

DIVIRSIY LIVING SERVICES

(A company limited by guarantee)

Report and Financial Statements For the Year Ended 31 March 2021

Registered Company Number : 04459816
Charity Registration Number : 1098916

Diversity Living Services
(Registered Charity No. 1098916)

Financial Statements
For the Year Ended 31 March 2021

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Diversity Living Services
REPORT OF THE TRUSTEES
For the year ended 31 March 2021

The Management Committee presents its report and unaudited financial statements for the year ended 31 March 2021

Reference and Administrative Information

Charity Name: Diversity Living Services

Registered Company number 04459816 (England and Wales)

Charity registration number: 1098916

Registered office
54-56 1st Floor
The Market Square
Edmonton Green
London
N9 0TZ

Trustees

L M Ahmed

R Jameel

M A Jama - appointed 15.8.19

M K Ciamala - appointed 15.8.19

Company Secretary

E Rukangira

Accountant:

MU-Classic & Associate Accountants
2nd Floor, 37-39 Peckham High Street, London. SE15 5EB

Trustees' Annual Report

During the period of April 2020 to March 2021, Diversity Living Services' funds were used to implement the following projects:

Take the Leap is a funded project by Erasmus + Programme (KA2 - Cooperation for innovation and the exchange of good practices).

The project was initiated and is coordinated by **Diversity Living Services (DLS)**. DLS is UK registered Company and charity was set up to promote diversity and inclusion. Among their objectives is to create opportunities for young people who might otherwise feel excluded from the world of business.

The project implemented by 5 Partners: Diversity Living Services, **Mobilizing Expertise** (Sweden), **Eprojectconsult** (Italy), **NGO Ritineitis** (Latvia) and **Association For Citizens Tolerance And Cooperation Prilep** (The Republic of North Macedonia).

The project was initiated and is coordinated by Diversity Living Services (DLS). DLS is UK registered Company and charity that was set up to promote diversity and inclusion.

Among their objectives is to create opportunities for young people who might otherwise feel excluded from the world of business. This underpins everything we have been trying to with this project. The world of business is an extremely unequal playing field. If you come from the wrong background you'll find a number of barriers standing in your way.

However, many people feel excluded. Take the Leap Project aims to offer disadvantaged young people with fewer opportunities the support they need to build successful careers as entrepreneurs.

Entrepreneurship offers a solution which can create jobs, improve inclusion, social mobility and enhance the prospects of the next generation. In a world which is becoming more connected and reliant on digital, there is a host of opportunities for enterprising start-ups.

Europe's future may depend on the extent to which it allows the next generation to embrace those opportunities.

The Take the Leap project aims to fill this gap by developing, piloting and introducing online and face-to-face workshop-based training programme, and an innovative online Training Package geared sensitively to the specific needs of a young person facing social exclusion.

Entrepreneurship training plays a crucial role in providing aspiring business owners with the key ingredients they need to be successful at the first time of asking.

By so doing, we can level the playing field and give young people from disadvantaged backgrounds, some of the support their wealthier counterparts take for granted. If we are successful in this, everyone benefits.

Young people will have a route out of poverty. In doing so they will drive growth and employment opportunities for the wider economy. Most of all, we'll be unlocking the hidden potential within many people which all too often goes to waste.

The project was initiated to meet the following outcomes:

- Trained young people with fewer opportunities have increased knowledge and skills to start up their own business through the self-enrolment to the training course
- Young people have increased confidence of starting a business as the result of improved knowledge of the challenges and how to overcome them.
- Young people have improved motivation, practical knowledge and skills for entrepreneurship or start-up among young people with fewer opportunities
- A new digital resources creating in the form of our online Training Package geared to the specific needs of socially excluded youth.
- The training course will contribute to personal development for effective and successful start-up of a business
- Young people have acquired skills and knowledge about entrepreneurship and are able to start successful business
- Young people will learning new skills and build confidence to start their own businesses, identify and use the opportunities available.
- The training course provide best practices and skills in delivering entrepreneurship that can be used by youth workers and youth organisations
- Youth workers and youth organizations have the training course as a tool to deliver training to young people with fewer opportunities
- They have a new tool including methodologies for delivering entrepreneurship training for young people.

Project Objectives:

- To improve young people's skills, experience and knowledge in relation to entrepreneurship
- To support opportunities for young people in acquiring and developing key competences, including basic skills in order to foster employability, socio-educational and personal
- development, as well as participation in civic and social life.
- To support groups underrepresented among entrepreneurs.
- To increase youth workers and organisations capacity, competencies and professionalism by designing new methods and tools that will contribute to increasing

- professionalism, capacity and cooperation of youth organisations to provide effective support and training to young.
- To further professionalisation and competences development of youth workers and organisations.
- To improve youth organisations' ability to facilitate entrepreneurship training, providing socially excluded young people with bridges to self-employment and enterprise.
- To create more and equal opportunities for all young people in education and the labour market and business start-up.
- To offer disadvantaged young people with fewer opportunities the support they need to build successful careers as entrepreneurs.

Project Activities:

- Developing new learning materials about entrepreneurship as new innovative tools and training for young people: Partners worked together to prepare the main Intellectual Output of the project: A training course for young people, youth workers and youth organisations:
- Each partner worker on a specific module to produce content in word, power point and pdf
- Revisions of the draft modules to ensure the quality and effective use by young people and youth workers and organisations
- Design the full content as word, pdf and Power Point versions
- An introductory animated video was produced for each module
- Translation of the IO in national languages
- Designing a dedicated bespoke website to host the project results (www.taketheleap.org.uk) as one place for accessing resources about entrepreneurship
- Involved young people as volunteers to contribute to the development of IO by researching the information to be featured on the website.
- Consultations with young people and stakeholders to provide inputs into the draft of the training course
- Translation of the training material (multilingual section of the website).
- The project results are uploaded on the project website www.taketheleap.org.uk. Other platforms were created for further project activity and result dissemination
- Multiplier events were organised online or face-to-face depending on the situation of covid-19 restrictions in each country participating in the project.
- Other activities include email newsletters, social media using relevant hashtags and groups, featuring the project results in local and national media, and designing video to increase awareness of the project results.

Project Achievements:

- A new online and face-to-face multilingual training course (specialised MOOC) about entrepreneurship for young people and the website that hosts it: www.taketheleap.org.uk

- A multilingual 5-day training module in form of syllabus with an introductory video presentations, text, pdf/PowerPoint versions to download, for individual learning, and as a tool for training young people by youth workers and organisations
- About 500 young people, youth workers and youth organisations across Europe have been reached by the dissemination activities of the project
- Over 150,000 people have been reached through online media, events, & dissemination of open-access resources
- A new bespoke website containing the above project results
- 30 young people participated in the online volunteering activities by creating their own website (www.proudstep.org.uk) and produced a job website directory and researched the website content featured on the website.

The funding from London Community Foundation, National Lottery Community Fund and City Bridge Trust (London Community Response Fund) was used to pay wages for sessional workers who implemented the following activities:

Media and health professionals (BBC, The Guardian and the Intensive Care National Audit and Research Centre) have found that there is "emerging evidence" to suggest coronavirus is having a disproportionate impact on BAME communities. The Intensive Care National Audit and Research Centre found that 34% of more than 3,000 critically ill coronavirus patients identified as BAME communities.

Health professionals point out that underlying health conditions that are prevalent in BAME communities such as diabetes, heart diseases, kidney diseases and high-blood pressure could also be a factor.

Black and other minority ethnic individuals make up a large share of jobs considered essential in tackling the virus. They are over-represented among families living in poverty and over-crowded housing.

Self-isolation in larger households could be difficult, for example. They're also more likely to be in low-paid jobs or key workers - crucial transport and delivery staff, health care assistants, hospital cleaners, adult social care workers as well as in the NHS.

All of which bring them into more contact with coronavirus that they can bring to home and so increase their risk to serious-illness and death.

The following activities were implemented:

- Identified and contacted 150 BAME people to assess what their needs are
- Providing information and advice through video conference system(Zoom.us) and online through our e-newsletter that reaches 1,800 subscribers
- Disseminated covid related support and information through our e-newsletter with 1,800 BAME subscribers with particular focus to NHS Advice and information and Government recommendations for self-protection against COVID-19.
- Service users were helped thorough one-to-one support: direct email messages, Zoom meetings and telephone

- Referred families to Enfield Food Bank
- Explained the COVID-19 legislation in relation to renting and eviction to 4 people who faced eviction after having lost their jobs
- Provided advice about access to child benefit to a migrant family with one parent who has lost a his job. They have told us that their application was successful.
- Provided advice to a group of women in relation to their rights regarding domestic violence
- Disseminated information about all government support available including self-employment grants, businesses grants and loans, job retention scheme and urged our service users to apply

DLS implemented the Mayor of London Citizen Led Engagement project about undertaking research about Effective ways of ending serious youth violence in London.

The research aimed to respond to the following questions:

- How parents can contribute to fight serious youth violence ?
- What the Government and the Mayor of London should do to end serious youth violence ?
- Which community services for young people are need to fight serious youth violence ?
- How can young people be involved or mobilised to fight serious youth violence?

The funding for Home Office Vulnerable Children's Charities Funding uplift in light of COVID19 was used to implement the following activities:

- Young people receiving information online through FB page
- Created a Facebook page where 150 young have subscribed to receive information about job opportunities, starting a business, etc.
- A stand was organised in Edmonton Green Library every Saturday to enable young people have access to the information about opportunities and services
- One-to-one meeting with 17 Young people at Edmonton Green Library to discuss their needs and signpost them to various services
- Re-connected with our young people to find out what they needs are, particularly Young People NEET
- Signposted young people to other sources of help if needed regarding access to services and opportunities back to school, housing, benefits, and employment;
- Organised one Zoom meeting per month for at least 10 young people
- Organised one face-to-face group meeting for at least 15 young people.

Challenges:

Due to the Covid-19 crisis, most of the project face-to-face and physical activities such as workshops, the one-to-one health coaching and advice sessions, outreach and mobile health stands could no longer go ahead as planned.

Since the March 2020 when the COVID-19 pandemic started, we have been able to continue providing services to our 175 young people who are registered to our

services. Those young people include 30 young people who were involved in the Youth Violence Project that was funded by the Mayor of London.

However, DLS staff worked hard to ensure that health information was still provided online and through the DLS newsletter.

DLS staff also adapted to the circumstances by calling the service users to provide as much information, guidance and support as possible.

As there is no more drop-in option to our premises and the library was closed due to COVID-19, we have had to use the contact details of our past service users to arrange telephone advice and ZOOM meeting. Our service users then helped us to identify other participants.

It was not possible to display leaflets in public areas as usual done. The only option was to use email, telephone, e-newsletter and Zoom meeting.

**Accountant's Report To The Trustees of
Diversity Living Services
For The Year Ended 31 March 2021**

I report on the accounts of the Trust for the year ended 31 March 2021, which are set out on pages 6 to 9.

Respective responsibilities of trustees and Accountant

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2015 (the 2015 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2015 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2015 Act; and
- to state whether particular matters have come to my attention.

Basis of Accountant's report

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2015 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2015 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.

MU - CLASSIC & ASSOCIATES ACCOUNTANTS
2nd Floor, 37-39 Peckham High Street
London
SE15 5EB

Date: 31/01/2022
MU-CLASSIC & ASSOCIATES
ACCOUNTANTS
2nd Floor, 37-39 Peckham High Street. SE15 5EB
02077033044 / 07984420522

DIVERSITY LIVING SERVICES
STATEMENT OF FINANCIAL ACTIVITIES (including Income & Expenditure)
FOR THE YEAR ENDED 31 MARCH 2021

	Note	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
INCOMING RESOURCES					
Voluntary Income	2	-	109,316	109,316	158,152
Gov Grant - Furlough		34,596	-	34,596	-
Total Income Resources		34,596	109,316	143,912	158,152
RESOURCES EXPENDED					
Charitable Activities					
Big Lottery Fund - Reaching Communities Programme (Stand Up for Good Health and Wellbeing)					
		-	35,628	35,628	133,358
Greater London Authority		-	2,880	2,880	12,000
British Council EU/Erasmus		-	60,415	60,415	3,742
London Community Foundation		-	8,785	8,785	-
City Bridge Trust		-	1,980	1,980	-
Refuge Council		-	150	150	486
Governance costs		-	4,392	4,392	3,204
Total Resources Expended		-	114,230	114,230	152,790
Net Incoming /Outgoing Resources		34,596	- 4,914	29,682	5,362
RECONCILIATION OF FUNDS					
Total Funds Brought Forward	-	450	14,417	13,967	8,605
Total Funds Carried Forward		34,146	9,503	43,649	13,967

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities

DIVERSITY LIVING SERVICES
BALANCE SHEET AT 31 MARCH 2021

	Note	Unrestricted Funds £	Restricted Funds £	2021 Total Funds	2020 Total Funds £
FIXED ASSETS					
Tangible Assets	5		1,235	1,235	525
CURRENT ASSETS					
Debtors	10	-	2,045	2,045	1,200
Cash at Bank and in Hand	10	42,346	-	42,346	15,814
		<u>42,346</u>	<u>2,045</u>	<u>44,391</u>	<u>17,014</u>
CREDITORS: Amounts falling due within one year	11	-	1,977	1,977	3,572
NET CURRENT ASSETS			<u>42,414</u>	<u>42,414</u>	<u>13,442</u>
NET ASSETS	12		<u><u>43,649</u></u>	<u><u>43,649</u></u>	<u><u>13,967</u></u>
ACCUMULATED FUNDS					
Unrestricted			34,146	34,146	-
Restricted			9,503	9,503	450
Total Funds	12		<u><u>43,649</u></u>	<u><u>43,649</u></u>	<u><u>13,967</u></u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on and were signed on its behalf by:

L M Ahmed - Trustee


31/01/2022

Notes forming part of the Financial Statements for the year ended 31 March 2021

1. Accounting Policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

(a) Basis of accounting

The financial statements have been prepared under the historical cost convention, as modified by the inclusion of fixed asset investments at market value, and in accordance with the Companies Act 2006 and the Statement of Recommended Practice: Accounting and reporting by Charities issued in March 2005.

(b) Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity. Unrestricted funds include a revaluation reserve representing the restatement of investment assets at market values.

Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through their terms

(c) Incoming resources

All incoming resources are included in the statement of financial activities when the charity entitled to the income and the amount can be quantified with reasonable accuracy.

The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

Clothing and other items donated for resale through the charity's shop are included as incoming resources within activities for generating funds when they are sold.

Investment income is included when receivable.

Incoming resources from charitable trading activity are accounted for when earned.

Incoming resources from grants, where related to performance and specific deliverables as accounted for as the charity earns the right to consideration by its performance.

Notes forming part of the Financial Statements for the year ended 31 March 2021

Incoming resources from charitable trading activity are accounted for when earned.

Incoming resources from grants, where related to performance and specific deliverables as accounted for as the charity earns the right to consideration by its performance.

(d) Resources Expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fund raising purposes including the charity's shop.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly to others are apportioned on an appropriate basis e.g. floor areas, per capita or estimated usage as set out in Note 4.

(e) Fixed Assets

Fixed assets (excluding investments) are stated at cost less accumulated depreciation. The costs of minor additions or those costing below £ 1,000 are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which in all cases is estimated at 4 years.

2. Incoming Resources from Activities to further the Charity's Objects

	Unrestricted £	Restricted £	2021 Total £	2020 Total £
Voluntary Income	-	109,316	109,316	158,152
Gov Grant - Furlough	34,596	-	34,596	-
	<u>34,596</u>	<u>109,316</u>	<u>143,912</u>	<u>158,152</u>

3. Investment Income

	2021 Total £	2020 Total £
Interest Received	-	-
	<u>-</u>	<u>-</u>

4. Total Resources Expended

Cost Directly Allocated to Activities	2021 Total	2020 Total
Governance costs		
Accountancy	4,392	3,204
Support costs Management		
Wages and sessional workers	50,184	88,820
Rent	12,114	14,400
Insurance	500	644
Telephone	3,854	6,379
Postage and stationery	859	2,531
Membership and subscriptions	-	-
Computer expenses	1,650	2,552
Sundry Expenses	13	163
Legal and consultancy	4,913	5,266
Travel and motor expenses	389	1,464
Workshop and room hire		2,758
Refreshment	281	1,245
Small equipment	569	2,215
Payroll processing	-	804
Design, printing & publication	450	-
Volunteer expenses	557	1,243
Training	-	-
Training & learning materials	27,487	11,594
Service charges	950	1,212
Repairs and renewals	1,485	2,056
Publicity	916	980
	<u>107,173</u>	<u>144,718</u>
Information technology		
Fixtures and fittings	250	468
Computer equipment	1,100	3,022
	<u>1,350</u>	<u>3,490</u>
Other		
Rates and water	1,200	1,200
Other 3		
No description	115	180
Total resources expended	<u><u>114,230</u></u>	<u><u>152,792</u></u>
Net income/(expenditure)	<u><u>29,682</u></u>	<u><u>5,360</u></u>

6. Staff Costs

	2021 £	2020 £
Wages and Salaries	50,184	88,820
Social security costs	-	-
Total	50,184	88,820

No employee received emoluments of more than £60,000

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

	2021 Number	2020 Number
Coordinator	1	1
Community Adviser	1	1
Sessional Workers From EU	10	10
Outreach Worker	2	4
Administration and Support Worker	1	1
Total	15	17

The charity does not operate any pension scheme for its employees and does not make any any contribution

7. Trustee Remuneration and Related Party Transactions

No members of the management committee received any remuneration during the year

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year.

8. Taxation

As a charity, Diversity Living Services is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

9. Tangible Fixed Assets

	Fixtures & Fittings Computer & Equipment £	Total £
Cost		
At 01 April 2020	5,355	5,355
Additions	1,350	1,350
At 31 March 2021	<u>6,705</u>	<u>6,705</u>
Depreciation		
At 01 April 2020	4,830	4,830
For the year	640	640
At 31 March 2021	<u>5,470</u>	<u>5,470</u>
Net Book Value		
At 31 March 2021	<u>1,235</u>	<u>1,235</u>

10. Debtors

	2021 £	2020 £
Trade Debtors	-	-
Other Debtors	2,045	1,200
Total	<u>2,045</u>	<u>1,200</u>

11. Creditors: Amounts Falling Due Within One Year

	2021 £	2020 £
Bank Loans and Overdrafts	-	886
Taxation and Social Security	322	347
Other creditors and accruals	1,655	2,339
Total	<u>1,977</u>	<u>3,572</u>

12. Analysis of Net Assets Between Funds

	General Funds £	Restricted Funds £	Total Funds £
Tangible Fixed Assets			1,235
Current Assets			44,391
Current Liabilities			1,977
Total Net Assets as at 31 March 2021			<u>43,649</u>

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Tangible Fixed Assets			1,235
Current Assets			44,391
Current Liabilities			1,977
Total Net Assets as at 31 March 2021			<u>43,649</u>

14. Movements in Funds

	At 01 Apr 2020	Incoming Resources (Inc. Gains)	Outgoing Resources	Transfer	At 31 Mar 2021
	£	£	£	£	£
Restricted Funds:					
Big Lottery Fund - Reaching Communities Programme (Stand Up for Good Health and Wellbeing	- 1,397	35,628	35,628	-	- 1,397
British Council		60,415	60,415	-	
Greater London Authority		2,880	2,880	-	-
British Council EU/Erasmus	15,814	60,415	60,415	-	15,814
London Community Foundation		8,785	8,785	-	-
City Bridge Trust		1,980	1,980	-	-
Refuge Council		150	150	-	-
Total Restricted Funds	14,417	170,254	170,253	-	14,417
Unrestricted Funds					
General Funds / Furlough	- 450	34,596	4,914	-	29,232
Interest Received		-	-	-	-
Total Unrestricted Funds	- 450	34,596	4,914	-	29,232
Total Funds	13,967	204,849	175,167	-	43,649