

ONE STOP ADVICE & TRAINING CENTRE

REPORT AND ACCOUNTS

30-Sep-24

Charity Number:1158242

ONE STOP ADVICE & TRAINING CENTRE
For year ended 30 September 2024
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ONE STOP ADVICE & TRAINING CENTRE
For the year ended 30 September 2024
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 2024**

The trustees are pleased to present their report together with the financial statements of the charity for the year ending 30 September 2024.

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 — Welfare Advisor
Rashida Begum — Project Administrator
Julaiha Jabreen — Project Coordinator/ Benefits Advisor
Maleeha Kiani — Senior Social Welfare advisor
Naseem Begum — Befriending advisor
Helena Syprou - Fitness Coach
Samin Iqbal- Advisor

**ONE STOP ADVICE & TRAINING CENTRE
TRUSTEES REPORT
For year ended 30 September 2024**

OSAC Volunteers:

Sanna Khan, Armaan Khan, Mahbuba Jahan, Juwariya Ali, Mohammed Saad, Naila Hanif

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:

We are running a 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 tums, 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 2024**

Review of Transactions and Financial Position:

The financial position of the charity is very secure with net fund of £338187.00 as of 30 September 2024.

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 6th November 2024 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 2019
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 2024

	Notes	Unrestricted Funds	Restricted Funds	2024	2023
		£	£	£	
Incoming Resources	2				
Grants & Donations		7,685	404,504	412,189	228,634
		<u>7,685</u>	<u>404,504</u>	<u>412,189</u>	<u>228,634</u>
Resources Expended					
Charitable activities	3	-	290,390	290,390	175,730
Governance Costs	5	800		800	800
Total Resources Expended		<u>800</u>	<u>290,390</u>	<u>291,190</u>	<u>176,530</u>
Net Incoming / (Outgoing Resources)		6,885	114,114	120,999	52,104
Reconciliation of Funds:					
Total funds, brought forward		14,248	202,940	217,188	165,084
Total funds, carried forward		<u>21,133</u>	<u>317,054</u>	<u>338,187</u>	<u>217,188</u>

ONE STOP ADVICE & TRAINING CENTRE
Balance Sheet
For year ended 30 September 2024

	Notes	£	2024 £	£	2023 £
Fixed assets					
Tangible assets	4		1156		1445
<u>Current Assets</u>					
Cash in hand and at Bank			<u>345,416</u>		<u>219,035</u>
Debtors-Prepayments		1,200		1,200	
<u>Creditors</u>					
Amounts falling due within one year	5	- 9,585		- 4,492	
<u>Net Current Assets</u>					
Net Assets			<u><u>338,187</u></u>		<u><u>217,188</u></u>
<u>Total Funds of the Charity</u>					
Unrestricted funds			6,885		206
Restricted funds			114,114		51,898
Total funds, brought forward			<u>217,188</u>		<u>165,084</u>
			<u><u>338,187</u></u>		<u><u>217,188</u></u>

These Accounts were approved by the Trustees on 6th November 2024.



 Salma 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 2024

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	2024	2023
	£	£	£	£
Beds & Luton Community Foundation		53,500	53,500	20,000
PTC-CCLORS		31,708	31,708	0
Justice Collaborat		51,000	51,000	17,000
LBC		27,112	27,112	69,243
People's Health Trust		10,700	10,700	6,420
Active Luton		15,077	15,077	24,890
Main Grants		190,408	190,408	69,110
National Heritage Lottery				18,965
Other	7,685		7,685	1,006
Postcode Neighbour		25,000	25,000	0
KFC Foundation				2,000
	7,685	404,505	412,190	228,634

ONE STOP ADVICE & TRAINING CENTRE

Notes to the Accounts

For year ended 30 September 2024

	Basis of Allocation	Training & Development	2,024	2023
3. Cost of Charitable activities				
		£	£	£
Telephone and fax	Direct	479	479	473
Rent and Utilities	Direct	10,208	10,208	9,089
Advertising and PR	Direct	159	159	320
Insurance	Direct	668	668	594
Printing, Postage and Stationary	Direct	5,586	5,586	2,725
Membership & Affiliation Fees	Direct	733	733	733
Training	Direct	7,340	7,340	5,550
Events and activities	Direct	12,253	12,253	5,016
Other legal and prof	Direct	961	961	1,051
Consultancy fees	Direct	28,603	28,603	26,433
Volunteers Expenses	Direct	10,399	10,399	2,620
Employers NI	Direct	10,061	10,061	
Software	Direct	770	770	346
Repairs and maintenance/Equipment	Direct	8,239	8,239	13,518
Sessional workers	Direct	7,685	7,685	9,530
Bank charges	Direct	60	60	60
Travel and subsistence	Direct	3,435	3,435	1,488
Depreciation	Direct	289	289	361
Wages and salaries	Direct	182,462	182,462	95,823
		<u>290,390</u>	<u>290,390</u>	<u>175,730</u>

4. Tangible Fixed Assets

	Plant and machinery	Furniture and Equipment	Total
	£	£	£
Cost			
At 1 October 2023	4,907	1,964	6,871
Additions during the year	-	-	0
As at 30 September 2024	<u>4,907</u>	<u>1,964</u>	<u>6,871</u>
Depreciation			
At 1 October 2023	3,859	1,567	5,426
Charge for the year	210	79	289
As at 30 September 2024	<u>4,069</u>	<u>1,646</u>	<u>5,715</u>
Net Book Values			
At 1 October 2023	1,048	397	1,445
As at 1 October 2024	<u>838</u>	<u>318</u>	<u>1,156</u>

5. Creditors: amounts falling due

Accruals	<u>2,024</u>	<u>2023</u>
	800	800
	<u>800</u>	<u>800</u>