FARSONPHONE ASSOCIATION IN BRITAIN

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REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2019

CHARITY NO. 1070348

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Page 14 does not form part of the statutory accounts.

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Board of Trustees	Mr Mohsen (Kayhan) Fakhari (Treasurer) Mr Faramarz Radfar Mrs M. P. Sadigh (Chairperson) Mrs Azam Saeb-Parsy (Secretary)	
	Mr Reza Sangsari	-elected Oct 2016 for three terms
	a term is defined as the period fro	om one AGM to the next
Administration office:	Edgware Library Hale Lane Edgware HA8 8NN	
Charity registration No:	1070348	
Reporting accountants	TKG Partnership Ltd Chartered Accountants Unit 3, Gateway Mews London N11 2UT	2
Bankers:	H S B C Unity Trust Bank	
Funding authorities:	Barnet NHS for the IAPT** con - as part of a consortium led b NHS Foundation Trust till 30 - from 1 October 2017 as part Barnet, Enfield and Haringey *MWS: Multilingual Well-being **IAPT: Improving Access to Ps	y Surrey and Borders Partnership September 2017 of a consortium led by Mental Health NHS Trust Services Ltd

FARSONPHONE ASSOCIATION IN BRITAIN BOARD OF TRUSTEES REPORT FOR THE YEAR ENDED 31 MARCH 2019

The board of trustees present their report along with the financial statements of the charity for the year ended 31 March 2019. The financial statements have been prepared in accordance with the accounting policies set out on page 9 to 10 and comply with the charity's constitution and applicable law.

Board of trustees

The board of trustees who have served during the year under review and since the balance sheet date are shown on page 1. Appointment of trustees is governed by the constitution.

Constitution and objects

Farsophone Association in Britain is a registered charity and is governed by its constitution.

In the strategic framework approved by the board in 2009, our vision is that our community as a whole, and its members as individuals, are able to achieve their optimal potential; and to play active and positive roles in life in the UK. Our mission is to mobilise and empower our community to achieve the above vision in harmony with other communities and the overall UK society. "Our community" is broadened to: "all those of Iranian origin and all those who speak, or have an interest in, any of the languages of Iran or its culture."

Our objects as stated in our constitution are:

1) The relief of poverty by the provision of advice about benefit entitlements, interpretation and translation, education and employment.

2) The advancement of education by the provision of English language classes and vocational training courses, and the provision of advice about such courses.

3) The relief of suffering, caused by bereavement, war or natural disaster, by the provision of counselling.

4) The provision of facilities to the community for leisure time occupation and recreation.

Development, activities and achievements

The board of trustees consider that the charity's activities in meeting its objectives have been satisfactory. We have overcome major challenges in the last few years particularly regarding appropriate property for our library and consolidating our counselling service. We have example a steady development of other services activities. However we face challenges particularly regarding funding and succession planning.

Farsophone Counselling and Psychotherapy Service (FCS)

FCS is a highly respected service provider in the field of mother tongue counselling and psychotherapy and collaborates with a wide range of organisations. It produces an annual report setting out its activities and developments in detail. It continues to operate from the Information and Advice Centre of Edgware Community Hospital, in partnership with NHS Barnet.

2018-19 was a productive and successful year for our counselling service. Our dedicated team of counsellors and psychotherapists continued delivering high quality and free family/couple and individual counselling in a culturally and linguistically appropriate way for non-English speaking communities.

Farsophone has been paid for providing counselling and well-being services under two contracts with the Multi-lingual Well-being Service (MWS). One is funded as part of a big lottery fund grant to MWS and the second was for IAPT (Improving Access to Psychological Therapies) work under a contract between MWS and the NHS. The BLF grant ended in April 2017.

Our second IAPT contract (led by Surrey and Brders Partnership Trust) came to an end on 30 Septmber 2017. We are pleased to report that, Farsophone (through MWS) is part of a new consortium (led by Barnet, Haringey and Enfield NHS Mental Health Trust) which was awarded the new IAPT contract for another two years. We pay tribute to the great efforts, and the high professional standards maintained, by Farsophone's Counselling and Mental Health Services team led by their manager which made this possible.

Senior Adults Service

Farsophone has maintained its highly popular daytime events for senior adults at the Meritage Centre of Age UK Barnet in Hendon. The average number of people attending these events steadily increased ove the years and was regularly exceeding 70; however in the last 3-4 years the average number has been closer to 50. However, the demand for our special seansal events are usually more than our Hall's capacity of 100. The events now largely cover their own running costs. We are always exploring paths of working more closely with Age UK Barnet as well as other community and voluntary organisations.

Welfare and Legal Service

The charity continued its Welfare and Legal information and support service through the work of dedicated volunteers. In doing this we have worked with and mutually supported many advice organisations and law firms. Over the last few years, we have benefited from the commiment of a lead volunteer for this service who is also an experienced interpreter and case worker.

FARSONPHONE ASSOCIATION IN BRITAIN BOARD OF TRUSTEES REPORT FOR THE YEAR ENDED 31 MARCH 2019 (Continued)

Cultural Activities

1. Library

Until February 2017 we maintained our Persian lending library service through the work of dedicated volunteers. We also had a "branch" at the Meritage Centre. Our library members, particularly older adults, have benefited from this convenient facility which is fully accessible. We hoped to be able to dedicate more resources to the Library service, first defining a long term strategy for it and then upgrading the service accordingly in the future. We have also recently experimented with hosting artistic and cultural activities of interest to the community. The future library service may well be closely linked to other cultural activities hosted or facilitated by Farsophone Association. The Library team were working on introducing a new computer software for the library. However the need to move from our p[remises at Golders Green Public Library has meant that the library service had to be suspended. We are pleased to report that since September 2018 the library service has been open to members at our very suitably furnished new premises at the Annex to Edgware library.

2. Cultural Club - Barbad

Farsophone's cultural club, Barbad, has in the past organised very successful and popular events celebrating festivals in the Iranian calendar. In 2011-12, the board of trustees and the relevant volunteers reviewed our activities in this area and decided to refocus our limited resources more effectively. We run special 60+ parties on such occasions. We also hope that this can link up with our new community and environment project (see below).

3. Hosting of art classes and cultural activities

In the summer of 2015 we started a pilot of hosting art classes and culural activities at the Mertiage Centre on Sunday afternoons which were well received. More recently, it has been increasingly difficult to manage this service and with effect from 1 October 2019, we decided to suspend it.

Community & Environment

Between 2011 and 2015, we took part in various activities relating to the green environment. From 2013 to 2015, a long standing volunteer and member of our staff led this project. In 2013-14 the John Lyon's charity granted us £5,000 for a project in which young people worked on involving our community with organisations concerned with the protection of the green environment. This pilot project started in 2013-14 and ended recently. We hope to obtain further funding to expand these activities. In the last 2-3 years our volunteers have taken the initiative of starting a community allotment in Barnet. They have spent much time creating a wonderful green and welcoming environment from a piece of previously unused land in Whetstone Allotment Stray.

Community Support

The charity has depended on the communities surrounding it in two vital ways: participation of volunteers at all levels, and generous donations by individuals and companies. Volunteering continues to be central to our ethos and our activities are mainly led and inspired by volunteers. We have also benefited from small and large donations from members and supporters without which we could not continue.

Farsophone's main office move

In 2017-18 we operated from temporary offices at Colinhurst House in Hendon. We moved to our new premises at the Annex to Edgware Library in July 2018 and have been open to the public since September 2018. We are particularly pleased that our Persian language library service (which was unavailable since we moved out of our premises at Golders Green library in March 2017) is fully operational. The new premises are very suitable for the library service.

Financial review

Total income in the year amounted to £119,460 (2017/18: £140,319) with total expenditure amounting to £116,456 (2017/18: £107,066) giving a surplus in the year of £3,004 (2017/18: £33,254). Accumulated income reserves at the balance sheet date were in surplus in the sum of £43,851 (unrestricted) (2017/18: £41,468) whilst capital reserves amounted to £736 (2017/18: £115) giving a total reserve surplus of £44,587 (2017/18: £41,583).

Future developments

The charity has been able to provide a good level of service using skilled and dedicated volunteers and a small number of paid staff. The board of trustees follow a funding strategy based on a range of funding sources from small regular personal donations through to grants from charitable trusts for specific projects as well as NHS contracts for delivering mental health services. It is just as important to strengthen and expand the organisation's community links. This will help ensure that it remains sensitive and accountable to the community. It will also ensure that it continues to benefit from wide support morally, financially and through the direct contribution of volunteers in its activities and leadership.

FARSONPHONE ASSOCIATION IN BRITAIN BOARD OF TRUSTEES REPORT FOR THE YEAR ENDED 31 MARCH 2019 (Continued)

Risk management

The board of trustees actively reviews the major risks which the charity faces on a regular basis. It has continued to maintain strong controls over key financial systems. The board of trustees is very aware of the risks involved in rapid growth without sufficient capacity for strong management and governance. It is taking steps to ensure that the organisation develops in a balanced way and invests sufficiently in its management and governance capacity. Currently the single top priority is raising funds for core costs and key services.

Reserves Policy

The charity has a capital reserve representing the net book value of the functional fixed assets held at the balance sheet date. Unrestricted reserves relate to donations and other self generated income, which are used by the charity to further its aims and cover costs not funded by grant income. The charity aims to maintain general funds equivalent to between three and six months of annual expenditure (average in the previous three financial years.)

Statement of trustees'responsibilities

Law applicable to charities in England and Wales requires the board of trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the board of trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- prepare financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The board of trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In accordance with Charity Law, as the charity's trustees, we certify:

 so far as we are aware, there is no relevant audit information of which the charity's auditors are unaware; and

- as the trustees of the charity we have taken all steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of the information.

Approved by the board of trustees and signed on its behalf by:

1. Gabber Mohsen Fakhari **Trustee - Treasurer**

15 November 2019

I report on the financial statements of the Farsophone Association in Britain for the year ended 31 March 2019, which are set on pages 7 to 14.

Respective responsibilities of trustees and examiners

The Charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commissioners under section 145 (5)(b)(7)(b) of the 2011 Act; and
- state whether particular matters have come to our attention

Basis of independent examiners report

My examination was carried out in accordance with General Directions given by the Charity Commissioners. 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 our attention:

(1) which gives us reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act 2011; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of

of the accounting records to be reached.

Chrysostomes Kyprianou TKG PartGership Ltd Chartered Accountants

Unit 3, Gateway Mews Ringway Bounds Green London N11 2UT

15 November 2019

	<u>Notes</u>	Restricted <u>Funds</u> £	Unrestricted/ Designated <u>Funds</u> £	Total <u>2018/19</u> £	Total <u>2017/18</u> £
Income:					
Income from other charitable activities Fundraising & other income	2&3	-	119,460	119,460	140,319
Total income		-	119,460	119,460	140,319
Expenditure					
Expenditure on charitable activities: Direct Charitable expenditure	4	-	112,976	112,976	102.426
Governance and Support costs	5		3,480	3,480	103,426
Total expenditure	_	-	116,456	116,456	3,640
Net income/(expenditure) and net movements in funds before gains and losses on investments					
	6	12	3,004	3,004	33,254
Total funds brought forward		-	41,583	41,583	8,329
Total funds carried forward			44,587	44,587	41,583

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

FARSONPHONE ASSOCIATION IN BRITAIN BALANCE SHEET AS AT 31 MARCH 2019

	Notes	2018/	100000	2017/2	<u>18</u>
Fixed Assets Tangible fixed assets	11	£	£ 736	£	£ 115
Total fixed assets			736		115
Current Assets Debtors Cash at bank and in hand	12	25,600 30,735		19,419 30,669	
Total current assets		56,335		50,088	
Creditors: amounts falling due within one year	13	(12,484)		(8,620)	
Net current assets			43,851		41,468
NET ASSETS The funds of the Charity:			44,587		41,583
Unrestricted & Restricted income funds: TOTAL CHARITY FUNDS	14		44,587		41,583 41,583

These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

The notes at pages 10 to 14 form part of these accounts

Approved by the trustees on 15 November 2019

Mr Mohsen Fakhari Trustee - Treasurer

Mr Faramarz Radfar

Trustee

	2018/19	2017/18
Cash flows from operating activities:	Total Funds £	Prior year Funds £
Net cash provided by (used in) operating activities Cash flows from investing activities	1,047	22,014
Dividends, interest and rents from investments Purchase of property, plant and equipment	(981)	-
Net cash provided by / (used in) operating activities	66	22,014
Change in cash and cash equivalents in the reporting period Cash and cash equivalents at the beginning of the reporting period Cash and cash equivalents at the end of the reporting period	66 30,669	22,014 8,655
Reconciliation of net movement in funds to net cash flow from operating activities	30,735	30,669
Net movement in funds for the reporting period (as per the SOFA) Adjustments for :	3,004	33,254
Depreciation charges (increase)/decrease in debtors increase/(decrease) in creditors	360 (6,181) 3,864	116 (9,967) (1,280)
Net cash provided by (used in) operating activities	1,047	(1,389) 22,014
Analysis of cash and cash equivalents	1	
Cash in hand and at bank	30,735	30,669
Total cash and cash equivalents	30,735	30,669

FARSONPHONE ASSOCIATION IN BRITAIN NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 March 2019

Accounting policies

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

Basis of Preparation

The Financial statements have been prepared in accordance with Accounting and Reporting of charities : SORP applicable to charities preparing their accounts in accordance with Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective date 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.

Farsophone Association in Britain meets the definition of Charity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy (notes).

Reconciliation with previous GAAP

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 reinstatement of comparative item was required.

At the date of transition no other restatements were required.

Incoming resources

Income (including income from government and other grants) is recognised when the charity has entitlement to the funds, any performance conditions attached to the items of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Interest and investment income receivable

Interest on funds held on deposit and income from investments held is included when receivable and the amount can be measured reliable by the charity.

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 for a specific purpose. Restricted funds are donations or grants which the donor has specified are to be solely used for a particular purpose or area of the Trust's work or projects being undertaken by the Trust.

Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following headings:

-cost of raising funds comprise the associated costs relating to fund raising activities

- expenditure on charitable activities includes the cost of operating the advice centre and outreach services

- management and administration includes support costs for those functions that assist the work of the charity

Irrecoverable VAT is charged as a cost against the activity for which the expenditure has been incurred.

Taxation

As a grant aided charity with charitable status the charity's activities do not create a charge to corporation tax.

Operating leases

Rentals paid under operating leases are charged to income on a straight line basis over the lease term.

Tangible fixed assets

Tangible fixed assets for use by the charity are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

- office equipment - 25% straight line basis

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of less than three months from the date of acquisition or opening of the deposit or similar account.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or

Financial instruments

The trust only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. The charity does not acquire put options, derivatives or other complex financial instruments and does not therefore face any financial risk.

Pensions

The Trust operates a defined contribution pension scheme.

1 Legal status of the Trust

The Trust is a registered charity governed by its constitution dated 8 March 1998 and amended on 15 June 1998, 24 January 2007, 10 October 2010, 28 October 2012 and 28 October 2018.

2 Financial performance of the charity	2018/19	2017/18
Income	£ 119,460	£ 140,319
Expenditure on charitable activities Governance costs	112,976 3,480	103,426 3,640
	116,456	107,066
Net income/(expenditure)	3,004	33,254
Total funds brought forward	41,583	8,329
Total funds carried forward Represented by:	44,587	41,583
Unrestricted funds Restricted funds	44,587	41,583
	44,587	41,583
3 Incoming resources Unrestricted income:		
Donations	5,211	17,789
Social Care for 60+ (Entry fees, surplus sales, etc)	18,236	15,091
MWS fees for well-being services (IAPT)	94,799	105,911
Membership fees	64	3
Hosting fees	1,150	1,525
	119,460	140,319
4 Analysis of expenditure on charitable activities		10
Staff costs	41,102	32,720
Other running costs	71,874	70,706
	112,976	103,426
5 Analysis of governance and support cost		
Staff costs	3,000	3,000
Other costs	480	640
	3,480	3,640
6 Net income /(expenditure) for the year This is stated after charging:		
Depreciation - owned assets	360	116
Reporting accountants remuneration	480	640

	2018/19 £	2017/18 £
7 Analyses of staff costs, trustee remuneration and expenses, and the cost of key management personnel Wages and salaries		
Employer's national insurance (net of Employment allowance) and Employer's pension contribution	41,813	34,790
pension contribution	2,289	930
	44,102	35,720
The average number of staff employed during the year were as follows:		
Direct charitable	1	2
		Z
	1	2
The number of employees whose emoluments as defined for taxation purposes amounted to over £60,000 in the year were as follows:	-	_

8 Trustees' remuneration

The trustees were not paid or received any other benefits from the Charity during the year in their capacity as trustees.

9 Related party transactions

There were no related party transactions to be disclosed during the year under review.

10 Corporation Tax

The Charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

11 Tangible fixed assets

Cost:	Office equipment	Total
At 1 April 2018 Additions	6,853 981	6,853 981
At 31 March 2019	7,834	7,834
Depreciation At 1 April 2018 Charge in year	6,738 360	6,738 360
At 31 March 2019	7,098	7,098
Net book value At 31 March 2019	736	736
At 1 April 2018	115	115

All the charity's fixed assets are functional fixed assets used for charitable purposes and office running.

12 Debtors Amounts due within one year: Prepayments and accrued income	2018/19	2017/18
Accrued income Other debtors	24,400 1,200	18,219 1,200
	25,600	19,419
13 Creditors Amounts falling due within one year:		
Other taxation & social security	1,570	43
Other creditors & accruals	10,914	8,577
	12,484	8,620

14 Analysis of charitable funds

Analysis of movement in unrestricted funds

	Balance at 01/04/2018	Income	Expenditure	Inter fund Transfer	Balance at 31/03/2019
General fund Capital Reserve - designated	41,468 115	119,460	116,096 360	(981) 981	43,851 736
Total unrestricted funds	41,583	119,460	116,456		44,587

Analysis of net assets between funds

	Unrestricted	Designated	Restricted	Total
Fixed assets	-	736		736
Cash at bank	30,735	-		30,735
Other net assets	13,116	-	-	13,116
	43,851	736		44,587

FARSONPHONE ASSOCIATION IN BRITAIN DETAILED INCOME & EXPENDITURE For the year ended 31 March 2019

Income	2018/19 £	2017/1 £
Unrestricted income (fundraising, contract income and other)		
Donations		
Social Care for 60+ (Entry fees, surplus sales, etc)	5,211	17,789
MWS fees for well-being services (IAPT)	18,236	15,091
Membership fees	94,799	105,911
Hosting fees	64 1,150	3
	1,150	1,525
	119,460	140,319
Expenditure		
Staff salaries (Including NI & pension contribution)	44,102	25 720
Volunteer expenses (excluding 60+ project)	1,333	35,720 2,421
DBS	25	2,421
Insurance	1,437	1,441
Printing, postage, stationery and other office expenses	575	1,415
Telephone and internet	2,471	
Repairs & maintenance (includes software & minor equipment)	329	2,150
Audit & accountancy	480	571
Counselling supervisor fees		640
Fee to counsellors under MWS contracts	3,735	4,014
Subscriptions	40,255	41,200
all Hire (excluding 60+ project and Sundays hosting)	410	418
Depreciation	100	50
taff travel, subsistence	360	116
ocial care for 60+ excluding staff costs (note below)	483	-
ent and costs of main office move	15,986	14,476
undays hosting hall rental and other costs	2,186 1,150	242
llotment Expenses	687	1,750 90
raining	-	108
ther Expenses	352	145
	116,456	107,066
ET INCOMING/(OUTGOINGS) IN YEAR	3,004	33,254
cial care for 60+ - analysis of costs		
od*, fruit and other consumables	10,933	10,139
ll rental	1,250	1,550
lunteers' expenses*	280	492
usician fees	2,990	2,180
ecial decorations & displays + other costs	430	115
her 60+ costs	103	-
1,278 of the cost of food is that provided to volunteers working on 60+ events	15,986	14,476

* £1,278 of the cost of food is that provided to volunteers working on 60+ events and could be classed as volunteer expenses.