

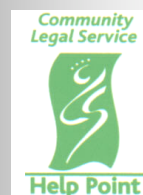
Kongolese Centre for Information & Advice
Caring for the Community

KONGOLESE CENTRE
for Information & Advice

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**ANNUAL REPORT & FINANCIAL
STATEMENTS FOR
THE YEAR ENDED 31st MARCH 2022**



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

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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 31st 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 31st 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

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:	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 31st 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
Total Income Received	44,220	101,950	146,170	99,364

3. Expenditures on Charitable Activities

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

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

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 31st March 2022

Sources	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £	Total Funds 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	
Total Resources Expended	3,830	101,950	105,780	87,324

6. Charitable expenditure by project ended 31st March 2022

Project	Payroll Costs £	Venue Hire Costs £	Project Costs £	Total 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
Total Resources Expended	884	8,230	96,666	105,780

7. Tangibles Fixed Assets

		2022 £
At 1 st April 2021	Computer / Equipment Furniture	6,568
Additions	Computer & Office Equipment	740

At 1 st March 2022	<u>7,308</u>
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Depreciation

Charge to date	264
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Charge for the year	646
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NET BOOK VALUE	<u>5,658</u>
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8. Liabilities: Amount Falling due Within One Year

2022

£

Staffs Pension	2,731
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London Weighting	3,880
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	<u>6,611</u>
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Balance SheetAs at 31st March 2022

Fixed Assets Tangible Assets	27,888
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Current Assets	34,084
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Debtors & Bank	6,196
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Current Liability	<u>16,460</u>
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Amount Falling due Within One Year

Funds

Unrestricted	22,121
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Restricted	3,090
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	<u>19,031</u>
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Net Current Assets	16,241
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Net Assets	<u>2,790</u>
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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

Website: www.mmfaccountants.co.uk



Roberts Nestorz

Accountant

KCIA

Approved by the K.C.I.A's Trustees on the15th July 2022.....
Signed on behalf of the Trustees by:

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

Mr Kanwar Bhan
The Chairperson