

IRISH SUPPORT AND ADVICE SERVICE
FINANCIAL STATEMENTS
31 MARCH 1997

Company Registration Number 3137725

Charity Number 1053278

ALLEN TULLY & CO

Chartered Certified Accountants & Registered Auditors
113 Station Road
Sidcup
KENT
DA15 7AJ



IRISH SUPPORT AND ADVICE SERVICE

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 1997

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IRISH SUPPORT AND ADVICE SERVICE

OFFICERS AND PROFESSIONAL ADVISERS

THE MEMBERS OF THE COMMITTEE	Mrs E Marron Mr R Mulcahy Mr K O'Byrne Mrs M.C. Curtin Mr M Ferrick Mrs J Mullane Mr J Reid Mrs E Tharpe Mr J. A. Hennessy
COMPANY SECRETARY	Mr Patrick Mc Nally
PRINCIPAL ADDRESS	Irish Centre Blacks Road Hammersmith London W6 9DT
REGISTERED OFFICE	Irish Centre Blacks Road Hammersmith London W6 9DT
AUDITORS	Allen Tully & Co Chartered Certified Accountants & Registered Auditors 113 Station Road Sidcup KENT DA15 7AJ
BANKERS AND OTHER FINANCIAL ADVISORS	Allied Irish Banks Plc Sovereign House 361 King Street Hammersmith London W6 9NA
SOLICITORS	Cliona O'Tuama Hamilton House 1 Temple Avenue London EC4Y 0HA

IRISH SUPPORT AND ADVICE SERVICE

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 1997

The Trustees present their report and the financial statements of the charity for the year ended 31 March 1997. The charity is constituted as a company limited by guarantee and was incorporated on 14 December 1995.

OBJECTIVES OF IRISH SUPPORT AND ADVICE SERVICE

The charity was established for the purpose of relieving poverty and distress among immigrants to the United Kingdom and others, with particular regard to

- (1) assisting such immigrants to find suitable employment and accommodation in the United Kingdom.
- (2) endeavouring to supply the material and emotional support required by such immigrants.
- (3) assisting Irish and other immigrants in obtaining the benefit of the statutory and voluntary support networks available.
- (4) providing information generally for immigrants with regard to social and recreational activities.
- (5) advising and assisting immigrants in connection with repatriation.
- (6) assisting persons in difficulty or need generally without regard to race, religion, colour, gender, sexual orientation, class or disability.

REVIEW OF DEVELOPMENTS, ACTIVITIES AND ACHIEVEMENTS

We are able to report a year of intense work and successful activity in responding to the needs of the Irish people living in the Borough, and coming to us from the surrounding parts of West and Central London. The skills and knowledge of our staff are widely appreciated and we get telephone callers from far beyond this catchment area asking for advice, information and guidance in meeting their needs and resolving their concerns.

The strong performance on the services front line work must be tempered by the financial picture detailed in this audit. A lower level of anticipated funding in 1996 reduced our ability to maintain the same level of services in the following year.

CORE FRONTLINE WORK

The core frontline work of our Service is supported principally by grant aid from the London Borough of Hammersmith and Fulham and by the Irish Government through the Dion Committee. With over 13,000 calls for advice, information and support in the past 12 months the three frontline workers have a pivotal role to play in providing support, guidance and encouragement to the Irish Community in West London. With staff skilled and experienced in housing, employment, social security, welfare rights and social work we are able to give short term support and refer to the appropriate local resource or in some cases long term support.

OUTREACH WORK

The new post of outreach worker was filled in July 1996 thanks to funding from private donors, including the Smurfit Corporation. After the first few months spent reviewing the situation of the Irish in the Borough and the services available the Outreach Worker began a concerted and targeted set of visits to all the estates in the Borough where there were large concentrations of Irish people living. Vulnerable Irish people were located and have been referred in to our services for additional advice and help.

Our community care groups have received referrals as a result of his work. There is a greater sense of being in touch with the Borough through his work since we get news of his visits and contacts on a daily basis. We are now better able to respond to a call for help from someone who is unable to come to our offices as the outreach worker will provide a home visit and report back to the team for further action. The organisation of coach trips for these impoverished and city bound individuals has proved to be a successful response to getting them out of their social isolation.

IRISH SUPPORT AND ADVICE SERVICE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 1997

DEVELOPMENT OF THE COMMUNITY

Much of this period was spent developing the Community Care Work. Thanks to funding from the City Parochial foundation and the Ireland Fund of Great Britain we were able to supplement the Community Care Contract funding. This enabled us to have the Community Care Development Worker continue working full time for the first six months of the year. The three community care groups for women, the elderly and those with mental health problems continue to function satisfactorily. The vulnerable Irish people assisted by the work of the group leaders and the other members of the group have greatly appreciated the development of these new services.

We hope to gain additional funding for a luncheon club for Irish elderly people. To date however, we have been unsuccessful with our funding applications. Applications were made to the national Lotteries Charities Board, the Tudor Trust and other trusts for additional community care funds.

PENSIONERS

The Hammersmith and Fulham Irish Pensioners group moved from Macbeth Street into the Irish Centre two years ago. The group meet here weekly for three hours. They now have a membership of over 30 and an average attendance of 25 pensioners a week. New pensioners continue to make contact and join the group.

THE INCREASED ROLE OF VOLUNTEERS

The presence of volunteers running the front desk position in the foyer of the Irish Centre is a great success of Irish community action. ISAS are responsible for this and we get an £11,000 reduction in our annual rent and service charges bill of £20,000 for providing this service. Volunteers from the Irish Support and Advice Service set up the main hall for the pensioners, provide secretarial and administrative assistance, assist in the caretaking of the Irish Centre and help out in a variety of other ways.

FUNDING

We were able to pay the expenses of some of our volunteers thanks to the previous donation from the Baring Foundation. Gaps in our services and possible one day closures of our service were avoided thanks to funds from Wates Foundation to cover staff holidays. The fundraising by the 200 Club, the Christmas Raffle and the Marathon Runners as well as donations from a variety of individuals and groups helped to meet several unfunded costs to the charity particularly the small welfare disbursements to those most in need. We are indebted to the Irish Youth Foundation and the Society of St Vincent de Paul for assistance with the repatriation of people in desperate circumstances.

PAUL MURPHY

Director

IRISH SUPPORT AND ADVICE SERVICE

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 1997

RESULTS

The results for the year, and the charity's financial position at the end of the year are shown in the attached financial statements.

THE TRUSTEES

The Trustees who served the charity during the period were as follows:

Mrs E Marron	Chair	(Appointed 14 Dec 95)
Mr R Mulcahy	Vice-Chair	(Appointed 14 Dec 95)
Mr K O'Byrne	Treasurer	(Appointed 14 Dec 95)
Mrs M.C. Curtin		(Appointed 25 Apr 96)
Mr M Ferrick		(Appointed 12 Apr 96)
Mrs J Mullane		(Appointed 11 Apr 96)
Mr J Reid		(Appointed 5 Dec 96)
Mrs E Tharpe		(Appointed 9 Dec 96)
Mr J. A. Hennessy		(Appointed 5 Dec 96)
Ms C Judge		(Appointed 14 Dec 95, Retired 27 Feb 97)
Mr P McNally		(Appointed 1 May 96)

Mr P McNally was appointed secretary on 7 April 1997.

AUDITORS

A resolution to re-appoint Allen Tully & Co as auditors for the ensuing year will be proposed at the annual general meeting in accordance with section 385 of the Companies Act 1985.

Registered office:

Irish Centre
Blacks Road
Hammersmith
London
W6 9DT

Signed on behalf of the
members of the committee

Patrick Mc Nally

Mr Patrick Mc Nally
Company secretary

Approved by the Trustees on ...18/9/1997

IRISH SUPPORT AND ADVICE SERVICE

STATEMENT OF RESPONSIBILITIES OF THE MEMBERS OF THE COMMITTEE YEAR ENDED 31 MARCH 1997

Company law requires the members of the committee 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 members of the committee are required to select suitable accounting policies, as described on page 10 , 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 members of the committee are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 1985. The members of the committee are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

IRISH SUPPORT AND ADVICE SERVICE

AUDITORS' REPORT TO THE MEMBERS

YEAR ENDED 31 MARCH 1997

We have audited the financial statements on pages 7 to 15 which have been prepared under the historical cost convention and the accounting policies set out on page 10.

RESPECTIVE RESPONSIBILITIES OF THE MEMBERS OF THE COMMITTEE AND THE AUDITORS

As described on page 5, the members of the committee (who also act as Trustees for the charitable activities of the company) are responsible for the preparation of the financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

BASIS OF OPINION

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

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

OPINION

In our opinion the financial statements give a true and fair view of the charitable company's state of affairs as at 31 March 1997 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the Companies Act 1985.

113 Station Road
Sidcup
KENT
DA15 7AJ

14/9/97
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ALLEN TULLY & CO
Chartered Certified Accountants
& Registered Auditors

IRISH SUPPORT AND ADVICE SERVICE

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 1997

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 1997 £
INCOMING RESOURCES				
Donations		18,249	26,200	44,449
Grants receivable	2	94,129	16,000	110,129
Other income		2,675	-	2,675
TOTAL INCOMING RESOURCES		<u>115,053</u>	<u>42,200</u>	<u>157,253</u>
RESOURCES EXPENDED				
Direct charitable expenditure	3	81,785	46,918	128,703
Fundraising and publicity	4	2,264	-	2,264
Management and administration	5	49,112	-	49,112
TOTAL RESOURCES EXPENDED	6	<u>133,161</u>	<u>46,918</u>	<u>180,079</u>
NET OUTGOING RESOURCES BEFORE TRANSFERS		(18,108)	(4,718)	(22,826)
Transfer between funds		(12,433)	12,433	-
NET OUTGOING/INCOMING RESOURCES FOR THE YEAR		<u>(30,541)</u>	<u>7,715</u>	<u>(22,826)</u>
Balances brought forward		47,585	-	47,585
Balances carried forward		<u>17,044</u>	<u>7,715</u>	<u>24,759</u>

The charitable company has no recognised gains or losses other than the results for the year as set out above.

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

IRISH SUPPORT AND ADVICE SERVICE
SUMMARY INCOME AND EXPENDITURE ACCOUNT
YEAR ENDED 31 MARCH 1997

		£
INCOME		154,578
TOTAL EXPENDITURE	6	<u>180,051</u>
OPERATING DEFICIENCY	7	(25,473)
OTHER INCOME		
Interest receivable and similar income	8	2,675
Interest payable and similar charges	9	(28)
NET (DEFICIENCY)/SURPLUS FOR THE FINANCIAL YEAR		<u>(22,826)</u>

The charitable company has no recognised gains or losses other than the results for the year as set out above.

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

IRISH SUPPORT AND ADVICE SERVICE

BALANCE SHEET

31 MARCH 1997

		£	£
FIXED ASSETS			
Tangible assets	10		6,682
CURRENT ASSETS			
Debtors	11	10,428	
Cash at bank and in hand		34,341	
		<u>44,769</u>	
CREDITORS: Amounts falling due within one year	12	<u>(26,692)</u>	
NET CURRENT ASSETS			18,077
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>24,759</u>
FUNDS			
Unrestricted:			
Designated funds	13		23,000
Other charitable funds			(5,956)
Restricted	14		7,715
			<u>24,759</u>

These financial statements were approved by the members of the committee on the
18..9.....19..97 and are signed on their behalf by:

Eud Marron
 MRS E MARRON

K O Byrne
 MR K O'BYRNE

Patrick Mc Nally
 MR P Mc NALLY

IRISH SUPPORT AND ADVICE SERVICE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 1997

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with applicable accounting standards.

The accounts have been prepared in compliance with Statement of Recommended Practice on Charity Accounts.

The charity has taken advantage of the exemption in Financial Reporting Statement No1 from the requirement to produce a cashflow.

Donations

Voluntary income and donations are accounted for as received by the charity.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Fixtures and Fittings 20% reducing balance

2. GRANTS RECEIVABLE

	£
DION	45,384
LB Hammersmith & Fulham	48,745
LB Hammersmith & Fulham Community Care	30,000
L.B. H & F. Deferred Income	(14,000)
Ireland Fund	3,000
Ireland Fund Deferred	(3,000)
	<u>110,129</u>

IRISH SUPPORT AND ADVICE SERVICE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 1997

3. DIRECT CHARITABLE EXPENDITURE

	Unrestricted Funds £	Restricted Funds £	Total Funds 1997 £
Provision of charitable services:			
Welfare	74,754	-	74,754
Outreach Work	-	18,485	18,485
Community Care	-	28,433	28,433
	<u>74,754</u>	<u>46,918</u>	<u>121,672</u>
Support costs:			
Support costs	704	-	704
Repatriation	1,761	-	1,761
Welfare Disbursements	4,566	-	4,566
	<u>81,785</u>	<u>46,918</u>	<u>128,703</u>

4. FUNDRAISING AND PUBLICITY

	Unrestricted Funds £	Restricted Funds £	Total Funds 1997 £
Appeals costs	2,058	-	2,058
Advertising costs	206	-	206
	<u>2,264</u>	<u>-</u>	<u>2,264</u>

IRISH SUPPORT AND ADVICE SERVICE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 1997

5. MANAGEMENT AND ADMINISTRATION

Salaries	27,550
Office costs	18,114
Audit fees	1,850
Legal and other professional	990
Costs of trustees' meetings	608
	<u>49,112</u>

6. TOTAL RESOURCES EXPENDED

	Staff costs	Depreciation	Other costs	Total Funds 1997
	£	£	£	£
Direct charitable expenditure	103,024	-	25,679	128,703
Fundraising and publicity	-	-	2,264	2,264
Management and administration	27,550	1,670	19,892	49,112
	<u>130,574</u>	<u>1,670</u>	<u>47,835</u>	<u>180,079</u>

The aggregate payroll costs were:

	£
Wages and salaries	129,379
Other pension costs	1,195
	<u>130,574</u>

Particulars of employees:

The average number of staff employed by the charitable company during the financial year amounted to:

	No.
Number of administrative staff	1
Front line staff	5
	<u>6</u>

IRISH SUPPORT AND ADVICE SERVICE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 1997

6. TOTAL RESOURCES EXPENDED *(continued)*

	£
Other costs:	
Premises	28,206
Legal and professional	2,840
Other	16,789
	<u>47,835</u>

7. OPERATING DEFICIT

Operating deficit is stated after charging:

	£
Depreciation	1,670
Auditors' remuneration	
- as auditors	<u>1,850</u>

8. INTEREST RECEIVABLE AND SIMILAR INCOME

	£
Bank interest receivable	<u>2,675</u>

9. INTEREST PAYABLE AND SIMILAR CHARGES

	£
Other interest and similar charges	<u>28</u>

IRISH SUPPORT AND ADVICE SERVICE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 1997

10. TANGIBLE FIXED ASSETS

	Fixtures & fittings £
COST	
At 1 April 1996	10,633
Additions	4,165
At 31 March 1997	<u>14,798</u>
DEPRECIATION	
At 1 April 1996	6,446
Charge for the year	1,670
At 31 March 1997	<u>8,116</u>
NET BOOK VALUE	
At 31 March 1997	<u>6,682</u>
At 31 March 1996	<u>4,187</u>

11. DEBTORS

	£
Trade debtors	<u>10,428</u>
Dion Grant for January to March 1997.	

12. CREDITORS: Amounts falling due within one year

	£
Trade creditors	1,080
Accruals	7,912
Deferred income	17,700
	<u>26,692</u>

The deferred income of £17,700 represents funds received for use in future years.

IRISH SUPPORT AND ADVICE SERVICE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 1997

13. DESIGNATED FUNDS

	£
Designated Fund	23,000

These funds have been designated by the charity, to cover the cost of the winding up of its affairs, should it prove necessary.

14. RESTRICTED FUNDS

	Balance at 1 April 1996	Movement in resources:		Balance at 31 March 1997
	£	Incoming £	Outgoing £	£
Smurfit Fund	-	10,000	(10,000)	-
Outreach Fund	-	16,200	(8,485)	7,715
LB H & F Community Care	-	16,000	(16,000)	-
	<u>-</u>	<u>42,200</u>	<u>(34,485)</u>	<u>7,715</u>

The restricted outreach fund was set up during the year by way of a donation. The conditions of the donation stipulate that the income must be spent on the outreach project.

15. ANALYSIS OF NET ASSETS BETWEEN RESTRICTED FUNDS

	Tangible fixed assets	Investments	Other net assets	Total
	£	£	£	£
Restricted funds	-	-	7,715	7,715
Unrestricted funds	6,682	-	10,362	17,044
	<u>6,682</u>	<u>-</u>	<u>18,077</u>	<u>24,759</u>

16. EXPLANATORY NOTES

UNRESTRICTED FUNDS

Funds which are expendable at the discretion of the Trustees in pursuit of the objects of the charity.

RESTRICTED FUNDS

Funds which are subject to specific conditions, set out by the donor, but still within the objects of the charity.

IRISH SUPPORT AND ADVICE SERVICE
MANAGEMENT INFORMATION
YEAR ENDED 31 MARCH 1997

**The following pages do not form part of the statutory financial statements
which are the subject of the auditors' report on page 6.**

IRISH SUPPORT AND ADVICE SERVICE

DETAILED INCOME AND EXPENDITURE ACCOUNT

YEAR ENDED 31 MARCH 1997

	£	£
INCOME		
Outreach Worker		16,200
Other donations		3,262
Donations City Parochial		7,500
Donations The Wates Foundation		2,500
JJ Smurfit		10,000
Council for Education & Training		1,003
Repatriations SVP		664
Irish Youth Foundation		1,500
Christmas Raffle		1,220
Birth Certifications		473
200 Club		127
DION		45,383
LB Hammersmith & Fulham		48,745
LB Hammersmith & Fulham Community Care		30,000
L.B. H & F. Deferred Income		(14,000)
Ireland Fund		3,000
Ireland Fund Deferred		(3,000)
Bank interest receivable		2,675
TOTAL INCOME		<u>157,252</u>

DIRECT CHARITABLE EXPENDITURE

Wages and salaries	103,024	
Rent (Community and Outreach)	8,170	
Other Outreach expenses	3,250	
Other Community Care expenses	4,300	
Volunteer Expenses	2,928	
Support costs	704	
Repatriation	1,761	
Welfare Disbursements	4,566	
	<hr/>	128,703

FUNDRAISING AND PUBLICITY

Advertising costs	206	
Other fundraising costs	1,258	
200 Club	800	
	<hr/>	2,264

Carried forward

130,967

IRISH SUPPORT AND ADVICE SERVICE**DETAILED INCOME AND EXPENDITURE ACCOUNT****YEAR ENDED 31 MARCH 1997**

	£	£
Brought forward		130,967
MANAGEMENT AND ADMINISTRATION		
Wages and salaries	27,550	
Rent	8,858	
Computer Costs	533	
Postage & Stationery	2,407	
Insurance	720	
Staff training	172	
Sundry Expense	88	
Repairs & maintenance	308	
Telephone	2,529	
Equipment rental	398	
Cleaning	172	
Legal fees	423	
Audit fees	1,850	
Recruitment Costs	567	
Costs of trustee meetings	608	
Motor expenses	230	
Depreciation	1,670	
		49,083
INTEREST PAYABLE		
Other similar charges	28	
		28
TOTAL EXPENDITURE		<u>180,078</u>
NET DEFICIT		<u>(22,826)</u>