

Bosnia and Herzegovina Community Advice Centre
Report and Financial Statements
for the Year Ended 31 March 2025

Bosnia and Herzegovina Community Advice Centre
Report and Financial Statements for the Year Ended 31 March 2025

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Bosnia and Herzegovina Community Advice Centre

Reference & Administrative Details

Charity Name	Bosnia & Herzegovina Community Advice Centre
Charity registration number	1085815
Address	Rear of 108 High Road Willesden London NW10 2PP
Trustees:	Mr Zaim Pasic (Chair) - elected 29 January 2025 Mrs Safeta Karabasic (Treasurer) - elected 29 January 2025 Mrs Hasnija Majdanac - elected 29 January 2025 Mrs Selveta Alimajstorovic - resigned 3 July 2024 Mr Fejzi Jahaj (Secretary) - elected 29 January 2025 Mr Sadik Eminic-elected 29 January 2025
Centre Manager	Ms Sadida Trozic
Independent Examiner	Dunstanette Kuti FCCA MCSI Skillspool Training Adiaha Antigha Centre 24-30 Dalston Lane London E8 3AZ

Bosnia and Herzegovina Community Advice Centre

Trustees' Report for the Year Ended 31 March 2025

Structure, Governance and Management

Governing Document

The Bosnia and Herzegovina Community Advice Centre is a registered charity in England and Wales (No. 1085815), registered on 26 March 2001 and operating since 7 February 1997. The Charity is governed by its Constitution, adopted on 7 February 2001 and last amended on 14 January 2023.

As at 31 March 2025, the Charity had approximately 36 members who play an active role in governance, including electing Trustees at the Annual General Meeting and supporting the organisation's accountability and community-led decision-making.

Organisational Structure

The Charity is governed by a Board of Trustees, which holds ultimate responsibility for strategic leadership, effective governance and ensuring compliance with legal, regulatory and contractual obligations. The Board meets at least quarterly and delegates day-to-day operational management to the Centre Manager.

The Trustees operate independently from staff, and a register of Trustees' and members' interests is maintained at the registered office and available for public inspection.

Trustee Nomination, Appointment and Induction

Members of the Charity are invited to nominate candidates for Trustee roles ahead of the Annual General meeting (AGM). All nominees must be members of the organisation. Members are encouraged to nominate individuals who have demonstrated commitment to the Charity's work, including through volunteering or lived-experience contributions.

Before each AGM, members are informed of any Trustees retiring from the Board and are asked to elect new Trustees from the nominated candidates. The Board seeks a balanced mix of skills, experience and knowledge to fulfil its governance responsibilities.

All newly appointed Trustees receive a structured induction, including access to relevant training and ongoing mentoring provided by experienced Trustees, ensuring they are well equipped to carry out their duties effectively.

Decision-Making Processes

The Trustee Board makes decisions collectively, with matters determined by majority vote at formal meetings. Strategic issues, major policy decisions and significant financial commitments are reserved for the Board, while operational management is delegated to the Centre Manager.

Board decisions are informed by financial and operational reports, risk assessments and compliance information. External professional advice is sought where specialist expertise is required. All decisions are recorded in formal minutes to ensure transparency and accountability.

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Trustees' Report for the Year Ended 31 March 2025 (*continued*)

Principle Risks and Mitigations

The Trustees review the Charity's risk register regularly and have identified the following principal risks affecting operational delivery, governance, reputation and financial sustainability. Mitigations are in place and monitored throughout the year.

1. Financial Sustainability

Risk: Reduction or loss of key funding streams affecting service continuity.

Mitigation: Diversifying income sources, maintaining strong funder relationships, undertaking regular financial monitoring, and forward planning to identify and address funding gaps.

2. Premises and Accommodation

Risk: Loss of office premises leading to operational disruption.

Mitigation: Agreed contingency arrangements with partner organisations for temporary accommodation and continued use of multiple outreach venues to reduce reliance on a single site.

3. Staff Capacity & Retention

Risk: Difficulty recruiting and retaining specialist welfare-rights staff, impacting service quality and capacity.

Mitigation: Investment in staff training, supervision and professional development, supported by a clear business-continuity plan to maintain core service provision.

4. Operational and Compliance Risks

Risk: Failure to meet safeguarding, data protection, advice and casework quality or health and safety requirements.

Mitigation: Up-to-date policies, mandatory staff training, routine quality assurance checks, and oversights, including the Advice Quality Standard.

5. Financial Controls and Froud Risk

Risk: Potential financial loss due to error, irregularity or fraud.

Mitigation: Strong financial controls including dual authorisation for payments, regular bank reconciliations, independent examination of accounts, and Trustee oversight of financial reporting. Appropriate insurance is maintained, and all financial, operational and governance procedures are reviewed regularly to ensure they remain effective and proportionate.

Objectives and Activities

Objects

The Charity's objects, as set out in its Constitution, are to promote charitable purposes for the public benefit. These include the relief of poverty, sickness and distress; the advancement of education; the protection and preservation of physical and mental health; and the provision of recreational and leisure-time activities to improve the quality of life for its members.

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Trustees' Report for the Year Ended 31 March 2025 (*continued*)

These objects guide all of the Charity's work, particularly in supporting people in Brent who are experiencing poverty, hardship and inequality.

Vision

Our vision is a fairer, more inclusive society where everyone can thrive, free from poverty, inequality and barriers to opportunity.

Mission

Inspired by our Bosnian heritage, we empower individuals and families in Brent's diverse communities to overcome poverty and inequality, build lasting independence and thrive with resilience. We do this through support, trusted advice and opportunities shaped by lived experience, fostering inclusive and connected communities.

How We Deliver Our Mission

We deliver our mission by:

- Providing advice services that enable people to access their rights and essential services.
- Offering person-centred support to help vulnerable individuals navigate complex challenges.
- Preventing problems through education, information and training.
- Creating volunteering opportunities that build skills and support community participation.
- Delivering weekly social Café sessions to reduce isolation and loneliness.
- Organising Bosnian heritage and cultural events to strengthen community connection and inclusion.

Ensuring our Work Delivers our Aims

The Trustees review the Charity's mission, objectives and activities each year to ensure services remain effective, relevant and aligned with the Charity's purposes. This includes assessing outcomes for beneficiaries and evaluating the impact of core activities.

In reviewing and planning the Charity's work, the Trustees have had due regard to the Charity Commission's guidance on public benefit, in accordance with section 17 of the Charities Act 2011.

Focus of Our Work

We support individuals and families facing complex social and economic challenges to access the help they need, empower them to overcome hardship, build lasting independence and thrive with resilience. Through holistic, person-centred services — including welfare benefits advice, housing support, health and social care guidance, social inclusion activities and skills development — we help people access their rights, improve stability and strengthen their connections within the community.

Our work is guided by the core values of inclusion, empowerment, empathy, collaboration and integrity. These principles shape our approach and underpin our contribution to creating positive, meaningful change across Brent's communities.

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Trustees' Report for the Year Ended 31 March 2025 (*continued*)

Who Used and Benefited from Our Service

The Bosnia and Herzegovina Community Advice Centre collects detailed information about its service users through the AdvicePro case-management system, recording age, ethnicity, gender, disability, employment status, English-language ability and borough of residence. Additional insight is obtained through ongoing user feedback and an annual survey, which support continuous service improvement and ensure that our work remains aligned with community needs.

During 2024–25, the service supported 957 individuals. The majority (91%) were Brent residents, with additional users coming from other London boroughs, including Barnet (1%), Hounslow (1%), Hammersmith & Fulham (4%), Lambeth (1%) and other areas (2%). A further 7% of all users were Londoners from West Balkan backgrounds, reflecting the charity's longstanding specialist role in serving migrant and multilingual communities.

Our users represented a wide range of ethnic backgrounds: Africa (30%), Asia (22%), Middle East (19%), Europe (9%), Western Balkans (7%), Caribbean (7%), British (4%) and Other (2%). In Brent, 96% of the people we supported were from Black, Asian and Minority Ethnic (BAME) communities, compared with 84.8% of the general local population. This demonstrates strong engagement with groups disproportionately affected by poverty, language barriers and economic insecurity.

Many users faced multiple disadvantages: 61% identified as disabled, 74% were unemployed, and 9% had limited English. The age profile shows that 85% were of working age (16–65), while 9% were aged 66–74 and 6% were 75 or over. These indicators collectively confirm that the service is reaching individuals at heightened risk of hardship, digital exclusion and unmet need.

Complaints, Feedback and Service Improvements

The charity conducts an annual review of complaints and user feedback to ensure accountability and service quality. No formal complaints were received during 2024–25. A small number of users raised concerns about access to outreach service drop-ins at local libraries, relating to venue management and partner arrangements with Brent Hubs (Brent Council). In response, the charity agreed that tickets would be issued earlier to improve fairness, reduce queueing, and ensure consistent access. A full summary of feedback, concerns and actions taken is reviewed annually by the Trustee Board, informing adjustments to outreach operations and wider service planning.

Public Benefit Statement

The Trustees confirm that they have complied with Section 17 of the Charities Act 2011 and have had due regard to the Charity Commission's guidance on public benefit when reviewing the charity's aims, activities and impact, and when planning future service delivery.

The charity exists to relieve poverty, hardship and social disadvantage by providing free, accessible advice and advocacy to individuals who face financial insecurity, language barriers, discrimination, and difficulties navigating public services. The data collected during 2024–25 demonstrate that the charity is reaching those in greatest need—particularly disabled people, unemployed residents, older adults and individuals from BAME and migrant communities.

Our advice work directly benefits the public by helping people secure income, resolve housing issues, access health and welfare services, prevent crisis, and improve their overall wellbeing. All activities are delivered free at the point of use, openly available to anyone who needs support, and designed to promote equality, inclusion and social cohesion. The Trustees regularly monitor outcomes and feedback to ensure that resources continue to be used effectively and for the public benefit

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Trustees' Report for the Year Ended 31 March 2025 (*continued*)

Achievements and Performance

During the year, the Charity delivered a comprehensive programme of welfare benefit rights advice, person-centred support, financial inclusion activities and community-based wellbeing opportunities. Despite sustained cost-of-living pressures and increased demand, all planned activities were delivered. Performance demonstrates strong impact, high service quality and the Charity's continued commitment to supporting individuals and families in Brent experiencing poverty and inequality.

Welfare Benefit Rights Advice and Person-Centred Support

A total of 957 individuals received welfare benefit rights advice and personalised support through one-to-one appointments and community access points. The Charity continued to primarily serve people in Brent facing hardship while remaining accessible to Londoners from the West Balkan background who sought assistance.

The Charity secured £618,993 in confirmed financial gains, helping people increase income, stabilise finances and manage essential living costs.

Casework outcomes remained exceptionally strong:

- 104 benefit appeals were submitted; of 48 concluded, 94% were successful
- 87% of surveyed individuals reported increased income
- 95% reported improved ability to engage with the Department for Work and Pensions (DWP) or specialist agencies

These results evidence the Charity's expertise in navigating complex welfare systems and ensuring people receive the benefits to which they are entitled.

Service Needs and Emerging Pressures

Analysis of presenting needs confirms sustained pressure on low-income households:

- 79% required welfare benefits rights advice and advocacy
- 11% needed support to prevent evictions or stabilise housing
- 10% required help with essential utility or transport costs

This insight guides service development and helps the Charity remain focused on areas of greatest need.

Knowledge, Skills, Navigation and One-to-One Support

The Charity delivered a combined programme of training sessions and one-to-one support, enabling people to better understand their rights, improve digital capability and navigate complex welfare systems with confidence.

Through direct advice and personalised guidance:

- 98% reported increased understanding of welfare rights and entitlements.
- Individuals received tailored support to manage claims, resolve issues with the DWP and prevent loss of income.
- Specialist one-to-one interventions ensured people with complex needs received clear, accessible support at the point of crisis.

Targeted Universal Credit (UC) training strengthened people's capability to manage their claims effectively:

- 100% increased knowledge of benefit rights
- 57% improved ability to manage UC online
- 86% better understood claimant commitments, UC elements and sanctions

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Trustees' Report for the Year Ended 31 March 2025 (*continued*)

Training on welfare rights, Universal Credit and managed migration further increased confidence in responding to DWP communications and reduced the risk of sanctions or incorrect awards.

This integrated approach — combining personalised advice with skills-focused training — strengthened long-term resilience and reduced reliance on crisis interventions.

Financial Inclusion

To enhance financial stability, 11 individuals completed budgeting workshops (138% of target):

- 93% reported improved budgeting confidence
- 82% reported increased financial literacy

These outcomes demonstrate the value of preventative, skills-focused financial education.

Accessible Community-Based Support

Weekly outreach service at Willesden Green and Harlesden libraries provided timely, first-come assistance to individuals experiencing urgent issues or facing digital exclusion. In addition, office-based appointments delivered intensive, tailored guidance for complex cases, including benefit appeals, eviction prevention, and referrals for debt management or utility disconnection. This integrated delivery model ensured equitable access to support across a broad spectrum of needs and circumstances.

Social Connection, Inclusion and Wellbeing

The Charity's social and wellbeing activities delivered significant benefits:

- 98% reported reduced isolation and improved social connection
- 75% increased awareness of supportive community and specialist services

These outcomes highlight the importance of holistic, community-based support in addressing wider determinants of wellbeing.

Contribution of Volunteers

Volunteers continued to play an essential role in community engagement. Six volunteers, including four occasional contributors, contributed approximately 484 hours to social activities and events. This support is valued at £9,680, significantly enhancing the Charity's reach and impact.

Activities

Person-Centred Advice and Support Project

Established in 2018—initially funded by Brent Council and now jointly supported by the Henry Smith Charity and Trust for London—this project delivers essential welfare benefit rights advice, advocacy and person-centred support for people in Brent. Support is provided through flexible outreach drop-ins at Willesden Green and Harlesden libraries on a first-come, first-served basis, complemented by office-based appointments for those requiring more detailed casework.

Alongside one-to-one advice and representation, the project provides training sessions to help people navigate the benefits system and money-management workshops to improve budgeting skills and financial confidence. This targeted combination of casework, skills-building and practical guidance ensures that individuals facing significant financial hardship, complex needs or barriers to accessing services receive tailored support to stabilise their circumstances, maximise income and improve long-term wellbeing.

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Trustees' Report for the Year Ended 31 March 2025 (*continued*)

Providing Opportunities and Easing the Cost-of-Living Project

Funded by Brent Council, this project delivered a wide-ranging programme of social, cultural and wellbeing-focused activities between 1 April 2024 and 31 March 2025. Designed in response to the worsening cost-of-living crisis, it supported disadvantaged, marginalised and vulnerable people in Willesden by removing both financial and social barriers to participation.

The programme offered twice-weekly coffee gatherings for older people—including those living with dementia—dedicated floristry workshops, and two large community events. Developed through beneficiary surveys and community consultations, the activities promoted consistent opportunities for social connection, creative engagement and cultural exchange during periods when loneliness tends to increase.

The project contributed directly to improved physical and mental wellbeing, strengthened community cohesion and widened access to social, educational and recreational opportunities. By expanding activity provision and connecting people to wider community support networks, it also helped reduce pressure on overstretched local services and reinforced the local area's social infrastructure.

Quality Assurance

The charity maintains a robust Quality Assurance framework to ensure the delivery of accurate, consistent, and high-quality advice. Regular case file reviews are conducted by a suitably qualified Supervisor, who examines a proportion of each Adviser's and Caseworker's records. The number of files reviewed is determined by each individual's level of competency. All cases are selected at random, and clear, constructive feedback is provided to support continuous improvement.

Where training or development needs are identified, the Supervisor addresses these through tailored learning activities. This may include one-to-one guidance, in-house group training sessions, or external specialist courses provided by organisations such as the Child Poverty Action Group (CPAG) or The Benefits Training Co.

Alongside routine supervision, the charity undertakes a quarterly analysis of the quality of advice and information provided. The findings of this assessment are presented to the Trustee Board, supporting strong governance, accountability, and ongoing service enhancement.

The charity also holds external quality accreditation and is subject to independent audit by Recognising Excellence Ltd against the requirements of the Advice Quality Standard (AQS). The charity currently meets this standard, with the next audit due in August 2025.

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Trustees' Report for the Year Ended 31 March 2025 (*continued*)

Organisational Performance and Grant Funding

Brent continues to experience some of the highest levels of poverty and inequality in London, with 41% of children living in poverty after housing costs and an overall poverty rate of 33%, both significantly above London averages. These pressures, together with the ongoing cost-of-living crisis, continue to drive sustained demand for the Charity's support.

All of our grant-funded projects were delivered in full, consistently meeting or exceeding required outputs and outcomes.

Service delivery is monitored by the Board of Trustees, with six-monthly and annual reports provided to funders. Demand for our services remains high, and performance data demonstrates strong impact aligned with funder priorities and our charitable mission.

There is high demand for our outreach services across Brent, reflecting both the scale of local need and our reputation for delivering user-led services shaped by lived experience. This approach ensures support remains relevant, accessible and responsive to the challenges residents face. Much of this demand is driven by word-of-mouth referrals from within Brent's diverse communities, demonstrating trust in our work and reinforcing the value of continued funder investment.

Through robust grant management, effective monitoring systems and a sustained commitment to tackling poverty and inequality, the Charity continues to provide vital support to those who need it most while working collaboratively with funders to achieve long-term positive change.

Each project/service area is monitored against a plan, detailing key performance indicators (KPIs), milestones and resources required. The Project Manager is required to provide monthly reports on activity, outputs, outcomes, and client satisfaction. Trustees receive quarterly finance and project reports detailing project activity and performance against KPIs.

Annual General Meeting

The Annual General Meeting took place on 29 January 2025 at the Charity's premises. At this meeting, members unanimously approved the Annual Report and Financial Statements for the year ended 2024.

Financial Review

Incoming resources for the year amounted to £159,041 (2024: £147,096), of which £158,224 related to restricted activities. Total expenditure for the year was £142,423 (2024: £143,863). The largest area of expenditure was staff-related costs—salaries, national insurance, and pensions—which totalled £97,972 and represented approximately 68% of overall expenditure (2024: 69%).

The Bosnia and Herzegovina Community Advice Centre achieved a net surplus of £16,618 (2024: £3,233). At 31 March 2025, total reserves stood at £161,426 (2024: £144,808), comprising £130,759 (2024: £114,958) in restricted funds and £30,667 (2024: £29,850) in unrestricted funds.

The trustees confirm that the charity remains a going concern and that no funds were in deficit during the year. Principal sources of income include grants and donations supporting the charity's core activities.

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Trustees' Report for the Year Ended 31 March 2025 (*continued*)

Reserves Policy

The trustees seek to maintain an appropriate level of unrestricted funds to enable the charity to meet any reasonably foreseeable financial commitments and contingencies. Taking account of current operating conditions, the trustees consider it prudent to aim to hold unrestricted reserves equivalent to approximately three months of organisational expenditure.

The purpose of maintaining reserves at this level is to support the charity's financial stability and to help ensure continuity of services in the event of unexpected financial or operational pressures, while allowing the charity to meet its ongoing obligations.

At the end of the financial year, the charity held unrestricted free reserves of £30,667. The trustees keep the level of reserves under regular review and, where possible, seek to strengthen unrestricted reserves over time in line with the charity's reserves policy.

Fundraising

The charity does not undertake active public fundraising campaigns but maintains an online donation facility to receive voluntary contributions from the public. The charity is in the process of registering with the Fundraising Regulator and is committed to adhering to the Code of Fundraising Practice.

The trustees have had due regard to the Charity Commission's guidance on public benefit and fundraising. They confirm that no professional fundraisers or commercial participators were engaged during the reporting period and that no complaints were received in relation to fundraising activities.

Plans for Future Periods

As we move into the 2026–29 business-planning cycle, the charity's strategic priorities focus on strengthening service quality, improving resilience, and ensuring our support remains inclusive, empowering and responsive to community needs. Our priorities are to:

1. Maintain High-Quality, Accessible and Inclusive Services

Continue investing in staff development, maintain the Advice Quality Standard and adapt service-delivery approaches to remain responsive, person-centred and grounded in lived experience—ensuring all communities can access trusted, inclusive support.

2. Strengthen Insight into Local Needs

Use demographic data and AdvicePro insights to monitor emerging trends across Brent, ensuring services remain relevant, inclusive and reflective of the challenges faced by residents experiencing poverty and inequality.

3. Expand Early-Intervention and Prevention Approaches

Develop preventative pathways, community-led initiatives and outreach models that support people earlier, reduce crises and help tackle long-term inequality.

Bosnia and Herzegovina Community Advice Centre

Trustees' Report for the Year Ended 31 March 2025 (*continued*)

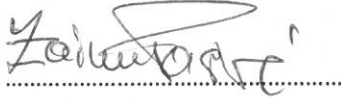
4. Secure and Diversify Resources

Pursue new funding opportunities, strengthen core advice capacity and grow services that empower residents to build resilience and long-term independence.

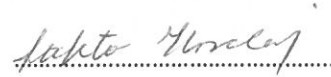
5. Deepen Partnerships and Strengthen Community Engagement

Work with community, statutory and voluntary partners to improve outcomes, promote equality and inclusion, and build more connected, thriving communities. We will also expand pathways for younger British Bosnians to engage with their heritage, volunteer and lead—strengthening intergenerational connection and the long-term sustainability of our mission.

This report and statement were approved by the Trustees on 14 January 2026 and signed on its behalf by:



Mr Zaim Pasic – Chair



Mrs Safeta Karabasic-Treasurer

Bosnia and Herzegovina Community Advice Centre

Statement of Financial Activities for the Year Ended 31 March 2025

				2025	2024
	Note	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
		£	£	£	£
INCOME FROM:					
Charitable activities	2	817	158,224	159,041	147,096
Total:		<u>817</u>	<u>158,224</u>	<u>159,041</u>	<u>147,096</u>
EXPENDITURE ON:					
Charitable Activities	3	-	142,423	142,423	143,863
Total:		<u>-</u>	<u>142,423</u>	<u>142,423</u>	<u>143,863</u>
NET INCOME (EXPENDITURE)		817	15,801	16,618	3,233
Total funds brought forward		29,850	114,958	144,808	141,575
TOTAL FUNDS CARRIED FORWARD		<u>30,667</u>	<u>130,759</u>	<u>161,426</u>	<u>144,808</u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities

Bosnia and Herzegovina Community Advice Centre

Balance Sheet as at 31 March 2025

	Note	2025 £	2024 £
CURRENT ASSETS:			
Debtors	9	-	1,125
Cash at bank and in hand		213,963	229,731
		213,963	230,856
CREDITORS:			
Amounts falling due within one year	10	(52,537)	(86,048)
NET CURRENT ASSETS:		144,808	144,808
TOTAL ASSETS LESS CURRENT LIABILITIES		161,426	144,808
NET ASSETS		161,426	144,808
RESERVES:			
Restricted Funds		130,759	114,958
Unrestricted Funds		30,667	29,850
TOTAL FUNDS	11	161,426	144,808

These financial statements were approved by the Board of Trustees on 14 January 2026 and were signed on its behalf by:



..... Mr Zaim Pasic - Chair

Bosnia and Herzegovina Community Advice Centre

Notes to the Financial Statements for the Year Ended 31 March 2025

1. ACCOUNTING POLICIES

BASIS OF PREPARATION OF THE FINANCIAL STATEMENTS

The financial statements are prepared under the historical cost convention and in accordance with applicable accounting standards and the Statement of Recommended Practice "Accounting & Reporting by Charities" revised in 2015.

GOING CONCERN

There are no material uncertainties about the charity's ability to continue.

INCOME

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received, and the amount can be measured reliably.

EXPENDITURE

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

TANGIBLE FIXED ASSETS

Depreciation is provided at the following annual rate in order to write off each asset over its estimated useful life.

Leasehold property	- 25% reducing balance
Equipment	- 25% reducing balance
Fixtures and fittings	- 25% reducing balance

TAXATION

The charity is exempt from corporation tax on its charitable activities.

FUND ACCOUNTING

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the Trustees.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of a grant. Further explanations of the nature and purpose of each fund is included in the notes to the financial statements.

PENSION COSTS AND OTHER POST RETIREMENT BENEFITS

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

Bosnia and Herzegovina Community Advice Centre

Notes to the Financial Statements for the Year Ended 31 March 2025 (continued)

2. INCOME FROM CHARITABLE ACTIVITIES

	Restricted Funds	Unrestricted Funds	Total Funds 2025	Total Funds 2024
	£	£	£	£
Donations	-	97	97	660
Membership Fees	-	720	720	740
	-	817	817	1,100
GRANTS				
The National Lottery Community Fund - Community Organisations Cost of Living Fund	-	-	-	33,416
National Lottery Awards for All England	-	-	-	10,000
London Borough of Brent	26,386	-	26,386	-
Henry Smith Charity	65,000	-	65,000	40,280
London Community Foundation	-	-	-	10,000
Trust for London	66,838	-	66,838	52,000
	158,224	817	159,041	147,096

3. EXPENDITURE ON CHARITABLE ACTIVITIES COSTS

	Direct costs (see note 4) £	Support costs (see note 5) £	Totals 2025 £	Totals 2024 £
Charitable activities	132,970	9,453	142,423	143,863

4. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2025 £	2024 £
Staff Costs	97,972	99,757
Rent	12,868	12,467
Light & Heat	1,325	1,858
Insurance	1,499	1,441
Cleaning & Sundry expenses	1,368	1,000
Telephone	1,604	2,072
Charitable activity costs	16,334	11,677
	132,970	130,272

5. SUPPORT COSTS

	2025 £	2024 £
Subscription	2,158	1,176
Other office costs	1,875	993
Accountancy fees	3,124	2,941
Bank charges	289	230
Payroll charges	2,007	1,855
Organisational Development	-	6,396
	9,453	13,591

Bosnia and Herzegovina Community Advice Centre

Notes to the Financial Statements for the Year Ended 31 March 2025 (*continued*)

6. TRUSTEES' REMUNERATION AND BENEFITS

No remuneration directly or indirectly out of the funds of the charity was paid or is payable for the year to any trustee or to any person or persons known to be connected with any of them.

TRUSTEES' EXPENSES

There were no trustees' expenses paid for the year ended 31st March 2024 nor for the year ended 31st March 2025.

7. STAFF COSTS

	2025 £	2024 £
Wages and Salaries	85,449	87,952
Employers NI	4,239	3,519
Pension costs	8,284	8,286
	<u>97,972</u>	<u>99,757</u>

The average monthly number of employees during the year was as follows:

	2025	2024
Staff	<u>3</u>	<u>3</u>

No employees received emoluments in excess of £60,000 during the year (2022: Nil)

9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025 £	2024 £
Prepayments	-	1,125
	<u>-</u>	<u>1,125</u>

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2025 £	2024 £
Social security and other taxes	2,989	2,873
Deferred Income:- Henry Smith	40,000	45,000
Trust for London	-	36,838
Accrued expenses	9,548	1,337
	<u>52,537</u>	<u>86,048</u>

Bosnia and Herzegovina Community Advice Centre

Notes to the Financial Statements for the Year Ended 31 March 2025 (continued)

11. MOVEMENT IN FUNDS

	At 1.4.24	Income	Expenditure	Transfers	At 31.3.25
	£	£	£	£	£
Unrestricted Funds					
General Fund	29,850	817	-	-	30,667

	1.4.23	Income	Expenditure	Transfers	31.3.24
	£	£	£	£	£
Unrestricted Funds					
General Fund	28,450	1,400	-	-	29,850

Restricted Funds

	At 1.4.24	Income	Expenditure	Transfers	At 31.3.25
	£	£	£	£	£
Person Centred Advocacy Project	92,972	-	(9,003)	-	83,969
Henry Smith Charity	1,432	65,000	(31,562)	-	34,870
London Borough of Brent	-	26,386	(14,466)	-	11,920
Trust for London	20,554	66,838	(87,392)	-	-
	114,958	158,224	(142,423)	-	130,759

Restricted Funds

	At 1.4.23	Income	Expenditure	Transfers	At 31.3.24
	£	£	£	£	£
Person Centred Advocacy Project	99,885	-	(6,913)	-	92,972
The National Lottery Community Fund - Community Organisations Cost of Living Fund	-	33,416	(33,416)	-	-
National Lottery Awards for all England	10,000	10,000	(20,000)	-	-
Henry Smith Charity	640	40,280	(39,488)	-	1,432
Arnold Clark Community Fund	400	-	(400)	-	-
London Community Foundation	-	10,000	(10,000)	-	-
Trust for London	2,200	52,000	(33,646)	-	20,554
	113,125	145,696	(143,863)	-	114,958

13. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st March 2025

Bosnia and Herzegovina Community Advice Centre

Independent Examiner's Report on the Accounts

I report on the accounts for the charity for the year ended 31st March 2025

Respective responsibilities of trustees and examiner

The charity's trustees 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 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 Charities Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of independent review

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 Trustees have not met 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 2011 Charities Act

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Name: Dunstanette Kuti FCCA MCSI

Position: Community Accountant

Skillspool Training CIC

Adiaha Antigha Centre, 24-30 Dalston Lane, London E8 3AZ

Date: 15/01/2026