



Trustees' Annual Report for the period

			Period end date				
From	Day 5th	Month April	Year 2021	To	Day 4th	Month April	Year 2022

Section A Reference and administration details

Charity name	PERSIAN ADVICE BUREAU
Other names charity is known by	PAB
Registered charity number (if any)	1163147
Charity's principal address	Avenue House, Stephens Gardens 17 East End Road London Postcode N3 3QE

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Foujon Naini	Founder/Chair	Whole Year	Foujon Naini
2	Nader Fam	Treasurer	Whole Year	Nader Fam
3	Farank Rezazadeh	Secretary	Whole year	Farank Rezazadeh
4	Atusa Tehrani	Secretary	Whole Year	Atusa Tehrani
5				
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20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Solicitor	Warren Grant	
Solicitor	Aithea Baily Perkins	
Lawyer	Foujon Naini	
Outreach worker	Zahra Moghaddasi	
Outreach worker	Shahrazad Bakhshi	
Outreach worker	Parsa Tehrani	
Outreach worker	Meysam Ebadi	
Health and Nutrition	Dr.M.Boroumand	

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

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

CIO

Trustee selection methods
(eg. appointed by, elected by)

Appointment by the Board of Trustees

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Summary of the objects of the charity set out in its governing document

To provide assistance and advocacy to asylum seekers and refugee status in the UK, in particular, but not exclusively to Iranians and Farsi speakers. To provide training and support services, so as to advance them in life and assist them with the adaption and integration within a new community. To prevent exploitation of asylum seekers and refugees arriving in the UK by signposting and advice. To protect women and children subject to abuse. To promote the Persian culture and freedom of speech for Iranian women.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The following are events organised and performed by PAB in collaboration with other community groups:

- In April 2021, PAB Founder Mrs. Naini was awarded the London Borough of Barnet Civic Award, for recognition of her outstanding service to the Community.
- PAB member was nominated to be the face of 'Have You Had Your COVID-19 Jab'. The poster was distributed on billboards all over the Borough.
- Eid Fitr: In collaboration with Groundswell Project, 98 halal traditional Persian meals were given to asylum seekers and refugees living in Barnet.
- In collaboration with Vaxi-Taxi (organised by Dr Sharon Raymond) and PAB, arrangements were made for over 120 asylum seekers to be vaccinated.
- Barnet Council Summer Festival 2021 was celebrated in Victoria Park in Finchley. PAB and NCG full-field a three-hour slot with dance, music, and a warm traditional Persian hot meal prepared by Beheste Barin restaurant.
- For 12 weeks, PAB organised football sessions for multi-ethnicity asylum seekers twice a week at Power League.
- A trip was organised to the Natural History Museums for asylum seekers and refugees living in Barnet.
- PAB participated in an exhibition held by the Iranians in Liverpool.
- Distribution of Christmas presents for adults and children asylum seekers. YBF donated the children's gifts.
- In collaboration with Vaxi-Taxi (organised by Dr Sharon Raymond) and PAB, arrangements were made for 38 asylum seekers to take the COVID-19 vaccine at the Gateway Chemist in N3. Taxi travel arrangements.
- ESOL English classes resumed at Persian Advice Bureau (Avenue House site).
- For International Women's Day celebrations, PAB provided female asylum seekers a box of chocolate, tied with a purple ribbon, and haircut treats at a local hairdressing salon.
- PAB contributed to Norouze Event celebrated at Middlesex University with the asylum seekers and refugees of Barnet. Participating asylum

seekers were invited to a traditional Persian meal and a drink.

· Mother's Day was celebrated as in previous years. Asylum seeker children were given a box of Quality Streets and a card the day before to give to their mother on Mothering Sunday.

· Throughout the year, coats, shoes, other clothing items, stationery, and toiletries were purchased and donated to asylum seekers in the Borough. Boxes of baby toiletries, clothing, nappies, bottles, and essentials were posted to pregnant women dispersed from the Borough.

· In April – Persian Advice Bureau was awarded the London Borough of Barnet Civic Award.

Additional details of objectives and activities (Optional information)

The hard work and enthusiasm of the volunteers steer the wheels of all projects that PAB has been running.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

- In April 2021, PAB Founder Mrs. Naini won the **London Borough of Barnet Civic Award**, for recognition of her outstanding service to the Community.
- In April 2022 - PAB was awarded the **London Borough of Barnet Civic Award**.

Barnet Council continued funding and commissioned Persian Advice Bureau to assist and support asylum seekers in Barnet.

PAB has worked enthusiastically and in collaboration with multi-faith organizations and communities to bring normality and a sense of welcome to the asylum seekers and refugees living in Barnet.

Section E Financial review

Brief statement of the charity's policy on reserves

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

	
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Full name(s)

Foujon Naini	
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Position (eg Secretary, Chair, etc)

Chair	
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Date

03/02/2023

PERSIAN ADVICE BUREAU

Trustees Report and Financial Statements
For the year ended 4th April 2022



Charity Number: 1163147

**Persian Advice Bureau
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**Persian Advice Bureau
Charity Information**

Organisation Name: Persian Advice Bureau

Organisation Address:

Avenue House
17 East End Road
London
N3 3QE

Charity Number: 1163147

Bankers:

National Westminster Bank
Enfield Customer Service Centre
PO Box 145
Lee House
Baird Road
Middlesex
EN11FN

Independent Examiner:

DEHSHID & CO ACCOUNTANTS
HANOVIA HOUSE
30 EASTMAN ROAD
LONDON
W3 7YG

Trustees:

Position	Name	Appointed/reappointed	Resigned
Founder/Chair	Foujon Naini	14/08/2015	
Treasurer	Nader Fam	14/08/2015	
Secretary	Farank Rezazadeh	14/08/2015	
Secretary	Atusa Tehrani	14/08/2015	

**Persian Advice Bureau
Trustees Report
For the Year ended 4th April 2022**

Objectives and Activities

To provide support and advocacy to asylum seekers and refugees in the UK, in particular, but not exclusively to Iranians and Farsi speakers. To provide training and support services, to advance them in life and assist with the adaption and integration within a new community. To prevent exploitation of asylum seekers and refugees, arriving at the UK by signposting and advice. To promote Persian culture.

Summary of main activities:

The following are events organised and performed by PAB in collaboration with other community groups:

- In April 2021, PAB Founder Mrs. Naini was awarded the **London Borough of Barnet Civic Award**, for recognition of her outstanding service to the Community.
- PAB member was nominated to be the face of 'Have You Had Your COVID-19 Jab'. The poster was distributed on billboards all over the Borough.
- Eid Fitr: In collaboration with Groundswell Project, 98 halal traditional Persian meals were given to asylum seekers and refugees living in Barnet.
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- For 12 weeks, PAB organised football sessions for multi-ethnicity asylum seekers twice a week at Power League.
- A trip was organised to the Natural History Museums for asylum seekers and refugees living in Barnet.
- PAB participated in an exhibition held by the Iranians in Liverpool.
- Distribution of Christmas presents for adults and children asylum seekers. YBF donated the children's gifts.

**Persian Advice Bureau
Trustees Report
For the Year ended 4th April 2022**

Main Activities Con'd

- In collaboration with Vaxi-Taxi (organised by Dr Sharon Raymond) and PAB, arrangements were made for 38 asylum seekers to take the COVID-19 vaccine at the Gateway Chemist in N3. Taxi travel arrangements.
- ESOL English classes resumed at Persian Advice Bureau (Avenue House site).
- For International Women's Day celebrations, PAB provided female asylum seekers a box of chocolate, tied with a purple ribbon, and haircut treats at a local hairdressing salon.
- PAB contributed to Norouze Event celebrated at Middlesex University with the asylum seekers and refugees of Barnet. Participating asylum seekers were invited to a traditional Persian meal and a drink
- Mother's Day was celebrated as in previous years. Asylum seeker children were given a box of Quality Streets and a card the day before to give to their mother on Mothering Sunday.
- Throughout the year, coats, shoes, other clothing items, stationery, and toiletries were purchased and donated to asylum seekers in the Borough. Boxes of baby toiletries, clothing, nappies, bottles, and essentials were posted to pregnant women dispersed from the Borough.

- In April – Persian Advice Bureau was awarded the **London Borough of Barnet Civic Award**.

**Persian Advice Bureau
Trustees Report
For the Year ended 4th April 2022**

Achievements and Performances:

•In April 2021, PAB Founder Mrs. Naini won the **London Borough of Barnet Civic Award**, for recognition of her outstanding service to the Community.

•In April 2022 - PAB was awarded the **London Borough of Barnet Civic Award**.

Barnet Council continued funding and commissioned Persian Advice Bureau to assist and support asylum seekers in Barnet. PAB has worked enthusiastically and in collaboration with other Barnet communities and faith organisations to bring normality and a sense of welcome to the asylum seekers staying in Barnet.

Outreach workers and advisers worked relentlessly with the daily issues of asylum seekers and refugees, women, and children subject to domestic abuse living in Barnet and Nationally.

Advisers

Solicitor - Warren Grant

Solicitor - Althea Baily Perkins

Coordinator/ Legal & DWP Adviser - Foujon Naini

Outreach Worker - Zahra Mogadassi

Outreach Worker - Parsa Tehrani

Outreach Worker - Maysam Ebadi

Outreach Worker - Sharzad Bakhshi

Health and Nutrition - Dr. M. Boroumand

**Persian Advice Bureau
Trustees Report
For the Year ended 4th April 2022**

Trustees' responsibilities in relation to the financial statements

The Barnet Lone Parent trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom accounting Standards (United Kingdom Generally Accepted Accounting Practice)

In preparing the financial statements the trustees are required to: -

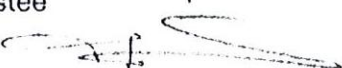
- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- prepare the financial statements on the 'going concern' basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time, the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees declare that they have approved this report.

Full Name: Foujon Naini

Position: Trustee

Signature: 

Date: 02/02/2023



Persian Advice Bureau
Second Floor Suite
Avenue House
17 East End Road
London
N3 3QE

**Persian Advice Bureau
Independent Examiner's Report
For the Year ended 4th April 2022**

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 144 of the Charities Act 2011 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 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 a 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 statement

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

2. to which, in my opinion, attention should be drawn to enable a proper understanding of the accounts to be reached.

Signature:

Name: M.R DEHSHID

Date: 02/02/2023

Professional Qualification:

AAT The professional body for accounting technicians under licence number 6250

Address: Hanovia House, 30 Eastman Road, London, W3 7YG

Dehshid & Co
ACCOUNTANTS

Hanovia House, Suite 101
30 Eastman Road, London W3 7YG
Mob: 07828 130705
Tel: 020 3581 5252 Fax: 020 7183 9337
Email: info@dehshidandco.com
Web: www.dehshidandco.com

**Persian Advice Bureau
Statement of Financial Activities
For the Year ended 4th April 2022**

	Notes	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Income from:					
Donations	2	4,160	-	4,160	4,261
Charitable Activities	3	-	120,295	120,295	73,120
Total Income		4,160	120,295	124,455	77,381
Expenditure on:					
Charitable Activities	4	2557	86,581	89,137	(28,475)
Total Expenditure		2557	86581	89,137	(28,475)
Net Income and (Expenditure) before transfers		1,604	33,714	35,318	48,906
Transfers		-	-	-	-
Net Income and (Expenditure)		1,604	33,714	35,318	48,906
Reconciliation of Funds					
Total Funds Brought Forward		54,885	-	54,885	5,979
Total Funds Carried Forward		56,489	33,714	90,203	54,885

**Persian Advice Bureau
Balance Sheet
For the Year ended 4th April 2022**

		2022	2021
	Notes	£	£
Fixed Assets			
Tangible Assets	5	1,125	1,500
Current Assets			
Debtors	6	3,264	3,264
Cash at Hand and Bank		93,874	60,677
		<u>97,138</u>	<u>63,941</u>
Creditors: Amounts falling due within one year	7	2040	(600)
Net Current Assets			63,341
Total Assets less Current Liabilities		95,098	64,841
Creditors: Amounts falling due in more than in year	8	8366	(9,956)
Net Assets		86,732	54,885
Funds			
Restricted Funds	9	33,714	45,145
Unrestricted Funds	10	56,489	9,740
		<u>90,203</u>	<u>54,885</u>

The trustees declare that they have approved the accounts above. Signed on behalf of the charity's trustees:

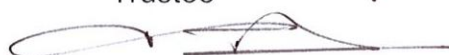
The Trustees declare that they have approved this report.

Full Name: Foujon Naini Trustee

Position: Trustee

Signature:

Date: 02/02/2023




Persian Advice Bureau
Second Floor Suite
Avenue House
17 East End Road
London
N3 3QE

Persian Advice Bureau
Notes to the financial statements
For the Year ended 4th April 2022

Basis of accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Persian Advice Bureau meets the definition of a public benefit entity under FRS 102. Assets and Liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. After due consideration, it was concluded that no restatement of the comparatives was required.

The financial statements have been prepared on a going concern basis. In arriving at this conclusion, the trustees have taken into account any material uncertainties that may affect the charity's ability to continue as a going concern.

Recognition of Incoming Resources

These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Funds Structure

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created a fund for a specific purpose.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the funder.

Income recognition

All income is recognised once the charity has entitlement to the income, there is sufficient certainty or receipt and so it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Grants and Donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources. Donations represent voluntary amounts received during the year.

Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses, including support costs and governance costs, are allocated or apportioned to the applicable expenditure headings in the statement of financial activities.

Persian Advice Bureau
Notes to the financial statements
For the Year ended 4th April 2022

1. ACCOUNTING POLICIES (continued)

Cash Flow Statement

The Charity has taken advantage of FRS 102 (Section 1A) which exempts small charities from preparing Cash Flow Statements

Trade Debtors

Trade and other debtors are recognised at the settlement amount due. Prepayments are valued at the amount prepaid.

Trade Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Motor Vehicles - 25% Straight line basis

2. Donations

	Unrestricted Funds 2022	Total Funds 2022	Total Funds 2021
	£	£	£
Donated Services	4,160	4,160	4,261

3. Incoming resources from Charitable Activities

	Unrestricted Funds 2022	Restricted Funds 2022	Total Funds 2022	Total Funds 2021
	£	£	£	£
London Legal Support				1,500
Young Barnet Foundation		500	500	18,425
Neighbourly Community Fund				400
City of London				9,493
London Community Fund				5,492
Co-operative Bank		2809	2809	110
London Borough of Barnet		97986	97986	25,000
Inclusion Barnet				8,800
Charity Aid Foundation				3,900
ARNOLD CLARK AUTOM		1,000	1,000	
SEMBLE NETWORK LTD		3,000	3,000	
TRUST FOR LONDON		15,000	15,000	
Support Services			-	-
	-	120,295	120,295	73,120

Persian Advice Bureau
Notes to the financial statements
For the Year ended 4th April 2022

4. Expenditure on Charitable Activities

	Unrestricted Funds 2022	Restricted Funds 2022	Total Funds 2022	Total Funds 2021
	£	£	£	£
Support Services	2557	86581	89137	(28475)
	2557	86581	89137	(28475)

5. Tangible Fixed Assets

	Motor Vehicles
Cost	£
At 5th April 2021	1,500
Additions	-
At 4th April 2022	1,500
Depreciation	
At 5th April 2021	-
Charge for the Year	375
At 4th April 2022	375
Net Book Value	
At 4th April 2022	1,125
At 4th April 2021	-

6. Debtors

	2022	2021
	£	£
Other Debtors	3,264	3,264

7. Creditors: Amounts due in less than one year

	2022	2021
	£	£
Accruals	2,040	600

8. Creditors: Amounts due in more than one year

	2022	2021
	£	£
Loan	8,365	9,956

Persian Advice Bureau
Notes to the financial statements
For the Year ended 4th April 2022

8. Restricted Funds

	Balance at 5th April 2021 £	Incoming Resources £	Outgoing Resources £	Transfers £	Balance at 4th April 2022 £
London Legal Support	0	0	0	0	0
Young Barnet Foundation	9,875	500	10,375	0	0
Neighbourly Community Fund	0	0	0	0	0
City of London	0	0	0	0	0
London Community Fund	1,470	0	1,470	0	0
Co-op Banking	0	2809	2,809	0	0
London Borough of Barnet	25,000	97,986	122,986	0	0
Inclusion Barnet	8,800	0	8,800	0	0
Charity Aid Foundation	0	0	0	0	0
ARNOLD CLARK AUTOM	0	1,000	1,000	0	0
SEMBLE NETWORK LTD	0	3,000	3,000	0	0
TRUST FOR LONDON	0	15,000	15,000	0	0
	45,145	120,295	165,440	0	0

10. Unrestricted Income Funds

	Balance at 5th April 2021 £	Incoming Resources £	Outgoing Resources £	Transfers £	Balance at 4th April 2022 £
General Funds	54,885	4,160	2,557		56,489

11. The Trustees do not receive any remuneration in respect of their role as Trustees.

**Persian Advice Bureau
Trustees Report
For the Year ended 4th April 2022**

Trustees' responsibilities in relation to the financial statements

The Barnet Lone Parent trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom accounting Standards (United Kingdom Generally Accepted Accounting Practice)

In preparing the financial statements the trustees are required to: -

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- prepare the financial statements on the 'going concern' basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time, the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees declare that they have approved this report.

Full Name: Foujon Naini

Position: Trustee

Signature: 

Date: 02/02/2023



Persian Advice Bureau
Second Floor Suite
Avenue House
17 East End Road
London
N3 3QE

**Persian Advice Bureau
Independent Examiner's Report
For the Year ended 4th April 2022**

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 144 of the Charities Act 2011 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 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 a 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 statement

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

2. to which, in my opinion, attention should be drawn to enable a proper understanding of the accounts to be reached.

Signature:

Name: M.R DEHSHID

Date: 02/02/2023

Professional Qualification:

AAT The professional body for accounting technicians under licence number 6250

Address: Hanovia House, 30 Eastman Road, London, W3 7YG