

# **COPEF TRAINING SKILLS**

Charity Registration No: **1146606**

## **REPORTS & ACCOUNTS**

For The Year Ending 31 March 2024

**FANLA & CO**  
Accountants & Consultants



# COPEF TRAINING SKILLS

## CORPORATE INFORMATION

### TRUSTEES:

Didier MATUBA - Chair  
Baby PONGOLA  
Franci MANPULI  
Domingo Landu AUSGUSTOS

### INDEPENDENT EXAMINERS:

FANLA & CO  
(Accountants & Consultants)  
Unit 10, Warwick House  
Overton Road  
London, SW9 7JP

### REGISTERED OFFICE:

21 Clarewoow Walk  
Off Moorland Road, Brixton  
London  
SW9 8TX

### REGISTERED CHARITY NO:

1146606

### REPORT AND ACCOUNTS:

31 Mar. 2024

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**INDEPENDENT EXAMINERS' REPORT**  
To The Trustees of  
**COPEF TRAINING SKILLS**

On the Accounts for the year ended 31 March, 2024 Set out on the attached sheets.

**Respective Responsibilities of Trustees and Examiner**

As trustees you are responsible for the preparation of the accounts. You consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 43 of the 1993 Act,
- follow the procedures laid down in the general Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, and
- state whether particular matters have come to our attention.

**Basis of Independent Examiner's Statement**

Our 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 our examination, no matter has come to our attention

1. which gives us reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 41 of the 1993 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act have not been met; or
2. to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

***fanela & co***

Date:

16/01/2025

**FANLA & CO**

UNIT 10, WARWICK HOUSE  
OVERTON ROAD  
LONDON SW9 7JP



**COPEF TRAINING SKILLS**  
**TRUSTEES REPORT**

The Trustees present with pleasure their Annual Report together with the financial statements of the Charity for the year ended 31 March 2024.

**Constitution, objective of the charity, principal activities and organisation of our work**

The charity is registered under the Constitution adopted 14 December 2011 as amended on 23 March 2012 as mended on 28 April 2017 under number 1146606.

The objective of the charity as set out in the Constitution include, but not limited to, promoting any charitable purposes for the benefit of the public in DR Congo and, in particular, build the capacity of third sector organisations and provide them with the necessary support, information and services to enable them to pursue or contribute to any charitable purpose.

**Development, activities and achievement in the year**

The Trustees are pleased to report that the charity continued to be successful in meeting its objectives.

**Organisation**

The Charity is governed by a Board of Trustees who are elected to serve and run its affairs. Annually, the Board reviews the range of skills it has available and uses its power of co-option to ensure that gaps are filled.

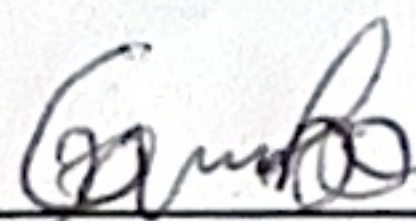
**Committee Members' Responsibility In The Preparation Of Financial Statements**

Charity Legislation requires the committee to prepare financial statements for each financial year which give a true and fair view of the state of affairs as at the end of the financial year and the income and expenditure for the year ended on that date. In preparing those financial statements, suitable accounting policies have been used, framed, to the best of the Committee's knowledge and belief, by reference to reasonable and prudent judgements and applied consistently. Applicable accounting standards have been followed. The Committee is also required to indicate where the financial statement are prepared other than on the basis that the Charity is a going concern.

The Committee is responsible for ensuring that arrangements are made for keeping proper books of account with respect to transactions and assets and liabilities and for maintaining a satisfactory system of control over the books of accounts and transactions. The Committee is also responsible for ensuring that arrangements are made to safeguard the assets and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

By order of the Board

Signature



Name

Didier MATUBA - Chair

Date:

16/01/2025



# COPEF TRAINING SKILLS

## STATEMENT OF FINANCIAL ACTIVITIES for the year ended 31 March

		2024		2023	
	notes	Unrestricted	Restricted	Total	
	2	£	£	£	£
<b>Incoming Resources</b>					
Contrats/ Sub-contrats / Grants/ Funding		40,789	59,000	99,789	64,500
Fundraising income		3,125	3,500	6,625	13,860
Service Sales		3,000		3,000	16,700
Trustee Yearly Commitment		3,048		3,048	1,525
Donation in kind (Food and goods)		3,100	10,319	13,419	47,476
Donation Cash		520		520	3,437
Memberships contribution fees		-		-	1,960
services		2,500		2,500	3,250
Other income		400		400	2,536
<b>Total incoming resources</b>	(a)	<b>56,483</b>	<b>72,819</b>	<b>129,302</b>	<b>155,244</b>
<b>Resources Expended</b>					
Premises		7,359		7,359	6,700
Building maintenance / insurance		7,010		7,010	1,506
Business rating		2,038		2,038	-
Utility-bill		650		650	1,200
Supply equipment		340		340	4,500
Promotion/Advertising		1,200		1,200	2,350
Office supplies /Stationary and post		150		150	250
Telephone and internet		769		769	540
Software/ web design		150		150	750
Volunteer expenses		2,060		2,060	5,500
Insurance		208		208	540
Staff salaries and wages costs		15,595		15,595	37,500
Refreshment		500		500	2,500
Bank Interest/Financing Charges		40		40	48
Project research/dev/fundraising		750		750	2,500
Cost of Living crisis/emergency		15,250		15,250	38,300
Refugee and Asylum services		1,200		1,200	9,500
Community engagement project		3,540		3,540	1,200
Travel		1,650		1,650	600
Wellbeing, Health/Education & Empl.		6,500		6,500	11,500
Employment support		800		800	4,000
Investment – Trading services		49,000		49,000	4,000
London living wage registration fees		79		79	-
Others		8,750		8,750	1,000
Independent Examiner's Fee		1,000		1,000	600
Professional and legal fees /QCS		7,263		7,263	1,039
Depreciation		796		796	-
<b>Total Resources Expended</b>	(b)	<b>134,647</b>	<b>-</b>	<b>134,647</b>	<b>138,123</b>
<b>NET MOVEMENT FOR THE YEAR</b>	(a-b)	<b>(78,164)</b>	<b>72,819</b>	<b>(5,345)</b>	<b>17,121</b>
Balance b/f at 1 Apr. 2023		- 49,583	137,694	88,111	70,990
Balance c/f at 31st Mar. 2024		- 127,747	210,513	82,766	88,111



COPEF TRAINING SKILLS

BALANCE SHEET

as at 31 March


	notes	2024	2023
		£	£
<b>Fixed Assets</b>			
Tangible Assets	3	5,904	6,700
Investments		7,600	3039
<b>Total Fixed Assets</b>		13,504	9,739
<b>Current Assets</b>			
Debtors & Prepayments		6,650	4500
Stock/W-I-P		69,258	53372
Cash in Hand & at Bank		954	35000
<b>Total Current Assets</b>		76,862	92,872
<b>Current Liabilities</b>			
Creditors & Accrued Expenses	5	7,600	14,500
<b>Total Current Liabilities</b>		7,600	14,500
<b>Net Current Assets/(Liabilities)</b>		69,262	78,372
<b>Total Net Assets</b>		82,766	88,111

REPRESENTED BY

ACCUMULATED FUND

Opening Balance	88,111	70,990
Net Incoming/(Outgoing) Resources for the year	-5,345	17,121
Closing Balance	82,766	88,111

Signature



Name

Didier MATUBA

Chairperson- Board of Trustees

16/01/2025

Date of Approval



# COPEF TRAINING SKILLS

## NOTES TO THE ACCOUNTS For the Year Ended 31 March 2024

### 1.0 ACCOUNTING POLICIES

#### 1.1 Basis of Accounting

The accounts have been prepared under the historical cost convention.

#### 1.2 Fixed Assets

Fixed Assets are stated at cost.

#### 1.3 Depreciation

Depreciation is provided on the straight line basis to write off fixed assets over their expected useful lives as follows:

Property	0% p.a
Equipment	20% p.a
Furniture & Fittings	20% p.a

### 2 INCOME

Income consists of Contracts, Grants, Donations, Trustees Contributions and other income during the year.

### 3 TANGIBLE FIXED ASSETS

Tangible fixed assets are made up of the following:

	Property	Equipment	Furniture & Fittings	Total
<b>COST</b>	£	£	£	£
At 1 April 2023	2721	3650	329	6,700
Additions/(disposals) during the period	-	-	-	-
At 31 March 2024	2,721	3,650	329	6,700
<b>DEPRECIATION</b>				
At 1 April 2023	-	-	-	-
Charge for the period	-	730	66	796
At 31 March 2024	-	730	66	796
<b>NET BOOK VALUE</b>				
At 31 March 2024	2,721	2,920	263	5,904
At 31 March 2023	2,721	3,650	329	6,700



COPEF TRAINING SKILLS

NOTES TO THE ACCOUNTS

For the Year Ended 31 March 2023

4.Surplus /(deficit) for the year

2024	2023
(5,345)	17,121
£	£

This is stated after charging:

Depreciation of Tangible fixed Assets

796	-
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5. Creditors

Loan  
Creditors & Accruals

11,000	13,900
1,000	600
12,000	14,500