

Belong Nottingham
(Registered charity, number 1160407)
Financial statements
for the year ended 31 March 2018

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**Belong Nottingham
Trustees' annual report
for the year ended 31 March 2018**

Full name Belong Nottingham

Organisation type Charitable incorporated organisation

Registered charity number 1160407

Principal address

32 Gregory Boulevard, Hyson Green, Nottingham, NG7 6BG

Trustees

Judith Kobutungi, Chair
Luka Itongwa, Vice Chair
Paul Mwangi, Treasurer
Joseph Kamoga, Secretary
Christian Pembele

Independent examiner

John O'Brien, employee of Community Accounting Plus, 7 Mansfield Road,
Nottingham, NG1 3FB

Governance and management

The charity is operated under the rules of its constitution adopted 10th February 2015.

Trustees are elected or re-appointed at the AGM.

Objectives and activities

The objectives of the CIO are to promote the benefit of people of African origin living in the Nottinghamshire area by:

1. The advancement of education and training;
2. The relief of poverty, sickness and distress;
3. The promotion of good health;
4. To provide or assist in the provision of facilities in the interest of social welfare for recreation or other leisure time occupation;
5. To support young people to develop their skills;
6. To undertake any other activities deemed charitable by law in England and Wales as deemed necessary by the Trustees.

Public benefit statement

The Trustees confirm that they have complied with the duty in section 4 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

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Summary of the main activities undertaken for the public benefit

Belong's vision is to develop an African Refugee Integration and Development Centre in Nottingham to provide welfare and cultural support to people from African origin and to assist with their integration into the host community.

Belong's main activities are:

- Information, advice and guidance on education, employment, health, housing and welfare rights;
- Delivering training to help people integrate in the UK society (language, training on employability, money management, IT etc.);
- Advice, information and support (through drop-ins);
- Training;
- Practical help;
- Attend and deliver conferences;
- Advocacy;
- Networking;
- Drop-in sessions;
- Refugee to refugee monitoring;
- Getting a job;
- Getting back into education;
- Meeting people and getting involved in the community;
- Access services.

Belong is committed to its objectives in all its activities. The principal activity, in line with the Charity Commission's public benefit description, the advancement of education, is the teaching of English to refugees (including asylum seekers) and migrants in order to build confidence within and up-skill all those who access our services. In addition to this, all clients have access to a range of other services that help to relieve both short and long-term hardship.

On completing all levels at our centre many of our clients progress onto additional higher level further education courses in their chosen area, volunteer roles in the community or to paid employment positions. Asylum seekers who are prohibited from working are welcomed to continue their studies with us further while they await the outcome of their asylum application.

Volunteering is a critical element in the development of a strong community and it is this which benefits mutually the wider community and our centre. At any given time there are upwards of 50 volunteers helping at the centre in tasks as varied as covering reception, administration work, supporting clients with their everyday (or more complex) problems, to facilitating activities to further their experience of British life through our enrichment programme.

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Chair's Report

Belong is committed to promoting and facilitating social and economic integration of migrants, predominantly of African origin, especially but not exclusively for refugees and asylum seekers. We have delivered projects to help develop our service users' abilities and confidence while promoting and facilitating their social and economic integration in UK society. Our projects have contributed tremendously in the reduction of hostility towards asylum seekers and refugees as well as improving understanding and cohesion between different communities.

This financial year has been a mixed one for Belong. We have had wonderful achievements and made tremendous progress, but at the same time dealt with challenges in particular with regards to securing longer term funding. With much of our main funding ending in October 2018, we have made efforts to obtain replacement funding for our key projects at the beginning of the new financial year. However, despite the above-mentioned challenges, our services continue to attract an increasing demand that derives from a diverse community in Nottingham. Recent statistics provide a clear picture of the background of our beneficiaries. During the period covered by this report, the charity received 13,572 visits with a global case load of 310 service users, of whom 53% were African, 21% European, 16% middle eastern and 11% Asian.

The resolution of our team has inspired us to work harder and build on our foundations, to not only weather one of the most challenging times for charities in the UK (characterised by funding cuts, a reluctance to fund language learning for migrant communities, a negative press and polarised opinions on immigration). During these difficult moments we have pulled together to develop in a new direction that will see the emergence of our development strategy, where we plan our activities and services to minimise disruption, and also to manage capacity and delivery.

Throughout this year the staff and trustees have dedicated quality time to discussing the future direction that Belong as an organisation wishes to take. This identified the need for a strategic vision for Belong. As a result, a draft business plan for Belong has been developed and funding is being sought to take this crucial initiative forward.

The strategy's main purpose is to deliver our core functions and diversify our income streams in order to spread the risk and manage transition. This is a focus area for Belongs development. We looked at our income profile and picked each area and worked consistently to expand on each of those areas. This development strategy will take time, but we have already felt quite a shift in the direction of work. The most urgent and important area for development is funding; we are fortunate to work with CBCDC Ltd to develop strong funding applications. We are also fortunate to have a CEO who is willing to be the driving force in forging relationships with both existing and potential funders to share Belongs work, and raise the profile of the charity so that it's good work is recognised and continues to be funded.

An organisation in itself is nothing without the people that drive it forward and this of course gives me the opportunity to acknowledge the incredible commitment, unfailing loyalty and hard work of the staff, volunteers and trustees. I would like to take this opportunity to thank everyone who has helped our charity directly and indirectly as well as our funders, without whose generous support we could not continue to meet the needs of our service users so effectively.

Thank you,
Judith Kobutungi, Chair

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Summary of the main achievements during the period

1. English Learning Programme-ESOL

We engaged around 190 English learners from 23 different countries over this financial period. They ranged in age from 16 to over 60 years. We were able to pool funding from a number of funders, which enabled us to provide a variety of sessions to suit a number of different needs from a Pre Entry level to Entry 3. This included funding from:

- Communities of Identity (COI) – funded to engage 30 learners over one year from the refugee/asylum seeker demographic group;
- New and Emerging Communities – funded to engage 30 learners over one year from New and Emerging Communities;
- Castle Cavendish – lessons provided out of working hours, on Saturday mornings and one evening a week for those who could not make normal weekly sessions during office hours. We also continued the Family Learning Project – working with women at the local Children’s Centre. We worked with 20 women, some of whom were able to attend this session because of the provision of a crèche. They increased their confidence in conversation skills, and at the end of the course most went on to complete a course in employability skills and job seeking;
- European Social Fund (ESF) – Youth Employment Initiative (YEI) 2 – this is a project delivered in partnership with the local council from June 2017 to June 2018. The aim is to assist young people aged 16 to 25 who are not in employment, education or training to enter some form of education or employment. The project is ongoing, but by the end of the financial year we had engaged 21 participants. All participants will receive employability support, including writing an action plan, writing a CV, and other relevant training. All participants will also complete an initial ESOL assessment, participate in the ESOL programme, and complete a final ESOL assessment when they have achieved the goal of employment or education;
- English My Way (Good Things Foundation) – we engaged 50 women at beginner level to complete the English My Way course. The husband of one learner wrote, “you are working with ladies who are responsible for their children and their families. By teaching them how to communicate with this culture, you are making them very happy, and this surely positively reflects on their relations with their family making them very happy and making their passion and enthusiasm towards life bigger day by day.” Some of the women on the course have never had any formal education, so to learn to do something as simple as writing their own name is very empowering. There is also a strong social side to the lessons: meeting people and making new friends can help combat loneliness and isolation.

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2. Online Learning

Good Things Foundation funded us for several other projects in addition to the English My Way programme:

- **Learn My Way**

This programme aims to support people to improve their digital literacy. We supported 214 people to improve skills such as doing job searches online, sending emails and staying safe online. This complements the employability support we provide to help learners become more independent.

- **Lloyds Financial Flagship Programme**

We supported 235 people to complete an online learning module (as part of Learn My Way) about online and mobile banking.

- **HMRC Advice and Guidance**

This was a continuation of the programme from last year, providing support to clients who needed to access and use HMRC services including Tax Credits, Child Benefit and National Insurance. We supported 78 new clients to access HMRC services.

- **Money My Way**

This was the final year of a 3-year project, funded by Comic Relief through Good Things Foundation. We worked with 70 of our clients to develop financial literacy skills. We focused on supporting clients to understand taxes and their payslips. Many clients found this very useful, as they had not understood the finer points of their payslips. It helped them to understand the importance of keeping records such as P45s and P60s. Through some sessions we were able to refer back to the HMRC Advice and Guidance project if a learner needed support to address an issue that arose.

3. Employability Programme

The employability Programme succeeded in delivering a range of programmes to captured audiences within Nottingham City, and in particular hard to reach wards where there is deprivation and a high concentration of Refugees and Asylum Seekers.

Communities of Identity (COI) Refugee and Asylum Seeker Consortium Year 2 Employability programme.

The programme saw 276 participants engage, well above its target of 240. The programme enabled Belong to continue to develop a wealth of knowledge and understanding of the range of issues and problems faced by the target group, as well as continuing to customise support measures to mitigate some of these. Problems and issues such as:

- NARIC¹ – Qualification transfer – 15-20 per cent of our users have a high level qualification from their home country;
- Skills Portfolio – Over ten per cent have a skills level beyond level 4;
- English Language in Work – still a significant problem;
- Childcare a problem for single parents in accessing learning, training and employment;
- Travel costs a problem for users particularly for accessing training;

¹ National Agency for the Recognition and Comparison of International Qualifications and Skills

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- Welfare support – a lack of understanding of the welfare system and what benefits can be applied for;
- Lack of Employability skills.

Customised support included:

- Delivering customised Employability Programmes such as Starting a Job;
- Working with partner organisations such as the Department for Work and Pensions (DWP), Refugee Forum;
- Welfare Rights;
- Delivery of language skills training.

Programme Outcomes –

Given the enormity of the barriers and challenges faced by refugees and asylum seekers, the programme achieved the hard outcomes of 24% into Employment, 21% into education/training and 6% into volunteering.

Work Club Programme

This is a programme administered by Castle Cavendish in conjunction with the Library and funded by Nottingham City Council. The aim of the programme is to provide a surgery jobsearch programme for opportunity seeking residents. 105 local jobseekers participated in the programme, achieving the following outcomes:

45% into employment; 16% into education/training and 9% into volunteering.

Work Transition

This was a customised programme funded by European Funding and administered by Castle Cavendish. It was identified that our customers (Refugees) were experiencing difficulties in adjusting and making a smooth transition into work. Hence the work transition programme was designed to mitigate this. Twenty-seven participants completed the programme.

Children's Centre – Women into work

Belong worked in partnership with the local children's centre to meet the need of vulnerable female migrants, particularly from Libya, to gain confidence in finding work as well as developing employability skills. The programme was delivered in the children's centre with 11 female participants attending, and 9 completing. Three completers gained employment, two went into volunteering and the remainder into further learning.

4. Youth Project

Our BBC Children in Need funded project provided the relevant support to the young refugees and asylum seekers helping them through their transitional age from young people to adulthood. During the course of this project 87 young people benefited from project activities, which in turn contributed to increasing their confidence, improving their teamwork skills as well as reducing their involvement in anti-social behaviours.

The project delivered a wide range of activities and trips (to places of interest) that gave the young people the opportunity to meet and interact with new people as well as experience amazing things. Some of the activities delivered throughout the project included a trip to the Houses of Parliament and to the Galleries of Justice, ice

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skating, roller skating and go-carting. These very challenging activities contributed significantly to increasing their confidence. One young person said: *'being part of this project gave me the chance to meet other people and make friends. I was a very shy person and feel that the shyness has now disappeared in me. I make contribution to discussions and voice my opinion in a most respectful way...'*

The opportunity to volunteer helped our young people turn their lives around and re-engage with learning and formal education. Volunteering has without a doubt helped the young people gain organisation and time management skills as well as improving their relationships with other people. Peter, who volunteered on the project steering group said: *'I've got more confidence. Volunteering has changed my life. I got bullied at college, so through coming here and volunteering, I've gained back the confidence that I lost...'*. Anecdotal evidence from parents indicated notable improvement in the young people's confidence, attributed to the project. One parent said: *"...children were not used to mingling with other youth in the area neither accessing local services". These attitudes changed since their involvement with Belong young people project..."*

The project used early intervention and diversionary activities to address anti-social behaviour and prevent offending. This was done through provision of space for the young people aged 13 to 18 to come together and socialize. The activities included playing table tennis, trips and outings, bowling, playing pool, meeting and listening to music, workshops, and issues based sessions. A young participant said: *"... being bored meant I am more likely to get in trouble and this project helped remedy that. The introduction of Friday evening sessions meant that I am less likely to drink alcohol on the street as I have somewhere to go and activities to take part in"*. Some parents and young people felt that if the space to socialize and the activities provided were not available, they would have got involved with offending. Instead, they are now in employment, more able to deal with challenging peer pressure issues. Feedback from police and parents indicated a significant reduction in reported ASB, disorder, and violence following the introduction of our activities.

Teamwork skills were developed through project activities including volunteering, the bonding sessions, and contribution to the project steering group. As volunteers on the project steering group and through the detached youth work activities, the young people learned to work with others, and to overcome disagreements and challenges, to agree on what the project would deliver and how to get people engaged. Forty-three of the young people involved in our project have made significant progress in their team-working skills through their involvement in planning activities, or just through group work or planning and delivering mini projects. They now have the ability to listen to other people's viewpoints, reflect what people have said back to them and agree on decisions among themselves. One young person said: *'The project gave me an opportunity to work with people from other cultures and backgrounds and in the process; I became better at listening and understanding others' viewpoints and opinions. I am now also more aware of the need to compromise and more willing to consider alternative thinking/ways of doing things than previously.'* She has now secured a part-time job working with children, and believes that this is due to the skills she gained through her involvement in the Belong Youth Project.

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Our homework support programme helped young people build their numeracy and literacy skills and provided them with the support needed to succeed and strive at school. Eighteen enrolled on our homework support programme this year. The project has been efficient in supporting the young people with English, numeracy and literacy skills and general education experiences. This programme has helped improve their learning and led to improvements in performance at school.

The parents who attended a one-hour discussion for the purposes of the evaluation of this project expressed how their child had improved since joining the club and that they have found it rewarding. The volunteer teachers were also able to point out that through conversations with parents they were very happy with the club, due to reduced pressure at home as many parents have very limited understanding of the educational system in the UK.

Financial review

At the end of the financial year, we find ourselves in deficit due to delays in receiving payments from the people that owe the charity and delays in grant payments. See note 4 to the accounts for details. Because of the large creditors, the Chair and the Chief Executive have supported the charity through the difficult financial times by way of loans to the charity. These loans are not for immediate repayment.

The charity's policy on reserves

The trustees consider that given the nature of the charity's activities, a minimum level of free, unrestricted reserves is represented by a sum equivalent to three months' operating costs. They have instructed the manager to seek funding for the establishment of a trading arm to help sustain the activities delivered through the charity and build a reserve.

Risk analysis

The board of trustees has conducted a review of the major risks to which the charity is exposed. External risks include limited funding. Internal risks are minimised by procedures for authorisation of all financial transactions. The setting up of the financial sub-committee has allowed the more thorough consideration of Belong's Finances. All policies and procedures are reviewed regularly.

Signed on behalf of the charity's trustees:

Signed _____ Date _____
Judith Kobutungi, Trustee

**Independent examiner's report to the trustees of
Belong Nottingham
for the year ended 31 March 2018**

I report to the trustees on my examination of the accounts of Belong Nottingham (the charity) for the year ended 31 March 2018.

Responsibilities and basis of report

As the trustees of the charity 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 2011 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.

Independent examiner's statement

I have completed my examination. I confirm that no 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.

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.

Signed _____ Date _____

John O'Brien MSc, FCCA, FCIE

Employee of Community Accounting Plus

Belong Nottingham
Receipts & payments account
for the year ended 31 March 2018

2017				2018	
Total			Unrestricted	Restricted	Total
Funds			Funds	Funds	Funds
£	Note	£	£	£	£
Receipts					
84615	Grants & donations	2	105348	36714	142062
500	Training & consultancy fees		2610	-	2610
7739	Rent & services contributions		3614	-	3614
-	Sundry receipts		52	-	52
-	Loan	7	11000	-	11000
92854	Total receipts		122624	36714	159338
Payments					
-	Activities		200	4590	4790
1285	Advertising & publicity		124	-	124
142	Bank charges		148	-	148
359	Cleaning & supplies		1467	-	1467
3083	Consultancy & training		3009	245	3254
1981	Equipment & office supplies		1106	-	1106
1553	Events, facilitation & workshops		600	-	600
-	Independent examination		480	-	480
-	Insurance		613	-	613
300	Payroll service		1198	-	1198
1	Premises maintenance		72	-	72
538	Printing & stationery		1453	-	1453
842	Professional & interpreter fees		1862	-	1862
5520	Rent, room hire & services		14466	-	14466
-	Sessional workers		582	-	582
141	Sundry payments		-	-	-
1048	Telephone, internet & postage		2914	50	2964
957	Travel & subsistence		1203	569	1772
1402	Utilities		2066	-	2066
47	Volunteer expenses		992	499	1491
65437	Wages, NI & pensions		99536	28062	127598
-	Loan repayments	7	1000	-	1000
84636	Total payments		135091	34015	169106
8218	Net receipts/(payments)		(12467)	2699	(9768)
-	Cash funds at start of this period		(81)	8299	8218
-	Transfers between funds		3028	(3028)	-
8218	Cash funds at end of this period		(9520)	7970	(1550)

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Statement of assets and liabilities
at 31 March 2018

<i>2017</i>			<i>2018</i>
£	Cash assets	Note	£
8051	Bank accounts		(1702)
166	Cash in hand		152
<u>8218</u>			<u>(1550)</u>
	Other monetary assets		
9911	Debtors	4	28161
<u>9911</u>			<u>28161</u>
	Assets retained for the charity's own use		
	General equipment.		
	Liabilities		
(12147)	Creditors	5	(32562)
<u>(12147)</u>			<u>(32562)</u>

These financial statements are accepted on behalf of the charity by:

Signed _____ Dated _____
Paul Mwangi, Trustee

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Notes to the accounts
for the year ended 31 March 2018

1. Receipts & payments accounts

Receipts and payments accounts contain a summary of money received and money spent during the period and a list of assets and liabilities at the end of the period. Usually, cash received and cash spent will include transactions through bank accounts and cash in hand.

2. Grants & donations

	Unrestricted £	Restricted £	Total £
BBC Children in Need	-	36714	36714
Castle Cavendish	6695	-	6695
East African Education Centre	7060	-	7060
Good Things Foundation	23394	-	23394
Nottingham City Council	20487	-	20487
NNRF	43420	-	43420
Nottingham Equal	4000	-	4000
Sundry grants & donations	292	-	292
	105348	36714	142062

3. Funds analysis

	Opening balance £	Receipts £	(Payments) £	Transfers £	Closing balance £
Restricted funds					
Getting Settled in Community	5114	-	(5114)	-	-
Young People Together	157	36714	(28901)	-	7970
Research	3028	-	-	(3028)	-
	8299	36714	(34015)	-	7970
Unrestricted funds					
General fund	(81)	122624	(135091)	3028	(9520)
	(81)	122624	(135091)	3028	(9520)

The transfer from the Research fund to the General fund reflects the release of any restrictions on the use of these funds.

Young People Together supports young people through their transitional age from youth to adulthood.

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4. Debtors

	£
Training & consultancy fees	9299
Rent & services contributions	3000
Wages, NI & pensions	40
Grants	14522
Rent - prepayment	1300
	<u>28161</u>

5. Creditors

	£
Wages, NI & pension (HMRC)	19890
Wages, NI & pension (staff)	47
Wages, NI & pension (NEST)	1766
Independent examination fee	480
Telephone, internet & postage Siemens Jan - Mar 2018	349
Payroll service	30
Loan from J Kobutungi	8000
Loan from J Mualaba	2000
	<u>32562</u>

6. Trustees' remuneration

Trustees received no expenses, remuneration or benefits in this period.

7. Related party transactions

During the accounting period a loan of £9,000 was made to the organisation by Judith Kobutungi (Chair of Trustees) and £1,000 of this was repaid.

Another loan of £2,000 was made to the organisation by Jean-Didier Mualaba (Chief Executive). The loans are not for immediate repayment.

8. Glossary of terms

Creditors: These are amounts owed by the charity, but not paid during the accounting period.

Debtors: These are amounts owed to the charity, but not received in the accounting period.

Prepayments: These are services that the charity has paid for in advance, but not used during the accounting period.

Restricted funds: These are funds given to the charity, subject to specific restrictions set by the donor, but still within the general objects of the charity.