

Liverpool Arabic Centre

Charity number 1132186

A Company limited by guarantee number 05536638

Annual Report and Financial Statements

for the year ended 31 March 2021



Greater Merseyside Community
Accountancy Service

Liverpool Arabic Centre

Annual Report and Financial Statements for the year ended 31 March 2021

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Prepared by the Greater Merseyside Community Accountancy Service

Liverpool Arabic Centre

Trustees' report continued

Review of progress and achievements

Review of progress and achievements 2020 -2021

LAC values the continued support from funders, partners, community leaders, paid and unpaid team members and its board of trustees. It is the commitment and support that makes it possible for LAC to continue to develop and deliver person centred projects and services in response to identified need.

It has been another difficult year with the pandemic continuing to have an adverse effect on many members of Liverpool's Arab communities. LAC have continually risen to the challenge by responding to the needs of local people and providing a wide range of accessible support, activities and outreach services.

Funding from Community Resource Grant (CRG) supports the continued delivery of a daily drop-in advocacy service. We have experienced a significant increase in the number of people accessing the drop-in and many who are experiencing multiple and complex issues. Funding from Liverpool City Council's Mental Health Support Programme (administered by Liverpool Charity Voluntary Services, LCVS) is providing increased staff capacity that is enabling us to extend one to one support for people who experience stress, anxiety and isolation as a direct result of covid-19. LAC will work to increase awareness and understanding of emotional and mental health among communities and support individuals in accessing person centred support.

Liverpool City Council have been successful in securing funding from the Ministry for Housing, Communities and Local Government to deliver the Community Champions Programme. We have been successful in our application to be a funded partner and have recruited two new members of staff to fulfil the roles of LAC Community Champions.

The post holders play a vital part in driving forward and disseminating existing public health communication strategies to communities in Liverpool 8 and beyond. Our new members of staff have been proactive in delivering Covid-19 advice, providing drop-in support, recruiting and supporting volunteers to work in the community and have worked evenings and weekends to encourage and support the public in accessing pop-up vaccine services in South Liverpool.

Our Arabic Education Project was badly impacted by the Covid restrictions. We were unable to operate Saturday school for a greater part of the pandemic. During this period the LAC staff team and volunteers maintained communication with families to offer support for parents who were home schooling their children. As restrictions have eased the school has gradually been returning to normal and we are excited to now be running at full capacity.

We marked the return to Arabic School with a special award ceremony, the Abdul Razak Mossa Student of the Year award. This award will be awarded to one young person each year, in memory of our dear friend who dedicated his time to the Arabic School, Liverpool Arabic Centre services and to the greater good of Liverpool's Arab Communities.

We have continued to work with the University of Liverpool to offer mentoring sessions for GCSEs students. This provision is needed more than ever for young people who identify as needing additional academic support to fulfil their true potential.

Community participation and engagement sessions have continued to move from online activities to outdoor spaces and outreach community venues and we are excited to receive funding to introduce new programmes this coming year.

Liverpool Arabic Centre

Trustees' report continued

LAC will engage with BAME community (Arabic & asylum seekers), targeting adults and young people males & females with type one & type two diabetes, funded by Liverpool Clinical Commissioning Group. We will identify, and recruit up to four community champions to deliver culturally sensitive diabetes awareness and lifestyle information within the community. The Champions will encourage people to access their local healthcare and diabetes services. They will be trained by LAC staff member who is experienced in working with the community promoting Health and wellbeing and tackling inequalities in health services. Champions will deliver events and support individuals in their communities to be aware of the risk factors of diabetes, and engage with local NHS services, including weekly updates and key messages on social media (Facebook, WhatsApp etc) in both English & Arabic.

12th November 2021 we were delighted to formally launch a 45 minute documentary film, funded by Armed Forces Covenant Fund, "Aden Narratives" focusing on the humanitarian stories of British Ex-Veterans and Yemeni Elders, sharing their experiences of living and serving in Aden during the 1950s and 1960s. The film was shown in the historical building, "Liverpool City Council Town Hall", attended by the Right Worshipful, Lord Mayor of Liverpool, Councillor Mary Rasmussen, Kim Johnson member of the British Parliament, Brigadier Ray Hughes QVRM, TD, VR, local councillors and members of the Yemeni community in Liverpool.

We look forward to screen the film in other UK cities such as Sheffield, Birmingham and London. During this year the project has developed and delivered online blogs and regular news letters sharing unheard stories captured during the making of Aden Narratives documentary. The project reached ex-service personnel across the UK and beyond and the project has helped reconnect and reduce the isolation of many ex-service people.

Our Liverpool (Liverpool City Council funding) provides us with the means to recruit and support the development of volunteers, many newly arrived in the UK. Volunteers are central to the success of LAC's service delivery and we value their generous contribution to the organisation and the communities we serve. During this year LAC staff and volunteers have taken part in training programmes. Two members of staff and one volunteer are working towards their NVQ 3 in Advice and Guidance and two volunteers and nine teachers have completed Level 2 Safeguarding and Prevention training.

Going forward

Through ongoing evaluation, the LAC board and staff have agreed the following targets for the forthcoming 12 months.

- To increase LAC's income to continue and build upon the valuable work achieved through drop-in support and advocacy;
- To secure year on year funds for our cultural education project;
- To continue to build our volunteer support which is vital to ensuring we have capacity to deliver our services and projects;
- To secure funds to develop activities and projects for young people and intergenerational project supporting community cohesion.

Liverpool Arabic Centre

Trustees' report continued

Reserve policy

LAC Board of Trustees operate a robust reserve policy which they review as part of their risk management strategy four time per year. The organisation reserve covers a minimum of three months running cost should the organisation run into financial difficulties. Reserves are held to ensure the organisation can effectively manage unforeseen situation and additional cost.

Percentage of reserve is held for the renewal of office equipment in response to identified needs. The Board of Trustees aim to build upon reserves and generate additional incomes to support the recruitment of senior post which they have identified as central to progressing the organisational development opportunities.

Risk Management

The trustees have assessed the major risks to which the charity is or may be exposed, and in particular those related to the operations and financing of the charity. It is satisfied that by reviewing its policies, procedures and systems regularly it is mitigating its exposure to major risks.

Liverpool Arabic Centre

Statement of Directors' responsibilities

Company law requires the directors to prepare financial accounts for each 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 charity for that period. In preparing those financial statements, the trustees are required to:

select suitable accounting policies and apply them consistently;

observe the methods and principles in the Charities SORP

make judgements and estimates that are reasonable and prudent;

state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.

prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in business;

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

Approved by the Board on 26th January 2022 and signed on behalf of the directors by:



Emmell Sundqvist
Chair

Reference and Administrative Details**Liverpool Arabic Centre****Charity number 1132186****A Company limited by guarantee number 05536638****Accountant****Jane Williams****Greater Merseyside Community Accountancy Service**

Beacon Building

College Street

St Helens

WA10 1TF

Approval

This report, which has been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies, was approved by the trustees on 26th January 2022 and signed on their behalf by:

Independent Examiner's report to the trustees of Liverpool Arabic Centre

I report on the accounts of the charity for the year ended 31 March 2021 set out on pages 9 to 18

Respective responsibilities of the Trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- ☐ examine the accounts under section 145 of the 2011 Act;
- ☐ to follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- ☐ state whether particular matters have come to my attention.

Basis of Independent examiner's statement

My examination was carried out in accordance with the general Directions 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 unusual items or disclosures in the accounts, and seeking 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

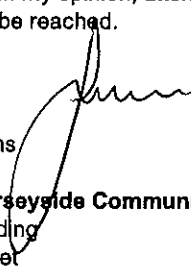
In connection with my examination, no matter has come to my attention:

1) which gives me reasonable cause to believe that in any material respect the requirements:

- ☐ to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- ☐ to prepare accounts which accord with the accounting records and to comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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.



Jane Williams
MAAT
Greater Merseyside Community Accountancy Service
Beacon Building
College Street
St Helens
WA10 1TF

26th January 2022

Liverpool Arabic Centre
Statement of Financial Activities
(Including Income & Expenditure Account)
for the year ended 31 March 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Income from:					
Donations and legacies	(4)	-	-	-	-
Income from charitable activities	(5)	39,481	60,975	100,456	63,327
Other incoming resources	(6)	10,162	-	10,162	26,318
Investment Income	(7)	40	-	40	33
Total incoming resources		49,683	60,975	110,658	89,678
Resources expended					
Charitable activities	(8)	23,047	71,602	94,649	89,069
Net incoming / (outgoing) resources		26,636	(10,627)	16,009	609
Transfers between funds		(1,436)	1,436	-	-
Net movement in funds		25,200	(9,191)	16,009	609
Reconciliation of funds					
Total funds as at 1 April 2020		23,384	29,353	52,737	52,128
Total funds as at 31 March 2021	(8a)	48,584	20,162	68,746	52,737

The above statement includes all gains and losses recognised during the year.
All activities are regarded as continuing.
Comparative figures for the previous year by fund type are shown in Note 15.
The Notes on pages 12 to 18 form an integral part of these accounts.

Liverpool Arabic Centre**Charity number 1132186****A Company limited by guarantee number 05536638****Balance sheet****as at 31 March 2021**

	2021 Unrestricted £	2021 Restricted £	2021 Total £	2020 Total £
Fixed Assets				
Tangible Assets (10)	711	-	711	711
Total fixed assets	<u>711</u>	<u>-</u>	<u>711</u>	<u>711</u>
Current Assets				
Debtors and prepayments (11)	683	-	683	8,493
Cash at bank and in hand (12)	71,339	20,162	91,501	53,647
Total current assets	<u>72,022</u>	<u>20,162</u>	<u>92,184</u>	<u>62,140</u>
Current liabilities:				
amounts falling due within one year				
Creditors (due within one year) (13)	24,149	-	24,149	10,114
Total current liabilities	<u>24,149</u>	<u>-</u>	<u>24,149</u>	<u>10,114</u>
Net Assets	<u>48,584</u>	<u>20,162</u>	<u>68,746</u>	<u>52,737</u>
Funds of the charity				
Restricted Funds	-	20,162	20,162	29,353
Unrestricted funds	48,584	-	48,584	23,384
Total Funds	<u>48,584</u>	<u>20,162</u>	<u>68,746</u>	<u>52,737</u>

The trustees (who are also the directors of the company for the purposes of company law) confirm that for the year ended 31 March 2021

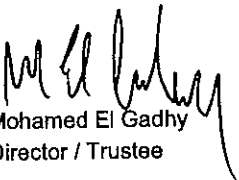
the company was entitled to exemption from audit under section 477 of the Companies Act 2006, and

the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act

the trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

The notes on pages 12 to 18 form an integral part of these accounts.

These accounts, which have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies, were approved by the trustees on 26th January 2022 and signed on their behalf by:


 Mohamed El Gadhy
 Director / Trustee

Liverpool Arabic Centre
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 March 2021

	2021	2020
	Total	Total
	£	£
Cash flows from operating activities:		
Net income/(expenditure) per SOFA	16,009	609
Capital Expenditure	-	(711)
Investment income	-	-
(Increase)/decrease in debtors	(5) 7,810	(6,515)
Increase/(decrease) in creditors	14,035	7,556
	<u>37,854</u>	<u>939</u>
 Cash flows from investing activities		
Investment income	(6) -	-
	<u>37,854</u>	<u>939</u>
Net increase/(decrease) in cash:	<u>53,647</u>	<u>52,708</u>
Total cash as at 1 April 2020	<u>91,501</u>	<u>53,647</u>
Total cash as at 31 March 2021		

The notes on pages 12 to 18 form an integral part of these accounts.

Liverpool Arabic Centre

Notes to the accounts

for the year ended 31 March 2021

1 Basis of preparation

These accounts (financial statements) have been prepared under the historical cost convention,

1.1 with items recognised at cost or transaction value, unless otherwise stated in the relevant note(s), in accordance with:

- (a) The Charities Act 2011
- (b) The Companies Act 2006
- (c) The Financial Reporting Standard applicable in the UK and the Republic of Ireland: FRS 102
- (d) Accounting & Reporting by Charities: Statement of Recommended Practice (Charities SORP FRS 102) (effective January 2015)

1.2 The charity meets the definition of a public benefit entity as defined by FRS 102

1.3 The trustees consider that there are not material uncertainties about the charity's ability to continue as a going concern.

2 Accounting Policies

2.1 Fund accounting

- (a) Unrestricted funds are those that can be expended at the discretion of the trustees in the furtherance of the objects of the charity.
- (b) Restricted funds are those that may only be used for specific purposes. Restrictions arise when specified by the donor, or when funds are raised for specific purposes.
- (c) The purposes of the funds are shown in Note 8a.

2.2 Income

- (a) Income is recognised and included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the income; receipt is probable; and the monetary value can be measured with sufficient reliability.
- (b) Where income has related expenditure (e.g. projects), the income and related expenditure are reported gross in the SoFA.
- (c) Bank Interest is recognised when credited to the account.
- (d) Gift Aid, where appropriate, is recognised in the same accounting period as the donation to which it relates.
- (e) Income, which is subject to conditions that the charity has yet to fulfil, or which is specifically for use in a future accounting period, is treated as deferred income.

2.3 Expenditure and liabilities

- (a) Expenditure is recognised on the accruals basis.
- (b) The charity is not registered for VAT, thus all costs are shown inclusive of VAT charged.
- (c) Liabilities are recognised as soon as there is a legal or constructive obligation to pay out resources.
- (d) Governance costs include the costs of preparation and examination of the statutory accounts, the cost of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

Liverpool Arabic Centre
Notes to the accounts
for the year ended 31 March 2021

2.4 Tangible Fixed Assets

(a) Tangible fixed assets are capitalised if they can be used for more than one year and cost at least £250. They are valued at cost or, if gifted, at their value on receipt.

Rates of depreciation

Building Improvements: 20% straight line basis to nil

Fixtures and fittings: 15% straight line basis to nil

Equipment: 20% straight line basis to nil

2.5 Debtors

(a) Debtors are recognised at the settlement amount due.

(b) Prepayments are valued at the amount prepaid.

2.6 Cash

(a) Cash comprises bank deposits repayable on demand and any short-term highly liquid investments with a maturity date of three months or less from the date of acquisition or opening of the deposit or similar account.

2.7 Creditors

(a) Creditors 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 are normally recognised at their settlement amount, usually the invoice amount.

(b) Accrued charges are normally valued at their settlement amount.

2.8 Taxation

The charity is not liable to income tax or capital gains tax on its charitable activities.

3 Transactions with trustees and related parties

One trustee received out of pocket expenses (note 14) during the accounting period.

Owing to the nature of the charity's activities and the composition of the board of trustees (being drawn from local statutory and voluntary organisation), it is inevitable that transactions will take place with organisations in which a trustee may have an interest. All transactions in which a trustee may have an interest are conducted at arm's length and in accordance with the charity's financial regulations and expenditure procedures. No transactions were identified which should be disclosed under FRS 102.

Liverpool Arabic Centre
Notes to the accounts
for the year ended 31 March 2021

4 Donations and legacies

	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Donations	-	-	-	-
	-	-	-	-

5 Income from charitable activities

	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Liverpool City Council: Community Resource Gr	10,000	-	10,000	10,000
Liverpool City Council: Prevent	-	25,000	25,000	33,000
Liverpool City Council: Our Liverpool	-	7,000	7,000	-
HMRC: CJRS	9,107	-	9,107	-
The Armed Forces Covenant Fund	-	19,225	19,225	-
The Steve Morgan Foundation: COVID response	1,957	-	1,957	-
LCVS: VRU Grant	-	5,000	5,000	-
LCVS: Education Project	17,075	-	17,075	-
The Community Foundation	-	4,750	4,750	-
Stronger Britain Together	-	-	-	6,257
National Lotteries Community Fund: A4A	-	-	-	9,820
Austin Smith	-	-	-	250
Our Liverpool	-	-	-	3,500
Donations	1,342	-	1,342	500
	<u>39,481</u>	<u>60,975</u>	<u>100,456</u>	<u>63,327</u>

6 Other Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Contributions	10,162	-	10,162	26,318
	<u>10,162</u>	<u>-</u>	<u>10,162</u>	<u>26,318</u>

7 Investment Income

	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Bank Interest Received	40	-	40	33
	<u>40</u>	<u>-</u>	<u>40</u>	<u>33</u>

Liverpool Arabic Centre
Notes to the accounts
for the year ended 31 March 2021

8 Expenditure of charitable activities

	Fathers & Sons	Our Liverpool	HMRC	Education Fund LCVS	NLCF: A4A	CRG	Education Project	Aden Narrative	Central Admin	Total 2021
Incoming Resources										
Grants	25,000	7,000	9,107	17,075		10,000	4,750	19,225	6,957	99,114
Contributions				7,778			2,125		259	10,162
Donations									1,342	1,342
Interest									40	40
Total Incoming Resources	25,000	7,000	9,107	24,853	-	10,000	6,875	19,225	8,598	110,658
Administration										
Wages & Salaries	18,844	1,848	9,107	16,285	8,231	6,989	2,800	2,287	3,489	69,880
Session Tutors									1,340	1,340
Telephone & IT	955	117		163		1,131	813			3,179
Printing & Stationery				-	259	1	1,122			1,382
Travel & Training	95	1,848		47		924			13	2,880
Other Expenses						31				78
Advertising & PR						17				-
Subscriptions										-
Consultancy fees									13	-
Accountancy										13
Premises										
Rent, Rates & Security	2,333			1,200		1,085		352	2,448	7,418
Utilities										-
Insurance	800							164		964
Cleaning									1	1
Repairs & maintenance										-
Other										
Group Activities	1,562				1,200				2,307	5,069
Trustee Expenses										-
Volunteer Expenses				1,528						1,528
Write Off									900	900
Total outgoing resources										94,649
Income / expenditure	24,589	3,813	9,107	19,223	9,690	10,178	4,735	2,803	10,511	16,009
Balance c/fwd @ 31st March 2020	411	3,187	-	5,630	(9,690)	(178)	2,140	16,422	(1,913)	16,009

Liverpool Arabic Centre
Notes to the accounts
for the year ended 31 March 2021

8a Restricted funds summary	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Liverpool City Council	(10)	-	-	10	-
Liverpool CCG	(1,031)	-	-	1,031	-
Armed Forces Covenant Fund	(167)	19,225	2,803	167	16,422
Education Project	19,990	4,750	24,634	-	106
Fathers & Sons	(358)	25,000	24,589	358	411
Our Liverpool	-	7,000	3,813	-	3,187
LCVS: VRU	-	5,000	4,964	-	36
Community Foundation	9,820	-	9,690	(130)	-
LMH	1,000	-	1,000	-	-
BSBT	109	-	109	-	-
	<u>29,353</u>	<u>60,975</u>	<u>71,602</u>	<u>1,436</u>	<u>20,162</u>

Purpose of restricted funds

As outlined in the trustees' report

9 Governance Costs	2021 £	2020 £
Independent Examiners' fee	315	315
Annual Return Fee	13	13
Trustee Expenses	<u>309</u>	<u>309</u>
	<u>637</u>	<u>637</u>

Liverpool Arabic Centre
Notes to the accounts
for the year ended 31 March 2021

10 Tangible assets	Fixtures & Fittings	Computers & Equipment	Total
	£	£	£
<u>Cost</u>			
At 1 April 2020	-	16,420	16,420
Additions	-	711	711
At 31 March 2021	-	17,131	17,131
<u>Depreciation</u>			
At 1 April 2020	-	16,420	16,420
Charge for year	-	-	-
At 31 March 2021	-	16,420	16,420
<u>Net book value</u>			
At 31 March 2021	-	711	711
At 31 March 2020	-	-	-
11 Debtors and prepayments		2021	2020
		£	£
Debtors		683	8,493
Prepayments		-	-
		683	8,493
12 Cash at bank and in hand		2021	2020
		£	£
Current accounts		39,518	52,479
Business Account		51,457	-
Cash in hand		526	1,168
		91,501	53,647
13 Creditors and accruals		2021	2020
		£	£
Creditors		12,790	6,449
Accruals		11,359	3,665
		24,149	10,114
14 Trustee remuneration and expenses		2021	2020
		£	£
Total amount paid		-	309

No trustees received any out of pocket expenses (2020: 1)

Liverpool Arabic Centre
Comparative Statement of Financial Activities
(Including Income & Expenditure Account)
for the year ended 31 March 2021

15 Comparative Income and expenditure by fund type

	Unrestricted Funds		Restricted Funds	
	2021	2020	2021	2020
	£	£	£	£
Income from:				
Income from donations	-	-	-	-
Income from charitable activities	39,481	-	60,975	63,327
Other incoming resources	10,162	-	-	26,318
Investment income	40	33	-	-
Total Incoming resources	49,683	33	60,975	89,645
Expenditure on:				
Charitable activities	23,047	-	71,602	89,069
Net Incoming / (outgoing) resources	26,636	33	(10,627)	576
Transfers between funds	(1,436)	-	1,436	-
Net movement in funds	25,200	33	(9,191)	576
Reconciliation of funds				
Total funds as at 1 April 2020	23,384	23,351	29,353	28,777
Total funds as at 31 March 2021	48,584	23,384	20,162	29,353