



THE HULL AFRO-CARIBBEAN ASSOCIATION

FINANCIAL STATEMENTS

Year ended

31 MARCH 2021

Phoenix Accountancy and Business Consultancy Limited

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For the year ended 31 March 2021**

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**Trustees Annual Report
For the year ending 31 March 2021**

The Trustees present their report with the financial statements of the Charity for the year ended 31 March 2021.

Reference and Administrative Details of the Charity, its Trustees and Advisers

| | |
|-------------------------------------|---|
| <u>Name of Charity:</u> | The Hull Afro-Caribbean Association |
| <u>Charity Registration Number:</u> | 1074470 |
| <u>Principal Operating Address:</u> | 25 Park Street Hull East Yorkshire HU2 8RR |

Trustees:

Names of trustees who served during the year and since the year end up to the signing of this report were as follows:

Mr Horace Irving, Chairperson (deceased 29 January 2021)
Mr Chester Williams, Chairperson (appointed Chair 18th February 2021)
Dr Salinder Supri, Treasurer
Dr Oltunde Mcdeason Ashaolu
Mrs Angela Murden
Mrs Rita Edmond
Dr Kaylara Reed (retired 13 April 2020)
Mr Joash Mponda (retired 13 April 2020)

| | |
|----------------|---|
| <u>Bankers</u> | Lloyds Bank (Hull City Centre Branch) Grand Buildings Jameson Street Hull HU1 3JX |
|----------------|---|

| | |
|-------------------|--|
| <u>Solicitors</u> | Rollits LLP 58 High Street Hull HU1 1QE |
|-------------------|--|

Trustees Annual Report For the year ending 31 March 2021

Independent Examiner

Sian Broughton ACMA, CGMA, DChA, MAAT
Chartered Management Accountant, Director of
Phoenix Accountancy and Business Consultancy Limited
Morley's Cottage
Morley's Yard
Walkergate
Beverley
East Yorkshire
HU17 9BY

Structure, Governance and Management

Governing Document

The Hull Afro Caribbean Association is a registered Charity governed by its Constitution adopted on 11 May 1987 and amended on 30 November 1998 and 08 August 2013.

Recruitment and Appointment of Trustees

The Trustees form the Executive Committee, and sit on the Board of the Charity. The members of the Executive Committee and/or Board are elected at the Annual General Meeting (AGM) by the members of the Charity, and usually serve for an annual term except officers of the Charity who are elected every three years. All members are circulated with invitations to nominate Trustees in advance of the AGM.

The Constitution states that the maximum number of Trustees is 9. The minimum number to maintain a quorum is 3.

Organisational Structure

The Board of Trustees manages the Charity, and aims to consider only strategic decisions at its meetings. Trustees are aware that any conflict of interest is declared and minuted. The Board meets at least quarterly.

Risk Management:

The major risks to which the Charity is exposed, as identified by the Trustees, have been reviewed and systems have been established to mitigate those risks.

The Trustees and Board continue to seek the help of appropriate voluntary organisations and charities for continued guidance and support to help it stay on a positive course.

Trustees Annual Report For the year ending 31 March 2021

Objectives and Activities

The objects of the Charity as set out in the Constitution are to:

- *Support and assist the inhabitants of Hull and the surrounding areas irrespective of gender, sexual orientation, ethnicity, culture, age, political, religious, or other opinions.*
- *Provide facilities in the interests of social welfare for recreation, socialisation and other leisure time occupation, with the objective of improving the conditions of life for the inhabitants.*
- *Work together with the inhabitants, the local authority, any other organisation, or interested parties whether voluntary, private, or corporate in a joint effort to advance education, training, employment, and social cohesion.*
- *Establish and secure the establishment of a community center, and to maintain and manage the same, whether alone or in co-operation with any local authority or other persons or bodies in furtherance of these objectives.*
- *The Association shall have no political or religious affiliation.*

Main objectives for the following year:

In developing the main objectives for the following year the Trustees have given regard to the Charity Commission guidance on public benefit.

Our key objectives for 2021-2022 continue to build on last year's objectives, guided by our Strategic Document as follows:

Hull Afro Caribbean Association Strategy Document 2019 (revised 2021)

Vision

To act as a community hub for the Afro-Caribbean community, in particular, and for all residents who stand to benefit from the services of the Charity, irrespective of race, culture, or creed.

Charity Objectives

- 1. Attain a sustainable financial position.**
 - a. Attract activities and optimise footfall onto the premises.
 - b. Continue to strengthen the Finance Committee that is led by the Treasurer.
- 2. Raise and improve the profile of the charity.**
 - a. Reconciliatory measures
 - i. Maintain a Concordance Forum for reconciliation, and
 - ii. Provide Pastoral care and support for members where identified.
 - b. Continue to review the Charity's complaints processes.
 - c. Increase positive visibility in the community.
 - d. Improve relationships with similar charities, political and social organisations.
 - e. Further increase effective social media presence, particularly Website, Twitter, Instagram etc.
 - f. Active management of organisational reputation and image.

Trustees Annual Report For the year ending 31 March 2021

Main objectives for the following year (Contd.):

3. Strengthen governance.

- a. Review the operating policies of the Charity periodically.
- b. Review the Charity constitution and explore CIO option with Charity Commission.
- c. Maintain Trustee Indemnity Insurance.
- d. Obtain legal opinion where deemed necessary.
- e. Promote continuous training and development amongst Trustees and Members.

4. Increased participation of members and stakeholders

- a. Continue to develop a comprehensive Events calendar.
- b. Continue to strengthen Volunteers and Activities groups.
- c. Institute regular members meetings.
- d. Institute regular stakeholder meetings.
- e. Attract new members and corporate sponsors.

5. Estate / Premises management

- a. Security – Maintain door lock system that ensures single access to the building.
- b. Accountability – Maintain door locks to ensure single process of building use.
- c. Lease – Renew lease arrangements with the Council.
- d. Occupiers/Regular Users – Periodically review occupancy and use arrangements.
- e. Energy – Improve energy efficiency of the premises in co-operation with Hull City Council. Board to confirm and review energy efficiency plan document.

Strategies for, and significant activities that, contribute to achieving stated objectives

The organisation continually seeks to explore all appropriate funding opportunities and income streams which help achieve the Charity's stated objectives.

Continued dialogue and collaboration with current/potential partners, supporting voluntary organisations, maintain and strengthen links with local MPs, Councillors, and the City Council, to design, develop, and implement policies, plans, and strategies that will help move the HACA Charity forward.

Achievements and Performance

Review of HACA Activities & Events 2020-2021

The year saw the charity fulfil limited social activities due to the Covid-19 pandemic, however here are some activities delivered and/or engaged in, including but not limited to the following:

- **HACA Cares Initiative** – At the onset of the Covid-19 pandemic, and throughout the year, all members of the HACA community received a personally phone call, SMS text, or WhatsApp message to check on their welfare and determine what help or support, if any, they required. HACA provided the support where able, or signposted them to the appropriate authorities and groups, accordingly. The exercise was repeated during the year, and the general feedback received, conveyed that members appreciated the service.

**Trustees Annual Report
For the year ending 31 March 2021****Review of HACA Activities & Events 2020-2021 (continued)**

- **HACA Free Food Bags Project** – This initiative and service was birthed at the end of Mar 2020 following the onset of the Covid-19 pandemic, in order to support the community. Free food bags were personally delivered to a cross-section of the community, (individuals and families, vulnerable and otherwise), five (5) days a week. We gave out, on average twenty-five (25) bags a day, cumulating into five hundred plus (500+) free food bags being distributed every month. Also, some communities were given bulk food deliveries to share amongst themselves. We are delighted, humbled and privileged in being able to help feed so many vulnerable individual, families, and children over the pandemic.
- **HACA Christmas Love** – Another HACA Care Initiative saw us again reaching out to our community, over Christmas, with one hundred (100) luxury Christmas Bags, with various Christmas Food items delivered. The bags were well received by families who were struggling to provide their children with some Christmas treats. It is all about spreading the Christmas Love!
- **Covid-19 Vaccines** – In January, NHS offered HACA Volunteers early vaccinations, and a number of volunteers of our HACA Free Food Bags Project were able to get vaccinated ahead of their otherwise designated-age timeline.
- **Slavery Remembrance Day (23rd Aug.)** – We marked this event with a socially distanced event at the HACA Centre with speakers from WISE, a local historian, and activists. Singing and dancers further graced the remembrance. Attendance was limited (in line with the government's Covid-19 guidelines) but this in no way diluted the solemnity and meaning of the day.
- **HACA Zoom** – As an alternative method of connecting with the community, and helping everyone's mental health, zoom sessions were held on various themes e.g. Green theme, Cooking Theme etc.
- **HACA Stakeholders Meetings** – We maintained contact with our stakeholders and partners *via ad hoc* online meetings, which were well attended by a cross-section of stakeholders and partners. At the last meeting, attendance was around thirty (30). These meetings will continue on a quarterly basis.
- **Governance** – Governance continued to be maintained by the HACA Board of Trustees, via online and other electronic media, with the Covid-delayed AGM for the Year 2018-2019 being held via Zoom.
- **Black History Month (October)** – Celebrations were largely scaled down, due to the pandemic restrictions, with the finale of the month being celebrated with a Black History Month Meal Feast at an authentic local Caribbean restaurant – the comradery was good and it the night was enjoyed by all.

Trustees Annual Report For the year ending 31 March 2021

Review of HACA Activities & Events 2020-2021

- Horace Irving (Uncle Yan) 80th Birthday – We celebrated the 80th Birthday of our Chairman in May 2020, as best as the pandemic restrictions would allow us, with a handful of members doing a socially-distanced visit and celebrations to mark the momentous day. The octogenarian was very touched by the efforts of decorating the outside of his house and providing Covid-friendly hospitality in the garden to him and his neighbours.
- Horace Irving (Uncle Yan) Death & Funeral – In January of 2021, we sadly lost our beloved Chairman and friend to Covid-19, after he was taken to hospital following a fall. It was a great shock to the community. He was cremated on 24th Mar. 2021 – ten (10) selected HACA representatives attended the funeral. A deserving celebration of his life is planned by the Board and the community, post the pandemic lockdown. A fitting memorial of his contribution to HACA (and also that of Anthony, Raz Goulbourne) is under discussion.

Review of Other Key Activities & Events of 2020-2021 HACA Involved In

As HACA believes in partnership working, we are proactive and intent on ensuring we support the activities of our partners, where possible. The following are some of the partner key activities we were actively involved in, and/or supported, during this financial year

- Black Lives Matter Protest (11th Oct 2020) – HACA Speaker
- Black History Partnership, Hull – Black History Month Planning
- DOSH Webinar – BAME Covid-19 Vaccine Myths Busting
- NHS Webinar – Clinical Research Network - Improving access to Health for BAME Communities in Hull
- NHS Hull CCG Champions – Meetings (HACA is a Champion)
- GOSH Gardens and Open Spaces Hull – Letter to Council
- Humberside Police – Recruitment Event Planning
- Humberside Police – Independent Advisory Group (IAG) Meetings (HACA is a Third Party Reporting Centre)

During the year, we also engaged with other organisations (some listed below) on projects and/or publicity, remembrance, solidarity, petitions/protests etc.:

- Hull CVS,
- Twelve Tribes of Yorkshire,
- Open Doors,
- WISE,
- Stand Up To Racism
- Hull Museums etc.

**Trustees Annual Report
For the year ending 31 March 2021****Review of HACA Achievements 2020-2021**

Some of our main Achievements for the 2020-2021 year were as follows:

- Maintaining Debt-Free Status.
- Improved Financial Health.
- Initiating a Dedicated Financial Reserve Pot.
- Weekly HACA Free Food Bags Project - the launch and successful delivery of much needed support to our, and other communities during the extended Covid-19 pandemic period.
- Secured Supply of 'Life Essentials' from Giving World (to be shared with community in due course.).
- Secured Funding from National Lottery (Standing in the Gap Project).
- Securing Grants from Hull City Council, and CVS Grassroots.
- Morrison Supermarket Relationship – Free Supply of Plastic Carrier Bags.
- Successful Covid-19 Risk Assessment of the HACA Centre, by Hull City Council.
- Continued Governance-focussed approach.
- Continued to Strengthen Partnerships.
- Maintain positive relationship with Hull City Council, our landlords.
- International Day of Abolition of Slavery Celebration – Successful Collaboration and Project Delivery, with High Street Heritage Action Zone (HSHAZ), Hull City Council.

Financial Review**Reserves Policy**

It is the aim of the Executive Committee/Board to retain three-six months' core running costs in the unrestricted general fund to ensure a sufficient buffer to enable effective financial decision-making, rather than short term decisions, and the Charity will work towards achieving this in the future.

Plans for Future periods

Please see main objectives for the following year.

**Trustees Annual Report
For the year ending 31 March 2021**

Statement of Trustees' responsibilities

Charity law requires the Trustees to prepare financial statements for each financial year which give a true picture of the transactions that have occurred in relation to the Charity. The Charity have prepared their accounts on the Receipts and Payments basis which is an acceptable format for a Charity with an income below £250,000.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the Board

Mr Chester Williams
Trustee

02 December 2021



Independent Examiner's Report to the Members of The Hull Afro-Caribbean Association

I report on the accounts of The Hull Afro-Caribbean Association for the year ended 31 March 2021, which are set out on pages 13 to 17.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 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 Commissioners. 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 I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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



Sian Broughton AGMA, CGMA, DChA, MAAT
Chartered Management Accountant
Director of Phoenix Accountancy and Business Consultancy Limited
Morley's Cottage, Morley's Yard
Walkergate, Beverley
HU17 9BY

Date: 02/12/21

Receipts and Payments Account
For the year ending 31 March 2021

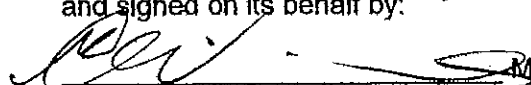
| | Notes | 2021 Unrestricted Funds £ | 2021 Restricted Funds £ | 2021 Total Funds £ | 2020 Total Funds £ |
|---|-------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| RECEIPTS | | | | | |
| Grants | 2 | 11,527 | 10,000 | 21,527 | 13,329 |
| Membership Fees | | 385 | - | 385 | 370 |
| Room Hire (All) | | 2,290 | - | 2,290 | 5,110 |
| Donations | 4 | 20 | - | 20 | 15,395 |
| Activities & Events | | 950 | - | 950 | - |
| Other Income | | 200 | - | 200 | 50 |
| | | 15,372 | 10,000 | 25,372 | 34,254 |
| PAYMENTS | | | | | |
| Utilities | | 1,450 | - | 1,450 | 9,606 |
| Bills – Other | | - | - | - | 719 |
| Premises Licence | | 360 | - | 360 | 180 |
| Insurance | | 1,172 | - | 1,172 | 1,087 |
| Telephone & Internet | | 773 | - | 773 | 1,046 |
| Professional Fees | 3 | 300 | - | 300 | 200 |
| Activities & Events | | 2,921 | - | 2,921 | 2,292 |
| Bank Charges | | - | - | - | 1 |
| Equipment | | 263 | - | 263 | - |
| Maintenance & Repairs | | 707 | - | 707 | 1,091 |
| Volunteer Hospitality | | 93 | - | 93 | - |
| Mileage | 9 | 562 | - | 562 | - |
| Donations | 4 | - | - | - | 15,050 |
| Miscellaneous | | 88 | - | 88 | 99 |
| | | 8,689 | - | 8,689 | 31,371 |
| Net Surplus/(Deficit) for the period | | 6,683 | 10,000 | 16,683 | 2,883 |
| Cash and Bank Balances brought forward | | 1,277 | 2,988 | 4,265 | 1,382 |
| Cash and Bank Balances carried forward | | 7,960 | 12,988 | 20,948 | 4,265 |

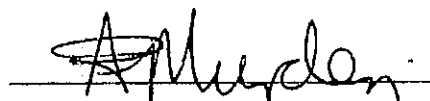
The notes on pages 15 to 17 form part of these financial statements.

**Statement of Assets and Liabilities
For the year ending 31 March 2021**

| | Notes | 2021 £ | 2020 £ |
|---|-------|---------------|--------------|
| Monetary Assets | | | |
| Lloyds Bank (Account 1) | | 2,959 | 4,265 |
| Lloyds Bank (Account 2) | | 17,989 | - |
| Cash | | - | - |
| Total Monetary Assets | | 20,948 | 4,265 |
| <i>Comprising:</i> | | | |
| Unrestricted Funds | | 7,960 | 1,277 |
| Restricted Funds | 5 | 12,988 | 2,988 |
| | | 20,948 | 4,265 |
| Non-Monetary Assets and Liabilities | | | |
| Fixed Assets for the Charity's use (at cost) | | | |
| 4 computers | | 400 | 400 |
| 1 printer | | 500 | 500 |
| Deep/Chest Freezer | | 150 | - |
| | | 1,050 | 900 |
| Debtors | | | |
| Sundry Debtors | 6 | - | 494 |
| | | - | 494 |
| Creditors | | | |
| Trade Creditors | 7 | (542) | (300) |
| | | (542) | (300) |

These financial statements were approved by the Committee on 02 December 2021 and signed on its behalf by:

 Mr Chester Williams, Chairperson

 Mrs Angela Murden, Trustee

The notes on pages 15 to 17 form part of these financial statements.

Notes to the Financial Statements For the year ended 31 March 2021

Notes

1 Basis of Preparation

These accounts have been prepared on a receipts and payments (R&P) basis in line with Charity Commission guidance for a Charity of this size.

The comparative figures are for the year ending 31 March 2020.

2 Grants

| | 2021 Unrestricted Funds £ | 2021 Restricted Funds £ | 2021 Total Funds £ | 2020 Unrestricted Funds £ | 2020 Restricted Funds £ | 2020 Total Funds £ |
|---|------------------------------------|----------------------------------|-----------------------------|------------------------------------|----------------------------------|-----------------------------|
| Hull City Council – Admin. Grant | 1,000 | - | 1,000 | 1,000 | - | 1,000 |
| Hull City Council – Utilities Grant | 327 | - | 327 | 7,341 | - | 7,341 |
| Hull City Council – Ward Grant | - | - | - | - | 2,988 | 2,988 |
| Hull City Council – Reconciliation Grant | - | - | - | 2,000 | - | 2,000 |
| Hull City Council – Retail Leisure and Hospitality Grant (Covid-19) | 10,000 | - | 10,000 | - | - | - |
| Hull CVS – Grassroots Grant | 200 | - | 200 | - | - | - |
| National Lottery Community Fund | - | 10,000 | 10,000 | - | - | - |
| | 11,527 | 10,000 | 21,527 | 10,341 | 2,988 | 13,329 |

3 Professional Fees

| | 2021 Unrestricted Funds £ | 2021 Restricted Funds £ | 2021 Total Funds £ | 2020 Unrestricted Funds £ | 2020 Restricted Funds £ | 2020 Total Funds £ |
|------------------------------|------------------------------------|----------------------------------|-----------------------------|------------------------------------|----------------------------------|-----------------------------|
| Independent Examination Fees | 400 | - | 400 | 300 | - | 300 |
| | 400 | - | 400 | 300 | - | 300 |

Notes to the Financial Statements

For the year ended 31 March 2021

4 Restricted Donations

During the prior year the Charity received donations from the same individual on behalf of third party companies, these donations were then transferred to the organisations concerned:

| | |
|------------------------|---------|
| Hull Beats Bus Limited | £10,000 |
| 10FT Films Limited | £5,000 |

5 Restricted Funds

| | Opening Balance £ | Receipts £ | Payments £ | Closing Balance £ |
|--------------------------------|-------------------------|---------------|---------------|-------------------------|
| IT Suite | 2,988 | - | - | 2,988 |
| Standing in the Gap Project | - | 10,000 | - | 10,000 |
| | 2,988 | 10,000 | - | 12,988 |

A brief description of the restricted funds is shown below:

IT Suite

Restricted funding was received from the Hull City Council Ward Budget to upgrade the IT suite and to allow for additional opening hours for IT access.

Standing in the Gap Project

Restricted funding was received from the National Lottery Community Fund for the following:

- 1) Enhance our current 5-day a week Free Food Bags distribution efforts and provision of Children's Lunchboxes across summer holidays, particularly to those in the neighbourhood and surroundings.
- 2) The Wednesday weekly Drop-In-Day, that provides a hot cooked food at the Centre and other activities.
- 3) Coupled with the food etc., will be the space to enable further social activities and community cohesion, cultural awareness, learning and transferring of traditional vocational skills in a fun way, games etc. to take place.

Notes to the Financial Statements
For the year ended 31 March 2021

6 Debtors

| | 2021 Total £ | 2020 Total £ |
|-------------------------------|-----------------------------|-----------------------------|
| EDF Energy (prepaid expenses) | - | 494 |
| | <u>-</u> | <u>494</u> |

7 Creditors

| | 2021 Total £ | 2020 Total £ |
|---------------------------|-----------------------------|-----------------------------|
| EDF Energy | 142 | - |
| Independent Examiner Fees | 400 | 300 |
| | <u>542</u> | <u>300</u> |

8 Taxation

In accordance with Paragraph 1 of Schedule 6 Finance Act 2010, the Charity is the Charity for tax purposes and is generally exempt from Income Tax and Capital Gains Tax, but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

9 Trustee Remuneration

No remuneration directly or indirectly out of the funds of the Charity was paid or payable for the year to any Trustee.

There was reimbursement of travel expenses to 1 Trustee during the year of £562 (2020: £-).

10 Going Concern

The Trustees have taken steps to develop new activities from the Centre and consider the Charity to be a going concern for a period of at least 12 months beyond the date of this report.