

WELWITSCHIA WELFARE CENTRE

Registered Charity and Company Limited by Guarantee

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31ST MARCH 2021

Charity number: 1131751

Company number: 6528173 (England and Wales)

WELWITSCHIA WELFARE CENTRE
YEAR ENDED 31ST MARCH 2021

Registered Charity Number : 1131751
Registered Company Number: 6528173

Principal address:

Imperial House
64 Willoughby Lane
London
N17 0SP

Directors and Trustees:

Mr A Silva	Chair
Mr A Jones	Vice Chair
Mr R Baptista	Secretary
Mr O Gomes	Trustee (Retired)
Mr J Nzadi	Trustee (Retired)
Ms L Loureira	Trustee
Ms J Domingos	Trustee
Mr A Dourado	Trustee
Mr H Baptista	Trustee

Governing document:

The organisation is operated under its Memorandum and Articles of Association.

Bankers:

Barclays Bank PLC

Independent Examiner:

TACTS Accountant
Chartered Certified Accountant
81 Rayleigh Road
Palmers Green
London, N13 5QW

WELWITSCHIA WELFARE CENTRE
FINANCIAL ACCOUNTS
FOR YEAR ENDED 31ST MARCH 2021

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WELWITSCHIA WELFARE CENTRE

Report of the Directors and Trustees for the year ended 31st March 2021

The trustees are pleased to present their annual directors' report for the year ending 31st March 2021 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its Memorandum and Articles of Association and constitutes a limited company, limited by guarantee as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

The trustees are appointed by the board. The position of Trustees are nominated and elected annually by members of the charity at the Annual General Meeting.

Induction and training of new trustees

New trustees are trained and inducted by the Charity's full-time coordinator. Additional induction is also provided by a member of community development team of local voluntary action.

Organisation structure

The Company Charity is organised so that the Board of Trustees meet at least four times in every year to oversee the running of the charity. The charity has a part time coordinator/advice worker who oversees the day-to-day running of the charity and reports to the Trustees and also to ordinary members at the General Meeting. The day-to-day administration of grants and processing and handling of applications prior to consideration by the committee is delegated to the coordinator.

Trustees and their responsibilities

Charity trustees are the people who serve on the governing body of a charity. They may be known as trustees, directors, board members, governors or committee members. The principles and main duties are the same in all cases.

Trustees have, and must accept, ultimate responsibility for directing the affairs of a charity, and ensuring that it is solvent, well-run, and meeting the needs for which it has been set up.

Small Company Provisions

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Statement of Directors' Responsibilities

The Companies Act 2006 requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company.

Charity Objects

FOR THE PUBLIC BENEFIT IN GREATER LONDON AND ELSEWHERE IN THE UNITED KINGDOM AND IN PARTICULAR FOR THE BENEFIT OF THOSE MEMBERS OF THE PUBLIC WHO ARE FROM AFRICAN PORTUGUESE SPEAKING COUNTRIES AND OTHER PEOPLE OF AFRICAN DESCENT. BY RELIEVING PERSONS WHO ARE IN NEED BY REASON OF POVERTY, SICKNESS AND STRESS. BY ADVANCING EDUCATION AND PROVIDING AND ASSISTING IN THE PROVISION OF FACILITIES FOR RECREATION AND LEISURE TIME OCCUPATION IN THE INTEREST OF SOCIAL WELFARE AND THE OBJECTIVE OF IMPROVING THE CONDITIONS OF LIFE OF THOSE PERSONS FOR WHOM THE FACILITIES ARE PROVIDED.

FOR THE RELIEF OF POVERTY OF PEOPLE FROM AFRICAN PORTUGUESE SPEAKING COUNTRIES AND OTHER PEOPLE OF AFRICAN DESCENT WHO ARE RESIDENT OR INTENDING TO RESIDE IN GREATER LONDON AND ELSEWHERE IN THE UNITED KINGDOM, BY PROVIDING SUCH PERSONS WITH FREE, CONFIDENTIAL AND IMPARTIAL ADVICE, INFORMATION, ASSISTANCE, REPRESENTATION, COUNSELLING, TRANSLATION AND INTERPRETATION SERVICES IN SUCH MATTERS AS; IMMIGRATION, MONEY, DEBTS, WELFARE BENEFITS, HEALTH, HOUSING, SOCIAL SERVICES, EDUCATION, TRAINING AND EMPLOYMENT

Activities and Achievements

Over the past 12 months WWC has been working throughout the pandemic running a few emergency Covid 19 response programme. We were able to help a huge number of vulnerable families who suffered loss of income and jobs. A number of them were left in isolation and were unable to cope due mental health issues. We have seen family tension and the struggle for some to claim their benefits entitlement as they process were very complicated due to language barriers. A number of them were left in household bills debt and lived in stress on day to day which impacted on their family's stability. We supported a number of people who were furloughed as they were earning a reduced pay which affected their personal budget.

We helped around 80 disadvantaged people access Welfare rights/Benefits such as Universal Credit. Because we could not meet face to face during lockdown, we were able to provide 112 telephone support. The impact of our help has saved a lot of families falling apart and reduced tension in their relationships. We heard a lot of sad stories from the community, but we just hoped we could have helped all of them in these difficult times. All these emergency response supports were funded by The London Community Foundation Wave 1,2,3 and 4, including Trust for London. Through this funding we managed to help the vulnerable, sick, disabled people with food parcels. This group also benefited from befriending which was done through telephone calls due to pandemic of COVIC-19. We were grateful to be funded by both Lloyds Foundation and Trust for London to keep our core services running, whilst we were coordinating the emergency response programme. Without this support we would not have been able to extend our programme to carry out all the emergency response programme as the funds were restricted to provide the frontline support.

We supported 71 beneficiaries with housing issues, such as council tax rebates, negotiated on their behalf with Landlords to avoid eviction. Luckily the government legislation protected vulnerable tenants but some Landlords wanted to take advantage of language barrier of beneficiaries and tried to evict them, but we were able to intervene in a number of cases to ensure that they know their rights.

We helped 54 people with debt advice. We negotiated debt repayment with their creditors such as; electricity company, gas, water, Council and banks. We also negotiated rent arrears with Landlords and Councils on behalf of the client. We received 88 telephone queries in relation to debt advice in this period and were able to successfully help around 90% of them.

WWC continued to provide advice/information on asylum/immigration/nationality. 120 people were helped and assisted on EU settlement Scheme (Pres-Settlement as well as Settled Scheme). 25 people were helped securing Limited Leave to Remain in the UK. 8 Children were successfully registered as British Citizens. We managed to secure or rather successfully apply for British Citizenship under discretion of the Secretary of State. Over the last 12 months the centre received more than 183 enquiries on these issues. (via telephone, E-Mail and WhatsApp).

Besides all these supports, we also successfully completed our ESOL Project/British Integration Project which was funded by People's Health Trust (PHT). The project was delayed for a while, but we ended up completing the sessions by providing on-line learning. We are grateful to PHT for being flexible in the delivery of this project.

We would not have been able to achieve a lot without some partnership working. We managed to forged a new partnership with JCWI in the area of welfare benefits. JCWI refer clients who have benefit issues to WWC for help and assistance. Another partnership was with WEA (Workers Education Association) who supported our beneficiaries with employability programme free of charge and Fairshare charity.

With the support from Big Lottery Reaching Communities Fund, we organised a number of social events and seminars to disseminate useful information about our services and people to register for volunteering in a way to raise awareness of our services. Through this medium we provided general advice on how to overcome debt issues and money management advice in helping people budget better for their cost of living. The centre has also run social/cultural events to improve the wellbeing of those who are isolated/ lonely, in a way to help people confidence in meeting others who have similar problem to them. They were able to network and befriend each other in sharing experiences about how they managed to cope with their ongoing lives. The workshops on employment were organised throughout the period of project, where we provided one to one support in CV writing and mock interview sessions. We noticed that a number of participants were very reluctant to communicate and shy due to their language barriers. Since we are bilingual, we were able to communicate with them and help build their confidence in communicating. We have also enrolled a few of them into ESOL classes to improve their English for which we received funding from People's Health Trust and we have worked in partnership with Enfield Voluntary Action and the Workers Education Association (WEA). WEA always run training around employability and ESOL free of charge for people who are on benefits. To date we continue referring people to them as we want our beneficiaries to benefit from these opportunities on offer. The project also gave beneficiaries volunteering opportunities through work placements within our own organisation and some were referred to Haringey Volunteering services and to some other organisation based at the Selby Centre in Haringey. This helped improve their communication skills through volunteering, which will help them get into employment.

Our business plan was also reviewed in that time and funding strategy was devised to ensure we are sustainable. We looked at a charging policy for clients, but it has been very difficult to implement because the clients always claim they don't have money to contribute. Hence, we

are looking at a very low contributions just to get people use to contribute something, but the pandemic has made it even more difficult to do that as we could see a number of beneficiaries have gone through very hard times financially, and hence we were able to fundraise to continue providing free support and thanks to the Big Lottery Fund we were able to support many people in difficulties throughout the 3-year projects which ended this year.

Our volunteers

WWC is very involved in the community and relies on voluntary help. Around 11 volunteers assisted with our on-going activities, of whom 8 were new to the programme. The 8 new volunteers have increased their employment prospect through the provision of work placement within the centre(i.e. administrative work, interpreting/translation and bookkeeping). We wish to thank our volunteers for their loyal support and contribution.

Risk management

The trustees have a risk management strategy which comprises:

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

The Trustees constantly review risks relevant to the charity. Any risks identified are reported to the Trustees and decisions made on how to minimise risk.

Reserve's policy and going concern

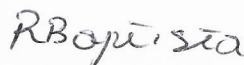
The Board has assessed the charity's requirements for reserves in the light of the main risks to the organisation. As a result, the Board has approved a policy whereby the unrestricted funds not committed, should be held in reserve and maintained at a level which ensures that WWC's core activity could continue during a period of unforeseen difficulty. The target reserve amount represents at least 6 months' (26 weeks) expenditure and will be reviewed annually.

Future Plan

The organisation is on target to achieve all outcomes and will continue the reaching community programme in the next year. The organisation will continue to fundraise to support its increasing demand for its information and advice services. The are grateful to Big Lottery fund who allowed us to retain some underspent funds to continue our debt advice support and money management training for vulnerable people in difficulties due to the effect of the pandemic.

We would like to thank all our Board Members, Staff, volunteers, and all our service users who have given their energy and commitment to achieve WWC's objectives. We would also like to thank all our funders for their support.

Signed on behalf of the directors and trustees,



Mr. R Baptista
(Trustee and Secretary)
Date: 19/05/2021

Independent examiner's report to the trustees of Welwitschia Welfare Centre

I report on the accounts of the company for the year ended 31st March 2021, which are set out on pages 9 to 14.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. The charity's gross income exceeded £25,000 and I am qualified to undertake the examination by being a qualified member of the Association of Chartered Certified Accountants.

It is my responsibility to:

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

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 unusual items or disclosures in the accounts, and seeking explanations from the 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 my attention (other than that disclosed below *) to indicate that:

- accounting records have not been kept in accordance with section 386 of the Companies Act 2006;
- the accounts do not accord with such records:
- where accounts are prepared on an accruals basis, whether they fail to comply with relevant accounting requirements under section 396 of the Companies Act 2006, or are not consistent with the Charities SORP (FRS102)
- any matter which the examiner believes should be drawn to the attention of the reader to gain a proper understanding of the accounts.



Date: 19/05/2021

Chartered Certified Accountant
TACTS Accountant, 81 Rayleigh Road, Palmers Green, London N13 5QW

WELWITSCHIA WELFARE CENTRE
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR END 31 MARCH 2021

	<u>Notes</u>	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>Funds</u> 2021	<u>Total</u> <u>Funds</u> 2020
<u>INCOMING RESOURCES: -</u>		£	£	£	£
Incoming resources from generated funds					
Donations		883		883	2,754
Incoming resources from charitable activities					
Grants to provide charitable activities	(14)	-	92,916	92,916	67,096
TOTAL INCOMING RESOURCES		883	92,916	93,799	69,850
<u>RESOURCES EXPENDED</u>					
Expenditure on raising funds		-	1,125	1,125	-
Expenditure on charitable activities	(16)	-	81,770	81,770	64,270
TOTAL RESOURCES EXPENDED			82,895	82,895	64,270
Net Incomings and (outgoings) resources		883	10,021	10,904	5,580
Balances Brought Forward		9,237	36,804	46,041	40,461
Balances Carried Forward		10,120	46,826	56,946	46,041

There were no recognised gains or losses for the above period other than those shown in the statement of financial activities for the above financial year. All incoming resources and resources expended are derived from continuing activities.
(The notes attached form part of these financial statements)

WELWITSCHIA WELFARE CENTRE

BALANCE SHEET AS AT 31ST MARCH 2021

	Notes	£ <u>2021</u>	£ <u>2020</u>
Fixed Assets			
Tangible assets	(8)	428	855
Current Assets:			
Cash at Bank and In Hand		57,337	49,603
Current Liabilities:			
Creditors:			
Amount falling due within one year:			
Creditors & Accruals	(13)	820	4,416
Net Current Assets		<u>56,518</u>	<u>45,186</u>
Net Assets		<u>56,946</u>	<u>46,041</u>
As Represented By			
Unrestricted Fund		10,120	9,237
Restricted Fund	(15)	<u>46,826</u>	<u>36,804</u>
Total Funds		<u>56,946</u>	<u>46,041</u>

(The notes form part of this account)

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The accounts were approved by the Directors and Trustees on 19/05/2021 and signed on their behalf by: -

R. Baptista

(Trustee and Secretary)
Mr. R Baptista

**WELWITSCHIA WELFARE CENTRE
YEAR ENDED 31ST MARCH 2021**

Notes to the account

1. Accounting basis.

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

a) Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. WWC meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

b) Preparation of the accounts on a going concern basis

The Charity trustees are of the view that measures taken subsequent to the year-end to reduce operating costs and successful in applying for continuation funding have secured the immediate future of the Charity for the next 12 to 18 months and that on this basis the charity is a going concern.

2. Cash Flow Statement

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the charity is small.

3. Income

Income is recognised in the period to which it relates, unless specified otherwise by the funder. Project funding is, in general, repayable if not expended within the relevant project. Such income is only recognised to the extent that it ceases to be repayable. The income is accounted for on a receivable basis.

4. Resource Expended

Resources expended are included in the Statement of Financial Activities inclusive of VAT which cannot be recovered. Direct charitable expenditure include includes the direct costs of the activities. Where such costs relate to more than one functional cost category, they have been apportioned in line with the direct costs of the relevant service.

5. Fund Accounting

Fund accounting unrestricted funds are available to spend on activities that further any of the purposes of charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work.

6. Support Cost

Allocation of 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, and governance costs which support the Charity activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities. The bases on which support costs have been allocated are set out in note 17.

7. Taxation

WWC is a registered charity and is not liable for corporation tax on its income under section 505 of the Income and Corporation Taxes Act 1988 to the extent that it is applied to its charitable activities.

8. Tangible fixed assets

Fixed assets are stated at cost less accumulated depreciation. Depreciation is provided to write off the cost, of all fixed assets over their expected useful life as follows: -

Computer Equipment and Machinery - 33.33% straight line

	Equipment
	£
At Cost	620
Addition 2019/2020	1,283
Depreciation:	
At 1 April 2020	1,048
Charge for the year	427
At 31st March 2021	<u>1,475</u>
NET BOOK VALUE	
At 31 March 2021	<u>428</u>
At 31 March 2020	<u>855</u>

9. Pension costs and other post-retirement benefits

WWC makes pension contribution into a pension scheme, set up for the purpose of auto-enrolment. Contribution's payable is charged to the Statement of Financial Activities in the period to which it relates.

10. Staff Costs

	2021	2020
	£	£
Salaries	28,265	32,098
Tax and NIC	6,078	5,939
Pension	<u>2,303</u>	<u>2,571</u>
	<u>36,646</u>	<u>40,608</u>

None of the employees received emoluments in excess of £60,000 in the year or the previous year. The organisation had 2 staffs.

Trustees are not remunerated.

11. Status

WWC is a registered charity and registered company limited by guarantee without share capital.

12. Debtors

The organisation has no debtors

13. CREDITORS

	2021	2020
	£	£
Professional Fees	595	595
Social Security	-	3,285
Pensions	225	206
Other Creditors	-	330
	<u>820</u>	<u>4,416</u>

14. Grant Income (Restricted)

Funder	Project	2021	2020
		£	£
Trust for London	Information and Advice	20,000	-
Big Lottery Fund	Information and Advice	-	59,982
Lloyds Foundation	Information and Advice	33,000	-
London FundersWave1,2,3 &4	Emergency Pandemic Response	37,976	-
Peoples Health Trust	ESOL Education	1,940	7,114
		<u>92,916</u>	<u>67,096</u>

15. Analysis of Restricted Funds

	Balance at 1st April 2020	Incoming resources	Outgoing resources	Balance at 31st March 2021
	£	£	£	£
Big Lottery Fund	35,559	-	26,071	9,488
Peoples Health Trust	1,245	1,940	3,185	-
Lloyds Foundation	-	33,000	14,203	18,797
Trust for London	-	20,000	9,974	10,026
London Funders Wave 1,2,3&4	-	37,976	29,461	8,515
	<u>36,804</u>	<u>92,916</u>	<u>82,894</u>	<u>46,826</u>

16. Charitable Activities

	<u>Unrestricted</u> <u>Funds</u>	<u>Restricted</u> <u>Funds</u>	<u>Total</u> <u>Funds</u> 2021	<u>Total</u> <u>Funds</u> 2020
	£	£	£	£
Charitable Expenses				
Salary Cost	-	36,646	36,646	40,607
Sessional Worker	-	8,084	8,084	3,241
Volunteer Expenses	-	2,450	2,450	1,112
Rent and Room Hire	-	10,866	10,866	10,602
Emergency Reponses & Provisions	-	10,802	10,802	-
Software and IT Expenses	-	5,017	5,017	-
Office Admin & Expenses	-	2,348	2,348	2,472
Insurance	-	246	246	246
Membership and Subscription	-	1,270	1,270	2,118
Professional fees	-	1,775	1,775	925
Capacity Building and Training	-	555	555	1,225
Advert and Publicity	-	899	899	486
Travel Expenses	-	385	385	602
Depreciation	-	427	427	634
TOTAL RESOURCES EXPENDED	-	81,770	81,770	64,270

17. Support and Governance

	General Support £	Governance £	Total £
Rent and Room Hire	10,866	-	10,866
Office Expenses	2,348	-	2,348
Insurance	-	246	246
Membership and Subscription	-	1,270	1,270
Professional fees	-	595	595
Depreciation	427	-	427
	13,641	2,111	15,752