

**AFRICAN CARIBBEAN FORUM**

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2018**

**Charity No. 1072021**

**Contents**

	<b>Page</b>
Trustees' Annual Report	1-2
Independent Examiner's Report	3
Statement of Financial Activities	4
Balance Sheet	5
Notes to the financial statements	6-8

**Trustees Annual Report for the year ending 31st March 2018**

The Trustees present their report and the financial statements of the charity for the year ended 31st March 2018. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

The African Caribbean Forum was established by Constitution on 30th June 1998 and registered with the Charity Commission in England and Wales as number 1072021 on 19th October 1998. The constitution has been amended on 15th September 1998 and on 22nd November 2000. The charity's address is the Caribbean Community Centre, Millennium Building, Dickens Street, Peterborough, PE1 5GD.

**Governance and management**

The Trustees of the charity are:

Chairman	Mr W Dorman
Vice Chair	Mr W Moore
Treasurer	Ms B L Daley
	Mrs W Joachim

The Charity is administered by a Management Committee which reports to the trustees comprising:

Chairman	Mr W Dorman	Elected at the AGM October 2017
Vice Chair	Mr W Moore	Elected at the AGM October 2017
Secretary	Mrs C Walker	Elected at the AGM October 2017
Treasurer	Ms B L Daley	Elected at the AGM October 2017
	Mr D K Moore	Elected at the AGM October 2017
	Mr K McDonald	Elected at the AGM October 2017
	Mr G Flake	Elected at the AGM October 2017

The management committee members are elected annually at the AGM. Members who are no longer able to undertake the task or who ask to be relieved are replaced by others who have either volunteered or have been nominated. Each person is elected on a majority basis. To be eligible such persons must hold membership to the community centre. There are currently two vacancies on the committee. The committee meets monthly at the centre to discuss relevant matters.

**Risk management**

The Trustees have assessed the major risks to which the Charity is exposed, in particular those related to the management of its investments and finances, and are satisfied that the systems in place sufficiently manage its exposure to those risks.

**Public Benefit**

The trustees have considered the Charity Commission's guidance on public benefit and believe that the objects and activities undertaken by the charity meet this guidance.

The 'Review of Progress and Achievements' on page 2 demonstrates the public benefit given in much more detail as does the activities described below.

**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 2018 - Continued

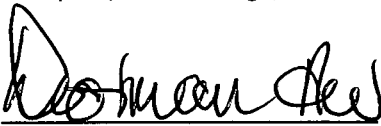
**Finances and reserves**

Peterborough City Council owns the Millennium Centre, however the Forum Management Committee has sole responsibility for the management of the building and has done since moving into the building in April 2000. During the current period there have been discussions with the local authority with the view of the Forum taking a long lease, 50 years, on the building and thus taking full control of the asset. In those talks and in all other matters relating to the centre volunteers are important and play a vital role.

As with all other community centres, the local authority do not provide any grant aid nor levy any rental charges. Along with the discussions regarding the lease there have also been communications with Peterborough City Council that they are looking into the effects of charging business rates on community centres.

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

The Independent Examiner is Ken Maggs of Moore Thompson Accountants, 7 Swan Court, Forder Way, Hampton, Peterborough, PE7 8GX



W Dorman (Chairman)

15/09/18

**Independent Examiner's Report to the Trustees of the  
African Caribbean Forum for the year ended 31 March 2018**

I report on the financial statements of the African Caribbean Forum for the year ended 31st March 2018, which are set out on pages 4 to 8.

**Responsibilities and basis of report**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

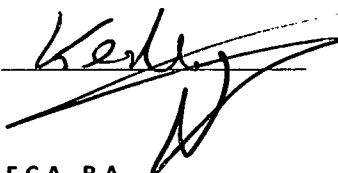
I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Basis of independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signature 

Date 15 September 2018

**K J Maggs F.C.A., B.A.**  
**Moore Thompson**  
Chartered Accountants  
Unit 7, Swan Court  
Forder Way  
Cygnet Park  
Hampton  
PETERBOROUGH  
PE7 8GX

## Statement of Financial Activities for the year ended 31st March 2018

	2018 £	2017 £
<b>Income and endowments from:</b>		
<b>Donation and legacies</b>	<u>1,900</u>	<u>1,400</u>
<b>Charitable activities</b>		
Hire charges	23,621	22,982
Room rent	8,800	4,500
Catering	1,500	-
Peterborough Golden Age Association	1,250	1,175
Entertainment	1,135	1,692
Membership	671	567
	<u>36,977</u>	<u>30,916</u>
<b>Other income</b>	<u>333</u>	<u>11,320</u>
<b>Total income and endowments</b>	<u><u>39,210</u></u>	<u><u>43,636</u></u>
<b>Expenditure on:</b>		
<b>Charitable activities</b>		
Cleaning	6,377	7,946
Light and heat	10,585	9,959
Water rates	970	1,388
Repairs and maintenance	2,932	6,804
P.H.S Hygiene	401	388
TV Licence	147	146
Insurance	658	676
Memberships and subscriptions	1,069	1,096
Motor and travel expenses	1,255	1,840
Catering costs	2,902	2,924
Entertainment	163	600
Telephone	1,234	1,234
Copier charges	288	384
Printing, postage and stationery	332	585
Caretaking	1,040	1,040
Sundry expenses	300	587
Depreciation	3,861	4,229
	<u>34,514</u>	<u>41,826</u>
<b>Other</b>		
Accountancy and Independent Examination	<u>1,230</u>	<u>720</u>
<b>Total expenditure</b>	<u><u>35,744</u></u>	<u><u>42,546</u></u>
<b>Net income and net movement in funds</b>	3,466	1,090
<b>Reconciliation of funds:</b>		
Total funds brought forward	25,255	24,165
<b>Total funds carried forward</b>	<u><u>28,721</u></u>	<u><u>25,255</u></u>

All income and expenditure derive from continuing activities and are in relation to unrestricted funds.

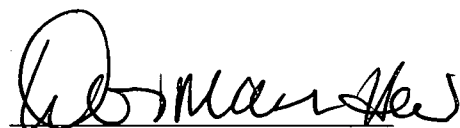
The notes on pages 6 to 8 form an integral part of these financial statements.

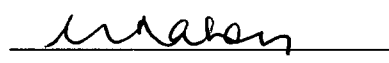
## Balance Sheet as at 31st March 2018

	Note	2018 £	2017 £
<b>Fixed assets</b>			
Tangible assets	2	<u>15,446</u>	<u>16,915</u>
<b>Current assets</b>			
Cash at bank		14,121	8,880
<b>Creditors: amounts falling due within one year</b>	3	<u>846</u>	<u>540</u>
<b>Net current assets</b>		<u>13,275</u>	<u>8,340</u>
<b>Net assets</b>		<u><u>28,721</u></u>	<u><u>25,255</u></u>
<b>Charity funds</b>			
Unrestricted funds		<u><u>28,721</u></u>	<u><u>25,255</u></u>

The financial statements were approved and authorised for issue by the Board on 13 September 2018

Signed on behalf of the board of trustees

  
Chairman

  
Treasurer

The notes on pages 6 to 8 form an integral part of these financial statements.

Notes to the financial statements for the year ended 31st March 2018

**1 Summary of significant accounting policies**

**1.1 General information**

African Caribbean Forum is an unincorporated charity registered in England and Wales. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are the promotion and management of the community centre.

**1.2 Basis of preparation**

The charity constitutes a public benefit entity as defined by FRS 102. 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) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £1.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

**1.3 Restricted Funds**

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

**1.4 Unrestricted Funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

**1.5 Income recognition**

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.



Notes to the financial statements for the year ended 31st March 2018 continued

**1.5 Income recognition continued**

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102).

Where practicable, gifts in kind donated for distribution to the beneficiaries of the charity are included in stock and donations in the financial statements upon receipt. If it is impracticable to assess the fair value at receipt or if the costs to undertake such a valuation outweigh any benefits, then the fair value is recognised as a component of donations when it is distributed and an equivalent amount recognised as charitable expenditure.

Fixed asset gifts in kind are recognised when receivable and are included at fair value. They are not deferred over the life of the asset.

Income from trading activities includes income earned from fundraising events and trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

**1.6 Expenditure recognition**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

Costs of raising funds includes costs of applying for grants and other fundraising events held by the charity.

Expenditure on charitable activities includes the administration of bookings, upkeep, servicing and maintenance costs relating to the community centre; and

Other expenditure represents those items not falling into the categories above.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

**1.7 Tangible fixed assets**

Tangible fixed assets are stated at cost less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Equipment	20% reducing balance
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**1.8 Debtors and creditors receivable / payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

**1.9 Tax**

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

Notes to the financial statements for the year ended 31st March 2018 continued

**1.10 Going concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

**1.11 Leases**

Rentals payable and receivable under operating leases are charged to the SoFA on a straight line basis over the period of the lease.

**2 Tangible fixed assets**

	Equipment £	Total £
<b>Cost</b>		
At 1 April 2017	25,683	25,683
Additions	2,392	2,392
At 31 March 2018	28,075	28,075
<b>Depreciation</b>		
At 1 April 2017	8,768	8,768
Charge for the year	3,861	3,861
At 31 March 2018	12,629	12,629
<b>Net book value</b>		
At 31 March 2018	15,446	15,446
At 31 March 2017	16,915	16,915

**3 Creditors: amounts falling due within one year**

	2018 £	2017 £
Trade creditors	96	300
Other creditors	750	240
	846	540

**4 Trustee remuneration**

During the year, no remuneration was paid to any of the Trustees.

**5 Control**

The Charity is controlled by the Trustees as a body. No individual Trustee has any control over the Charity