

EVELYN OLDFIELD UNIT

TRUSTEES' REPORT
AND FINANCIAL STATEMENTS
YEAR ENDED 31ST MARCH, 2001



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 2001.

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 with 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	(Appointed July 2000)
E. PANAHI		P. VO	(Resigned July 2000)
P. OPENDI	(Resigned July 2000)	J. VARLEY	(Resigned July 2000)
A. ZAVALA		R. MUKHERJI	(Resigned July 2000)
V. LY UNG		J.A. KUOL	(Appointed July 2000)
E. SALMAN		M. TADESSE	
A. GEBREHIWOT	(Resigned July 2000)	J. SHIEH	
A.J. NEUBERGER			

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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

EVELYN OLDFIELD UNIT

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REPORT OF THE TRUSTEES

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TRUSTEES' RESPONSIBILITIES - continued

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 2001 were:

J. SHIEH (Chair)
E. PANAH (Vice Chair)
A.J. NEUBERGER (Treasurer)
J.A. KUOL

V. LY UNG
E. SALMAN
A. ZAVALA

M. TADESSE
A. ALI
M. MAIGAG

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

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MANAGEMENT COMMITTEE REPORT

1. SUPPORT TO GROUPS

During 2000/01, the Evelyn Oldfield Unit provided support to 465 organisations through training, consultancies, advice and networking:

NATURE OF SUPPORT	NO. OF ORGANISATIONS SUPPORTED
Training (central)	188
Accredited training	37
In-house training	5
Consultancies	53
Networking	32
Advice	152

1.1 Training

Feedback and evaluation suggests that short training packages are ideal for refugee community organisations that cannot commit to longer training programmes. Some examples of new packages included managing discipline, managing communications, communicating in the workplace, human rights, conflict resolution, effective governance, women and mental health.

Accredited training at Goldsmith's College (Certificate in Management and Certificate in Training) and the University of East London (Masters, Diploma and Certificate) courses were evaluated this year through questionnaires and informal interviews with course participants. Students doing the courses have found them very valuable both personally and professionally. Some of the main benefits highlighted included increased confidence and development of critical thinking skills. We are currently running the following accredited courses:

- MA Voluntary Sector Studies (University of East London)
- Diploma in Voluntary Sector Studies (University of East London)
- Certificate in Leadership and Governance (University of East London)
- Certificate in Counselling in partnership with Barbara Melunsky Fund (Birbeck College)

Evaluation of past IT seminars showed a need to provide intensive training in the workplace. As a result, we offered IT training to five community groups consisting of three days in-house training for each group.

MANAGEMENT COMMITTEE REPORT - continued

1.2 Consultancies

Whilst we have continued to respond 'on demand' to the critical situations groups have found themselves in, providing 68 days consultancy to 11 groups, we also provided 14 days consultancy focusing on 26 groups in West London. The aim of the project was to reach hitherto marginalised or hidden communities, reflecting our aim and strategic objectives in working with migrants and refugees and the pro-active nature of the Unit.

We also provided 33 days consultancy for developing the Sainsbury West London project and providing capacity building in the three boroughs affected by the complex context of SRB's Renewal and other local initiatives. In addition, through the retention agreement with Interchange, we provided legal support to 16 groups. We evaluated the last five years of consultancy, so as to identify the Unit's particular model of approach to consultancy.

The categorisation of consultancies has remained as follows: needs analysis (organisational review), managing people, managing operations, finance, fundraising strategy, legal or technical. The emphasis has been on managing people and managing operations. Other areas of need identified included assistance in recruiting and managing senior staff, fundraising support and capacity building borough refugee forums which are now beginning to be a feature of the sector.

1.3 Networking

The West London Sainsbury project aimed to support refugees and migrant organisations in West London. One-to-one consultancy support was provided to Ealing Refugee Forum and to a number of individual groups in the region. Networking events have been held for refugee community organisations and migrant groups across the three boroughs and for projects working with the elderly in the regions. Extensive work has been done on the ground to draw communities into the networking process and establish or strengthen links between local groups.

We have carried out a comprehensive review of the Harrow Refugee Forum. The review was commissioned by Harrow Health Authority. We have also been involved in Renewal West London workshops on employment, education and health development plans in the region.

In Hackney, the Unit's work in 2000/01 focussed on supporting and building partnerships with refugee and migrant groups in the Hackney area. A networking event was organised in June 2000 to encourage the groups to work with mainstream training providers. The event discussed effective strategies for partnerships and funding applications. Following the network event, support and advice was provided for selected groups to make funding applications to various funders.

1.4 Advice

In the main, the legal advice was provided to groups through Interchange Legal Advisory Service through the retention agreement made between the Evelyn Oldfield Unit and Interchange. In addition, staff of the Unit have provided advice and support to groups on employment related issues, good practice in the workplace, governance and strategic and conflict resolution. The Finance and Administration Officer assisted several organisations in establishing basic financial systems. We are in the process of consolidating advice work with groups.

MANAGEMENT COMMITTEE REPORT - continued

1.5 Survey of the Accounting Needs of RCOs

The Unit has completed a survey of the 'Accounting Needs of Refugee Organisations' aimed at discovering the level of need for finance services, levels of access to community accounting services and financial management training needs. A sample of 22% responded - the original questionnaire was mailed to 100 refugee community organisations. There was a shortage of skilled finance workers in the sector - only 27% of the groups had finance workers. Only 50% of groups were aware of community accounting facilities in their locality, showing that a large gap still had to be addressed in the awareness of available options for dealing with the difficulties. There was a strong demand for management committees to be trained in finance, particularly in the understanding of audited accounts. There was considerable demand for volunteers to acquire finance skills.

2. SUPPORT TO FORUMS

2.1 Refugee Mental Health Forum

The Refugee Mental Health Forum is publishing a report ('Families in Transition') on the mental health issues concerning refugee families. The report has focussed on the findings of two previous seminars and has in addition carried out interviews and meetings with key workers in the sector.

Last year the focus of the forum's work had been to look at women and mental health. A follow-up seminar was held in June. The women expressed a need for ongoing work on this issue. As a result, a Women and Mental Health Forum has been set up.

2.2 Co-Ordinators' Training and Support Scheme (COTASS)

COTASS has been expanding its influence over the year. Negotiations have been entered into with the Refugee Council and Refugee Working Party (RWP) with the purpose of defining roles, joint work and promotion of refugee issues. COTASS and RWP have had joint responsibility for steering the Refugee Community Organisations project based at Westminster Diocese Refugee Services.

3. SUPPORT TO MEMBERS

The Unit established its own website (www.evelynoldfield.co.uk) in April 2000. It has offered its member refugee organisations space on the website to list their mission statements and brief description of activities. Twenty organisations have responded to the offer and are included on the site. The site is expected to raise the profile of both the Unit and its member organisations locally and further afield.

As a means of making its information more widely available, the Unit has publicised its various publications on its web-site with details on how interested visitors may obtain copies.

4. SUPPORT TO STATUTORY, VOLUNTARY AND OTHER BODIES

The Unit has continued to assist funding bodies, health authorities, capacity building organisations and networks by making its information, advice and databases available to them. These bodies include King's Fund, Consortium for Opportunities on Volunteering, City Parochial Foundation, Westminster Diocese Refugee Service, Northamptonshire Health Authority, Gatwick Detainees Welfare Group, Stratford Advice Arcade, CARIS Hackney, Camelot Foundation, CVS, St. Giles Hospital, MiNET, Action Acton, FIAC.

EVELYN OLDFIELD UNIT

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MANAGEMENT COMMITTEE REPORT - continued

The Unit has been working to link up with various networks in the wider voluntary sector and black and ethnic minority voluntary sector. It has been an active member of the steering committee of MiNET, the newly-established umbrella group for the black and ethnic minority voluntary sector. The Unit is also a member of the Third Sector Alliance (a network of networks, channelling the view of the community-based voluntary sector to policy and decision makers on matters affecting London).

The Unit furthered its work to increase the resourcing opportunities of the refugee community organisations by developing partnerships, networking within and beyond the sector and becoming a member of governing bodies of other organisations. Trustees and Officers are serving on the governing bodies of the Trust For London, Consortium on Opportunities for Volunteering, Stephen Lawrence Charitable Trust and Barbara Melunsky Fund.

5. PARTNERSHIPS

The Unit has expanded its partnerships and useful engagement with other organisations in the statutory, voluntary and community sectors which in turn helped its service users with more choices and funding opportunities. This included partnership with the following: Sainsbury's Charitable Trust, Consortium on Opportunities for Volunteering, Charities Evaluation Service, Barbara Melunsky Fund and Michael Bell Associates.

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.
- Two applications have been submitted to the National Lottery Charity Board. One of these is to cover the Training Manager's post which ends in July 2001.
- The funds from Comic Relief for the finance and administration costs of the Unit end in July 2001. An application has been submitted to cover these costs to 2004.
- Although an application must be submitted annually, funds to cover consultancy costs from London Borough Grants have been secured for the forthcoming year.

Registered office:
356 Holloway Road
London N7 6PA

19 JUL 2001

BY ORDER OF THE BOARD



T. DERES
Secretary

EVELYN OLDFIELD UNIT

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AUDITORS' REPORT TO THE MEMBERS OF EVELYN OLDFIELD UNIT

We have audited the financial statements on pages 8 to 13 which have been prepared under the historical cost convention and the accounting policies set out in note 1 to the financial statements.

Respective Responsibilities of the Trustees and Auditors

As described on pages 1 and 2 the trustees who are also directors of Evelyn Oldfield Unit for the purposes of company law, are responsible for the preparation of financial statements which are required to be prepared in accordance with applicable law and United Kingdom accounting standards. 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 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 charitable company's state of affairs at 31st March 2001 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.

62 Wilson Street
London EC2A 2BU

23rd July 2001

Crouch Chapman

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, 2001

INCOME AND EXPENDITURE		Operating Fund £	Restricted Fund £	Total 2001 £	Total 2000 £
	Notes				
Incoming Resources					
Sainsbury's Trust		40,000	-	40,000	-
Barings		50,000	-	50,000	25,000
CPF		24,773	38,946	63,719	63,719
Comic Relief		-	25,000	25,000	25,000
London Borough Grants		10,752	33,652	44,404	44,404
National Lottery		-	60,334	60,334	55,000
King's Fund		-	2,500	2,500	8,250
Less: Deferred income	6	(25,000)	(5,834)	(30,834)	(1,250)
Add: Deferred income released		-	1,250	1,250	-
Interest receivable		10,298	-	10,298	9,777
Membership fees and sundry income		7,637	-	7,637	457
		118,460	155,848	274,308	230,357
Resources Expended					
Direct charitable expenditure:					
Staff costs	2	5,000	109,212	114,212	97,290
Professional support		9,013	-	9,013	-
Training provided by unit		-	32,272	32,272	42,962
Consultancy		-	41,789	41,789	16,115
Printing, postage and stationery		6,711	-	6,711	4,529
Telephone		2,410	-	2,410	2,700
Publications and references		579	-	579	7,717
		23,713	183,273	206,986	171,313
Other expenditure:					
Management and administration of the charity	3	43,850	-	43,850	47,210
Fund raising/publicity		-	-	-	-
Total Resources Expended		67,563	183,273	250,836	218,523
Net Movements in Funds Before Transfers		50,897	(27,425)	23,472	11,834
Transfers between funds		(24,630)	24,630	-	-
Net Incoming/(Outgoing) Resources		26,267	(2,795)	23,472	11,834
Fund balances b/fwd at 01.04.00		189,330	2,795	192,125	180,291
Fund balances c/fwd at 31.03.01	8	215,597	-	215,597	192,125

EVELYN OLDFIELD UNIT

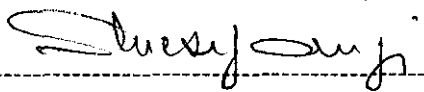
(A company having no share capital and limited by guarantee)

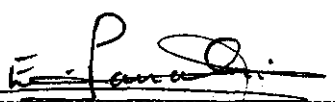
BALANCE SHEET

31ST MARCH, 2001

	Notes	£	2001 £	£	2000 £
FIXED ASSETS					
Tangible assets	4		12,346		6,708
CURRENT ASSETS					
Debtors	5	32,537		18,780	
Cash at bank and in hand		240,884		183,228	
		<u>273,421</u>		<u>202,008</u>	
CREDITORS: Amounts falling due within one year:					
Accruals		(940)		(940)	
Deferred income		(30,834)		(7,079)	
Other creditors		<u>(38,396)</u>		<u>(8,572)</u>	
NET CURRENT ASSETS			<u>203,251</u>		<u>185,417</u>
NET ASSETS			<u><u>215,597</u></u>		<u><u>192,125</u></u>
FUNDS					
Unrestricted	7		215,597		189,330
Restricted			-		2,795
			<u><u>215,597</u></u>		<u><u>192,125</u></u>

The financial statements were approved by the Board on 19 JUL 2001 and signed on its behalf by





) TRUSTEES

J. SHIEKH

E. PANAH



NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2001

1. ACCOUNTING POLICIES

The accounts have been prepared in accordance with the Charities Statement of Recommended Practice (SORP) 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 received during the year together with interest received and membership fees received.

Resources Expended

Resources expended have been apportioned where necessary between direct charitable expenditure and other expenditure 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
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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

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2. TRUSTEES AND EMPLOYEES

	2001 £	2000 £
Staff costs:		
Wages and salaries	107,068	91,186
Social security costs	10,855	7,995
Other pension costs	9,074	6,361
	<u>126,997</u>	<u>105,542</u>

Expenditure allocated to administrative staff costs amounted to £12,785 (2000: £8,252)

The average monthly number of employees during the year is set out below. In 2000/2001 staff numbers included two part time workers and three full time employees at 31st March 2001.

	Number	Number
Office and administration	<u>5</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.

3. MANAGEMENT AND ADMINISTRATION

	2001 £	2000 £
Staff costs	12,785	8,252
Conferences/staff training	5,483	3,435
Rent, rates and service charge	15,229	18,398
Insurance	658	343
Light and heat	1,162	1,400
Supervision of coordinator	300	500
Legal and professional	-	309
Audit and accountancy	994	999
Sundry expenses	541	461
Depreciation	2,819	5,723
AGM & Management meetings	3,485	7,032
Travel	109	101
Bank charges	285	257
	<u>43,850</u>	<u>47,210</u>

AGM costs in the 1999/2000 accounts 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 2000	25,260
Additions	8,436
	<hr/>
At 31st March 2001	33,717
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DEPRECIATION	
At 1st April 2000	18,552
Charge for the year	2,819
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At 31st March 2001	21,371
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NET BOOK VALUE	
At 31st March 2001	12,346
	<hr/>
At 31st March 2000	6,708
	<hr/>

5. DEBTORS

	2001 £	2000 £
Debtors	6,096	13,250
Prepayments and accrued income	5,691	5,530
Accrued income	20,750	-
	<hr/>	<hr/>
	32,537	18,780
	<hr/>	<hr/>

6. DEFERRED INCOME

The charity received an additional £500 from the King's Fund in 2000/2001 designated for the provision of services to refugee community organisations during the financial year 2001/02. This will be released in full in the year ended 31st March 2002. The National Lottery Grant commenced in August 1998 and in order to spread the income over the three year grant period, £5,334 was deferred at 31st March 1999, 31st March 2000 and 31st March 2001. This will be released in full in the year ended 31st March 2002. The grant towards core costs for 2001/02 from The Baring Foundation was received prior to the year end and is therefore deferred. Movements in the deferred income account are set out overleaf.

EVELYN OLDFIELD UNIT

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

NOTES TO THE FINANCIAL STATEMENTS

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6. DEFERRED INCOME - continued

	King's Fund £	NLCB £	Baring Foundation £	Total £
Balance at 1st April 2000	1,250	5,334	-	6,584
Released in year	(1,250)	-	-	(1,250)
Received in year	500	-	25,000	25,500
Balance at 31st March 2001	500	5,334	25,000	30,834

7. UNRESTRICTED FUNDS

The management committee designated the unrestricted fund at 31st March 2001 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:-

	2001 £
DESIGNATED FUNDS	
Service provision	42,471
Research and development work	53,620
Support of Restricted Funds	
Match funding for existing posts (Director, Training Manager, Finance and Administration Officer)	108,888
Equipment and furniture	10,618
	<u>215,597</u>