



(A COMPANY LIMITED BY GUARANTEE)

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022

Company No: 04688707
Charity No: 1114290

APASEN
(A COMPANY LIMITED BY GUARANTEE)

Company Information

Directors / Trustees	Mr Amir Hussain Mr Tobaris Ali Ms Suraiya Khatun Mr Syed Gulab Ali Ms Momota Begum Mrs Shoriful Nessa Mr. Luqueman Hussain Ms Sultana Monaf	Chairman Secretary Treasurer
CEO	Mr Mahmud Hasan	
Company number	4688707	
Charity number	1114290	
Principal and Registered Office	Carmine Wharf 30 Copenhagen Place London E14 7FF	
Auditors	Knox Cropper LLP Chartered Accountants and Statutory Auditors 65 Leandhall Street, London EC3A 2AD	
Accountants	Abacus Partners (Ldn) LLP Unit A, Abbotts Wharf 93 Stainsby Road London E14 6JL	
Banker	HSBC 1-3 Bishopsgate London EC2N 3AQ	

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THE YEAR ENDED 31 MARCH 2022

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APASEN
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Trustees' Report
for the year ended 31 March 2022

The trustees, who are also the Directors of the Company for the purpose of the Companies Act, present their Annual Report and the financial statements for the year ended 31 March 2022.

Incorporation and Change of name

The company was incorporated on 6 March 2003 as Asian Parents Association for Special Educational Needs in Tower Hamlets. The name of the company was changed to Apasen, on 29 September 2016, by special board resolution.

Principal activities

Apasen's principal activity is the provision of social and community care services. Our objects make specific reference to the following aims:

- To relieve poverty, social exclusion and deprivation for people with learning difficulties and/or with physical disabilities or other charitable needs.
- To provide advice, support, information, counselling and training to those in need.
- To establish and maintain centres for health, education and recreation.
- To provide care and support to those in charitable need.

The entity is organised with a committee (Board of Directors) elected by the members, to oversee its overall activities, and one of the committee members, is nominated as Chairperson, to monitor day to day running.

Directors and principal officers

The following officers of the Company have held office for the whole of the year.

Mr. Amir Hossain	Chairman
Mr. Tobaris Ali	Secretary
Ms. Suraiya Khatun	Treasurer

The Board of Directors can appoint additional directors under the terms of the Company's Articles of Association.

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OUR SERVICES

Home and Community Services:

The 2021 – 2022 financial period has been a challenging journey for HCS in terms of managing care services across the borough of Tower Hamlets and its surrounding. Maintaining financial viability and compliance with statutory regulations has been our priority. Furthermore, these two factors have been heavily influenced by public sector austerity measures and increased demand for higher quality assurance management.

During 2021-22 financial year, we adopted a strategy after consulting all our office-based staff to follow and abide by the PHE and Government infection control and a safe working environment. Some of our operation staff had to work from home and we immediately provided all necessary equipment and supports to do so. With no precedence for handling this extraordinary event, our goal was to use our expertise and resources to help deliver safe services to our service users, staff, and the broader community. It has changed our ways of working for good and helped innovate new ways of delivering safe services to our service users and protecting our staff.

During this period, our Home Care Services helped and supported over 580 service users living in the community with their daily living tasks. This includes washing, dressing, medication, and mobilising. Being the lead provider in the quadrant and taking on urgent responses and referrals has significantly increased our weekly hours in March 2022 to 10,000 hrs. p/w. We have continuously been able to recruit new care staff in the last year and currently hold 440 staff on payroll, but also in high demand of experienced male care staff.

At this time of unimaginable strains on Health and Social Care service provisions across the land, we worked alongside many Local Authorities, Public Health England as well as the NHS to source up to date information and guidance, PPE and generally help prevent the virus spreading while ensuring that staff, service users and all whom we serve across London, particularly those most vulnerable, are protected as much as possible.

Opportunity Zone:

Apasen Opportunity Zone- Day Care Service provides services for people with learning and physical disabilities who are 16 and above from Multi-cultural and Multi-ethnic backgrounds. Our services focus on social interaction; friendly environment; carer relief; maintenance of independence; a person- centred positive approach of life that allows decision-making providing opportunities of informed choice.

During April 2021 – March 2022, we have provided services for 73 service users to develop their life-skills in various ways. Also, during the prevalent Covid-19 period, we provided day care services for 36 service users within our 3 Hubs - Space, Orbit and Galaxy and the rest of the service users received outreach and remote service respectively. To ensure the remote service was effective, desirable and successful, we went further to provide iPad and Samsung Galaxy Tablets to our service users who are information technology savvy.

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To crown our effort, we won the contract framework by London Borough of Tower Hamlets council to continue providing service for people with learning disabilities and other profound multiple conditions, and for the first time, people with mental health condition and Autistic spectrum disorder were introduced in the contract for the next three years which becomes fully operational from 14th February 2022.

Out of our current 73 service users, 33 falls into the category of complex needs and behaviour that challenge service users - which is a testament to us being one of the biggest day care services in Tower Hamlets. We are still receiving referral from the local authority and currently, 3 complex needs service users are in pipeline as we are committed to providing quality services to all our service users considering their needs including cultural, religious, and other needs.

Opportunity Zone provides 20 different indoor and outdoor activities on regular basis. We do some work in partnership with Newark Sports Association, Vallance Football Association, disability sports coach, disability network, Popular and Limehouse Health Network, Mile end sport and leisure centre, Whitechapel sport and leisure centre, to mention but few.

We organised several daytrips to places of interest for service users during the period of 1st April 2021 and 31st March 2022. OZ arranged a 4-day residential trip in September 2021 at PIONEER CENTRE, SHROPSHIRE. Furthermore, we have celebrated lots of remarkable events including International Day of Persons with Disabilities on 5th December 2021 and two Eid parties.

OZ has a fantastic multicultural team comprising of qualified staff from Asian, African, and other ethnicities. We continued offering supports to the service users that include Life Skills (Literacy, Numeracy, ICT, Basic food preparation, Money counting skills, Time skills, Knitting, Sewing, Road Safety Awareness), Independent Travel Training, Community Access (Visit to Mosques, Employability Skills, Temples and Libraries, Day Trips, Culture and Diversity celebrations, Shopping, Bowling), Health and Fitness Activity (Health Awareness Talks, Gym, Walk, Cycling),

Our Employment Hub is working with mild to moderate service users and engaging service users mainly with employment related activities to develop their employability skills. Currently 8 service users are working in Patisserie East café, Whitechapel Road, East London since 1st April 2022. OZ has also been providing support to local authority, CLDS, Frontline student Social Workers program and volunteers from local schools and colleges for work experience under the supervision of designated senior member staff. We have recruited 3 Project Workers and 3 Drivers during this period.

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Apasen Newham Opportunity Zone – NOZ (Day Centre):

Apasen Newham Day Centre was opened on 1st of June 2021. It is the newest outlet of Apasen Day Services. We provide daytime opportunities for adults with Learning disabilities from diverse multi-ethnic and multi-cultural backgrounds living in Newham and the adjacent boroughs which includes Redbridge and Barking & Dagenham.

We support service users to enjoy their scheduled day at the centre through learning new skills and to gain meaningful life skills, be socially integrated, attain a great height of independence, being encouraged. We also motivate them to live a healthy lifestyle using a person-centred approach. Our experienced and qualified staff-team provide them support following the individual support plan.

NOZ staff-members have been engaged in both online and face to face training with mandatory and essential training throughout the year; amongst the training they took part in are Risk Assessment, Conflict Management, Safeguarding, IPC, PPE, Covid 19, and other ihasco online training.

We have been acting as a life-enriching gateway to:

- companionship, activities, the outside world
- practical support, information, person-centred services
- the community and to enjoyment

The total number of service user has been 11 and the regular activities include Arts & Crafts, Mobility exercise, sensory activity, Cultural & social awareness sessions, faith activities and sessions, outdoor gym, healthy eating, day trip, horticulture, singing therapy, sewing, football in the park, soft game, board game, movie. NOZ has more spaces in the centre. Therefore, the project is ready to accept more referrals.

Apasen Lodge (Respite Care):

We provide permanent and short-term residential accommodation for up to ten men and women with learning disabilities and associated physical or sensory disabilities, aged between 18 and 65. At Apasen Lodge, we offer a 24-hour service to our clients. Our highly skilled members of care staff support them to live the life they choose by offering person-centred care. Our team members go above and beyond in providing outstanding care for our clients – and this has been recognised by the families, friends and professionals of our clients. People using our service receive planned and coordinated person-centred support that is appropriate and inclusive for them. Apasen Lodge received a "Good" rating following an inspection in October 2019. We were compliant with CQC's 5 Keys domains.

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As we move beyond the emergency response to the pandemic, Apasen Lodge are beginning to see an increase in occupancy numbers around 70-80% financially and we plan to see further growth. Our members of staff have been going through a rigorous professional development process and training programme. We have received excellent feedback from service users and their relatives throughout the year.

One of the ways we try to accommodate our clients to access the community and feel included is to take part in all kinds of celebrations such as birthdays, Christmas, Eid and special days. It was the biggest privilege for Apasen Lodge to host a party in honour of our Queen's 70 years since she succeeded to the throne. This is the first time in English history we have been able to celebrate 70 years of a Monarch. Our clients and staff, distinguished guests felt incredibly patriotic and put much effort into making this event as perfect as possible.

Information, Advice and Advocacy Services (IAA):

Apasen provides its IAA service to people who are residents of Tower Hamlets and who have a disability, long-term health condition or any other social care need. Our Information, Advice and Advocacy services (IAA) provide information, advice and advocacy support to more than 1,000 people with disabilities and their families and carers in the last year. Most of the cases were about benefits, Income Maximization, housing, travel and social care charging.

Until July 2021, the Information, Advice and Advocacy service (IAA) was funded through London Borough of Tower Hamlets Local Link consortium. The consortium has now become Tower Hamlets Connect and the IAA service has transitioned from the Hublink database to the CharityLog case management system.

Apasen is re-awarded Quality Performance Mark (QPM) in February 2022 and has been re-awarded Advice Quality Standard (AQS) with case work level in 2022 following external inspection. The QPM accreditation is valid for 3 years and AQS accreditation is valid for 2 years. This is a remarkable achievement that reflects on the professionalism of our IAA staff members and the quality services we are providing.

Training and development for our staff team is a core element to ensure quality service. Our Advisers and Advocates receive training throughout their career as we believe in continuous professional development. Our Advocate and Project manager have completed their Diploma in independent advocacy, which includes care act advocacy, and the managing advocate course. Examples of other completed training include Health & Safety, Personal Protective Equipment, THCAN welfare benefits training, Equality & Diversity and Safeguarding. We are member of Advice UK, CPAG (Child Poverty Action Group) and THCAN (Tower Hamlets Community Advice Network).

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It is worth mentioning that an internal survey was carried out In January 2022 which found high satisfaction levels with our client base. More than half of the people who came to us for help in the last year said their issue was brought about by, or affected by, the Covid 19 pandemic. At a time when life was increasingly moving online, 1 in 5 said they were not confident using the internet, including to search for information or fill in application forms online.

We are working together as a service to embed the lessons from our new ways of working and make sure we can serve the changing needs of individuals and communities. This means keeping our focus on scaling up accessible and multi-channel advice. Face-to-face advice will remain an important part of our service which includes people with limited English or who struggle with paperwork due to their disability. When COVID 19 Government restrictions were lifted, we focused on fully reintroducing face-to-face services for those that needed it most, whilst not losing the incredible progress we had made on providing even more advice online, on the phone and through email. Apasen IAA service, which is embedded in communities across Tower hamlets, remains well-placed to provide independent, trusted advice and advocacy to help people find a way forward.

Adult Befriending Service:

Apasen Adult Befriending Service started in January 2020 when it was recognised by our management that there was real need to help those members of our community who, for a variety of reasons in their advanced years have become isolated. Most of our befriending clients are from Bangladeshi origin.

Loneliness and isolation can have big impact on the health and wellbeing of older people. We provide a Community Connections service to help tackle the causes of isolation and loneliness. Apasen Adult Befriending Service covers Tower Hamlets Borough and matches volunteers with service users based on shared interests and the individual's needs.

Our service users are from all walks of life and may face a wide range of issues. They are usually referred to us by social services, health services or other professional bodies, but families can also contact us direct if they want to arrange befriending calls. We provided Befriending service to 32 clients in the last year. Our Befriending Service celebrated Befriending and Volunteer week in 2021. We are a member of Befriending Network. Our staff regularly participate Befriending network Question and answer sessions.

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Training in Social Care (ATSC): Project report (2021-2022):

- A tailor-made ATSC Training Suite equipped with all modern facilities, situated at G3, Whitechapel Centre, London E1 1HL has started its operation from 20th April 2021.
- By maintaining adequate Covid restriction there was regular classroom training on different courses since April 2021 also we have successfully arranged online training through ZOOM with the Care Officers of Apasen International BD.
- In addition to our in-house training on mandatory courses by our internal trainers and some specialised courses provided by our external training provider First Response Training, London Training Centre, we have also initiated a specialised course Functional English titled "English for Carers" and "ESOL Beginners Class" under Communication and Report Writing, designed exclusively for the carers. Apasen has a specialist trainer for those courses.
- Under the CPD Certification Service, IHASCO, an online training provider of Health and Social Care Services, in October 2021, we have successfully signed a renewable agreement for 3 years on online (refresher) training on various courses to over 500 nos. of Apasen care workers and office staff. The IHASCO library has all the relevant courses, and our registered users can have access at any time from any places. Very soon we will re organise and analyse participation by project.
- In August 2021, Apasen has become a Nationally Accredited Training Centre under Advantage Accreditation and the Trainers are also Nationally Accredited Trainer. Apasen has received Accreditation Pluck with certificate. From the centre Apasen can deliver 7 accredited courses in addition to other courses.
- We have arranged Level 5 Leadership and Management Training and Project Management Trainings (Prince 2 Foundation and Prince 2 Agile Practitioner) for the Project Managers. Management has selected potential people from the existing staff and train them to reach their full potential.

Care certificates:

We are making a good progress in issuing Care Certificates to our Care Workers. Following the progression, we will enrol them for Level 2 Diploma in Health and Social Care course. Anyone who intends to work with a CQC regulated organisation requires a Care Certificate.

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We enrol a new employee with IHASCO online portal and give them maximum 10 days to complete their online trainings. After completion of all the online trainings, we give them a WORKBOOK and a TEXTBOOK. And then they will have to complete their WORKBOOK within 20 days and return to us. We ask FCS /CCO to provide us Supervision Report against individual participant and then we issue CARE CERTIFICATE. Within 30-45 days all the HCS OFFICE STAFF can receive Skills for Care Accredited Care Certificate. From ATSC we have started doing observation reports being done regularly so that the whole process is speeded up and care workers get motivated.

From 1st October 2021 to 31st December 2021 and 1st January 2022 to 31st March 2022, we have enrolled 166 employees and they completed 2915 courses. From April 2021 to March 2022, a total of 1053 trainings were given.

Apasen Croydon Opportunity Zone:

Apasen Croydon Opportunity Zone- Day Care Service provides services for people with learning and physical disabilities who are 16 and over from Multi-cultural and Multi-ethnic backgrounds. Our services focus on social interaction; a friendly environment; carer relief; maintenance of independence; a person- centred positive framing of life that allows decision-making.

During April 2021 – March 2022 we have provided services for 23 service users to develop their life-skills in various ways. Due to covid-19, 4 service users are still not attending at the centre. The COZ management keeps continuous contact with their parents and carers and encourages them to attend the centre. We have added 4 new service users who have newly joined to our day care service. Consequently, it has increased the revenue significantly. Yet, we have lost one of our service users due to the user's own personal circumstances. Being an exclusive service provider in the borough, we are still receiving referral from the local authority, and we hope that we will be able to provide quality services from our newly purpose-built centre.

Croydon Opportunity Zone (COZ) provided 25 different indoor and outdoor activities. We are working in partnership with Crystal Palace FC and Service users used to play football every Wednesday for a substantial amount of time. A considerable number of service users took part in Cycling in the Croydon Sport Centre, and gym and swimming sessions in Croydon Leisure Centre. These were extremely helpful to keep them fit and healthy. COZ provided culturally sensitive services which included faith and language related provisions to female and male adults with special needs from diverse backgrounds. The aim was to provide services to uphold the service users' rights, Independence, choice & control, and inclusion, towards leading a more fulfilled life. Also, our aim is to include new activities every 3 months after consulting with service users and staff.

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The Disabled Peoples' Network:

Apasen has been working with Tower Hamlets Council to address inequality and improve local community cohesion. Working in partnership with residents, the council, voluntary organisations we aim to reduce inequalities faced by disabled people, in order to improve everyday experiences and life chances for individuals and the community.

The Disabled People's Network aims to engage a network of local disabled people and Voluntary and Community Sector (VCS) organisations in a variety of ways, including face to face meetings, to strengthen the voice, representation and participation of disabled residents and identify issues in the borough that have an impact on disabled people and to advocate for them and make their voice heard, taking action to tackle inequalities faced by them. During 2021-22, we have developed and run events in the borough that increase awareness and understanding of disabled people.

To achieve the goal, we are set to carry out the following activities:

- Organise and lead a network of diverse range of local disabled people's community groups, residents and stakeholders and provide the opportunity to meet face to face and digitally.
- Act as a mechanism for the Council and other local agencies to consult with local disabled people and VCS organisations related to disability, ensuring that disabled can respond effectively to Council and other consultation and engagement activities.
- Increase disabled people's community voice and representation and work with them to identify new and existing issues facing local disabled people and encourage them to raise issues of concern on an ongoing basis.
- Work with the Council, community groups and other agencies to help improve access to and take up of services by disabled people.
- Deliver events which increases awareness and understanding of disabled people and empowers them to become involved in the local community.

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Strategic Review

We are pleased to have overcome a period of uncertainty in the sector, over the last 2 years, and have seen a recovery across occupancy rates. The Infection Control Fund helped us to continue to protect our residents and colleagues as we slowly came out of the pandemic, at the beginning of this financial year.

The priority for the year ahead is now to operate a safe and high quality service across our locations. We are committed to improving our customer experience, and will aim for all our CQC and regulated services to achieve at least "Good" on inspections.

The principal risks we continue to face and manage are as below:

Reputational risk from serious incidents – Mitigated by an active training programme, and DBS checks on all frontline staff

Property risks such as fire or equipment failure – Mitigated by regular building maintenance and external assessments

Commercial risks from commissioning changes – Changes to social care funding arrangements are always a risk year on year. We aim to minimise the impact by being a first choice provider in the communities we serve, through the outreach activities that we continue to do.

Financial Review

The entity reported a surplus in the year of £2.0m, with year on year increases in revenue from the Charity's care services being a primary driver. Net assets are £8.4m, (£6.3m: 2021).

Reserves

The Board has determined that the appropriate level of free reserves should be at least equivalent to 3 months' expenditure, and we are currently exceeding this target (See Accounts Note 13). We are aiming to be in a position where free reserves are available for approximately 6 months of operational expenditure, and we should comfortably continue like this into the next financial year, unless we consider any new capital commitments.

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Going concern

The Board have continued to adopt the 'going concern' basis for accounts preparation, in light of the reserves position discussed above, and on the basis that management information to date, supports the continuing operational existence of the entity, for the foreseeable future. There are no pre-existing or new competitive or environmental pressures that threaten Apasen's financial stability.

Risk management

The Trustees regularly discuss the major risks that the Company faces throughout the year, and specific risks are addressed as part of the annual strategic plan. There are systems and procedures in place to monitor and control these risks to mitigate any impact they may have. Regular monitoring of reserves and commitments is one of the fundamental ways the organisation manages financial risk. The entity also has measures to ensure that it maintains good ratings with the Care Quality Commission.

Directors/Trustees' responsibilities

The Trustees (who are also Directors of Apasen for the purposes of Company law) are responsible for preparing the Trustees' Annual Report including the Strategic Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS102);
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is not appropriate to assume that the charitable company will continue in operation.

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The Board of Trustees is responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company, and to enable them to ensure that the financial statements comply with Companies Act 2006. They are also responsible for safeguarding the assets of the company and taking reasonable steps for the prevention and detection of fraud and other irregularities.

Each Director / Trustee at the date of approval of this report confirms that:

- there is no relevant audit information of which the company's auditors are unaware; and
- they have taken all the steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

The Trustees' Annual Report and the Strategic Report were approved by the Board of Trustees (in their capacity as company directors) on 8th November 2022 and signed on its behalf by:



Mr. Tobaris Ali

(Secretary)

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Independent Auditor's Report to the Directors/Trustees of Apasen
for the year ended 31 March 2022

APASEN (registered company no. 04688707)

Opinion

We have audited the financial statements of APASEN (the 'charitable company') for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2022 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

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In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement in the Trustees' Report, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

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Independent Auditor's Report to the Directors/Trustees of Apasen
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Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- We obtained an understanding of the legal and regulatory frameworks that are applicable to the charitable company and determined that the most significant are the Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2019), in accordance with the Financial Reporting Standard applicable in the UK (FRS 102) applicable to smaller entities and the Companies Act 2006.
- We understood how the charitable company is complying with those frameworks via communication with those charged with governance, together with the review of the charity's documented policies and procedures. The charitable company is required to comply with both company law and charity law and, based on our knowledge of its activities, we identified that the legal requirement to accurately account for restricted funds was of key significance.
- The audit team, which is experienced in the audit of charities, considered the charity's susceptibility to material misstatement and how fraud may occur. Our considerations included the risk of management override and allocation of costs to charitable activities and restricted funds.
- Our approach was to check that the service delivery income and income from grants, donations and training were properly identified and accurately disclosed, that expenditure complied with the control procedures and was appropriately charged. We also reviewed major journal adjustments along with unusual transactions and considered the identification and disclosure of related party transactions.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

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for the year ended 31 March 2022

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken, so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report or for the opinions we have formed.



Shoaib Arshad (Senior Statutory Auditor)
For and on behalf of:
Knox Cropper LLP
Chartered Accountants & Statutory Auditors
65 Leadenhall Street
London
EC3A 2AD

Date 25 November 2022

APASEN
(A Company Limited by Guarantee)
STATEMENT OF FINANCIAL ACTIVITIES (Incorporating Income and Expenditure Account)
FOR THE YEAR ENDED 31 MARCH 2022

INCOME FROM:	Notes	Unrestricted £	Restricted £	Total 2022 £	Total 2021 £
CHARITABLE ACTIVITIES					
Opportunity Zone		1,018,039	-	1,018,039	1,341,088
Home and Community Services		11,700,464	-	11,700,464	9,305,919
Advice and Information Services		-	54,305	54,305	74,991
Apasen Lodge		302,384	-	302,384	369,698
Croydon Project		379,108	-	379,108	106,810
Training Project		-	-	-	30,470
IDPD Project		-	-	-	15,000
Disability Network		-	18,075	18,075	-
Government Grants		297,214	-	297,214	164,720
Other income		-	-	-	11,068
Total Income		13,697,208	72,380	13,769,588	11,419,764
EXPENDITURE ON:					
CHARITABLE ACTIVITIES					
Direct Charitable expenditure	8	10,683,644	144,238	10,827,882	8,810,990
Management and Administration	9	918,012	-	918,012	790,286
Total Expenditure		11,601,656	144,238	11,745,894	9,601,276
NET INCOME /(DEFICIT) FOR THE YEAR		2,095,553	(71,858)	2,023,695	1,818,488
Funds as at 1 April 2021		6,124,581	204,066	6,328,647	4,510,159
Fund transfer		(64,694)	64,694	-	-
Funds as at 31 March 2022		8,155,440	196,902	8,352,342	6,328,647

The notes on pages 21 to 26 form part of these financial statements.
All the activities of the company are from continuing operations.


APASEN
(A Company Limited by Guarantee)
STATEMENT OF FINANCIAL POSITION
AS AT 31 MARCH 2022

	Notes	£	Total 2022 £	Total 2021 £
Fixed Assets				
Freehold Property	5	2,032,926	2,050,000	
Long Leasehold Property	5	2,501,615	2,478,166	
Leasehold Improvements	5	516,385	593,769	
Depreciating Assets	5	<u>191,982</u>	<u>5,242,908</u>	<u>5,277,760</u>
Current Assets				
Debtors & Prepayments	6	1,615,961		672,967
Cash at Bank and in hand		<u>4,645,896</u>		<u>3,422,199</u>
		6,261,858		4,095,166
Creditors				
Amount falling due within one year	10	<u>767,591</u>		<u>555,769</u>
Net Current Assets			<u>5,494,267</u>	<u>3,539,397</u>
Total Assets less current liabilities			<u>10,737,175</u>	<u>8,817,157</u>
Creditors				
Amount falling due > one year	11		2,384,833	2,488,510
Total Net Assets			<u><u>8,352,342</u></u>	<u><u>6,328,647</u></u>
Funds				
Unrestricted funds: Designated	13		2,672,291	2,589,388
Unrestricted funds: General	13		<u>5,483,149</u>	<u>3,535,193</u>
Total Unrestricted funds			8,155,440	6,124,581
Restricted Funds	12		196,902	204,066
Total Funds			<u><u>8,352,342</u></u>	<u><u>6,328,647</u></u>

The notes on pages 21 to 26 form part of these financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

These financial statements were approved by the board of directors and authorised for issue on 8 November 2022, and are signed on behalf of the board by:


Mr Amir Hussain
(Chairperson)


Ms Suraiya Khatun
(Treasurer)

APASEN
(A Company Limited by Guarantee)
STATEMENT OF CASHFLOWS
for the year ended 31 March 2022

	£	2022 £	£	2021 £
Cash flow from Operating Activities				
Operating Profit	2,023,695		1,818,488	
Depreciation	172,086		119,248	
Finance Costs	68,029		70,055	
(Gain)/Loss on fixed asset disposal				
Operating Profit Before Working Capital Charges	<u>2,263,810</u>		<u>2,007,791</u>	
(Increase)/Decrease in Debtors	(942,995)		805,895	
Increase/(Decrease) in Creditors	211,821		(69,606)	
Cash from Operations	<u>1,532,636</u>		<u>2,744,080</u>	
Finance Cost Paid	<u>(68,029)</u>		<u>(70,055)</u>	
Net Cash Generated from Operations		1,464,608		2,674,025
Cash flow from Investment Activities				
Purchase of Tangible Fixed Assets	(137,234)		(381,546)	
Receipts from sale of tangible fixed assets				
Net Cash flow from investment Activities		<u>(137,234)</u>		<u>(381,546)</u>
Cash flow from Financing Activities				
Increase/(Decrease) of Long Term Loan	(103,677)		(126,434)	
		<u>(103,677)</u>		<u>(126,434)</u>
Net Increase/(decrease) in Cash and Cash Equivalents		1,223,697		2,166,045
Opening Cash and Cash Equivalents		3,422,199		1,256,154
Closing Cash and Cash Equivalents		<u>4,645,896</u>		<u>3,422,199</u>
Reconciliation:				
Cash at bank and in hand		4,645,896		3,422,199
		<u>4,645,896</u>		<u>3,422,199</u>

There are no short-term deposits within cash and cash equivalents
Changes in net debt are analysed on page 20.
The notes on pages 21 to 26 form part of these financial statements.

Note to the statement of cashflows: Analysis of changes in net debt

	01/04/2021		Non-cash changes		31/03/2022
	£'000	£'000	£'000		£'000
Cash and cash equivalents					
Cash	3,424	1,223			4,647
Overdrafts	(2)	-			(2)
Cash equivalents	3,422	1,223	-	-	4,645
Borrowings					
Debt due within one year	(200)	118	(104)		(186)
Debt due after one year	(2,489)		104		(2,385)
	(2,689)	118	-	-	(2,571)
Total	734	1,341	-	-	2,075

APASEN
(A Company Limited by Guarantee)
Notes to the financial statements
for the year ended 31 March 2022

1 General information

Apasen is a registered charity, and a company limited by Guarantee, registered in England & Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the companies charity information page of these financial statements.

2 Accounting convention

The financial statements of the charity, which is a public benefit entity under FRS102, have been prepared under the historical cost convention. They have been prepared in accordance with applicable United Kingdom accounting standards, the requirements of the Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2019), in accordance with the Financial Reporting Standard applicable in the UK (FRS 102) applicable to smaller entities and the Charities Act 2011. The presentational currency of the financial statements is Pound Sterling (£).

The Trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

3 Accounting Policies

3.1 Going concern

The trustees have taken into account the entity's forecasts and projections for the 12 months from signing these financial statements, in confirming their assessment of Apasen as a going concern.

3.2 Income Recognition:

All income was generated within the United Kingdom, and is included in the Statement of Financial Activities (SoFA) when the entity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

- Grants for immediate expenditure are accounted for when they become receivable.
- Grants received for specific purposes are treated as restricted funds.
- Income under service level agreements are accounted for once the service is delivered.

3.3 Allocation of cost:

Costs are allocated between restricted and unrestricted fund according to the terms of income. Where items expended are mixed, they are apportioned between the categories according to the income they relate to.

3.4 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 Trusts programmes and activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities.

3.5 Expenditure recognition:

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured

3.6 Pensions:

The pension costs charged in the financial statements represent the defined contribution payable during the year, on the basis of a minimum statutory percentage of pensionable earning.

APASEN
(A Company Limited by Guarantee)
Notes to the financial statements
for the year ended 31 March 2022

3.7 Tangible fixed assets and depreciation:

Freehold and long leasehold properties are capitalised at costs and depreciated on the following basis.

Land	Not depreciated
Building	100 years

The charity is also reviewing to adapt the depreciation policy on a component basis for the properties. These are maintained at a high standard, thus extending their useful life and residual value. The Directors make annual impairment assessments in this case.

Other fixed assets of the charity are capitalised at cost. They are stated in the accounts at cost less depreciation. Depreciation is calculated to write off the cost less their estimated residual value, over their expected useful lives on the following basis.

Fixtures, Fittings and Equipment:	20% Reducing balance.
Short leasehold improvements	Duration of lease
Motor Vehicles	20% on cost

3.8 Funds:

- Unrestricted funds comprise the accumulated surplus or deficit in income and expenditure accounts, and are available for use at the discretion of Trustees, to further the general objectives of the entity.
- Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes.
- Restricted funds are used in accordance with specific restrictions imposed by funders, or grantmakers. The cost of raising and administering such funds are charged against the specific fund. Current restricted funds of the entity are set out in Note 12.

3.9 Tax:

Apasen is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010, therefore meeting the definition of a charitable company for UK corporation tax purposes.

3.10 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.

3.11 Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

3.12 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 provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

3.13 Financial Instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

APASEN
(A Company Limited by Guarantee)
Notes to the financial statements
for the year ended 31 March 2022

3.14 Judgements and key sources of estimation uncertainty

Judgements and key sources of estimation uncertainty are detailed in the above accounting policies, where

4 Staff Emoluments:	2022	2021
	£	£
Total wages and salaries	9,339,785	7,579,766
Employer's NIC	743,782	572,557
Pension contribution	168,320	134,131
	<u>10,251,887</u>	<u>6,936,526</u>
Direct Charitable	9,863,102	7,994,870
Others	388,785	291,584
	<u>10,251,887</u>	<u>6,936,526</u>
No of employees: Admin	12	10
No of employees: Direct	579	518
	<u>591</u>	<u>413</u>
Employees paid in excess of £60,000 during the current year and previous year	<u>1</u>	<u>1</u>

Other key management personnel received combined remuneration of £237,429 (£230,686 : 2021).

The trustees/directors neither received nor waived any remuneration during the year (2021: £Nil).

The trustees/directors did not have any expenses reimbursed during the year (2021: £Nil).

5 Tangible Fixed Assets:

	Motor Vehicles	Freehold Property	Leasehold Property	Leasehold Improvements	Furniture & Equipment	Total
	£		£	£	£	£
Cost:						
At 1st April 2021	48,590	2,050,000	2,478,166	701,128	407,797	5,685,681
Addition			47,744		89,490	137,234
Disposal						-
	<u>48,590</u>	<u>2,050,000</u>	<u>2,525,910</u>	<u>701,128</u>	<u>497,287</u>	<u>5,822,915</u>
Depreciation:						
At 1st April 2021	21,352	-	-	107,359	279,210	407,921
Disposal elimination						-
Charge for the year	9,718	17,074	24,295	77,384	43,615	172,086
	<u>31,070</u>	<u>17,074</u>	<u>24,295</u>	<u>184,743</u>	<u>322,825</u>	<u>580,007</u>
Net Book Value						
As at 31 March 2022	<u>17,520</u>	<u>2,032,926</u>	<u>2,501,615</u>	<u>516,385</u>	<u>174,462</u>	<u>5,242,908</u>
As at 31 March 2021	<u>27,238</u>	<u>2,050,000</u>	<u>2,478,166</u>	<u>593,769</u>	<u>128,587</u>	<u>5,277,760</u>

6 Debtors and prepayments:	2022	2021
	£	£
Opportunity Zone	76,264	166,564
Home and Community Services	139,618	271,601
Croydon Project	5,896	12,095
Apasenth Lodge	179,488	152,973
Disability Network	6,025	
Other Debtors & Prepayments	55,099	69,733
Accrued income	1,153,571	-
	<u>1,615,961</u>	<u>672,966</u>

APASEN
(A Company Limited by Guarantee)
Notes to the financial statements
for the year ended 31 March 2022

7 Fund Raising and Project Development	Unrestricted Funds	Restricted Funds	2022 Total	2021 Total
	£	£	£	£
Fundraising expenses			-	11,195
	-	-	-	11,195
8 Direct Charitable Expenditure:	Unrestricted Funds	Restricted Funds	2022 Total	2021 Total
	£	£	£	£
Opportunity Zone	1,103,511		1,103,511	633,768
Home and Community Services	8,757,457		8,757,457	7,378,206
Advice and Information Services		67,710	67,710	62,133
Croydon Project	413,823		413,823	276,991
Apasen Lodge	408,853		408,853	379,102
Disability Network			-	-
Training Project		64,694	64,694	59,390
Disability Network		11,834	11,834	
IDPD Project			-	500
	10,683,644	144,238	10,827,882	8,790,090
9 Management And Administration:	Unrestricted Funds	Restricted Funds	2022 Total	2021 Total
	£	£	£	£
a) Support Costs				
Office Administration Cost	583,722		583,722	489,987
Payroll Service	14,950		14,950	10,850
Legal & Professional Fees	8,383		8,383	2,417
Consultancy	18,821		18,821	1,414
Advert and Publicity	1,693		1,693	2,203
Membership & Subscriptions	220		220	7,192
Bank Charges	1,788		1,788	1,991
Charitable donations	500		500	
Loan Interest	68,029		68,029	70,055
	698,106	-	698,106	586,109
b) Governance Costs				
Office Administration Cost	153,003		153,003	158,893
Legal & Professional Fees	1,481		1,481	5,121
Audit fees	7,000		7,000	4,800
Accountancy services	4,200		4,200	4,950
Consultancy	3,321		3,321	353
Membership & Subscriptions	900		900	935
Project Exploration Expenses	50,000		50,000	50,025
	219,906	-	219,906	225,077
	918,012	-	918,012	811,186

Note 15

APASEN
(A Company Limited by Guarantee)
Notes to the financial statements
for the year ended 31 March 2022

10 Creditors : falling within one year	2022	2021
	£	£
Accruals	548,366	311,160
Unity Bank Loans	185,784	199,862
Trade Creditors	25,655	2,252
Pension provider	559	37,903
Other Creditors	7,227	4,592
	<u>767,591</u>	<u>555,770</u>

11 Creditors: falling after more than one year	2022	2021
	£	£
Unity Bank Loans	2,384,833	2,488,510
	<u>2,384,833</u>	<u>2,488,510</u>

12 Restricted funds movement:	Opening Balance	Restricted Income	Restricted Expenses	Adjustment	Closing Balance
	£	£	£	£	£
Training Projects	-	-	64,694	64,694	-
Home Care Consortium	122,163				122,163
Advice and Information Services	81,903	54,305	67,710		68,498
Disability Network		18,075	11,834		6,241
Total	<u>204,066</u>	<u>72,380</u>	<u>144,238</u>	<u>64,694</u>	<u>196,902</u>

13 Movement in funds:	Unrestricted Fund	Designated Fund	Unrestricted Fund (Total)	Restricted Fund	Total
	£	£	£	£	£
As at 1 April 2021	3,535,193	2,589,388	6,124,581	204,066	6,328,647
Current year	2,095,553		2,095,553	(71,858)	2,023,695
Current year transfer	(147,597)	82,903	(64,694)	64,694	-
As at 31 March 2022	<u>5,483,149</u>	<u>2,672,291</u>	<u>8,155,440</u>	<u>196,902</u>	<u>8,352,342</u>

As at 31 March 2022 designated funds of £2.67m were required (2021: £2.59m) to match the net cost of fixed assets excluding loans against assets. This left £5.5m of reserve funds for future operation of the charity, which equates to nearly 6 months' operational costs. This is in line with the charity's reserve policy target of 3 to 6 months.

APASEN
(A Company Limited by Guarantee)
Notes to the financial statements
for the year ended 31 March 2022

14 Lease commitments:

At 31 March 2022 the company had annual commitments on commercial leases on property. The future minimum non-cancellable operating leases are as follows:

	2022	2021
	£	£
Under one year	222,521	222,521
Between 2-5 years	321,479	536,568
More than 5 years	-	-

The entity had no capital commitments as at 31/03/22 (2021: £nil)

15 Auditor's Remuneration:

	2022	2021
	£	£
Auditor's Remuneration for the audit of the charity's annual accounts	7,000	4,800
Fees Payable to the charity's auditor for non-audit services	-	4,800

16 Taxation:

The entity is a registered charity and does not undertake non-charitable activities, therefore being entitled to tax exemptions from HMRC

17 Contingent Liabilities:

The entity had no contingent liabilities as at 31 March 2022.

18 Related Parties Transactions:

During the year, the entity provided £50,000 of funding to Apasen International, a charity that draws on the expertise of Apasen, to provide similar services in Bangladesh. These have been classified in Note 9b. The relationship of Apasen to Apasen International is that of a grant-making one, with funds used exclusively from Apasen's unrestricted surpluses.

Amir Hossain (Chairperson), is a trustee of Apasenth International. He has not been remunerated in either capacity.

19 Gifts in Kind and Volunteers:

During the year the company/charity benefited from unpaid work performed by volunteers.

20 Government grants

Government grants used in the year include the Adult Social Care Infection Control Fund, and the Workforce Capacity Fund, introduced to support workforce resilience and staffing levels following the COVID-19 outbreak. The entity also received grants from HMRC's Job Retention Scheme.

