



A Registered Charity & Company Limited by Guarantee

Report and Financial Statements

1 April 2023 – 31 March 2024

CARRAMEA
(A Company Limited by Guarantee)
TRUSTEE REPORT
FOR THE YEAR ENDED 31 MARCH 2024

LEGAL AND ADMINISTRATIVE DETAILS

Trustees / Directors of the Charity and Company

Sharon Dunbar
Omar Edris Faizi
Fauzia Adnan
Hemuna Pather-Carr
Sangeetha Ragavan

Bankers The Co-operative Bank

Registered Charity Number 1148854

Company Registration Number 7858057

Address Carramea Community Resource Centre
27 Northolt Road
Harrow
Middlesex
HA2 0LH

CARRAMEA
(A Company Limited by Guarantee)
TRUSTEE REPORT
FOR THE YEAR ENDED 31 MARCH 2024

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in January 2015.

STRUCTURE, GOVERNANCE & MANAGEMENT

Governing Document

Carramea is a company limited by guarantee (company number 07858057) and a registered charity (charity number 1148854). It is governed by a Memorandum and Articles of Association.

Appointment of Trustees

The first directors and trustees were appointed by the Carramea Founding Organisations. Subsequent trustees are elected into post by the Members of the Board. Subsequent Members of the Board are appointed following nomination by a Founding Organisation or non-Founding Organisation registered as a resident organisation at the Carramea Community Resource Centre, discussion of duties, responsibilities and liabilities with the nominee, and election by the Members of the Board.

Potential new board members are identified by:

- (a) conducting a board skills gap amongst existing trustees,
- (b) approaching relevant individuals known to have these required skills, and/or
- (c) advertisement for board members through our Founding Organisations and through non-Founding Organisations registered as Resident Organisations at the Centre.

Management

The Board of Trustees governs the charity, meeting at least on a quarterly basis. The Trustees appoint the Chief Executive Officer who oversees the day-to-day operation of Carramea. Project implementation is carried out by Project Co-ordinators.

Risk Management

The Trustees have conducted a review of the main risks to which the charity is exposed. Where appropriate, systems and procedures have been put in place to manage these risks.

- Reliance on external funding has been mitigated by raising income through increasing usage of our office and meeting facilities by the voluntary and charitable sector.
- Competitive risks for funding opportunities have been mitigated by developing a strong brand based on successful project delivery and our development into a widely representative community hub, which is responsive to community demand for a range of services and is well known and appreciated in the South Harrow area and beyond.

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- We have a reputation for reliability, trustworthiness and principled commitment to the voluntary sector and the wider community.
- We arrange for appropriate training for staff and take out appropriate insurance
- We have internal control risks linked to financial transactions, mitigated by a Financial Control Policy, requiring 2 approvals for each transaction, we can call upon advice from professional accountants, if required.

PUBLIC BENEFIT

The Trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charity Commission in determining the activities undertaken by the Charity. The following sections demonstrate our provision of public benefit:

OBJECTIVES & PRIORITIES

- 1) To advance the education of the public in Harrow by providing a range of training courses; and
- 2) to promote the voluntary sector for the benefit of the public in Harrow by:
 - a) the provision and maintenance of a resource centre to be used by the voluntary sector, including the provision of office, IT and meeting facilities; and
 - b) facilitating partnership and co-operation in the voluntary sector;

with a view to promoting social cohesion amongst the public in Harrow.

PLANS FOR THE FUTURE

Our Carramea Community Resource Centre provides flexible office, meeting and storage facilities at affordable rates to about 15 organisations at any particular time, providing charitable services to the community in Harrow.

Carramea's provision for these organisations ranges from a registered office address with incoming mail and telephone enquiry forwarding facilities, to hourly hot-desking as and when required, and to 7-day office usage till 10.00pm.

In addition we provide volunteering opportunities and through our delivery partners we provide English Language courses and training courses for members of the public. Following 'build back' after Covid closure, we now have about 1,000 visits per month by service-users and volunteers working towards employment.

We expect this demand from the community to grow and we will work to secure grant funding to support our volunteers and assure our basic running costs at a time of steeply rising costs.

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FOR THE PERIOD ENDED 31 MARCH 2024

FINANCIAL REVIEW

Income generation

The total of incoming resources for this year was £74,930 (2023: £68,435).

Restricted Funds

Restricted funds represented approximately 0.20% of generated income this financial year.

Fundraising objectives

Fundraising planning concentrated on identifying sources of income to sustain the charity's aims from 2023/2024 onwards, particularly those that can diversify the funding portfolio and fund staff, volunteers, training and core costs.

Management & Administration

The organisation considers all its work to be charitable but does make an allowance for some costs that relate to legal and charitable compliance.

Reserves (Working Capital Policy)

Our reserves policy was approved by the board on 8th February 2012 and states:

"Carramea will aim to establish a Reserve of between 33% and 50% of its expected running costs for the following year in order to ensure business continuity in the eventuality of reduction in funding from all sources."

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TRUSTEE REPORT
FOR THE YEAR ENDED 31 MARCH 2024

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees who are also the directors of Carramea for the purposes of company law are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial 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 of the charity, including the income and expenditure, for that period. In preparing these financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards 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 charity will continue in business.

The trustees are responsible for keeping proper accounting records, which 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 Trustee Board on 08/10/2024 **and signed on their behalf by:**

Full Name Sharon Dunbar 

Position Director and Trustee

Date 08/10/2024

CARRAMEA
(A Company Limited by Guarantee)
INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2024

I report on the accounts of the Trust for the year ended 31st March 2024 set out on pages 8 to 14.

Respective responsibilities of the 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 trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 (the Charities 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 2011Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the 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 you as trustees concerning 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

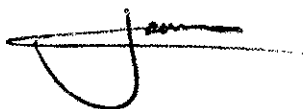
In connection with my examination, no matter has come to my attention:

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

- To keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, and 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.



J. Aktar BSc, MPBA
Smallworks Victoria, Vauxhall Bridge Road
London
SW1V 1TA

Date 8/10/24

CARRAMEA
(A Company Limited by Guarantee)
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
Incoming Resources					
Charitable Activities	2	74,780	150	74,930	68,435
Total Incoming resources		74,780	150	74,930	68,435
Expenditure					
Costs of generating funds					-
Charitable Activities		76,153	150	76,303	64,012
Total Expenditure		76,153	150	76,303	64,012
Net incoming/(outgoing)resources before transfers		(1,373)	-	(1,373)	4,423
Net movement of funds		(1,373)	-	(1,373)	4,423
Total funds at 31 March 2023		7,358	-	7,358	2,935
Total funds at 31 March 2024		5,985	-	5,985	7,358

All amounts relate to continuing operations. All grants and losses recognised in the year are included in the Statement of Financial Activities.

CARRAMEA
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BALANCE SHEET
AS AT 31 MARCH 2024

	Notes	2024		2023	
		£	£	£	£
FIXED ASSETS	8		-		-
CURRENT ASSETS					
Cash at bank & in hand		4,681		5,629	
Debtors & Prepayments		1,763		2,129	
				7,758	
CREDITORS: Amounts falling due within one year	6		(459)		(400)
Net Current Assets			6,443		7,358
Long Term Loan					-
TOTAL ASSETS LESS LIABILITIES			5,985		7,358
General Funds	9		5,985		7,358
Restricted Funds	9		0		-
TOTAL FUNDS			5,985		7,358

The directors and trustees consider that the charitable company is entitled to exemption from the requirement to have an audit under the provisions of Section 477 of the Companies Act 2006 and the members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006.

The trustees and directors acknowledge their responsibilities for

- Ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and;
- Preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of the financial year and of its surplus or deficit for the financial year in accordance with the requirements of Sections 394 and 395 of the Companies Act 2006 and Charity's Act 2011 and which otherwise comply with the requirements of the Companies Act 2006 and the Charity's Act 2011 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions applicable to small companies within Part 15 the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

Approved by the Trustee Board on 08/10/2024 and signed on their behalf by:

Chairperson Sharon Dunbar

Honorary Treasurer Henana Pather-Carr

Company Registration Number
7858057

CARRAMEA
(A Company Limited by Guarantee)
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2024

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The 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 Financial Reporting Standard applicable in the UK and Republic Ireland (FRS 102) issued on 16 July 2014 and with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006 and the Charities Act 2011.

The charity is the parent undertaking of a small group and as such is not required to prepare group accounts. The financial statements therefore present information about the charity as an individual undertaking and not about its group.

1.2 Changes to accounting estimates

No changes to accounting estimates have occurred in the reporting period.

1.3 Material prior years errors

No material prior year errors have been identified in the reporting period.

1.4 Income recognition

Items of income are recognised and included in the Statement of Financial Activities (SoFA) when all the following criteria are met;

- the Charity has entitlement to the funds and resources;
- any performance conditions attached to the item of income has been met or fully within the control of the charity;
- there is sufficient certainty that receipt of the income is considered probable; and the amount can be measured reliably.

There has been no offsetting of assets and liabilities, or income and expenditure, unless required or permitted by FRS 102 SORP or FRS 102.

Grants and donations are only included in the SoFA when the general income recognition criteria are met. In the case of performance related grants, income is only recognised to the extent that the charity has provided the specific goods or services in accordance with the performance related conditions.

1.5 Charitable expenditure and liabilities

Charitable expenditure includes all expenditure directly related to the objects of the charity. This includes support costs, which are the staffing and associated costs of supporting, monitoring and evaluating the work of the charity. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

1.5.1 Liability recognition

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

1.5.2 Governance and support costs

Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

1.5.3 Deferred income

Deferred income has been included in the accounts in accordance with the period to which it relates to.

1.5.4 Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts.

1.5.5 Provisions for liabilities

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

1.5.6 Basic financial instruments

The charity accounts for financial instruments on initial recognition as per paragraph 10.7 FRS 102 SORP, subsequent measurement is per paragraphs 11.7 to 11.9 FRS 102 SORP.

1.6 Assets

1.6.1 Investments

Fixed assets investments are stated at cost less impairment.

1.6.2 Debtors

Debtors are measured on initial recognition at settlement amount. Subsequently, they are measured at the cash or other consideration expected to be received.

1.6.3 Cash and cash equivalents

Cash and cash equivalents are represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours.

1.6.4 Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures & Fittings	– 20% on cost
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1.7 Funds

Funds held by the charity are either:

1.7.1 Unrestricted general funds

These funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

1.7.2 Restricted funds

These are funds that can be used for particular restricted purposes within the charity. Restrictions arise when specified by the donor or when funds are raised for a particular restricted purpose.

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NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 31 MARCH 2024

2. ANALYSIS OF INCOMING RESOURCES

	Unrestricted Funds £	Restricted Funds £	Total 2023 £	Total 2023 £
Grant Income				
International Women's Wellbeing Day	-	150	150	150
	-			
	-			
Other Income				
Other	74,780	-	74,780	68,285
TOTAL INCOMING RESOURCES	74,780	150	74,930	68,435

	2024 £	2023 £
3. STAFF COSTS & TRUSTEES RENUMERATION		
Full time and temporary staff salaries		
Employers Pension Contribution		

The trustees received no remuneration during the year.

4. MOVEMENT IN TOTAL FUNDS FOR THE YEAR (These are stated after charging)

	2024 £	2023 £
Independent Examiner's remuneration	125	125
	125	125

5. TAXATION

No taxation has been provided for in the Financial Statements as the income of the Charity is exempt from income and corporation taxes, under Section 505 of the Taxes Act 1988 and Section 252 of the Taxation of Chargeable gains Act 1992 as it has been applied for the charitable objects of the company. Irrecoverable VAT has been charged to the relevant expenditure headings within the Financial Statements.

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NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 31 MARCH 2024

6. CREDITORS: Amounts falling due within one year	2024	2023
	£	£
Other creditors	134	75
Accruals	325	325
	459	400

7. SUPPORT COSTS	2024	2023
	£	£
Governance costs	425	435
Other costs	435	488
	860	923

8. TANGIBLE FIXED ASSETS

	Computer & Equipment £	2024 Total £
<u>Cost</u>		
At 1 April 2023	44,209	44,209
Additions in year	-	-
Disposal	-	-
At 31 March 2024	44,209	44,209
<u>Depreciation</u>		
At 1 April 2023	44,209	44,209
Charge for the year		
Disposal		
At 31 March 2024	44,209	44,209
Net book value		
At 31 March 2024	-	-
	-	-
At 31 March 2023		

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NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 31 MARCH 2024

9. GENERAL FUNDS

	2024 £	2023 £
Opening Balance at 1 April 2023	7,358	2,935
Net incoming resources for the year	(1,373)	4,423
Closing balance at 31 March 2024	<u>5,985</u>	<u>7,358</u>

10. FUND ANALYSIS

	1 st April 2023 £	Incoming Resources £	Outgoing Resources £	31 st March 2024 £
Restricted funds				-
International Women's Wellbeing Day		150	(150)	
Total Restricted Funds	-	150	(150)	-
Unrestricted Funds				
General purposes fund	7,358	74,780	76,153	5,985
Total Unrestricted Funds	7,358	74,780	76,153	5,985
TOTAL FUNDS	7,358	74,930	76,303	5,985

11. RELATED PARTIES TRANSACTIONS

The charity is controlled by its Trustees, who are directors of the company.
No transactions with related parties were undertaken such are required to be disclosed under Financial Reporting Standard 8.