

ONE STOP ADVICE & TRAINING CENTRE

REPORT AND ACCOUNTS

30-Sep-20

Charity Number:1158242

ONE STOP ADVICE & TRAINING CENTRE
For year ended 30 September 2020
Contents

	Page
Charity Information	3
Report of the Trustees	4-6
Report of the Accountant	7
Statement of Financial Activities	8
Balance sheet	9
Notes to the Financial Statements	10 to 11

ONE STOP ADVICE & TRAINING CENTRE
For the year ended 30 September 2020
Charity Information

Trustees:	Saima Aktar Rashida Begum Salma Ishaq Zareen Durrani	Chair Vice Chair Treasurer Secretary
-----------	---	---

Charity Number: 1158242

Principal Office: Quantrill House (2nd Floor)
2 Dunstable Road
Luton
LU1 1DX

Website: www.onestopadvicecentre.org.uk

Accountant: **Vertex Accountants**
McKenzie House (Top Floor)
110-112 Leagrave Road
Luton
Bedfordshire
United Kingdom
LU4 8HX

Bank: HSBC
63 George Street
Luton
Bedfordshire
LU1 2AR

**ONE STOP ADVICE & TRAINING CENTRE
TRUSTEES REPORT
For year ended 30 September 2020**

The trustees are pleased to present their report together with the financial statements of the charity for the year ending 30 September 2020.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's Constitution, applicable law and the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in March 2005.

STRUCTURE, GOVERNANCE AND MANAGEMENT

OBJECTIVES AND ACTIVITIES

The Charity's objectives are:

"To act as a resource for young people in particular, but not exclusively those living in Luton and surrounding areas by providing advice and assistance and organising programmes of physical, educational and other activities as a means of:

- (a) improving the quality of life and supporting individual overcoming personal, social and other barriers;
- (b) advancing in life and helping, especially under represented communities by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals;
- (c) advancing education for children, young people and their families;
- (d) providing training and other activities in the interests of capacity building and social welfare for people living in the area of benefit who have need because of their youth, age, infirmity or disability, language and cultural barriers, poverty or social and economic circumstances with a view to improving the conditions of life of such persons.

Trustees and/or principal officers:

The following officers of the charity have held office for the whole of the year.

Saima Aktar	Chair
Rashida Begum	Vice Chair
Salma Ishaq	Treasurer
Zareen Durrani	Secretary

The trustees are eligible, in committee, to appoint additional trustees under the terms of the constitution.

**ONE STOP ADVICE & TRAINING CENTRE
TRUSTEES REPORT
For year ended 30 September 2020**

OSAC Staff:

Azra Jan —Centre Manager/Advisor/Project Officer/ IAG advisor

Teyba Shah —Skills Tutor/Administrator/Project Coordinator

OSAC Volunteers:

Khsnsa Ameer, Imran Khan, Shahreen Khan, Azra Thaker, Sadia Mahmood, Jamie Simpson, Kausy Anderson, Sevda Duzgan, Zahra Khan, Halima Aslam.

OSAC Current Services:

Our current activities and service include the following weekly sessions and are open to anyone living in the area of benefit.

Job Club/ Online facilities: Helping clients to create CV, creating email accounts, register with universal Job-match or on to My work search, Basic help and support on how to use online search engines and how to apply for jobs.

Coffee Sessions: Meet with new people and make new friends. Connect with people from different backgrounds. The topics covered during the session will vary and will be client focussed. Topics could be health related, debt issues, money matters, how to budget, how to seek help, coping with bereavement etc. This session is to tackle isolation and prevent loneliness. We hope to encourage more participants, so we can offer skills swap sessions in the foreseeable future.

Healthy Living Project: The health activities session will depend on the group needs, sessions will include light exercises, going for walks, dance sessions (Zumba) relaxing techniques (Yoga). Usage of gym equipment under supervision. Suggestions from customers will be taken on board.

Other programmes

Workshops on:

- Communicating effectively.
- Dealing with Debt
- How to manage Debt
- Welfare Reform

Advice Centre Support:

Welfare Benefits - New benefits claims, entitlement to benefit check, income maximisation, disputes, reconsiderations and appeals.

**ONE STOP ADVICE & TRAINING CENTRE
TRUSTEES REPORT
For year ended 30 September 2020**

Debt & Housing Advice —Disrepair, Mortgage or Rent Arrears, Evictions,
Arrangement to pay with creditors, Negotiating with third parties.

Our service is accessible for anyone from the Luton, Bedfordshire area, we are a multilingual team and are happy to help and support any individual requiring the current Services we provide.

Employability Projects, to help people to get closer to the job market by breaking down any cultural and religious barriers.

Review of Transactions and Financial Position:

The financial position of the charity is very secure with net fund of £1,02,496.00 as at 30 September 2020.

Statement of Trustees' Responsibilities:

Under the Charities Act 2011, the trustees are required to prepare a statement of accounts for each financial year, which gives a true and fair view of the state of affairs of the charity at the end of the financial year and of the incoming recourses in the year. In preparing the statement

the trustees are required to:

- select suitable accounting policies and apply them consistently,
- make judgements and estimates that are reasonable and prudent,
- state whether applicable accounting standards and statements of recommended practice has been followed, subject to any material departures disclosed and explained in the statements of accounts.
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its operations.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity at that time and to enable the trustees to ensure that any statement of account prepared by them complies with the regulations under section 130 of the Charities Act 2011. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 22 October 2020 and signed on their behalf



Saima Aktar

Chair

**Report to the trustees on the preparation of the unaudited accounts of
ONE STOP ADVICE & TRAINING CENTRE
For year ended 30 September 2020
Charity No:1158242**

I have examined the accounts on page 7 to 11, which have been prepared based on accounting policies set out on page 10.

Respective responsibilities of trustees and examiner

The Charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under Section 44 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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

Basis of independent examiner's statement

My examination was carried out in accordance with general directions given by the Charity Commission. An examination includes 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 statements

In connection with my examination, no matter has come to my attention which gives me any reasonable cause to believe that, in any material respect, the requirements have not been met:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord to the accounting records and comply with the accounting requirements of the 2011 Act



Vertex Accountants

McKenzie House (Top Floor)
110-112 Leagrave Road
Luton
Bedfordshire
United Kingdom
LU4 8HX

ONE STOP ADVICE & TRAINING CENTRE
STATEMENT OF FINANCIAL ACTIVITIES
For year ended 30 September 2020

	Notes	Unrestricted Funds £	Restricted Funds £	2020 £	2019
Incoming Resources	2				
Grants		60	166,790	166,850	64,090
Donations					
Service Level Agreement		-			-
		60	166,790	166,850	64,090
Resources Expended					
Charitable activities	3	706	106,648	107,354	90,790
Governance Costs	5	600		600	600
		1,306	106,648	107,954	91,390
Total Resources Expended					
		1,306	106,648	107,954	91,390
Net Incoming / (Outgoing Resources)		(1,246)	60,142	58,896	(27,300)
Reconciliation of Funds:					
Total funds, brought forward		9,913	33,687	43,600	70,900
Total funds, carried forward		8,667	93,829	102,496	43,600

ONE STOP ADVICE & TRAINING CENTRE
Balance Sheet
For year ended 30 September 2019

	Notes	£	2020 £	£	2019 £
Fixed assets					
Tangible assets	4		2822		3528
<u>Current Assets</u>					
Cash in hand and at Bank		<u>100,366</u>		<u>41,999</u>	
<u>Creditors</u>					
Amounts falling due within one year	5	<u>- 692</u>		<u>- 1,928</u>	
<u>Net Current Assets</u>					
Net Assets			<u><u>102,496</u></u>		<u><u>43,600</u></u>
<u>Total Funds of the Charity</u>					
Unrestricted funds			- 1,246		258
Restricted funds			60,142	-	27,558
Total funds, brought forward			<u>43,600</u>		<u>70,900</u>
			<u><u>102,496</u></u>		<u><u>43,600</u></u>

These Accounts were approved by the Trustees on 22 October 2020.



Saima Aktar

Chair of the Management Committee



Salma Ishaq

Treasurer

The notes on pages 10 to 11 form part of these accounts

ONE STOP ADVICE & TRAINING CENTRE
Notes to the Accounts
For year ended 30 September 2020

1. Accounting Policies

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the financial statements.

1.1 Basis of Accounting

The financial statements have been prepared under the historical cost convention and in accordance with the applicable Accounting Standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" published in March 2005. The principal accounting policies adopted in the preparation of the financial statements are set out below.

1.2 Incoming Resources

Voluntary income and donations are included in incoming resources when they are receivable, except when the donors specify that they must be used in future accounting periods or donors' conditions have not been fulfilled, then the income is deferred. The income from fundraising ventures is shown gross, with the associated costs included in fundraising costs.

1.3 Resources Expended

All expenditure is accounted for on an accruals basis and has been listed under headings that aggregate all the costs related to the activity. Where costs cannot be directly attributed they have been allocated to activities on a basis consistent with the use of the resources.

Direct costs, including directly attributable salaries, are allocated on an actual basis to the key strategic areas of activity. Overheads and other salaries are allocated between expenses headings, based on time spent. Governance costs are those incurred in connection with the management of the One Stop Advice & Training Centre assets, organisational administration and compliance with constitutional and statutory requirements.

1.4 Tangible fixed assets and depreciation

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental costs of acquisition. Depreciation is provided on furniture & equipment at the rate of 20% on cost.

2. Grant and Donations	Unrestricted Funds	Restricted Funds	2020	2019
	£	£	£	£
Beds & Luton Community Foundation		57,500	57,500	0
ESC Lottery Fund		13,130	13,130	0
The Wixamtree Trust		0	0	1,000
LBC		5,071	5,071	3,210
Active Luton		24,790	24,790	5,791
Awards for All		0	0	9,980
National Heritage Lottery		56,300	56,300	23,370
The Church Urban		0	0	4,980
Others	60		60	858
MAIN Grants		10,000	10,000	
Futures Advice SKI		0	0	14,901
	60	166,791	166,851	64,090

ONE STOP ADVICE & TRAINING CENTRE
Notes to the Accounts
For year ended 30 September 2020

3. Cost of Charitable activities	Basis of Allocation	Training & Development £	2,020 £	2019 £
Telephone and fax	Direct	474	474	387
Rent and Utilities	Direct	9,116	9,116	15,162
Advertising and PR	Direct	260	260	250
Insurance	Direct	399	399	388
Printing, Postage and Stationary	Direct	1,813	1,813	2,194
Membership & Affiliation Fees	Direct	575	575	575
Training	Direct	5,730	5,730	6,922
Events and activities	Direct	5,000	5,000	6,679
Other legal and prof	Direct	1,543	1,543	-
Consultancy fees	Direct	17,745	17,745	-
Volunteers Expenses	Direct	1,375	1,375	4,689
Repairs and maintenance	Direct	784	784	157
Sessional workers	Direct	45,189	45,189	43,587
Refreshment	Direct	252	252	492
Publicity & Promotion	Direct	60	60	1,358
Subscriptions	Direct	67	67	-
Travel and subsistence	Direct	579	579	406
Depreciation	Direct	706	706	882
Wages and salaries	Direct	15,687	15,687	6,663
		107,354	107,354	90,791

4. Tangible Fixed Assets

	Plant and machinery £	Furniture and Equipment £	Total £
Cost			
At 1 October 2019	4,907	1,964	6,871
Additions during the year	-	-	0
As at 30 September 2020	4,907	1,964	6,871
Depreciation			
At 1 October 2019	2,348	995	3,343
Charge for the year	512	194	706
As at 30 September 2020	2,860	1,189	4,049
Net Book Values			
At 1 October 2019	2,559	969	3,528
As at 1 October 2020	2,047	775	2,822

5. Creditors: amounts falling due	2,020	2019
Accruals	600	600
	600	600