

ITC Tamil Centre CIO
Charity Registration Number: 1181972
Trustees' Annual Report for the period ending 31 March 2022

Trustees' Report

The Trustees of ITC Tamil Centre CIO were elected at the AGM held on 03 September 2021.

Mr Kathirgamu Naganathan	-	Chairman
Mr Selvanayagam Arunthavakumaran	-	Secretary
Mr Arunachalam Thiruketheeswaran	-	Treasurer
Mr Kualndaivelu Kuganesan	-	Trust Secretary
Dr Amirthalingam Baheerathan		
Mr Karthi Kumar Kuppuswamy		
Mr Kanagasabai Ilankovan		
Mr Balasingham Ravindran		
Mr Naganathan Nagendra		
Mr Jeyanolipavan Raviraj		
Mr Maheswaran Shankar		
Mr Kanagasabai Sriskanthaverl		
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.

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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.

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.

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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.

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

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Achievements and performance

Covid -19 Pandemic :

This financial year has also been 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 organise 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 2021 to March 2022 within the scope of available facilities. Some of the activities which can only be provided outdoors could not be organised due to the pandemic. 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

Reopening of 'in person activities'

Kingston Tamil School was planning to start 'in person' classes in September 2021. We carried out a consultation with parents and children to get their views. The majority was not comfortable of attending face to face lessons due to the high number of cases at that time. It was decided to assess the situation in January 2022. As the covid cases were high at Tolworth Girls School at that time, it was decided to start the 'in person' lessons after the spring half term. Finally, the Saturday classes were started at Tolworth Girls School on 26th February 2022.

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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. The aim is also to help with isolation, loneliness and to encourage interaction with the community virtually.

Virtual Talent Show – 29 May 2021

ITC Fine Arts titled 'Innovations' which showcases and educates the public in traditional classic Fine Arts could not be held due to the covid-19 lock down. ITC Fine Arts organised a virtual talent show on zoom for all the students. The students were invited to perform a musical item to show their hidden talents. Four judges reviewed their performance, made comments to encourage the participants. The winners were awarded prizes and marked the performances. Around 150 people joined the zoom and watched the show which received very good reviews. It helped

Navarathiri - 9 October 2021

In tradition with our culture, we celebrated this 'festival of nine nights' on Saturday, 9 October 2021. 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 200 people on zoom.

Christmas celebrations -18 December 2021

ITC has an equal opportunity policy to embrace and respect all cultures and faiths. The Christmas was celebrated on Saturday, 18 December 2021. 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 - 15 January 2022

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.

We could not have face to face live event this year due to Covid-19. We managed to organise Thai Pongal 2022 event on the same format virtually on zoom on 15 January 2022. 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.

Kingston Heritage Festival 2022

ITC Tamil Centre's object is education of the public in Tamil culture and its language, arts and heritage. Kingston Heritage group organised a Tamil Heritage festival to celebrate Thai Pongal (Harvest festival) and the heritage month on 22nd January 2022. It is a collaborative event of Community Centre for Development and the Tamil Schools including Kingston Tamil School with Kingston Council. It was a successful event held in New Malden with Tamil traditional music, dance and heritage exhibition.

Financial review

As at 31 March 2022 the cash at bank was £39k 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.

National Lottery Fund / Kingston Voluntary Action Covid 19 Grant

ITC Tamil Centre applied for National Lottery Community Fund/Kingston Voluntary Action (NLCF/KVA) Kingston Covid-19 Round 1 Grants and was successful in receiving £4,425.

The application was for a grant to provide 20 tablets, earphones and laptop to support disadvantaged families who dropped out of our virtual services due to the affordability of digital equipment. Our virtual services include online lessons, cultural activities, keep fit/yoga classes, talks on Covid related health issues, chat room to connect with families & friends, talent shows /live performances for children's parents and grandparents. These services are provided virtually during the pandemic to help address social isolation, digital exclusion, and emotional wellbeing and to provide covid-19 information in the first language.

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Reserves Policy

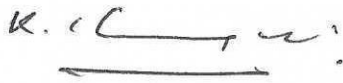
The main aim of the Trustees is to ensure that ITC Tamil Centre holds adequate reserves for working capital purposes and has sufficient funds to meet contractual liabilities and winding down costs, were the organisation to close. This includes redundancy pay, were there to be any employees, amounts due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

The main sources of income for the period ended 31 March 2021 has been tuition, Covid-19 Grant 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: 04/07/2022

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Balance Sheet as at 31 March 2022

	2022 Unrestricted funds £	2021 Unrestricted funds £
Fixed assets		
Sound and public address system	948	1,420
Current assets		
Stock	1,688	1,223
Debtors	9,994	9,424
Cash at bank	39,189	38,430
Cash in hand	57	57
Total current assets	50,928	49,134
less:		
Current liabilities		
Trade creditors - amounts falling due within one year	3,139	4,177
Accrued expenses	8,588	9,241
Total current liabilities	11,727	13,418
Net current assets	39,201	35,717
Total assets	40,149	37,137
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	34,191	28,066
Surplus for the period to 31 March 2022	3,013	6,126
	37,204	34,192
Total Unrestricted Funds	40,149	37,137

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 2022 the charity did not have any Restricted or Endowed funds and approved by Trust Board on 08 June 2022.

Signed on behalf of all the Trustees:



Mr Kathirgamu Naganathan
Chairman



Mr Arunachalam Thiruketheeswaran
Treasurer

Date: 07/07/2022

ITC Tamil Centre CIO**Trustees' Annual Report for the year ended 31 March 2022**

Registered charity number 1181972

Statement of Financial Activities for the year ended 31 March 2022

	2022	2021
	Total	Total
	Unrestricted	Unrestricted
	funds	funds
	£	£
Income		
Donations	1,500	1,610
Grant	4,425	5,000
Membership subscriptions	1,939	1,440
Fundraising	0	300
Tuition, Training and match fees	16,958	12,036
Sponsorship	0	400
Interest	1	2
Other income	2,735	1,518
Total income	27,558	22,306
Expenditure		
Venue hire and rental	0	0
Teaching and coaching costs	13,482	9,659
Awards events and activity costs	0	0
Printing and publication	2,177	1,885
Insurance	680	685
Equipment Purchases from Grant	4,130	0
Depreciation	472	472
Administration	3,604	3,479
Total expenditure	24,545	16,180
Net income for the period to 31 March 2022	3,013	6,126
Unrestricted funds b/fd	37,137	31,011
Unrestricted funds carried forward as at 31 March 2022	40,149	37,137

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.

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Notes to the accounts for the year ended 31 March 2022

	2022	2021
<p>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:</p>		
	£	£
Fixed assets - Sound and public address system	948	1,420
Current assets		
Stock of books	1,688	1,223
Debtors due within one year	9,994	9,424
Cash at bank and in hand	39,246	38,487
Current liabilities		
Creditors due within one year	(3,139)	(4,177)
Accrued expenses	(8,588)	(9,241)
Surplus funds	40,149	37,137
<p>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:</p> <p> Tamil Centre Kingston Tamil School Youth Sports Club Fine Arts</p>		
<p>Note 3 Fixed assets - Sound and public address system</p>		
	£	£
Net Book Value B/Fd on 01 April 2021	1,420	1,892
Additions in the year to 31 March 2022	0	0
	1,420	1,892
Less : Depreciation	(472)	(472)
Net Book Value as at 31 March 2022	948	1,420
<p>Note 4 Current assets</p>		
	£	£
Stock of books	1,688	1,223
Debtors due within one year	9,994	9,424
Cash at bank:		
Kingston Tamil School	5,756	6,519
Tamil Centre	13,509	11,935
Youth Sports Club	16,098	16,017
Fine Arts	3,826	3,960
	39,189	38,430
Cash in hand:		
Kingston Tamil School	50	50
Youth Sports Club	7	7
Fine Arts	0	57
Total current assets at 31 March 2022	50,928	49,134



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity Name
ITC TAMIL CENTRE

**On accounts for the year
ended**

31/03/2022

**Charity no
(if any)** 1181972

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 /03/2022

**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. Mathitharan*

Date: 04/07/2022

Name: MAHALINGASIVAM MATHITHARAN

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

ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS (ACCA)

Address: 7 , CRANLEY DRIVE ,ILFORD,IG2 6AH