

**ONE STOP ADVICE & TRAINING CENTRE**

**REPORT AND ACCOUNTS**

**30-Sep-21**

**Charity Number:1158242**

**ONE STOP ADVICE & TRAINING CENTRE**  
**For year ended 30 September 2021**  
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**ONE STOP ADVICE & TRAINING CENTRE**  
**For the year ended 30 September 2021**  
**Charity Information**

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Trustees:	Saima Akhtar Rashida Begum Salma Ishaq Zareen Durrani Zahra Naeem	Chair Vice Chair Treasurer Secretary Trustee
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Charity Number: 1158242

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

Website [www.onestopadvicecentre.org.uk](http://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 2021**

The trustees are pleased to present their report together with the financial statements of the charity for the year ending 30 September 2021.

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:**

"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 Akhtar	Chair
Rashida Begum	Vice Chair
Salma Ishaq	Treasurer
Zareen Durrani	Secretary
Zahra Naeem	Trustee

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

**OSAC Staff:** Azra Jan — Centre Manager/Advisor/Project Officer/ IAG advisor

Teyba Seyed — Project Coordinator/ Senior Benefits Advisor

Zahida Khan — Mentor Support

Khansa Ameer — Housing Advisor

**ONE STOP ADVICE & TRAINING CENTRE  
TRUSTEES REPORT  
For year ended 30 September 2021**

Imaniya Salam — Debt Advisor

**OSAC Volunteers:**

Maleeha Kiani, Zahra Khan, Imran Khan.

**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.

**Befriending Telephone Service:** During the pandemic we noticed how people were lonely and feeling isolated, so we started our befriending telephone line for anyone wanting to call us. Offering this service 5 days a week 9-7pm.

Running a parenting programme, helping support parents build resilience with their children, setting boundaries and building a better relationship with their loved ones.

Started a mentoring programme support young males overcome their worries and help them towards their chosen goals, support with further education, training courses and apprenticeships.

Running free sessions for males, boxing grappling and MMA weekly to help them with discipline, learn self-defence and be in a safe environment.

**Healthy Living Project:** Ladies only fitness classes which includes, circuit training, combat HIIT training, self-defence, legs bum tums, Zumba, kettlecize and boxing.

**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.

**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.



# **ONE STOP ADVICE & TRAINING CENTRE**

## **TRUSTEES REPORT**

### **For year ended 30 September 2021**

**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 £1,29,790.00 as at 30 September 2021.

**Reserves Policy:** One Stop Advice & Training Centre requires a level of free reserves to safeguard the organisation, protect options for future development and to achieve the following:

- The option to develop new services or expand current ones in line with the changing needs of the community.
- To ensure that delays in the receipt of expected income do not interrupt services or cause serious financial difficulty for the charity.
- The ability to survive unexpected setbacks and problems arising from internal or external causes.
- One Stop Advice & Training Centre will hold £10000 in reserves a minimum so that rent, and part staff cost are covered whilst looking at securing future funding options.
- Reserves can only be spent when the charity has no funding coming in from any funders or service level agreements.
- Reserve policy will be reviewed annually at the Annual General Meeting.

#### **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 resources 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 08 December 2021 and signed on their behalf



**Saima Akhtar**

Chair

**Report to the trustees on the preparation of the unaudited accounts of  
ONE STOP ADVICE & TRAINING CENTRE  
For year ended 30 September 2018  
Charity No:1158242**

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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**  
Chaucer House (Top Floor)  
134 Biscot Road  
Luton  
Bedfordshire  
United Kingdom  
LU3 1AX

**ONE STOP ADVICE & TRAINING CENTRE**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**For year ended 30 September 2021**

	Notes	Unrestricted Funds £	Restricted Funds £	2021 £	2020
<b>Incoming Resources</b>	2				
Grants		-	204,434	204,434	166,850
Donations					
Service Level Agreement		-			-
		<u>-</u>	<u>204,434</u>	<u>204,434</u>	<u>166,850</u>
<b>Resources Expended</b>					
Charitable activities	3	-	176,539	107,354	107,354
Governance Costs	5	600		600	600
<b>Total Resources Expended</b>		<u>600</u>	<u>176,539</u>	<u>177,139</u>	<u>107,954</u>
Net Incoming / (Outgoing Resources)		(600)	27,895	27,295	58,896
<b>Reconciliation of Funds:</b>					
Total funds, brought forward		8,667	93,829	102,496	43,600
Total funds, carried forward		<u>8,067</u>	<u>121,724</u>	<u>129,791</u>	<u>102,496</u>



**ONE STOP ADVICE & TRAINING CENTRE**  
**Balance Sheet**  
**For year ended 30 September 2021**

	Notes	£	2021 £	£	2020 £
<b>Fixed assets</b>					
Tangible assets	4		2258		2822
<b><u>Current Assets</u></b>					
Cash in hand and at Bank		126,861		100,366	
Debtors-Prepayments		1,200		1,200	
<b><u>Creditors</u></b>					
Amounts falling due within one year	5	- 529		- 1,893	
<b><u>Net Current Assets</u></b>					
<b>Net Assets</b>			<b>129,790</b>		<b>102,496</b>
<b><u>Total Funds of the Charity</u></b>					
Unrestricted funds			- 600		- 1,246
Restricted funds			27,895		60,142
Total funds, brought forward			102,495		43,600
			<b>129,790</b>		<b>102,496</b>

These Accounts were approved by the Trustees on 8 December 2021.

  
 .....  
 Saima Akhtar

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 2021**

**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.

<b>2. Grant and Donations</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>2021</b>	<b>2020</b>
	£	£	£	£
Beds & Luton Community Foundation		25,000	25,000	32,500
Bedfordshire Police		7,500	7,500	25,000
ESC Lottery Fund		0	0	13,130
Covid-19 Response		54,270	54,270	0
LBC		11,425	11,425	5,071
Ground Work UK		950	950	
Active Luton		15,551	15,551	24,790
Awards for All		0	0	10,000
National Heritage Lottery		13,840	13,840	56,300
The Church Urban		3,550	3,550	0
Other		0	0	60
PTC-CCLORS		24,968	24,968	0
Skill Max Limited		500	500	
Postcode Neighbour		19,600	19,600	0
UK Youth-Genera UK Youth		27,280	27,280	0
	<b>-</b>	<b>204,434</b>	<b>204,434</b>	<b>166,851</b>

**ONE STOP ADVICE & TRAINING CENTRE**  
**Notes to the Accounts**  
**For year ended 30 September 2021**

<b>3. Cost of Charitable activities</b>	<b>Basis of Allocation</b>	<b>Training &amp; Development</b>	<b>2,021</b>	<b>2020</b>
		£	£	£
Telephone and fax	Direct	534	534	474
Rent and Utilities	Direct	6,500	6,500	9,116
Advertising and PR	Direct	963	963	260
Insurance	Direct	486	486	399
Printing, Postage and Stationary	Direct	1,600	1,600	1,813
Membership & Affiliation Fees	Direct	575	575	575
Training	Direct	12,210	12,210	5,730
Events and activities	Direct	-	-	5,000
Other legal and prof	Direct	2,450	2,450	1,543
Volunteers Expenses	Direct	6,892	6,892	1,375
Software	Direct	173	173	-
Repairs and maintenance/Equipment	Direct	9,175	9,175	784
Sessional workers	Direct	72,960	72,960	45,189
Refreshment	Direct	146	146	252
Publicity & Promotion	Direct	-	-	60
Subscriptions	Direct	-	-	67
Travel and subsistence	Direct	702	702	579
Depreciation	Direct	564	564	706
Wages and salaries	Direct	60,610	60,610	33,432
		<b>176,540</b>	<b>176,540</b>	<b>107,354</b>

**4. Tangible Fixed Assets**

	<b>Plant and machinery</b>	<b>Furniture and Equipment</b>	<b>Total</b>
	£	£	£
<b>Cost</b>			
At 1 October 2020	4,907	1,964	6,871
Additions during the year	-	-	0
As at 30 September 2021	<b>4,907</b>	<b>1,964</b>	<b>6,871</b>
<b>Depreciation</b>			
At 1 October 2020	2,860	1,189	4,049
Charge for the year	-	-	-
As at 30 September 2021	<b>2,860</b>	<b>1,189</b>	<b>4,049</b>
<b>Net Book Values</b>			
At 1 October 2020	2,047	775	2,822
As at 1 October 2021	<b>1,638</b>	<b>620</b>	<b>2,258</b>

**5. Creditors: amounts falling due**  
**Accruals**

<b>2,021</b>	<b>2020</b>
600	600
<b>600</b>	<b>600</b>