



# Trustees' Annual Report for the period

Period start date		Period end date	
From	01 04 2020	To	31 03 2021

## Section A Reference and administration details

**Charity name** Bury Asian Women's Centre

**Other names charity is known by** BAWC

**Registered charity number (if any)** 1078253

**Charity's principal address** 90 South Cross Street

Bury

**Postcode**

BL9 0RS

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Farzana Ali	Chairperson		
2	Sadaf Adnan	Vice Chairperson		
3	Shaista Parveen	Treasurer		
4	Afzal Khan	Executive Committee		
5	Naseem Farooq	Executive Committee		
6	Nazia Mahmood	Executive Committee		
7	Safeer Ahmad	Executive Committee		
8	Zafar Iqbal	Executive Committee		
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

Ayesha Arif -Community Development Director

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Bury Asian Women's Centre adopted its constitution governing document on the 21 <sup>st</sup> January 1999 when the charity was first formed. This was amended on the 5 <sup>th</sup> October 1999 and further amended in 13th February 2008.
How the charity is constituted (eg. trust, association, company)	Bury Asian Women's Centre became an incorporated Charity on 17 <sup>th</sup> November 1999 and is registered with the Charity Commission under Registration No: 1078253.
Trustee selection methods (eg. appointed by, elected by)	<p>Any individual who has an interest in supporting and furthering the objects of the charity and wishes to be nominated to the board trustees, can self-nominate, but will need two sponsors who are usually volunteers or other trustees.</p> <p>The trustees also actively seek to recruit interested people who can contribute to the skills required to manage the Charity and if successful members can be co-opted onto the board/committee. These co-opted members can then be sponsored and elected at each AGM.</p> <p>The current trustees stand down at each AGM and have to seek re-election.</p>

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Charity Trustees for the purpose of charity law are known as members of the Executive Committee. All members of the Executive Committee give their time voluntarily and received no benefit from the charity.

All trustees have an induction meeting and are presented with an induction pack. The trustees attend at least one trustee training or planning day annually.

Bury Asian Women's Centre is managed by its Executive Committee, meeting two times a year. Day to day responsibility for the management of the charity, the provision of services and the supervision of staff, has been delegated to the Community Development Director.

Procedures are in place to ensure compliance with health and safety regulations within the premises occupied by the charity. Risk assessments are carried out under the Health and Safety Regulations to ensure the safety of staff at all times. Procedures are periodically reviewed to ensure they continue to meet the needs of the charity.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The Objects of the Charity are:

“To further the advancement of Asian women in Bury in particular but not exclusively by:

- 1) the advancement of their education and that of their families
- 2) the development health and social care facilities appropriate to their needs
- 3) the provision of advice and assistance which directly meets the needs of the beneficiaries”.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The aims of Bury Asian Women’s Centre are carried out for the public benefit. The prime objective of the charity continues to be to provide high quality services within the Bury area to women. The mission of the centre is to raise the quality of life for all women regardless of their diverse backgrounds. It does this by providing a centre whereby creating new opportunities and skills through the advancement of education, employment, training and volunteering. We will improve their health and wellbeing by providing culturally sensitive and socially integrated services. We maintain that women are equal and will work towards eliminating gender discrimination and empowering women by providing support, advice, assistance and advocacy on behalf of those who cannot enable their own rights.

The activities of the charity has helped 900 clients and it is our aim to ensure that equal access to services are maintained and that they will be free at point of access.

We review our aims, objectives and activities each year to assess the success of each activity and the benefits they bring to our user group. We have referred to the guidance in the Charity Commission’s general guidance on public benefit when reviewing our aims and objectives and planning our future activities. The trustees consider how planned activities will contribute to the aims and objectives they have set.

There are no significant restrictions on the way the charity can operate.

In planning our activities for the year we kept in mind the Charity Commission’s guidance on public benefit. We have complied with the duty in section 4 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission.

**Additional details of objectives and activities (Optional information)**

Bury Asian Women's Centre has recruited 5 volunteers this year, who assist us on an ad-hoc basis and are of great assistance.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

The project aimed to empower BME Women to be better able to learn, build confidence, skills and enter work.

It looked to do this through building a range of skills with women to give them improved life chances and ability to make positive decisions on the direction they wish their life to take.

Overall, it is important to note that, many new women were accessing the project, particularly through courses, the advice service, cookery, and exercise sessions. Many then went on to access one-to-one or group support and get involved as peer supporters. They clearly benefit, be it through gaining English skills, solving a specific, practical problem, or feeling more empowered to make positive life choices for them and their families.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Executive Committee has examined the charities need for reserves in light of the main risks to the organisation. The Charity needs reserves to protect its current activities, and to ensure that it continues to operate on a going concern basis. In view of the level of commitment needed to provide reasonable assurance to beneficiaries of the continuation of the charitable services they Depend on; the optimum level of unrestricted reserves would be between 3 and 6 months running costs including salaries. Bury Asian Women's Centre needs to develop a Reserves Policy, which will be reviewed annually. In the interim, Trustees are seeking to generate additional income in order to maintain adequate reserves in the light of potentially reduced level of funding in the future.

### Details of any funds materially in deficit

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

As at 31st March 2021 the charity had a net spend of £ 63,594

It has also been successful in securing funding from Bury Council Small Grants Fund, GMP, Ground work, Lord Lieutenantcy Office and National lottery.

The charity's assets are held for the objects of the charity.

## Section F

## Other optional information

Our plans for the future remain ambitious and necessarily focus on ensuring the financial sustainability and security of Bury Asian Women's Centre whilst continually reviewing our activity programme to make sure it meets the needs of our members. Reaching out to those women who may not currently use the Centre is also a key objective of the Charity.

### Statement of Trustees' Responsibilities:

The trustees are responsible for preparing the annual report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Charity law requires the trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the charity and its financial activities for that period.

In preparing these 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 charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011. The trustees 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.


## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Farzana Ali	
Position (eg Secretary, Chair, etc)	Chair	
Date	28/01/2022	

	Bury Asian Women's Centre			1078253	CC16a
	Receipts and payments accounts				
	For the period from	Period start date	To	Period end date	
		01/04/2020		31/03/2021	
Section A Receipts and payments					
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Bury MBC ward funding	-	-	-	-	27,561
Lottery Funding	-	92,508	-	92,508	-
HMRC CJRS grants	-	3,710	-	3,710	-
Miscellaneous donations/grants	-	17,825	-	17,825	2,100
Sundry Income	-	429	-	429	250
Sub total	-	114,472	-	114,472	29,911
Total receipts	-	114,472	-	114,472	29,911
A3 Payments					
Salaries	-	47,534	-	47,534	4,760
Sessional classes	-	-	-	-	2,000
Tutors	-	2,253	-	2,253	-
Postages, printing and stationery	-	137	-	137	13
Insurance	-	636	-	636	629
Telephone and internet	-	1,090	-	1,090	1,107
Planning costs	-	584	-	584	-
Food etc	-	5,229	-	5,229	1,462
Payroll costs	-	120	-	120	-
Accountancy	-	432	-	432	432
Repairs and maintenance	-	1,323	-	1,323	3,317
Hire of haal/events	-	-	-	-	916
Website and software costs	-	1,340	-	1,340	-
Cleaning and welfare	-	130	-	130	-
Motor and travel	-	1,325	-	1,325	6
Sundry expenses	-	320	-	320	126
Consultancy re bid	-	375	-	375	-
Premises utilities	-	766	-	766	1,160
Sub total	-	63,594	-	63,594	15,928
A4 Asset and investment purchases, etc.	-	-	-	-	-
Total payments	-	63,594	-	63,594	15,928
Net of receipts/(payments)	-	50,878	-	50,878	13,983
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	27,856	-	27,856	13,873
Cash funds this year end	-	78,734	-	78,734	27,856



## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank account	-	79,841	-
	Cash account	-	174	-
	Credit cards	-	933	-
	<b>Total cash funds</b>		-	78,734
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Details			
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	Accountancy 2021	restricted	432	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval
				28/01/2022



# Independent examiner's report on the accounts

## Section A

## Independent Examiner's Report

**Report to the trustees/  
members of**

BURY ASIAN WOMEN'S CENTRE

**On accounts for the year  
ended**

31 MARCH 2021

**Charity no  
(if any)**

1078253

**Set out on pages**

On the attached pages

**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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

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 statement**

My examination was carried out in accordance with 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 the 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 statement**

In connection with my examination, no matter has 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.

**Signed:**

**Date:**

28/01/2022

**Name:**

S J McDonald B.Sc., ICPA

**Relevant professional  
qualification(s) or body  
(if any):**

Independent Certified Practising Accountants

Address:

Station Chambers, 36 Bolton Street
Bury, Lancs
BL9 0LL

Section B

Disclosure

Only complete if the examiner needs to highlight material problems.

Give here brief details of any items that the examiner wishes to disclose.

None to report