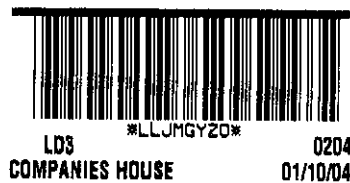


CHARITY NUMBER: 1044681
COMPANY NUMBER: 2921143

EVELYN OLDFIELD UNIT

TRUSTEES' REPORT
AND FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2004



CROUCH CHAPMAN
Chartered Accountants
62 Wilson Street
London EC2A 2BU

EVELYN OLDFIELD UNIT

FINANCIAL STATEMENTS
YEAR ENDED 31ST MARCH 2004

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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 2004 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
E. PANAH
G. JUSU-SHERIFF
J. SHIEH
J. BROWN

M. MAIGAG
J.A. KUOL (resigned October 2003)
H. HASSAN
A. ABBY
T. SALAZAR-HOPE (appointed October 2003)

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 2004 were:

J. SHIEH (Chair)

E. PANAHI

A. ALI

M. MAIGAG

T. SALAZAR-HOPE

G. JUSU-SHERIFF

J. BROWN (Treasurer)

A. ABBY

H. HASSAN

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

The Management Committee are pleased to report that during 2003/04 the Evelyn Oldfield Unit continued to provide support to refugee and migrant community organisations through training, consultancy, partnerships, surgeries and conferences. This was the tenth year of the Unit's operations and this was celebrated at an event held at the Resource Centre on 12th February. Displays of the work of the Unit featured publications, conferences, accredited training and other activities which have enabled us to establish our position as a key member of the support team in so many communities in London. We were also pleased to welcome the family of Evelyn Oldfield to this wonderfully successful event and we thank all the staff and our supporters for their contribution to an excellent evening.

We are pleased to report that the Unit's membership level stands at 105 groups and individuals. The Annual General Meeting was well attended and had the theme 'The Impact of Dispersal on Refugee Organisations and their Communities'. We were also pleased to welcome Teresa Salazar-Hope as a new trustee and thank John Kuol for his work on his retirement as a trustee.

The delivery of training continued to be a key activity and during the year 25 training days were delivered with 24 different courses. Various venues were used with the aim of reaching refugee community organisations where they are based. Training services were provided to 110 RCOs with a total of 320 participants during the year. Feedback indicates a high level of satisfaction with and appreciation of the quality of training, especially the practical courses.

EVELYN OLDFIELD UNIT

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

REPORT OF THE TRUSTEES

- continued

MANAGEMENT COMMITTEE REPORT

- continued

The Unit also continued to support and facilitate the work of the Co-ordinators' Training and Support Scheme (COTASS) including organising the conference on Refugee Integration on 16th July 2003 and the away days on 6th and 7th February 2004.

The Volunteering Development Project continued to develop with the following achievements:

- 28 new volunteers recruited by six Key client RCOs in 9 months
- Successful fundraising for a Full-Time Volunteer Co-ordinator for an RCO
- 68 attendees on six training courses
- Diversity in Action Volunteer Awards Joint Event
- Guide to RCO Fundraising for Volunteer Costs and Volunteer Projects
- RCO Guide to Police Checking Volunteers

Advice and consultancy included 18 days of work for eight RCOs relating to volunteer management, fundraising for volunteer projects and development. We have also formed close partnerships with approximately 14 mainstream or national refugee-focused organisations to support them in involving refugees as volunteers. The project has also been developing a role with regard to women's issues including consultancy research and membership of the Steering Group for the Metropolitan University/Working Lives Institute two-year research project on Volunteering as a Route to Employment for Refugee Women.

The Unit's consultancy programme has concentrated on expanding the existing pool of consultants used and developing the systems covering identification, the consultancy process, the consultancy agreement, recording of consultancies and fundraising. We have also been able to secure support from the Alan and Babette Sainsbury Charitable Fund to replicate the West London model in Greater Manchester.

The Unit has also continued to make use of the Interchange Legal Advisory Service who were able to provide valuable support to a large number of RCOs.

Finally, we are pleased to report that the application to the Heritage Lottery Fund for support for the Refugee Community History Project has been successful. The grant will cover up to 89.43% of the costs of developing an oral and visual history of refugee experiences in the UK since the 1951 United Nations Convention on the Status of Refugees. The minimum 150 'storytellers' from 15 Refugee Community Organisations will come from many countries throughout the world and will reflect a diversity of characteristics such as age, gender and cultural origin. The project is now underway and the trustees are delighted that the Unit will be able to continue to make an outstanding contribution in its chosen field.

RESERVES

The Trustees consider the reserve requirement for the next three years to be as described in note 7. However, it is intended that reserves should be built up to a level approximating to six months of staff and running costs.

EVELYN OLDFIELD UNIT

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

REPORT OF THE TRUSTEES

- continued


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:

- 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 November 2004. Part of this is to cover the Training Manager's post.
- 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.
- The Alan and Babette Sainsbury Charitable Fund has awarded £110,000 over the period 2004-2006. This is to fund the West London and Manchester Projects.
- The Home Office Refugee Integration Challenge Fund has given funding of £31,500 which will be available for 2004-2005.
- The Esmée Fairbairn Foundation has approved a grant of £25,795 towards the cost of the Manchester Pilot Project.

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

BY ORDER OF THE BOARD


T.Y. DERES
Secretary

29 SEP 2004

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 2004 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 2004, 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

30th September 2004



CROUCH CHAPMAN

Chartered Accountants
Registered Auditors

EVELYN OLDFIELD UNIT

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

STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31ST MARCH 2004

INCOME AND EXPENDITURE	Notes	Unrestricted Fund £	Restricted Fund £	Total 2004 £	Total 2003 £
Incoming Resources					
Sainsbury's Trust		-	40,000	40,000	45,000
City Parochial Foundation		-	50,000	50,000	50,000
Comic Relief		-	15,000	15,000	15,000
Association for London Government		-	120,000	120,000	102,601
Community Fund (National Lottery)		-	65,140	65,140	63,242
Home Office - ACU - Conference Support		-	10,000	10,000	-
Home Office - TLDF		-	50,168	50,168	49,813
Home Office Challenge		-	31,500	31,500	-
Trust For London		-	-	-	10,000
Awards For All		-	5,000	5,000	-
Less: Deferred income	6	-	(41,683)	(41,683)	(9,863)
Add: Deferred income released		-	9,863	9,863	9,552
Interest receivable		2,516	-	2,516	3,703
Membership fees and sundry income		1,215	-	1,215	4,115
Consultancy fee income		25	-	25	20
		3,756	354,988	358,744	343,183
Charitable Expenditure					
Staff costs	2	-	176,430	176,430	156,068
Professional support		-	-	-	839
Training provided by Unit		-	37,885	37,885	29,069
Consultancy		-	43,496	43,496	18,414
Printing, postage and stationery		-	16,759	16,759	11,247
Telephone		-	2,268	2,268	2,264
Publications and references		-	11,166	11,166	2,491
West London Project		-	4,977	4,977	39,942
Service Development		-	11,802	11,802	21,601
Refugee Community History		-	4,726	4,726	6,795
National Services		-	5,374	5,374	3,664
Volunteer Project Development		-	5,143	5,143	20,975
Other expenditure:					
Management and administration of the charity	3	9,811	78,732	88,543	65,915
Total Resources Expended		9,811	398,758	408,569	379,284
Net Movements in Funds		(6,055)	(43,770)	(49,825)	(36,101)
Net Outgoing Resources/Net Expenditure for the year		(6,055)	(43,770)	(49,825)	(36,101)
Fund transfers in respect of project support		(43,770)	43,770	-	-
Movement in Total Funds for the Year		(49,825)	-	(49,825)	(36,101)
Fund balances b/fwd at 01.04.03		135,445	325	135,770	171,871
Fund balances c/fwd at 31.03.04	7	85,620	325	85,945	135,770

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

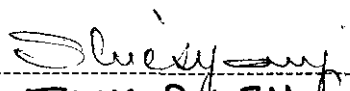
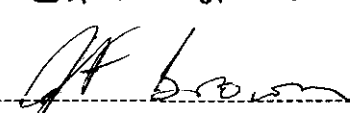
(A company having no share capital and limited by guarantee)

BALANCE SHEET
31ST MARCH 2004

	Notes	2004	2003
		£	£
FIXED ASSETS			
Tangible assets	4	4,345	2,730
CURRENT ASSETS			
Debtors	5	37,952	29,457
Cash at bank and in hand		119,501	127,418
		<u>157,453</u>	<u>156,875</u>
CREDITORS: Amounts falling due within one year:			
Other creditors		11,464	9,661
Accruals		22,706	4,311
Deferred income	6	41,683	9,863
		<u>(75,853)</u>	<u>(23,835)</u>
NET CURRENT ASSETS		81,600	133,040
NET ASSETS		<u>85,945</u>	<u>135,770</u>
FUNDS			
Unrestricted	7	85,620	135,445
Restricted	8	325	325
		<u>85,945</u>	<u>135,770</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 **29 SEP 2004**
and signed on its behalf by


 JACK STIEH

 JOHN BROWN

)
)
) TRUSTEES
)
)

EVELYN OLDFIELD UNIT

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

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2004

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, the Companies Act 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".

Pension Costs

Pension costs relate to contributions to individual employee's stakeholder pensions and are charged in the accounts as incurred.

EVELYN OLDFIELD UNIT

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

NOTES TO THE FINANCIAL STATEMENTS

- continued

2. TRUSTEES AND EMPLOYEES	2004 £	2003 £
Staff costs:		
Wages and salaries	176,815	141,356
Social security costs	17,485	14,394
Other pension costs	14,456	14,518
	<u>208,756</u>	<u>170,268</u>

Expenditure allocated to administrative staff costs amounted to £32,326 (2003: £14,200).
The average monthly number of employees during the year is set out below:

	2004 Number	2003 Number
Office and administration	<u>6</u>	<u>6</u>

No employees earned in excess of £50,000 per annum and no trustee received or waived any remuneration during the year. Travel expenses amounting to £146 (2003: £266) were claimed by three trustees in the year.

3. MANAGEMENT AND ADMINISTRATION	2004 £	2003 £
Staff costs	32,326	14,200
Conferences/staff training	526	520
Staff recruitment	24	4,536
Rent, rates and service charge	31,467	23,914
Office equipment	767	3,580
Light and heat	2,095	1,869
Legal	6,055	-
Audit fees	2,474	1,929
Sundry expenses	403	707
Depreciation	2,856	6,246
AGM & management meetings	7,494	7,017
Travel	373	266
Bank charges	423	368
Insurance	1,260	763
	<u>88,543</u>	<u>65,915</u>

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 2003	33,717	4,096	37,813
Additions	3,673	798	4,471
Disposals	(469)	-	(469)
At 31st March 2004	36,921	4,894	41,815
DEPRECIATION			
At 1st April 2003	33,717	1,366	35,083
Charge for the year	1,224	1,632	2,856
Disposals	(469)	-	(469)
At 31st March 2004	34,472	2,998	37,470
NET BOOK VALUE			
At 31st March 2004	2,449	1,896	4,345
At 31st March 2003	-	2,730	2,730

5. DEBTORS

	2004 £	2003 £
Other debtors	746	7,383
Prepayments	8,013	7,660
Accrued income	29,193	14,414
	<u>37,952</u>	<u>29,457</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 - (Big Lottery)

£65,140 was receivable in relation to this grant during the year. As a result of matching the funds to the period, £6,433 (2003: £6,113) was carried forward to be released in the year ended 31st March 2005.

Movements in the deferred income accounts are set out below:

	Home Office Challenge £	Comic Relief £	Community Fund (Big Lottery) £	Total £
Balance at 1st April 2003	-	3,750	6,113	9,863
Released in year	-	(3,750)	(6,113)	(9,863)
Received in year	31,500	3,750	6,433	41,683
Balance at 31st March 2004	31,500	3,750	6,433	41,683

7. UNRESTRICTED FUND

The Management Committee allocated the unrestricted fund at 31st March 2004 in line with the Unit's reserves policy which designates one third of the charity's reserves per year over three years to the following expenditure:

	2004 £	2003 £
ALLOCATED FUNDS		
Service provision	19,908	25,432
Support of Restricted Funds		
Match funding for existing and new posts		
- Finance and Administration Office, the Consultancy Manager and the Fundraising & Partnership Development Manager	11,250	15,000
Equipment and furniture	-	11,062
Redundancy provision	27,809	28,400
Operational costs provision	26,653	55,551
	<u>85,620</u>	<u>135,445</u>

The Unrestricted Fund is represented by £85,620 held as cash at bank.

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 2004 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 £65,140 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 Charitable Fund

Funds of £40,000 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.

Home Office Active Community Unit - TLDF Grant

Funds received of £50,168 were all utilised in supporting the volunteering project operated by the charity. In 2003, a grant for capital expenditure amounting to £2,000 was included within the total grant received of £49,813. Of this amount £168 remained unspent at the year end but has been spent in 2004. All funds expended were in accordance with grant specifications.

Association of London Government

Funds received during the year totalled £120,000. 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.