF OF THE BOARD OF TRUSTEES:



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Richard Andorful  
(Chairperson)

**Date: 31<sup>ST</sup> August 2016**



**AMBER TRAINING ADVISORY & SUPPORT SERVICES  
FINANCIAL STATEMENTS 31 MAY 2017**

**Charity Number: 1124304**

**AMBER TRAINING ADVISORY & SUPPORT SERVICES  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED '31MAY 2017'**

FINANCIAL STATEMENTS 31 MAY 2017

	Notes	£		£		£	
		Restricted Fund		Unrestricted Fund		Total Fund	
		<u>2017</u>	<u>2016</u>	<u>2017</u>	<u>2016</u>	<u>2017</u>	<u>2016</u>
<b>INCOMING RESOURCES</b>							
Donations	2	0	0	0	0	0	0
Grant		9,385	16,535	0	0	9,385	16,535
Training Income		0	0	39,085.00	41,424.51	39,085	41,425
<b>TOTAL INCOME</b>		<u>9,385</u>	<u>16,535</u>	<u>39,085</u>	<u>41,425</u>	<u>48,470</u>	<u>57,960</u>
<b>RESOURCES EXPENDED</b>							
<b>Direct Charitable Expenses</b>							
Charity Activities		25,098	38,508			25,098	38,508
<b>Other Expenditure</b>							
Administrative Expenses	8	17,458	18,440			17,458	18,440
<b>TOTAL EXPENDITURE</b>						<u>42,556</u>	<u>56,948</u>
<b>NET INCOME LESS EXPENDITURE FOR THE YEAR</b>						<u>5,914</u>	<u>1,012</u>

There were no recognised gains and losses other than those included in the income and expenditure account.

The notes on page 4 to 9 form part of these accounts.





**AMBER TRAINING ADVISORY & SUPPORT SERVICES  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED '31 MAY 2017'**

FINANCIAL STATEMENTS 31 MAY 2017

**1 Accounting Policies**

**a) Convention**

The financial statements have been prepared in accordance with the historical cost convention. The principle accounting policies which the Trustee have adopted within that convention are set out below.

**b) Depreciation**

Depreciation of fixed assets is calculated to write off their cost or valuation less any residual value over their estimated useful lives as follows:

Office equipment	25%
Furniture	25%

**c) Furniture, Fittings and Equipment**

Acquisition of capital asset (except freehold property) furniture, fitting and equipment will be charged to the accounts in the year of acquisition.

Old assets continued to be charged as per the old policy

**2 Income**

All the donations and grants are shown as income for the period in which they are received. Restricted funds are to be used for specific purpose and laid down by the donor.

Expenditure which meets these criteria is defined to the fund, together with a fair allocation of management and support cost.

Unrestricted funds are donations and other income received or generated for the objects of the charity without specific purpose and are available as general funds.

**3 Movement in Total Funds for the Year**

	£	£
	2016	2017
Depreciation of Tangible Fixed Assets	<u>596</u>	<u>447</u>
	<u>596</u>	<u>447</u>

**4 Taxation**

All incoming resources is applied for charitable purpose and therefore exempt from tax.

**AMBER TRAINING ADVISORY & SUPPORT SERVICES  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED '31 MAY 2017'**

FINANCIAL STATEMENTS 31 MAY 2017

**5 Creditors**

	2016 £	2017 £
Amounts falling due within one year		
Accruals	791	1,426
Creditors	1,595	4,184
Other creditors (Restricted Grant)	<u>2,386</u>	<u>5,611</u>

**6 Tangible Fixed Assets**

	2016 £	2017 £
<b>Cost</b>		
31st May		
Additions	2,384	1,788
31st May	<u>2,384</u>	<u>1,788</u>

	Furniture & Office Equipment £	Furniture & Office Equipment £
31st May	-	-
31st May	<u>2,384</u>	<u>1,788</u>

**Depreciation**

31st May		
Change for year	596	447
31st May	<u>596</u>	<u>447</u>

**Net Book Amount**

31st May	<u>1,788</u>	<u>1,341</u>
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**7 Interest Payable**

Bank charges payable	2017 £	2016 £
	<u>0</u>	<u>0</u>

**AMBER TRAINING ADVISORY & SUPPORT SERVICES  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED '31 MAY 2017'**

FINANCIAL STATEMENTS 31 MAY 2017

	2017	2016
	£	£
<b>8 Administrative Expenses</b>		
Depreciation	447	596
<u>Office Expenditure</u>		
Telephone Charges	1,294	1,880
Printing	99	
Postage	335	468
Stationary	242	712
Rent	8,900	7,700
Repairs and Maintenance		
Software		
Insurance	533	654
Internet		
Charges	101	
General expense	1,257	1,530
	<u>13,208</u>	<u>13,540</u>
<b>9 Employment Costs</b>		
Wages and salaries	<u>4,250</u>	<u>4,900</u>
No salary was paid to the trustees of the charity.		
<b>Total Administrative + Employment Cost</b>	<u>17,458</u>	<u>18,440</u>

# Independent examiner's report on the accounts



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Section A Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

AMBER TRAINING ADVISORY & SUPPORT SERVICES

On accounts for the year  
ended

31<sup>ST</sup> MAY 2017

Charity no  
(if any)

1124304

Set out on pages

1-2

(remember to include the page numbers of additional sheets)

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed. [The charity's gross income does not exceed £250,000 and I am qualified to undertake the examination by being a qualified member of ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS and INSTITUTE OF FINANCIAL ACCOUNTANTS.]

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- 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 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 my examination, no matter has come to my attention (other than that disclosed below \*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

Date:

7/8/2017

Name:

ABUBAKAR HUSSEIN

Relevant professional qualification(s) or body (if any):

- ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS
- INSTITUTE OF FINANCIAL ACCOUNTANTS

Address:

OPTMARK ACCOUNTANTS  
UNIT 5, GROUND FLOOR, RED LION COURT  
ALEXANDRA ROAD, HOUNSLOW, TW3 1JS

## Section B

### Disclosure

Only complete if the examiner needs to highlight material problems. (E.g. accounting records have not been kept in accordance with s132 of the Charities' Act 2011 and those accounts do not comply with the requirements of the 2008 Regulations setting out the form and content of charity accounts; any material expenditure or action which appears not to be in accordance with the trusts of the charity; any failure to be provided with information and explanations by any past or present trustee, officer or employee; and any material consistency between the accounts and the trustees' annual report.)

Give here brief details of any items that the examiner wishes to disclose.