



# Trustees' Appointment Report

## Section A Reference Details

Charity name

NCiFoundations Charity

Registered charity number (if any) 1151520

Charity's principal address

179b Prince of Wales Road

Kentish Town

London

Postcode

NW5 3QB

Name(s) of the newly appointed charity trustees who manages the charity

1

Trustee name	Date of Birth	Dates acted if not for whole year	Address
Ngozi Enem	April	Whole year Activities	XXXX
Osita Enem	March	Whole Year Activities	XXXX
Angela Ego	December	Whole Year Activities	XXXX
Sonia Berach	August	Whole Year Activities	XXXX

Name of chief executive or names of senior staff members/contact details (Optional information)

Ngozi Enem (Trustee) - Tel: +44 07XXXXXX Email: [info@ncifoundations.org](mailto:info@ncifoundations.org) . website [www.ncifoundations.org](http://www.ncifoundations.org)

## Section B Structure and governance

Description of the charity's trusts

Type of governing document

(eg. trust deed, constitution)

### CIO Charitable incorporated organisations

a) the relief of people with a charitable need in particular but not limited to orphans and vulnerable women (including young mothers) in financial need, hardship or distress, (b) the relief of those in poverty in particular but not limited to women, children and young people in any part of the world who are the victims of war or natural disaster, trouble, or catastrophe by such charitable means as the trustees see fit, (c) the promotion and preservation of good health, (d) the promotion of social inclusion by preventing people\_ from being socially excluded (being excluded from society as a result of one of more of the following factors: unemployment; financial hardship; youth or old age; ill health (physical or mental); substance abuse or dependency including alcohol and drugs; discrimination on the grounds of sex, race, disability, ethnic origin, religion, belief, creed, sexual orientation or gender reassignment; poor educational or skills attainment; relationship and family breakdown; poor housing (that is housing that does not meet basic habitable standards; crime (either as a victim of crime or as an offender rehabilitating into society) so they can play a fuller part in their communities and so that their conditions of life may improve, (e) the advancement in life and help of children and young people under 25 years by providing support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals, and (f) the furtherance of such other charitable purposes (charitable under English law) as the Trustees see fit from time to time."

## **Ncifoundations: Empowering Families, Transforming Communities, and Shaping Futures**

### **Our Commitment to Lasting Change**

At **Ncifoundations**, we believe that true transformation comes not just from addressing immediate needs, but from equipping individuals with the skills, resources, and opportunities to break the cycle of poverty and self-sufficiency. From our founding in 2011 to today, our focus has always been to provide services that go beyond short-term relief, ensuring that those who benefit from our programs are empowered for long-term success.

We stand firm in our commitment to create a society where individuals—especially single mothers, vulnerable families, and marginalized groups—are given the tools they need to secure brighter, more stable futures. This mission is more urgent than ever, as economic challenges like the cost of living crisis, job insecurity, and financial instability continue to disproportionately affect those already at a disadvantage.

### **A Long-Term Vision for Financial Freedom and Self-Sufficiency**

As we look to the future, **Ncifoundations** envisions a world where every family, regardless of their background or economic status, has the opportunity to thrive. Our work goes beyond financial literacy and job training — it's about building community, restoring dignity, and creating lasting networks of support.

We envision:

- **A Future of Empowered Women:** Our mission centers around single mothers who often face the dual challenge of raising children while also managing household finances. With each success, we get closer to creating a world where these women are no longer restricted by

financial uncertainty, but are financially self-sufficient, have access to stable employment, and are leading the way for their children's futures.

- **A Model for Community-Based Empowerment:** Ncifoundations is not just a charity; it's a movement built around community empowerment. We aim to create a model that can be replicated in other regions and communities, where the community itself becomes the engine for its own growth and success. Our long-term vision involves expanding our programs to reach more families, both in London and beyond, to provide them with access to financial and educational resources that they can leverage for their own success.
- **Breaking the Generational Cycle of Poverty:** For many, poverty is cyclical, passed down from one generation to the next. By equipping the next generation with financial literacy and job skills, we are helping to break this cycle. When parents learn how to manage finances and gain employment, they not only improve their own lives but also set their children on a path toward educational and financial success.

### **Comprehensive and Holistic Support**

At Ncifoundations, we don't just focus on one aspect of financial stability or skill development; we approach support in a holistic, multifaceted way. We believe that true empowerment comes from a combination of knowledge, skills, emotional support, and access to resources.

1. **Financial Education and Stability:** Our financial literacy programs are designed to tackle the fundamental issues many people face when managing money. Through structured workshops, we educate participants on how to budget, save, reduce debt, and understand the financial systems that affect their everyday lives. Financial independence isn't just about earning more—it's about being equipped to make informed decisions about spending, saving, and investing.

Our team of experts provides ongoing support to help participants gain access to benefits, identify local resources, and make well-informed financial decisions that will create long-term stability for their families.

2. **Job Skills and IT Training:** In today's digital world, basic IT skills are no longer optional—they are essential for employment in almost any field. Ncifoundations offers IT training sessions that go beyond just teaching participants how to use a computer. We equip them with the skills necessary to prepare a professional resume, search for jobs online, use office software, and communicate effectively in the digital world.

By increasing digital literacy, we open up a wider range of employment opportunities for our participants. It's not just about gaining access to a job—it's about gaining access to a better job that offers long-term growth and stability.

3. **Empowering Families through Holistic Support:** While financial literacy and job skills are critical, we also recognize that individuals need ongoing support as they move forward. That's why Ncifoundations offers continued coaching, community-building activities, and partnerships with other local organizations that provide critical services—such as food banks, housing support, and childcare assistance.

This holistic support ensures that families not only thrive financially but emotionally, socially, and physically as well. We aim to help individuals become well-rounded, self-sufficient, and resilient.

4. **Mental Health and Wellness:** Financial insecurity, especially for single mothers, is often compounded by stress and mental health challenges. At Ncifoundations, we also understand the importance of mental wellness. We provide resources and workshops focused on mental health, stress management, and building emotional resilience, so our participants feel supported in every aspect of their journey to financial independence.

**Success Stories: Empowering Lives**

We are proud of the success stories we have seen over the years. These stories represent the very essence of Ncifoundations' impact — providing individuals with the tools they need to take control of their futures.

### **Sarah's Story – From Struggling to Empowered**

*"Before I came to Ncifoundations, I was overwhelmed and unsure of how to balance my work and my family life. The financial workshops gave me clarity on how to budget, and the IT training taught me basic computer skills that helped me land a part-time job. I now feel more confident and secure in my ability to support my children. I couldn't have done it without the support of Ncifoundations."* —

**Anonymous** Participant

Sarah, a single mother, joined our financial literacy program and IT training after facing job loss during the pandemic. With the guidance she received, Sarah was able to create a budget, identify areas where she could cut back on spending, and rebuild her credit. She is now employed part-time and has more control over her financial future.

*"I was hesitant at first to attend the sessions, but I quickly realized how much they would help my family. The Household Sustainability Advice was especially useful, teaching me how to reduce our energy bills and cut unnecessary costs. The skills I learned gave me the confidence to start my own business, and now I'm working to make it grow."* — **Anonymous**, Participant

Our participants took advantage of our **Household Sustainability Advice** program, which helped reduce the family's household expenses. Encouraged by the skills our participant obtained a part time role that supports the family and provides additional financial stability.

### **Strategic Roadmap: Where We're Headed**

As Ncifoundations continues to grow, we have developed a **strategic roadmap** that focuses on expanding our impact while maintaining the core principles of empowerment, community, and sustainability.

### 1. Expanding Geographic Reach:

- We will increase our service area to other parts of London and urban areas experiencing similar socioeconomic challenges. By partnering with more community centers and local charities, we aim to establish a **national network** of support for families.

### 2. Digital Expansion:

- To accommodate the demand for our services, we will offer **virtual workshops** on financial literacy, IT training, and household sustainability. This will ensure that individuals who cannot attend in person due to transportation or childcare issues still have access to our resources.

### 3. Youth Empowerment:

- We are expanding our services to include **youth-focused programs** that help teenagers and young adults build career pathways, understand financial management, and develop the soft skills necessary for employment.

### 4. Corporate Partnerships and Advocacy:

- Our advocacy efforts will grow as we work with businesses and policymakers to create systemic change. We are committed to using our success stories and research to advocate for policies that support single mothers, families in poverty, and those in need of financial education and training.

### 5. Long-Term Sustainability:

- To ensure the future of Ncifoundations, we are focusing on **fundraising initiatives**, such as annual events and partnerships with corporate sponsors. Our goal is to build a diverse and sustainable funding model that ensures our services remain free to those in need, while also allowing us to grow our capacity.

### How You Can Make a Difference:

As a community-driven charity, Ncifoundations thrives because of the generosity and involvement of others. Here's how you can get involved:

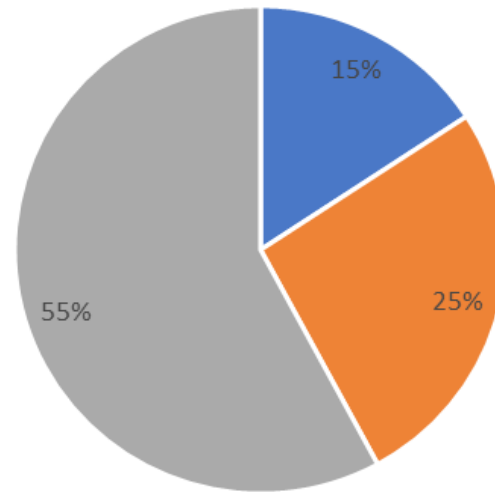
- **Donate:** Your financial contributions help ensure that we can continue to provide free services and expand our reach.
- **Volunteer:** Offer your time to help lead workshops, provide mentorship, or assist with administrative tasks.
- **Become a Partner:** If you represent a corporation, educational institution, or other non-profit organization, consider partnering with us to amplify our impact.
- **Spread the Word:** Raise awareness about our work by sharing our mission with friends, family, and colleagues, or by hosting a fundraising event.

For more information on how to get involved or to learn more about our services, please visit

[www.ncifoundations.org](http://www.ncifoundations.org).

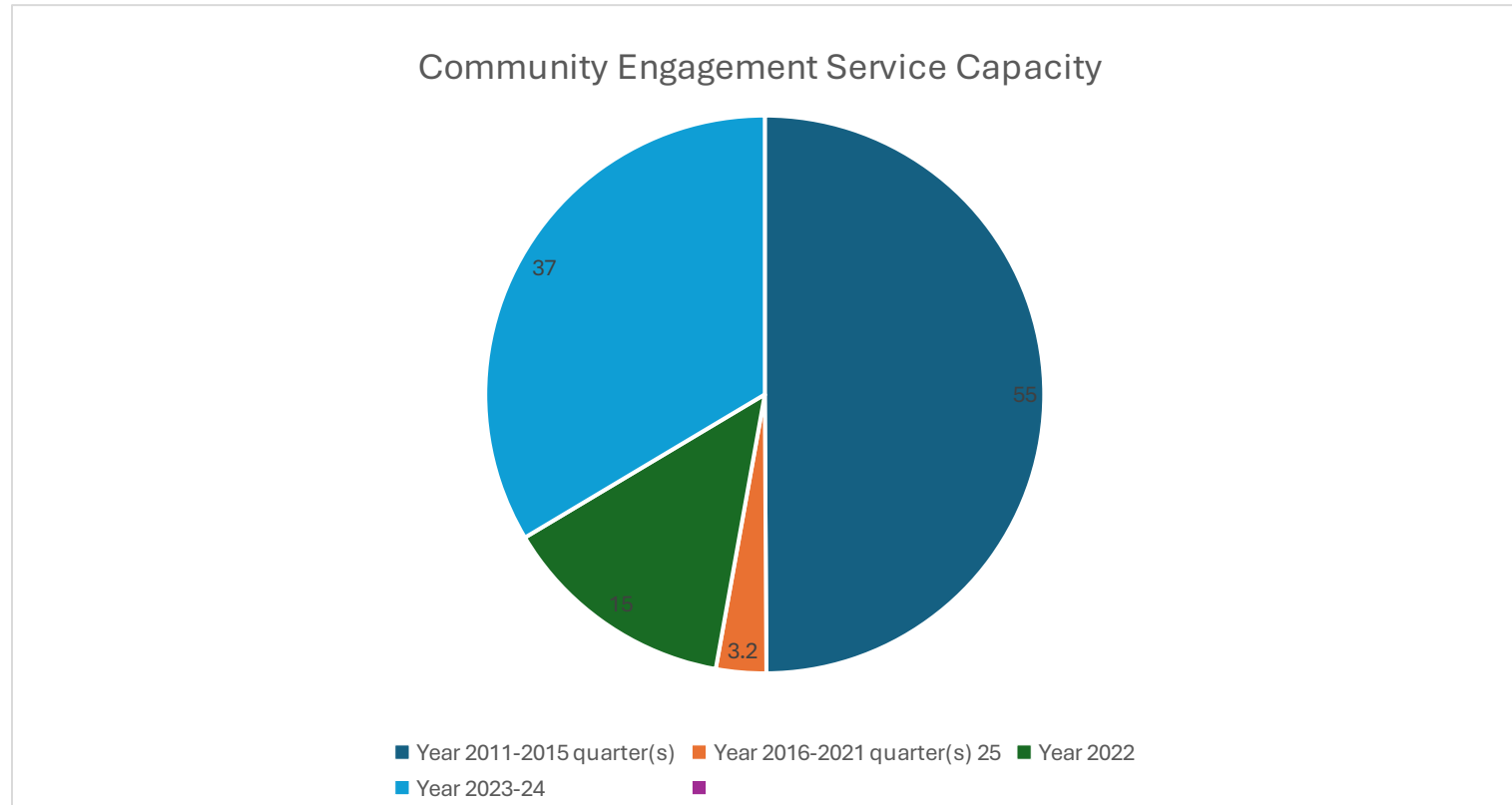
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### Community engagement service capacity



■ Year 2011-2015 quarter   ■ Year 2016-2021 quarter   ■ Year 2022- present





From years 2011 - present. Research from questionnaire and attendee to our sessions make up the information on the pie chart.

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## **Safeguarding Policy at NCiFoundations**

**NCiFoundations** places a high priority on safeguarding and has implemented a comprehensive range of protective measures to ensure the safety and well-being of all individuals involved in our programs, particularly children, vulnerable adults, and employees. Safeguarding is embedded into the core of our operations, ensuring that all interactions and engagements are conducted in a secure, respectful, and professional manner.

### **Safeguarding Commitment:**

We recognize the importance of fostering professional relationships that contribute to creating a safe environment. Our goal is to protect the most vulnerable members of society, and this is achieved through proactive policies, thorough monitoring, and continual staff development.

### **Key Safeguarding Measures:**

- **Training & Awareness:** All staff and volunteers participate in regular safeguarding training programs, including specialized sessions on identifying and addressing signs of abuse, neglect, and exploitation. This training ensures that all employees are prepared to act responsibly and effectively in response to any safeguarding issues.
- **Clear Reporting Protocols:** NCiFoundations has established clear, confidential reporting protocols for any safeguarding concerns. Employees are educated on how to report concerns, who to contact, and how these reports will be handled to ensure the safety of all parties involved.
- **Vetting & Background Checks:** All employees, volunteers, and board members undergo extensive background checks to assess their suitability for working with vulnerable individuals. This includes criminal record checks, reference checks, and verification of qualifications.
- **Protective Work Environment:** Our commitment to creating a safe work environment includes having policies in place that address bullying, harassment, and discrimination. We provide employees and service users with access to counseling and support services to assist them in navigating difficult situations.
- **Child and Vulnerable Adult Protection:** For programs involving children or vulnerable adults, NCiFoundations implements strict guidelines that adhere to national and international safeguarding

standards. These programs are regularly reviewed to ensure they are meeting the required protection and safety measures.

- **Regular Audits and Reviews:** Safeguarding practices are reviewed on a regular basis to assess their effectiveness and ensure compliance with the latest legal requirements. Feedback from staff and service users is incorporated to improve safeguarding protocols.

### **Introduction to NCiFoundations**

Welcome to **NCiFoundations**. This document aims to familiarize you with our organizational structure, core values, and operational procedures. It also outlines your role and responsibilities as an employee, ensuring that you understand the expectations placed upon you.

Our goal at NCiFoundations is to foster an inclusive, growth-oriented environment where both personal and professional development are valued. We are committed to delivering high-quality services while upholding the highest ethical standards.

### **Employment Terms and Conditions**

**NCiFoundations** offers employment on a salaried basis with clear terms of agreement between the organization and the employee. This relationship is based on mutual respect and transparency, ensuring a stable and supportive working environment.

#### **Key Employment Terms:**

- **Notice Period:** Employees must provide at least fifteen working days' notice if they wish to resign. Similarly, **NCiFoundations** reserves the right to terminate the employment relationship at will, with or without notice or cause, in compliance with the charity commission's laws and regulations.
- **Policy Revisions:** NCiFoundations acknowledges that changes in the working environment may necessitate the updating of policies. The organization reserves the right to revise, supplement, or rescind any policies at any time. Employees will be informed of any such changes promptly.

### **Customer Relations and Expectations**

At **NCiFoundations**, our customers are invaluable, and each staff member plays an essential role in creating and maintaining positive relationships with the public. Our reputation as an ethical, professional organization relies on how we interact with those we serve.

### **Core Principles for Customer Relations:**

- **Customer-Centered Approach:** Our priority is to ensure that we serve every customer with respect, courtesy, and professionalism. From the moment a customer interacts with us, they should feel valued and supported.
- **Resolving Complaints and Feedback:** We take customer complaints seriously and encourage open communication. If a customer wishes to lodge a complaint or provide feedback, they are encouraged to contact our management team for a prompt resolution.

### **NCiFoundations Management Philosophy**

At **NCiFoundations**, we believe that a healthy, respectful work environment is the foundation of our success. Our management philosophy is rooted in mutual respect and responsibility, and we are committed to fostering an atmosphere that encourages professional and personal growth.

### **Core Values in Management:**

- **Professional Growth:** We encourage employees to pursue ongoing professional development, providing opportunities for training, mentorship, and skills enhancement.
- **Collaborative Leadership:** Managers and supervisors are expected to lead by example, fostering an inclusive and respectful atmosphere that encourages collaboration, creativity, and problem-solving.
- **Accountability:** Every employee is held accountable for their contributions to the organization, and regular performance reviews are conducted to ensure continuous improvement.

### **Our Organizational Goals**

**NCiFoundations** is committed to achieving excellence and making a positive, lasting impact. Our key goals are:

- **Establish a Global Presence:** We aim to position **NCiFoundations** as a recognized leader in charitable initiatives worldwide.
- **Service Excellence:** We are committed to delivering high-quality services that exceed the expectations of our clients and stakeholders.
- **Innovation and Growth:** We strive to develop new, innovative solutions to address the evolving needs of the communities we serve.

- **Community Empowerment:** We continue to support and uplift communities, particularly focusing on single mothers, orphans, and those affected by poverty.

### **Equal Employment Opportunity & Diversity**

**NCiFoundations** values diversity and inclusion and is committed to providing equal opportunities for all individuals. Employment decisions are based on merit, qualifications, and abilities, without discrimination based on race, color, religion, sex, national origin, age, or disability.

#### **Core Principles of Diversity:**

- **Inclusive Environment:** We aim to foster a work environment where everyone is treated fairly and with respect, and where all employees have an equal opportunity to succeed.
- **Merit-Based Decisions:** Employment decisions, including promotions, training, and development opportunities, are made based on the skills, abilities, and qualifications of candidates.
- **Zero Tolerance for Harassment:** **NCiFoundations** is committed to maintaining a work environment free from harassment, bullying, or victimization of any kind. All staff are encouraged to report any concerns immediately.

### **Business Ethics and Conduct**

The reputation of **NCiFoundations** is built on the principle of integrity. We expect every employee to act ethically, demonstrate respect, and maintain high standards of professionalism in all interactions with colleagues, customers, and stakeholders.

#### **Guidelines for Ethical Conduct:**

- **Respect and Professionalism:** Employees are expected to demonstrate respect for others, act professionally, and contribute to a positive work environment.
- **Commitment to Excellence:** Employees should perform their roles to the best of their ability and actively contribute to the organization's success.

### **Confidentiality and Data Protection**

At **NCiFoundations**, we take the protection of personal data and confidential business information seriously. Our policies adhere to the Data Protection Act and GDPR guidelines to ensure that all sensitive information is handled securely.

### Key Principles of Confidentiality:

- **Data Protection:** Personal and financial data is safeguarded, and unauthorized access or disclosure is strictly prohibited.
- **Confidential Information:** Employees are required to maintain the confidentiality of business strategies, financial information, customer lists, and any other sensitive organizational data.

All employees are required to sign a non-disclosure agreement as a condition of employment. Any breach of confidentiality will result in immediate termination and may involve legal action.

## Timekeeping and Commitment

**NCiFoundations** places a strong emphasis on punctuality and commitment to the organization's goals. Employees are expected to:

- **Adhere to Working Hours:** Maintain punctuality and manage time effectively to meet the demands of the job.
- **Exhibit Proactivity:** Take initiative in identifying opportunities for improvement, contributing ideas, and solving challenges proactively.



## Receipts

## payments accounts

Charity Name NCiFoundations Charity		No (if any) 11151520	CC16a
For the period from	Period start date 7-Jul-23	To Period end date 6-Jul-24	

# Land

## Section A Receipts and payments

Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £

## A1 Receipts

			-	-	-		
			-	-	-		
Award for all			-	200	-		
Ngozi Enem Yearly Donation		-	-	-	-		
Camden Giving		Refreshments , Baby bank stuff	-	-	-	250	-
			-	5000	-	0	
		Volunteers	-	-	-	1,000	-
			-	-	-	1539	-
		Laptop	-	-	-	.01	-
			-	3000	-	992	-
		Hardship funds	-	-	-	930	-
			-	25950	-	0	-
		Salary	-	-	-	700	-
			-	-	-	-	-
		Marketing	-	-	-	2820	-
			-	-	-	-	-
		Stationary , flyers /Brochure	-	-	-	-	-
			-	-	-	-	-
			-	-	-	18851.01	2992
<b>A2 Asset and investment sales, (see table).</b>			-	-	-	-	-
<b>0</b>			-	-	-	-	-
			-	-	-	-	-

**Sub total**(Gross income for AR)

**Sub total**

**Total receipts**

**A3 Payments**

**Total payments**

**Net of receipts/(payments)**

**A5 Transfers between funds**

18851.01	-	-	18851.01	-
<b>A4 Asset and investment purchases (see table)</b>	-	-	-	-
8	-	8	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	8	-	-
8	2,992	-	-	-

A6 Cash funds last year end *Cash funds this year end*

**Section B Statement of assets and liabilities at the end of the period**

Categories		Details	Unrestricted	Restricted	Endowment to
		nearest £ funds	to nearest £ funds	to nearest £ funds	
B1 Cash funds		-	-	-	
	None	-	-	-	
		-	-	-	
	None	-	-	-	
Total cash funds		-	-	-	
(agree balances with receipts and payments account(s))		Agreement Error	OK	OK	



B2 Other monetary assets

Details

Unrestricted to funds  
nearest £

Restricted to nearest funds  
£

Endowment to nearest funds  
£

None		-	-	-
None		-	-	-
None		-	-	-
None		-	-	-
None		-	-	-
None		-	-	-
None		-	-	-

B3 Investment assets

Details

Fund to which asset belongs

Cost (optional)

Current value (optional)

None		-		-	-	-
None					-	-
None					-	-
None					-	-
				None		

Details

Fund to which asset belongs

Cost (optional)

Current value (optional)

### B4 Assets retained for the

**charity's own use**

## B5 Liabilities

[illegible]

Fund - to which liability relates

**Amount due  
(optional)**

**When due  
(optional)**

None	
None	
None	
None	
None	
None	
None	

Signed by one or two trustees on

behalf of all the trustees

18/04/2025

None		Ngozi C Enem

Date of  
Signature  
Print  
Name

approval

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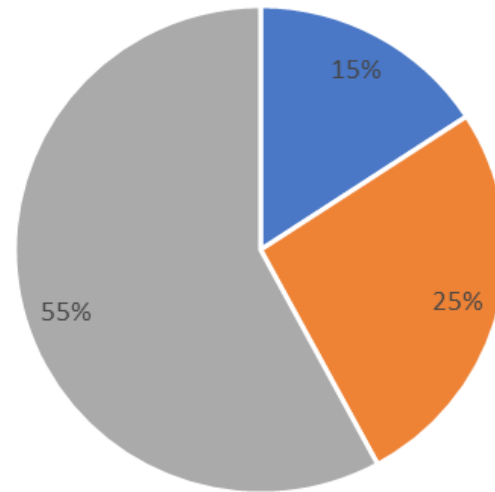
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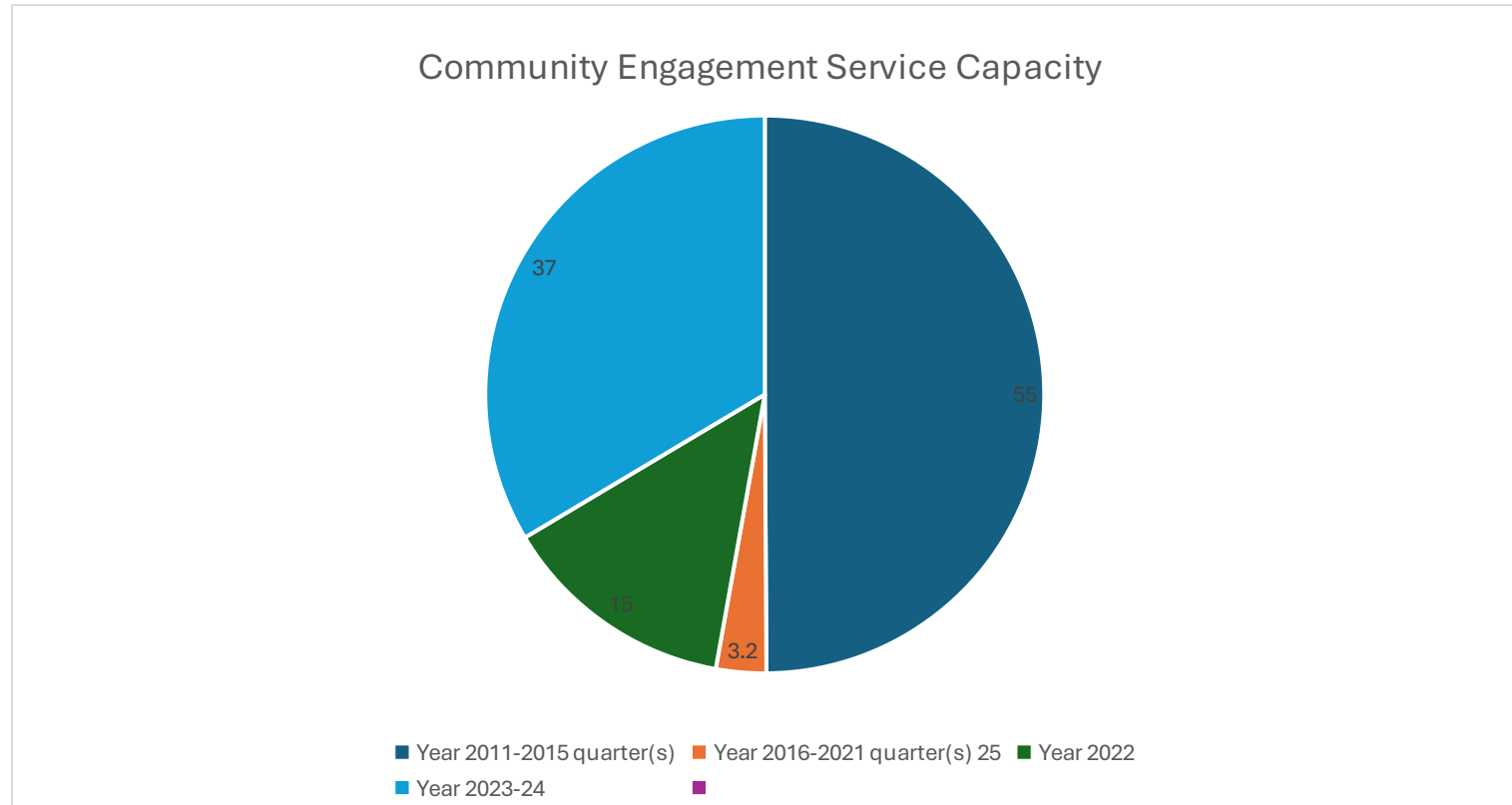
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### Community engagement service capacity



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## **Safeguarding Policy at NCiFoundations**

**NCiFoundations** places a high priority on safeguarding and has implemented a comprehensive range of protective measures to ensure the safety and well-being of all individuals involved in our programs, particularly children, vulnerable adults, and employees. Safeguarding is embedded into the core of our operations, ensuring that all interactions and engagements are conducted in a secure, respectful, and professional manner.

### **Safeguarding Commitment:**

We recognize the importance of fostering professional relationships that contribute to creating a safe environment. Our goal is to protect the most vulnerable members of society, and this is achieved through proactive policies, thorough monitoring, and continual staff development.

### **Key Safeguarding Measures:**

- **Training & Awareness:** All staff and volunteers participate in regular safeguarding training programs, including specialized sessions on identifying and addressing signs of abuse, neglect, and exploitation. This training ensures that all employees are prepared to act responsibly and effectively in response to any safeguarding issues.
- **Clear Reporting Protocols:** NCiFoundations has established clear, confidential reporting protocols for any safeguarding concerns. Employees are educated on how to report concerns, who to contact, and how these reports will be handled to ensure the safety of all parties involved.
- **Vetting & Background Checks:** All employees, volunteers, and board members undergo extensive background checks to assess their suitability for working with vulnerable individuals. This includes criminal record checks, reference checks, and verification of qualifications.
- **Protective Work Environment:** Our commitment to creating a safe work environment includes having policies in place that address bullying, harassment, and discrimination. We provide employees and service users with access to counseling and support services to assist them in navigating difficult situations.
- **Child and Vulnerable Adult Protection:** For programs involving children or vulnerable adults, NCiFoundations implements strict guidelines that adhere to national and international safeguarding

standards. These programs are regularly reviewed to ensure they are meeting the required protection and safety measures.

- **Regular Audits and Reviews:** Safeguarding practices are reviewed on a regular basis to assess their effectiveness and ensure compliance with the latest legal requirements. Feedback from staff and service users is incorporated to improve safeguarding protocols.

### **Introduction to NCiFoundations**

Welcome to **NCiFoundations**. This document aims to familiarize you with our organizational structure, core values, and operational procedures. It also outlines your role and responsibilities as an employee, ensuring that you understand the expectations placed upon you.

Our goal at NCiFoundations is to foster an inclusive, growth-oriented environment where both personal and professional development are valued. We are committed to delivering high-quality services while upholding the highest ethical standards.

### **Employment Terms and Conditions**

**NCiFoundations** offers employment on a salaried basis with clear terms of agreement between the organization and the employee. This relationship is based on mutual respect and transparency, ensuring a stable and supportive working environment.

#### **Key Employment Terms:**

- **Notice Period:** Employees must provide at least fifteen working days' notice if they wish to resign. Similarly, **NCiFoundations** reserves the right to terminate the employment relationship at will, with or without notice or cause, in compliance with the charity commission's laws and regulations.
- **Policy Revisions:** NCiFoundations acknowledges that changes in the working environment may necessitate the updating of policies. The organization reserves the right to revise, supplement, or rescind any policies at any time. Employees will be informed of any such changes promptly.

### **Customer Relations and Expectations**

At **NCiFoundations**, our customers are invaluable, and each staff member plays an essential role in creating and maintaining positive relationships with the public. Our reputation as an ethical, professional organization relies on how we interact with those we serve.

### **Core Principles for Customer Relations:**

- **Customer-Centered Approach:** Our priority is to ensure that we serve every customer with respect, courtesy, and professionalism. From the moment a customer interacts with us, they should feel valued and supported.
- **Resolving Complaints and Feedback:** We take customer complaints seriously and encourage open communication. If a customer wishes to lodge a complaint or provide feedback, they are encouraged to contact our management team for a prompt resolution.

### **NCiFoundations Management Philosophy**

At **NCiFoundations**, we believe that a healthy, respectful work environment is the foundation of our success. Our management philosophy is rooted in mutual respect and responsibility, and we are committed to fostering an atmosphere that encourages professional and personal growth.

### **Core Values in Management:**

- **Professional Growth:** We encourage employees to pursue ongoing professional development, providing opportunities for training, mentorship, and skills enhancement.
- **Collaborative Leadership:** Managers and supervisors are expected to lead by example, fostering an inclusive and respectful atmosphere that encourages collaboration, creativity, and problem-solving.
- **Accountability:** Every employee is held accountable for their contributions to the organization, and regular performance reviews are conducted to ensure continuous improvement.

### **Our Organizational Goals**

**NCiFoundations** is committed to achieving excellence and making a positive, lasting impact. Our key goals are:

- **Establish a Global Presence:** We aim to position **NCiFoundations** as a recognized leader in charitable initiatives worldwide.
- **Service Excellence:** We are committed to delivering high-quality services that exceed the expectations of our clients and stakeholders.
- **Innovation and Growth:** We strive to develop new, innovative solutions to address the evolving needs of the communities we serve.

- **Community Empowerment:** We continue to support and uplift communities, particularly focusing on single mothers, orphans, and those affected by poverty.

### **Equal Employment Opportunity & Diversity**

**NCiFoundations** values diversity and inclusion and is committed to providing equal opportunities for all individuals. Employment decisions are based on merit, qualifications, and abilities, without discrimination based on race, color, religion, sex, national origin, age, or disability.

#### **Core Principles of Diversity:**

- **Inclusive Environment:** We aim to foster a work environment where everyone is treated fairly and with respect, and where all employees have an equal opportunity to succeed.
- **Merit-Based Decisions:** Employment decisions, including promotions, training, and development opportunities, are made based on the skills, abilities, and qualifications of candidates.
- **Zero Tolerance for Harassment:** **NCiFoundations** is committed to maintaining a work environment free from harassment, bullying, or victimization of any kind. All staff are encouraged to report any concerns immediately.

### **Business Ethics and Conduct**

The reputation of **NCiFoundations** is built on the principle of integrity. We expect every employee to act ethically, demonstrate respect, and maintain high standards of professionalism in all interactions with colleagues, customers, and stakeholders.

#### **Guidelines for Ethical Conduct:**

- **Respect and Professionalism:** Employees are expected to demonstrate respect for others, act professionally, and contribute to a positive work environment.
- **Commitment to Excellence:** Employees should perform their roles to the best of their ability and actively contribute to the organization's success.

### **Confidentiality and Data Protection**

At **NCiFoundations**, we take the protection of personal data and confidential business information seriously. Our policies adhere to the Data Protection Act and GDPR guidelines to ensure that all sensitive information is handled securely.

### Key Principles of Confidentiality:

- **Data Protection:** Personal and financial data is safeguarded, and unauthorized access or disclosure is strictly prohibited.
- **Confidential Information:** Employees are required to maintain the confidentiality of business strategies, financial information, customer lists, and any other sensitive organizational data.

All employees are required to sign a non-disclosure agreement as a condition of employment. Any breach of confidentiality will result in immediate termination and may involve legal action.

## Timekeeping and Commitment

**NCiFoundations** places a strong emphasis on punctuality and commitment to the organization's goals. Employees are expected to:

- **Adhere to Working Hours:** Maintain punctuality and manage time effectively to meet the demands of the job.
- **Exhibit Proactivity:** Take initiative in identifying opportunities for improvement, contributing ideas, and solving challenges proactively.



## Receipts

## payments accounts

Charity Name NCiFoundations Charity		No (if any) 11151520	CC16a
For the period from	Period start date 7-Jul-23	To 6-Jul-24	

# Land

## Section A Receipts and payments

Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £

## A1 Receipts

			-	-	-	
			-	-	-	
Award for all			-	-	-	
Ngozi Enem Yearly Donation		-	-	200	-	
Camden Giving		Refreshments , Baby bank stuff	-	-	250	-
			-	5000	0	
		Volunteers	-	-	1,000	-
			-	-	1539	-
		Laptop	-	-	.01	-
			-	3000	992	-
		Hardship funds	-	-	930	-
			-	-	0	-
		Salary	-	-	700	-
			-	-	-	-
		Marketing	-	-	2820	-
			-	-	-	-
		Stationary , flyers /Brochure	-	-	-	-
			-	-	-	-
			-	-	18851.01	2992
<b>A2 Asset and investment sales, (see table).</b>			-	-	-	-
<b>0</b>			-	-	-	-
			-	-	-	-

Sub total(Gross income for AR)

Sub total

Total receipts

A3 Payments

Total payments

Net of receipts/(payments)

A5 Transfers between funds

18851.01	-	-	18851.01	-
A4 Asset and investment purchases (see table)	-	-	-	-
8	-	8	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	8	-	-
8	2,992	-	-	-



A6 Cash funds last year end *Cash funds this year end*

**Section B Statement of assets and liabilities at the end of the period**

Categories		Details	Unrestricted	Restricted	Endowment to
		nearest £ funds	to nearest £ funds	to nearest £ funds	
B1 Cash funds		-	-	-	
	None	-	-	-	
		-	-	-	
	None	-	-	-	
Total cash funds		-	-	-	
(agree balances with receipts and payments account(s))		Agreement Error	OK	OK	

B2 Other monetary assets

Details	Unrestricted to funds nearest £		Restricted to nearest funds £		Endowment to nearest funds £	

None		-	-	-
None		-	-	-
None		-	-	-
None		-	-	-
None		-	-	-
None		-	-	-
None		-	-	-

B3 Investment assets

Details	Fund to which asset belongs		Cost (optional)		Current value (optional)	
None		-	-	-	-	-
None			-	-	-	-
None			-	-	-	-
None			-	-	-	-
		None				

Details	Fund to which asset belongs		Cost (optional)		Current value (optional)	

### B4 Assets retained for the

**charity's own use**

## B5 Liabilities

[illegible]

Fund - to which liability relates

**Amount due  
(optional)**

**When due  
(optional)**

None	
None	
None	
None	
None	
None	
None	

Signed by one or two trustees on

behalf of all the trustees

18/04/2025

None		Ngozi C Enem

Date of  
Signature  
Print  
Name

approval