



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 4th	Month April	Year 2022		Day 5th	Month April	Year 2023

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 54 Hendon Lane

London

Postcode

N3 1TT

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for a whole year	Name of person (or body) entitled to appoint a 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
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17				
18				
19				
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	Althea Baily Perkins	
Senior Adviser	Foujon Naini	
Outreach Worker	Zahra Moghaddasi	
Outreach Worker	Maysam Ebadi	
Outreach Worker	Parsa Tehrani	
Outreach Worker	Mark Johnson	
Dr M. Boroumand	Health and Nutrition	

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)	Appointed 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.

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Section C Objectives and activities

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

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

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)

April 2022- March 2023

1) March 8 - International Women's Day was celebrated after English class at Avenue House. Every female in the two hotels was given a Cadbury's box of chocolate, tied with a purple ribbon. Sixteen female asylum seekers also had a complimentary haircut at a local hairdressing salon.

5) March 13 - The Norouz Event was celebrated with the asylum seekers and refugees at Middlesex University. Participants were invited to a traditional Persian meal and a drink of their choice.

6) March 25 - Mother's Day was celebrated with Barnet asylum-seeking families. The children were given a box of Quality Streets and a card the day before to give to their mothers on Mothering Sunday.

7) April 6 - PAB was awarded the London Borough of Barnet Civic Award.

8) April 14 - PAB took 45 asylum seekers (singles and families) to a day trip to the London Zoo.

9) April 30 - Eid Fitr: In collaboration with the Groundswell Project, 67 halal traditional Persian meals were given to asylum seekers staying at Home Office accommodations in Barnet in celebration of Eid Fitr.

10) May 7 - Commencement of free Saturday maths tuition for asylum-seeking children in Barnet until the last week of September.

11) June 2 - **Queens Jubilee**: PAB contributed to this event at Golders Hill Park by exhibiting six gift stalls and two Persian food stalls.

12) June 18 - Commencement of Free ESOL classes for Barnet asylum seekers at the Home Office hotels.

13) June 22 - Ladies' Coffee Time for asylum-seeking females, started at the Costa Cafe in NW2, running fortnightly until August 31st 2022. The Barnet Refugee Welcome Board and the Finchley Synagogue supported this event.

14) August 11 - Children's Pop-Up Event: distribution of clothes, shoes and toys, stationary, books, etc., at Home Office accommodations in collaboration with Nisa Nasim, Young Barnet Foundation (YBF), and Rees Foundation.

15) August 23 - Movie Night at the VUE North Finchley, supported by the Barnet Refugee Welcome Board and the Finchley Synagogue.

16) August 25 - Back to School Pop-up at the Home Office accommodations in Barnet in collaboration with Nisa Nasim, YBF and

17) September 17 - KS3 Science classes taught by one of the asylum seekers to asylum-seeking children at the Home Office accommodations in Barnet every Saturday until December 2022.

18) October 13 - Ladies' Coffee Time, continued at the Costa Cafe in NW2, running fortnightly until December 15, 2022.

19) October 31 - Halloween was celebrated with the asylum-seeking children. Children all received a package of Halloween chocolates.

20) November 15 - Online Zoom English tuition started initially for school years 9-11. The Zoom session became very popular with new arrivals dispersed to the Home Office accommodation in Barnet.

21) Outreach workers accompanied the families who attended Child Hill Primary School, Parkfield and Claremont School to celebrate a joyful Christmas party organised by the school.

22) December 21- A joyful Christmas party was held for the asylum-seeking children and their families. Beautiful presents were donated by the Young Barnet Foundation and the Barnet Refugee Welcome Board. The Finchley Synagogue donated twenty boxes of Pizza and five bottles of drinks. PAB purchased one hundred Santa chocolates for the children with a blank Christmas card to write and send to whomever they wished.

23) January 2023 - An Iranian female hairdresser volunteered to visit the Home Office accommodations and provide a stylish haircut to any asylum seeker staying at the Home Office accommodations.

24) January 2023 - ESOL Classes continued to be funded by Barnet and Southgate College in support of asylum seekers who were not able to attend college within the first six months of their arrival.

25) A £35 winter voucher was donated to asylum-seeking children.

26) Vodaphone SIM cards continue to be distributed to all new asylum seekers arriving in Barnet (only one per family).

27) Barnet Refugee Welcome Board confirmed the continuation of the Ladies Coffee Mornings for the female asylum seekers from February 2023 until further notice.

28) March 8 - International Women's Day was celebrated with Councillors Sara Conway, Gill Sergeant and 36 asylum seekers at Lavash, a Persian restaurant in Barnet.

29) Planning and preparation for the Norouz event commenced alongside the Women Life Freedom Campaign.

Additional details of objectives and activities (Optional information)

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

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

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Over the past months, PAB staff and volunteers have collaborated enthusiastically with other local communities and faith organisations to assist the asylum seekers dispersed to the London Borough of 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.

Barnet Council
Trust for London
Young Barnet Foundation
Barnet Refugee Welcome Board
The Finchley Synagogue

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)		<i>Pension Advice Bureau</i> <i>54 Hendon Lane</i> <i>London, N3 1TT</i> <i>020 8446 1716</i> 
Full name(s)	Foujon Naini	
Position (eg Secretary, Chair, etc)	Founder/Chair	
Date	01-02-24	

PERSIAN ADVICE BUREAU

Trustees Report and Financial Statements

For the year ended April 4, 2023



**Persian Advice Bureau
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Persian Advice Bureau

Charity Information

Organisation Name: **Persian Advice Bureau (PAB)**

Organisation Address: **54
Hendon Lane
London
N3 1TT**

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 April 4, 2023**

Objectives and Activities

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

Main Activities

- 1) March 8 - International Women's Day was celebrated after English class at Avenue House. Every female in the two hotels was given a Cadbury's box of chocolate, tied with a purple ribbon. Sixteen female asylum seekers also had a complimentary haircut at a local hairdressing salon.
- 5) March 13 - The Norouze Event was celebrated with the asylum seekers and refugees at Middlesex University. Participants were invited to a traditional Persian meal and a drink of their choice.
- 6) March 25 - Mother's Day was celebrated with Barnet asylum-seeking families. The children were given a box of Quality Streets and a card the day before to give to their mothers on Mothering Sunday.
- 7) April 6 - PAB was awarded the London Borough of Barnet Civic Award.
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- 16) August 25 - Back to School Pop-up at the Home Office accommodations in Barnet in collaboration with Nisa Nasim, YBF and Sebby's Corner.

- 17) September 17 - KS3 Science classes taught by one of the asylum seekers to asylum-seeking children at the Home Office accommodations in Barnet every Saturday until December 2022.
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- 22) December 21- A joyful Christmas party was held for the asylum-seeking children and their families. The Young Barnet Foundation and the Barnet Refugee Welcome Board donated beautiful presents. The Finchley Synagogue donated twenty boxes of Pizza and five bottles of drinks. PAB purchased one hundred Santa chocolates for the children with a blank Christmas card to write and send to whomever they wished.
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- 29) Planning and preparation for the Norooz event commenced alongside the Women's Life Freedom Campaign.

**Persian Advice Bureau
Trustees Report
For the Year ended 4th April 2023**

Achievements and Performance

Being one of the two charities commissioned by the Barnet Council to continue the Barnet Asylum Project to 2023-2024, assisting asylum seekers in two of the four hotels in Barnet.

The Queens' Jubilee Celebration at the Golders Green Park in collaboration with Barnet Council and local charitable organisations.

Advisers

Warren Grant -Solicitor

Althea Baily Perkins -
Solicitor

Professor M. Boroumand - Medical Nutritionist

Foujon Naini - Senior Adviser

Zahra Mogadassi – Outreach Worker

Parsa Tehrani- Outreach Worker

Maysam Ebadi - Outreach Worke

**Persian Advice Bureau
Trustees Report
For the Year ended 4th April 2023**

Trustees' responsibilities in relation to the financial statements

The Persian Advice Bureau 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: 01/02/2024

Persian Advice Bureau
54 Hendon Lane
London, N3 1TT
020 8446 1716



**Persian Advice Bureau
Trustees Report
For the Year ended 4th April 2023**

**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

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Email: info@dehshidandco.com

Web: www.dehshidandco.com

Persian Advice Bureau
Statement of Financial Activities
For the Year ended 4th April 2023

	Notes	Unrestricted Funds 2023 £	Restricted Funds 2023 £	Total Funds 2023 £	Total Funds 2022 £
Income from:					
Donations	2	4,869	-	4,869	4,160
Charitable Activities	3	-	168,448	168,448	120,295
Profit on disposal of assets			1375		
Total Income		4,869	169,823	173,317	124,455
Expenditure on:					
Charitable Activities	4	4,869	85,578	90,447	91,484
Total Expenditure		4,869	85,578	90,447	91,484
Net Income and (Expenditure) before transfers		0	84,245	82,870	32,972
Transfers		-	-	-	-
Net Income and (Expenditure)		0	84,245	82,870	32,972
Reconciliation of Funds					
Total Funds Brought Forward		11,344	76513	87,857	54,885
Total Funds Carried Forward		11,344	160,758	170,727	87,857

**Persian Advice Bureau
Balance Sheet
For the Year ended 4th April 2023**

		2023	2022
	Notes	£	£
Fixed Assets			
Tangible Assets	5	12,468	1,125
Current Assets			
Debtors	6	3,264	3,264
Cash at Hand and Bank		164,736	93,874
		168,000	97,138
Creditors: Amounts falling due within one year	7	1200	2040
Net Current Assets		166,800	95,098
Total Assets less Current Liabilities		179,268	96,223
Creditors: Amounts falling due in more than in year	8	7166	8366
Net Assets		172,102	87,857
Funds			
Restricted Funds	9	160,758	76,513
Unrestricted Funds	10	11,344	11,344
		172,102	87,857

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: Naini Trustee

Position: Trustee

Signature:

Date:

14/02/2024

Persian Advice Bureau
Notes to the financial statements
For the Year ended 4th April 2023

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 2023

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 2023	Total Funds 2023	Total Funds 2022
	£	£	£
Donated Services	4,869	4,869	4,160

3. Incoming resources from Charitable Activities

	Unrestricted Funds 2023	Restricted Funds 2023	Total Funds 2023	Total Funds 2022
	£	£	£	£
London Legal Support				
Young Barnet Foundation				500
Neighbourly Community Fund				
London Community Fund				
Co-operative Bank				2809
London Borough of Barnet		152,448	152,448	97,986
Inclusion Barnet				
Charity Aid Foundation				
ARNOLD CLARK AUTOM		1,000	1,000	1,000
SEMBLE NETWORK LTD				3,000
TRUST FOR LONDON		15,000	15,000	15,000
Support Services	4,869		4,869	-
	4,869	168,448	173,317	124,455

Persian Advice Bureau
Notes to the financial statements
For the Year ended 4th April 2023

4. Expenditure on Charitable Activities

	Unrestricted Funds 2023	Restricted Funds 2023	Total Funds 2023	Total Funds 2022
	£	£	£	£
Support Services	4869	85578	90447	91484
	4869	85578	90447	91484

5. Tangible Fixed Assets

	Motor Vehicles
Cost	£
At 5th April 2022	1,125
Disposal	1,125
Additions	16998
At 4th April 2023	16,998

Depreciation

At 5th April 2022	-
Charge for the Year	4531
At 4th April 2023	4531

Net Book Value

At 4th April 2023	12,468
At 4th April 2022	1125

6. Debtors

	2023	2022
	£	£
Other Debtors	3,264	3,264

7. Creditors: Amounts due in less than one year

	2023	2022
	£	£
Accruals	1,200	2040

8. Creditors: Amounts due in more than one year

	2023	2022
	£	£
Loan	6245	8365

Persian Advice Bureau
Notes to the financial statements
For the Year ended 4th April 2023

8. Restricted Funds

	Balance at 5th April 2022 £	Incoming Resources £	Outgoing Resources £	Transfers £	Balance at 4th April 2023 £
London Legal Support					
Young Barnet Foundation					
Neighbourly Community Fund					
London Community Fund					
Co-op Banking					
London Borough of Barnet	76,513	152,448	84,245	25,245	159,758
Inclusion Barnet					
Charity Aid Foundation					
ARNOLD CLARK AUTOM		1,000	0		1000
SEMBLE NETWORK LTD					
TRUST FOR LONDON		15,000	15,000		0
	76,513	168,448	99,245	25,245	160,758

10. Unrestricted Income Funds

	Balance at 5th April 2022 £	Incoming Resources £	Outgoing Resources £	Transfers £	Balance at 4th April 2023 £
General Funds	11,344	4,869	4,869		11,344

11. The Trustees do receive remuneration in respect of their role as Trustees.