

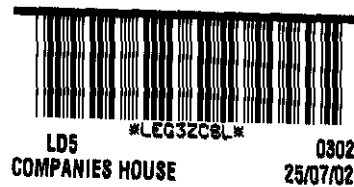
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Charity N^o: 1044681
Company N^o: 2921143

EVELYN OLDFIELD UNIT

TRUSTEES' REPORT
AND FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2002



CROUCH CHAPMAN
Chartered Accountants
62 Wilson Street
London EC2A 2BU

EVELYN OLDFIELD UNIT

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

REPORT OF THE TRUSTEES

The trustees present their report and the audited financial statements for the year ended 31st March 2002 which have been prepared in accordance with the Accounting and Reporting by Charities Statement of Recommended Practice (SORP) issued in October 2000 and the Memorandum and Articles of Association of the company, and the special provisions of Part VII of the Companies Act 1985 relating to small entities.

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 incorporated on 21st April 1994 and governed by the Memorandum and Articles of Association. The charity has 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:

A. ALI		M. MAIGAG	
E. PANAHI		J.A. KUOL	
A. ZAVALA	(Resigned July 2001)	M. TADESSE	(Resigned July 2001)
V. LY UNG	(Resigned July 2001)	A.J. NEUBERGER	(Resigned July 2001)
E. SALMAN	(Resigned July 2001)	G. JUSU-SHERIFF	(Appointed July 2001)
J. SHIEH		G. EJERE	(Appointed July 2001)

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

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;

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REPORT OF THE TRUSTEES

- continued

TRUSTEES' RESPONSIBILITIES - continued

- 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

Cafcash Limited
Kings Hill
West Malling
Kent ME19 4TA

THE MANAGEMENT COMMITTEE

The members of the Management Committee at 31st March 2002 were:

J. SHIEH (Chair)
M. MAIGAG
G. EJERE

E. PANAHI (Treasurer) A. ALI
J.A. KUOL
G. JUSU-SHERIFF

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.

EVELYN OLDFIELD UNIT

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REPORT OF THE TRUSTEES

- continued

MANAGEMENT COMMITTEE REPORT

During 2001/02, the Evelyn Oldfield Unit provided support to refugee and migrant community organisations through training, networking, consultancy and advice.

Training

An audit of past years' courses and a survey of training needs were carried out and the results incorporated into a central training programme benefiting 251 organisations. Eight one-day courses covered immigration advice regulations and quality mark, legislation affecting refugee community organisations, application of IT and management of staff. The delivery of training through outreach has been developed, after work carried out regionally demonstrated the need to capacity build at local level. A five module Fundraising and Financial Management training package was also successfully delivered and the process of its future accreditation initiated.

Twenty students benefited from the Diploma in Voluntary Sector Studies, the Certificate in Leadership and Governance, and the MA in Voluntary Sector Studies (all University of East London). Further sponsorship of students will be developed pending evaluation of those currently sponsored.

Civic Action Development

A networking event for refugee community organisations was organised in May to consolidate action on dispersal. Work across six West London boroughs provided eighty days of consultancy and surgeries for thirty-one groups, including refugee forums and small isolated groups, and a number of networking events. The networking events showed that effective civic action is a crucial but as yet unresolved issue, particularly for women. A West London women's forum has been set up to address gender issues and a pan-London survey was carried out of the position of women within refugee organisations.

Networking

A review of COTASS was set up to assess its role in meeting the strategic and training needs of refugee community organisations. COTASS and Refugee Working Party continued to have responsibility for steering the RCO Development Project based at Westminster Diocese. 'Families in Transition' was published under the auspices of the Refugee Mental Health Forum.

Consultancy

Provision of on-demand consultancy was sustained during the year with thirty-six groups receiving support and another fourteen passed to Interchange under a retention agreement, mainly to address issues of employment and management committee responsibilities. Most requests were for fundraising and strategic planning support and, significantly, for registration and implementation of the quality mark. The emphasis in any consultancy remains the needs analysis (organisational review) pending allocation of further resources. Provision averages six consultancies at any one time but in June last year, fourteen were in progress.

Advice

Information and advice, either face-to-face or by telephone or e.mail, was given to 259 refugee organisations. Additional advice was provided to funders and statutory agencies accounting for 15% of staff time.

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REPORT OF THE TRUSTEES

- continued

MANAGEMENT COMMITTEE REPORT - SUPPORT TO GROUPS

- continued

Partnership

The terms of reference and criteria for developing the Refugee Communities History project and its consultation process were established by the City Parochial Foundation, Museum of London and the Evelyn Oldfield Unit.

A mapping of the needs and perspective of refugee communities in West London was carried out in partnership with MBA Consultants to better inform the regional SRB Renewal funding programme. The findings were published in a report 'Renewing West London. Refugee Communities: Their Hopes and Needs'.

The extent to which refugee community organisations are involved in the settlement of their communities in the UK was researched in partnership with Charities Evaluation Services. The research, which highlights the destabilising effect of rapidly changing legislation and the need for strategic and integrative actions, is due for publication.

A joint approach has been developed in partnership with Consortium For Opportunities for Volunteers to raise awareness of good practice volunteering with the refugee sector and a bid put forward for Home Office ACU funding.

RISK ASSESSMENT

The Trustees have considered the risks to which Evelyn Oldfield Unit is exposed. The major risks concern continuity of funding and the trustees believe these will be mitigated by the following:

- City Parochial Foundation have awarded the sum of £150,000 to fund the director's salary until 2004.
- The Community Fund, the operating name of the National Lottery Charities Board has awarded the sum of £192,589 over a three year period until 2004. Part of this is to cover the Training Manager's post.
- The funds from Comic Relief for 50% of the finance and administration costs of the Unit have been awarded to cover the period 2001-2004.
- Although an application must be submitted annually, funds to cover consultancy costs from London Borough Grants (now the Association for London Government) have been secured until 2005.
- Sainsbury's Trust has awarded £130,000 over the period 2001-2004. This is to fund the West London Project.

Registered office and official address:
356 Holloway Road
London N7 6PA

12 JUL 2002

BY ORDER OF THE BOARD



Secretary

T.Y. DEPRES

INDEPENDENT AUDITORS' REPORT

TO THE MEMBERS OF EVELYN OLDFIELD UNIT

We have audited the financial statements of Evelyn Oldfield Unit for the year ended 31st March 2002 on pages 6 to 11. These financial statements have been prepared under the accounting policies set out on page 8.

Respective Responsibilities of Trustees and Auditors

The trustees, who are also directors of Evelyn Oldfield Unit, are responsible for the preparation of the annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and statutory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Management Committee's Report is not consistent with the financial statements, if the charitable company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the charitable company is not disclosed.

We read the Management Committee's Report and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of Audit Opinion

We conducted our audit in accordance with United Kingdom 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 state of the charitable company as at 31st March 2002, including its income and expenditure for the year then ended and have been properly prepared in accordance with the Companies Act 1985.

62 Wilson Street
London EC2A 2BU

15th July 2002

Crouch Chapman

CROUCH CHAPMAN

Chartered Accountants
Registered Auditors

EVELYN OLDFIELD UNIT

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STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31ST MARCH 2002

INCOME AND EXPENDITURE	Notes	Operating Fund £	Restricted Fund £	Total 2002 £	Total 2001 £
Incoming Resources					
Sainsbury's Trust		-	45,000	45,000	40,000
Barings		-	-	-	50,000
CPF		-	50,000	50,000	63,719
Comic Relief		-	7,500	7,500	25,000
London Borough Grants		3,880	45,024	48,904	44,404
Community Fund (National Lottery)		12,249	31,905	44,154	60,334
King's Fund		-	1,250	1,250	2,500
Less: Deferred income	6	-	(9,552)	(9,552)	(30,834)
Add: Deferred income released		13,000	17,834	30,834	1,250
Interest receivable		5,931	-	5,931	10,298
Membership fees and sundry income		610	-	610	7,637
Consultancy fee income		-	6,179	6,179	-
		35,670	195,140	230,810	274,308
Charitable Expenditure					
Staff costs	2	-	113,118	113,118	114,212
Professional support		4,271	-	4,271	9,013
Training provided by Unit		-	19,924	19,924	32,272
Consultancy		-	15,918	15,918	41,789
Printing, postage and stationery		7,547	-	7,547	6,711
Telephone		2,181	-	2,181	2,410
Publications and references		4,265	-	4,265	579
West London Project		-	45,855	45,855	-
Other expenditure:					
Management and administration of the charity	3	61,457	-	61,457	43,850
Total Resources Expended		79,721	194,815	274,536	250,836
Net Movements in Funds		(44,051)	325	(43,726)	23,472
Movement in Total Funds for the Year					
Net (expenditure)/income for the year		(44,051)	325	(43,726)	23,472
Fund balances b/fwd at 01.04.01		215,597	-	215,597	192,125
Fund balances c/fwd at 31.03.02	7	171,546	325	171,871	215,597

The statement of financial activities includes all gains and losses recognised in the year.

All incoming resources and resources expended derive from continuing activities.

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BALANCE SHEET
31ST MARCH 2002

	Notes	2002 £	2001 £
FIXED ASSETS			
Tangible assets	4	4,880	12,346
CURRENT ASSETS			
Debtors	5	12,680	32,537
Cash at bank and in hand		174,990	240,884
		<u>187,670</u>	<u>273,421</u>
CREDITORS: Amounts falling due within one year:			
Accruals		(1,048)	(940)
Deferred income	6	(9,552)	(30,834)
Other creditors		<u>(10,079)</u>	<u>(38,396)</u>
NET CURRENT ASSETS		<u>166,991</u>	<u>203,251</u>
NET ASSETS		<u><u>171,871</u></u>	<u><u>215,597</u></u>
FUNDS			
Unrestricted	7	171,546	215,597
Restricted	8	325	-
		<u><u>171,871</u></u>	<u><u>215,597</u></u>

The financial statements are prepared in accordance with the special provisions of Part VII of the Companies Act relating to small companies.

The financial statements were approved by the Board on **12 JUL 2002**
and signed on its behalf by

X Shirley)
X E. Panahi)
_____) TRUSTEES

J. SKIEH
E. PANAH I

EVELYN OLDFIELD UNIT

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

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2002

1. ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Accounting and Reporting by Charities Statement of Recommended Practice (SORP) issued in October 2000, 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 receivable during the year together with interest received and membership fees received. Grants covering specific time periods are attributed to the accounting period to which they relate and all movements in deferred income are disclosed in note 6.

Resources Expended

Resources expended are accounted for on an accruals basis. Certain expenditure has been apportioned where necessary between cost categories 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

Cash Flow

The financial statements do not include a cash flow statement because the charitable company, as a small reporting entity, is exempt from the requirements to prepare such a statement under Financial Reporting Standard 1 "Cash Flow Statements".

EVELYN OLDFIELD UNIT

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NOTES TO THE FINANCIAL STATEMENTS

- continued

2. TRUSTEES AND EMPLOYEES

	2002 £	2001 £
Staff costs:		
Wages and salaries	107,557	107,068
Social security costs	10,449	10,855
Other pension costs	8,989	9,074
	<u>126,995</u>	<u>126,997</u>

Expenditure allocated to administrative staff costs amounted to £13,877 (2001: £12,785)

The average monthly number of employees during the year is set out below. In 2001/2002 staff numbers included four full time employees at 31st March 2002.

	2002 Number	2001 Number
Office and administration	<u>4</u>	<u>5</u>

No employees earned in excess of £50,000 per annum and no trustee received or waived any remuneration during the year. Trustees expenses amounted to £56 in the year.

3. MANAGEMENT AND ADMINISTRATION

	2002 £	2001 £
Staff costs	13,877	12,785
Conferences/staff training	572	5,483
Staff recruitment	2,017	-
Rent, rates and service charge 2001/02	21,316	-
2000/01	5,349	15,229
Light and heat	1,846	1,162
Supervision of coordinator	25	300
Audit fees	1,289	969
Sundry expenses	500	566
Depreciation	7,466	2,819
AGM & Management meetings	5,266	3,485
Travel	177	109
Bank charges	281	285
Insurance	1,476	658
	<u>61,457</u>	<u>43,850</u>

AGM costs in the 2001/2002 financial statements included expenses incurred in connection with two of the annual meeting days which fell within that year.

EVELYN OLDFIELD UNIT

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NOTES TO THE FINANCIAL STATEMENTS

- continued

4. TANGIBLE ASSETS

	Fixtures & Fittings £
COST	
At 1st April 2001	33,717
Additions	-
At 31st March 2002	<u>33,717</u>
DEPRECIATION	
At 1st April 2001	21,371
Charge for the year	7,466
At 31st March 2002	<u>28,837</u>
NET BOOK VALUE	
At 31st March 2002	<u>4,880</u>
At 31st March 2001	<u>12,346</u>

5. DEBTORS

	2002 £	2001 £
Debtors	-	4,756
Prepayments	180	7,031
Accrued income	12,500	20,750
	<u>12,680</u>	<u>32,537</u>

6. DEFERRED INCOME

The Community Fund (National Lottery) Grant commenced in August 2001 and in order to spread the income over the three year grant period, £5,802 was deferred at 31st March 2002. This will be released in full in the year ended 31st March 2005. The grant towards the finance and administration officer from Comic Relief was received in January 2002 for the half year to July 2002. £3,750 was therefore deferred to cover this period at 31st March 2002. Movements in the deferred income account are set out overleaf.

EVELYN OLDFIELD UNIT

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NOTES TO THE FINANCIAL STATEMENTS

- continued

6. DEFERRED INCOME - continued	Comic Relief £	King's Fund £	Community Fund (NLCB) £	Baring Foundation £	Total £
Balance at 1st April 2001	-	500	5,334	25,000	30,834
Released in year	-	(500)	(5,334)	(25,000)	(30,834)
Received in year	3,750	-	5,802	-	9,552
Balance at 31st March 2002	3,750	-	5,802	-	9,552

7. UNRESTRICTED FUNDS

The Management Committee allocated the unrestricted fund at 31st March 2002 in line with the Unit's reserves policy 2001/04 which designates one third of the charity's reserves per year over three years to the following expenditure:-

	2002 £	2001 £
ALLOCATED FUNDS		
Service provision	37,393	42,471
Research and development work	46,135	53,620
Support of Restricted Funds		
Match funding for existing and new posts (Finance and Administration Office, the Consultancy Manager and the Fundraising & Partnership Development Manager)	47,400	108,888
Equipment and furniture	20,618	10,618
Redundancy provision	20,000	-
	<u>171,546</u>	<u>215,597</u>