

ITC Tamil Centre CIO
Charity Registration Number: 1181972
Trustees' Annual Report for the period ending 31 March 2021

Trustees' Report

The Trustees of ITC Tamil Centre CIO were elected at the AGM held on 28 November 2020.

Mr Kathirgamu Naganathan	-	Chairman
Mr Sinniah Shanmugathan	-	Secretary
Mr Arunachalam Thiruketheeswaran	-	Treasurer
Mr Kulandaivelu Kuganesan	-	Trust Secretary
Dr Amirthalingam Baheerathan		
Mr Karthi Kumar Kuppuswamy		
Mr Kanagasabai Ilankovan		
Mr Sajeevan Nirmalanathan		
Mr Yogaratnam Rahulan		
Mr Jeyanolipavan Raviraj		
Mr Maheswaran Shankar		
Mr Kanagasabai Sriskanthavel		
Mr Sinnathamby Velkrishna		

Structure, governance and management

The governing document of the charity by way of a Charitable Incorporated Organisation (CIO) is a Constitution based on the charity commission's Association Model adopted on 09 February 2019. The registration number is 1181972.

Trustees are appointed annually at the Annual General Meeting.

Membership of the charity is open to any individual, a corporate body or organisation Interested in furthering the purposes and objects of the charity.

The governance of the organisation is vested in a board of trustees. It has overall responsibility for management, policy, forward planning, finance, quality, monitoring and evaluation.

The operation of activities are delegated to admin staff and teachers who work on a part time basis.

Induction and Training of Trustees

Induction and training of trustees is covered as presentations at the Trustee Board meetings. The new trustees normally receive their induction at the first meeting of the financial year. The policies and procedures are reviewed on a rolling program basis at the Trustee board meetings. Governance training for the trustees is organized on a need basis.

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Risks and Internal Control

The Trustees have overall responsibility for ensuring that ITC Tamil Centre has appropriate systems of control, both financial and operational. These systems are designed to provide reasonable, but not absolute, assurance against material misstatement or loss. During the Period, the Trustees continued to review the major financial and operational risks facing ITC Tamil Centre and continue to monitor on a regular basis the implementation of any changes necessary to ensure that, as far as is reasonable, controls are in place to protect the organisation, its members, those working for it, the general public and other stakeholders.

Strategic Development

ITC Tamil Centre operates within a strategic framework in order to meet the objectives. The current business plan prepared with wider consultation with stake holders in 2017 was reviewed and updated in 2019.

The key issues identified to tackle as priorities are:

- Building a strong infrastructure
- Improving Current services:
- Incorporating new service developments
- Community buy-in

ITC Tamil centre has Financial Control policy, Reserve Policy, Equal Opportunity Policy, Safe Guarding Policy, Health and Safety policy in place which are reviewed annually.

As a community organisation, it is vital ITC Tamil centre continues to represent the communities it serves, at all levels, and remains relevant and connected to the wider borough of Kingston upon Thames.

ITC Tamil centre works in collaboration with other strategic organisations within the Borough including Kingston Racial and Equalities Council, Kingston Voluntary Action and Global Arts Kingston.

ITC Tamil Centre also partners in joint activities with the local authority and other community organisations.

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Objectives and activities

The objects of the charity set out in the governing document are for public benefit, by way of education of the public, and in particular young people, within the Royal Borough of Kingston Upon Thames and its environs, in Tamil culture and its language, arts and heritage by the provision and co-ordination of workshops, courses, events and language classes.

The provision of the above facilities is in the interest of social welfare for recreation or other leisure time occupation of individuals by reason of their youth, age, infirmity, disability, poverty or social and economic circumstances with the object of improving their lives. We are grateful for the many hours volunteers, including member volunteers, have spent in successfully carrying out the above activities.

In order to achieve these objectives ITC Tamil centre organises the following main areas of work in furtherance of its public benefit duties:

Kingston Tamil School

For the public benefit to advance education and culture through classes in Tamil language, music, dance, celebration of cultural and all faith festivals

ITC Fine Arts

For the public benefit to advance performing arts through provision of workshops in music dance and theatre productions

ITC Youth Sports Club

For the public benefit to provide recreational activities through coaching and events in a variety of youth and sporting activities

Kingston Community Centre

For the public benefit to provide welfare activities, advice and information for adults

Achievements and performance

Covid -19 Pandemic :

This financial year has been a very challenging for ITC Tamil Centre due to the Covid-19 pandemic. Due to the lock down, the charity could not hold the regular activities which are normally run in school premises and village halls. The trustees had to adopt to the 'new normal' and organize activities virtually in 'online platforms'. It is paramount that the services are provided so that the students do not fall behind in the learning activities. It is also important to keep them occupied to avoid isolation, loneliness and possible mental health issues. ITC Tamil Centre managed to provide the following activities from April 2020 to March 2021 within the scope of available facilities. Some of the activities which can only

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be provided outdoors could not be organised due to the lockdown. These were replaced by virtual activities to keep the mind and body active.

The classes were held using 'Microsoft Team platform' and the events were held using zoom platform.

- Classes every Saturday in Tamil language, vocal and variety of instrumental music and South Indian dance
- Running workshops leading to a performances
- Running keep fit classes
- Providing advice and information

Kingston Heritage Festival 2020

ITC Tamil Centre's object is education of the public in Tamil culture and its language, arts and heritage. Kingston Museum and Kingston History Centre organised a Heritage festival during the autumn 2020. We submitted a video for the Festival about the Tamil heritage of music and dance. It is a PowerPoint presentation with brief history / heritage of Tamils, Language, music and classical dance. The focus was on traditional music instruments, Veena, Flute, Nathaswaram /Melam and Bhartaha Natyam classical dance with a short video from the graduation ceremony performances by Kingston Tamil school students.

The video is on Kingston Heritage festival website. Kingston History and Heritage centre posted a tweet about it with a YouTube link. Please see the tweet and the YouTube link below.

Kingston Heritage Service @RBKheritage

Come on a journey within the borough and across the globe in this short film on Tamil heritage, music and dance, presented by ITC Tamil Centre and the Tamil Information Centre. Watch the short film at <http://bit.ly/3iBjHLJ> available online until 11 October 2020. #KingstonHeritageFest.

This video had over **530 views**.

Our virtual events:

The events listed below are those organised annually which are key to advance and educate the public in our rich culture and traditions by encouraging our students to showcase what they have learnt in a classroom environment. They are well attended by parents, friends and local diverse communities. Other local community/cultural organisations are invited to attend and learn about our traditions and culture. The events are free of charge and a small fee is charged for some events to cover the cost.

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Tamil New Year and 34th Anniversary - 04 April 2020

The anniversary cultural show which was planned with the Tamil New year celebration on 4 April 2020 had to be cancelled due to the lock down restrictions due to Covid-19.

Navarathiri - 25 October 2020

In tradition with our culture, we celebrated this 'festival of nine nights' on Sunday, 25 October 2020. As it was Covid-19 lock down, we felt it is important to organise the festival virtually on zoom to enable children and parents to participate, pray, perform and meet the members of the community. All performances were given by our Tamil School students with the support of the teachers. This event was well attended by about 250 people on zoom.

Annual Innovation cultural show - 5 December 2020

Our programme titled 'Innovations' which showcases and educates the public in traditional classic Fine Arts could not be held due to the covid-19 lock down. It was decided to play the video of the first 'Inspiration of Music and Dance' programme held in Ashcroft Theatre in Croydon on 1st March 1998. The dance drama portraying the life of Lord Krishna was shown virtually on zoom. The children who performed in the dance drama 22 years ago have a family with children of their own now. They all enjoyed the show and the reunion with the fellow participants sharing the good old memories. Around 150 people joined the zoom and watched the show which received very good reviews in local media in 1998.

Christmas celebrations -19 December 2020

This programme was organised mainly for the children and parents and held virtually on zoom to reflect the spirit and traditions of Christmas. Children performed nativity plays, songs and talks about Christmas. Father Christmas also joined and gave virtual presents which were delivered to their homes later. Parents, who were taking adult classes also displayed their talents. Children, parents and well-wishers joined the zoom event and participated in the event.

Thai Pongal - 16 January 2021

This event is normally organised during the day at our school nearest Saturday to the Thai Pongal day. Children are encouraged to learn about this auspicious festival and participate in related activities. We hold drawing competition for our school children, to bring out their imagination about the purpose of and how the Pongal celebration is carried out. Further we exhibit how a typical Pongal would be celebrated with a display with "Kolam, Pot, etc". We end the day with serving the traditional 'Thai Pongal Pukkai' and other short-eats "Vadai, Kadali" etc. Parents of students and local residents from various communities attend and enjoy the traditions.

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We could not have face to face live event this year due to Covid-19. We managed to organise Thai Pongal 2020 event on the same format virtually on zoom on 16 January 2021. We could not serve the traditional food otherwise the event was enjoyed by about 200 people mainly children, their families and well-wishers on zoom.

Tamil New Year and 35th Anniversary - 27 March 2021

The anniversary cultural show is usually organised with the Tamil New year celebration. The 34th anniversary show had to be cancelled due to early days of Covid 19 as we were not prepared for such a situation. After an year of Covid pandemic, we have come to terms with the situation and started our activities on virtual platforms.

The 35th Anniversary cultural show was held virtually on 27 March 2021. The performances were given by our Tamil School students who have been attending regular classes throughout the year on virtual platform. The items performed were traditional dramas, speeches, poetry readings, storytelling and traditional tales. Some of our usual performances were not possible to perform virtually. Sir Ed Davey, MP for Kingston and Surbiton, Mr John Azah OBE of KREC attended the event as guests. They really appreciated that ITC Tamil Centre providing such events to the community during the unprecedented times.

Financial review

As at 31 March 2021 the cash at bank was £38k in Unrestricted Funds. The funds are held to cover ongoing operational costs in the event of a loss of income and to meet any unforeseen expenditure that may occur in line with the reserve policy.

Second round of Discretionary Grant Fund (COVID-19)

ITC Tamil Centre applied for the second round of discretionary grant fund for small and micro businesses, as well as charities that were outside the scope of the previous business grant schemes. We were awarded a grant of £5,000 to cover some of the running costs and the loss of income.

Reserves Policy

The main aim of the Trustees is to ensure that ITC Tamil Centre holds adequate reserves for working capital purposes and has sufficient funds to meet contractual liabilities and winding down costs, were the organisation to close. This includes redundancy pay, were there to be any employees, amounts due to creditors and commitments under contracts.


In addition to the contingency reserve, the current general unrestricted will be used for administration and running costs, as well as fundraising and project planning.

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The main sources of income for the period ended 31 March 2021 has been tuition fee, Covid-19 Grant, Donations and fund raising.

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

ITC Tamil Centre CIO
Registered charity No. 1181972
Registered office:
20 Beechcroft Avenue,
New Malden
Surrey KT3 3EG


Mr Kathirgamu Naganathan
Chairman
Date: 10/07/2021



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity name
ITC TAMIL CENTRE

On accounts for the year
ended

31/03/2021

Charity no
(if any)

1181972

Set out on pages

Remember to include the number of accounts set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

M. Mahalingasivam Mathitharan

Date:

10/07/2021

Name:

MAHALINGASIVAM MATHITHARAN

Relevant professional
qualification(s) or body
(if any):

ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS (ACCA)

Address:

7, CRANLEY DRIVE, ILFORD, IG2 6AH

ITC Tamil Centre CIO**Trustees' Annual Report for the year ended 31 March 2021****Registered charity number 1181972****Statement of Financial Activities for the year ended 31 March 2021**

	2021	2020
	Total	Total
	Unrestricted	Unrestricted
	funds	funds
	£	£
Income		
Donations	1,610	5,832
Grant	5,000	0
Membership subscriptions	1,440	4,320
Fundraising	300	10,513
Tuition and match fees	12,036	29,740
Sponsorship	400	1,300
Interest	2	7
Other income	1,518	3,905
Total income	22,306	55,617
Expenditure		
Venue hire and rental	0	25,254
Teaching and coaching costs	9,659	8,876
Awards events and activity costs	0	9,154
Printing and publication	1,885	4,739
Insurance	685	657
Depreciation	472	472
Administration	3,479	3,336
Total expenditure	16,180	52,488
Net income for the period to 31 March 2021	6,126	3,129
Unrestricted funds b/fd	31,010	27,881
Unrestricted funds carried forward as at 31 March 2021	37,136	31,010

As stated in the Trustees' Report, ITC Tamil Centre CIO was previously registered as a limited company with Companies House, registration number 4217416. The assets and liabilities of the company were transferred to the charity which was registered with the Charity Commission on 11 February 2019.

For the period to 31 March 2021 the charity did not have any Restricted or Endowed funds.


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Balance Sheet as at 31 March 2021

	2021 Unrestricted funds £	2020 Unrestricted funds £
Fixed assets		
Sound and public address system	1,420	1,892
Current assets		
Stock	1,223	1,000
Debtors	9,424	5,554
Cash at bank	38,430	32,899
Cash in hand	57	207
Total current assets	49,134	39,660
less:		
Current liabilities		
Trade creditors - amounts falling due within one year	4,177	2,453
Accrued expenses	9,241	8,089
Total current liabilities	13,418	10,542
Net current assets	35,717	29,118
Total assets	37,137	31,010
Charity's Funds:		
Designated Special purposes fund		
Balance brought forward from Last Year	2,195	2,195
Received for the period to 31 March 2021	750	750
	2,945	2,945
Unrestricted funds		
Balance brought forward from Last Year	28,066	24,936
Surplus for the period to 31 March 2021	6,126	3,129
	34,192	28,065
Total Unrestricted Funds	37,137	31,010

As stated in the Trustees' Report, ITC Tamil Centre CIO was previously registered as a limited company with Companies House, registration number 4217416. The assets and liabilities of the company were transferred to the charity which was registered with the Charity Commission on 11 February 2019.
For the year ended 31 March 2021 the charity did not have any Restricted or Endowed funds.

Signed on behalf of all the Trustees:


Mr Kathirgamu Naganathan
Chairman


Mr Arunachalam Thiruketheeswaran
Treasurer

Date: 10/07/2021

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Registered charity number 1181972

Notes to the accounts for the year ended 31 March 2021

	2021	2021	2020	2020
Note 1 The charity was formed on 11 February 2019 to continue all the activities and events and take over the assets and liabilities previously carried out by ITC Tamil Centre registered with Companies House, Company Number 4217416. The assets and liabilities of the company taken over by the charity were:				
	£		£	
Fixed assets - Sound and public address system	1,420		400	
Current asstes				
Stock of books	1,223		1,045	
Debtors due within one year	9,424		3,613	
Cash at bank and in hand	38,487		29,242	
Current liabilities				
Creditors due within one year	(4,177)		(1,263)	
Accrued expenses	(9,241)		(5,157)	
Surplus funds	37,137		27,880	
Note 2 The accounts of the charity have been prepared under the accruals concept and in accordance with the Charities Act. There are four divisions within the charity:				
Kingston Tamil School				
Tamil Centre				
Youth Sports Club				
Fine Arts				
Note 3 Fixed assets - Sound and public address system				
	£		£	
Net Book Value B/Fd on 01 April 2020	1,892		400	
Additions in the year to 31 March 2021	0		1,964	
	1,892		2,364	
Less : Depreciation	(472)		(472)	
Net Book Value as at 31 March 2021	1,420		1,892	
Note 4 Current assets				
	£	£	£	£
Stock of books		1,223		1,000
Debtors due within one year		9,424		5,554
Cash at bank:				
Kingston Tamil School	6,519		3,753	
Tamil Centre	11,935		8,646	
Youth Sports Club	16,017		16,461	
Fine Arts	3,960	38,430	4,039	32,899
Cash in hand:				
Kingston Tamil School	50		200	
Youth Sports Club	7		7	
Fine Arts	0	57	0	207
Total current assets at 31 March 2021		49,134		39,660

