

**ST. KITTS & NEVIS ASSOCIATION SLOUGH**

**Financial Statements for the Year Ended**

**31 December 2017**

## ST. KITTS & NEVIS ASSOCIATION SLOUGH

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## **ST. KITTS & NEVIS ASSOCIATION SLOUGH**

### **Legal and Administrative details**

St Kitts and Nevis Association (Slough) was set up in 1998 and was registered as a charity in 2004. The primary purpose of the charity is to benefit the local community and their welfare by providing facilities promoting health, wellbeing, education, leisure and to support community cohesion.

### **CHARITY REGISTERED NUMBER**

**1104873**

### **TRUSTEES as at 31 December 2017**

Anita Herbert	Chair
Irving Fieulleateau	Vice Chair
Petula Fieulleateau	Secretary
Bernard Trevor Galloway	Treasurer (Resigned: 30th May 2018)
Eustace Herbert	Executive Member
Cordell Roberts	Executive Member (Appointed: 8th July 2017)
Sandra Littleworth	Treasurer (Co-opted: 28th March 2018)

All Trustees serve a three year term. They will then immediately become eligible for re-election.

Reporting year end changed from 1st October - 30th September to 1st January - 31st December

### **Bankers**

NatWest Bank Plc  
118 High Street  
Slough  
SL1 1JH

### **Business Address**

P.O. Box 2650  
Slough  
Berks  
SL1 5NZ

### **Accountants**

D M Thomas FCCA  
77 Baylis Road  
Slough  
Berks  
SL1 3PH

## **ANNUAL TRUSTEES REPORT – 2016/2017**

SANAS has again had a good year in terms of extending our reach within the community. We have seen an increase in our supporters, particularly in our regular cook-ups and are delighted that these are at the heart of what we do – bringing people together.

### **OUR VISION and AIMS**

Our vision is to have a strong united community in and around Slough, where people work in partnership to enhance the quality of life for themselves and others. Our aims are to:

- Support local nationals and the wider community
- Work towards improving health and well-being
- Bring families and communities together
- Build community partnerships
- Manage a community cafe

### **OUR ACHIEVEMENTS**

SANAS has had a busy year with a focus on our priorities. We have achieved the following:

- Maintaining links with the High Commission and national organisations. This gives us the opportunity to share best practice and hear what other St Kitts & Nevis organisations around the country are doing. We also offer our support by attending their activities where possible.
- Teamwork: We have a strong team in place, which has enabled us to continue with the vital work. The development of the subcommittees has been a real asset.
- Strengthening partnerships with local stakeholders. Since becoming a SPACE associate in June 2016, SANAS has been able to work in collaboration and receive information and advice. SPACE is a consortium of local charities, Slough Council for Voluntary Service, Royal Voluntary Service, Slough Community Transport and Slough Crossroads. The advantages of being a SPACE associate is that SANAS will have access to information and services and increase awareness in what we do. As a SPACE associate, SANAS' activities are monitored and reviewed on a quarterly basis.
- Older people and hidden carers: SANAS is delighted to have been rewarded a grant to build on our existing activities. This will be to extend our reach to older people and further build on our Saturday lunch club offering. As part of this activity, we provide free transportation and a subsidised meal and drink. All of which helps with health and wellbeing and loneliness to our supporters.
- Have fun! Although we work hard and have little time for fun, we value the importance of team work and will continue to go on training courses and workshops to enable us to deliver against our objectives, achieve our goals and strengthen as a team.

### **MEMBERSHIP**

Decreasing number of members is a challenge. However, the number of supporters has increased. Our regular cook-ups continue to enable us to reach out to more nationals than ever and it is great to see people of all ages enjoying not only the fine food, but the healthy discussions, debates and company that these cook-ups bring.



## FINANCIAL OVERVIEW

The Executive Committee has agreed to change SANAS' reporting year end from 1<sup>st</sup> October to 30<sup>th</sup> September to 1<sup>st</sup> January to 31<sup>st</sup> December – which will make reporting easier. We are pleased to report that SANAS has had a good year. We have seen an increase in the number of donations from supporters and income from events and activities held throughout the year. SANAS has once again received funding to support our Saturday lunch club for older people and a contribution towards the Celebrate Chalvey event which was held in October. Our key source of funds is from our bi-monthly Cook-ups. We are pleased to report that this is a very popular event for those who attend and for those who place take-away orders and continues to grow in popularity.

We are also pleased to report that the association has been able to make donations to Cancer Research and St Andrews Methodist Church.

## SANAS COMMITTEE 2016/2017

**Executive Committee:** Anita Herbert (Chair), Petula Fieulleateau (Secretary), Bernard Trevor Galloway (Treasurer), Irving Fieulleateau (Vice Chair), Eustace Herbert and Cordell Roberts

### Sub-committees:

**Events:** Emma Herbert, Adella Parris, Rachel Patrick and Julie Herbert

**Hospitality:** Eldora Richardson, Rhona Galloway, Pearline Crump, Saneta Herbert, Sheila Francis and Mary Fleming, Mae Markman, Sandra Littleworth, and Anthony Francis

**Communications:** There are currently vacancies within our Communications Committee. Volunteers are required for a variety of tasks, including support with our social media platforms.

We are always recruiting volunteers to help us with our activities, events, communications and to join our committee. Any offer of support is greatly appreciated, we ask that interested parties get in touch.

## THE YEAR AHEAD

As a committee there is always room to grow and develop and by doing that we will be better placed to give support to those around us. Our regular cook-ups will enable us to reach out to more nationals and the wider community and it is great to see people of all ages attending.

Other key priorities for SANAS this year are to:

- Continue to develop the committee and increase the number of volunteers
- Build our membership base and increase numbers
- Develop our Social Media platforms to enhance communications
- Be GDPR compliant
- Increase the number of activities for the Saturday lunch club for older people
- Celebrate SANAS' 20<sup>th</sup> anniversary

## ... AND FINALLY, THANK YOU FROM THE CHAIR

Firstly, to SANAS' Executive Committee (current and previous) and our volunteers, whose dedication and drive continues to build and enhance our organisation. SANAS' success is testimony to their commitment. A big thank you to everyone who has attended and supported SANAS' activities, given donations and their valuable time – this all makes a big difference. Here's to another successful year, which will see SANAS develop and grow further to benefit our community and lay sustainable foundations for future years.

Signature (Chair) A Herbert Date: 30/6/2018  
A HERBERT

## Independent examiner's report to the trustees of "S.A.N.A.S."

I report on the accounts of the Charity for the year ended 31 December 2017, which are set out on pages 1 to 12.

### 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(2) of the Charities Act 2011 and that an independent examination is needed. The charity is preparing accrued accounts and I am qualified to undertake the examination by being a qualified member of ACCA.

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 report from you

My examination was carried out in accordance with the 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 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 my examination, no matter has come to my attention:

(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;
- 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.

Name: D M Thomas



Relevant professional qualification or body: Chartered Certified Accountant

Address: 77 Baylis Road, Slough. SL1 3PH

Date: 30/06/2018



**ST. KITTS & NEVIS ASSOCIATION SLOUGH**

**Statement of Financial Activities (Including Income & Expenditure Account)**  
**For the year ended 31 December 2017**

	<u>Note</u>	<u>Restricted</u> <u>£</u>	<u>Unrestricted</u> <u>£</u>	<u>2017</u> <u>Total</u> <u>£</u>	<u>2016</u> <u>Total</u> <u>£</u>
<b>INCOMING RESOURCES</b>					
Incoming resources from charitable activities	2	4750.00	24998.72	29748.72	11897.96
<b>Total Incoming Resources</b>		<b>4750.00</b>	<b>24998.72</b>	<b>29748.72</b>	<b>11897.96</b>
<b>RESOURCES EXPENDED</b>					
Charitable activities					
Fundraising & Publicity	3	2335.61	4611.06	6946.67	2559.26
Project Costs	3	2818.20	17863.69	20681.89	2596.61
Governance Costs	3	0.00	1399.08	1399.08	2190.81
<b>Total Resources Expended</b>		<b>5153.81</b>	<b>23873.83</b>	<b>29027.64</b>	<b>7346.68</b>
<b>Net Incoming (Outgoing) resources for the year</b>		<b>-403.81</b>	<b>2051.28</b>	<b>1647.47</b>	<b>4551.28</b>
Total Funds Brought Forward		0.00	10803.55	10803.55	6252.27
<b>Total Funds Carried Forward</b>		<b>-403.81</b>	<b>12854.83</b>	<b>12451.02</b>	<b>10803.55</b>

All of the above results are derived from continuing activities.

There are no other recognised gains or losses other than those stated above.

# ST. KITTS & NEVIS ASSOCIATION SLOUGH

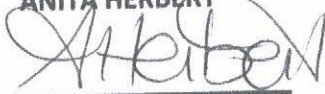
## Balance Sheet as at 31 December 2017

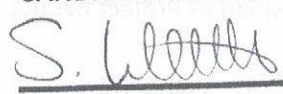
	Notes	2017		2016	
		£	£	£	£
<b><u>FIXED ASSETS</u></b>					
Tangible Assets	4		0.00		0.00
<b><u>CURRENT ASSETS</u></b>					
Stock	1	34.65		34.65	
Debtors & Prepayments	5	113.00		1146.20	
Cash at Bank		12354.81		9454.43	
Cash in Hand		<u>278.56</u>		<u>718.27</u>	
		12781.02		11353.55	
<b><u>CREDITORS: Amounts Falling Due Within One Year</u></b>					
	6	<u>330.00</u>		<u>550.00</u>	
<b><u>Net Current Assets</u></b>			12451.02		10803.55
			<u>12451.02</u>		<u>10803.55</u>
<b><u>ACCUMULATED FUND</u></b>					
Unrestricted Fund	7	12854.83		8303.55	
Restricted Fund	7	<u>-403.81</u>		<u>2500.00</u>	
		12451.02		10803.55	

TRUSTEES

ANITA HERBERT

SANDRA LITTLEWORTH





DATED

30/6/2018

30/6/2018



## **ST. KITTS & NEVIS ASSOCIATION SLOUGH**

**Notes to the financial statements for the year ended 31 December 2017**

### **1 Accounting Policies**

#### **Accounting Convention**

The financial statements have been prepared under the historical cost convention and are in accordance with applicable accounting standards, and the Charities Accounting Statement of Recommended Practice (SORP) in so far as they are appropriate.

#### **Stocks**

Stocks of drinks, liquor and food are valued at the lower of cost and net realisable value on a first in first out basis (F.I.F.O) having regard for the shelf life of the goods.

#### **Fund Accounting**

Unrestricted funds are available for the use at the discretion of the Trustees in furtherance of the general objectives of the association.

Restricted funds are subjected to restriction on their expenditure imposed by the granting body, together with a fair allocation of management and support costs.

#### **Incoming Resources**

All incoming resources are included on an accruals basis insofar as it can be qualified with reasonable accuracy.

#### **Resources Expended**

All expenditure is accounted for on an accruals basis. Certain expenditure is directly attributable to specific activities and has been allocated accordingly. When costs cannot be directly attributed to a particular activity or heading they have been allocated to activities on the basis of consistent use of the resource.

Governance costs include those costs related to meeting the constitutional and statutory requirements of the association in line with best practice.

#### **Project Events (P)**

Where events are undertaken with a view to be non profit orientated they will be classified as Project Events.

#### **Fundraising Events (F)**

Events which are undertaken to raise and increase the general funds of the association are classified as Fundraising Events.

[illegible]

# ST. KITTS & NEVIS ASSOCIATION SLOUGH

Notes to the financial statements for the year ended 31 December 2017

## 3 Total Resources Expended

	Charitable Activities Restricted £	Charitable Activities Unrestricted £	Governance £	2017 Total £	2016 Total £
Stationery	0.00	0.00	0.00	0.00	291.07
General Meeting Expenses	0.00	0.00	0.00	0.00	447.29
Meeting Room Hire	0.00	0.00	23.40	23.40	187.25
Mini-Bus Hire (P)	0.00	48.62	0.00	48.62	318.42
Insurance - Public Liability	0.00	0.00	431.91	431.91	371.20
Training Expenses	0.00	0.00	0.00	0.00	254.00
Internet / Website Expenses	0.00	0.00	258.77	258.77	11.00
Donation - Pink Lily (P)	0.00	0.00	0.00	0.00	500.00
- Miss S Oskan-Clarke (P)	0.00	0.00	0.00	0.00	300.00
- St Andrews Church (P)	0.00	100.00	0.00	100.00	0.00
- Cancer Research (P)	0.00	25.00	0.00	25.00	0.00
Christmas Lunch (P)	280.00	902.25	0.00	1182.25	530.52
Children's Activity (P)	0.00	0.00	0.00	0.00	411.17
Telephone	0.00	0.00	175.00	175.00	54.00
Dominoes Event (P)	0.00	0.00	0.00	0.00	536.50
Accountancy	0.00	0.00	0.00	0.00	550.00
32nd Independence Dinner Dance (F)	0.00	10998.44	0.00	10998.44	0.00
Chalvey Community Centre					
Cook-Ups (F)	2335.61	4611.06	0.00	6946.67	2559.26
Community Transport (P)	1197.00	0.00		1197.00	
Sundry Expenses	367.20	0.00	0.00	367.20	25.00
Venue Hire	974.00	974.00	0.00	1948.00	0.00
Memorial Service (2016-) & 2017)		630.38	0	630.38	0
Royal Mail (2016 & 2017)	0	0	510	510.00	0
Leeds Carnival	0	4185	0	4185.00	0
	<b>5153.81</b>	<b>22474.75</b>	<b>1399.08</b>	<b>29027.64</b>	<b>7346.68</b>



# ST. KITTS & NEVIS ASSOCIATION SLOUGH

## Notes to the financial statements for the year ended 31 December 2017

### 4 Tangible Fixed Assets

		Property	Electronic Equipment	Fixtures & Fittings	TOTAL
		£	£	£	£
<b>COST</b>					
At 1st October 2016		0.00	0.00	0.00	0.00
Additions		0.00	0.00	0.00	0.00
At 31 December 2017		0.00	0.00	0.00	0.00
<b>DEPRECIATION</b>					
At 1st October 2016		0.00	0.00	0.00	0.00
Charge for the Year		0.00	0.00	0.00	0.00
At 31 December 2017		0.00	0.00	0.00	0.00
<b>NET BOOK VALUE</b>					
At 1st October 2016		0.00	0.00	0.00	0.00
At 31 December 2017		0.00	0.00	0.00	0.00

# **ST. KITTS & NEVIS ASSOCIATION SLOUGH**

**Notes to the financial statements for the year ended 31 December 2017**

## **5 Debtors & Prepayments**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Executive Committee Event	0.00	629.00
Memorial Service	0	107.86
Internet	0	60.98
Slough Borough Council (C.C.C.) Deposit Held	50.00	50.00
Insurance	0.00	298.36
Space - Slough Community Transport	63.00	
	<hr/>	<hr/>
	<b>113.00</b>	<b>1146.20</b>
	<hr/>	<hr/>

## **6 Creditors: Amounts falling due within one Year**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Membership Fees paid in Advance	0.00	0.00
Accountancy	330.00	550.00
	<hr/>	<hr/>
	<b>330.00</b>	<b>550.00</b>
	<hr/>	<hr/>

## **7 Movement in Funds**

	<b>Balance at 30-Sep 2016 £</b>	<b>Net Movement in Year £</b>	<b>Balance at 31-Dec 2017 £</b>
<b>Unrestricted Fund</b>	10803.55	2051.28	12854.83
<b>Total Unrestricted Fund</b>	10803.55	2051.28	12854.83
	<hr/>	<hr/>	<hr/>
<b>Restricted Fund</b>	0.00	-403.81	-403.81
<b>Total Restricted Fund</b>	0.00	-403.81	-403.81
	<hr/>	<hr/>	<hr/>

## **ST. KITTS & NEVIS ASSOCIATION SLOUGH**

**Notes to the financial statements for the year ended 31 December 2017**

### **8 Trustee Remuneration and Related Party Transactions**

No members of The Executive Committee received any remuneration or expenses or had any personal interest in any contract or transaction entered into by the association during the year. (2016:£ nil).

### **9 Capital Commitments**

As at 31 December 2017 there are no Capital commitments (2016:£nil)

### **10 Taxation**

As a Charity, SANAS is exempt from tax on income by virtue of section 486 CTA 2010.