

ONE STOP ADVICE & TRAINING CENTRE

REPORT AND ACCOUNTS

30-Sep-23

Charity Number:1158242

ONE STOP ADVICE & TRAINING CENTRE
For year ended 30 September 2023
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ONE STOP ADVICE & TRAINING CENTRE
For the year ended 30 September 2023
Charity Information

Trustees:	Saima Akhtar Salma Ishaq Zareen Durrani	Chair Treasurer Secretary
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Charity Number: 1158242

Principal Office: 88 Inkerman Street
Luton
Bedfordshire
LU1 1JD

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 2023**

The trustees are pleased to present their report together with the financial statements of the charity for the year ending 30 September 2023.

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
Salma Ishaq	Treasurer
Zareen Durrani	Secretary

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

OSAC Staff: Azra Jan — Manager / Immigration Consultant
Ali Shah - Advisor
Rashida Begum - Immigration Consultant
Hamza Brown - Exploitation Reduction Officer
Teyba Seyed — Project Coordinator/ Senior Benefits Advisor
Maleeha Kiani — Social Welfare advisor
Naseem Begum – Befriending advisor
Helena Syprou - Fitness Coach

**ONE STOP ADVICE & TRAINING CENTRE
TRUSTEES REPORT
For year ended 30 September 2023**

OSAC Volunteers:

Jasmin Ahmed, Naila Hanif Izzat Shah Rukaya Seyed Maria Uddin Amarah Syrou

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 9-5pm.

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.

Healthy Living Project: Ladies only fitness classes which includes, circuit training, combat HIIT training, self-defence, legs bum turns, Zumba, 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 2023**

Review of Transactions and Financial Position:

The financial position of the charity is very secure with net fund of £217,188.00 as at 30 September 2023.

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 £50000 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 30th November 2023 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 2023
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)
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LU4 8HX


ONE STOP ADVICE & TRAINING CENTRE
STATEMENT OF FINANCIAL ACTIVITIES
For year ended 30 September 2023

	Notes	Unrestricted Funds £	Restricted Funds £	2023 £	2022
Incoming Resources	2				
Grants & Donations		1,006	227,628	228,634	159,090
		<u>1,006</u>	<u>227,628</u>	<u>228,634</u>	<u>159,090</u>
Resources Expended					
Charitable activities	3	-	175,730	175,730	123,197
Governance Costs	5	800		800	600
Total Resources Expended		<u>800</u>	<u>175,730</u>	<u>176,530</u>	<u>123,797</u>
Net Incoming / (Outgoing Resources)		206	51,898	52,104	35,293
Reconciliation of Funds:					
Total funds, brought forward		14,042	151,042	165,084	129,791
Total funds, carried forward		<u>14,248</u>	<u>202,940</u>	<u>217,188</u>	<u>165,084</u>

ONE STOP ADVICE & TRAINING CENTRE
Balance Sheet
For year ended 30 September 2023

	Notes	£	2023 £	£	2022 £
Fixed assets					
Tangible assets	4		1445		1806
<u>Current Assets</u>					
Cash in hand and at Bank		219,035		163,170	
Debtors-Prepayments		1,200		1,200	
<u>Creditors</u>					
Amounts falling due within one year	5	- 4,492		- 1,092	
<u>Net Current Assets</u>					
Net Assets			217,188		165,084
<u>Total Funds of the Charity</u>					
Unrestricted funds			206		5,975
Restricted funds			51,898		29,319
Total funds, brought forward			165,084		129,790
			217,188		165,084

These Accounts were approved by the Trustees on 30 November 2023.


 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 2023

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	2023	2022
	£	£	£	£
Beds & Luton Community Foundation		20,000	20,000	44,720
ESC Lottery Fund		0	0	4,460
Justice Collaborat		17,000	17,000	0
LBC		69,243	69,243	31,342
People's Health Trust		6,420	6,420	0
Active Luton		24,890	24,890	19,532
Main Grants		69,110	69,110	9,736
National Heritage Lottery		18,965	18,965	18,965
Other	1,006	0	1,006	6,575
Postcode Neighbour				23,760
KFC Foundation		2,000	2,000	0
	1,006	227,628	228,634	159,090

ONE STOP ADVICE & TRAINING CENTRE
Notes to the Accounts
For year ended 30 September 2023

3. Cost of Charitable activities	Basis of Allocation	Training & Development	2,023	2022
		£	£	£
Telephone and fax	Direct	473	473	1,239
Rent and Utilities	Direct	9,089	9,089	5,907
Advertising and PR	Direct	320	320	1,547
Insurance	Direct	594	594	535
Printing, Postage and Stationary	Direct	2,725	2,725	958
Membership & Affiliation Fees	Direct	733	733	575
Training	Direct	5,550	5,550	6,812
Events and activities	Direct	5,016	5,016	4,189
Other legal and prof	Direct	1,051	1,051	550
Consultancy fees	Direct	26,433	26,433	
Volunteers Expenses	Direct	2,620	2,620	470
Software	Direct	346	346	271
Repairs and maintenance/Equipment	Direct	13,518	13,518	6,949
Sessional workers	Direct	9,530	9,530	15,682
Bank charges	Direct	60	60	-
Travel and subsistence	Direct	1,488	1,488	1,028
Depreciation	Direct	361	361	452
Wages and salaries	Direct	95,823	95,823	76,033
		175,730	175,730	123,197

4. Tangible Fixed Assets

	Plant and machinery	Furniture and Equipment	Total
	£	£	£
Cost			
At 1 October 2022	4,907	1,964	6,871
Additions during the year	-	-	0
As at 30 September 2023	4,907	1,964	6,871
Depreciation			
At 1 October 2022	3,597	1,468	5,065
Charge for the year	262	99	361
As at 30 September 2023	3,859	1,567	5,426
Net Book Values			
At 1 October 2022	1,310	496	1,806
As at 1 October 2023	1,048	397	1,445

5. Creditors: amounts falling due	2,023	2022
Accruals	800	600
	800	600