

WELWITSCHIA WELFARE CENTRE

Registered Charity and Company Limited by Guarantee

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31ST MARCH 2018

Charity number: 1131751

Company number: 6528173 (England and Wales)

WELWITSCHIA WELFARE CENTRE
YEAR ENDED 31ST MARCH 2018

Registered Charity Number : 1131751
Registered Company Number: 6528173

Principal address:

Imperial House
64 Willoughby Lane
London
N17 0SP

Directors and Trustees:

R Baptista	Chair
E M A Neves	Treasurer
A Job	Trustee
J Nzadi	Executive Secretary
A Jones	Trustee
A Lima	Trustee
E Alvarenga	Vice Chair

Governing document:

The organisation is operated under its Memorandum and Articles of Association.

Bankers:

Barclays Bank PLC

Independent Examiner and Accountant:

TACTS Accountant
Chartered Certified Accountant
81 Rayleigh Road
Palmers Green
London, N13 5QW

WELWITSCHIA WELFARE CENTRE
FINANCIAL ACCOUNTS
FOR YEAR ENDED 31ST MARCH 2018

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WELWITSCHIA WELFARE CENTRE

Report of the Directors and Trustees for the year ended 31 March 2018

The trustees are pleased to present their annual directors' report for the year ending 31st March 2018 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its Memorandum and Articles of Association and constitutes a limited company, limited by guarantee as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

The trustees are appointed by the board. The position of Trustees are nominated and elected annually by members of the charity at the Annual General Meeting.

Induction and training of new trustees

New trustees are trained and inducted by the Charity's full-time coordinator. Additional induction is also provided by a member of community development team of local voluntary action.

Organisation structure

The Company Charity is organised so that the Board of Trustees meet at least four times in every year to oversee the running of the charity. The charity has a part time coordinator/advice worker who oversees the day-to-day running of the charity and reports to the Trustees and also to ordinary members at the General Meeting. The day-to-day administration of grants and processing and handling of applications prior to consideration by the committee is delegated to the coordinator.

Trustees and their responsibilities

Charity trustees are the people who serve on the governing body of a charity. They may be known as trustees, directors, board members, governors or committee members. The principles and main duties are the same in all cases.

Trustees have, and must accept, ultimate responsibility for directing the affairs of a charity, and ensuring that it is solvent, well-run, and meeting the needs for which it has been set up.

Small Company Provisions

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Statement of Directors' Responsibilities

The Companies Act 2006 requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company.

Charity Objects

FOR THE PUBLIC BENEFIT IN GREATER LONDON AND ELSEWHERE IN THE UNITED KINGDOM AND IN PARTICULAR FOR THE BENEFIT OF THOSE MEMBERS OF THE PUBLIC WHO ARE FROM AFRICAN PORTUGUESE SPEAKING COUNTRIES AND OTHER PEOPLE OF AFRICAN DESCENT. BY RELIEVING PERSONS WHO ARE IN NEED BY REASON OF POVERTY, SICKNESS AND STRESS. BY ADVANCING EDUCATION AND PROVIDING AND ASSISTING IN THE PROVISION OF FACILITIES FOR RECREATION AND LEISURE TIME OCCUPATION IN THE INTEREST OF SOCIAL WELFARE AND THE OBJECTIVE OF IMPROVING THE CONDITIONS OF LIFE OF THOSE PERSONS FOR WHOM THE FACILITIES ARE PROVIDED.

FOR THE RELIEF OF POVERTY OF PEOPLE FROM AFRICAN PORTUGUESE SPEAKING COUNTRIES AND OTHER PEOPLE OF AFRICAN DESCENT WHO ARE RESIDENT OR INTENDING TO RESIDE IN GREATER LONDON AND ELSEWHERE IN THE UNITED KINGDOM, BY PROVIDING SUCH PERSONS WITH FREE, CONFIDENTIAL AND IMPARTIAL ADVICE, INFORMATION, ASSISTANCE, REPRESENTATION, COUNSELLING, TRANSLATION AND INTERPRETATION SERVICES IN SUCH MATTERS AS; IMMIGRATION, MONEY, DEBTS, WELFARE BENEFITS, HEALTH, HOUSING, SOCIAL SERVICES, EDUCATION, TRAINING AND EMPLOYMENT

Activities and Achievements

Welwitschia Welfare Centre (WWC) continued to achieve success after success during the last financial year. The WWC beneficiaries not only includes African Portuguese Speaking Migrants living in Greater London but also Spanish speakers. What is more, more and more voluntary organizations across London are referring clients to WWC.

The Charity's progress and achievements for the year is summarized as follow;

The charity continued to provide advice, information and advocacy on welfare , housing, debt/money, employment, immigration, consumer affairs interpreting and translations, Outreach work, home/hospital visits. The services have been provided at full capacity due to high demand and we are on target to achieve our year one outcome for Big Lottery fund and Trust for London.

We have run 7 peer support services and two social events where members of the community got together to socialize, befriend and share their experiences with each other. It was also opportunity to build friendship. The organisation had been reviewed independently and the strength review report has highlighted some areas of improvements and recommendations. The organisation was self-assessed against the PQASSO Level 1 quality areas. As part of the review, we have implemented QuickBooks accounting software to monitor our project and organisation spending and regular management account reports for the committee to review and AIMS database to monitor output and outcome, business plan review and fundraising strategies for our sustainability.

Through the one to one meetings with beneficiaries, we have helped many clients who had debt/money issues who were on rent arrears, fuel debt, overpayments of council tax, housing benefit, child tax credit and credit cards. They needed our help and assistance as we are also able to support many with language barriers.

We currently have 5 volunteers working on the project. We are referring other volunteers to the local CVS organisation and getting some registered on do-it database, to register interest for volunteering. We will collate information very soon about how many of those volunteers have managed to secure volunteering opportunity.

The above activities were funded trust for London and Big Lottery fund.

Our volunteers

WWC is very involved in the community and relies on voluntary help. Around 5 volunteers assist with our on-going activities. We wish to thank our volunteers for their loyal support and contribution.

Risk management

The trustees have a risk management strategy which comprises:

- an annual review of the principal risks and uncertainties that the charity undertake.
- the establishment of policies, systems and procedures to mitigate those risks identified in the annual review; and
- the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

The Trustees constantly review risks relevant to the charity. Any risks identified are reported to the Trustees and decisions made on how to minimise risk.

Reserves policy and going concern

The Board has assessed the charity's requirements for reserves in the light of the main risks to the organisation. As a result, the Board has approved a policy whereby the unrestricted funds not committed, should be held in reserve and maintained at a level which ensures that WWC's core activity could continue during a period of unforeseen difficulty. The target reserve amount represents at least 6 months' (26 weeks) expenditure and will be reviewed annually.

Future Plan

The organisation is on target to achieve all outcomes and will continue the reaching community programme in the next year. The organisation will continue to fundraise to support its increasing demand for its information and advice services.

We would like to thank all our Board Members, Staff, volunteers, and all our service users who have given their energy and commitment to achieve WWC's objectives. We would also like to thank all our funders for their support.

Signed on behalf of the directors and trustees,

Mr Joao Nzadi

Trustee and Executive Secretary

Date: 11/07/2018

Independent examiner's report to the trustees of Welwitschia Welfare Centre

I report on the accounts of the company for the year ended 31st March 2018, which are set out on pages 8 to 13.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) 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 exceeded £25,000 and I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified 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 *) to indicate that:

- accounting records have not been kept in accordance with section 386 of the Companies Act 2006;
- the accounts do not accord with such records:
- where accounts are prepared on an accruals basis, whether they fail to comply with relevant accounting requirements under section 396 of the Companies Act 2006, or are not consistent with the Charities SORP (FRS102)
- any matter which the examiner believes should be drawn to the attention of the reader to gain a proper understanding of the accounts.

Date: 11/07/2018

Chartered Certified Accountant
TACTS Accountant, 81 Rayleigh Road, Palmers Green, London N13 5QW

WELWITSCHIA WELFARE CENTRE
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR END 31 MARCH 2018

	<u>Notes</u>	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>Funds</u> 2018	<u>Total</u> <u>Funds</u> 2017
<u>INCOMING RESOURCES:-</u>		£	£	£	£
Incoming resources from generated funds					
Donations		500		500	6,633
Incoming resources from charitable activities					
Grants to provide charitable activities	(14)		74,953	74,953	8,750
TOTAL INCOMING RESOURCES		500	74,953	75,453	15,383
<u>RESOURCES EXPENDED</u>					
Expenditure on raising funds		-	-	-	-
Expenditure on charitable activities	(16)	-	50,342	50,342	18,184
TOTAL RESOURCES EXPENDED		-	50,342	50,342	18,184
Net Incomings and (outgoings) resources		500	24,611	25,111	(2,801)
Balances Brought Forward		5,683	-	5,683	8,484
Balances Carried Forward		6,183	24,611	30,794	5,683

There were no recognised gains or losses for the above period other than those shown in the statement of financial activities for the above financial year. All incoming resources and resources expended are derived from continuing activities.

The notes attached form part of these financial statements

WELWITSCHIA WELFARE CENTRE

BALANCE SHEET AS AT 31 MARCH 2018

	Note	FUND <u>2018</u> £	FUND <u>2017</u> £
Fixed Assets			
Tangible assets	(8)	413	
Current Assets:			
Debtors	(12)	2,500	
Cash at Bank and In Hand		29,966	6,150
Deposit		113	113
Current Liabilities:			
Creditors :			
Amount falling due within one year:			
Creditors & Accruals	(13)	2,197	580
Net Current Assets		<u>30,381</u>	<u>5,683</u>
Net Assets		<u>30,794</u>	<u>5,683</u>
As Represented By			
Unrestricted Fund		6,183	5,683
Restricted Fund	(15)	<u>24,611</u>	
Total Funds		<u>30,794</u>	<u>5,683</u>

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The accounts were approved by the Directors and Trustees on 11/07/2018 and signed on their behalf by:-

.....
Trustee & Executive Secretary
J Nzadi

**WELWITSCHIA WELFARE CENTRE
YEAR ENDED 31ST MARCH 2018**

Notes to the account

1. Accounting basis.

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. WWC meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

b) Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. At the date of transition in applying the requirement to recognise liabilities arising, no restatements were required. In accordance with the requirements of FRS 102 a reconciliation of opening balances is provided.

c) Preparation of the accounts on a going concern basis

The Charity trustees are of the view that measures taken subsequent to the year-end to reduce operating costs and successful in applying for continuation funding have secured the immediate future of the Charity for the next 12 to 18 months and that on this basis the charity is a going concern.

2. Cash Flow Statement

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the charity is small.

3. Income

Income is recognised in the period to which it relates, unless specified otherwise by the funder. Project funding is, in general, repayable if not expended within the relevant project. Such income is only recognised to the extent that it ceases to be repayable. The income is accounted for on a receivable basis.

4. Resource Expended

Resources expended are included in the Statement of Financial Activities inclusive of VAT which cannot be recovered. Direct charitable expenditure includes the direct costs of the activities. Where such costs relate to more than one functional cost category, they have been apportioned in line with the direct costs of the relevant service.

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YEAR ENDED 31ST MARCH 20178**

5. Fund Accounting

Fund accounting unrestricted funds are available to spend on activities that further any of the purposes of charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work.

6. Support Cost

Allocation of support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, and governance costs which support the Charity activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities. The bases on which support costs have been allocated are set out in note 17.

7. Taxation

WWC is a registered charity and is not liable for corporation tax on its income under section 505 of the Income and Corporation Taxes Act 1988 to the extent that it is applied to its charitable activities.

8. Tangible fixed assets

Fixed assets are stated at cost less accumulated depreciation.

Depreciation is provided to write off the cost, of all fixed assets over their expected useful life as follows:-

Computer Equipment and Machinery - 33.33% straight line

	Equipment
	£
At Cost	620
Depreciation:	
At 1 April 2017	
Charge for the year	207
At 31st March 2018	<u>207</u>
NET BOOK VALUE	
At 31 March 2018	<u>413</u>
At 31 March 2017	<u>0</u>

9. Pension costs and other post-retirement benefits

WWC makes pension contribution into a pension scheme, set up for the purpose of auto-enrolment. Contributions payable are charged to the Statement of Financial Activities in the period to which it relates.

10. Staff Costs

	2018	2017
	£	£
Salaries	26,802	8,360
Tax and NIC	4,654	80
Pension	1,090	
	<u>31,456</u>	<u>8,440</u>

The total numbers of staff during the year were 2.

None of the employees received emoluments in excess of £60,000 in the year or the previous year.

Trustees are not remunerated.

11. Status

WWC is a registered charity and registered company limited by guarantee.

12. Debtors

	2018	2017
	£	£
Trust For London	2,500	0
	<u>2,500</u>	<u>0</u>

13. CREDITORS

	2018	2017
	£	£
Independent Examiner Fee	595	500
Social Security	1,407	
Pension	195	
	<u>2,197</u>	<u>500</u>

14. Grant Income (Restricted)

Funder	Project	2018	2017
		£	£
Trust For London	Information and Advice	7,500	8,750
Big Lottery Fund	Information and Advice	67,453	
		<u>74,953</u>	<u>8,750</u>

15. Analysis of Restricted Fund

	Balance at 1st April 2017	Incoming resources	Outgoing resources	Balance at 31st March 2018
	£	£	£	£
Trust For London	-	7,500	7,500	-
Big Lottery Fund	-	67,453	42,842	24,611
	-	74,953	50,342	24,611

16. Charitable Activities

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total Funds</u> 2018	<u>Total Funds</u> 2017
	£	£	£	£
Salaries and NIC		32,466	32,466	8,440
Premises Cost		6,700	6,700	6,992
Office Expenses		1,696	1,696	893
Insurance		224	224	461
Membership and Subscription		649	649	569
Professional fees		715	715	620
Training		155	155	210
Capacity Building		7,155	7,155	-
Advert and Publicity		375	375	-
Depreciation		207	207	-
Total	-	50,342	50,342	18,184

17. Support and Governance

	General Support	Governance	Total
	£	£	£
Premises Cost	6,700		6,700
Office Expenses	1,696		1,696
Insurance		224	224
Membership and Subscription	649		649
Professional fees		715	715
Depreciation	207		207
	9,045	939	9,984