

The Evelyn Oldfield Unit
Trustees' report and accounts
For the year ended 31 March 2014

Page	Contents
2 - 10	Directors' (Trustees') annual report
11	Independent examiner's report
12	Statement of financial activities (including the income and expenditure account)
13	Balance sheet
14 - 18	Notes to the accounts

FRIDAY



A23 *A3JOBPOP* #82
31/10/2014
COMPANIES HOUSE

The Evelyn Oldfield Unit
Directors' report (incorporating the Trustees' annual report)
For the year ended 31 March 2014

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 2014.

Full name The Evelyn Oldfield Unit

Registered charity number 1044681

Registered company number 2921143

Principal address

Resource for London, 356 Holloway Road, London N7 6PA

Directors (Trustees)

Tahera Aanchawan, Chair

Grace Adok, Vice-Chair

Sithira Dayal Chanishta Pathberiya, Treasurer

Ratip Alsulaimen

Jean – Roger Kaseki

Aliya El - Agib Aleia

Duraisamy Paul Sathianesan

Dahabo Haji Isse

Secretary

Mulat Haregot

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

Tom Fitch BSc

Community Accountancy Self Help, 1 Thorpe Close, London W10 5XL

Objects of the charity

The Charity's objects are to promote for the public benefit, all charitable purposes by the following:-

A). To develop, provide, facilitate and co-ordinate the provision of specialist aid and support services in order to further the charitable work of organisations assisting disadvantaged people in particular but not exclusively the unemployed, people with low levels of literacy, older people, people with disabilities, people with long term health conditions and ethnic minorities particularly refugees, asylum seekers and migrants in the UK or Internationally.

B). To provide advocacy and services in particular but not exclusively for disadvantaged people including the unemployed, people with low levels of literacy, older people, people with disabilities, people with long term health conditions and ethnic minorities particularly refugees, asylum seekers, and migrants who are in conditions of need, hardship or distress.

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.

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.

**The Evelyn Oldfield Unit
Directors' report (continued)
for the year ended 31 March 2014**

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

In the last three years, the Board of Trustees have increased their focus on risk analysis as a mean of protecting the charity and enhancing its performance.

The Board of Trustees undertakes reviews of the major risks to which the charity is exposed and ensures that systems are in place to mitigate these risks. Among the potential risks assessed were the loss of funding, trustee conflict of interest, bad publicity, new legislation, negligence, misuse of resources, overstretched management and low staff morale. Measures were identified that mitigate these potential risks and actions agreed, all of which enabled the charity's Board of Trustees to deal effectively with the steep reduction in funding experience this year. Ongoing mitigation includes providing sufficient training and sound management for staff, clearly defined procedures, a survey of staff views, exit interviews, further diversification of funding, use of professional advice and insurance.

The Director uses the risk assessment as a management tool for reviewing specific projects and activities with a view to mitigating risk and enhances performance. The Board of Trustees risk management has been aligned with business planning and performance management. On a routine basis lower risk assessment, such as health and safety assessments are carried out by EOU staff. The EOU has a full complement of policies ranging from health and safety to personnel management. These are periodically reviewed and updated by staff and then presented to the Board of Trustees for ratification.

**The Evelyn Oldfield Unit
Directors' report (continued)
for the year ended 31 March 2014**

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.

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 service to support organisations deliver on their charitable purposes. The services provided and benefits achieved in 2013/2014 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.

1c 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 RMCs in London, including distributing our e-bulletin, to over 980 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.

**The Evelyn Oldfield Unit
Directors' report (continued)
for the year ended 31 March 2014**

What we do

Current Activities – there are four key service spheres provided by the Unit within a growing remit:-

1. **"Founding the Future"** which provides capacity building and leadership for BAMER community groups and organisations continuing the Unit's long tradition of 2nd tier activity.
2. **"Building the Big Society"** - this is our project that ensures people from BAMER communities have opportunities to volunteer from which they have been regularly excluded.
3. **"Supporting Women"** - training and support to refugee and asylum seeking women who have experienced trauma / violence enabling them to engage in community activity, acquire confidence, skills and a 'voice'.
4. **Community Projects** which include "London is Home" [The e3 Project providing an on-line learning community for migrants], the "New Migrants Youth Forum" [Activities which engage young migrants for personal development] and the "Research For Action And Influence" Programme [Training for skills in research for BAMER communities]

Key Achievement 2013/2014

I. Partnership and collaborative

EOU Director and Development Team have been involved in a range of partnership and collaborative work with a number of mainstream organisations including Voluntary Action Islington, London Voluntary Sector Council, Black Training Enterprise Group, Race on the Agenda, Africa Educational Trust, the Home Office National Asylum Stakeholders Forum, Employability Forum, Refugee Council, Migrant Rights Network, PRAXIS, Migrant Resource Centre, Voice for Change England, Charity Evaluation Services, London Volunteer Centres, and GLA. This work has significantly raised the profile of the Evelyn Oldfield Unit, and has allowed the organisation to act as advocate and voice for the RMCO sector.

Enhance - New Project

Enhance is a new project that will support London's Black, Asia, Minority Ethnic and Refugee (BAMER) community groups through the provision of affordable meeting space and other activities. The project was established in partnership with the Evelyn Oldfield Unit, Student Action for Refugees, Employability Forum, Race on the Agenda, Voice4Chnge England, Irish Travelers in Britain, FPWP Hibiscus and the Resource for London as a Lead organisation. The Enhance project was successful in securing funding from City Bridge Trust for the next three years (2014 – 2017) to offer the following activities:-

- ✓ Flexible and rent free office space to small and emerging groups
- ✓ 9 events over three 3 years will be offered free space to organise their events with substantial additional support to ensure their success.
- ✓ a programme of seminars and training events that encourage collaboration, capacity building and the sharing of good practice between BAMER groups.

North Hants and Borders Gurkha Migration Cluster - Community Leaders Networking Event

The event was organised by Rushmoor Borough Council with the aims to:-

- Bring together community leaders to hear more about how they are engaging in Cluster and other integration and cohesion projects
- Provide an opportunity to learn from each other
- Identify opportunities to work collaboratively and to develop increased engagement and support from within communities

The Evelyn Oldfield Unit staff attended the Event and makes presentations of Unit's current projects and shared 20 years experience of work with BAMER groups with Community Leaders. The event was attended by over 60 Community Leaders and it was very good opportunity for the Unit to share its experiences and good practices with emerging Community Leaders in the cluster areas.

**The Evelyn Oldfield Unit
Directors' report (continued)
for the year ended 31 March 2014**

II. BASIS - Community Impact Project (CIP)

During the period April 2013 to March 2014, the Community Impact Project and Trust for London Research for Action and Influence supported groups and engaged mainstream groups in the following ways:-

1. Development of a database and linking of RMCs / mainstream groups together via e-communications; events and workshops - this ongoing activity is key to developing effective communications which strengthens the sector.
2. Evaluation Toolkit - this is a tangible benefit which was designed and rolled out to participant groups - it is still available and is regularly used by groups to measure their activities, assess impact and support their fund raising.
3. Training Programmes - a range of training topics has been delivered via open sessions, in-house workshops and through collaboration [e.g. with Africa Education Trust] including Business Planning, Fund Raising, Governance, Quality Assurance, Measurement and many more to ensure every aspect of organisational management / development has been covered enabling RMCs to benefit from this support as well as better established groups which can pay for it.
4. Consultancy - RMCs have benefited from ongoing one to one consultancy with our team and also contracted experts to build their capacity to survive the recession and develop as community service providers. We have developed governance systems, enabled the raising of new funds and ensures RMCs identify the needs of their communities and design programmes which meet them
5. Collaborative Development - we have changed the culture in encouraging groups to work together, successfully establishing seven secure collaborations as a legacy for RMCs to continue joint work.
6. Reports and Publications - the Unit has introduced reports which inform RMCs e.g. "State of the Sector" provides an annual snapshot of the climate providing a resource for RMCs, for example, they can use statistics we research for their grant bids.

Outcome 1

Over 40 mainstream and VCS groups were brought together via workshops and training events to explore co-working arrangements e.g. Southwark Somali Advisory Forum (7 groups) engaged, development plans made and communications effected with Southwark Council as one body as opposed to the individual groups.

55 organisations matched and supported to form appropriate tangible co-working agreements e.g. the Southwark Somali Advisory Forum's development which led to Somali groups coming together regularly and engaging in collective planning processes with a view to delivering joint projects and training.

100 groups were sent / responded to in-depth annual end of year surveys and reported 100% positively about co-working with other agencies. Comments about tangible benefits included: *"Helped establish a good local forum supporting local groups to collaborate together and work strategically together"* **Quote from one of the service users**

Outcome 2

Evaluation Toolkit has had more than 2,000 hits and is available via our website as a downloadable resource. This has been used in several of the EOU training events and is updated as we encounter new needs from our groups who can also customise it for their own provision.

127 (over 5 years) groups have been supported on mapping issues via training courses or one to one consultancy. Based on the evaluation of the course (deemed good practice by OCN), a new 16-session course was designed with 'Community mapping' being at the core titled "Research for Action and Influence".

**The Evelyn Oldfield Unit
Directors' report (continued)
for the year ended 31 March 2014**

209 RCOs participated in training/consultancy and seminars learning about strategic focus which also had tangible outcomes of developing strategic plans e.g. 2 x conferences engaged with all participants from a Community Empowerment course presented research and advocacy findings, including strategy work.

"You have made a speaker of me!" (Conference presenter)

Internal evaluation was conducted annually utilising the toolkit we developed for RCOs to measure our own impact e.g. surveys and telephone interviews conducted with 155 participant groups including 27 in 2014 - all feedback reviewed and individual reports produced to assess satisfaction. With 98 stating they have made service/ procedural / policy changes.

"Before I didn't do very good group research. I can do research now, family - domestic violence, youth crime and mental health and also very strongly....poverty. New immigrant needs e.g. when they come in. I can research (the) benefit system of (the) government; I can also research London municipality, how Westminster don't deal with Hounslow; they have their own system... I can create that research". **Quote from one of the service users**

Outcome 3

The Evelyn Oldfield Unit State of the Sector report has become an annual feature presented at AGM attended by, on average, over 100 representatives from RCO and mainstream VCS organisations - 4 reports have been produced and RMCOs feedback how they are using the information researched for them e.g. in their grant bids.

134 organisations have been supported by the Unit involving RCO community leaders / volunteers in assisting delivery, enriching sessions by sharing of personal and organisational experience. We have started the process of communications which is leading to better joined up programmes / equal access.

100 local and 25 regional VCS organisations evidence increased awareness of effective working with RCOs. Changes include adopting new strategies for promotions e.g. community interpreters and translators, advertising in RCO bulletins, conducting outreach, through presentations and stalls at events

"We were able to join appropriate and successful local strategic partnership with the support EOU; we also joined important consortiums. Our engagement with local stakeholders has improved". **Quote from one of the service users**

Outcome 4

Over 50 groups have been supported via consultancies over the period 2009 – 2014 with 19 trainings. The Development Worker has also helped groups compile funder's end of year evaluations (considering impact and using a variety of tools) which puts the resource into practice in a real work situation.

"I have now got the ability to organise focus groups and collect info on the impact of my work on beneficiaries. We are improving what we do as a result and try to provide better services. The monitoring and evaluation course gave us a nice toolkit which we still use. We plan ahead more as a result". **Quote from one of the service users**

III. Building the Big Society - BME/Migrant engagement programme

During the period April 2013 to March 2014, Building Big Society supported over 60 RMCOs in addition to the 98 groups supported, with volunteer development, business planning, governance and fundraising.

The project recruited 228 people from refugee, migrant and BME backgrounds 14% above target, and of them matched 202 to a variety of volunteering roles, from creative writing to research and event organising.

The Project trained 34 people to enable them to understand their duties as trustees and supported 38 people to mentor refugee & migrant students, and engage with advisory groups. We developed a new volunteer-sharing relationship with Resource for London by bringing them 9 volunteers from the Bank of America Merrill Lynch to paint their conference rooms.

**The Evelyn Oldfield Unit
Directors' report (continued)
for the year ended 31 March 2014**

The project delivered an event 'Evaluating your Volunteer Programmes' with North London Volunteering Alliance in March 2013 and have continued to support the development of Barnet Migrant & Refugee Forum.

Using volunteer feedback we redesigned our volunteering e-bulletin and increased our distribution list to over 400, and assigned a volunteer to help us design our new flyer. Five people who volunteered with Building the Big Society progressed to paid work.

The Unit was also represented the needs of migrants and refugees at a London Voluntary Service Council event in June and we continue our 'quadrant' approach to respond to the needs of BAMER groups locally. The Unit entered into a very successful partnership funded by DCLG covering 5 East London boroughs, to develop local volunteer-led programmes, and launched our innovative e3 '*London is home*' project.

IV. e3 English Language Course – London is Home Project

e3 SUMMARY

The E3 English language course for integration is designed to provide an innovative method of learning English for people from refugee and migrant backgrounds, particularly those from Somalia, Bangladesh and Pakistan.

Women are the priority, specifically individuals who traditionally have had little access and exposure to the English language. Five East London boroughs with the lowest levels of English language knowledge were targeted for recruitment: Hackney, Haringey, Tower Hamlets, Waltham Forest or Newham.

The course is delivered by the e3 Partnership which operates across London. The e3 partnership is made up of: Evelyn Oldfield Unit, Lime House Project, Ocean Somali Community Association, APASENTH and J-Go Training. We are all registered organisations based in London supporting Black and Minority Ethnic communities

550 (137 allocated by EOU as part of the partnership) E3 Learners were issued with and trained how to use a free tablet computer with a pre ESOL application, which helps with practical aspects of their lives, such as visiting the doctors and reading bed time stories to their children. Also, learners have joined an online community of English language learners in London, who are taking the same course, to share their learning. Furthermore, many learners will take additional English, sewing and yoga classes alongside the themes of the tablet, and additionally undertake volunteer work to provide added value.

e3 Project Summary

The e3 Project aims to utilise low-cost tablet computers, on-line forums and free Wi-Fi connections to provide 'anytime/anywhere' learning support for 550 people with the lowest levels of English language knowledge across five London Boroughs: Hackney, Haringey, Tower Hamlets, Waltham Forest and Newham. The £0.5 Million project is one of only five across the UK that have been funded by the Department of Communities and Local Government's English Language Competition, launched in November 2013.

The Evelyn Oldfield Unit partnered with four our organisations; the Lime House Project, Ocean Somali Community Association, APASEN and J-Go Training to develop this innovation experiment to demonstrate the potential of using publicly available on-line forums and tools; such as Facebook, Twitter and Gmail to empower our e3 Project participants, to support each other in an online curated learning environment.

The e3 Partnership, scripted, filmed and edited a 24 episode story, using DSLR camera technology, which forms the core the project's curriculum, supported with additional learning materials and a virtual teacher, with whom e3 participants can interact. e3 participants can also access the three progression route activities of; Volunteering, Community Gardening and Starting up a market stall. The pilot project is due to conclude on the 31st March 2015, but the e3 Project is designed to be sustainable as an on-line resource, that will continue to help, particularly those from Somalia, Bangladesh and Pakistan communities, to develop their English language skills and participate as active citizens in London's economy and society.

**The Evelyn Oldfield Unit
Directors' report (continued)
for the year ended 31 March 2014**

Strategic plan for future periods

The Evelyn Oldfield Unit for the next five years strategic plan to 2014 has been written and was launched in 2009 – 2010, our strategic plans and headline activities below and will be reviewed in 2015:-

Strategic Plan 1: Establish coherence between mission and strategy

- Create and implement a 5 year Business Plan with an inclusive and collaborative approach.
- Design systems that are able to measure the impact of the work of the Unit on the sector and its beneficiaries.
- Articulate the mission of the organisation so that it is understood and acted upon by trustees, staff and volunteers.
- Ensure that the needs of current and potential service users inform the development of the Unit in line with its values.
- Enhance the capacity of the Board to govern and lead through change and future developments.

Strategic Plan 2: Offer capacity building work in a new, distinctive and challenging way

- Attain adequate funding to devise, deliver, monitor and evaluate a volunteer programme.
- Target the young members of the RMCO's to initiate the development and delivery of services for young members.
- Recruit and advance a large number of volunteers that represent the composition of the communities that benefit from the Unit's services.
- Implement methods for the dissemination of the positive outcomes of core and specialist services.
- Influence change in support services available to RMCO's.

Strategic Plan 3: Give greater attention to communication strategy

- Keep abreast of government policy affecting RMCO's.
- Implement a marketing and communication strategy with clear mechanisms to improve internal and external communication.
- Raise the profile of the Unit at government and policy level.
- Increase publications (periodicals, newsletters and website)

Strategic Plan 4: Facilitate integration and promote community cohesion

To obtain funding and meet the needs of the 5 identified projects:-

- Volunteering and mentoring
- Environmental project
- Leadership programme
- Mental Health
- Intergenerational/Young migrants and refugees programme

Strategic Plan 5: Initiate partnership work among RMCOs and wider voluntary and community sector

- Establish sub-regional networks in London including north, south, east and west.
- Identify public sector initiatives that can benefit RMCO's and offer ongoing support for their involvement and participation.
- Establish 3 issue-based national network events (covering topics such as health, housing, age, etc)
- Secure funds to set up 3 new issue-based pilot projects identified by RMCO's as priorities.

Strategic Plan 6: Pursue excellence in the entire Unit's internal and external work

- Change and improve composition of the trustees to be fully reflective and representative of the service users.
- Provide risk management assessment including action plan to be reviewed annually by the trustees.
- Obtain core funding to allow a visionary approach to inform development of new services.
- To acquire quality standards for the Unit and provide support and training to RMCOs

**The Evelyn Oldfield Unit
Directors' report (continued)
for the year ended 31 March 2014**

Financial review

The charity is reporting a surplus for the year of **£11,747** (2013: £58,901). Funds carried forward total **£181,933** (2013: £170,186) of which **£36,566** represents restricted funds and **£145,367** unrestricted reserves (2013: £104,393 restricted funds and £65,793 unrestricted reserves).

Grants receivable totalled **£293,471** (2013: £301,506). We would like to thank the Big Lottery Fund, Trust for London, Comic Relief and the Department of Communities and Local Government for their support and contributions, and the resultant increase in work which will be carried forward into 2014/2015.

The charity's running costs were **£289,139** (2013: £242,768), of which **£134,488** (2013: £153,374) related to salary costs. Staff numbers reduced by 1.5 during the year.

Disclosure of information to 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.

Independent Examiner

In accordance with Section 385 of the Companies Act 1985, a resolution proposing that Tom Fitch of Community Accountancy Self Help (CaSH) be reappointed as independent examiners of the company will be put to the annual general meeting.

Exemption

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 12, 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.

On behalf of the Board of Trustees

Signed T Aanchawan
Name: Tahera Aanchawan, Chair

Date 16 October 2014

**Independent examiner's report to the trustees of
The Evelyn Oldfield Unit
for the year ended 31 March 2014**

I report on the accounts of the charity, which are set out on pages 12 to 18.

Respective responsibilities of trustees and examiner

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 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5)(b) of the Charities Act; and
- to 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 130 of the Charities Act;
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act 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.

Signed 
Tom Fitch BSc
Community Accountancy Self Help
1 Thorpe Close
London
W10 5XL

Date 16th October 2014

The Evelyn Oldfield Unit
Statement of financial activities
(Incorporating the income and expenditure account)
for the year ended 31 March 2014

	Notes	Unrestricted & Designated Funds £	Restricted Funds £	2014 Total Funds £	2013 Total Funds £
Incoming resources					
Grants & donations	2	74,727	218,744	293,471	301,556
Membership & subscriptions		90	0	90	87
Bank interest		8	14	22	44
Other Income		7,303	0	7,303	0
Total incoming resources		82,128	218,758	300,886	301,687
Resources expended					
Charitable activities		2,183	281,562	283,745	237,463
Governance		371	5,023	5,394	5,323
		2,554	286,585	289,139	242,768
Net income / expenditure		79,574	(67,827)	11,747	58,901
Transfer between funds		0	0	0	-
Total funds brought forward		65,793	104,393	170,186	111,285
Total funds at 31 March 2014		145,367	36,566	181,933	170,186

All the activities of the charitable company are classed as continuing.

**The Evelyn Oldfield Unit
Balance sheet
At 31 March 2014**

	Notes	£	2014 £	2013 £
Fixed Assets	3			
Tangible assets				
Total fixed assets		583	583	870
Current assets				
Debtors	4	124		1,299
Cash at bank and in hand		204,707		168,706
Total current assets		204,831	204,831	170,005
Liabilities				
Creditors:	5			
amounts falling due within one year		23,481		(689)
Net current assets			181,350	(689)
Net assets			<u>181,933</u>	<u>(689)</u>
The funds of the charity				
Unrestricted funds			135,367	65,793
Designated Funds	8		10,000	0
Restricted funds			36,566	104,393
Total funds			<u>181,933</u>	<u>170,186</u>

Exemption from audit

For the year ending 31/03/14 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 T Aanchawan

Date 16 October 2014

Tahera Aanchawan, Chair

Signed 

Dated 16 October 2014

Sithira Dayal Chanishta Pathberiya, Treasurer

The Evelyn Oldfield Unit
Notes to the accounts
for the year ended 31 March 2014

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 charges 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 reducing balance basis..

The rates applicable are:

IT Equipment	33%
Furniture, fittings & equipment	33%

2. Grants & donations

	Unrestricted funds	Restricted funds	Total funds 2014	Total funds 2013
	£	£	£	£
Big Lottery Fund (CIP) BASIS	-	18,971	18,971	161,742
Big Lottery Fund (Migrant Engagement)	-	84,946	84,946	73,133
McMillan Cancer Support	-	-	-	3,000
Trust for London	-	55,000	55,000	57,906
London & Quadrant Housing Trust	-	-	-	5,000
Dept Communities & Local Govt E3	-	15,292	15,292	-
Comic Relief	-	44,535	44,535	-
Other grants & donations	74,727	-	74,727	755
	74,727	218,744	293,471	301,536

The Evelyn Oldfield Unit
Notes to the accounts (continued)
for the year ended 31 March 2014

3. Fixed Assets

	Computer equipment	Total
Cost	£	£
At 1 April 2013	7,746	7,746
Additions	-	-
Disposals	-	-
At 31 March 2014	<u>7,746</u>	<u>7,746</u>
Depreciation		
At 1 April 2013	6,876	6,876
Disposals	-	-
Charge this period	<u>287</u>	<u>287</u>
At 31 March 2014	<u>7,163</u>	<u>7,163</u>
Net book value		
At 31 March 2014	<u>583</u>	<u>583</u>
At 31 March 2013	<u>870</u>	<u>870</u>

4. Debtors

	2014	2013
	£	£
Trade debtors	124	0
Prepayments	0	1,269
Other	<u>0</u>	<u>29</u>
	<u>124</u>	<u>1,269</u>

5. Creditors

	2014	2013
	£	£
Trade creditors	20,984	0
HMRC	2,075	0
Accruals	<u>422</u>	<u>689</u>
	<u>23,481</u>	<u>689</u>

The Evelyn Oldfield Unit
Notes to the accounts (continued)
for the year ended 31 March 2014

6. Total resources expended

	Restricted	Unrestricted	2014	2013
	£	£	£	£
Charitable activities				
Staff costs	128,884	1,010	129,894	148,851
Other direct costs	152,678	1,173	153,851	84,089
	<u>281,562</u>	<u>2,183</u>	<u>283,745</u>	<u>232,940</u>
Governance				
Staff costs	4,523	71	4,594	4,523
Independent examination	500	300	800	800
	<u>5,023</u>	<u>371</u>	<u>5,394</u>	<u>5,323</u>

7. Staff costs and numbers

	2014	2013
	£	£
Gross salaries	101,890	136,275
Social security costs	16,977	13,906
Pension	15,621	3,193
	<u>134,488</u>	<u>153,374</u>

No employee received emoluments of more than £60,000.

The average weekly number of employees during the year was 3.5 (2013:5).

- 8.** The trustees have created a designated staff contingency fund of £10,000 to meet unexpected contractual costs relating to staff.

The Evelyn Oldfield Unit
Notes to the accounts (continued)
for the year ended 31 March 2014

9. Movements in funds

	Opening balance	Incoming resources	(Resources expended)	Transfers	Closing balance
	£	£	£	£	£
Unrestricted funds					
General funds	65,793	82,128	2,554	(10,000)	135,367
Designated staff fund				10,000	10,000
	<u>65,793</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>145,367</u>
Restricted funds					
Big Lottery Fund (CIP) BASIS	15,438	18,971	34,409	0	0
Big Lottery Fund (Migrant Engagement)	19,563	84,946	86,150	0	18,359
McMillan Cancer Support	3,000	0	3,000	0	0
Trust for London	63,935	55,000	112,513	0	6,422
London & Quadrant Housing Trust	2,457	0	2,457	0	0
Dept. Communities & Local Govt. E3	0	15,292	15,292	0	0
Comic Relief	0	44,535	32,750	0	11,785
Restricted interest	0	14	14	0	0
	<u>104,393</u>	<u>218,758</u>	<u>286,585</u>	<u>0</u>	<u>36,566</u>

10. Analysis of net assets by fund

	Unrestricted & designated funds	Restricted funds	Total funds
	£	£	£
Fixed assets	-	583	583
Net Current assets	<u>145,367</u>	<u>35,983</u>	<u>181,350</u>
	<u>145,367</u>	<u>36,566</u>	<u>181,933</u>

11. Benefits in kind

There were no benefits in kind in the period.

12. Trustees' remuneration, benefits and expenses

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

13. Related party transactions

There were no related party transactions in the period.

14. Independent examination and accountancy services

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

**The Evelyn Oldfield Unit
Notes to the accounts (continued)
for the year ended 31 March 2014**

15. 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.