

# KONGOLESE CENTRE FOR INFORMATION AND ADVICE

England & Wales · Charity number 1090079

## Details

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**Other names** KCIA

**Status** Registered

**Legal form** Other

**Registered** 2002-01-14

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** Brunel Family Centre  
Westbourne Park Road  
Great London  
W2 5UZ

**Phone** 02079981647

**Email** [kongolesecentre@hotmail.com](mailto:kongolesecentre@hotmail.com)

**Website** [www.kcia.org.uk](http://www.kcia.org.uk)

## Activities

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**Objects:** FOR THE BENEFIT OF THE FRENCH AND LINGALA SPEAKING ETHNIC MINORITY IN THE BOROUGH OF WESTMINSTER, (A) THE RELIEF OF POVERTY, HARDSHIP AND DISTRESS, AND (B) THE PROTECTION AND PRESERVATION OF HEALTH, BY THE PROVISION OF ADVICE, INFORMATION AND A TRANSLATION SERVICE.

**Activities:** The Organisation aims to work with, and support Refugees and Ethnic Minority community groups whose English is their second or third language and living, studying or working within Westminster City in particular and London areas in general through the provision of free generalist advice, information, advocacy, translation and guidance.

## Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, The Prevention Or Relief Of Poverty
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, Other Charities Or Voluntary Bodies, The General Public/mankind

## Geography

- **Area of benefit:** THE BOROUGH OF WESTMINSTER
- Throughout London

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£169,351	£165,775	-	-
2024-03-31	£158,339	£139,164	-	-
2023-03-31	£135,886	£120,573	-	-
2022-03-31	£146,170	£118,282	-	-
2021-03-31	£99,364	£93,882	-	-

## Trustees

Name	Role	Appointed
<b>KANWAR BHAN</b>	Chair	
Anamarie Espaine		2016-12-15
CHRISTIAN CARLTON		2011-10-20
ESSIYA MUZUMU		
Katia Andrade		2020-10-20
MISS SILVIE ROSE		
MRS ADVISOR JEANNE BOKETSU		
Rose Vita		2020-10-20

**KONGOLESE CENTRE FOR INFORMATION AND ADVICE**

England & Wales - Charity number 1090079

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# Accounts

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# **KONGOLESE CENTRE FOR INFORMATION & ADVICE**

## ANNUAL REPORT AND FINANCIAL STATEMENTS

2024/2025

The Management Committees of Kongolese Centre for Information & Advice  
Present their Annual Report for

The Year ended 31<sup>st</sup> March 2025




### **The Chairperson's Message**

This has been another difficult, competitive, and challenging year for the organisation as a whole. As the Chair, I am truly honoured and pleased to report that it has been yet another very productive and successful year for Kongolese Centre for Information & Advice (KCIA). I have witnessed and observed a strong sense of an organisation passionately seeking to help its beneficiaries rebuild their lives, a desire to share knowledge and to help them achieve what they can for themselves. Welfare advice & guidance and legal representations, were at the heart of everything we did as an organisation, from service delivery throughout our commitment to train and reaching out the vulnerable and isolated beneficiaries.

During 2024/25, the organisation managed to expand its services to different locations and community Hubs across Westminster in particular and catchment areas of Westminster Borough including Brent and Camden (Happy Hubs, Brent Community Hub and Westminster Brunel Hubs), developing local partnerships which enable advice services to be targeted to most of Westminster's most disadvantaged residents – those without immigration status, risk of evictions, lone parents, children in risk of expulsion from schools, unemployed, young people without education, employment and training. This is why the intercultural aspect of the organisation's work is so important. Our work is based on a strong human rights framework and reflects our commitment to the Universal Declaration of Human Rights. I can proudly declare that the Kongolese Centre (KCIA) is more than JUST a place of hope and care for refugees and it is undeniable a leading French, Portuguese and Lingala speaking community organisation providing a unique holistic model of support. With an established firm reputation for integrity, friendly and extraordinary beneficiaries support & delivery services.

I am proud to announce that during 2024/25 financial year, despite all the financial strains and challenges within the voluntary sector, we managed to double the size of our organisation's incomes and expand our welfare right services delivery locations. We had also managed to secure further long-term funding which guarantees Kongolese Centre (KCIA)'s sustainability for another 3 years. We are very grateful and thank all our funders and donors for their confidence in our work. Our achievements wouldn't have been possible without the hard work, passion, and commitment of our staffs and volunteers under the excellent leadership of Mr Peter Nsumbu, our Project Coordinator. My personal gratitude to all of them and my deep admiration for their continued motivation to carry out their work. I would also like to express my immense gratitude to my fellow Trustees who have served the charity throughout this year in particular and also past years in general. For providing in valuable support and good governance, ensuring compliance with our organisational constitution and charitable regulations. We look forward with confidence to another year of success and prosperity for our organisation. Most importantly, with the expansion of our Welfare Right Service provisions, we look forward to being able to continue to offer our beneficiaries space and freedom to explore the meaning of some of their experiences in safety and with respect. Our work for Kongolese Centre for Information & Advice gives us much joy, in the firm conviction that the world can be a better place and we all can contribute to change.

### **The Chairperson**



Kanwar Bhan

### **Message from the Project Coordinator**

I am immensely delighted to present our Annual Report 2024/25 and proud to say that, the past years have seen lots of improvement and growth for the organisation (KCIA). Although multiple difficulties and challenges for the organisation as a whole but as the Project Coordinator, I am immeasurably proud that we have achieved so much and surpassed our expectations for the year 2025. Year 2024/25 revealed the hard work spirit of our dedicated staffs and volunteers, whom made real difference to the lives of many people including refugees, asylum seekers, indigenous and migrants who directly benefited from our welfare rights services.

The organisation's activities benefited around 1,484 individuals and 19 community organisations through referrals, signposting and translating. The organisation supported other local refugee community groups, in particular French and Portuguese speaking community groups in running activities and organising workshops. The Centre has been providing direct support through drop in, one to one, homes, hospitals and detentions centres visits across London. However, our work does not finish there, we worked to raise awareness of the new asylum legislation on "Failed Asylum Seekers" and welfare rights changes that affect millions of people across the UK in particular people on benefits.

This report provides a look back at KCIA's efforts to shine a light on the critical challenges faced by those who have been forced from their homes, and to promote solutions. It's not just the services right at the sharp end that matter. As the Project Manager, I am personally and greatly proud of the work KCIA does to engage refugees and asylum seekers and local communities in learning, sporting, exploring and cultural activities. These provide vital opportunities for newly arrived people to fully integrate, be more active in local activities and to come together to share their experiences, to have fun and to learn from each other as equals. I am proud to say that this year 2025, we managed to secure more funding and expanded our team and activities. We hope to undertake a strategic review of both restricted and unrestricted funding streams through the help and support of KCIA's Trustees and local partners in voluntary sector in regular basis. Need to further develop our plans of establishing the organisation as a Pan London's French, Portuguese and Lingala representative Network Centre through different local community hubs.

This report sets out our activities for the year and highlights our key successes and achievements. It also highlights the work of our dedicated and hard-working volunteers and staff to whom I am ever grateful. I am greatly indebted to our funders and trustees who recognised and shared our assessment of needs enabling us to grow and fulfil our aims. In particular, I would like to thank the Trust for London, Westminster City Council, Westminster Amalgamated Charity, National Lottery Communities Fund, John Lyon Charity and The Lloyds Bank Foundation who played an important role in the expansion of services and in securing our future long terms funding for another 3 years.

My special gratitude and sincerely thank to all our trustees, who tirelessly contribute and dedicate their valuable time to support me and guiding the overall direction of KCIA and, in many instances, assist with many aspects of the work. Our staffs and volunteers for their significant commitment, and hard work on behalf of our beneficiaries.

Thank you all,

**Project Coordinator**



Peter Nsumbu

## 1. Organisation's Historical Background

Kongolese Centre for Information & Advice was established in May 2000 but formalised in May 2001 to cater for the needs of the Black African French & Lingala speaking refugee and asylum seekers communities in Westminster in particular and in Great London in general. It uses the name "Kongolese" as opposed to "Congolese" to highlight the historical links between the communities from the once Kingdom of Kongo, which is now divided up in the Democratic Republic of Congo, the Republic of Congo and the Republic of Angola.

Most Black African refugee communities in Westminster cater for English and Arabic speaking people with no other provider in the borough able to cater for the needs of the Kongolese communities.

Kongolese Centre is a Community Legal Services and the Office of the Immigration Services Commissioner exempted centre providing **Free** general advice & guidance and legal representation on welfare rights issues (**Immigration, Housing, Education, Employment, Health and Social**) experienced by refugees, asylum seekers and ethnic minority in general. It is a charitable organisation registered under charity number 1090079.

## 2. Our Objectives

- To improve social life of refugee groups and ethnic minorities
- To promote social justice, equality of opportunities
- To promote personal development of its members, welfare of individuals and refugee groups.

## 3. Our Vision

- **Our vision** is for a world where all Kongolese refugees and migrants are living peaceful, happy and hopeful lives and are respected members of their community

## 4. Our Mission Statement

- **Our mission** is to provide information, advice and support to the Kongolese community. We also raise awareness of the issues they face and work to break down cultural barriers that affect them.

## 5. The Values That Lie at The Heart of Everything We Do

- **Friendly** – We are welcoming, caring and supportive
- **Responsive** – We listen and act. We are here to help
- **Trust** – Our team comes from the Kongolese community, so we know and have experienced the challenges faced by those we support. We aim to work to the highest professional standards
- **Impact** – Everything we do is focussed on making a positive difference to the Kongolese community

## 6. Our Strategic aims

- Between 2023-28 our focus is on achieving three strategic priorities:
  - Prioritising the needs of those who use our services
  - Consolidating and developing the support we provide for groups at a grassroots level
  - Developing the capacity of our Resource Centre

## 7. Organisation's Structure, Governance and management

### 7.1 Organisation's Reference and Administrative Details

<b>Registered charity name:</b>	Kongolese Centre for Information & Advice ( <b>K.C.I.A</b> )
<b>The Governing Document:</b>	The Constitution
<b>Charity registration number:</b>	1090079

## 7.2 The Administrative Office of the Organisation:

**Bangladesh Centre**, 19 Samford Street  
London NW8 8ER

### **Solicitors:**

**Community Law Clinic Solicitors**,  
71 Chamberlayne Road, Kensal Rise,  
London NW10 3ND  
Tel: 02089644222

### **Banker:**

**NatWest Bank**, 315 Station Road,  
Harrow Middlesex HA1 2AD

### **Accountant:**

**MMF Accountants**, 506 Hertford Road, Enfield Middlesex  
EN3 5SS Tel: 02039300472

Email: [info@mmfaccountants.co.uk](mailto:info@mmfaccountants.co.uk)  
[www.mmfaccountants.co.uk](http://www.mmfaccountants.co.uk)

Website:

### **Staffs:**

**Peter Nsumbu**, Project Coordinator  
**Anette Wilkins**, Community Welfare Officer

### **Volunteers:**

Floresse Lembe, Andrew Kapiano, Tania Bridge, Solange  
Kandu, Jessica Nsimba, Yvonne Zahina, Fahrída Lengelo  
and Ellie Iyampango

## **8. Organisation's Trustees**

KCIA's trustees bring a range of experience and expertise. They include individuals with backgrounds former Refugees, Lawyers, Nurses, I.T technicians, House Wife's, fundraising, finance, organisational development, and they draw on professional experience in both corporate and charity sectors.

At the end of this reporting period the organisation (KCIA) had 8 trustees. KCIA's trustees were elected at the Annual General Meeting 2023 and interviewed, with at least one member of the panel being a user of our services. One third of trustees must retire at every AGM with those longest in office retiring first and the choice between any of equal service being drawn by lots. Trustees meet every last Saturday of the two months, reviewing strategic progress, financial position, and monitoring against the charity's stated aims. No trustees receive any benefit for their service.

## **9. Names of Trustees and Positions**

Mr Kanwar Bhan  
Mr Christian Carlton  
Ms Katia Andrade  
Ms Anamarie Especiosa  
Mrs Jeanne Boketshu  
Ms Sylvie Rose Bamoshi,  
Mrs Essiya Muzumu,  
Miss Rose Vita

**The Chairman**  
**Vice Chair**  
**General Secretary**  
**Treasurer**  
**Senior Advisor**  
**Advisor**  
**Senior Advisor**  
**Advisor**

#### **10. The Resources Sub Committee Members**

- **The Executive Committee:** Mr Kanwar Bhan, Ms Katia Andrade and Jeanne Boketshu
- **The Finance Sub Committee:** Ms Anamarie Especiosa, Mr Christian Carlton and Mrs Essiya Muzumu
- **The Fundraising Committee:** Ms Sylvie Rose Bamoshi and Miss Rose Vita

#### **11. Organisation's Risk Management**

During every meeting, the trustees discuss and assess the major risks to which KCIA is exposed, in particular those relating to the specific operational areas of KCIA and its finances. The trustees believe that by monitoring reserve levels, by ensuring controls exist over key financial systems, reviewing quarterly financial statements, and by examining the operational and business risks faced by the organisation, they have established effective systems to mitigate those risks.

#### **12. Particulars of Employees**

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

No employee received remuneration of more than £60,000 during the year (2022 - Nil).

The Trustees acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

#### **13. Related Parties**

There were no related parties within the year and none of the Trustees received any remuneration during the year.

## **Independent Examiners Report**

I report on the Accounts of Kongolese Centre for Information & Advice for the year ending 31<sup>st</sup> March 2025.

### **1. Accounting Policies**

The Trustees, who are also called the Management Committees of the charity for the purpose of the recommended practise applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the England and Wales.

The trustees present their report with the financial statement of the charity for the year ended 31<sup>st</sup> March 2025. The financial statements have been prepared in accordance with accounting and reporting by the Charity Commission under section 145 (5)(b) of the Act.

### **Cash Flow**

The financial statements do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 "Cash flow statements".

### **Incoming resources**

Grants receivable are recognised in the accounts when conditions for their receipt are satisfied. Grants with conditions attached to their use are included in restricted funds. Donations, legacies and other forms of voluntary income are recognised as incoming resources when receivable.

### **Resources expended**

All expenditure is accounted for on an accruals basis and is recognised when there is a legal or constructive obligation to pay. Expenditure has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to a particular heading they have been allocated to activities on a basis consistent with the use of the resources.

Costs classified as governance relate to the general running of the charity and include the operations of the Board of Trustees and addressing constitutional audit and other statutory matters. Resources expended include attributable VAT, which cannot be recovered.

### **Reserves and reserves policy**

Kongolese Centre for Information & Advice is committed to using its resources in pursuit of its charitable objects. It is also committed, however, to maintaining a level of reserves that is prudent to meet ongoing liabilities, sufficient to ensure that all service delivery commitments can be met and to protect the long-term future of our operations. Our reserves policy seeks to balance these priorities by holding a level of reserves sufficient to:

- Ensure the availability of sufficient working funds in hand
- Provide a breathing space in case of unexpected loss of income to ensure that services can be maintained; and to
- Provide sufficient funds for an orderly winding-down in the event of a need to cease activity.

## 2. Incoming & Expenditures for the year ended 31<sup>st</sup> March 2025

Sources	Unrestricted	Restricted	2025	2024
	Funds	Funds	Total Funds	Total Funds
	£	£	£	£
Westminster Amalgamated Charity	5,974	-	5,974	5,000
Lloyds Bank Foundation	25,000	-	25,000	27,250
John Lyon's Charity	-	28,500	28,500	18,000
Trust for London	-	21,500	21,500	21,500
Big Lottery Community Fund	-	57,407	57,407	32,300
Octavia Foundation	-	-	-	9,280
Westminster Emergency Fund	-	-	-	10,000
Westminster Council Core Fund	-	15,000	15,000	15,000
KCIA Trustees Yearly Contribution	3,690	-	3,690	3,395
Cash at bank/cash in hand	9,320	2,960	12,280	16,614
<b>Total Income received</b>	<b>£43,984</b>	<b>£125,367</b>	<b>£169,351</b>	<b>£158,339</b>

## 3. Expenditures on Charitable Activities

	Unrestricted	Restricted	2025	2024
	Funds	Funds	Total Funds	Total Funds
	£	£	£	£
Office & administration	6,628	-	6,628	3,654
Equipment	228	850	1,078	1,390
Advertise & promotion	1,440	5,090	6,530	4,980
Postages	441	204	645	308
Travel	2,638	-	2,638	2,190
Telephone & broadbands	1,190	-	1,190	995
Insurance covers	405	1,115	1,520	1,375
Membership & subscriptions	3,305	2,525	5,830	5,370
Rent & rates	1,420	7,790	9,210	7,455
Bank charged fees	411	-	411	352
Volunteers	2,140	4,305	6,445	5,040
Wages & Salaries	1,798	92,962	94,760	81,705
NI & Payroll	1,039	12,008	13,047	10,616
Accountancy	2,900	-	2,900	2,200
Meetings & Hires Costs	5,652	2,218	7,870	7,195
Refreshments	3,860	1,515	5,375	4,558
<b>Total</b>	<b>£35,495</b>	<b>£130,582</b>	<b>£166,077</b>	<b>£139,383</b>
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<b>Depreciation – Fixtures &amp; Fittings</b>	<b>-</b>	<b>302</b>	<b>302</b>	<b>219</b>
<b>Total Expenditure</b>	<b>£34,224</b>	<b>£130,280</b>	<b>£165,775</b>	<b>£139,164</b>
<b>Surplus/deficit for the year</b>	<b>£3,834</b>	<b>£18,176</b>	<b>£22,010</b>	<b>£18,679</b>

	Unrestricted Funds £	Restricted funds £	2025 Total funds £	2024 Total funds £
<b>Fixed Assets</b>				
Tangible assets	£4,642	£17,262	£21,904	£19,896
<b>Current Assets</b>				
Debtors	£186	£1,818	£2,004	£2,922
Cash at bank	£37,929	£89,913	£127,842	£112,875
	-----	-----	-----	-----
	£38,115	£91,731	£129,846	£115,797
<b>Creditors</b>				
Amounts falling due within 1 year	-	(£3,222)	(£3,222)	(£2,145)
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<b>Net Current Assets</b>	£38,115	£88,509	£126,624	£113,652
<b>Total Assets Less Current Liabilities</b>	£42,757	£105,771	£148,528	£133,548
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<b>Net Assets</b>	£42,757	£105,771	£148,528	£133,548
<b>Funds</b>				
Unrestricted funds			£42,757	£41,028
Restricted funds			£105,771	£92,520
<b>Total Funds</b>			£148,528	£133,548



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

Independent examiner's report on the accounts

**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Kongolese Centre for Information & Advice

**On accounts for the year  
ended**

31 <sup>st</sup> March 2025	<b>Charity no (if any)</b>	1090079
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**Set out on pages**

7 - 12

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2024.

**Responsibilities and basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

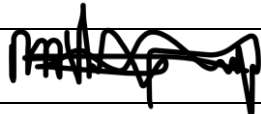
I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- 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.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**



**Date:**

29/09/2025

**Name:**

Mr Etienne Momavuli

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

**MMF Accountants**

**Address:**

506 Hertford Road,

Enfield Middlesex

EN3 5SS

**Section B****Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

None

Approved by the K.C.I.A's Trustees on the.....5<sup>th</sup> October 2025.....

Signed on behalf of the Trustees by:

A handwritten signature in black ink, appearing to read 'Kanwar Bhan'. The signature is written in a cursive, slightly slanted style.

Mr Kanwar Bhan

**The Chairperson**

**KONGOLESE CENTRE FOR INFORMATION AND ADVICE**

England & Wales - Charity number 1090079

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# Accounts

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# KONGOLESE CENTRE FOR INFORMATION & ADVICE

## ANNUAL REPORT AND FINANCIAL STATEMENTS

2023/2024

The Management Committees of Kongolese Centre for Information & Advice  
Present their Annual Report for

The Year ended 31<sup>st</sup> March 2024



## 1. ORGANISATION'S BACKGROUND

Kongolese Centre for Information & Advice was established in May 2000 but formalised in May 2001 to cater for the needs of the Black African French & Lingala speaking refugee and asylum seekers communities in Westminster in particular and in Great London in general. It uses the name "Kongolese" as opposed to "Congolese" to highlight the historical links between the communities from the once Kingdom of Kongo, which is now divided up in the Democratic Republic of Congo, the Republic of Congo and the Republic of Angola.

Most Black African refugee communities in Westminster cater for English and Arabic speaking people with no other provider in the borough able to cater for the needs of the Kongolese communities.

Kongolese Centre is a Community Legal Services and the Office of the Immigration Services Commissioner exempted centre providing **Free** general advice & guidance and legal representation on welfare rights issues (**Immigration, Housing, Education, Employment, Health and Social**) experienced by refugees, asylum seekers and ethnic minority in general. It is a charitable organisation registered under charity number 1090079.

## 2. SUMMARY OF OUR OBJECTIVES

- To improve social life of refugee groups and ethnic minorities
- To promote social justice, equality of opportunities
- To promote personal development of its members, welfare of individuals and refugee groups.

## 3. Vision

- To oppose and challenge discrimination and the denial of human rights against Refugees and Asylum Seekers.
- To support local refugee and their families by the provision of better quality services and
- To provide effective services to all who seek refuge in Westminster Borough.

## 4. Our Mission Statement

*"The protection and preservation of local refugees and ethnic minorities' health, by the provision of free advice, information, guidance and a translation service".*

## 5. The Chair's Report

It has been a difficult, competitive, and challenging year for the organisation both in terms of funding and service delivery, but an exciting year in terms of achievements, reaching out, impact, partnership – working and service development.

As the Chair of the organisation, I believe that this report will illustrate the impact we have had in the delivery of services to improve the quality of life of the individuals and communities who form the core of our mission.

Welfare advice and guidance is at the heart of everything we do as an organisation, from service delivery through to our commitment to organisational learning. In the last past year more adults and young people than ever have benefited from our sporting and physical activities and to our welfare rights services.

To complement our welfare services, we have expended our advice & guidance services; developing local partnerships which enable advice services to be targeted to most of Westminster's most disadvantaged residents – those without immigration status, risk of evictions, lone parents, children in risk of expulsion from schools, unemployed, young people without education, employment and training.

More than 1,330 individuals with different single welfare issues benefited from our services in 2023/24 and we are proud to have achieved the Recognizing Excellency Quality Mark, endorsing the investment we have made in the quality of the advice service and the mechanisms for our client's feedback.

Another highlight from 2023/24, was the work we did in support of our governance capacity. Using resources developed by the governance hub, we undertook a governance audit and identified a number of key areas to focus on in the years ahead, particularly trustees' diversity, beneficiary voice and impact reporting. As a result, we have developed a plan to attract Black, Asian and minority ethnic candidates in future trustee recruitment and beneficiaries activities.

We are grateful to all our partners for their steadfast support in developing and improving our service delivery. None of our service would be possible without their ability and cooperation in so many local activities. A huge thank to all of them and we also hope that this report will encourage prospective partners to contact us and support us in our future work.

Once again, thank you for your unconditional support.

The Chairperson



**Kanwar Bhan**

## 6. Project Coordinator's Report

The past year has been a time of lots of change and growth for the organisation (**KCIA**). 2023/24 has been a very difficult and challenging year for the organisation as a whole and this is why we are especially proud that we have achieved so much and surpassed our expectations for the year. The organisation has been able to help more asylum seekers, refugees and ethnic minorities from different backgrounds and their families than ever before despite our very limited fundings that we had managed to secure.

The organisation's activities benefited about 1,336 individuals and 12 community organisations through referrals and signposting. This year we have managed to achieve this and delivered a planned programme of activities, including training activities for volunteers, trustees and community engagement events. The organisation supported other local refugee community groups, in particular French and Portuguese speaking community groups in running activities and organising workshops. The Centre has been providing direct help to refugees, ethnic minorities and asylum seekers through our Immigration and Welfare Rights programme. However, our work does not finish there. We worked to raise awareness of the new asylum legislation on "Failed Asylum Seekers" and welfare rights changes that affect millions of people across the UK in particular people on benefits. We also support local colleges and refugee communities with training, work placement and counselling. We are proud to provide to individuals and local organisations direct and indirect services which positively impact on their daily life and work.

As part of the **Kongolese Centre's** service delivery strategy, it is important to know that the level of individual casework with failed asylum seekers applications and representatives had increased dramatically **from 63%** per month before April 2023 **to 92%** per month after April 2024 (**about 29% increased**) due to new legislation on the Asylum, Immigration and Nationality Act 2004, which came into force in December 2023. An increasing number of vulnerable asylum seekers are being criminalized and demonised under the Legislation. We know that this figure could be higher as the government's new legislation on Immigration and welfare rights affecting thousands more of dispersed asylum seekers who most of them become homeless and returned to London for diverse reasons. With a great need on Advice and Representation for this particular targeted group, the request and support provision enabling the organisation to respond positively to the demand should immediately be looked closely and as a matter of urgent during 2023/24 financial needs. Every day more than hundreds asylum seekers and immigrants are denied legal aids and most of these cases are dealt by local and voluntary organisation such as the Kongolese Centre, with free access to welfare rights.

We hope to undertake a strategic review of both restricted and unrestricted funding streams through the help and support of the Management Committee Members and local partner Voluntary Organisations on a regular basis. Need to further develop our plans of establishing the organisation as a Pan London's French, Portuguese and Lingala representative Network Centre. Amongst service delivered for 2023/24, we had as followed: 728 people benefited from our legal welfare rights services, 113 were parents & children learning new skills (After School Club, ESOL & IT), 6 were trained as volunteers, 86 people with disabilities and detained at Immigration Centre were outreached, 408 were children and young people participating in sports.

The Kongolese Centre's Annual Account maintains a healthy and positive position; however, it must be noted that this has been achieve through the dynamic work and support by both Management Financial Sub - Committee and the staffs enabling sufficient funds to be raised through successful grants applications relevant to the agreed schedule of activities. I am pleased to inform that through this pursuance we have been successful in having obtained sufficient funds to continue with the major work related to welfare rights and social exclusion for the forthcoming years from the **Trust for London, Lloyds Bank Foundation, Westminster Council and Community Fund (Big Lottery)**. The 2023/24 accounts and finance are in line with actual spend and projected forecast.

2024–2025 will be a very significant year for the **Kongolese Centre for Information & Advice (KCIA)** as we look to build on the transition and consolidation achievements of the organisation implemented over the past three (3) years. The Centre will be reviewing and recalibrating its current strategic priorities for the future to determine a new **KCIA Strategic Plan** for 2025–2028.

I, personally acknowledge and sincerely thank all our trustees who give of their valuable time to guide the overall direction of KCIA and, in many instances, assist with many aspects of the work. Our staffs and volunteers for their significant commitment, and hard work on behalf of our beneficiaries. Their drive and real support of what Kongolese Centre does and aspires to do. We are very fortunate to have an amazing group of talented and passionate people dedicated to enhancing volunteering and civic participation. I also thank our partners and other agencies that provided pro bono assistance, for their quality services that they provided us this year through referrals and volunteers exchanges. We could not achieve our mission without their valued support.

**Project Coordinator**



Peter Nsumbu

## 7. Organisation's Structure, Governance and management

### 7.1 Organisation's Reference and Administrative Details

**Registered charity name:** Kongolese Centre for Information & Advice (**K.C.I.A**)

**The Governing Document:** The Constitution

**Charity registration number:** 1090079

### 7.2 The Administrative Office of the Organisation:

**Bangladesh Centre**, 19 Samford Street  
London NW8 8ER

**Solicitors:** **Community Law Clinic Solicitors**,  
71 Chamberlayne Road, Kensal Rise,  
London NW10 3ND  
Tel: 02089644222

**Banker:** **NatWest Bank**, 315 Station Road,  
Harrow Middlesex HA1 2AD

**Accountant:** **MMF Accountants**, 506 Hertford Road, Enfield Middlesex  
EN3 5SS Tel: 02039300472

Email: [info@mmfaccountants.co.uk](mailto:info@mmfaccountants.co.uk) Website:  
[www.mmfaccountants.co.uk](http://www.mmfaccountants.co.uk)

**Staffs:** **Peter Nsumbu**, Project Coordinator  
**Anette Wilkins**, Community Welfare Officer

**Volunteers:** Floresse Lembe, Andrew Kapiano, Tania Bridge, Solange  
Kandu, Jessica Nsimba, Yvonne Zahina, Fahrída Lengelo  
and Ellie Iyampango

## 8. Organisation's Trustees

KCIA's trustees bring a range of experience and expertise. They include individuals with backgrounds former Refugees, Lawyers, Nurses, I.T technicians, House Wife's, fundraising, finance, organisational development, and they draw on professional experience in both corporate and charity sectors.

At the end of this reporting period the organisation (KCIA) had 8 trustees. KCIA's trustees were elected at the Annual General Meeting 2023 and interviewed, with at least one member of the panel being a user of our services. One third of trustees must retire at every AGM with those longest in office retiring first and the choice between any of equal service being drawn by lots.

Trustees meet every last Saturday of the two months, reviewing strategic progress, financial position, and monitoring against the charity's stated aims. No trustees receive any benefit for their service.

### Names of Trustees and Positions

Mr Kanwar Bhan	The Chair
Mr Christian Carlton	Vice Chair
Ms Katia Andrade	General Secretary
Ms Anamarie Especiosa	Treasurer
Mrs Jeanne Boketshu	Senior Advisor
Ms Sylvie Rose Bamoshi,	Advisor
Mrs Essiya Muzumu,	Senior Advisor
Miss Rose Vita	Advisor

**The Resources Sub Committee Members**

- **The Executive Committee:** Mr Kanwar Bhan, Ms Katia Andrade and Jeanne Boketshu
- **The Finance Sub Committee:** Ms Anamarie Especiosa, Mr Christian Carlton and Mrs Essiya Muzumu
- **The Fundraising Committee:** Ms Sylvie Rose Bamoshi and Miss Rose Vita

**9. Organisation's Risk Management**

During every meeting, the trustees discuss and assess the major risks to which KCIA is exposed, in particular those relating to the specific operational areas of KCIA and its finances. The trustees believe that by monitoring reserve levels, by ensuring controls exist over key financial systems, reviewing quarterly financial statements, and by examining the operational and business risks faced by the organisation, they have established effective systems to mitigate those risks.

**10. Particulars of Employees**

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

No employee received remuneration of more than £60,000 during the year (2022 - Nil).

The Trustees acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

**11. Related Parties**

There were no related parties within the year and none of the Trustees received any remuneration during the year.

## **Independent Examiners Report**

I report on the Accounts of Kongolese Centre for Information & Advice for the year ending 31<sup>st</sup> March 2024.

### **1. Accounting Policies**

The Trustees, who are also called the Management Committees of the charity for the purpose of the recommended practise applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the England and Wales.

The trustees present their report with the financial statement of the charity for the year ended 31<sup>st</sup> March 2024. The financial statements have been prepared in accordance with accounting and reporting by the Charity Commission under section 145 (5)(b) of the Act.

### **Cash Flow**

The financial statements do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 "Cash flow statements".

### **Incoming resources**

Grants receivable are recognised in the accounts when conditions for their receipt are satisfied. Grants with conditions attached to their use are included in restricted funds. Donations, legacies and other forms of voluntary income are recognised as incoming resources when receivable.

### **Resources expended**

All expenditure is accounted for on an accruals basis and is recognised when there is a legal or constructive obligation to pay. Expenditure has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to a particular heading they have been allocated to activities on a basis consistent with the use of the resources.

Costs classified as governance relate to the general running of the charity and include the operations of the Board of Trustees and addressing constitutional audit and other statutory matters. Resources expended include attributable VAT, which cannot be recovered.

### **Reserves and reserves policy**

Kongolese Centre for Information & Advice is committed to using its resources in pursuit of its charitable objects. It is also committed, however, to maintaining a level of reserves that is prudent to meet ongoing liabilities, sufficient to ensure that all service delivery commitments can be met and to protect the long-term future of our operations. Our reserves policy seeks to balance these priorities by holding a level of reserves sufficient to:

- Ensure the availability of sufficient working funds in hand
- Provide a breathing space in case of unexpected loss of income to ensure that services can be maintained; and to
- Provide sufficient funds for an orderly winding-down in the event of a need to cease activity.

## 2. Incoming & Expenditures for the year ended 31<sup>st</sup> March 2024

Sources	Unrestricted	Restricted	2024	2023
	Funds £	Funds £	Total Funds £	Total Funds £
Westminster Amalgamated Charity	-	5,000	5,000	6,500
Lloyds Bank Foundation	27,250	-	27,250	25,000
John Lyon's Charity	-	18,000	18,000	15,000
Trust for London	-	21,500	21,500	20,000
Big Lottery Community Fund	-	32,300	32,300	32,300
Octavia Foundation	-	9,280	9,280	9,280
Westminster Emergency Fund	10,000	-	10,000	10,000
Westminster Council Core Fund	-	15,000	15,000	-
KCIA Trustees Yearly Contribution	3,395	-	3,395	3,680
Cash at bank/cash in hand	11,892	4,722	16,614	14,126
<b>Total Income received</b>	<b>£52,537</b>	<b>£105,802</b>	<b>£158,339</b>	<b>£135,886</b>

## 3. Expenditures on Charitable Activities

	Unrestricted	Restricted	2024	2023
	Funds £	Funds £	Total Funds £	Total Funds £
Office & administration	3,654	-	3,654	2,825
Equipment	965	425	1,390	965
Advertise & promotion	2,830	2,150	4,980	2,980
Postages	240	68	308	483
Travel	2,190	-	2,190	2,580
Telephone & broadbands	995	-	995	635
Insurance covers	895	480	1,375	1,045
Membership & subscriptions	4,350	1,020	5,370	4,520
Rent & rates	655	6,800	7,455	7,060
Bank charged fees	352	-	352	215
Volunteers	2,750	2,290	5,040	2,780
Wages & Salaries	3,100	78,605	81,705	71,120
NI & Payroll	1,730	8,886	10,616	9,025
Accountancy	2,200	-	2,200	680
Meetings & Hires Costs	3,790	3,405	7,195	9,170
Refreshments	3,528	1,030	4,558	4,490
<b>Total</b>	<b>£34,224</b>	<b>£105,159</b>	<b>£139,383</b>	<b>£120,573</b>
	-----	-----	-----	-----
<b>Depreciation – Fixtures &amp; Fittings</b>	-	219	219	88
<b>Total Expenditure</b>	<b>£34,224</b>	<b>£104,940</b>	<b>£139,164</b>	<b>£120,485</b>
<b>Surplus/deficit for the year</b>	<b>£2,879</b>	<b>£15,800</b>	<b>£18,679</b>	<b>£15,312</b>

	<b>Unrestricted Funds £</b>	<b>Restricted funds £</b>	<b>2024 Total funds £</b>	<b>2023 Total funds £</b>
<b>Fixed Assets</b>				
Tangible assets	£6,821	£13,075	£19,896	£12,769
<b>Current Assets</b>				
Debtors	£102	£2,820	£2,922	£6,167
Cash at bank	£38,395	£74,480	£112,875	£94,700
	-----	-----	-----	-----
	£38,497	£77,300	£115,797	£100,867
<b>Creditors</b>				
Amounts falling due within 1 year	-	(£2,145)	(£2,145)	(£13,343)
	-----	-----	-----	-----
<b>Net Current Assets</b>	£34,207	£79,445	£113,652	£87,524
<b>Total Assets Less Current Liabilities</b>				
	£41,028	£92,520	£133,548	£100,293
	-----	-----	-----	-----
<b>Net Assets</b>	£41,028	£92,520	£133,548	£100,293
<b>Funds</b>				
Unrestricted funds			£41,028	£8,089
Restricted funds			£92,520	£92,204
<b>Total Funds</b>			£133,548	£100,293



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

Independent examiner's report on the accounts

**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Kongolese Centre for Information & Advice

**On accounts for the year  
ended**

31 <sup>st</sup> March 2024	<b>Charity no (if any)</b>	1090079
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**Set out on pages**

7 - 12

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2024.

**Responsibilities and basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) 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.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**



**Date:**

19/08/2024

**Name:**

Mr Etienne Momavuli

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

**MMF Accountants**

**Address:**

506 Hertford Road,

Enfield Middlesex

EN3 5SS

**Section B****Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

None

Approved by the K.C.I.A's Trustees on the.....5<sup>th</sup> September 2024.....

Signed on behalf of the Trustees by:

Handwritten signature in black ink, appearing to read "Kanwar Bhan".

Mr Kanwar Bhan

**The Chairperson**

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# Accounts

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**KONGOLESE CENTRE FOR INFORMATION AND ADVICE**

**TRUSTEES' REPORT FOR THE YEAR  
ENDED 31<sup>st</sup> March 2023**

Annual Report & Financial Statements for 2022/2023



## The Chair's Report

### Organisation's Governance

Kongolese Centre for Information & Advice is registered charitable organisation and is governed according to its constitution, and I have pleasure in providing this report on the financial performance for the year ended 31<sup>st</sup> March 2023.

The year 2022/23 has delivered a financial result that provides **KCIA** a strong basis for sustainability, and the ability to develop new strategies and directions. During the financial year ended 31<sup>st</sup> March 2023 **KCIA** relied predominantly on grants, and successful applications for core activities and new work led to an increase on the previous year. We saw an encouraging increase to unrestricted donations from our regular funders, with additional generous major donor is now recorded as unrestricted.

With creativity and determination, the **KCIA**'s management, staffs, and volunteers defiantly continued to provide welfare services on employment, health services, legal advice and advocacy in support of people seeking asylum relentlessly throughout the year, and harsh Home Office policies on sending asylum seekers in Rwanda.

An increased need saw record investments in areas such as advice & guidance in local languages, food banks, debts, housing and health - strategic financial decisions that were wholeheartedly supported by our staffs, volunteers and **KCIA**'s trustees. With two staffs and four volunteers, providing ongoing welfare benefits advice & guidance to refugees and asylum seekers. I am also very proud that my colleagues from **KCIA**'S boards committed to our social enterprises.

**Kongolese Centre for Information & Advice** today, is an organisation that is more impactful and more influential than at any other point in our 21 years history. We're financially strong, stable and sustainable. As we embarked this year on the development of our new Strategic Plan for 2022 – 2027, our board challenged ourselves and the organisation to capitalise on this platform to be bolder and more ambitious than we have ever been. We took the challenge seriously and invested in a detailed, rigorous listening process with a diverse range of stakeholders. What we learned was both rewarding and an opportunity for growth. On the one hand, it was clear that the impact we were having for our beneficiaries was incredibly positive and very often life changing.

Our employees and volunteers told us they were engaged, passionate and had a deep belief in what we do. But it was also noted that sometimes our processes were not as efficient as they could be. While the organisation's profile, influence and impact are respected throughout the sector, there is still more we could do to support other organisations, particularly grassroots French and Portuguese Speaking refugee-led groups, and to amplify the voices of people with lived experience. Through in-depth collaboration and engagement involving our whole organisation, we took these findings on board and committed to building a new, enduring future for the **KCIA**.

The result of that commitment is the launch of our Business Strategic Plan for 2022 – 2027, in which we have firmly embedded the Human & Welfare Benefits Rights and voices of people seeking asylum at the heart of everything we do. What will this mean in practice? We will work even more closely together with people seeking asylum and refugees to drive systemic change. We will magnify their influence, invest in refugee-led organisations, sharpen the focus of our services and advocacy around their human rights, and realign our operations to provide the best possible experience and outcomes for our targeted community

groups. We will continue to build a movement, and build valued partnerships that help realise the rights of people seeking asylum and settling in the United Kingdom..

My thanks go to my fellow Board members for their unwavering leadership; and to all of our employees, volunteers, beneficiaries and funders without whom none of this would be possible.

Thank you

Mr Kanwar Bhan

A handwritten signature in black ink that reads "Kim D Hooper". The signature is written in a cursive, slightly slanted style.

**The Chair**

## Organisation's Background

Kongolese Centre for Information & Advice was established in May 2000 but formalised in May 2001 to cater for the needs of the Black African French & Lingala speaking refugee and asylum seekers communities in Westminster in particular and in Great London in general. It uses the name "Kongolese" as opposed to "Congolese" to highlight the historical links between the communities from the once Kingdom of Kongo, which is now divided up in the Democratic Republic of Congo, the Republic of Congo and the Republic of Angola. It also covers people from Rwanda.

Most Black African refugee communities in Westminster cater for English and Arabic speaking people with no other provider in the borough able to cater for the needs of the Kongolese communities.

Kongolese Centre is a Community Legal Services and the Office of the Immigration Services Commissioner exempted centre providing **Free** general advice on **Immigration, Housing Rights** at **Level 1** and representation for Welfare issues experienced by refugees and asylum seekers from the above communities in particular and all the refugee groups in general. It is a charitable organisation registered under charity number 1090079.

## Organisation's Structure, Governance and management

### Organisation's Reference and Administrative Details

**Registered charity name** Kongolese Centre for Information & Advice (**K.C.I.A**)

**The Governing Document:** The Constitution

**Charity registration number** 1090079

#### **The Administrative Office of the Organisation:**

**Bangladesh Centre**, 19 Samford Street  
London NW8 8ER

**Solicitors:** **Community Law Clinic Solicitors**,  
71 Chamberlayne Road, Kensal Rise,  
London NW10 3ND  
Tel: 02089644222

**Banker:** **NatWest Bank**, 315 Station Road,  
Harrow Middlesex HA1 2AD

**Accountant:** **MMF Accountants**, 506 Hertford Road, Enfield  
Middlesex EN3 5SS Tel: 02039300472

Email: info@mmfaccountants.co.uk  
 Website: www.mmfaccountants.co.uk

**Staffs:**

**Peter Nsumbu**, Project Coordinator  
**Anette Wilkins**, Community Welfare Officer

**Volunteers:**

Floresse Lembe, Andrew Kapiano, Tania Bridge,  
 Solange Kandou, Jessica Nsimba, Yvonne Zahina,  
 Fahrida Lengelo and Ellie Iyampango

**Organisation's Objectives**

- To improve social life of refugee groups and ethnic minorities
- To promote social justice, equality of opportunities
- To promote personal development of its members, welfare of individuals and refugee groups.

**Organisation's vision**

- To oppose and challenge discrimination and the denial of human rights against Refugees and Asylum Seekers.
- To support local refugee and their families by the provision of better quality services and
- To provide effective services to all who seek refuge in Westminster Borough.

**Organisation's Mission Statement**

*"The protection and preservation of local refugees and ethnic minorities' health, by the provision of free advice, information, guidance and a translation service".*

**Organisation's Trustees**

KCIA's trustees bring a range of experience and expertise. They include individuals with backgrounds former Refugees, Lawyers, Nurses, I.T technicians, House Wives, fundraising, finance, organisational development, and they draw on professional experience in both corporate and charity sectors.

At the end of this reporting period the organisation (KCIA) had Eight trustees. KCIA's trustees are selected by application and interview, with at least one member of the panel being a user of our services. One third of trustees must retire at every AGM with those longest in office retiring first and the choice between any of equal service being drawn by lots.

Trustees meet every last Saturday of the two months, reviewing strategic progress, financial position, and monitoring against the charity's stated aims. No trustees receive any benefit for their service.

**Names of Trustees and Positions**

Mr Kanwar Bhan  
 Mr Christian Carlton  
 Ms Katia Andrade

The Chair  
 Vice Chair  
 General Secretary

Ms Anamarie Especiosa	Treasurer
Mrs Jeanne Boketshu	Senior Advisor
Ms Sylvie Rose Bamoshi,	Advisor
Mrs Essiya Muzumu,	Senior Advisor
Miss Rose Vita	Advisor

#### **The Resources Sub Committee Members**

- **The Executive Committee:** Mr Kanwar Bhan, Ms Katia Andrade and Jeanne Boketshu
- **The Finance Sub Committee:** Ms Anamarie Especiosa, Mr Christian Carlton and Mrs Essiya Muzumu
- **The Fundraising Committee:** Ms Sylvie Rose Bamoshi and Miss Rose Vita

#### **Organisation's Risk Management**

During their monthly meeting, the trustees discuss and assess the major risks to which KCIA is exposed, in particular those relating to the specific operational areas of KCIA and its finances. The trustees believe that by monitoring reserve levels, by ensuring controls exist over key financial systems, reviewing quarterly financial statements, and by examining the operational and business risks faced by the organisation, they have established effective systems to mitigate those risks.

#### **Particulars of Employees**

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

No employee received remuneration of more than £60,000 during the year (2022 - Nil).

The Trustees acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

#### **Related Parties**

There were no related parties within the year and none of the Trustees received any remuneration during the year.

## **Independent Examiners Report**

I report on the Accounts of Kongolese Centre for Information & Advice for the year ending 31<sup>st</sup> March 2023.

### **1. Accounting Policies**

The Trustees, who are also called the Management Committees of the charity for the purpose of the recommended practise applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the England and Wales.

The trustees present their report with the financial statement of the charity for the year ended 31<sup>st</sup> March 2023. The financial statements have been prepared in accordance with accounting and reporting by the Charity Commission under section 145 (5)(b) of the Act.

### **Cash Flow**

The financial statements do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 "Cash flow statements".

### **Incoming resources**

Grants receivable are recognised in the accounts when conditions for their receipt are satisfied. Grants with conditions attached to their use are included in restricted funds. Donations, legacies and other forms of voluntary income are recognised as incoming resources when receivable.

### **Resources expended**

All expenditure is accounted for on an accruals basis and is recognised when there is a legal or constructive obligation to pay. Expenditure has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to a particular heading they have been allocated to activities on a basis consistent with the use of the resources.

Costs classified as governance relate to the general running of the charity and include the operations of the Board of Trustees and addressing constitutional audit and other statutory matters. Resources expended include attributable VAT, which cannot be recovered.

### **Reserves and reserves policy**

Kongolese Centre for Information & Advice is committed to using its resources in pursuit of its charitable objects. It is also committed, however, to maintaining a level of reserves that is prudent to meet ongoing liabilities, sufficient to ensure that all service delivery commitments can be met and to protect the long-term future of our operations. Our reserves policy seeks to balance these priorities by holding a level of reserves sufficient to:

- Ensure the availability of sufficient working funds in hand
- Provide a breathing space in case of unexpected loss of income to ensure that services can be maintained; and to
- Provide sufficient funds for an orderly winding-down in the event of a need to cease activity.

## 2. Incoming & Expenditures for the year ended 31<sup>st</sup> March 2023

Sources	Unrestricted	Restricted	2023	2022
	Funds	Funds	Total Funds	Total Funds
	£	£	£	£
Westminster Amalgamated Charity	-	6,500	6,500	5,950
Lloyds Bank Foundation	25,000	-	25,000	25,000
John Lyon Charity	-	15,000	15,000	15,000
Trust for London	-	20,000	20,000	20,000
City Bridge Trust	-	-	-	28,700
Big Lottery Community Fund	-	32,300	32,300	32,300
Octavia Foundation	-	9,280	9,280	8,850
Westminster Council Emergency Fund	10,000	-	10,000	-
Westminster Edward Harvist Trust	-	-	-	1,250
KCIA Trustees Yearly Contribution	3,680	-	3,680	2,580
Cash at bank/cash in hand	7,810	6,316	14,126	6,540
<b>Total Income received</b>	<b>£46,490</b>	<b>£89,396</b>	<b>£135,886</b>	<b>£146,170</b>

## 3. Expenditures on Charitable Activities

	Unrestricted	Restricted	2023	2022
	Funds	Funds	Total Funds	Total Funds
	£	£	£	£
Office & administration	2,825	-	2,825	1,590
Equipment	965	-	965	740
Advertise & promotion	2,830	150	2,980	3,125
Postages	315	168	483	458
Travel	2,580	-	2,580	1,258
Telephone & broadband	-	635	635	580
Insurance covers	565	480	1,045	710
Membership & subscriptions	4,520	-	4,520	3,800
Rent & rates	660	6,400	7,060	6,090
Bank charged fees	215	-	215	246
Volunteers	630	2,150	2,780	1,850
Wages & Salaries	-	71,120	71,120	69,250
NI & Payroll	1,590	7,435	9,025	6,742
Accountancy	680	-	680	1,850
Meetings & Hires Costs	9,170	-	9,170	-
Refreshments	3,800	690	4,490	2,272
<b>Total</b>	<b>£31,345</b>	<b>£89,228</b>	<b>£120,573</b>	<b>£118,282</b>
	-----	-----	-----	-----
<b>Depreciation – Fixtures &amp; Fittings</b>	<b>-</b>	<b>88</b>	<b>88</b>	<b>110</b>
<b>Total Expenditure</b>	<b>£31,345</b>	<b>£89,140</b>	<b>£120,485</b>	<b>£118,172</b>
<b>Surplus/deficit for the year</b>	<b>£15,145</b>	<b>£167</b>	<b>£15,312</b>	<b>£27,778</b>

	<b>Unrestricted Funds £</b>	<b>Restricted funds £</b>	<b>2023 Total funds £</b>	<b>2022 Total funds £</b>
<b>Fixed Assets</b>				
Tangible assets	£8,089	£4,680	£12,769	£6,196
<b>Current Assets</b>				
Debtors	-	£6,167	£6,167	£3,090
Cash at bank	-	£94,700	£94,700	£34,084
	-----	-----	-----	-----
	£8,089	£100,867	£100,867	£37,174
<b>Creditors</b>				
Amounts falling due within 1 year	-	(£13,343)	(£13,343)	(£19,031)
	-----	-----	-----	-----
<b>Net Current Assets</b>	-	£87,524	£87,524	£18,143
<b>Total Assets Less Current Liabilities</b>	-	£100,293	£100,293	£24,339
	-----	-----	-----	-----
<b>Net Assets</b>		£100,293	£100,293	£24,339
<b>Funds</b>				
Unrestricted funds			£8,089	£24,339
Restricted funds			£92,204	-
<b>Total Funds</b>			£100,293	£24,339



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

Independent examiner's report on the accounts

**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Kongolese Centre for Information & Advice

**On accounts for the year  
ended**

31 <sup>st</sup> March 2023	<b>Charity no (if any)</b>	1090079
-----------------------------	--------------------------------	---------

**Set out on pages**

1 - 11

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2023.

**Responsibilities and basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) 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.

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**



**Date:**

26/07/2023

**Name:**

Mr Etienne Momavuli

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

**MMF Accountants**

**Address:**

506 Hertford Road,

Enfield Middlesex

EN3 5SS

**Section B****Disclosure**

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

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

None

Approved by the K.C.I.A's Trustees on the.....5<sup>th</sup> August 2023.....

Signed on behalf of the Trustees by:

Handwritten signature in black ink, appearing to read 'Kanwar Bhan'.

Mr Kanwar Bhan

**The Chairperson**

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# Accounts

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**Kongolese Centre for Information & Advice**  
Caring for the Community

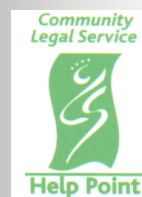
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**KONGOLESE CENTRE**  
for Information & Advice

Principal Office:  
Bangladesh Centre  
19 Samford Street  
London N8 8ER

Tel: 020 88445858  
Fax: 020 89645351  
Email: kongolesecentre@hotmail.com  
Website: [www.kcia.org.uk](http://www.kcia.org.uk)

**ANNUAL REPORT & FINANCIAL  
STATEMENTS FOR  
THE YEAR ENDED 31<sup>st</sup> MARCH 2022**



**KONGOLESE CENTRE FOR INFORMATION & ADVICE****FINANCIAL STATEMENTS****YEAR ENDED 31 MARCH 2022**

<b>CONTENTS</b>	<b>PAGE</b>
Trustees Annual Report	1
The Chair's Report	3
The Organisation's Background	4
Independent examiner's report to the members	6
Statement of financial activities (incorporating the income and expenditure account)	7
Balance sheet	9

## The Chair's Report

I have pleasure in providing this report on the financial performance of the Kongolese Centre for Information & Advice (KCIA) for the year ended 31<sup>st</sup> March 2022. The year 2021/22 has delivered a financial result that provides KCIA a strong basis for sustainability, and the ability to develop new strategies and directions. During the financial year ended 31<sup>st</sup> March 2022 KCIA relied predominantly on grants, and successful applications for core activities and new work led to an increase on the previous year. We saw an encouraging increase to unrestricted donations from our regular funders, with additional generous major donor is now recorded as unrestricted.

With creativity and determination, the KCIA's management, staffs, and volunteers defiantly continued to provide welfare services on employment, health services, legal advice and fearless advocacy in support of people seeking asylum relentlessly throughout the year, navigating all of the challenges that COVID-19, the Pandemic and harsh Home Office policies on sending asylum seekers in Rwanda. The 2021 year was marked by continued lockdowns which impacted on lots of ethnic minorities, migrants and our some of our service delivery, but most certainly, affected the lives of refugees and asylum seekers more than most. Increased need saw record investments in areas such as advice & guidance in local languages, food delivery, debts, housing and health - strategic financial decisions that were wholeheartedly supported by our staffs, volunteers and KCIA's trustees. Alongside these investments were moments of resolve - successive lockdowns and ongoing restrictions saw our long-running social enterprises deeply impacted. With two part time staffs and four volunteers, providing ongoing welfare benefits advice & guidance to refugees and asylum seekers. I am also very proud that my colleagues from KCIA'S boards committed to our social enterprises.

**Kongolese Centre for Information & Advice** today, is an organisation that is more impactful and more influential than at any other point in our 21 years history. We're financially strong, stable and sustainable. As we embarked this year on the development of our new Strategic Plan for 2022 – 2027, our board challenged ourselves and the organisation to capitalise on this platform to be bolder and more ambitious than we have ever been. We took the challenge seriously and invested in a detailed, rigorous listening process with a diverse range of stakeholders. What we learned was both rewarding and an opportunity for growth. On the one hand, it was clear that the impact we were having for our beneficiaries was incredibly positive and very often life-changing.

Our employees and volunteers told us they were engaged, passionate and had a deep belief in what we do. But it was also noted that sometimes our processes were not as efficient as they could be. While the organisation's profile, influence and impact is respected throughout the sector, there is still more we could do to support other organisations, particularly grassroots French and Portuguese Speaking refugee-led groups, and to amplify the voices of people with lived experience. Through in-depth collaboration and engagement involving our whole organisation, we took these findings on board and committed to building a new, enduring future for the **KCIA**.

The result of that commitment is the launch of our Business Strategic Plan for 2022 – 2027, in which we have firmly embedded the Human & Welfare Benefits Rights and voices of people seeking asylum at the heart of everything we do. What will this mean in practice? We will work even more closely together with people seeking asylum and refugees to drive systemic change. We will magnify their influence, invest in refugee-led organisations, sharpen the focus of our services and advocacy around their human rights, and realign our operations to provide the best possible experience and outcomes for our targeted community groups. We will continue to build a movement, and build valued partnerships that help realise the rights of people seeking asylum and settling in the United Kingdom..

My thanks go to my fellow Board members for their unwavering leadership; and to all of our employees, volunteers, beneficiaries and funders without whom none of this would be possible.

Thank you

Mr Kanwar Bhan



The Chair

## Organisation's Background

Kongolese Centre for Information & Advice was established in May 2000 but formalised in May 2001 to cater for the needs of the Black African French & Lingala speaking refugee and asylum seekers communities in Westminster in particular and in Great London in general. It uses the name "Kongolese" as opposed to "Congolese" to highlight the historical links between the communities from the once Kingdom of Kongo, which is now divided up in the Democratic Republic of Congo, the Republic of Congo and the Republic of Angola. It also covers people from Rwanda. Most Black African refugee communities in Westminster cater for English and Arabic speaking people with no other provider in the borough able to cater for the needs of the Kongolese communities.

Kongolese Centre is a Community Legal Services and the Office of the Immigration Services Commissioner exempted centre providing **Free** general advice on **Immigration, Housing Rights** at **Level 1** and representation for Welfare issues experienced by refugees and asylum seekers from the above communities in particular and all the refugee groups in general. It is a charitable organisation registered under charity number 1090079.

## Organisation's Structure, Governance and management

### Organisation's Reference and Administrative Details

<b>Registered charity name</b>	Kongolese Centre for Information & Advice ( <b>K.C.I.A</b> )
<b>The Governing Document:</b>	The Constitution
<b>Charity registration number</b>	1090079
<b>The Administrative Office of the Organisation:</b>	<b>Bangladesh Centre</b> 19 Samford Street London NW8 8ER
<b>Solicitors:</b>	<b>Community Law Clinic Solicitors,</b> 71 Chamberlayne Road, Kensal Rise, London NW10 3ND Tel: 02089644222
<b>Banker:</b>	<b>NatWest Bank,</b> 315 Station Road, Harrow Middlesex HA1 2AD
<b>Accountant:</b>	<b>MMF Accountants,</b> 506 Hertford Road, Enfield Middlesex EN3 5SS Tel: 02039300472 Email: <a href="mailto:info@mmfaccountants.co.uk">info@mmfaccountants.co.uk</a> Website: <a href="http://www.mmfaccountants.co.uk">www.mmfaccountants.co.uk</a>
<b>Staffs:</b>	<b>Peter Nsumbu,</b> Project Coordinator <b>Anette Wilkins,</b> Community Welfare Officer
<b>Volunteers:</b>	Tania Bridge, Solange Kandu, Jessica Nsimba, Fahrida Lengelo and Ellie Iyampango

## Organisation's Objectives

- To improve social life of refugee groups and ethnic minorities
- To promote social justice, equality of opportunities
- To promote personal development of its members, welfare of individuals and refugee groups.

## Organisation's vision

- To oppose and challenge discrimination and the denial of human rights against Refugees and Asylum Seekers.
- To support local refugee and their families by the provision of better quality services and
- To provide effective services to all who seek refuge in Westminster Borough.

## Organisation's Mission Statement

*"The protection and preservation of local refugees and ethnic minorities' health, by the provision of free advice, information, guidance and a translation service".*

## Organisation's Trustees

KCIA's trustees bring a range of experience and expertise. They include individuals with backgrounds former Refugees, Lawyers, Nurses, I.T technicians, House Wives, fundraising, finance, organisational development, and they draw on professional experience in both corporate and charity sectors.

At the end of this reporting period the organisation (KCIA) had Eight trustees. KCIA's trustees are selected by application and interview, with at least one member of the panel being a user of our services. One third of trustees must retire at every AGM with those longest in office retiring first and the choice between any of equal service being drawn by lots.

Trustees meet every last Saturday of the month, reviewing strategic progress, financial position, and monitoring against the charity's stated aims. No trustees receive any benefit for their service.

## Names of Trustees and Positions

Mr Kanwar Bhan	The Chair
Mr Christian Carlton	Vice Chair
Ms Katia Andrade	General Secretary
Ms Anamarie Especiosa	Treasurer
Mrs Jeanne Boketshu	Senior Advisor
Ms Sylvie Rose Bamoshi,	Advisor
Mrs Essiya Muzumu,	Senior Advisor
Miss Rose Vita	Advisor

## The Resources Sub Committee Members

- **The Executive Committee:** Mr Kanwar Bhan, Ms Katia Andrade and Jeanne Boketshu
- **The Finance Sub Committee:** Ms Anamarie Especiosa, Mr Christian Carlton and Mrs Essiya Muzumu
- **The Fundraising Committee:** Ms Sylvie Rose Bamoshi and Miss Rose Vita

## Organisation's Risk Management

During their monthly meeting, the trustees discuss and assess the major risks to which KCIA is exposed, in particular those relating to the specific operational areas of KCIA and its finances. The trustees believe that by monitoring reserve levels, by ensuring controls exist over key financial systems, reviewing quarterly financial statements, and by examining the operational and business risks faced by the organisation, they have established effective systems to mitigate those risks.

## **Independent Examiners Report**

I report on the Accounts of Kongolese Centre for Information & Advice for the year ending 31<sup>st</sup> March 2022.

### **1. Accounting Policies**

#### **Basis of the preparation of the accounts**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement on 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)- (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The charity constitutes a public benefit entity as defined by FRS 102.

#### **Cash Flow**

The financial statements do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 "Cash flow statements".

#### **Incoming resources**

Grants receivable are recognised in the accounts when conditions for their receipt are satisfied. Grants with conditions attached to their use are included in restricted funds. Donations, legacies and other forms of voluntary income are recognised as incoming resources when receivable.

#### **Resources expended**

All expenditure is accounted for on an accruals basis and is recognised when there is a legal or constructive obligation to pay. Expenditure has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to a particular heading they have been allocated to activities on a basis consistent with the use of the resources.

Costs classified as governance relate to the general running of the charity and include the operations of the Board of Trustees and addressing constitutional audit and other statutory matters. Resources expended include attributable VAT, which cannot be recovered.

#### **Tangible fixed assets and depreciation**

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

#### **Computer & Equipment: 25% Straight Line Basis**

Fixed assets are only capitalised if their value is above £100.00 and have a life of more than one year.

## 2. Incoming Sources

Sources	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 2021 £
Westminster Amalgamated Charity		5,950	5,950	5,054
City Bridge Trust		28,700	28,700	28,700
Trust for London		20,000	20,000	20,000
John Lyon Charity		15,000	15,000	15,000
London Community Foundation				10,000
Charity Aid Foundation (CAF)				4,700
KCIA Trustees Yearly Contribution	2,580		2,580	3,870
Community Fund (Big Lottery Fund)		32,300	32,300	
African Health Policy Network				10,000
Octavia Foundation	8,850		8,850	
Lloyds Bank Foundation	25,000		25,000	
Westminster Edward Harvist Trust	1,250		1,250	
Cash at Bank / Cash in Hand	6,540		6,540	2,040
<b>Total Income Received</b>	<b>44,220</b>	<b>101,950</b>	<b>146,170</b>	<b>99,364</b>

## 3. Expenditures on Charitable Activities

	<b>2022</b> £	2021 £
Rent & Rates	<b>6,090</b>	5,120
Volunteers	<b>1,850</b>	1,720
Advertising & Promotion	<b>3,125</b>	1,500
Equipment	<b>740</b>	930
Postages	<b>458</b>	192
Office & Administration	<b>1,590</b>	620
Travel	<b>1,258</b>	1,040
Telephone & Broadbands	<b>540</b>	287
Insurances	<b>710</b>	525
Outings, Outreach & Workshops	<b>14,500</b>	13,080
Subscriptions and membership	<b>3,800</b>	
Sundries	<b>420</b>	46
Refreshments	<b>2,272</b>	235
Bank Charges	<b>246</b>	222
Depreciation	<b>110</b>	
<b>Total Costs</b>	<b>36,969</b>	<b>25,517</b>
<b>Total staffs costs were as follows:</b>	<b>2022</b> £	2021 £
Wages and salaries	<b>69,250</b>	58,420
Social security costs	<b>6,742</b>	5,564
Employer Pension Contributions	<b>2,731</b>	2,731

Accounting & Independent Examination	1,850	1,650
<b>Total Staffs Costs</b>	<b>80,573</b>	<b>69,745</b>
<b>Total Expenditures Costs</b>	<b>118,282</b>	<b>93,882</b>
	<b>27,888</b>	<b>1,380</b>
<b>Balance @ 31<sup>st</sup> March</b>	<b>34,084</b>	<b>11,290</b>

**Particulars of employees:**

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

No employee received remuneration of more than £60,000 during the year (2022 - Nil).

**5. Charitable Incomes by project ended 31<sup>st</sup> March 2022**

Sources	Unrestricted	Restricted	Total Funds	Total Funds
	Funds	Funds	2022	2021
	£	£	£	£
Trust for London	=====	20,000	20,000	20,000
City Bridge Trust	=====	28,700	28,700	28,700
Westminster Amalgamated Charity	=====	5,950	5,950	5,054
John Lyon Charity	=====	15,000	15,000	15,000
Community Fund (Big Lottery Fund)	=====	32,300	32,300	
African Health Policy Network	=====	=====	=====	10,000
Charity Aid Foundation (CAF)	=====	=====	=====	4,700
KCIA Trustees Yearly Contribution	2,580	=====	2,580	3,870
Westminster Edward Harvist Trust	1,250	=====	1,250	
<b>Total Resources Expended</b>	<b>3,830</b>	<b>101,950</b>	<b>105,780</b>	<b>87,324</b>

**6. Charitable expenditure by project ended 31<sup>st</sup> March 2022**

Project	Payroll Costs	Venue Hire	Project	Total Costs
	Costs	Costs	Costs	Costs
	£	£	£	£
KCIA Elderly Activities	=====	1,090	4,650	5,740
Children & Young People Learning	=====	2,100	18,850	20,950
Sporting Activities	=====	5,040	9,960	15,000
Advice & Welfare Rights	=====	=====	54,800	54,800
Outings & Outreach Programmes	416	=====	4,284	4,700
Volunteering	250	=====	1,850	2,100
Refreshments	218	=====	2,272	2,490
<b>Total Resources Expended</b>	<b>884</b>	<b>8,230</b>	<b>96,666</b>	<b>105,780</b>

**7. Tangibles Fixed Assets**

		2022
		£
At 1 <sup>st</sup> April 2021	<b>Computer / Equipment Furniture</b>	<b>6,568</b>
Additions	<b>Computer &amp; Office Equipment</b>	<b>740</b>

At 1 <sup>st</sup> March 2022	<u>7,308</u>
<b>Depreciation</b>	
Charge to date	264
Charge for the year	646
<b>NET BOOK VALUE</b>	<u>5,658</u>

## 8. Liabilities: Amount Falling due Within One Year

	2022
	£
Staffs Pension	2,731
London Weighting	3,880
	<u>6,611</u>
<b>Balance Sheet</b>	
As at 31 <sup>st</sup> March 2022	
<b>Fixed Assets Tangible Assets</b>	27,888
Current Assets	34,084
Debtors & Bank	6,196
<b>Current Liability</b>	16,460
Amount Falling due Within One Year	<u>        </u>
<b>Funds</b>	
Unrestricted	22,121
Restricted	3,090
	<u>19,031</u>
<b>Net Current Assets</b>	16,241
<b>Net Assets</b>	<u>2,790</u>

The Trustees acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

## 9. Related Parties

There were no related parties within the year and none of the Trustees received any remuneration during the year.

**MMF Accountants**, 506 Hertford Road, Enfield Middlesex EN3 5SS Tel: 02039300472

Email: [info@mmfaccountants.co.uk](mailto:info@mmfaccountants.co.uk)

Website: [www.mmfaccountants.co.uk](http://www.mmfaccountants.co.uk)



**Roberts Nestorz**

Accountant

KCIA

Approved by the K.C.I.A's Trustees on the .....15<sup>th</sup> July 2022.....  
Signed on behalf of the Trustees by:

Handwritten signature in black ink, appearing to read 'Kanwar Bhan'.

Mr Kanwar Bhan  
**The Chairperson**

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# Accounts

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**TRUSTEES' REPORT FOR THE YEAR  
ENDED 31<sup>st</sup> March 2021**

**KONGOLESE CENTRE FOR INFORMATION AND ADVICE**

Annual Report & Financial Statements for 2020/2021



The Management Committee of Kongolese Centre for Information & Advice  
present their Annual Report for year ended 31<sup>st</sup> March 2021

## ***Foreword***

I have the privilege to be chairing Kongolese Centre for Information & Advice (KCIA), the position I have held for consecutive terms. As a person and active member of the organisation, I always carry a good testimony about Kongolese Centre services provision and also about people and refugee families who are continuously benefiting directly and indirectly from its services. Their comments, surveys and feedbacks to us said it all and I am personally proud to be part of this success and thanks to you funders, volunteers, staffs and users.

As KCIA entered the 2020-21 financial year, our Trustees Board, Staffs and Volunteers Team looked positively and optimistically to the year ahead.

Well, 2020-21 didn't quite pan out as expected, the COVID-19 pandemic took hold in March 2020, disrupting every aspect of the KCIA's operations. It disproportionately endangered the welfare and health of refugees and people seeking asylum and threatened our very existence as an organisation.

Eighteen months later as I write this, we are not yet out of the woods – but I am proud to report that the KCIA has not just survived, but thrived. Amazingly, we are as strong and as financially robust as we have ever been, and are providing welfare services provision during COVID -19 pandemic (more food, housing, employment, immigration, education, health and legal services) than we have ever done before. And, working with the wider sector, our strategic advocacy and mobilisation is more prominent than ever.

How did we get to this position?

It would have been easier to scale-down impacted operations and deliver services remotely to try and protect ourselves. However, in an environment of unprecedented need from the people that we serve, we decided this was not consistent with our values and therefore, not an option. As a Board and management team, we made a strategic choice to double down on our mission, purpose, and values – to achieve success by being constant to our purpose. We adapted, we innovated, we collaborated, and we supported our targeted community groups and partners.

As we had hoped, our Funders, our Staffs, Volunteers, and Beneficiaries whom we support backed us unwaveringly through adversity and we cannot thank them enough. The Trustees Board continues to hold a positive long-term view of the future and sees great opportunities for the KCIA to grow our impact for the benefit of the refugee communities that we serve.

My congratulation to Kongolese Centre's staffs and volunteers who worked hardly to make such an impact to the needs identified in our communities. I appreciate mostly the friendships among the trustees that also made our participation more enjoyable.

I would like to thank all the trustees and funders who had contributed to the Kongolese Centre success.

Thank you and God Bless

**Mr Kanwar Bhan**



**The Chairperson**

## **KONGOLESE CENTRE FOR INFORMATION & ADVICE INTRODUCTION AND PRESENTATION**

Kongolese Centre for Information & Advice was established in May 2000 but formalised in May 2001 to cater for the needs of the Black African French & Lingala speaking refugee and asylum seekers communities in Westminster in particular and in Great London in general. It uses the name "Kongolese" as opposed to "Congolese" to highlight the historical links between the communities from the once Kingdom of Kongo, which is now divided up in the Democratic Republic of Congo, the Republic of Congo and the Republic of Angola. It also covers people from Rwanda. Most Black African refugee communities in Westminster cater for English and Arabic speaking people with no other provider in the borough able to cater for the needs of the Kongolese communities.

Kongolese Centre is a Community Legal Services and the Office of the Immigration Services Commissioner centre providing **Free** general advice on **Immigration, Housing Rights at Level 1 & 2** and representation for Welfare issues experienced by refugees and asylum seekers from the above communities in particular and all the refugee groups in general. It is a charitable organisation registered under charity number 1090079.

### **SUMMARY OF OUR OBJECTIVES**

- To improve social life of Kongolese refugee groups
- To promote social justice, equality of opportunities
- To promote personal development of its members, welfare of individuals and refugee groups.

### **Vision**

K.C.I.A vision is:

- To oppose and challenge discrimination and the denial of human rights against Refugees and Asylum Seekers.
- To support Kongolese refugee and their families by the provision of better quality services and
- To provide effective services to all who seek refuge in Westminster Borough.

### **Our Mission Statement**

*"the protection and  
preservation of Kongolese refugees and asylum seeker's  
health,  
by the provision of free advice, information, guidance  
and  
a translation service".*

## Project Coordinator's Report

The year 2020 was for Kongolese Centre for Information & Advice as for most organisations, a year of challenge. The global COVID – 19 Pandemic was significant and it forced many plans to be radically altered. The organisation's Staffs, Volunteers, Trustees board and Users responded with great generosity and they showed remarkable resilience in the face of these challenges.

We were blessed to be supported through the COVID – 19 Pandemic enabling the organisation to retain staffs and dedicated volunteers. **Westminster Amalgamated Charity, African Health Policy Network, City Bridge Trust, London Community Foundation** and **Charity Aid Foundation** provided important funds for COVID – 19 emergency relief and to support around 145 Kongolese Elderly people living within Westminster with cooked & fresh foods.

As an information and advice services provider, Kongolese Centre had responded to the needs of the vulnerable targeted community groups by approaching those whom are isolated and excluded from mainstream society and keened to find ways to represent and advocate for them and also support their ability to look after themselves.

Many of our volunteers had to cease their usual activities, as they were considered vulnerable because of their age. However, a large number of wonderful new volunteers offered their services, enabling such initiatives as food delivery team to the vulnerable local elderly Kongolese people, delivering cooked and fresh foods at their door's steps and Care homes.

Many generous local individuals and groups including pastors, schools, religious congregations and many faith-based groups made donations of food and other basic goods, anti – bacteria wipes and while a number of funders also provided ongoing generous financial support under **London Response Fund** and **Covid – 19 National Emergencies Trust**. These contributions, together with wonderfully creative and dedicated efforts of our staff, trustees and volunteers enabled the organisation (KCIA) to support our clients through the difficult months from March 2020 onward. Many services, such as Case-work support moved mainly to phone and virtual consultations, though some face-to-face support was still available, especially for clients with special needs.

### Delivering positive Beneficiaries' outcomes

During the year 2020, we developed a new strategic plan to drive the organisation's activities through to 2024. We have three (3) key aims when we think about outcomes for our beneficiaries, all centred around a belief that if we empower people, they will be better placed to meet their own needs in the future through:

- 1. Increase wellbeing :** Reduce risk from crises like eviction, debt, homelessness or abuse, which reduces anxiety and improves circumstances.
- 2. Enable Independence:** Knowledge empowers beneficiaries to understand their situation better. They are more able to address their issues, learning how to avoid problems in future.
- 3. Improve Stability:** Stability in income, housing and immigration status enables beneficiaries to move forward on firm foundations

### **Delivering positive Beneficiaries' outcomes**

We deliver these strategic outcomes through the provision of free, expert, independent advice.

**Advice and support:** We offer advice and support through drop in and appointment sessions, by telephone and in community venues, where a conversation with an adviser can help beneficiaries create a plan of action to turn problems around.

**Timely interventions:** We aim to work with beneficiaries at an early stage to prevent problems from becoming crises.

**Understanding complexity:** We understand that problems are often complex and interrelated, so we work with our targeted community groups to identify root causes and take the right actions, in the right order, to find a resolution.

**Focused expertise:** We take action on behalf of beneficiaries, but only where our position and experience will help achieve a better outcome – for example, in translations and in advice & guidance on welfare rights issues.

**Speaking the right language:** We offer services in French, Portuguese, English and Lingala (and use external interpreters for other languages) so that any individual can understand and take action on their problems.

**Partnership working:** We work in partnership with other voluntary and public organisations to provide services and widen our impact in the community. Our significant partnerships with local voluntary & statutory organisations continued and our advocacy efforts continued despite the challenges posed by the necessity of holding most meetings remotely. The upside of this was the opportunity to share our message with many people using webinar technology.

I am once more privileged to offer sincere thanks, on behalf of all Kongolese Centre staffs, volunteers, trustees and users, to each person and group supporting us. Without you Kongolese Centre for Information & Advice (KCIA) could not continue to carry out its mission to accompany, serve and advocate for those who are so sadly marginalised in our community. Remembering Jesus Christ's promise that whatever we do for those in need we do for Him, I am sure that you, our supporters, volunteers and staff will be richly rewarded.

Peter Nsumbu



Project Coordinator

### **SPECIAL ACKNOWLEDGEMENTS**



The Kongolese Trustees are grateful for all kind of help and support extended to the organisation and community groups that we serve during Covid – 19 onward, which has made it possible for us to reach our present stage of development and to deliver on such a record. In particular, we are very grateful to our main funders during the years:

- ***Westminster Amalgamated Charity,***
- ***John Lyon's Charity,***
- ***Trust for London,***
- ***And City Bridge Trust***

August 2021

<b>Legal And Administrative Information</b>
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The Full Name of the Charity:

**Kongolese Centre for Information & Advice.**

The Governing Document:

**The Constitution.**

Registered charity number:

**1090079**

**The Principal Office Of The Organisation Is**

Bangladesh Centre,

19 Samford Street

London, NW8 8ER

Telephone: 02038445858

Email: kongolesecentre@hotmail.com

Website: [www.kcia.org.uk](http://www.kcia.org.uk)

**Solicitors**

Community Law Clinic

Solicitors

71 Chamberlayne Road

Kensal Rise, London NW10 3ND

Tel: 02089644222 Fax: 02089644224

**Banker**

NatWest Bank

Harrow Town Centre

315 Station Road

Harrow, Middlesex

HA1 2AD

**Accountant**

Turknak & Co Ltd, Chartered Management Accountants

26 Vicarage Way, Neasden

London NW10 0NA

Tel: 02089644222

**STAFFS**

Peter Nsumbu, **Project Coordinator**

Denham Thompson, **Community Welfare Advice Officer**

**Volunteer**

Mr Kiondo Wilkins

Mrs Floresse Lembe

Mr Martin Kandu

Ms Mireille Matumpa

Mr Sighi Tucker

Mr Manuel Varela

<b>Trustees &amp; Members Of The Management Committee As At 31<sup>st</sup> March 2021</b>
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Mr Kanwar Bhan	Chair
Mr Christian Carlton	Vice Chair
Mrs Annmarie Espaine	Treasurer
Ms Katia Andrade	Secretary
Mrs Essiya Muzumu	1 <sup>st</sup> Advisor
Mrs Jeanne Boketshu	2 <sup>nd</sup> Advisor
Miss Silvie Rose	Member
Miss Rose Vita	Member

<b>Subcommittees As At 31<sup>st</sup> March 2021</b>
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**The Executive Committee**

-Mr Kanwar Bhan                      -Ms Katia Andrade                      -Mrs Jeanne Boketsu

**The Project And Finance Sub Committee**

-Mrs Annmarie Espaine      -Mr Christian Carlton                      -Mrs Essiya Muzumu

**The Fund Raising Sub Committee**

-Miss Silvie Roase                      -Miss Rose Vita

**Financial Statement**

The Board of Trustees are satisfied with the performance of the charity during the year and the position at 31 March 2021 and consider that the charity is in a position to continue its activities during the coming year, and that the charity's assets are adequate to fulfil its obligations.

It is the policy of the trustees that reserves to cover four months operating costs plus potential redundancy liabilities be built as soon as is practically possible. The minimum reserves will be two months operating costs.

**Fundraising Strategy**

The Board of Trustees have established a Funding and Finance Strategy Committee who develop and monitor the progress of their fundraising strategy. It is the aim of the Kongolese Centre to meet its funding needs through several funding bodies. Our community fundraising committee works hard to maintain the funding stream through donations from trustees, local businesses, local authorities, lotteries and charities.

Approved by the management committee on: 6<sup>th</sup> August 2021

And signed on its behalf by:

**Mr Christian Carlton,**



The Vice - Chair

## **Independent Examiner's Report**

I report on the Accounts of Kongolese Centre for Information & Advice for the year ending 31<sup>st</sup> March 2021.

## **Respective responsibilities of the Management Committee and Examiner**

The Management Committee of **Kongolese Centre for Information & Advice** is responsible for the preparation of the accounts. The Management Committee considers that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 43(3Xa) of the 1993 Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- To state whether particular matters have come to my attention

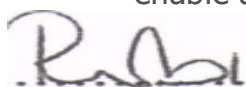
## **Basis of the Independent Examiner's Report**

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 Organisation 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 explanation 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 Statements**

In connection with the examination, no matter has come to my attention:

- 1) Which gives me reasonable cause to believe that in any material respect the requirement:
  - to keep accounting records in accordance with section 41 of the 1993 Act: and
  - to prepare accounts which accord with accounting records and comply with the accounting requirements of the 1993 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



**Turknak & Co, Chartered Management Accountants**

26 Vicarage Way, Neasden, London NW10 0NA Tel: 0208 450 0804

**Statement of Financial Activities (including income & expenditure account)  
For the year ended 31<sup>st</sup> March 2021**

<b>Income and expenditure</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Fund 2021</b>	<b>Total Fund 2020</b>	<b>Note</b>
<b>Income Sources</b>					
Trust For London		£20,000	£20,000	£15,000	
Westminster Amalgamated Charity		£5,054	£5,054	£5,054	
John Lyon Charity		£15,000	£15,000	£4,000	
City Bridge Trust		£28,700	£28,700	£10,000	
London Community Foundation		£10,000	£10,000	-	
African Health Policy Network		£10,000	£10,000	-	
Charity Aid Foundation (CAF)	£3,870	£4,700	£4,700	£4,700	
KCIA Trustees Yearly Contribution				£3,840	2
Westminster Small Funds				£2,500	
BBC Children in Need				£6,420	
Octavia Foundation	£2,040			£4,542	
Reserve Cash in the bank				£3,528	
<b>Total Income</b>	<b>£5,910</b>	<b>£93,454</b>	<b>£99,364</b>	<b>£59,684</b>	
<b>Expenditure on Charitable activities</b>			<b>Total 2021</b>	<b>Total 2020</b>	
Volunteers Costs		£1,720	£1,720	£1,410	
Advertising & promotion		£1,500	£1,500	£1,500	
Equipment		£930	£930	£320	3
Travel		£1,040	£1,040	£305	
Telecom		£287	£287	£246	
Rent & Rates		£5,120	£5,120	£4,700	
Postage		£192	£192	£154	
Sundries		£46	£46	£128	
Refreshments	£235	-	£235	£440	
Outings & workshops		£13,080	£13,080	£4,590	
Office Supplies	£620	-	£620	£236	
Insurances	£525	-	£525	£498	
Bank Charges		£222	£222	£194	
<b>Total</b>	<b>£1,380</b>	<b>£24,137</b>	<b>£25,517</b>	<b>£15,171</b>	
<b>Staff Costs and</b>			<b>Total 2021</b>	<b>Total 2020</b>	
Wages and Salaries		£58,420	£58,420	£34,850	
Inland Revenue		£5,564	£5,564	£4,387	
Employer pension contributions		£2,731	£2,731	-	
Accounting & independent examination		£1,650	£1,650	£1,050	
<b>Total</b>	<b>£1,380</b>	<b>£68,365</b>	<b>£69,745</b>	<b>£40,287</b>	
<b>Total Expenditure Costs</b>	<b>£1,380</b>	<b>£92,502</b>	<b>£93,882</b>	<b>£55,458</b>	

## Statement of Financial Activities

<b>EXCESS OF RECEIPTS OVER</b>	<b>17</b>
<b>BALANCE @ 31 MARCH 2020</b>	<b>£3,628</b>
<b>BALANCE @ 31 MARCH 2021</b>	<b>£11,290</b>

## NOTES TO THE ACCOUNTS

### 1. Accounting Policies:

- a) The accounts have been prepared in accordance with applicable accounting standards and follow the recommendations in Statement of Recommended Practice: Accounting by Charities (SORP) issued October 1995
- b) Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when received. Gifts in kind are valued at their estimated value to the charity and included under the appropriate headings
- c) Intangible income is valued and included in income to extent that it represents goods or services, such as volunteer time; the accounts do not include them.
- d) Grants including grants for the purchase of fixed assets are recognised in full in the Statement of Financially Activities in the year in which they are received.
- e) Fund – raising expenditure comprises all costs incurred including people or organisations to contribute financially to the charity's work.
- f) Administration expenditure comprises all costs incurred in running the charity, which cannot directly be allocated to the charity's projects or fund-raising.
- g) Restricted funds are to be used for specified purpose as laid down by the donor. Expenditure, which meets these criteria, is identified to the fund.
- h) Unrestricted funds are donations and other income received or generated for the objects of the charity without further specified purpose and is available as general funds.
- i) Tangible fixed assets are stated at cost less depreciated. Depreciation is provided at rates calculated to write off fixed assets; less their estimated residual vale, over their expected useful lives on the following basis:

**Fixtures & Fitting – 25% straight line**

**Computer & Equipment – 25% straight line**

Fixed Assets are only capitalised if their value is above £100.00 and have a life of more than one year

## Notes to the Accounts

<b>2. Tangibles Fixed Assets:</b>		<b>2020</b>
<b>Costs</b>		<b>£</b>
At 1 <sup>st</sup> April 2020	<i>Computer /Equipment / Furniture</i>	4,398
Additions	<i>Computer and Office Equipment</i>	930
At 31 <sup>st</sup> March 2021		5,328
<b>Depreciation</b>		
Charge to date		-
Charge for the year		<u>646</u>
<b>NET BOOK VALUE</b>		<b><u>3,752</u></b>
<b>3. Liabilities: amount falling due within one year</b>		<b>2021</b>
		<b>£</b>
Staff Pension		<u>2,731</u>
London Weighting		<u>1,466</u>
		<b><u>4,197</u></b>

## Kongolese Centre for Information & Advise Balance Sheet

As at 31 <sup>st</sup> March 2021	<b>Note</b>	<b>£</b>
<b>Fixed Assets Tangible Assets</b>	2	<b><u>3,840</u></b>
Current Assets		11,290
Debtors & Bank		<u>7,450</u>
<b>Current Liability</b>	3	930
(Amount falling due within one year)		
<b>Funds</b>		<b>£</b>
Unrestricted		4,012

Restricted	7,278
	<u>11,290</u>
<b>Net Current Assets:</b>	<u>8,380</u>
<b>Net Assets:</b>	<u>2,910</u>

Approved by the Management Committee on...6<sup>th</sup> August 2021.....

Signed on behalf of the trustees by:



Mr Kanwar Bhan  
**The Chair**