

# Forest Fields Advice and Neighbourhood Centre

## Annual Report 2020-21



Reaching out to the Community

### Introduction

In shaping our objectives and strategy for the year 2020-2021 Forest Fields Neighbourhood Advice Centre management and trustees have paid attention to the following:

1. Its own **governing documents** (Articles and Memoranda of Association) and to the Charity Commission's guidance on public benefit including the guidance on public benefit and fee charging.

The Advice Centre seeks to raise money from its own activities in order to reduce its dependence on public grants. To this end it makes office and training room space available at competitive rates to like-minded community organisations and providers of complementary services. This ensures not only that the Centre is well used by all sections of the local community, but that it also generates sufficient rental income to cover a large part of its fixed operating costs.

2. **Local views and needs** expressed through the resident members of the Board of Directors (Trustees), customer feedback, organised consultation, and available data.

The Advice Centre board is made up of local trustees bringing their experience and ideas alongside specific expertise from the commercial, public and political worlds. This combination informs and oversees the performance of the Advice Centre's management and staff, and agrees the position of the organisation in relation to opportunities and risks. The consistency from year to year in the number of services we are able to offer, and the continuing growth in the

numbers of local people using them provides the opportunities we need to get customer feedback to inform our decision making and management.

3. The **policy and funding environment** within which our work takes place, including consideration of changes, analysis of opportunities and risks.

Public funding now comes mainly in the form of contracts, and the public authorities who commission services in this way rarely design them to allow highly local and specialist providers like ours a lead role. In fact there has been a trend for these contracts to be let to larger and larger regional and national organisations who then seek local providers like our own to sub-contract with. This brings with it the necessity for organisations like our own to take part in consortia in order to be able to demonstrate the kind of administrative and geographic coverage that these contracts require.

The Advice Centre has all the appropriate policies, procedures, insurances, licences, accounts and other requirements in place to compete for contracts and to take part in consortia. As a result we have been able to host Nottingham Law Centre specialist advice sessions on a weekly basis through the Advice Nottingham consortium.

Grant income has also been received during the period, to add to the income generated through rentals. None of our money has been wasted or misspent; customers, suppliers and staff have been treated fairly and consistently; and quality and performance has been continually managed.

### **A DIFFICULT YEAR !!!**

In common with other charities and the Country as a whole, 2020/21 proved to be a difficult year for our centre due to the Covid-19 Pandemic.

During the first lockdown, we were only able to provide a limited telephone advice service. However, from July, 2020 onwards we managed to provide a fuller service comprising of face to face appointment, home visits and telephone advice. The weekly advice service which was provided by Nottingham Law Centre prior to the onset of the pandemic did not take place but we still managed to maintain our outreach session at City College Nottingham from July, 2020 onwards.

Details of our services in 2020/21 are as follows:-

a) Outreach session at City College Nottingham every Wednesday, covering Benefits, Housing and Debt. 360 clients seen.

b) Specialist advice service targeted at New and Emerging Communities, covering financial advice and Information, Advice and Guidance. Three sessions a week with a total of 735 enquiries dealt with.

c) Ordinary Advice Service covering Benefits, Debt and Housing which is open to all local residents and people from all over the City. A total of 450 clients were assisted during 2020/21.

d) During 2020/21 we represented 12 clients at Appeal Tribunals for Personal Independence Payment and Employment and Support Allowance. We were successful in all of these appeals which resulted in backdated benefit being paid totalling approximately £22,400. Also, each client received additional weekly benefit.

This totals over 1,557 individual clients assisted directly by our advice and welfare services. Whilst this was down on the numbers assisted in previous years, it is still quite an achievement given the restrictions caused by the pandemic.

## **FUNDING THE ACTIVITY**

During 2020/21 we have been extremely grateful for the financial support provided from the following sources:-

a) Nottingham Equal	£7,249.50
b) Nottingham City Council	£10,000
c) National Lottery	£7,561
d) HMRC JRS Grants	£10,489.44
e) N.E.T	£5,000
f) Nottingham Law Centre	£720

## **STAFFING AND VOLUNTEERS**

Our only salaried member of staff is Asmara Qureshi who works as our part-time receptionist and general assistant. Alongside her, Ron Bell delivers all of our in-house and outreach services on a voluntary basis.

He also composes our funding applications and maintains a relationship with outside funders which has been so helpful to us over recent years. Ron is assisted by Arifa Hassan, Nahema Farooq, Nassim Iqbal and Wasim Amin who all work in a voluntarily capacity.

Our Trustees wish to thank Asmara and all of our volunteers for all of their dedication and hard work throughout 2020/21

***Charity No: 1120139***

Financial Statements for the Year Ended 31 March 2021

For

**Forest Fields Advice and Neighbourhood Centre**

**Forest Fields Advice and Neighbourhood Centre**  
**Accounts for the year ended 31 March 2021**  
**Registered Charity No. 1120139**

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**Forest Fields Advice and Neighbourhood Centre**  
**Legal and administrative information**  
**for the year ended 31 March 2021**

**Trustees**

Mr H Ahmed  
Ms A Hassan  
Mr J Khalil  
Mr M Bowyer  
Mr Taz Chaudry  
Mr J D Mualaba  
Ms Nahema Farooq  
Ms Farzana Ali Choudhary

**Principal address**

69 Wiverton Road  
Forest Fields  
Nottingham  
NG7 6NU

**Bankers**

Unity Trust Bank plc  
9 Brindley Place  
Birmingham  
B1 2HB

**Independent Examiner**

Mr. M. Rashid, FCPA  
Certified Public Accountants  
Imperial Accounting  
57 Radford Road  
Hyson Green  
Nottingham  
NG7 5DR

**Forest Fields Advice and Neighbourhood Centre  
Independent Examiner's report  
for the year ended 31 March 2021**

Independent Examiners Report to the trustees of Forest Fields Advice and Neighbourhood Centre.

I report on the accounts of the charity for the period ended 31 March 2021, which are set out on page 2.

**Respective responsibilities of trustees and independent accountants**

The Charity trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this period (under section 144(2) of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- \* Examine the accounts (under section 145 of the Act 2011).
- \* To follow the procedures laid down in the General Direction given by the Charity Commissioners (under section 145(5) (b) of the 2011 Act and to state whether particular matters have come to my attention.

**Basis of independent examiners report**

My examination was carried out in accordance with the General Direction given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unused items or disclosures in the accounts, and seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is Limited to those matters set out in the statement below:

**Independent examiner's statement**

In connection with my examination, no matter has come to our attention (other than that disclosed below):

- 1) Which gives us reasonable cause to believe that, in any material respect, the requirements:

- \* To keep accounting records in accordance with section 130 of the 2011 Act: and
- \* To prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act.

have been / have not been met ; or

- 2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



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16 November 2021



**Forest Fields Advice and Neighbourhood Centre  
Income & Expenditure Account for the  
year ended 31 March 2021**

	£	<u>2021</u> £	£	<u>2020</u> £
<b><u>Income</u></b>				
Grants and donations		40,300		12,753
Rent received		720		9,274
		<u>41,020</u>		<u>22,027</u>
<b><u>Less Expenditure</u></b>				
Wages & NI	13,603		12,808	
Rent	-		10	
Water rates	214		230	
Light and heat	1,415		1,712	
Premises maintenance & security	965		1,220	
Repairs & renewals	1,000		23	
Rental equipment	1,952		1,800	
Telephone, internet and facsimile charges	1,367		1,297	
Printing, stationery and postage	428		269	
Insurance	1,450		1,426	
Travel expense	-		117	
Accountancy fees	400		350	
Other professional fees	150		-	
Refreshment expenses	-		34	
Bank charges	72		72	
Cleaning & waste collection	283		374	
Volunteer expense	1,600		400	
Sundry expense	300		300	
		<u>25,199</u>		<u>22,440</u>
<b>Surplus / (Deficit) for the year</b>		<b>15,821</b>		<b>- 413</b>
<b>Cash fund brought forward at 1 April 2020</b>		<u>10,761</u>		<u>11,174</u>
<b>Cash fund carried forward at 31 March 2021</b>		<u><b>26,582</b></u>		<u><b>10,761</b></u>

**Forest Fields Advice and Neighbourhood Centre  
Balance Sheet as at 31 March 2021**

**Fixed Assets**

	£	<u>2021</u> £	£	<u>2020</u> £
Office furniture & equipment	9,575		9,575	
Less depreciation for the year	-	9,575	-	9,575
		<u>9,575</u>		<u>9,575</u>

**Current Assets**

Cash in hand and bank	17,720		1,746	
<b><u>Total Assets</u></b>		<u>17,720</u> <u>27,296</u>		<u>1,746</u> <u>11,321</u>

**Less Current Liabilities**

Sundry creditors and accrued expenses	588		435	
Hawa Women's Network Loan	110		110	
Project Azadi Loan	100		100	
		798		644
<b><u>NET ASSETS</u></b>		<u>26,498</u>		<u>10,677</u>

**FUNDS**

Funds brought forward	10,677		11,090	
Surplus / (Deficit) for the year	15,821		- 413	
		<u>26,498</u> <u>26,498</u>		<u>10,677</u> <u>10,677</u>

These financial statements were approved by the trustees on 16 November 2021 and signed on their behalf by:

Signed..... R. Bell ..... Mr R Bell

**Forest Fields Advice and Neighbourhood Centre**  
**Notes to the financial statements**  
**for the year ended 31 March 2021**

**1 ACCOUNTING POLICIES**

**Accounting convention**

The receipt and payment account summarises the cash movement during the financial year.

**Income summarise as :**

**Grants and donations**

NET grant	5,000	
Nottingham equal	7,250	
		12,250

**Covid-19 grants**

Covid-19 grant from NCC	10,000	
Covid-19 response grant	7,561	
Covid-19 JRS grant from hmrc	10,489	
		28,050

**Rent received**

Law centre rent received	720	
		720
		<b><u>41,020</u></b>

All of above funds are unrestricted which are available for use at the direction of the Trustees in furtherance of the general objects of the Charity and which have not been designated for other purposes.

**2 Creditors and accruals**

Accountancy fees	400
Paye due to HMRC	188
	<b><u>588</u></b>

**3 Sundry expense**

Payroll fees	300.00
	<b><u>300.00</u></b>

***Charity No: 1120139***

Financial Statements for the Year Ended 31 March 2021

For

**Forest Fields Advice and Neighbourhood Centre**

**Forest Fields Advice and Neighbourhood Centre**  
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