

**THE PANJABI CENTRE LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

**LEVY + PARTNERS LIMITED
CHARTERED ACCOUNTANTS
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The Panjabi Centre Limited
(A company limited by guarantee)

Contents

For the year ended 31 March 2021

	Page
Legal and administrative information	1
Trustees' report	2 - 3
Independent examiners' report	4
Statement of financial activities	5
Balance sheet	6 - 7
Notes to the financial statements	8 - 13

The Panjabi Centre Limited
(A company limited by guarantee)

Legal and administrative information

For the year ended 31 March 2021

Charity number 1065534

Company registration number 3387854

Registered office 30 Sussex Road
Southall
Middlesex
UB2 5EG

Trustees Amarjit Kaur Khera
Benjamin James Schofield (Treasurer)
A N Kendall
Manjinder Singh Chahal 11 July 2020 (Appointed)
Ajit Singh Khera 11 July 2020 (Appointed)

Secretary Mrs Jain Sidhu

Independent examiner Rakesh Bhargava B.Phil, ACA
Levy + Partners Limited
Chartered Accountants
7-8 Ritz Parade
Western Avenue
London
W5 3RA

Bankers C A F Bank
25 Kings Hill
West Mailing
Kent
ME19 4JQ

The Panjabi Centre Limited
(A company limited by guarantee)

Report of the trustees (incorporating the directors' report)

For the year ended 31 March 2021

The trustees present their report and the financial statements for the year ended 31 March 2021. The trustees, who are also directors of The Panjabi Centre Limited for the purposes of company law and who served during the year and up to the date of this report are set out on page 1.

The trustees have adopted the provisions of Accounting and Reporting by Charities : Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)

Structure, governance and management

The Panjabi Centre Limited was incorporated on 17 June 1997 as a private company limited by guarantee with the company number 3387854 and registered as the Charity on 6 November 1997 with registration number 1065534. The working name of the Charity is "The Panjabi Centre".

The charity's governing document is the Memorandum and Articles of Association, as amended by a special resolution dated 1 October 2005.

Objectives and activities

The principal activity of the charity is to promote education for the benefit of the public in all aspects of panjabi language, history and culture.

Achievements and performance

This year is the 19th anniversary of The Panjabi Centre and we have made substantial progress in terms of an increase in volunteers, radio listeners, customers and supporters of the Charity.

- We have successfully renewed our community radio licence with Ofcom for five years now runs until May 2019. We are already broadcasting on Desi Radio 1602AM since May 2002, 24 hours and seven days a week. The popularity of the radio increases and, advertising revenue is made up predominantly small local businesses.
- Our cultural activities, Jago, Tee-yan and Lohri (Punjabi folk dances for women and winter festivals) are celebrated with increasing numbers of participants each year.
- The revenue from social activities e.g. Dinner & Dance, Shabeel, Jago and general donations from the community have also increased.
- Media Training :- We also continue to offer weekend training for those people who are interested in presenting on Desi Radio, a modest charge is made and there are places for 10 people to participate.

The Board of Trustees and Members of the Centre have contributed their time and efforts to ensure the activities of the Centre comply with the aims and objectives of the Centre.

Financial review

During the financial year, efforts were made by the Charity to find funding with applications to Heritage lottery funding. We continue to work with London Borough of Ealing and other organisations in order to identifying funding streams.

The Panjabi Centre Limited
(A company limited by guarantee)

Report of the trustees (incorporating the directors' report)

For the year ended 31 March 2021

Statement of trustees' responsibilities

The trustees (who are also the directors of the charity for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

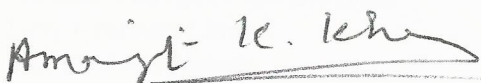
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under Part 415A of the Companies Act 2006.

On behalf of the board



Amarjit Kaur Khera

Chair / Trustee

11 December 2021

The Panjabi Centre Limited
(A company limited by guarantee)

Independent examiner's report to the trustees on the unaudited financial statements of The Panjabi Centre Limited.

For the year ended 31 March 2021

I report to the charity trustees on my examination of the accounts of The Panjabi Centre Limited for the year ended 31 March 2021, which are set out on pages 2 to 13.

Responsibilities and basis of report

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 (the '2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's report

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those accounting records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Rakesh Bhargava B.Phil, ACA

Levy + Partners Limited
Chartered Accountants
7-8 Ritz Parade
Western Avenue
London
W5 3RA

Date: 11 December 2021

The Panjabi Centre Limited
(A company limited by guarantee)

Statement of financial activities (incorporating the income and expenditure account)

For the year ended 31 March 2021

	Notes	Unrestricted funds £	2021 Total £	2020 Total £
Incoming resources				
Incoming resources from generating funds:				
Voluntary income	2	118,102	118,102	29,916
Activities for generating funds	3	59,009	59,009	164,055
Investment income	4	210	210	743
Total incoming resources		<u>177,321</u>	<u>177,321</u>	<u>194,714</u>
Resources expended				
Charitable activities	5	167,829	167,829	229,411
Total resources expended		<u>167,829</u>	<u>167,829</u>	<u>229,411</u>
Net incoming/(outgoing) resources for the year / Net income/(expenditure) for the year		9,492	9,492	(34,697)
Total funds brought forward		271,028	271,028	305,725
Total funds carried forward		<u>280,520</u>	<u>280,520</u>	<u>271,028</u>

The notes on pages 8 to 13 form an integral part of these financial statements.

The Panjabi Centre Limited
(A company limited by guarantee)

Balance sheet

As at 31 March 2021

	Notes	£	2021 £	£	2020 £
Fixed assets					
Tangible assets	11		17,792		22,240
Current assets					
Debtors	12	104,493		139,790	
Cash at bank and in hand		449,814		436,851	
		<u>554,307</u>		<u>576,641</u>	
Creditors: amounts falling due within one year	13	(291,579)		(327,853)	
Net current assets			262,728		248,788
Net assets			<u>280,520</u>		<u>271,028</u>
Funds	14				
Unrestricted income funds			280,520		271,028
Total funds			<u>280,520</u>		<u>271,028</u>

The Balance Sheet continues on the following page.

The notes on pages 8 to 13 form an integral part of these financial statements.

The Panjabi Centre Limited
(A company limited by guarantee)

Balance sheet (continued)

Trustees statements required by the Companies Act 2006
For the year ended 31 March 2021

In approving these financial statements as trustees of the company we hereby confirm:

(a) that for the year stated above the company was entitled to the exemption conferred by section 477 of the Companies Act 2006 ;

(b) that no notice has been deposited at the registered office of the company pursuant to section 476 of the Companies Act 2006 requesting that an audit be conducted for the year ended 31 March 2021.

(c) that we acknowledge our responsibilities for:

(1) ensuring that the company keeps proper accounting records which comply with section 386 of the Companies Act 2006, and

(2) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the year then ended in accordance with the requirements of sections 394 and 395, and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company.

These financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the board on 11 December 2021 and signed on its behalf by



Amarjit Kaur Khara
Chair / Trustee

The notes on pages 8 to 13 form an integral part of these financial statements.

The Panjabi Centre Limited
(A company limited by guarantee)

Notes to the financial statements

For the year ended 31 March 2021

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

1.1. Basis of accounting

The financial statements prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102"). "Accounting and Reporting by Charities" the statement of Recommended Practice for Charities applying FRS 102, the Charities Act 2011 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015. The Charity is a Public Benefit Entity as defined by FRS 102.

1.2. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included.

Gifts donated for resale are included as incoming resources within activities for generating funds when they are sold.

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable.

Income from the charity shop is included in the year in which it is receivable.

Income from investments is included in the year in which it is receivable.

1.3. Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the charity's shop.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management.

The Panjabi Centre Limited
(A company limited by guarantee)

Notes to the financial statements

For the year ended 31 March 2021

1.4. Research and development

Research expenditure is written off to the profit and loss account in the year in which it is incurred.

1.5. Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Plant and machinery - 20% reducing balance basis

1.6. Defined contribution pension schemes

The pension costs charged in the financial statements represent the contribution payable by the charity during the year.

1.7. Going concern

The financial statements have been prepared on the assumption that the charity is able to carry on business as a going concern, which the trustees consider appropriate having regard to the circumstances.

2. Voluntary income

	Unrestricted funds £	2021 Total £	2020 Total £
Donations	48,419	48,419	29,916
Grants receivable London Borough Ealing	35,000	35,000	-
Grants receivable CJRS	34,683	34,683	-
	<u>118,102</u>	<u>118,102</u>	<u>29,916</u>

3. Activities for generating funds

	Unrestricted funds £	2021 Total £	2020 Total £
Advertising sales	59,009	59,009	164,055
	<u>59,009</u>	<u>59,009</u>	<u>164,055</u>

The Panjabi Centre Limited
(A company limited by guarantee)

Notes to the financial statements

For the year ended 31 March 2021

4. Investment income

	Unrestricted funds £	2021 Total £	2020 Total £
Income from UK investment	210	210	743
	<u>210</u>	<u>210</u>	<u>743</u>

5. Costs of charitable activities - by fund type

	Unrestricted funds £	2021 Total £	2020 Total £
Wages & Salaries	55,360	55,360	43,574
Activity2 - Support - Staff - Pension costs	957	957	681
Staff training	-	-	4,744
Staff welfare	1,162	1,162	1,159
Rent and rates	15,010	15,010	48,345
Light & heat	3,821	3,821	6,669
Repair & maintenance	1,592	1,592	2,623
Insurance	1,179	1,179	1,184
Cleaning	394	394	85
Hire of equipment	-	-	2,157
General expense	13	13	588
Accountancy	1,710	1,710	1,700
Legal and professional	1,856	1,856	1,264
Telephone	5,956	5,956	4,564
Printing, postage and stationery	40	40	356
Bank charges	69	69	55
Subscriptions	1,363	1,363	1,880
Activity2 - Support - Depreciation & impairment	4,448	4,448	5,561
Transmission costs	72,899	72,899	102,222
	<u>167,829</u>	<u>167,829</u>	<u>229,411</u>

The Panjabi Centre Limited
(A company limited by guarantee)

Notes to the financial statements

For the year ended 31 March 2021

6. Costs of charitable activities - by activity

	Support costs £	2021 Total £	2020 Total £
Cost of fund raising	94,930	94,930	127,189
Transmission costs	72,899	72,899	102,222
	<u>167,829</u>	<u>167,829</u>	<u>229,411</u>

7. Net incoming/(outgoing) resources for the year

	2021 £	2020 £
Net incoming/(outgoing) resources is stated after charging:		
Depreciation and other amounts written off tangible fixed assets	<u>4,448</u>	<u>5,561</u>

8. Employees

Employment costs	2021 £	2020 £
Wages and salaries	55,360	43,574
Pension costs	957	681
Other costs	1,162	5,903
	<u>57,479</u>	<u>50,158</u>

No employee received emoluments of more than £60,000 (2020 : None).

Number of employees

The average monthly numbers of employees (including the trustees) during the year, calculated on the basis of full time equivalents, was as follows:

2021 Number	2020 Number
<u>5</u>	<u>5</u>

The Panjabi Centre Limited
(A company limited by guarantee)

Notes to the financial statements

For the year ended 31 March 2021

9. Pension costs

The company operates a defined contribution pension scheme in respect of the employees. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the company and was as follows:

	2021	2020
	£	£
Pension charge	957	681

10. Taxation

The charity's activities fall within the exemptions afforded by the provisions of the Section 478 of the Corporation Tax Act 2010. Accordingly, there is no taxation charge in these accounts.

11. Tangible fixed assets

	Plant and machinery £	Total £
Cost		
At 1 April 2020 and At 31 March 2021	117,229	117,229
Depreciation		
At 1 April 2020	94,990	94,990
Charge for the year	4,448	4,448
At 31 March 2021	99,438	99,438
Net book values		
At 31 March 2021	17,791	17,791
At 31 March 2020	22,239	22,239

12. Debtors

	2021 £	2020 £
Trade debtors	104,109	139,406
Other debtors	384	384
	104,493	139,790

The Panjabi Centre Limited
(A company limited by guarantee)

Notes to the financial statements

For the year ended 31 March 2021

13. Creditors: amounts falling due within one year

	2021	2020
	£	£
Trade creditors	1,853	1,165
Amounts owed to group undertakings	1,185	1,185
Other taxes and social security	10,951	19,621
Accruals and deferred income	277,590	305,882
	<u>291,579</u>	<u>327,853</u>

14. Analysis of net assets between funds

	Unrestricted funds	Total funds
	£	£
Fund balances at 31 March 2021 as represented by:		
Tangible fixed assets	17,792	17,792
Current assets	554,307	554,307
Current liabilities	(291,579)	(291,579)
	<u>280,520</u>	<u>280,520</u>

15. Unrestricted funds

	At 1 April 2020 £	Incoming resources £	Outgoing resources £	At 31 March 2021 £
Unrestricted Funds	<u>271,028</u>	<u>177,321</u>	<u>(167,829)</u>	<u>280,520</u>

16. Company limited by guarantee

The Panjabi Centre Limited is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.