



Promoting Justice, Health, Education & Social Development

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CENTRAL AFRICA'S RIGHTS & AIDS (CARA) SOCIETY
(A Company Limited by Guarantee)

TRUSTEES' REPORT & ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2018



Charity Registration No. 1135610

Company Registration No. 06673504 (England and Wales)

Company No. 06673504 - Charity No. 1135610 - HMRC No.: XT12788
OISC No. N200500010 – ICO No.: Z154587X - Debt Counselling Group Licence No. G900014



Supported by



City and Hackney



CENTRAL AFRICA'S RIGHTS & AIDS (CARA) SOCIETY
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LEGAL AND ADMINISTRATIVE INFORMATION

Trustees: Mr Abdilahi Dahir NUR, DIPSW BA (Hon's) LLM – Director
Mr Nduli Marcel MBUIMA – Director
Mr Jean-Louis NGAMUNA-TAMPA, BSc (Hon's) – Director
Ms Constantine Wayinu Emily NGAMUKWHUOM – Director

Secretary: Ms Almonda Bumi COLE, BA (Hon's)

Charity Number: 1135610

Company Number: 06673504

Registered Office: 18 - 22 Ashwin Street
Dalston
Hackney
London
United Kingdom
E8 3DL

Bankers: HSBC Bank PLC
312 Seven Sisters Road
Finsbury Park
London
N4 2AW

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TRUSTEES' REPORT

The trustees are delighted to present their report together with the annual financial statements of the charity for the year ENDED 31 MARCH 2018.

The accounts have been prepared in line with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

About the Charity

The Central Africa's Rights & AIDS (CARA) Society is a charitable company limited by guarantee, incorporated at Companies House of England and Wales on 14/08/2008; and registered as a charity with the Charity Commission of England and Wales on 21 April 2010 (Charity No. 1135610). Consequently, CARA operates under the laws of England and Wales and is governed by the Memorandum of Association that sets out its purpose to promote justice, health, education and social development as well as the interests and cause of all its members. In the event of the company being wound up members are required to contribute an amount not exceeding £1.00.

CARA is a registered charity by the Charity Commission of England and Wales - Charity No. 1135610; a Company Limited by Guarantee Registered by the Companies House in England and Wales - Company Registration No. 06673504; a Charity Registered by Her Majesty's Revenues & Customs - HMRC No.: XT98 88; Registered by the Information Commissioner's Office No.: Z154587X and exempted to provide immigration advice and services by the Office of Immigration Services Commissioner (OISC) - Reference Number N200500010.

Structure, Governance, Recruitment of Trustees and Management

CARA is governed by a Board of Directors. The directors of the company are also charity trustees for the purposes of charity law; and directors are resident in the United Kingdom. Under the requirements of the Memorandum and Articles of Association the directors meet at least four times a year. The Directors and Management of CARA strives to ensure that the makeup of the board appropriately reflect our service users and service providers. The directors who held office during the financial year and at the date of this report are set as follows:

Mr Abdilahi Dahir NUR, DIPSW BA (Hon's) LLM – Director
Mr Nduli Marcel MBUIMA - Director
Mr Jean-Louis NGAMUNA-TAMPA, BSc (Hon's) – Director
Ms Constantine Wayinu Emily NGAMUKWHUOM – Director
Ms Almonda Bumi COLE, BA (Hon's) – General-Secretary

None of the trustees has any beneficial interest in the company. All of the trustees are members of the Board of Directors of the company and guarantee to contribute £1.00 in the event of a winding up.

How We Are Structured Behind The Scenes

CARA is staffed and led by a group of unpaid local volunteers and local professionals. Trustees (Directors of the Charity) meet at least quarterly and are responsible for the strategic

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direction and policy of the charity. Specialist sub committees are convened from time to time. A scheme of delegation is in place and day-to-day responsibility for the provision of the service rests with the Coordinator who is responsible for ensuring that the charity delivers the services specified and key performance indicators are met. The Coordinator has responsibility for the day-to-day operational management of the office, individual supervision of the staff and volunteer team and for ensuring that the team continues to develop skills and working systems in line with good practice.

Type of Governing Document

Memorandum and Articles of Association incorporated on 14 August 2008 as amended by the Special Resolution adopted on 20 March 2010, as registered at the Companies House on 13 April 2010.

Appointment and Training of Trustees

Members of the Trustees Board are the Charity trustees for the purpose of charity law and are also directors for the purposes of the company law. Appointment to the board is by election at the Annual General Meeting or by being co-opted by the Board of Directors, provided that on appointment the total number of co-opted Trustees does not exceed the number set out in the memorandum of association. Due to the nature of the charity the Board of Directors seek to ensure that the needs of the community we represent are adequately represented and reflected through the diversity of the board.

Trustee Induction and Training

CARA has been particularly fortunate in the quality of its recruits. Over the past twelve months two training session about the governance of the charity were attended by Trustees. A further two briefing session was attended by the Trustees to broaden their understanding about the nature of CARA's focus and practical work of the charity. Trustees are also encouraged to attend the office monthly team meetings when they are able and on occasions volunteers at the office. In addition, Trustees attend various events locally and nationally as well as meetings with organisations working on similar fields as CARA.

Mission Statement

CARA's principles and vision statement include:

- I.1. promoting health, education, social development and other charitable purposes such as advise, advocacy, information, referrals, immigration and welfare advise, drug misuse awareness, neighbourhood initiatives, community development, translation, interpretation, research and family mediation.
- I.2. involving service users, especially those who are disadvantaged like disabled, older, children and young people, in the planning of services and improving the welfare of all the public.
- I.3. empowering disadvantaged communities and all aliens to understand and integrate into the British society successfully and enabling African immigrants to understand British social policies very well in order to find ways of implementing them into the community.
- I.4. valuing diversity, collaborative working/sharing of best practices, resources and providing training for professionals working with Central African community and helping in the rehabilitation of offenders and other disadvantaged disabled, old and young people; women victims of domestic violence and those who are pregnant and new mothers.

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Objectives

CARA's principles and vision is very well described in our formal Objects as set out below:

- (1) to relieve financial hardship by giving advisory and other charitable services such as money, food, clothing and housing to asylum seekers, refugees, offenders and those suffering from disabilities, sickness, old age, and joblessness;
- (2) to promote health and the relief of sickness of persons with diseases such as HIV/AIDS pandemic, STIs, TB, cancer and those suffering from the effects of physical, mental and learning disabilities through education, counselling, prevention awareness campaigns, access to medical facilities, support and the pursuit of healthy recreation, e.g. exercise and sport;
- (3) to advance education of the public by providing educational advisory and other services to parents/guardians and those in schools, colleges and universities (i.e. by setting up children's playgroups, parents/schools committees, research groups, work-related training, and providing links with job agencies;
- (4) the relief of unemployment for the benefit of the public in such ways as may be thought fit, including assistance to find employment;
- (5) to provide facilities for recreation and leisure time activities for people living in the area of benefit in the interests of social welfare who are in need of such facilities by reason of their youth, age, infirmity or disablement, poverty or social and economic circumstances with a view to improving the conditions of life of the said inhabitants;
- (6) the promotion of racial harmony;
- (7) to establish or to secure the establishment of a community centre and to maintain and manage, or to co-operate with any local statutory authority in its maintenance and management;
- (8) to further such charitable purposes for the benefit of the community and the public as the directors see fit;

Activities

The charity's objectives, as detailed in the Memorandum and Article of Association, are to promote justice, health, education and social development as well as the interests and cause of all its members. In our 2017 report, we set out our 2018 activities plans. Here, we report back on them. To find out more, request a copy by calling 0844 478 0015 or emailing info@cara-online.org. Throughout much of the past year, we have run activities on HIV/AIDS prevention, care and support, basic human rights.

Our main activities included:

1. Legal: Defending the legal rights of poor people who cannot afford a lawyer and helps them to 'save' their homes, keep their jobs and protect their loved ones. Helping the poor to know, understand and achieve their rights by providing information, counselling, community law centre, legal advice, advocacy and referrals on debt and money, immigration, employment, welfare, housing, etc;
2. HIV/AIDS: we run a free condom-scheme as well as prevention workshop in partnership with the local health authority for our stakeholders affected or in danger of becoming affected by HIV/AIDS through:
 - * Outreach: Distribution of free condoms and sexual health information about HIV/AIDS and other STIs;
 - * Drop-in service: Providing advice on sexual health issues and signposting to the relevant public services;
 - * Campaigns: Working with the communities to reduce the incidence of HIV, STIs and teenage pregnancy;
 - * Support Group/Discussion: Prevention, care and support for those affected by HIV/AIDS and their family;
 - * Workshop/Seminars: Empowering the poor people, especially women, to be in control of their sexual health;

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3. Raising awareness of needs our stakeholders and the ways in which people can help. This is done through a programme of site visits and events in the area of benefit and in particular the advancement of education, the protection of good health both mental and physical, the relief of poverty and sickness and the provision, in the interests of social welfare, of facilities for recreation or other leisure time occupation with the object of improving the conditions of life of our stakeholders and the wider community
4. Protection: Protection for people affected by conflict, natural disaster and exploitation
5. Translation & Interpretation Services from and into English and more than 150 languages including French, Portuguese, Lingala, Kikongo, Somali, Kinyarwanda, Kirundi, Krio, Swahili, Shona, etc.
6. Volunteering: Improve employability skills through provision of training on CV preparation, job application and job search skills, practical experience in basic office and customer services;
7. Other charitable activities: Disability awareness, Community Care, Community Relations, Cultural/Leisure activities, etc.

Day to Day Management of the Charity

A volunteer coordinator appointed by the Trustees oversees the day to day running of the Charity. Unpaid volunteers and professionals participate in the development of the organisation's strategy and goals and are kept fully updated on progress towards its delivery through briefings on performance throughout the year. Major financial and policy decisions are made by the trustees.

What We Do

CARA provides free, confidential and impartial services dedicated to promoting justice, health, education and social development as well as the interests and cause of all its members. We are staffed and run by unpaid volunteers. Our staff and volunteers are trained, briefed and supported to adequately deal and solve issues on social justice, education, health and social development. During the last twelve months, we assisted thousands of service users with hundreds of issues.

Risk Management

The Trustees have conducted a review of the major risks to which the charity is exposed. This is updated regularly, at each management committee and in ad hoc meetings as necessary. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Internal financial control risks are minimised by the implementation of procedures for authorisation of all transactions; in particular, online transactions require the authority of two nominated authorisers. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the office and also when staffs are out visiting clients. The Risk Assessment has been updated.

How the Charity Works

CARA is run entirely by volunteers and by the support of those who give their time and energy to help make dreams come true. We have no paid charity workers. Our services are designed and dedicated to promoting justice, health, education and social development as well as the interests and cause of all its members in Hackney, across London and throughout United Kingdom. We campaign with and on behalf of our service users. We also run workshops as well as schemes aimed at HIV/AIDS prevention, reducing premature deaths and improving the quality of basic education for all.

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 March 2018 (cont)

How The Public Knows Us

CARA is known by the public partially because our work and project are designed and dedicated at address issues our service users are facing locally. To achieve this, we run face-to-face, one – on – one and over the phone informal consultation on a number of social at the request of the service user. We also represent our service users to Court. We also keep our website up to date.

Volunteering

We welcome and value every volunteer, from all walks of life. Whatever your interests, experience or skills, we have a role for you. You can make an amazing difference at Samaritans. We currently have over 42 volunteers giving up a few hours of their time every few weeks to help support people around London through whatever is troubling them. You can volunteer for as little as four hours a week.

Training Report

Last year CARA had run 5 training and briefing sessions. We kept at this path over the past twelve months. Every session was run by specialists drawing upon their expertise and experiences and at every session there were opportunities for our volunteers as well as trustees to participate. These training and briefings enables CARA to strengthen the capacity of its volunteers, professionals and trustees to respond to the needs of its stakeholders in the community and across the UK.

In Kind Direct & Giving World Online

From April 1st 2017 to March 31st 2018 our charity was sourced £2,014.01 in goods valued at over £6,042.03. The goods received have all been donated to persons in need and those who have found themselves in a destitute situation. More than 453 people have benefited from goods obtained from In-kind direct and Giving World Online during this period.

116 Volunteers Gained As Much As They Gave

A team of well-trained, competent volunteers is crucial to the running of the organisation. They cover a daily rota answering telephone inquiries and form-filling, both in the office as well as representing or translating for service users in Tribunals or GP surgery. Some have few years of experience: 31 have been with CARA for more than four years and a further 22 for well over two years. In addition to providing advice and support to our service users, they have been vital in maintaining and improving our support systems, including the new on-line diary. Currently, in an average week the volunteers contribute a total of ninety-three hours to the charity. Our volunteer policy clarifies what volunteers can expect from the service and what we also expect from them.

People's Time & Skills Used To Best Effect

The Trustees of CARA remain ever grateful for the continued support of our network of volunteers across the wider community. Over 42 volunteers donated their time over the past year to CARA. Across our services we have over 69 dedicated volunteers who help with events co-ordination, service users, running our Saturday schools; CGCE booster sessions, or through social and legal research and policy – and their contributions in meeting the needs of our stakeholders cannot be over-estimated. We are developing our Volunteering Strategy and will be further strengthening the links between our volunteering and service user involvement programmes.

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Networking and partnership

CARA is centrally placed between Dalston Junction Station and Dalston Kingsland Station. We have developed close working relationships with Hackney Homes, Hackney Council, Hackney Council for Voluntary Sector (HCVS), Hackney Voluntary Action (HVA). Partnership has also been established with Stop TB Partnership and Come Correct and The Free Condom Project. Effective links have also been made with City and Hackney NHS PCT, Hackney Business Link and World Association of Non-Governmental Organizations (WANGO). We continue to be member of Fundraising Standard Board, the Information Commissioner's Office (ICO), AdviceUK, Money Advice Trust, Office of Immigration Services Commissioner (OISC), London Voluntary Service Council, National Council for Voluntary Organisations (NCVO), Hackney African Forum (HaAFO) and Community African Network (CAN).

Achievements and Performance

In last year's Annual Report and Financial Statements, we exceeded our objectives targets in spite of great uncertainty and tightening purse strings. We are happy to report that we have managed to repeat those same efforts this year whilst aligning more of our services to these areas in need of significant support and we are working with more disadvantaged groups in these areas.

Performance highlights:

- Last year, CARA provided support, assistance, guidance, information and other services. This year, we were of service to a total of 11, 004 service users, of which 10, 014 were adult and the rest children aged 14 to 18 years old. The vast majority of our service users were of Sub-Saharan Africa, and largely of French speaking countries. But we have also welcomed and provided services to a sizable number of service users from South-East Asia as well as Turkey and Eastern European countries.
- During the previous year, CARA provided essential HIV/AIDS preventive services. We continued this critical work during the 2017/2018 year due to the fact that STIs, which HIV/AIDS is one of the infections, has continued to rise in Hackney's black communities and focused our efforts on those groups at a greater risk. This included the following:
 1. Advice and Information: CARA provides a semi-telephone advice service about STIs and HIV/AIDS to people of African background in the borough of Hackney. The phone line is staffed Monday to Friday 09.00 am to 1.00 pm. We continue to maintain CARA's website where service users and professionals can find out information and we can also be contacted by email. This year we had 2,723 enquiries about STIs and HIV/AIDS issues. We also offered one to one chat at the office. The majority of these chats happened when service users come to collect condoms.
 2. Health Outreach: In light of the rise in number of people of African and Caribbean origin infected with STIs and HIV/AIDS, we have been running and leading health outreach in the community with an emphasis on preventing STIs spreading. Our work as part of the Free Condom Project, funded by Hackney Public Health, has continued throughout the year; opening our doors five days a week for members of the community to collect condoms for free.
 3. Welfare Reform: We have been also been running drop in centres to answer our service users' inquiry about the welfare reform as well as to assist some of them apply for the right benefit. The main benefits we have helped people claim are the Disability Living Allowance, which is being slowly replaced by Personal Independence Payment for new claimants aged 18-64. Another benefit we have helped a large number of people apply for has been Housing Benefits. This year we successfully helped over 2, 337 service users claim the right benefit.

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4. Employment Advice: Throughout the previous 12 months we have provided over 98 individuals with Employment Law Advice and through our advice, some clients regained employment, some saw an improvement in their employment terms and conditions and some proceeded successfully to take their employers to an Employment Tribunal.
5. Translation & Interpretation Services: We provided CERTIFIED OFFICIAL TRANSLATIONS of various documents such as Marriage Certificates, Birth Certificates, Passports, Naturalisation Certificates, etc. nationwide. Translations/interpretations are done from and into English and more than 150 languages, including French, Portuguese, Lingala, Kikongo, Somali, Kinyarwanda, Kirundi, Krio, Swahili, Shona, etc. We take requests over the telephone, fax, email and can post back translated documents anywhere in the United Kingdom. This service is provided to an extensive list of NGOs and Government bodies, Councils, Businesses and individual all over the United Kingdom.
6. Education: CARA empowered the children, parents as well as any adult by helping them to reach their potentials, i.e. by equipping them with school fees as well as the right skills and knowledge that help to transform their lives.
7. Public Awareness: CARA continues to work with key partners on developing strategies to alleviate poverty and hardship to the residents of Hackney, and ensuring that the residents are aware of how to access the help they need.

External Factors affecting achievement of charitable objectives

CARA works with underprivileged communities in some of London and Britain's socially deprived areas. These areas have specific characteristics that make community cohesion less developed and more fragile than in more rural locations. While this characteristic make the provision of community-based support more difficult, at the same time it makes it more urgent and critical for these communities to continue to be supported. This issue, given our limited resources and lack of finance, obstructs both the speed at which progress could be attained as well as our ability to support the wider community in need.

Plans for the future

Objectives for 2018/2019 & Strategic Development

Changes in the national benefits system continue to have a significant impact on our work. As in last year, we have experienced increased demand from distressed service users moving from long term Incapacity Benefits to Employment and Support Allowance at a time when other voluntary agencies in Hackney have had to close their doors due to lack of funding. We do have concerns over the slow processing of Personal Independence Payment replacing Disability Living Allowance as well as the government's continue welfare reform policy. These changes will inevitably require CARA to invest time and resources in training for staff and volunteers and to set up new ways to support most disadvantaged groups in the community.

Additionally, CARA wishes to be exempted at OISC Level 3 as well as to have specialist immigration advisers to represent service users at bail and appeal hearings before an Immigration Judge at the First-tier Tribunal (Immigration and Asylum Chamber). We are still working on securing funds that will allow us to employ both a Solicitor and a Barrister whose task will include dealing with our service users on a full-time basis.

Other future plans include:

- Raising the standard of living of individuals through training in skills that will help them and their families to be self reliant and capable for better jobs.
- Increase awareness on health and social inclusions and encourage individuals to improve their wellbeing by organising workshops and focus groups.

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- Increase the involvement of youth in activities that improve their understanding of their culture, through reading and writing of their cultural language.
- Develop a programme for work with street kids in Africa.
- Reduce crime through activities that raise awareness of the dangers involved and how best to deny or avoid violence.

Public Benefit Statement

CARA is required to report on how its activities deliver benefits to the public, which gives our Trustees latitude to decide on priorities. And in the above sections entitled "Objectives and Activities" and "Achievements and Performance" our Trustees set out CARA's objectives and report on the activities and successes in the year to the 31st of March 2017. The section entitled "Future Plans: Objectives for 2017/2018" explains the plans for the next financial year. The work of CARA benefits the community and members of the public in both Africa and the UK.

CARA's trustees have considered this matter and concluded that:

1. the benefits are for the public, are not unreasonably restricted in any way;
2. the aims of the organisation continue to be charitable;
3. there is no detriment or harm arising from the aims or activities; and
4. the aims and the work done give identifiable benefits to individuals in need;

Financial Review

CARA's principal activities are the provision of a range of life-changing services to underprivileged communities living in some of London and Britain's socially deprived areas. As such, and because of lack of grant at local or national level, we rely on our members and the generosity of good-willed individuals to continue coming in aid of those in need of our services in United Kingdom and Africa. As described earlier in this report, we have made excellent progress against most of the objectives we set for the year. We have provided our charity's service users with services that meet their needs, wishes and wants. We are currently exploring ways to review our business plans as well as new fundraising strategies to enable us to continue with our services. And although the financial position of the charity is not better than anticipated, we are grateful to our funder, the Bootstrap Ltd (Charity No. 275489), for proving us with its funding of £4,500.00, which has equated a subsidy of £375.00 per month on our monthly rental invoice from April 1st 2017 to March 31 2018. Further, we are also grateful to other funders, donors and other stakeholders – notably In-kind Direct, Giving World Online, Come Correct (or CCard) Scheme, Brook, Mrs Amanda Leveté, Community African Network (CAN), Hackney African Forum (HaAFO), Awards for All, Hackney Councils, Hackney PCT, Hackney Business Link, Middlesex Legal Centre, CASA UK, AdviceUK and OISC for their contributions and invaluable input for CARA's development

Our total income for the year was up to £60,015 from £50,170 for last year while total expenditure for the year was £60,012 compared to £52,246 for the previous year. The major sources of income received during the year were from online donations from members of the public. A total of £57,163 unrestricted income was received during the year from donations from the general members of the public.

Reserves Policy

CARA's Board of Trustees established a Reserves policy requiring that unrestricted funds not committed or invested in tangible fixed assets are equivalent to at least three months of

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 March 2016 (cont)

operating expenses. The purpose of the reserve is to give our charity a reasonable degree of security and enable our organisation to manage unforeseen events as well as to provide some comfort to service users and major donors with respect to continuity of services and security that CARA's activities will proceed as planned. As at 31st MARCH 2018, free reserves were £760.12 and the desired level of reserves is £25,000. We will still continue to make lots of efforts in order to build the reserves to our desired level.

Asset Cover for Funds

Note 5 sets out an analysis of the assets attributable to the various funds and a description of the trusts. These assets are sufficient to meet the charity's obligations on a fund-by-fund basis.

This report was approved by our charity's Board of Trustees.



.....
Mr Jean-Luis NGAMUNA-TAMP A - Director

Dated: November 20th 2018

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INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2018

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of Company Law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Secretaries and Administrators.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act);
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent Examiner's qualified statement

In connection with my examination, no matters have come to my attention:

1. which gives me reasonable cause to believe that in any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached for the year ended 31 March 2018.



C. Ndoro, FCCA, ACIS, MBL (unisa)
Globalco Services Limited
65 Bicknoller Road
Enfield
EN1 3NW

Date: 20th day of November 2018

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STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2018

	Notes	Unrestricted Funds	Restricted Funds	2018 Total Funds	2017 Funds
		£	£	£	£
Incoming Resources					
<u>From Generated Funds</u>	2				
Voluntary Income		57,163	-	57,163	48,145
Other income		2,852	-	2,852	2,025
Total Incoming Resources		60,015	-	60,015	50,170
<u>Resources Expended</u>	3				
Cost of Generating Funds					
Cost of generating voluntary income		3,509	-	3,509	1,089
Charitable Activities		53,962	-	53,962	49,518
Governance Costs		2,541	-	2,541	1,639
Total resources expended		60,012	-	60,012	52,246
Net Income (Loss) for the year					
Net movement in funds		3	-	3	(2,076)
Fund balances brought forward		1,107	-	1,107	3,183
Balances carried forward	5	1,110	-	1,110	1,107

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BALANCE SHEET AS AT 31 MARCH 2018

	Notes	2018 £	2017 £
Fixed assets			
Tangible fixed assets	8	<u>550</u>	<u>-</u>
		-	-
Current assets			
Cash at bank and in hand		760	1,307
Creditors:			
Amounts falling due within one year	7	<u>(200)</u>	<u>(200)</u>
Net current assets		<u>560</u>	<u>1,107</u>
Net assets		<u>1,110</u>	<u>1,107</u>
Funds			
Unrestricted funds	6	<u>1,110</u>	<u>1,107</u>
		<u>1,110</u>	<u>1,107</u>

The company is entitled to exemption from audit under section 477 (2) of the Companies Act 2006 for the year ended 31 March 2018.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2018 in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for:

- Ensuring that the company keeps accounting records which comply with Section 386 of the Companies Act 2006 and
- Preparing financial statements which give a true and fair view of the state of affairs of the company at the end of each financial year and its profit and loss account for the financial year in accordance with the requirements of Section 393 and which otherwise comply with the requirements of the Companies Act 2006 relating to company accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the provisions applicable to Companies subject to the Small Companies' regime.

The financial statements were approved by the board of directors on 20/11/2018 and were signed on their behalf by



Mr Jean-Luis NGAMUNA-TAMPA - Director

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

1. Accounting Policies

1.1 Basis of preparation

The accounts have been prepared under the historic cost convention.

The charity has taken advantage of the exemption in Financial Reporting Standard No. 1 from the requirement to produce a cash flow statement on the grounds that it is a small charity.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006.

1.2 Incoming resources

All incoming resources are reflected in the accounts when the company is legally entitled to the income and the amount can be quantified with reasonable accuracy.

1.3 Resources expended

All expenditure is accounted for on an accrual basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent to the use of the resource.

1.4 Fixed assets and depreciation

Fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost over the useful life of the assets as follows:

Computer equipment – over two years.

1.5 Fund accounting

Unrestricted funds are expendable at the discretion of the directors in furtherance of the objects of the organisation. The fund comprises the accumulated surpluses and deficits of unrestricted income and expenditure.

CENTRAL AFRICA'S RIGHTS & AIDS (CARA) SOCIETY
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018 (continued)

2. Incoming Resources

	Restricted	Unrestricted	Total 2018	Total 2017
	£	£	£	£
Voluntary income	-	57,163	57,163	48,145
Other income	-	2,852	2,852	2,025
	<u>-</u>	<u>60,015</u>	<u>60,015</u>	<u>50,170</u>

3. Resources expended

	Fundraising	Education	HIV/AIDS Awareness	Advice & Advocacy	Disability Awareness	Governance	Total 2018	Total 2017
	£	£	£	£	£	£	£	£
Printing	-	6	9	22	25	-	62	-
Publishing & distribution	-	-	-	-	-	-	-	-
Publicity	132	351	460	1,228	1,338	-	3,509	420
Telephone	152	304	305	1,066	1,066	152	3,045	2,794
Rent & Rates	100	199	199	1,007	697	100	2,302	4,242
Accountancy	-	-	-	-	-	336	336	200
Stationary & Postage	23	46	46	161	161	23	460	-
Travel & subsistence	115	32	974	617	360	-	2,098	397
Medical fees	-	-	-	2,464	-	-	2,464	-
Condom distribution	-	-	-	-	-	-	-	-
Volunteer training & welfare	-	-	3,904	2,603	-	-	6,507	1,750
Subscriptions	-	-	-	-	-	156	156	183
Fees	-	7,962	-	-	-	-	7,962	12,507
Bank charges	-	-	-	-	-	-	-	4
Advocacy, Advice counselling	-	-	-	-	-	-	-	12,092
Other administration costs	1,300	2,585	2,585	11,646	9,046	1,284	28,446	2,939
Insurance	-	-	-	-	-	462	462	230
Depreciation	28	55	55	193	192	28	551	165
Hardship alleviation	-	-	1,597	-	-	-	1,597	14,323
Foreign Commonwealth Office	-	-	-	55	-	-	55	-
Total resources expended	1,850	11,540	10,134	21,062	12,885	2,541	60,012	52,246

CENTRAL AFRICA'S RIGHTS & AIDS (CARA) SOCIETY
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018 (continued)

4. Staff costs

The company had no paid staff during the year.

5. Analysis of assets between funds

	Restricted	Unrestricted	Total Funds 2018	Total Funds 2017
	£	£	£	£
Cash	-	760	760	1,307
Current liabilities	-	(200)	(200)	(200)
Fixed assets	-	550	550	-
	<u>-</u>	<u>1,110</u>	<u>1,110</u>	<u>1,107</u>

6. Funds

	At 31 March 2017	Incoming Resource	Outgoing Resources	Transfers	At 31 March 2018
	£	£	£	£	£
Restricted funds	-	-	-	-	-
Unrestricted funds	1,107	60,015	(60,012)	-	1,110
	<u>1,107</u>	<u>60,015</u>	<u>(60,012)</u>	<u>-</u>	<u>1,110</u>

7. Creditors falling due within one year

	At 31 March 2018	At 31 March 2017
Accruals and other	<u>200</u>	<u>200</u>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018 (continued)

8. Fixed assets

Office Equipment

	2018	2017
	£	£
Cost		
At the start of the year	8,084	8,084
Additions during the year	1,100	-
Disposal in the year	-	-
	9,184	8,084
Depreciation		
At the start of the year	8,084	7,919
Charge for the year	550	165
Disposal in the year	-	-
	8,634	8,084
Net book value 31 March 2018	550	-
Net book value 31 March 2017	-	165