

**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, appearing to read "Kim D. Hopper". 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](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 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 Funds £	Restricted Funds £	2023 Total Funds £	2022 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 Funds £	Restricted Funds £	2023 Total Funds £	2022 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

**Charity no  
(if any)**

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:

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

Mr Kanwar Bhan

**The Chairperson**