

CH

Charity Registration No 1044681

Company Registration No 2921143 (England and Wales)

Evelyn Oldfield Unit

Trustees' report and accounts

For the year ended 31 March 2011

FRIDAY



AMN1LWFG

A14

05/08/2011

165

COMPANIES HOUSE

Page	Contents
3 - 11	Directors' (Trustees') annual report
12	Independent examiner's report
13	Statement of financial activities (including the income and expenditure account)
14	Balance sheet
15 - 19	Notes to the accounts

Evelyn Oldfield Unit
Directors' report (incorporating the Trustees' annual report)
For the year ended 31 March 2011

The trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the financial statements for the year ended 31 March 2011

Full name Evelyn Oldfield Unit

Registered charity number 1044681

Registered company number 2921143

Principal address

356 Holloway Road, London N7 6HN

Directors (Trustees)

Tahera Aanchawan, Chair

Edmond Michaels, Vice-Chair

John Brown, Treasurer

Bolaji Bank-Anthony

Grace Adok

Duraisamy Sathianesan

Gladys Jusu-Sheriff

Abraham Woldezgi

Adnan Shaswar

Maria Dardagan

(Retired on 30 April 2010)

Secretary

Tzeggai Deres

(Retired on 30 April 2010)

Mulat Haregot

(Appointed on 28 April 2010)

Bankers

National Westminster Bank Plc, PO BOX 7406, 490 Holloway Road, London N7 6HN

CAF Bank Ltd, Kings Hill, West Malling, Kent ME19 4TA

Independent examiner

Paul Boiello MEng, MAAT

Community Accountancy Social Enterprise, Unit 7, 9 Thorpe Close, London W10 5XL

Objects of the charity

The Chanty's objects are to provide, facilitate and coordinate the provision of specialist aid and support services in order to provide improved services to RCOs and their communities through the provision of training, consultancy, issue based workshops, action oriented learning programs covering Strategic and business plan, funding raising and financial management, governance and operational management, monitoring and evaluation, volunteering and mentoring, partnership working and merging, conflict resolution, mediation and reconciliation. The Unit continued to service a growing membership and performed a strategic role, supporting regional and national integration initiatives, promoting the contributions that refugees make to the wider society and fostering leadership development in the sector through partnership with the public and voluntary sectors.

Structure, governance and management

The organisation is a charitable company limited by guarantee, incorporated on 21 April 1994 and registered as a charity on 6 March 1995.

The company was established under a Memorandum and Articles of Association which established the objects and powers of the charitable company and is governed under its articles of association.

**Evelyn Oldfield Unit
Directors' report (continued)
For the year ended 31 March 2011**

Method of appointment or election of Trustees

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association

Following an initial audit of skills and experience, individuals with specific skills and voluntary and community organisations known to the company are offered the opportunity to put themselves or nominees from their organisations forward as potential Trustees. Candidates complete an application form and are interviewed by a panel of Trustees and recommended by the Board of Trustees to the Annual General meeting for election

If a vacancy arises during the year, or additional Trustees are required, people are appointed by the Trustees and hold office until the following AGM when they stand for election

One – third of elected Trustees must retire from office at the Annual General meeting, but are eligible for reappointment at that meeting

Policies adopted for the Induction and Training and Development of Trustees

New Trustees follow an agreed induction process and are offered training, development and support to understand and carry out their responsibilities. After appointment the Chair and Director induct new Trustees by giving them an outline of the organisation, its governance and strategic plan, a briefing on what constitutes a conflict of interest as well as answering questions posed by the new Trustees

Each Trustee is also given a handbook which includes the latest accounts, key policies, procedures, etc, and is offered mentoring by more experienced Trustees

Trustees are encouraged to attend relevant training and development programmes on top of the bimonthly half day planning, training, development days that follow each Trustees meeting

Organisational structure and decision making

The Trustees govern the organisation through bimonthly Trustees meetings, and are advised by the finance and personnel sub-committees. The Trustees comprises a minimum of 6 Trustees and a maximum of 15. If a decision cannot be made at the bimonthly Trustees meeting, it is delegated to a specific group of Trustees, usually a sub-committee, and the results communicated to all Trustees by email and ratified at the following Trustees' meeting. All Trustees attend one or both of the quarterly finance and personnel sub-committee meetings

The officers meet between the meetings of the full Trustees meetings to discuss any immediate issues and to offer support to the Director, if any decision are made these are reported to the Trustees informally, as well as to the next meeting. The day to day management of the organisation is delegated to the staff via the Director

Risk management

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity. The risk register is reviewed annually. The Trustees are satisfied that systems are in place to mitigate exposure to the major risks

Reserve policy

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity. The risk register is reviewed annually. The Trustees are satisfied that systems are in place to mitigate exposure to the major risks

It is the policy of the charity that unrestricted funds, which have not been designated for a specific purpose, should be maintained at a level equivalent from three to six month's expenses. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities whilst consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year

**Evelyn Oldfield Unit
Directors' report (continued)
For the year ended 31 March 2011**

Details of funding sources, how expenditure in the year met objectives is outlined in the notes to the accounts on restricted funding

Statement on public benefit

The objectives, activities, performance and achievement sections of this report clearly set out the activities which the Charity undertakes for the public benefit

The Trustees confirm that they have complied with duty in section 4 of the Charities Act 2006 to have due regard to public benefits guidance published by the Commission in determining the activities undertaken by the Charity

In the interest of transparency, the Trustees make the following observations on the two key principles of the public benefit

Principle 1 There must be an identifiable benefit or benefits

- 1a It must be clear what the benefits are
The Evelyn Oldfield Unit (EOU) provides services to support organisations deliver on their charitable purposes. The services provided and benefits achieved in 2010/2011 are clearly set out in the accounts of objectives and achievements given in the body of this report
- 1b The benefits must be related to the aims
The Trustees review the activities of the charity against its aims on an ongoing basis and are satisfied that all activities continue to be related to the aims
- 1b The benefits must be balanced against any detriment or harm
No specific issues of detriment or harm have been reported

Principle 2 Benefits must be to the public or a section of the public

- 2a The beneficiaries must be appropriate to the aims
The EOU offers support to full range of Refugee and Migrant Community Organisations in London, including distributing our e-bulletin, to over 600 organisations. These organisations benefit a wide cross section of society in line with EOU's objects
- 2b Where the benefits is to a section of the public, the opportunity to benefit must not be unreasonably restricted by geographical or other restrictions, or by the ability to pay any fees charged
The EOU's services are offered free of charge for the benefit of the refugees and migrants living in London and the society in general
- 2c People in poverty must not be excluded from the opportunity to benefit
As outlined above there is no restriction on benefits
- 2d Any private benefits must be incidental
A number of private benefits do necessarily arise from the activities of the charity. In particular the charity finds it essential to employ and remunerate staff. These private benefits are, however, incidental as they are a necessary by-product of carrying out the charity's aims

Achievement

Partnership and collaborative work achievements

EOU Director and Development Team have been involved in a range of partnership and collaborative work with a number of mainstream organisations. This work has significantly raised the profile of the Unit, and has allowed organisation to act as advocates for the Refugee and Migrant Community Organisations (RMCOs) sector

**Evelyn Oldfield Unit
Directors' report (continued)
For the year ended 31 March 2011**

Volunteering England the Director has been involved in the Inclusion working group which was established by Volunteering England, responsible for developing a long term vision for volunteering in England. The recommendations include raising the profile of volunteering, modernising the volunteering infrastructure, removing barriers to participation, encouraging employee volunteering and developing new ways to reward and recognise people that give their time.

Greater London Authority the Director has been contributing to the Mayor of London Strategic Migration Partnership (LSMP) community development and participation link body.

Refugee Council and Council for Ethnic Minority and Voluntary Organisations (CEMVO) the Director and the Development Team have been involved in establishing a good working relationship with the Refugee Council (through the Big Lottery Fund, funded BASIS Project) and with CEMVO on the Heritage Lottery Fund – skills for future funding programme.

Hammersmith and Fulham Community Safety Board (HF CSB) the Director has been chairing HF CSB, which brings together the council and local police to develop an effective relationship with the local residents to discuss policing and the wider community safety agenda. He has also helped the HF CSB become a registered charitable and company limited by guarantee with the aim of fundraising for projects that will benefit local residents in addressing issues of crime and community safety affecting local residents.

London Community Policing Partnership (LCP2) The Director has been serving as a vice chair of the LCP2, which brings together 32 London Borough Community Policing Engagement Groups to discuss issues raised by Londoners, the Director also chairs the Equality and Diversity sub-committee which oversees the concerns of black, ethnic minority and refugee communities in London.

Charity Evaluation Services (CES) The Director has been working with CES to provide advice, support and training to RMCs on Practical Quality Standard for Small Organisations (PQASSO) and Investors in People Standards.

Sheila Mckechine Foundation and Refugee Council the Director has been working with the CEO of Sheila Mckechine Foundation and the Director of the Refugee Council on a Pilot on Campaign for Racial Justice Programme and secure funding jointly to counter the negative media campaign against Refugees and Migrants.

National Asylum Stakeholders Forum (NASF) – UKBA The Director is sitting and representing the views and concerns of RMCs at NASF which is co-chaired by Home Office Senior Civil Servant which inform and shape on UK immigration and Asylum policies and practices.

Capacity Building Project Achievements

In 2010/2011 the Capacity Building Project Development Worker (DW) in collaboration with the Community Impact Project (CIP) Development Team and the Director achieved the following -

- Training on Intergenerational Practice in partnership with the Beth Johnson Foundation, offering options for RMCs to diversify their work and explore new funding opportunities.

***'Information generated from the training will form part of our
European Intergenerational Project.'
Training attendee***

**Evelyn Oldfield Unit
Directors' report (continued)
For the year ended 31 March 2011**

- 15 training programmes attended by 91 RMCOs including training on Health and Safety delivered in partnership with The London Hazards Centre Follow up support included access to free health and safety consultancies
- 76 RMCOs received one to one support topics including governance, volunteer management, business planning, fundraising, publicity, social media, local democratic structures, and project planning This year our fundraising support has enabled groups to access funds over £250,000
- 11 workshops/seminars delivered on partnership working between RMCOs and mainstream voluntary and community organisations
- 12 second tier organisations offered training and support on working better with RMCOs
- A conference on Violence against Women and Girls planned and staged in partnership with the Eastside Consortium Bringing RMCO and mainstream professionals together, the day was an opportunity for women from different cultural backgrounds to learn more about this topic, to share experiences and discuss positive ways forward

"I thought the conference was great and eye opening in that domestic violence happens in all cultures not just the typical ones you would normally think."

"Thought provoking, good to know how women are helping each other from different backgrounds + religions in helping each other + finding solutions to the problems."
Conference attendees

- A programme of finance training, including master class sessions on preparing your annual accounts, which demystified financial management through accessible, user friendly courses

'Please, more training like this '
'It was interesting, informative and open, everything was perfect.'
Training attendees

- Development of an enduring partnership with the Natural History Museum enabling RMCOs to work directly with this institution, deepen their mainstream links and introduce their users to the Museum's educational, leisure and volunteering resources

"We are thrilled to be partners with NHM and look forward to working with them in coming years."
Programme participant

BASIS - Community Impact Project (CIP) achievements

In 2010/2011 under outcomes 1, 2, 3, and 4 of the BASIS – Community Impact Project the Development workers achieved the following -

Outcome 1 Key achievements

Work towards outcome 1 was developed as a specific programme of support to help RMCOs and mainstream VCS groups to develop ideas about collaboration with others to improve outcomes for Refugee and Migrant communities The programme was given the name **Working Together** 53 mainstream and VCS groups were brought together to explore co-working arrangements 35 organisations were matched and supported to form appropriate co-working agreements

Following a promotional period in April and May 2010, the first meeting and matching event took place in June 2010 7 organisations, with a total of 10 delegates attended this full day training workshop Following this workshop and further contacts made through other methods of promotion, a total of six collaborative 'clusters' were formed and supported appropriately throughout the year

"I will be more focused on small, short term collaborative goals as a means to building larger projects"

"I will use the case study notes to help my organisation to possibly work with another organisation"

**Evelyn Oldfield Unit
Directors' report (continued)
For the year ended 31 March 2011**

Tangible outcomes

3 RMCO and 3 VCS groups came together and agreed to develop a Mental Health and Wellbeing Forum

7 RMCO and 2 VCS groups agreed to further meetings to develop a Memorandum of Understanding to establish a new network/forum

6 RMCO and 1 VCS collaborated to form a new partnership agreement and signed a Memorandum of Understanding

"The support from EOU has enabled us create a Memorandum of Understanding between our organizations and to be very clear about the process of collaboration"

5 RMCO and 1 VCS groups created a new local network and signed a Memorandum of Understanding

1 RMCO and 1 VCS group contributed to a joint event

3 RMCO and 2 VCS groups agreed to work together to develop a new Wellbeing forum/network

Outcome 2 Key achievements

- The development of the Community Engagement Toolkit This has been very successful and has been accessed by 747 groups to date on our website The toolkit includes chapters on digital media, building on traditional methods (events, presentation, and word of mouth), removing barriers, human resources to support you, researching who your beneficiaries are and where they are
- There have been 2 sessions on community mapping, with the first being introductory and the second advanced Both were very positively received and attracted 22 attendees, representing 16 groups There is a strong demand for this area of training

*"I feel more confident, I can say that now
I can run a study from the beginning to the end and
I know a lot of research tools that I didn't know before "*

- 11 groups have been supported with consultancy on this topic over the last year Groups are offered up to 6 in-depth consultations on this topic and on the topics of research design, managing research, carrying out research, analysis, writing up and using your results for funding applications, developing new projects, lobbying, planning etc Of these, 9 have carried out some form of research

*"This has enabled the organisation to develop
new strategies for service delivery and assess
users needs to develop better projects in the future "*

- 3 training session on strategic focus There were 32 attendees representing 25 groups These courses have focused on the cuts and how groups can respond (including reducing client numbers, promoting online resources, working with volunteers and cutting costs)

*"Yes, we have implemented strategic planning
now and look overall structure of the
organisation "*

- 14 groups have accessed in-depth consultancy on related strategy and planning topics through a consultancy approach with groups being offered up to 6 sessions (and some groups requiring more than this) This has involved project planning, prioritising services and strategic fundraising We have supported groups to raise over £300,000

*"We are better able to prioritize our activities
in a much more cohesive
and coordinated effort "*

**Evelyn Oldfield Unit
Directors' report (continued)
For the year ended 31 March 2011**

Outcome 3 Key achievements

Outcome 3 has progressed well, raising awareness about effective working with RMCOs amongst mainstream local, regional, national groups with groups making service procedural and/or organisational policy changes to increase access to their services by RMCOs and their clients. This has been achieved through -

- delivering training and outreach sessions to local mainstream groups across London to offer advice and support on working effectively with RMCOs. These include 4 voluntary sector groups offering mental wellbeing, listening and counselling services, 1 group offering community safety services, 5 groups offering support to people with physical and learning difficulties, 4 organisations promoting community volunteering, 2 theatre groups, 1 women's group, 1 group working with young people, 1 group working to promote participation in the Census, 2 groups working on environmental issues, and 1 voluntary sector training provider
- supporting national organisations including the Museum of Childhood, The Wallace Collection, Crisis, and the British Heart Foundation to work effectively with RMCOs through outreach consultation, training and direct involvement in event coordination
- an ongoing research project to develop a Good Practice Guide for mainstream groups and RCOs to work together, promote their activities and resources to each other, and share ideas about how to overcome challenges of working together and promote refugee involvement and inclusion
- supporting RMCO trustees, staff and volunteers to initiate dialogue with mainstream groups, develop joint ways of working together effectively and encourage mainstream groups to consider practices that might inadvertently perpetuate inequalities and power imbalances within their organisations between refugee and non-refugee groups. In this way we have helped challenge assumptions that refugees may be clients or volunteers, but not staff or decision makers
- supporting VCS organisations to adopt new strategies for advertising their services to clients, for instance using community interpreters and translators to promote events and placing adverts in newsletters and e-bulletins circulated to refugee and migrant groups and conducting effective outreach work. Through our interventions, over 25 mainstream groups have been advertising activities and services through new channels, reporting increased interest from RCO members
- EOU Organised 2 conferences at Resource for London – *Refugee and Migrant Groups Human Rights and the Cuts* (December 2010, with guest speakers including the Leader of the London Borough of Islington, Chief Executive of the Trust for London, Director of Migrant Voice, a Middlesex University lecturer, a Legal Officer from the Immigration Law Practitioners' Association, grassroots voices from refugee and migrant groups) and *The Big Response Practical Actions for Common Goals* (March 2011 with guest speakers including Deputy Mayor of London, Head of Policy at NCVO and grassroots voices from refugee and migrant groups). These events brought diverse RCO and mainstream groups together, facilitating information, resource and learning exchange

VCS organisations have reported that Evelyn Oldfield Unit support has helped them gain a better understanding of the diverse skills as well as needs of refugee and migrant communities and recognise that "refugees" are not one homogenous group

**Evelyn Oldfield Unit
Directors' report (continued)
For the year ended 31 March 2011**

Outcome 4 Key achievements

Under outcome 4, the development worker has achieved the following

- 4 events on outcome and impact evaluation have been run to date with 50 attendees were present in total, representing 39 groups
- 14 groups accessed consultancy on this topic, with a range of tailored input designed specifically for individual group needs being offered. This has ranged from in-depth consultancies with key staff members to in-house training for staff, management committee and volunteers

The support of the Unit is
"The difference between existing and not"

- There is a further impact toolkit being developed to help groups via our website

Other activities

- Development of the new website
- Managing the office
- Managing all external communications
- Development of the environmental project with Jean Lambert MEP offering her support as project patron and both an adult and youth steering group influencing the project
- Annual State of the Sector report

This report was finalised in September 2010. We ran an event on this topic on June the 10th, 2010. 42 people took part, representing 17 RCOs and 7 public, private and other agencies. The Chief Executive of the Trust for London, Director of Policy and Development of the Refugee Council and the Chief Executive of the Charities Evaluation Service (CES)

- Volunteering and Intern Programme

There have been 3 fulltime interns working for at least 3 months' each. These Masters' graduates came through the European Leonardo scheme. We have also worked regularly with another 3 regular volunteers with one from a refugee background from London Met and one from a migrant background. We also have worked with another 5 ad-hoc volunteers throughout the year.

Financial review

The charity is reporting a surplus for the year of £33 (2010 deficit £40,771). Reserves carried forward total £96,946 at 31 March 2011 (2010 £96,913), of which £40,395 (2010 £51,580) represents restricted funds and £56,551 (2010 £45,333) unrestricted funds.

Grants receivable total £241,467 (2010 £429,246). Generous grants were received from the Capacity Builders, Trust for London, Big Lottery Fund and Castle Finance and Facilities, whom we would like to thank.

The charity's running costs were £254,919 (2010 £470,627), £167,035 (2010 £328,770) of which related to salary costs.

Disclosure of information to the independent examiner

The Members have confirmed that there is no information of which they are aware which is relevant to the independent examiner, but of which the independent examiner is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the independent examiners are aware of such information.

**Evelyn Oldfield Unit
Directors' report (continued)
For the year ended 31 March 2011**

Independent Examiners

In accordance with Section 385 of the Companies Act 1985, a resolution proposing that Community Accountancy Social Enterprise be reappointed as independent examiner of the company will be put to the annual general meeting

Exemptions

The trustees have taken advantage of the exemptions available to small companies, including the audit exemption (see statement on balance sheet)

Responsibilities of the trustees

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity at the end of the year and of the surplus or deficiency for the year then ended

In preparing those financial statements, the trustees are required to select suitable accounting policies, as described on page 8, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The members of the Committee must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity 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 charity, and enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006

Signed on behalf of the charity's trustees

Signed


Mulat Haregot, Company Secretary

Date 1st August 2011

**Independent examiner's report to the trustees of
Evelyn Oldfield Unit
For the year ended 31 March 2011**

I report on the accounts of the charity, which are set out on pages 13 to 19

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake this examination by being a member of the Association of Accounting Technicians.

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 43 of the 1993 Act,
- follow the procedures laid down in the general directions given by the Charity Commissioners under section 43(7)(b) of the 1993 Act, and
- state whether particular matters have come to my attention

Basis of 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 statement 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 of the Companies Act 2006, and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charitieshave 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

Signed Paul Borelle
Paul Borelle MEng, MAAT

Date 1st August 2011

Evelyn Oldfield Unit
Statement of financial activities
(Incorporating the income and expenditure account)
For the year ended 31 March 2011

		Unrestricted Funds	Restricted Funds	2011 Total Funds	2010
	Note	£	£	£	£
Incoming resources					
Grants & donations	2	5,760	241,467	247,227	429,246
Membership		310	-	310	505
Bank interest		48	-	48	105
Other Income		5,100	2,267	7,367	-
Total incoming resources		11,218	243,734	254,952	429,856
Resources expended					
Wages, NI & pension	6	-	167,035	167,035	328,770
Grant Refund		-	321	321	-
Redundancy Cost		-	3,302	3,302	-
Training & conference		-	15,582	15,582	26,807
Travel & subsistence		-	2,059	2,059	4,283
Recruitment		-	200	200	125
Volunteer expenses		-	96	96	2,240
Rent & room hire		-	27,545	27,545	42,545
Utilities		-	1,279	1,279	3,598
Office Supplies		-	524	524	580
IT Equipment, rentals & maintenance		-	6,412	6,412	10,745
Equipment & furniture		-	320	320	2,991
Bank Charges		-	511	511	340
Insurance		-	2,077	2,077	2,738
Telephone & internet		-	2,726	2,726	3,497
Printing, postage & stationery		-	2,355	2,355	2,883
Subscriptions & membership		-	401	401	808
Publications & research		-	465	465	7,957
Consultancy		-	16,605	16,605	23,947
AGM		-	367	367	405
Audit & Accountancy		-	3,274	3,274	3,888
Depreciation		-	558	558	830
Loss on disposal		-	545	545	-
Sundry expenditure		-	360	360	650
Total resources expended		-	254,919	254,919	470,627
Net income/(expenditure)		11,218	(11,185)	33	(40,771)
Unrealised gains/(losses) on revaluation of fixed assets		-	-	-	-
Total funds brought forward		45,333	51,580	96,913	137,684
Transfers between funds		-	-	-	-
Total funds carried forward		56,551	40,395	96,946	96,913

All the activities of the charitable company are classed as continuing

**Evelyn Oldfield Unit
Balance sheet
At 31 March 2011**

	Note	£	2011 £	2010 £
Fixed Assets	3			
Tangible assets		<u>558</u>		
Total fixed assets			558	1661
Current assets				
Debtors	4	6,743		52,282
Cash at bank and in hand		<u>95,107</u>		<u>77,650</u>
Total current assets		101,850		129,932
Liabilities				
Creditors	5			
amounts falling due within one year		<u>(5,462)</u>		(34,680)
Net current assets			96,388	95,252
Net assets			<u>96,946</u>	<u>96,913</u>
The funds of the charity				
Unrestricted funds			56,551	45,333
Restricted funds			<u>40,395</u>	<u>51,580</u>
Total funds			<u>96,946</u>	<u>96,913</u>


Exemption from audit

For the year ending 31/03/11 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies

Directors' responsibilities

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts
- These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The trustees declare that they have approved the accounts above
Signed on behalf of the charity's trustees

Signed 
Edmond Michaels, Vice-Chair

Dated 01/08/11

Signed 
Grace Adok, Trustee/Director

Dated 01/08/11

Evelyn Oldfield Unit
Notes to the accounts
For the year ended 31 March 2011

1. Accounting policies

Basis of the preparation of the accounts

These financial statements have been prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities - Statement of Recommended Practice (SORP revised 2005), the Financial Reporting Standard for Smaller Entities (effective April 2008) and the provisions applicable to companies subject to the small companies regime under the Companies Act 2006

Incoming resources

All material incoming resources have been included on a receivable basis – i.e. they are included if the date receivable falls within the period covered by these accounts

Pension costs

The charity operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the charity. Pension costs charged in the Statement of Financial Activities represent the contributions payable by the charity in the year.

Resources expended

These have been analysed using a natural classification

Depreciation

Depreciation is calculated to write down the cost or valuation, less estimated residual value, of all tangible fixed assets with a cost exceeding £500 over their expected useful lives on a straight line basis.

The rates applicable are

IT Equipment	33.33%
Furniture, fittings & equipment	33.33%
Refugee community history project equipment	50%

2. Grants & donations

	Unrestricted funds	Restricted funds	Total funds	2010
	£	£	£	£
Big Lottery Fund (CIP)	-	66,467	66,467	123,476
Capacity Builders	-	125,000	125,000	120,400
Trust for London	-	50,000	50,000	51,146
Heritage Lottery Fund	-	-	-	20,000
Awards for All	-	-	-	8,150
Henry Smith Trust	-	-	-	61,393
City Bridge Trust	-	-	-	25,500
Timebank	-	-	-	21,167
Castle Finance & Facilities	3,000	-	3,000	-
Other grants & donations	2,760	-	2,760	1,389
	5,760	241,467	247,227	432,621

Evelyn Oldfield Unit
Notes to the accounts (continued)
For the year ended 31 March 2011

3 Fixed Assets

	Refugee Community History Project equipment	Computer equipment	Furniture, fittings, tools and equipment	Total
Cost	£	£	£	£
At 1 April 2010	12,217	7,163	37,012	56,392
Additions	-	-	-	-
Disposals	-	(817)	-	(817)
At 31 March 2011	<u>12,217</u>	<u>6,346</u>	<u>37,012</u>	<u>55,575</u>
Depreciation				
At 1 April 2010	12,217	5,502	37,012	54,731
Disposals	-	(272)	-	(272)
Charge this period	-	558	-	558
At 31 March 2011	<u>12,217</u>	<u>5,788</u>	<u>37,012</u>	<u>55,017</u>
Net book value				
At 31 March 2011	<u>-</u>	<u>558</u>	<u>-</u>	<u>558</u>
at 31 March 2010	<u>-</u>	<u>1,661</u>	<u>-</u>	<u>1,661</u>

4 Debtors

	2011	2010
	£	£
Trade debtors	200	-
Other debtors	-	49,912
Prepayments	6,543	2,370
	<u>6,743</u>	<u>52,282</u>

5 Creditors

	2011	2010
	£	£
Trade creditors	4,193	3,173
Other creditors	-	26,507
Accruals	1,269	5,000
	<u>5,462</u>	<u>34,680</u>

Evelyn Oldfield Unit
Notes to the accounts (continued)
For the year ended 31 March 2011

6 Movements in funds

	Opening balance £	Incoming resources £	(Resources expended) £	Transfers £	Closing balance £
Unrestricted funds					
General fund	45,333	11,218	-	-	56,551
	<u>45,333</u>	<u>11,218</u>	<u>-</u>	<u>-</u>	<u>56,551</u>
Restricted funds					
Heritage Lottery Fund	303	-	-	-	303
Lloyds TSB	1,006	-	-	-	1,006
Trust for London	-	50,000	(27,869)	(3,887)	18,244
Misc Fund	2,040	-	-	-	2,040
Big Lottery Fund (CIP)	24,995	66,467	(95,272)	3,810	-
Capacity Builders	21	125,000	(125,098)	77	-
London Councils	13,542	-	-	-	13,542
Refugee Community History Project	1,482	-	-	-	1,482
Chief Executive Officer	3,778	-	-	-	3,778
Castle Finance and Facilities	-	2,267	(2,267)	-	-
Awards for All	4,413	-	(4,413)	-	-
	<u>51,580</u>	<u>243,734</u>	<u>(254,919)</u>	<u>-</u>	<u>40,395</u>

The Trust for London is a match fund for the already secured grants from BASIS and Capacity Builders. Therefore £3,887 has transferred from Trust for London to restricted Big Lottery Fund CIP (£3,810) and Capacity Builders (£77) to cover the additional expenses incurred.

Trust for London expenditure has been adjusted by prepayments of £6,543. Total actual expenditure should therefore be £34,412.

7 Staff costs and numbers

	2011 £	2010 £
Wages	144,750	288,456
Social security costs	15,014	27,242
Pension	7,271	13,072
	<u>167,035</u>	<u>328,770</u>

No employee received emoluments of more than £60,000.
The average weekly number of employees during the year was 5 (2009/8).

Evelyn Oldfield Unit
Notes to the accounts (continued)
For the year ended 31 March 2011

8 Analysis of net assets by fund

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Fixed assets	-	558	558
Net Current assets	<u>56,551</u>	<u>39,837</u>	<u>96,388</u>
	<u>56,551</u>	<u>40,395</u>	<u>96,946</u>

9 Benefits in kind

There were no benefits in kind in the period

10 Trustees' remuneration, benefits and expenses

Trustees received no expenses, remuneration or benefits in this period. During this period, a total of £140.70 was reimbursed to one trustee for travel expenses incurred.

11. Related party transactions

There were no related party transactions in the period.

12 Previous period comparisons

During the preparation of the accounts for the period, it became apparent that the brought forward balances of the fixed assets and debtors from the previous period had been misstated. The fixed asset error was due to an omission of computer equipment purchased in that period. The errors in 2009/2010 have been corrected, leading the comparatives for that period being restated. The corrections have also therefore resulted to a change in the opening balances for the movements in funds (note 6).

13 Independent examination and accountancy services

During the period, the cost of the examination and accountancy services was £800.

Evelyn Oldfield Unit
Notes to the accounts (continued)
For the year ended 31 March 2011

14 Glossary of terms

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
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