

**LONDON ACCOUNTANCY PRACTICE
REPORTS AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

COMPANY REGISTRATION NUMBER 4018585

CHARITY REGISTRATION NUMBER 1114755

**JJ DOLAN & CO
85 HARPENDEN ROAD
ST ALBANS
HERTS AL3 6BY**

LONDON ACCOUNTANCY PRACTICE ANNUAL REVIEW 2020-2021

Directors/Trustees Members of Staff Volunteers	2
Report from the Chair	3
Report from the Director	4-9
Independent Examiner's Report	10
Statement of Financial Activities	11
Balance Sheet	12-13
Notes to the Financial Statement	14-16

LONDON ACCOUNTANCY PRACTICE Annual Review 2020-2021

Directors/Trustees

Abraham Tecle
William Anang
Dr. Henry Akinyeye
Alfred Syl- Turay
Helena Kowalska

Chairperson
Treasurer
Member
Member
Member

Staff Members

Ade Adebambo
Olaitan Sandra Koleosho
Paul Banda

Director/ Company Secretary
Manager: Finance and Payroll.
Administrator

Student Placements

Nayana Kazeem

Volunteers

Elsa Nascimento
Sammuel Ikotun
Govianna Lenny Sejas

LAP would like to welcome its latest recruit of volunteers for **2020-2021**, and thank everyone for their hard work and contributions over the years. LAP is grateful for the unstinting efforts and support of its volunteers though this year we were not able to provide opportunities as we normally do largely due to the pandemic.

LAP also thanks the following groups and individuals for their continued support in 2020-2021:
Cross Channel for the IT Support, JJ Dolan & Co, and HCVS.

A special thank you goes out to all our members and service users for their custom and support.

THE LONDON ACCOUNTANCY PRACTICE IS GRATEFUL FOR SUPPORT RECEIVED FROM ALL OUR CLIENT GROUPS.

CHAIRPERSON'S REPORT FOR THE YEAR ENDED 31ST MARCH 2021

As you all know, the pandemic has reshaped our lives and we are very grateful that we are still standing despite the many challenges. The small grant from the council and the furlough scheme helped to sustain the organisation. The lockdown has meant a dramatic change in the way we work and interact with some of our clients. Now that we are returning to some sort of normality, we are hoping that we would be able to continue to carry on providing the training, and support services that the grass roots and the medium charities desperately need.

With lack of funding, we were unable to continue the capacity building aspect of our services and many thanks to our staff that through their dedication, working beyond the call of duty were still able to find time to assist the needy organisations in the borough.

Our service outcomes could be divided into 8 major areas:

- Increased capacity of small and medium sized Voluntary and Community Sector organisations to manage their financial resources more effectively
- Increased provision of finance training for staff and volunteers of small and medium- sized voluntary sector organisation:
- Increased ability of small and medium-sized voluntary and community sector organisations to meet reporting requirements of funders, the Charity Commission and the Companies House:
- Improved network and promotion of best practice among Finance workers and Treasurers of small and medium-sized Voluntary and Community Sector Organisations:
- Active promotion of equality for disadvantaged groups through our service delivery, marketing and evaluation our services by making sure disadvantage groups that would not have been able to access/ pay for the services were able to access our financial management support and are being assisted and supported in putting their own successful bids together.
- Created volunteering opportunity for accountancy students, graduates and those who are actively seeking employment in the areas of accountancy and finance: Our late volunteer got paid job within 3 months of being with us.
- By providing a high quality and reliable payroll service along with advice and support for over 76 payroll client groups, we have released them to concentrate on their core activities.

ABRAHAM TECLE..........Chairperson

**LONDON ACCOUNTANCY PRACTICE
DIRECTORS' AND TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST MARCH 2021.**

The trustees, who act as directors of LONDON ACCOUNTANCY PRACTICE for the purpose of Company Law, are pleased to present their report and the independently examined financial statements for the year ended 31st March 2021.

OBJECTS, ORGANISATION AND ACTIVITIES

LAP's objects continue to be:

- The promotion of efficiency and effectiveness of charities, community and voluntary sector organisations by the provision of a comprehensive financial, advisory services, support and the training of their employees in relevant financial skills.
- Helping individual organisation (whether incorporated or unincorporated) that for whatever reasons have some form of financial difficulty or crisis.
- Advising and helping such individual organisations to set up appropriate books of accounts and keep them up to date.
- Promotion of methods of bookkeeping.
- Advising on information flows between the relevant members and management committee of individual organisation and giving advice on structures to ensure accountability.
- Giving advice on budgets, funding, local authority, central government and other grants, salaries and national insurance, local government pay scales and cash flow.
- Enabling individual organisations to have a clearer understanding of local authority finance in so far as this affects the organisation's decision making;
- Provision of training (group and in-house) to achieve efficiency and effectiveness.

MISSION, VALUES & VISION

Our mission

- The purpose of the LONDON ACCOUNTANCY PRACTICE is
- to build the capacity of voluntary and community groups, particularly in Southwark and other south east boroughs as well as across all the London boroughs to manage their financial affairs efficiently;
 - to provide particular support to smaller and medium sized organisations and in particular those representing disadvantaged sections of the community;
 - to provide affordable alternative to commercial financial services such as audit and payroll for target groups.

Our values

- In carrying out its mission, the LONDON ACCOUNTANCY PRACTICE will:
- aim to develop users' capacity to do things for themselves rather than creating dependency on services provided by LAP;
 - be responsive to users' needs;
 - promote equality of opportunity for all, regardless of age, ethnic origin, gender, social or family status, disability, faith or sexual orientation;
 - promote acceptance of diversity and respect for difference of belief and opinion;
 - promote the involvement of all stakeholders- users, members , staff ,trustees, volunteers and funders- in the work of LAP and provide them with opportunities for self-development where needed to achieve this;
 - work in partnership with other agencies, statutory, voluntary or commercial, and with all other sections of the community;

**LONDON ACCOUNTANCY PRACTICE
DIRECTORS' AND TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST MARCH 2021.**

- deliver quality services which represent value for money, regardless of whether the service user is funding the service (this might change in the future) and respect at all times the confidentiality of users.
- **Our vision**
The LONDON ACCOUNTANCY PRACTICE's vision, based on its mission and values, is:
 - that LAP will be seen and respected by users, funders and other agencies as a service that is open to all and respects its users, enables and encourages them to grow and develop, and actively discourages dependency;
 - that LAP actively seeks out and supports potential users whose need is greatest, and in particular smaller groups and organisations representing disadvantaged sections of the community;
 - that LAP is seen to deliver a relevant quality service at an affordable but realistic cost;
 - that LAP's stakeholders are working together in a mutually supportive way for the good of LAP's and of the community which it serves;
 - that LAP is a strong, positive and independent partner with its stakeholders and other agencies;
 - that LAP is an innovative and flexible organisation, developing new services and ways of working in response to the needs of current and potential users.

DEVELOPMENTS, ACTIVITIES AND ACHIEVEMENTS

LAP continues to provide practical support to smaller and medium-sized voluntary and community sector organisations and those representing disadvantaged sections of the community including the BAMERs (Black, Asian and Minority Ethnic and Refugee groups) to increase their capacity and help them comply with the requirements of funders, Companies House, Charity Commission and Her Majesty Revenue and Customs..

However, as the need to make efficiency savings by the local and the central governments continues and foundation trusts increasingly face stark choices in terms of their funding priorities, it has been difficult if not impossible for many charitable and voluntary sector organisations to survive. In response to the above, voluntary sector organisations continue to find innovative ways of doing things including re-organisation and restructuring or to establish a business model to help them survive and develop further to serve their beneficiaries.

In light of the above, there has been an increase in the number of organisations using our services either to cut costs or seek advice and on areas relatively new to them including VAT, corporation tax, Charity Incorporated Organisation (CIOs) and Community Interest Companies (CICs).

**LONDON ACCOUNTANCY PRACTICE
DIRECTORS' AND TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST MARCH 2021.**

Our areas of activities continue to be as follows:

INDEPENDENT EXAMINATION

LAP continues to provide affordable alternatives to commercial accountancy services. We provided 48 independent examinations during the year. This service has helped to develop and sustain most of the organisations we work with as they have been able to comply with both Charity law and the 2006 Companies Act. We have therefore saved organisations hundreds of pounds in penalties and surcharges.

IMPACT:

As a result of this service, disadvantaged groups that would not have been able to access/ pay for the services of main stream/ private sector accountancy firms were able to access our financial management support and are being assisted and supported to meet their statutory obligations. Our clients have been able to lever in more funding to their organizations effectively making them more sustainable.

TRAINING

We continue to meet the identified training needs of the groups and residents in the borough. Unfortunately, during the year we are unable to provide group training but we are still able to on line and telephone support to majority of our client groups. We unable to provide our face to face training in Introduction to Bookkeeping, Advanced Bookkeeping, Introduction to Budgeting, Advanced Budgeting, Understanding your Financial Statements, Financial Management Control and Internal financial control procedure for trustees. Beneficiaries from these courses testified that the courses have increased their level of confidence in financial management matters relating to their personal lives as well as their organizations.

MPACT:

The effectiveness of these training sessions (when delivered) could be seen in the quality of work produced by the trainees at their respective organisations after the training. Our cost-effective training meant that organisations continue to have better understanding of their financial position. This also led to an increase in the capacity of small and medium sized voluntary and community sector organisations to manage their financial resources more effectively: Our adaptable financial control procedures have helped many organisations to be able to write their own in-house financial policy and procedures. Some of the feedback shows that more and more trustees are becoming increasingly aware of their collective responsibilities.

PAYROLL ADMINISTRATION:

We carried out payroll administration for over 160 employees every month during the year benefiting over 50 organisations. This service has allowed these groups to be able to concentrate on their core activities while LAP takes the strain. This service has helped organizations fulfill some of their legal obligations as good employers and has saved them a lot of money in penalties, fines and surcharges as we file the necessary information on time and liaise with the HMRC on their behalf.

BOOKKEEPING:

We continue to provide a one-to-one support service to organisations by working with their staff or volunteers to make sure records of their income and expenditure are properly kept to enable them provide necessary information to their trustees and especially their independent examiners and auditors at the end of the year. The better their books are written up, the less it costs them with the auditors. We were also able to increase the financial skills of these workers as we work with them. We also provide one to one bookkeeping services to help trainees and volunteers.

ONE 2 ONE ADVICE:

Our free one to one advice and consultancy services continues to be popular with both old and emerging groups especially due to various changes and legislations relating to organisations being set up as social enterprises, Community Interest Organisations, to register or not to register for VAT and other HMRC related matters. The increase in demands for this activity has largely been met by the funding received from The City Bridge Trust for the post of Business Support Manager

IMPACT:

This service has tremendously benefited a lot of our client groups during the year. We were able to provide much needed assistance and support for organisations putting in funding applications and to advise on company and charity registration. This service has helped many organisations to avoid an initial pitfall. During the year, we were able to restore 4 organisations that were already struck off.

VOLUNTEERS

LAP is grateful for the unstinting efforts and support of its volunteers during the year. It is estimated that over four thousand five hundred volunteer hours were provided by our volunteers during the year and if this is conservatively valued at £15.00 an hour, the volunteer efforts amounted to over £76,500.

We are also pleased to report that due to the quality of training and support we give to our volunteers, some have greatly increased their prospect of securing paid employment while others have gained more confidence and have gone ahead to set up their own organisations to help others, three were employed within and outside the sector. However, due to the current economic climate the demand for the opportunity to volunteer within the organisation has increased sharply as we continue to provide quality work-based experience and support to our volunteers.

PLACEMENTS FROM SCHOOLS AND COLLEGES

This year we took on student placements from schools and colleges including Woolwich Polytechnic, St Michael's Catholic and Walthamstow College and Southwark College.

RESERVE POLICY

The Charity Commission requires charities to determine and explain their policy for free reserves. The trustees have reviewed its free reserves policy and have turned its entire unrestricted fund into an emergency reserve, and have set a target of £64,000.00 this year to enable LAP to meet its obligations for a period of 12 months in the event of a shortfall in income or sudden upturn in expenditure.

RISK MANAGEMENT

The trustees have examined the major risk which LAP faces and have made some long and medium term strategic as well as some operational changes to the way we deliver our services to make sure that LAP continues to expand its income base to make sure the organisation does not heavily rely on any form of funding which continues to be more challenging.

This strategy, combined with our annual review of the controls over key financial systems and operational processes, will provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and businesses risks and have established strategic plans to highlight and mitigate identified risks if and when they occur. The trustees continue to monitor the financial situation to ensure that the charity remains a going concern.

STATEMENT OF TRUSTEES' RESPONSIBILITIES FOR THE YEAR ENDED 31ST MARCH 2021.

Law applicable to incorporated Charities in England and Wales require the trustees, who are also the directors of the company, to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the end of the year and of its financial activities during the year then ended. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable standards and statement of recommended practice 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 inappropriate to presume that the project will continue in operation.

The directors are responsible for keeping proper accounting records, which disclose at any time the financial position of the Charity. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the trustees

Chairperson/ Director.....



Abraham Tecle

Dated.....

19/10/2021

2021

**INDEPENDENT EXAMINER'S REPORT
TO THE DIRECTORS' OF LONDON ACCOUNTANCY PRACTICE
A COMPANY LIMITED BY GUARANTEE
FOR THE YEAR ENDED 31ST MARCH 2021**

The Financial Statements have been prepared under the historic cost convention in accordance with applicable Accounting Standards and Reporting.

RESPONSIBILITIES OF THE DIRECTORS AND REPORTING ACCOUNTANT

As described on the following pages, the company's directors are responsible for the preparation of the Financial Statements, and they would consider that the Company is exempt from an audit. It is my responsibility to carry out procedures designed to enable me to report my opinion.

BASIS OF OPINION:

My work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so my procedures consisted of comparing the Financial Statements with the accounting records kept by the Company, and making such limited enquiries of the officers of the Company as I considered necessary for the purposes of this report. These procedures provide only the assurance expressed in my opinion.

In my opinion:

- A) The financial statements are in agreement with those accounting records kept by the company under section 477 of the Companies Act 2006;
- B) Having regard only to, and on the basis of the information contained in those accounting records:
 - The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476
 - The directors' acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts
 - These accounts have been prepared in accordance with the provision applicable to companies subject to the small companies' regime.

Name: JOHN J DOLAN FRIA FULCAT

Signature: 

Date: 20/10/2021

Address:

85 Harpenden Road
St Albans
Herts.AL3 6BY

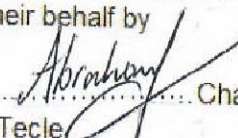
**LONDON ACCOUNTANCY PRACTICE
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2021**

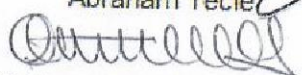
		2021	2021	2021	2020
INCOMING RESOURCES		Unrestricted	Restricted	Total	Total
	Notes	Fund	Fund	Fund	Fund
		£	£	£	£
Incoming Resources From Generated Funds					
Grants, donations and legacies	2	15928	0	15928	0
Activities For Generating Fund	3	53377		53377	61802
Investment Income		1	0	1	1
Total Incoming Resources		69306	0	69306	61803
RESOURCES EXPENDED					
Charitable Activities		63108	0	63108	63770
Total Resources Expended		63108	0	63108	63770
NET INCOMING RESOURCES		6198	0	6198	-1967
Fund Balances Brought Forward at 1st April 2020		32062	0	32062	34029
Fund Balances Carried Forward at 1st April 2021		38260	0	38260	32062

**LONDON ACCOUNTANCY PRACTICE
BALANCE SHEET
AS AT 31ST MARCH 2021**

	Notes	£	2021 £	2020 £
CURRENT ASSETS				
Debtors and prepayments	4	21400		27204
Cash at Bank and in Hand		17110		6693
		<u>38510</u>		<u>33897</u>
CURRENT LIABILITIES				
Creditors And Accruals				
Amount falling due within one year	5	250		1835
Net Current Assets			<u>38260</u>	<u>32062.1</u>
RESERVES				
Restricted Funds			0	0
Unrestricted Funds			13260	7062
Designated Funds	6		25000	25000
			<u>38260</u>	<u>32062</u>

Approved by the Board of Directors on 19/10/21 2021
and signed on their behalf by


.....Chairperson
Abraham Teclé


.....Treasurer
William Anang

**LONDON ACCOUNTANCY PRACTICE
BALANCE SHEET (Continued)
AS AT 31ST MARCH 2021.**

For the year ending 31st March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' Responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476
- The directors' acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts
- These accounts have been prepared in accordance with the provision applicable to companies subject to the small companies' regime.

The financial statements on pages 11 to 13 were approved by the board of directors on

19/10/.....2021 and signed on its behalf by

AbrahamTecle .....Chair

**LONDON ACCOUNTANCY PRACTICE
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2021.**

1. ACCOUNTING POLICIES

1.1 Basis of preparation of Financial Statements

The financial statements are prepared under the historic cost convention and include the results of the charity's operations which are described in the Trustees' Report and all of which are continuing. The accounts have been prepared in accordance with the Statements of Recommended Practice - Accounting and Reporting by Charities.

The charity has taken advantage of the exemption of Financial Reporting Standard No 1 from the requirements to produce a cash flow statement on the grounds that it qualifies as a small charity

1.2 Incoming Resources

1.2.1 Revenue grants are credited on the earlier date of when they are received or when they are receivable, unless they relate to a specific future period, in which case they are included on the Balance Sheet as deferred income to be recognised in the future accounting period.

1.2.2 Grants received for specific purposes are accounted for as restricted funds in the Statement of Financial Activities.

1.3 Restricted Funds

Restricted funds are to be used for specific purposes as lay down by the donor. Expenditure that meets these criteria is identified to the fund, together with a fair allocation of management and support costs.

1.4 Unrestricted Funds

Unrestricted funds are donations and other incomes received or generated for the objects of the organisation without further specified purpose and are available for general funds.

1.5 Designated Funds

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

1.6 Tangible fixed assets

Depreciation is calculated to write off the cost of fixed assets over their estimated useful lives using the following rates:

Office equipment - Photocopier: 25% on cost

1.7 Resources Expended

All expenditure is accounted for gross and when incurred. Direct charitable expenditure includes the direct costs of the activities and depreciation on related assets.

Management and administration comprise those costs relating to the Charity's central management and administration as opposed to its charitable activities.

LONDON ACCOUNTANCY PRACTICE
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2021

2. GRANTS

	Unrestricted	Restricted	Total 2021	Total 2020
	£	£	£	£
HMRC- Job Retention Scheme	5928		5928	
Southwark Council	10000	0	10000	0
	15928		15928	

3. ANALYSIS OF GENERATED INCOME

	2021	2020
	£	£
Independent Examinations	30355	32281
Payroll Administration	18061	21291
Bookkeeping	1595	3021
Membership	3290	3810
Training	0	1400
Other Income	76	0
	53377	61803

4. DEBTORS

Due within one year

	2021	2020
	£	£
Trade Debtors	21400	27204
	21400	27204

5. CREDITORS

Sundry Creditors and Accruals

	2021	2020
	£	£
Audit Fee	250	260
Rent and service charge		
	250	260

**LONDON ACCOUNTANCY PRACTICE
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2021**

6. DESIGNATED FUNDS

The income funds of the Charity include the following designated funds, which have been set aside out of unrestricted funds by the trustees for specific purposes.

	Balance at 1st April 2020 £	Movement in Funds		Balance at 31st March 2021 £
		Incoming	Outgoing	
Salary /Contingency Fund	25000	0	0	25000
	25000	0	0	25000

The trustees have designated funds for redundancy payment to current staff and for any other obligatory payment due as per contract of employment.

7. TRUSTEES REMUNERATION AND EXPENSES

No remuneration expenses or benefits was paid to the Trustees during the year.

8. STAFF COSTS

	2021	2020
Employees average number during the year	4	5
No member of staff is paid more than £60000.00		
Staff Salaries and employers NI	£ 35000	£ 35640
	35000	35640