

CITIZEN DEVELOPMENT COMMUNITY CENTRE

**DIRECTOR'S REPORT AND FINANCIAL STATEMENTS FOR
THE YEAR ENDED 31st MARCH 2021**

Charity Registration No: 1099662
Company Registration No:04921969

Funded and supported by:



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**CITIZEN DEVELOPMENT COMMUNITY CENTRE
DIRECTORS REPORT AND FINANCIAL STATEMENTS FOR THE
YEAR ENDED 31st MARCH 2021**

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YEAR ENDED 31st MARCH 2021**

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**CITIZEN DEVELOPMENT COMMUNITY CENTRE DIRECTORS REPORT AND FINANCIAL
STATEMENTS FOR THE YEAR ENDED 31st MARCH 2012
CITIZEN DEVELOPMENT COMMUNITY CENTRE**

REFERENCE AND ADMINISTRATIVE INFORMATION

The directors who are the charity trustees in charity law and held office during the year were as follows:

Mrs Ruhena Begum Chair
Mr Sabbir Ahmed Chowdhury Treasurer
Mrs Farhana Pandor
Mr. Yasin Miah

Company Secretary: Rumi Begum

Registered Office

31 Church Road
Manor Park
London E12 6AD

Charity Registration No: 1099662

Company Registration No: 04921969

Bankers

HSBC
15 The Mall
Stratford
London E15 1X

Accountants

Sidney Milambo
25 Watershipdown House,
Cambridge Park Road,
London E11 2PY

**CITIZEN DEVELOPMENT COMMUNITY CENTRE DIRECTORS REPORT AND FINANCIAL
STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2021**

REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31ST MARCH 2021

Introduction:

The Directors present the financial statements of the charitable company for the year ended 31st March 2021. The financial statements have been prepared in accordance with the accounting policies set out on page 11-12 and comply with the charity's applicable law and companies act 1985 as amended by the 2006 act

Aims & Objectives:

The principal aims and objectives are providing or assisting in the provision of facilities for the creation and other leisure time occupation for people living and/or working in London Borough of Newham and in the interest of social welfare and with the objectives of improving conditions of life; advancing education among the people living and/ or working in Newham; relieving poverty, sickness and disability among the living and/ or working in London Borough of Newham; promoting good race relationship and any other purposes which is charitable according to the laws of England.

Structure, Governance and Management

Governing Document:

The organisation is governed by its constitution and acts entirely as a non-profit making organization and has charitable status, charity number: 1099662; registered on 27th September 2003, and was incorporated on 6th October 2003 as a Company Limited by Guarantee (no: 04921969)

Organisation and Management:

The Directors are legally responsible for the overall management and control of Citizen Development Community Centre. The work of implementing most of their policies is carried out by themselves and the Chair meets with the manager monthly and before each full trustees meeting and on some occasions to deal with specific issues. Directors meet four times a year and are chaired by the Chair.

The day-to-day running of the charity is delegated to the respective Project Manager who also attends meetings of the directors.

Recruitment and appointment of director:

In accordance with the governing document, elections for the directors take place every year at the annual general meeting, if eligible, may offer themselves for re-election. Appointment is on the basis of nominations received from members concerning eligibility, personal competence, specialist skills and local availability

Induction and Training of Directors:

Directors are inducted through training days and through informal and formal meetings with established or outgoing trustees and are provided with an induction pack and other relevant materials to familiarise themselves with the charity's operations.

Trustees:

The directors consider the board of directors, who are the trustees, comprise the key management personnel of the charity in charge of directing and controlling, running and operating the Trust on a day to day basis. All directors give of their time freely and no director received remuneration in the year

Monitoring and Evaluation

Citizen Development Community Centre is committed to the robust monitoring and evaluation of its activities, so that we can effectively identify and measure the impact on the lives of those we support. We have embedded monitoring and evaluation processes throughout all our projects. Our evaluation processes include the monitoring of critical impact measurements, alongside monitoring of detailed operational and management information, which are reported back to our Board of Trustees on a quarterly basis. In addition, we seek to collect feedback from those using our services, which allows us to assess our impact in their lives and the varied issues that they face.

Public benefits

Charitable Activities of Public Benefit: Trustees have complied with their duty in section 17 of the Charities Act 2011 to have paid due regard to the Charity Commission's guidance on public benefit in deciding which activities the charity should undertake.

Volunteers

Without volunteers, Missing People could not be a lifeline when someone disappears. Volunteers gain new experiences within the voluntary sector, learn from highly-trained staff and gain and develop new skills that will stay with them forever. Volunteers can make a real difference to missing people and their families by giving their time at the charity's central office in London, or in any part of the UK through our local volunteer programme.

Activities During the Year

Activities delivered during the year were in engaging resources of providing programme of COVID19 support in physical and mental health, food management, health and nutrition and social and provisions during the pandemic. Delivery focused on how to manage their health and wellbeing through lockdown and supporting them in reduced infection and spreading of coronavirus (COVID-19) crisis.

Achievements and performance:

The local area of older people were enabled to have reduced coronavirus spread and living healthier lifestyles in a healthier community with a group of older people havinf:

- Improved activities of daily living that include functional status (individual's ability to perform normal daily activities required to meet basic needs, fulfil usual roles, and maintain health and well-being)
- Lessor risk of being inactive, as well as less reporting multiple health-risk behaviours including physical inactivity
- Food security
- Improved self-esteem and use of active coping mechanisms.
- Reduced likelihood of coronavirus infection.

- Reduced isolation and loneliness
- Improved health outcomes and living independently

The activities brought about lasting change to older people's well-being, providing them with very important ways to understand how they could sustain improvements to well-being by finding ways in looking at how they could be encouraged to develop healthier, sustained behavioural habits, and a lasting sense of life satisfaction in the adverse of any pandemic.

The charity has also been enabled to develop a greater capacity to withstand threats and adapting to changing circumstances giving it a secure future. For the future, this has provided a greater resilience through stronger governance and greater local involvement; increased management and staff skills; fresh sources of expertise and advice; and working in partnership to share services, staff and resources. This has engaged volunteers who will increase capacity, and showing that it is stronger and in a better position for the future as a result of the changes it has made.

Going concern

COVID-19 is not expected to have a significant impact on the entity. Management has determined that there is no material uncertainty that casts doubt on the entity's ability to continue as a going concern. It expects that COVID-19 might have some impact, though not significant, for example, in relation to expected future performance, or the effects on some future asset valuations.

Plans for future periods:

Our priorities for 2021-2022 reflect growing demand for our services and we aim to:

- Deliver high quality services that enable the charity stability, financial security, improved wellbeing and the development of positive relationships.
- Develop and deliver a range of educational and employment solutions.
- Develop and engage neighborhood source of knowledge on causes, effects and solutions for health and wellbeing.
- Raise funding to support existing activities and growth plans.

Financial review:

A major financial concern for the trust is on-going financial sustainability given the lower level of support from our donors with the reduction in grant funding over the past years.

Despite to the increasing pressure on public expenditure the trustees understand that the support from our funders will be kept at the current level of activity

The results of the charity for the year are shown in the annual financial statements set out on pages 10 and 11.

The charity had income of £434,810 ; (2019/20 : £4,577 and direct charitable expenditure and support costs of £26,594; (2019/20: £4,852;). There was a surplus/(loss) of income over expenditure of £8,216; (2019/20: (£275);

Funding

Charity received funding from the following funders

- City Bridget Trust- City of London
- Voice4Change England
- East End Community Emergency Fund
- Charles S French Charitable Trust
- The Albert Hut Trust

Reserves policy and going concern:

Reserves are needed to bridge the gap between the spending and receiving of income and to cover unplanned emergency repairs and other expenditure. The trustees consider that the ideal level of reserves is three months of expenditure

Risk management:

The trustees have a risk management strategy which comprises:

- an annual review of the principal risks and uncertainties that the charity face;
- the establishment of policies, systems and procedures to mitigate those risks identified in the annual review;
- the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

This work has identified that financial sustainability is the major financial risk for the charity. A key element in the management of financial risk is a regular review of available liquid funds to settle debts as they fall due, regular fundraising activities, and active management of trade debtors and creditors balances to ensure sufficient working capital by the charity.

Attention has also been focused on non-financial risks arising from fire, health and safety. These risks are managed by ensuring accreditation is up to date, having robust policies and procedures in place, and regular awareness training for staff working in these operational areas'

Director's responsibilities in relation to the financial statements

Law applicable to charities in England and Wales requires the directors to prepare financial statement for each financial year, which give a true and fair view of the state of affairs of the charity for the period.

In preparing those financial statements, the directors are required to:

- Select suitable accounting policies and then apply them consistently
- Make judgment and estimates that are reasonable and prudent;
- State whether applicable accounting standards and Statement of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statement and:
- Prepare the financial statements on a going concern basis.

The directors are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with applicable law. They are responsible for

safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved and signed on behalf of the board on: 15th November 2021.

A handwritten signature in black ink, appearing to read 'Rumi Begum', with a stylized flourish at the end.

Mrs Rumi Begum-Secretary

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CITIZEN DEVELOPMENT
COMMUNITY CENTRE**

I report on the accounts of Citizen Development Community Centre ("the company") for the year ended 31 March 2021.

Respective Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Sidney Milambo, ACMA
25 Watershipdown House
Cambridge Park Road
London E11 2PY
Date: 15th November 2021

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31st MARCH 2021

INCOME	Unrestricted Funds	Restricted Funds	Total Funds 2020/21 £'000	Total Funds 2019/20 £'000
	Note: £'000	£'000	£'000	£'000
Grants & Donations and legacies	-	34,810	34,810	4,577
Income from charitable activities	-	-	-	-
Income from other trading activities:	-	-	-	-
Investment income	-	-	-	-
Other Income	-	-	-	-
Total income	2	-	34,810	34,810
Expenditure				
Costs of raising funds:				
Fundraising	-	-	-	-
Expenditure on charitable activities:				
Charitable Direct Operations	275	24,037	24,312	4,376
Charitable Support Costs	-	1,932	1,932	126
Governance Costs	-	350	350	350
Total expenditure	3	275	26,319	26,594
Net income/(expenditure) and net movement in funds for the year		(275)	8,491.09	8,216
Reconciliation of funds				
Total Funds brought forward		4,618	-	4,618
Total funds carried forward	13	4,343	8,491	12,834

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

Balance Sheet as at 31 March 2021

	Note	2020/21 Total £'000	2019/20 Total £'000
Fixed assets			
Tangible assets	4	-	-
Total Fixed Assets		<u>-</u>	<u>-</u>
Current assets			
Debtors		-	-
Cash at bank and in hand	5	25,504	6,789
Total Current Assets		<u>25,504</u>	<u>6,789</u>
Liabilities			
Creditors falling due within one year	8	12,670	2,171
Net Current assets		<u>12,834</u>	<u>4,618</u>
Total assets less current liabilities		<u>12,834</u>	<u>4,618</u>
Net assets		<u>12,834</u>	<u>4,618</u>
The funds of the charity:			
Unrestricted income funds		4,343	4,618
Restricted income funds		8,491	-
Total charity funds		<u>12,834</u>	<u>4,618</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 directors who are 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 provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 15th November 2021 and were signed on its behalf by:



Mrs Rumi Begum (Secretary)



Mr Sabbir Ahmed Chowdhury (Treasurer)

Notes to the accounts.

1 1 Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimates of uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of 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.

Arts Theatre Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s)

b) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from grants, whether 'capital' grants or 'revenue' grants is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of a theatrical performance or provision of other specific

c) Donated services and facilities

Donated recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time of the Friends is not recognised

d) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank

e) Fund accounting

Unrestricted- funds are available to spend on activities that further any of the purposes of charity.

Restricted funds: are donations which the donor has specified are to be solely used for particular areas of the donations which the donor has specified are to be solely

Designated funds- are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose.

**CITIZEN DEVELOPMENT COMMUNITY CENTRE DIRECTOR'S REPORT AND ACCOUNTS FOR THE YEAR ENDED 31st
MARCH 2021**

f) Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Expenditure is classified under the following activity headings:

- Costs of raising funds comprise the costs of raising charitable funds including grant applications and their associated support costs
- Expenditure on charitable activities includes the costs of educational and other charitable activities undertaken to further other the purposes of the charity and their associated support costs
- Other expenditure represents those items not falling into any other heading.

f) Support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the charity's programmes and activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities.

g) Tangible fixed assets

Individual fixed assets costing £500 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Furniture, Fittings and other Equipment	25% on cost
Computers	25% on cost

h) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered.

Prepayments are valued at the amount prepaid net of any trade discounts due.

i) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2 INCOMING RESOURCES	Un restricted	Restricted	Total 2020/21	Total 2019/20
Grants & Donations				
East End Community Emmergency Fund		5,000	5,000	-
City Bridge Trust- City of London		16,310	16,310	-
Voice4Change England		10,000	10,000	-
Albert Hut Trust		1,000	1,000	-
Charles S French Charitable Trust		2,500	2,500	-
Groundwork ESF	-	-	-	3,077
W G EDWARDS	-	-	-	1,500
	-	34,810	34,810	4,577
Donations	-	-	-	-
Total Grants & Donations	-	34,810	34,810	4,577
Activities for generating income				
Other Income	-	-	-	-
Total	-	-	-	-
Total incoming Resources	-	34,810	34,810	4,577

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**CITIZEN DEVELOPMENT COMMUNITY CENTRE DIRECTOR'S REPORT AND ACCOUNTS FOR THE YEAR ENDED
31st MARCH 2021**

Notes to the accounts continued.....

	2020/21	2019/20
	£	£
3 (a) Charitable Direct Operations		
Sessional Staff	2,075	2,746
Abuse & Safeguarding	1,300	-
Project Management	5,607	-
Volunteers	1,400	200
Venue Hire/Rent	250	450
Activitie/Training/Events/ Materials	255	605
COVID-19 awarenesss & Materials	2,754	-
Outings	-	100
Advertising & Publicity	115	275
Food Provisions and Dietary Materials and Sessions	4,406	-
Mental Health Activities and Sessions	3,250	-
Physical Health Activities and Sessions	2,900	-
Total Direct	24,312	4,376
3 (b) Charitable Support Costs		
Support Services	1,491	126
Professional Fees	441	-
Tel/Internet	-	-
Admini/Filing	-	-
Total Support	1,932	126
3(c) Governance		
Independent Examination	350	350
Total Governance	350	350
Total Expenditure	26,594	4,852
 4 Fixed Assets		
	Computers & Equipment	Total
As at 2/04/2020	6500	6,500
Additions		
As at 31/03/2021	6500	6,500
Dedpreciation		
As at 01/04/2020	6500	6,500
Charge for year		
As at 31/03/2021	6500	6,500
Net Book Values		
As at 31/03/2021	-	-
As at 31/03/2020	-	-
 5 Cash at Bank and in Hand		
Current Account-HSBC	25,504	6,789
Petty Cash	-	-
Total Cash	25,504	6,789

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Notes to the accounts continued.....

6 Net income/(expenditure) for the year

This is stated after charging:

	2020/21 £'000	2019/20 £'000
7 Examiner's remuneration:		
Examination Fees	350	550
	<u>350</u>	<u>550</u>
8 Creditors: amounts falling due within one year		
Ceditors and accruals		
Independent Examination	350	350
Accruals	12,321	1,821
	<u>12,671</u>	<u>2,171</u>
9 Analysis of staff costs, trustee remuneration and expenses,		
Salaries and wages	2,075	2,746
	<u>2,075</u>	<u>2,746</u>

No employees had employee benefits in excess of £60,000 (2020 nil).

The charity trustees were not paid or received any other benefits from employment with the Trust or its subsidiary in the year (2019: £nil) neither were they reimbursed expenses during the year (2019: £nil). No charity trustee received payment for professional or other services supplied to the charity (2019: £nil)

10 Staff Numbers

The average monthly head count was 0 staff (2019: 1 staff) and the average monthly number of full-time equivalent employees (including casual and part-time staff) during the year were as follows:

	2020/21 Number	2019/20 Number
Education including others	-	1
	<u>0</u>	<u>0.5</u>

11 Revenue funding

	2020/21	2019/20
COVID-19 CRISIS	34,810	0
Groundwork London	-	3,077
W G EDWARDS	-	1,500
General	-	-
	<u>34,810</u>	<u>4,577</u>

All the above funding was received to provide services, of COVID-19 emergency crisis and Health & well being activities has been included in the financial statements under incoming resources from charitable activities.

15.06.16

Notes to the accounts continued.....

13 Analysis of charitable funds

	Balance 01-Apr-20 £'000	Income £'000	Expenditure £'000	Transfers £'000	Funds As At 31-Mar-21 £'000
Restricted funds					
COVID-19 CRISIS	-	34,810	26,595	-	8,216
	-	34,810	26,595	-	8,216
Un Restricted funds					
General	4,618	-	-	-	4,618
	4,618	-	-	-	4,618
Total Funds	4,618	34,810	26,595	-	12,834

14 Analysis of group net assets between funds

	Un Restricted Fund £'000	Restricted Fund £'00	Total Funds
Tangible fixed assets	-	-	-
Current Assets	4,343	21,161	25,504
Liabilities	-	(12,670)	(12,670)
Balance of Funds	4,343	8,491	12,834

15 Contingencies and contractual commitments

In the opinion of the Directors. At 31st March 2021, there were no contingent liabilities and contractual commitments