

Charity N^o: 1044681
Company N^o: 2921143

EVELYN OLDFIELD UNIT

TRUSTEES REPORT AND FINANCIAL STATEMENTS
YEAR ENDED 31ST MARCH, 1998

CROUCH CHAPMAN
Chartered Accountants
62 Wilson Street
London EC2A 2BU



EVELYN OLDFIELD UNIT

(A company having no share capital and limited guarantee)

REPORT OF THE TRUSTEES

The trustees present their report and the audited financial statements for the year ended 31st March 1998.

PRINCIPAL ACTIVITIES, BUSINESS REVIEW AND CHARITY OBJECTS

The principal activities of the company are to provide, develop and coordinate specialist aid and support services for established refugee community organisations in London.

The company is a registered charity with the following objects:

To promote for the public benefit without distinction of age, sex, race, creed or colour or of political, religious or other opinion, all charitable purposes by the provision of information, advice, guidance, training and other educational facilities, technical and professional aid, support and other assistance to charitable organisations and in particular to charitable organisations which include in their objects the assistance to refugees.

FIXED ASSETS

Full disclosure of all matters relating to fixed assets is set out in the notes to the financial statements.

TRUSTEES

The trustees of the company who were also directors of the company during the year were as follows:

K. ALLEN (resigned April 97)

T.S. BERHANE (resigned July 97)

A. SAYED (resigned July 97)

A. JOHNSON

P. OPENDI

G. EJERE (Resigned Feb 98)

A. ZAVALA (appointed April 97)

R. MUKHERJI (appointed July 97)

S. STANISLAUS

A. ALI (resigned May 97)

T. COOK (resigned July 97)

E. PANAH

N. CASTRO

J. VARLEY (appointed July 97)

M. FEENEY (appointed July 97)

V. LY UNG

The trustees are appointed in accordance with the Articles of Association of the company.

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REPORT OF THE TRUSTEES

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TRUSTEES' RESPONSIBILITIES

Company and Charity law requires the 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 financial statements, the trustees are required to:

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

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985 and the Charities Act 1993. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

AUDITORS

The auditors, Crouch Chapman of 62 Wilson Street, London EC2A 2BU are willing to be reappointed in accordance with section 385 of the Companies Act 1985.

BANKERS

The bankers to the company are set out below:

National Westminster Bank Plc
P.O. Box 7406
490 Holloway Road
London N7 6HN

Halifax Plc
51/55 Strand
London WC2N 5LS

Cafcash Limited
Kings Hill
West Mallory
Kent
ME19 4TA

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REPORT OF THE TRUSTEES

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THE MANAGEMENT COMMITTEE

The members of the management committee at 31st March 1998 were:

*E. PANAHI (Chair)

*NIDIA CASTRO (Vice-chair)

*J. VARLEY (Treasurer)

A. JOHNSON

*P. OPENDI

*V. LY UNG

S. STANISLAUS

M. FEENEY

R. MUKHERJI

A. ZAVALA

* Members of the Finance and General Purposes Subcommittee.

The powers and duties of the Committee are set out in the Articles of Association of the Company. The committee is empowered to manage the business of the Company and exercise all such powers of the Company that are not required to be exercised by the Company in General Meeting.

During 1997/98, the Unit successfully achieved its stated objectives to strengthen and enhance the capacities of refugee community organisations - enabling them to provide quality services for their communities - through the provision of customised training packages, contractual and time-limited consultancies and advise as well as through establishing partnerships with community support agencies. The involvement of service-users in the planning and evaluation of the work of the Unit has dramatically increased as a result of different approaches and restructuring of its different forums. Three accredited training courses are currently in progress at different colleges: Certificate in Youth Work and Certificate in Counselling Skills (in partnership with the Barbara Melunsky Fund) and the second intake of the post-graduate Certificate in Management course.

Registered office:
356 Holloway Road
London N7 6PA

15 JUL 1998

BY ORDER OF THE BOARD



T. DERES
Secretary

EVELYN OLDFIELD UNIT

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AUDITORS' REPORT TO THE MEMBERS OF EVELYN OLDFIELD UNIT

We have audited the financial statements on pages 5 to 10 which have been prepared under the historical cost convention and the accounting policies set out in note 1 to the financial statements.

Respective responsibilities of the trustees and auditors

As described on page 2 the trustees who are also directors of Evelyn Oldfield Unit for the purposes of company law, are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

Basis of opinion

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the charitable company's state of affairs at 31st March 1998 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the Companies Act 1985.

62 Wilson Street
London EC2A 2BU

15th July 1998



CROUCH CHAPMAN

Chartered Accountants
Registered Auditors

EVELYN OLDFIELD UNIT

(A company having no share capital and limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31ST MARCH, 1998

INCOME AND EXPENDITURE

	Note	Operating fund £	Restricted fund £	Total 1998 £	Total 1997 £
Incoming Resources					
Barings Foundation					5,000
LBG (seedcorn)			10,000	10,000	-
CPF			15,930	15,930	-
Comic Relief			12,500	12,500	-
Less: Deferred income	6		(38,430)	(38,430)	(5,000)
Add: Deferred income					
Barings Foundation released			5,000	5,000	-
Allen Lane Foundation			-	-	24,999
London Borough Grants			1,200	1,200	-
London Borough Tower Hamlets			1,560	1,560	-
Barbara Melunsky Fund			1,840	1,840	3,500
Interest received		13,800		13,800	17,320
Membership fees		460		460	435
		14,260	9,600	23,860	46,254
Resources Expended					
Direct charitable expenditure:					
Staff costs	2	72,871		72,871	69,016
Training provided by unit		19,156	2,760	21,916	22,396
Consultancy		9,223	5,000	14,223	12,112
Printing, postage and stationery		5,164		5,164	4,283
Telephone		1,486		1,486	1,448
Publications and references		565		565	205
Mental Health Forum		1,660	1,840	3,500	
		110,125	9,600	119,725	109,460
Other expenditure:					
Management and administration of the charity	3	38,913		38,913	28,041
Fund raising/publicity		1,910		1,910	3,970
Total Resources Expended		150,948	9,600	160,548	141,471
Net Movements in Funds		(136,688)	-	(136,688)	(95,217)
Fund balances b/fwd at 01.04.96		286,202	-	286,202	381,419
Fund balances C/fwd at 31.03.97		149,514	-	149,514	286,202

EVELYN OLDFIELD UNIT


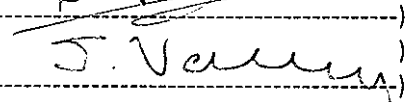
(A company having no share capital and limited by guarantee)

BALANCE SHEET

31ST MARCH, 1998

	Notes	£	1998 £	1997 £
FIXED ASSETS				
Tangible assets	4		2,460	1,189
CURRENT ASSETS				
Debtors	5	13,409		1,777
Cash at bank and in hand		174,717	292,564	
		<u>188,126</u>	<u>294,341</u>	
CREDITORS				
Amounts falling due within one year:				
Accruals		(2,247)	(4,328)	
Deferred income		<u>(38,825)</u>	<u>(5,000)</u>	
NET CURRENT ASSETS			147,054	285,013
NET ASSETS			<u>149,514</u>	<u>286,202</u>
FUNDS				
Unrestricted	7		<u>149,514</u>	<u>286,202</u>

The financial statements were approved by the board on 15 JUL 1998
and signed on its behalf by



) TRUSTEES

E. PANAHİ

J. VARLEY

EVELYN OLDFIELD UNIT

(A company having no share capital and limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 1998

1. ACCOUNTING POLICIES

The accounts have been prepared in accordance with the Charities Statement of Recommended Practice (SORP) and applicable accounting standards.

Basis of accounting

The financial statements have been prepared under the historical cost convention.

Income and Expenditure

All the information required to be disclosed is shown in the Statement of Financial Activities of the company.

Incoming Resources

Incoming resources consist of grants received during the year together with interest received and membership fees received.

Resources Expended

Resources expended have been apportioned where necessary between direct charitable expenditure and other expenditure in accordance with the best estimates of the trustees.

Depreciation

Depreciation is provided using the following rates and bases to reduce by annual instalments the cost, less estimated residual value, of the tangible assets over their estimated useful lives:

Fixtures and fittings	33.3% Straight line
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EVELYN OLDFIELD UNIT

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NOTES TO THE FINANCIAL STATEMENTS

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2. TRUSTEES AND EMPLOYEES	1998 £	1997 £
Staff costs:		
Wages and salaries	70,748	66,759
Social security costs	7,037	6,807
Other pension costs	7,030	6,676
	<u>84,851</u>	<u>80,242</u>

The average monthly number of employees during the year was made up as follows:

	Number	Number
Office and administration	<u>3</u>	<u>3</u>

No employees earned in excess of £40,000 per annum and no trustee received any remuneration during the year.

3. MANAGEMENT AND ADMINISTRATION	1998 £	1997 £
Staff costs	11,980	11,226
Conferences/staff training	1,732	992
Rent, rates and service charge	16,156	6,265
Insurance	286	284
Light and heat	1,281	558
Supervision of coordinator	200	410
Legal and professional	330	2,080
Audit and accountancy	913	949
Sundry expenses	678	1,372
Depreciation	1,528	2,745
AGM & Management meetings	3,829	1,160
	<u>38,913</u>	<u>28,041</u>

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NOTES TO THE FINANCIAL STATEMENTS

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4. TANGIBLE ASSETS

	Fixtures & Fittings £
COST	
At 1st April 1997	8,234
Additions	2,799
	<u>11,033</u>
At 31st March 1998	<u>11,033</u>
DEPRECIATION	
At 1st April 1997	7,045
Charge for the year	1,528
	<u>8,573</u>
At 31st March 1998	<u>8,573</u>
NET BOOK VALUE	
At 31st March 1998	<u>2,460</u>
NET BOOK VALUE	
At 31st March 1997	<u>1,189</u>

5. DEBTORS

	1998 £	1997 £
Prepayments and accrued income	8,254	1,777
Recruitment costs in advance	5,155	-
	<u>13,409</u>	<u>1,777</u>

6. DEFERRED INCOME

The charity received £38,430 in 1997/98 designated for the provision of services to refugee community organisations during the financial year 1998/99.

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NOTES TO THE FINANCIAL STATEMENTS

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7. UNRESTRICTED FUNDS

The management committee have designated the unrestricted funds in the following way:-

DESIGNATED FUNDS	£
Salaries shortfalls	38,171
Equipment and partitioning	30,500
Match funding for NLCB Grant	25,320
Contingency fund	28,000
	<hr/>
	121,991
Other reserves	27,523
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	<u>149,514</u>