

**ITC Tamil Centre CIO**  
**Charity Registration Number: 1181972**  
**Trustees' Annual Report for the period ending 31 March 2023.**

**Trustees' Report**

The Trustees of ITC Tamil Centre CIO were elected at the AGM held on 16 July 2022.

Mr Kathirgamu Naganathan	-	Chairman
Mr Selvanayagam Arunthavakumaran	-	Secretary
Mr Arumugam Gangeswaran	-	Treasurer
Dr Seevaratnam Jegandan	-	
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		
Mr. Yogarajah Jayakanth		
Mr. Rajendram Balendran		

**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, Child 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**

**Reopening of 'in person activities' after Covid 19 pandemic:**

Kingston Tamil School finally started the 'in person' regular Saturday classes at Tolworth Girls School on 26<sup>th</sup> February 2022 after the virtual classes on Microsoft Teams platform during the pandemic lock down.

Between April 2022 and March 2023 ITC Tamil Centre has worked and executed the following activities:

- Classes every Saturday in Tamil language, vocal and variety of instrumental music and South Indian dance based at Tolworth Girls School in line with main stream school term dates.
- Regular talks/ speeches about Tamil heritage and culture by scholars
- Running workshops leading to performances
- Football / Netball / Cricket practices on weekends and summer vacation.
- Participating in friendly matches
- Running keep fit classes
- Providing advice and information

**Our events:**

The events listed below are those we organise 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.

**36<sup>th</sup> Anniversary Cultural Evening - 25 June 2022**

The anniversary cultural show was organised on 25 June 2022 few months later than usual due to the Covid pandemic. This is the first major celebrations in a hall after the Covid pandemic. The performances were given by our Tamil School students who have been attending regular classes throughout the year. The items performed were traditional dramas, speeches, poetry readings, storytelling and traditional tales presented as a puppet show. This programme was held at Tolworth Girls' school large hall. Parents and local residents from diverse communities also attended.

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Sports day - 9 July 2022

Although we are a cultural organisation, yet we still encourage our students to be physically active and fit. Our annual sports day was organised on 9 July 2022 at the sports ground in Tolworth Girls School to give them that opportunity to participate in sports activities. It was a competitive event between three inter-houses and is contested in athletics, football and netball. It is the first outdoor event for many of our students. They thoroughly enjoyed the participation in athletic and fun races.

Annual Innovation Talent show and Deepavali Celebration -15 October 2022

Our programme titled 'Innovations' which showcases and educates the public in traditional classic Fine Arts was held at Tolworth Girls School to coincide with Diwali celebration. It was an event filled with music, dance and orchestra performed by students and budding artistes. Other communities and organisations were also invited to showcase their cultures. This year it was a talent show to encourage competitive participation and spotting talents within the community. Many students showed their talents in music, Dance and instruments.

Navarathiri - 1 October 2022

In tradition with our culture, we celebrated this 'festival of nine nights' on Saturday, 1 October 2022 on the sixth day of Navarathri. All performances are given by our Tamil School students and with the support of our teachers. The traditional Navarathri food is also served as part of the celebrations. This event was well attended by all communities.

Christmas celebrations and Sports award ceremony -10 December 2022

Our annual sports award ceremony and Christmas celebrations were organised on the 10<sup>th</sup> of December 2022 as we were catch up with events after Covid pandemic.

Sports Awards Presentation:

The netball / football players who participated and performed well in tournaments with other organisations were awarded trophies and certificates for their performances. This is to award the winners and motivate them to perform better.

Christmas celebrations:

ITC has an equal opportunity policy to embrace and respect all cultures and faiths. 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 - 1 January 2023

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.

#### Kingston Heritage Festival 2023 – 28 January 2023

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 28<sup>th</sup> January 2023. 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 the Jubilee square in New Malden with Tamil traditional music, dance and heritage exhibition.

#### Financial review

As at 31 March 2023 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.

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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 2022 has been tuition fees, and fund raising events.

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

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**Balance Sheet as at 31 March 2023**

	2,023 Unrestricted funds  £	2,022 Unrestricted funds  £
<b>Fixed assets</b>		
Sound and public address system	758	948
<b>Current assets</b>		
Stock	1,089	1,688
Debtors	4,583	9,994
Cash at bank	46,384	39,189
Cash in hand	150	57
<b>Total current assets</b>	<u>52,206</u>	<u>50,928</u>
less:		
<b>Current liabilities</b>		
Trade creditors - amounts falling due within one year	2,790	3,139
Accrued expenses	4,589	8,588
<b>Total current liabilities</b>	<u>7,379</u>	<u>11,727</u>
<b>Net current assets</b>	44,827	39,201
<b>Total assets</b>	<u><u>45,585</u></u>	<u><u>40,149</u></u>
<b>Charity's Funds:</b>		
<b>Designated Special purposes fund</b>		
Balance brought forward from Last Year	2,195	2,195
Received for the period to 31 March 2021	750	750
	<u>2,945</u>	<u>2,945</u>
<b>Unrestricted funds</b>		
Balance brought forward from Last Year	37,204	34,191
Add: Community centre Balance B/F	1,669	
Surplus for the period to 31 March 2023	3,767	3,013
	<u>42,640</u>	<u>37,204</u>
<b>Total Unrestricted Funds</b>	<u><u>45,585</u></u>	<u><u>40,149</u></u>

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 2023 the charity did not have any Restricted or Endowed funds and approved by Trust Board on 10 June 2023.

Signed on behalf of all the Trustees:



Mr Kathirgamu Naganathan  
Chairman



Mr Arumugam Gangeswaran  
Treasurer

Date: 09-12-2023

09-12-2023



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Statement of Financial Activities for the year ended 31 March 2023

	2023 Total Unrestricted funds  £	2,022 Total Unrestricted funds  £
<b>Income</b>		
Donations	3,780	1,500
Grant	0	4,425
Membership subscriptions	2,970	1,060
Administrative Contribution	0	879
Tuition, Training and match fees	18,494	16,958
Sports Day	2,595	
Sports Night	1,855	
Cultural Show	7,247	0
Yoga Class	250	
11+Class	239	
Talent Show	880	
Finearts Classes Rent received	1,667	
Hall Hire	1,100	
Interest	28	1
Other income	134	2,735
<b>Total income</b>	<b>41,239</b>	<b>27,558</b>
<b>Expenditure</b>		
Venue hire and rental	10,375	0
Cultural Show expenses	3,993	
Sports Day	2,161	
Sports Night	1,493	
Talent Show and other expenses	538	
Teaching and coaching costs	11,324	13,482
Sundry	204	0
Printing and publication	0	2,177
Insurance	679	680
Equipment Purchases from Grant	0	4,130
Depreciation	190	472
Bad debt written off	4,619	
Administration	1,897	3,604
<b>Total expenditure</b>	<b>37,472</b>	<b>24,545</b>
<b>Net income for the period to 31 March 2023</b>	<b>3,767</b>	<b>3,013</b>
Unrestricted funds b/fd	37,204	34,191
Add: Community centre Balance B/F	1,669	
<b>Unrestricted funds carried forward as at 31 March 2023</b>	<b>42,640</b>	<b>37,204</b>

**ITC Tamil Centre CIO**  
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**Notes to the accounts for the year ended 31 March 2023**

**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:

	<b>2,023</b>	<b>2,022</b>
	<b>£</b>	<b>£</b>
Fixed assets - Sound and public address system	758	948
Current assets		
Stock of books	1,089	1,688
Debtors due within one year	4,583	9,994
Cash at bank and in hand	46,534	39,246
	<b>52,964</b>	<b>51,876</b>
Current liabilities		
Creditors due within one year	(2,790)	(3,139)
Accrued expenses	(4,589)	(8,588)
<b>Surplus funds</b>	<b>45,585</b>	<b>40,149</b>

**Note 2** The accounts of the charity have been prepared under the accruals concept and in accordance with the Charities Act.

There are five divisions within the charity:

Tamil Centre  
Kingston Tamil School  
Youth Sports Club  
Fine Arts  
Community Centre

	<b>2,023</b>	<b>2,022</b>
	<b>£</b>	<b>£</b>
<b>Note 3 Fixed assets - Sound and public address system</b>		
Net Book Value B/Fd on 01 April 2022	948	1,420
Additions in the year to 31 March 2023	0	0
	948	1,420
Less : Depreciation	(190)	(472)
<b>Net Book Value as at 31 March 2023</b>	<b>758</b>	<b>948</b>

	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Note 4 Current assets</b>				
Stock of books	1,089			1,688
Debtors due within one year	4,583			9,994
Cash at bank:				
Kingston Tamil School	5,313		5,756	
Tamil Centre	17,554		13,509	
Youth Sports Club	15,890		16,098	
Community Centre	3,929		0	
Fine Arts	3,699	46,384	3,826	39,189
Cash in hand:				
Kingston Tamil School	150		50	
Youth Sports Club	0		7	
Fine Arts	0	150	0	57
<b>Total current assets at 31 March 2023</b>		<b>52,206</b>		<b>50,928</b>



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
ITC TAMIL CENTRE

On accounts for the year  
ended

31/03/2023

Charity no  
(if any)

1181972.

Set out on pages

(Information to include (for page 1) summary of the accounts examined)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2023.

Responsibilities and  
basis of report

As the charity trustees of the Trust, 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 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 (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn 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:

Saramej

Date:

28/06/2023

Name:

SARAMEJ SIVASUBRAMANIAM

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

ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS.

Address:

13 RIVER VIEW ROAD.

EPSOM.

KT19 0LF



Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**