

"Changing Minds and Lives for Better"



Trustees
Annual Report
2017-2018

www.options4change.org.uk

Reference and administrative details

Charity number: 1162000

Company number: 5492205

Registered Office: 55 Leigham Court Road, London SW16 2NJ

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Our Aims and Objectives

Purposes and Aims

The charity's objects ('Objects') are specifically restricted to the following:

To act as a resource for young people aged between 7 to 19 living in Lambeth by providing advice and assistance and organising programmes of physical, educational and other activities as a means of:

1. Advancing in life and helping young people by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals.
2. Advancing education.
3. Relieving unemployment.
4. providing recreational and leisure time activity in the interests of social welfare for people living in the area of benefit who have need by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances with a view to improving the conditions in life of such persons.
5. The prevention and relief of poverty. Secure a significant increase in the quantity and quality of access to legal advice available to people seeking UK residency, those who have no recourse to public funds and those threatened with deportation; thus ensuring those who need protection get it. To assist clients who are destitute complete application forms for submission to the Home office.

How We Ensured We Met Our Aims

Options 4 Change have broadened the range of services we offer to have greater impact when helping those who are disadvantaged and could not previously access help due to lack of financial resources. We responded to their need for these services enabling us to help children, young people and their families deal with:

- Homelessness;
- Address inadequacies in education provision;
- Have relief from poverty by helping them claim for benefits they are entitled to;
- Getting children back into main stream education after being excluded from school;
- Provide support when faced with eviction;
- Managing a household budget to stay out of debt.

The Services We Delivered in 2017/18

The expansion of our service delivery to include the Immigration Service was an opportunity to review the way we work, and we decided to implement changes in the way clients access our services.

Our service is now open four days a week due to the high demand. Previously, we had an open-door service alongside appointments but this could not be sustained as there were unpredictable levels of walk in clients reducing the number of appointments we could make each day. We now operate an open-door policy on Tuesday and Friday allowing us to effectively manage and give adequate time to casework via the appointment system. We still accommodate emergency cases when needed on appointment days.

We continue to provide outreach to clients in their homes, schools and other local venues.

The Education Sustainment Project (ESP)

Our ESP is in its second year and is funded by the Walcott Foundation. We work with 20 primary children from Angel Town Primary and Kennington Park Academy Schools. The children are at risk of falling out of main stream education via school exclusion. They live in homes affected by poverty, poor housing, mental and psychical ill health, unemployment, discrimination, language and cultural issues. We work with the children in and out of term time.

Due to the success of the project we have applying for continued funding from the Walcott Foundation which will allow us to continue for a further two years.

We plan to further develop on the work of the ESP by expanding its reach; Our plans are to provide 5 Lambeth young and disadvantaged people age 17 - 19 with volunteering opportunities in the ESP, to make volunteering contributions in their communities and in turn develop work skills and increase their opportunities for study and employment. The volunteers will help children during the school holidays, in the evening and by shadowing or assisting our workers. By involving young people in the project, they can feel pride in actively engaging in their community after years of exclusion impacted by local gangs. They will receive the support to make their own transition from isolation and postcode confines whilst helping children to deal with various disadvantage and education sustainment issues. We will seek new funding for the project expansion.

Immigration Service

We have been very busy with the newest addition to our services, as there was a huge unknown demand from people unable to complete the necessary documentation to apply for:

- Leave to remain in the U.K;
- Recourse to public Funds; and
- Citizenship for children.

We give non advisory support with filling forms and evidence requirements and where cases are beyond this support we refer to our legal referral routes. At the start of the service clients came from the local areas of Lambeth and Southwark, but via word of mouth, people started referring others in need and our clients now come from all parts of London, and beyond. The service is so popular because people do not have the funds to pay for a solicitor or other professional help, which stopped them from submitting applications. Professional fees for assisting with form filling can cost thousands of pounds for each member of a family, before factoring in the Home Office fees. Most cannot afford the Home Office fees as they are destitute, and we have assisted them in successfully completing application forms for Fee Waiver.

There will be a more detailed report of the numbers of individuals and families we have helped after the service has been running for a year.

Housing and Social Care

This has been another growth area for Options 4 Change. We continue to see a spike in the number of families affected by the impact of Universal Credit and their ability to pay their rent. The lack of affordable social housing forced many into the private rent sector, and the changes in Housing Benefit has made their housing unaffordable. Most of our clients are on low incomes supported by benefits or they are unemployed, leaving no possibilities for them to meet any shortfall in rent. We have averted evictions and helped those who have found themselves homeless.

We have supported clients at court hearings, meetings with local authority officials and social workers; enabling them to have a voice and assistance when they needed it most. Our intervention is immense for the families we help as they would not have had access to specialist knowledge and advice or free legal representation from our partners, if they had not come to Options 4 Change. We work closely with Osborne Law, referring clients who need legal representation; this ensures we offer a holistic approach to their problems.

Summer Programme

The competition for funding is as ever a great pressure on our ability to deliver services, and this year it was just as tough. We did not secure funding for our annual children's 'Out of School Summer Programme'. However, we managed to run a reduced programme by charging a small fee to parents. Our existing clients cannot afford normal child care fees and many would have missed work or worse still, left their children unattended if we did not provide somewhere safe for their children to go in the holiday.

Joint Working and Partnerships

We are a member of the Lambeth Police Independent Advisory Group, comprised of key stakeholders from other charities, faith groups and local councillors. The group looks at community relations and youth crime, with an emphasis on tackling the influence of gangs and the related violence. Together we are able to provide local solutions to community problems pooling our resources and taking advantage of our individual expertise.

Many of our peers and partners have been affected by the lack of funding in the Not for Profit Sector, and this has led to a drop in the opportunities to deliver joint working. Some charities and organisations have closed altogether, and others have cut services in order to survive.

We continue to work with:

- Lambeth Community Safety
- The Light and Life Full Gospel Fellowship Food bank
- Dynamics
- Community Empowerment Network
- Lambeth Police
- Lambeth Safer Neighbourhoods
- Beechwood Nursery
- The Big Local Impact
- Diocese of Southwark (Holiday Hunger)
- Lambeth Multi-Faith Group
- And Lambeth Councillors

Advocacy and Casework Representation

This still remains a large part of the work we do and our volunteers continue to have a positive impact on the lives of clients we support.

CEO - Year in Review

How Our Activities Delivered Public Benefit

Our main activities and who we try to help are described below. All our charitable activities focus on education, learning support, parenting and personal development and immigration support.

Who Used and Benefited from our Services?

The year has been an equally challenging and rewarding year. We had additional opportunities to reach and support 372 more first-time service users than in the previous year. This in turn presented additional support work to resolve the problems that our service users were experiencing.

Support and crisis issues were linked to;

Destitution

Homelessness, overcrowding and disrepair

Education sustainment and school's exclusions

Youth offending

Children in need

Social engagement and recreation

Through the year we consistently noticed the additional challenges that our service users face. Many families were destitute and struggled to meet some of their most basic needs until we supported them to get the help that they needed.

During 2017/18 we helped no fewer than 642 individuals. In addition we extended our reach through word of mouth and the recommendations of our service users and partners. 75 % of our service users live in Lambeth, the rest live in other parts of the country including Leeds, Coventry and Birmingham. Regardless of where they live the issues were quite similar.

Funding opportunities have become fewer and fewer. We were proactive and innovative in our planning and were able to reach and support children and young people in many communities. Our projects included the Mango Tree Parents Group, The Education Sustainment Project, The Well Warm and Fed in Winter, Holiday Hunger, Residential and Parents development workshops/projects helped us to help more children young people and parents facing many hardships or needing to

develop a range of personal skills to help themselves tackle the issues affecting them.

There has been a substantial increase in numbers accessing our services. Some of our recruitment plans were implemented due to the lack of funding opportunities for charities and voluntary sector our amazing team of volunteers supported our work and this helped us to significantly reduce our operational costs and increased our capacity to carry out our work.

Our staff continues to work alongside our partners of Solicitors, independent advisors and advocates. Working our peers and partners enabled us to further our expertise and knowledge which helped us to joint-work or independently resolved numerous crises. Our Casework and Advocacies support work achieved positive outcomes for 213 families needed our help for housing, social care, education, child in need and welfare services

Destitution issues were mostly linked to issues such as benefits including Universal Credit and sometimes non - benefit entitlements. Local food banks were an important resource which helped us to address hunger caused by ongoing cycles of poverty. Our evaluations and service users feed-back on their experience of benefits and other financial challenges have consistently shown a distinct lack of resources in their communities to empower them to resolve the impact of poverty on their lives

Our achievements are multiple. Nonetheless we faced multiple funding challenges which reduced our capacity to reach more service users or provide additional activities.

The year has been somewhat an inspirational period of the organisation's history knowing that so much was achieved because of our commitment to deliver our services across communities to ensure that we reach children, young people and their network to ensure that they are able to have better and more productive lives.

Donna Sinclair
Chief Executive Officer

Structure, Governance and Management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated 27th June 2005 and registered as a charity on 4th June 2015. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £5.

Recruitment and Appointment of Management Committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve for a period of four years after which they must be re-elected at the next Annual General Meeting.

Election of Trustees and Management Committee Members

There were no new appointments to the position of Trustee or to the Management Committee (board).

Organisational Structure

Options 4 Change has a Management Committee that meets quarterly and is responsible for the strategic direction and policy of the charity. The trustees administer the charity via the Committee and are supported by board members who form the rest of the Committee. They are from a variety of professional backgrounds and also valued members of the communities we work in. Options for change has 14 registered members who are invited to our general meetings and Annual General Meeting (AGM); we also send out invitations to the communities we support to give them an opportunity to contribute to the annual review of what we have done, and help us understand if there is a need we should consider in the future planning of our services.

Our AGM is the opportunity for our voting members to put forward nominations for trustees if any of the current trustees are retiring. Board members can also be proposed at the meeting. Documents are sent out to members in advance of the AGM with relevant details of any candidates up for nomination.

A scheme of delegation is in place and day to day responsibility for the provision of the services rest with the Chief Executive Officer (CEO) along with the Services and Administration staff. The CEO is responsible for ensuring that the charity delivers the

services specified and that key performance indicators are met and also has responsibility for the day to day operational management of the service.

Responsibilities of the Management Committee

Company law requires the Management Committee to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year.

The Management Committee is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The Management Committee is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of any irregularities.

Risk Management

Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the office.

Trustees and Management Committee Members (MGTC)

The Trustees and Board members serving during the year and at the years end are as follows:

Rahman Mustapha	Trustee (Chair)
Aida Huballah	Trustee (Treasurer)
Donna Sinclair	Trustee (Secretary)
Colette Wilson	Trustee (elected 18 February 2016)
Beatrice Ukou	MGTC Service User Representative
Beverley Baxter	MGTC
Dele Tiwoo	MGTC
Dani Duque Gallego	MGTC (elected 28 March 2018)

Financial Review

The charity has been successful in introducing the new immigration support service which brings much needed donations from clients who use the service, and has ensured the sustainability of the services we offer.

Principal Funding Sources

- Walcott Foundation
- Immigration Service Donations
- Individual Donors

Reserves Policy

The Management Committee has examined the charity's requirements for reserves in light of the main risks to the organisation and has decided that the reserves should allow the charity to meet its charitable obligations going forward. The charity is not currently in a position to propose reserves equivalent to three months' operational expenditure, due to the manner of its operation and likely funding streams.

The committee will continue to review the amount of reserves that are required and make changes as necessary as the charities financial position strengthens. This will be done at the charity's half yearly finance meeting.

Remuneration

None of our Trustees or members of the management committee received remuneration or other benefit from their work with the charity. Any relationship between a member of the management committee and our staff, volunteers, service providers or service users must be disclosed to the full board of Trustees in the same way as any other contractual relationship with a related party. In the current year no such related party transactions were reported.

Plans for Future Periods

The charity plans continuing the activities outlined above in the forthcoming years subject to satisfactory funding arrangements.

Accountants

Abraham and Associates
Chartered Certified Accountants
6 Weston Road
Southend on Sea Essex
SS1 1AT

Our Accountants independently verify and file our accounts in accordance with charities and companies House requirements to ensure that Options 4 Change are complying with best practice around their financial and auditing procedures.

Bankers

Santander
498 Brixton Rd, Brixton, London SW9 8EX

Financial Statement

Options 4 Change

Statement of Financial Activities for the Year Ended 30 June 2018

	Year Ended 30.06.18 Total funds £	Year Ended 30.06.17 Total funds £
INCOMING RESOURCES		
Grants & Donations	46,100	55,731
RESOURCES EXPENDED		
Charitable activities		
Charitable activities	28,351	29,031
Governance costs	15,997	22,346
Other resources expended		<u>60</u>
Total resources expended	(44,348)	(51,437)
NET INCOMING RESOURCES	1,752	<u>4,294</u>
RECONCILIATION OF FUNDS		
Total funds brought forward	4,594	300
TOTAL FUNDS CARRIED FORWARD	<u>6,346</u>	<u>4,594</u>

Options 4 Change

Balance Sheet

As at 30 June 2018

	Notes	30.06.18 Total funds £	30.06.17 Total funds £
CURRENT ASSETS		8,749	6,419
Cash in hand and bank			
Creditors: Amount falling due within one year	3	(2,403)	(1,825)
NET CURRENT ASSETS		<u>6,346</u>	<u>4,594</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		6,346	4,594
NET ASSETS		<u>6,346</u>	<u>4,594</u>
TOTAL FUNDS		<u>6,346</u>	<u>4,594</u>

The financial statements were approved by the Board of Trustees on 29th March 2019 and were signed on its behalf by:

Rahman Mustapha
Trustee

Aida Hubullah
Trustee

Declaration

Trustees declare that they have approved the above report.

Signed on behalf of the O4C trustees

Signature.....

Printed full name: **Rahman Mustapha**

Position: **Chair of Trustees**

Date: 29 April 2019

REGISTERED CHARITY NUMBER: 1162000
COMPANY REGISTRATION NUMBER: 05492205

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 30 June 2018
For
Options 4 Change

Options 4 Change

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for the Year Ended 30 June 2018

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Options 4 Change

Independent Examiner's Report to the Trustees of Options 4 Change

I report on the accounts for the year ended 30 June 2018 set out on pages 2 to 6.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors 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(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

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 statements 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 386 and 387 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities 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.

Xavier Abraham FCCA
For and on behalf of
Abraham and Associates
Chartered Certified Accountants
6 Weston Road
Southend on Sea
Essex,
SS1 1AT

Date : 29/03/2019

Options 4 Change

Statement of Financial Activities
for the Year Ended 30 June 2018

	Year Ended 30.06.18 Total funds £	Year Ended 30.06.17 Total funds £
INCOMING RESOURCES		
Grants & Donations	46,100	55,731
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Other resources expended	—	60
Total resources expended	(44,348)	(51,437)
	—	—
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Total funds brought forward	4,594	300
	—	—
TOTAL FUNDS CARRIED FORWARD	<u>6,346</u>	<u>4,594</u>

Options 4 Change

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TOTAL ASSETS LESS CURRENT LIABILITIES		<u>6,346</u>	<u>4,594</u>
NET ASSETS		<u>6,346</u>	<u>4,594</u>
TOTAL FUNDS		<u>6,346</u>	<u>4,594</u>

The financial statements were approved by the Board of Trustees on 29th March 2019 and were signed on its behalf by:

Rahman Mustapha
Trustee

Aida Hubullah
Trustee

Notes to the Financial Statements
for the Year Ended 30 June 2018

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 1993 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Summary of the donations received for the period:-

1. Walcot Foundation - £25,000;

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from tax on its charitable activities.

2. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 June 2018.

Trustees' Expenses

There were no trustees' expenses paid for the year ended 30 June 2018.

3. CREDITORS: AMOUNT FALLING DUE WITHIN ONE YEAR

	2018
	£
Accrued expenses	843
Professional fees	930
Wages payable	<u>630</u>
Total	<u>2,403</u>

4. MOVEMENT IN FUNDS

	At 01.07.17	Net movement in funds	At 30.06.18
	£	£	£
General funds	4,594	1,752	6,346
	_____	_____	_____

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
General fund	46,100	(44,348)	1,752

Options 4 Change
Detailed Statement of Financial Activities
for the Year Ended 30 June 2018

	2018	2017
	£	£
<u>Incoming resources</u>		
Grants & Donations	46,100	55,731
	<hr/>	<hr/>
<u>Employee costs:</u>		
Wages and salaries	2,709	5,250
	<hr/>	<hr/>
	2,709	5,250
	<hr/>	<hr/>
<u>Premises costs:</u>		
Rent	5,300	10,500
Light and heat	3,758	-
	<hr/>	<hr/>
	9,058	10,500
	<hr/>	<hr/>
<u>Resources expended</u>		
Client welfare	10,418	5,577
Volunteer expenses	7,961	283
Conference and workshops	7,258	15,608
Travel and subsistence	1,015	3,120
Refreshments	-	3,841
	<hr/>	<hr/>
	26,652	28,429
	<hr/>	<hr/>
<u>General administrative expenses</u>		
Telephone and fax	1,072	761
Postage	73	52
Stationery and printing	1,372	1,132
Bank charges	-	60
Insurance	430	484
Service charges	134	
Repairs and maintenance	58	
Equipment expenses	1,259	-
Other admin expenses	46	2,369
	<hr/>	<hr/>
	4,444	4,858
	<hr/>	<hr/>
<u>Legal and professional costs:</u>		
Professional fees	960	900
Legal costs	525	-
Consultancy fees	-	1,500
	<hr/>	<hr/>
	1,485	2,400
	<hr/>	<hr/>
	44,348	51,437
	<hr/>	<hr/>

Options 4 Change

Independent Examiner's Report to the Trustees of Options 4 Change

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Respective responsibilities of trustees and examiner

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Basis of the independent examiner's report

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 statements below.

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Or

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



Xavier Abraham FCCA
For and on behalf of
Abraham and Associates
Chartered Certified Accountants
6 Weston Road
Southend on Sea
Essex,
SS1 1AT

Date: 29/03/2019