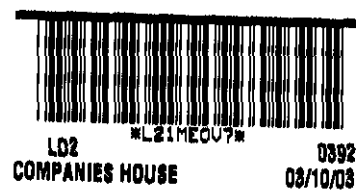


Charity N^o: 1044681
Company N^o: 2921143

EVELYN OLDFIELD UNIT

TRUSTEES' REPORT
AND FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2003



CROUCH CHAPMAN
Chartered Accountants
62 Wilson Street
London EC2A 2BU

EVELYN OLDFIELD UNIT

FINANCIAL STATEMENTS
YEAR ENDED 31ST MARCH 2003

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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 2003 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.

TRUSTEES

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

A. ALI	M. MAIGAG
E. PANAH	J.A. KUOL
G. JUSU-SHERIFF	J. HASAN (Appointed July 2002)
J. SHIEH	G. EJERE (Resigned July 2002)
J. BROWN (Appointed September 2002)	A. ABBY (Appointed July 2002)

The trustees are appointed in accordance with the Articles of Association of the company, being election at annual general meetings by the members. The company was not under the control of any one person or corporation. There have been no changes in the trustees since the year end.

TRUSTEES' RESPONSIBILITIES

Company and Charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements, the trustees are required to:

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

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

EVELYN OLDFIELD UNIT

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

REPORT OF THE TRUSTEES

- continued

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 2003 were:

J. SHIEH (Chair)
M. MAIGAG
J. BROWN (Treasurer)

E. PANAH
J.A. KUOL
A. ABBY

A. ALI
G. JUSU-SHERIFF
J. HASAN

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.

MANAGEMENT COMMITTEE REPORT

During 2002/03, the Evelyn Oldfield Unit provided support to refugee and migrant community organisations through training, consultancy, partnerships, surgeries and conferences on topical issues affecting the sector. Two additional members of staff were recruited during the year including, the Community Resourcing Manager and the Volunteering Development Manager. The two posts were created to respond to the increasing needs of refugee community organisations on fundraising and volunteering development in the sector. Refugee groups depend mainly on volunteers, and the volunteering development project was designed to raise the quality of the management of this valuable resource.

The delivery of training through outreach has been consolidated and further expanded to cover north, west and south London. Issues covered during the year increased by 100% and the number of participating organisations by 50%. The number of freelance trainers working for the Unit has also increased. Non attendance rate was reduced to 15% compared to the previous year rate of 40%. Three hundred and fifty one refugee community organisations attended training during the year.

30 representatives of refugee community organisations and migrants benefited from the Diploma in Voluntary Sector Studies, the Certificate in Leadership and Governance, and MA in Voluntary Sector Studies, all at the University of East London.

EVELYN OLDFIELD UNIT

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

REPORT OF THE TRUSTEES

- continued

MANAGEMENT COMMITTEE REPORT - continued

A leadership course for 15 representatives for refugee community organisations was provided by Common Purpose in partnership with the Unit. The main focus of the programme was to introduce refugees into understanding the British system of governance, economy and structures of different institutions.

Provision of on-demand Consultancy was sustained during the year with 45 groups receiving support. Furthermore, 25 groups received support and training on developing their Community Fund applications, organised by the Unit and jointly delivered by staff from the Community Fund and the Unit.

The emphasis in any Consultancy remains the organisational review of individual refugee community organisations, legal and constitutional issues, managing operations, people and finance. The number of consultants working with the Unit has increased by 50% and their composition has been diversified.

Information and advice, either face -to-face , email or telephone was given to 300 refugee and migrant groups in London and the regions. Additional advice was provided to funders, voluntary and statutory agencies accounting for 20% of staff time.

The findings of the two researches carried out the previous year had been published and widely disseminated this year, including : *Refugee Communities, Their Hopes and Needs* (joint work with Renewal West London) and *Refugee Settlement : Can The Communities Cope*, in partnership with Charities Evaluation Service. A conference was organised to discuss the recommendation of the latter which was attended by eighty people from all sectors. A research on Refugee Volunteering was also carried out in West London during the year.

The Unit has established a number of service users' forums over the last nine years. Review of two of its established forums, COTASS (Coordinators Training and Support Scheme) and Refugee Mental Health Forum, have been completed, and a seminar was organised to discuss the findings of the former and funding applications were submitted to employ a person to further develop the forums and implement the recommendations of the reviews. COTASS is now a member of the National Refugee Integration Forum, chaired by the Home Office.

A two-day seminar was organised for the representatives of Refugee Forums in West London, which was followed by another seminar involving all forum members, with the purpose of analysing needs and developing a strategic plan for effective co-ordination and civic action development in their localities.

The West London Women's Forum, the newest of all the Unit's forums, held its first conference, which was attended by ninety women refugees from the six West London Boroughs. A publication reporting on the conference: *The Changing Role of Refugee Women*, was widely disseminated. A limited mapping exercise on women's position within their organisations was also carried out.

During the year the Unit had involved two of its established consultants to develop, consolidate and work out implementation strategies on two of the main priorities for the next three years, including the national work of the Unit covering three national regions and the Refugee Communities History Project which has the following partners: The Museum of London, City Parochial Foundation, and London Metropolitan University, with advisory input in the steering committee from Resource Unit For Supplementary and Mother Tongue Schools and Vietnamese Oral History Project.

EVELYN OLDFIELD UNIT

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

REPORT OF THE TRUSTEES

- continued

RESERVES

The Trustees consider the reserve requirement for the next three years to be as described in note 7.

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

BY ORDER OF THE BOARD



25 SEP 2003

Secretary

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 2003 on pages 6 to 12. These financial statements have been prepared under the accounting policies set out on page 8.

This report is made solely to the company's members, as a body, in accordance with S.235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report or for the opinions we have formed.

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 2003, 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


CROUCH CHAPMAN

Chartered Accountants
Registered Auditors

26 SEP 2003

EVELYN OLDFIELD UNIT

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

**STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31ST MARCH 2003**

INCOME AND EXPENDITURE	Notes	Unrestricted Fund £	Restricted Fund £	Total 2003 £	Total 2002 £
Incoming Resources					
Sainsbury's Trust		-	45,000	45,000	45,000
City Parochial Foundation		-	50,000	50,000	50,000
Comic Relief		-	15,000	15,000	7,500
London Borough Grants		-	102,601	102,601	48,904
Community Fund (National Lottery)		-	63,242	63,242	44,154
King's Fund		-	-	-	1,250
Home Office		-	49,813	49,813	-
Trust For London		-	10,000	10,000	-
Less: Deferred income	6	-	(9,863)	(9,863)	(9,552)
Add: Deferred income released		-	9,552	9,552	30,834
Interest receivable		-	3,703	3,703	5,931
Membership fees and sundry income		-	4,115	4,115	610
Consultancy fee income		-	20	20	6,179
		-	343,183	343,183	230,810
Charitable Expenditure					
Staff costs	2	-	156,068	156,068	113,118
Professional support		-	839	839	4,271
Training provided by Unit		-	29,069	29,069	19,924
Consultancy		-	18,414	18,414	15,918
Printing, postage and stationery		-	11,247	11,247	7,547
Telephone		-	2,264	2,264	2,181
Publications and references		-	2,491	2,491	4,265
West London Project		-	39,942	39,942	45,855
Service Development		-	21,601	21,601	-
Refugee Community History		-	6,795	6,795	-
National Services		-	3,664	3,664	-
Volunteer Project Development		-	20,975	20,975	-
Other expenditure:					
Management and administration of the charity	3	-	65,915	65,915	61,457
Total Resources Expended		-	379,284	379,284	274,536
Net Movements in Funds		-	(36,101)	(36,101)	(43,726)
Net Outgoing Resources		-	(36,101)	(36,101)	(43,726)
Fund transfers in respect of project support		(36,101)	36,101	-	-
Movement in Total Funds for the Year		(36,101)	-	(36,101)	(43,726)
Fund balances b/fwd at 01.04.02		171,546	325	171,871	215,597
Fund balances c/fwd at 31.03.03	7	135,445	325	135,770	171,871

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

EVELYN OLDFIELD UNIT

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

BALANCE SHEET
31ST MARCH 2003

	Notes	2003	2002
		£	£
FIXED ASSETS			
Tangible assets	4	2,730	4,880
CURRENT ASSETS			
Debtors	5	29,457	12,680
Cash at bank and in hand		127,418	174,990
		<u>156,875</u>	<u>187,670</u>
CREDITORS: Amounts falling due within one year:			
Accruals		4,311	1,048
Deferred income	6	9,863	9,552
Other creditors		9,661	10,079
		<u>(23,835)</u>	<u>(20,679)</u>
NET CURRENT ASSETS		<u>133,040</u>	<u>166,991</u>
NET ASSETS		<u>135,770</u>	<u>171,871</u>
FUNDS			
Unrestricted	7	135,445	171,546
Restricted	8	325	325
		<u>135,770</u>	<u>171,871</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 **25 SEP 2003**
and signed on its behalf by

x Shiesyamp)
)
) TRUSTEES
)
A. Brown)

J. Shieh

A. Brown

EVELYN OLDFIELD UNIT

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

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2003

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
Computer equipment	- 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

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

NOTES TO THE FINANCIAL STATEMENTS

- continued

2. TRUSTEES AND EMPLOYEES	2003 £	2002 £
Staff costs:		
Wages and salaries	141,356	107,557
Social security costs	14,394	10,449
Other pension costs	14,518	8,989
	<u>170,268</u>	<u>126,995</u>

Expenditure allocated to administrative staff costs amounted to £14,200 (2002: £13,877).

The average monthly number of employees during the year is set out below. In 2002/2003 staff numbers included six full time employees at 31st March 2003.

	2003 Number	2002 Number
Office and administration	<u>6</u>	<u>4</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 £266 in the year.

3. MANAGEMENT AND ADMINISTRATION	2003 £	2002 £
Staff costs	14,200	13,877
Conferences/staff training	520	572
Staff recruitment	4,536	2,017
Rent, rates and service charge	23,914	26,665
Office equipment	3,580	-
Light and heat	1,869	1,846
Supervision of coordinator	-	25
Audit fees	1,929	1,289
Sundry expenses	707	500
Depreciation	6,246	7,466
AGM & management meetings	7,017	5,266
Travel	266	177
Bank charges	368	281
Insurance	763	1,476
	<u>65,915</u>	<u>61,457</u>

AGM costs in the 2002/2003 financial statements included expenses incurred in connection with two of the annual meeting days which fell within that year.

EVELYN OLDFIELD UNIT

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

NOTES TO THE FINANCIAL STATEMENTS

- continued

4. TANGIBLE ASSETS

	Fixtures & Fittings £	Computer Equipment £	Total £
COST			
At 1st April 2002	33,717	-	33,717
Additions	-	4,096	4,096
At 31st March 2003	33,717	4,096	37,813
DEPRECIATION			
At 1st April 2002	28,837	-	28,837
Charge for the year	4,880	1,366	6,246
At 31st March 2003	33,717	1,366	35,083
NET BOOK VALUE			
At 31st March 2003	-	2,730	2,730
At 31st March 2002	4,880	-	4,880

5. DEBTORS

	2003 £	2002 £
Debtors	7,383	-
Prepayments	7,660	180
Accrued income	14,414	12,500
	<u>29,457</u>	<u>12,680</u>

6. DEFERRED INCOME

Comic Relief

The grant towards the finance and administrative officer is received in advance and consequently £3,750 of deferred income was brought and carried forward.

EVELYN OLDFIELD UNIT

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

NOTES TO THE FINANCIAL STATEMENTS

- continued

6. DEFERRED INCOME - continued

Community Fund

£63,242 was received in relation to this grant during the year. As a result of matching the funds to the period, £6,113 (2002: £5,802) was carried forward to be released in the year ended 31st March 2004.

Movements in the deferred income accounts are set out below:

	Comic Relief £	Community Fund (NLCB) £	Total £
Balance at 1st April 2002	3,750	5,802	9,552
Released in year	(3,750)	(5,802)	(9,552)
Received in year	3,750	6,113	9,863
Balance at 31st March 2003	3,750	6,113	9,863

7. UNRESTRICTED FUND

The Management Committee allocated the unrestricted fund at 31st March 2003 in line with the Unit's reserves policy 2002/04 which designates one third of the charity's reserves per year over three years to the following expenditure:

	2003 £	2002 £
ALLOCATED FUNDS		
Service provision	25,432	37,393
Research and development work	-	46,135
Support of Restricted Funds		
Match funding for existing and new posts (Finance and Administration Office, the Consultancy Manager and the Fundraising & Partnership Development Manager)	15,000	47,400
Equipment and furniture	11,062	20,618
Redundancy provision	28,400	20,000
Operational costs provision	55,551	-
	<u>135,445</u>	<u>171,546</u>

EVELYN OLDFIELD UNIT

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

NOTES TO THE FINANCIAL STATEMENTS

- continued

8. RESTRICTED FUNDS

Grants allocated to the Restricted Fund are for specific purposes. Support from the Unrestricted Fund is provided to cover any shortfall in a particular year. Details of the grants received in 2003 are given below.

City Parochial Foundation

Funds of £50,000 were received and utilised in respect of employing the Charity's director.

Community Fund

Funds of £62,931 were received during the year. These funds were utilised in employing a general fund manager and their relevant running expenses. It also covered the fees for all freelance and consultancy work in this area.

The Alan and Babette Sainsbury's Charitable Fund

Funds of £45,000 were received during the year. These were utilised in respect of continued work with migrant and refugee groups in west London.

Comic Relief

Funds of £15,000 were received to cover half the costs of employing a Finance Administration Officer. These funds were fully utilised and the other half of the costs incurred were financed by the Charity's reserves.

Government Office For London

Funds received of £49,813 were all utilised in supporting the volunteering project operated by the charity. All funds expenses were in accordance with grant specifications.

Association of London Government

Funds received during the year totalled £102,601. These were utilised in the employment of two support managers, including associated running and consultancy fees in relation to the Capacity Building Support Programme.

9. LIABILITY OF MEMBERS

The Unit is a company limited by guarantee and has no share capital. In the event of the Unit being wound up, the liability of members is limited to £1.