

**ITC Tamil Centre CIO**  
**Charity Registration Number: 1181972**  
**Trustees' Annual Report for the period ending 31 July 2024.**

## **Trustees' Report**

The Trustees of ITC Tamil Centre CIO were elected at the AGM held on 1 July 2023.

Mr Maheswaran Shankar	-	Chair
Dr Seevaratnam Jegandan	-	Secretary
Mr Arumugam Gangeswaran	-	Treasurer
Mr Karthi Kumar Kuppuswamy		
Mr Kanagasabai Ilankovan		
Mr Naganathan Nagendra		
Dr. Vivekanandan Ponnampalam		
Mr Balasingham Ravindran		
Mr. Sinnathamby Velkrishna		
Mr. Yogarajah Jayakanth		
Mr. Bhramavaruban Sivapragasam		
Mr. Nagamany Veerasingham Kuralarasu		
Mr. Ramanan Mangalajeyanathan		
Mr. Rajendram Balendran		
Mr. Satheesan Paramalingam		

## **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.

**ITC Tamil Centre CIO**  
**Charity Registration Number: 1181972**  
**Trustees' Annual Report for the period ending 31 July 2024**

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.

**ITC Tamil Centre CIO**  
**Charity Registration Number: 1181972**  
**Trustees' Annual Report for the period ending 31 July 2024**

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

**ITC Tamil Centre CIO**  
**Charity Registration Number: 1181972**  
**Trustees' Annual Report for the period ending 31 July 2024**

**Achievements and performance**

Between April 2023 and July 2024 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.

**37<sup>th</sup> Anniversary Cultural Evening – 1 April 2023**

The anniversary cultural show was organised on 1 April 2023. 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, vocal, instrumental music, Bharatha Natyam dance and traditional tales presented as a puppet show. This programme was held at Tolworth Girls' school large hall. Sir Ed Davey MP for Kingston and Surbiton, Cllr M.Yoganathan Mayor of RBK, Mr.John Azah CEO of Kingston Race and Equalities Council and Parents and local residents from diverse communities also attended.

**ITC Tamil Centre CIO**  
**Charity Registration Number: 1181972**  
**Trustees' Annual Report for the period ending 31 July 2024**

Sports day - 8 July 2023

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 8 July 2023 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.

New Arts class for students - 7 October 2023

Kingston Tamil school started classes in painting arts due to popular demand. The class started with five students but has grown into double figures at 11 students.

Medical camp – 4 November 2023

ITC community Centre organised this free medical camp for parents and children. GP's and Dentists conducted a well being session with medical check-up including dentist and wellbeing advice session. We are grateful for a few of our old students who are in medical profession provided their services.

Annual Innovation Talent show and Deepavali Celebration -18 November 2023

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 - 21 October 2023

In tradition with our culture, we celebrated this 'festival of nine nights' on Saturday, 21 October 2023 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.

#### Estate planning – 2 December 2023

ITC community Centre organised this free estate planning seminar for parents and children. Free estate planning seminar advice session about will writing and financial estate planning. We are grateful for old student who is a practicing legal professional for providing their services.

#### Christmas celebrations - 9 December 2023:

ITC has an equal opportunity policy to embrace and respect all cultures and faiths. This programme was organised during the day mainly for the children and parents to reflect the spirit and traditions of Christmas. Children performed nativity plays, songs and talks about Christmas. Father Christmas also joined and gave presents to the children.

#### Sports Awards Night - 9 December 2023:

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.

#### Thai Pongal - 20 January 2024

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 2024 – 21 January 2024

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 21st January 2024. 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.

#### Medical camp – 1 February 2024

ITC community Centre organised this free seminar for parents and children about the importance of winter vaccine presented by medical staff associated with NHS.

### 38<sup>th</sup> Anniversary Cultural Evening – 24 February 2024

The anniversary cultural show was organised on 24 February 2024. 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, vocal, instrumental music, Bharatha Natyam dance and traditional tales presented as a puppet show. This programme was held at Tolworth Girls' school large hall. Sir Ed Davey MP for Kingston and Surbiton, Mr. John Azah CEO of Kingston Race and Equalities Council and Parents and local residents from diverse communities also attended.

### Sports day - 22 June 2024

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 22 June 2024 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.

**ITC Tamil Centre CIO**  
**Charity Registration Number: 1181972**  
**Trustees' Annual Report for the period ending 31 July 2024**

Financial review

As at 31 July 2024 the cash at bank was £51k 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.

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 July 2024 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 Maheswaran Shankar  
Chairman




**ITC Tamil Centre CIO****Trustees' Annual Report for the year ended 31 July 2024****Registered charity number 1181972****Balance Sheet as at 31 July 2024**


	2,024 Total funds £	2,023 Total funds £
<b>Fixed assets</b>		
	606	758
	0	
<b>Current assets</b>	0	
Stock	575	1,089
Debtors	2,900	4,583
Cash at bank	50,644	46,384
Cash in hand	939	150
<b>Total current assets</b>	<b>55,058</b>	<b>52,206</b>
<b>less:</b>		
<b>Current liabilities</b>		
Trade creditors - amounts falling due within one year	4,047	2,790
Accrued expenses	0	4,589
<b>Total current liabilities</b>	<b>4,047</b>	<b>7,379</b>
<b>Net current assets</b>	<b>51,011</b>	<b>44,827</b>
<b>Total assets</b>	<b>51,617</b>	<b>45,585</b>
<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
	<b>2,945</b>	<b>2,945</b>
<b>Unrestricted funds</b>		
Balance brought forward from Last Year	42,640	37,204
Add: Community centre Balance B/F	0	1,669
Surplus for the period to 31 July 2024	6,032	3,767
	<b>48,672</b>	<b>42,640</b>
<b>Total Unrestricted Funds</b>	<b>51,617</b>	<b>45,585</b>

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 July 2024 the charity did not have any Restricted or Endowed funds and approved by Trust Board on 24 th August 2024.

Signed on behalf of all the Trustees:

  
Mr Maheswaran Shankar  
Chairman

  
Mr Arumugam Gangeswaran  
Treasurer

Date:

**ITC Tamil Centre CIO****Trustees' Annual Report for the year ended 31 July 2024****Registered charity number 1181972****Statement of Financial Activities for the year ended 31 July 2024**

	2,024	2,023
	Total	Total
	funds	funds
	£	£
<b>Income</b>		
Donations	1,480	3,780
Membership subscriptions	3,850	2,970
Administrative Contribution	610	0
Tuition, Training and match fees	29,122	18,494
Net Ball	15,734	
Sports Day	5,681	2,595
Sports Night	3,038	1,855
Cultural Show	6,292	7,247
Yoga Class	355	250
11+Class	0	239
Talent Show	822	880
Finearts Classes Rent received	3,871	1,667
Hall Hire	690	1,100
Web Advert Received	280	0
Interest	135	28
Exame Fees	3,883	0
Other income	1,367	134
<b>Total income</b>	<b>77,210</b>	<b>41,239</b>
<b>Expenditure</b>		
Venue hire and rental	20,628	10,375
Cultural Show expenses	3,651	3,993
Net Ball Expenses	15,295	
Sports Day	4,665	2,161
Sports Night	2,256	1,493
Talent Show and other expenses	169	538
Teaching and coaching costs	14,521	11,324
Sundry	1,554	204
Stationery	199	
Microsoft Maintenance	550	0
Insurance	699	679
Exame Fees	3,883	
Card Charges	393	
Depreciation	152	190
Bad debt written off	1,225	4,619
Administration	1,337	1,897
<b>Total expenditure</b>	<b>71,177</b>	<b>37,472</b>
<b>Net income for the period to 31 July 2024</b>	<b>6,032</b>	<b>3,767</b>
Unrestricted funds b/fd	42,640	37,204
Add: Community centre Balance B/F	0	1,669
<b>Unrestricted funds carried forward as at 31 July 2024</b>	<b>48,672</b>	<b>42,640</b>


**ITC Tamil Centre CIO**  
**Trustees' Annual Report for the year ended 31 July 2024**  
**Registered charity number 1181972**  
**Balance Sheet as at 31 July 2024**

	<b>2,024</b>	<b>2,023</b>
	<b>Total</b>	<b>Total</b>
	<b>funds</b>	<b>funds</b>
	<b>£</b>	<b>£</b>
<b>Fixed assets</b>		
	606	758
	0	
<b>Current assets</b>	0	
Stock	575	1,089
Debtors	2,900	4,583
Cash at bank	50,644	46,384
Cash in hand	939	150
<b>Total current assets</b>	<b>55,058</b>	<b>52,206</b>
less:		
<b>Current liabilities</b>		
Trade creditors - amounts falling due within one year	4,047	2,790
Accrued expenses	0	4,589
<b>Total current liabilities</b>	<b>4,047</b>	<b>7,379</b>
<b>Net current assets</b>	<b>51,011</b>	<b>44,827</b>
<b>Total assets</b>	<b>51,617</b>	<b>45,585</b>
<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
	<b>2,945</b>	<b>2,945</b>
<b>Unrestricted funds</b>		
Balance brought forward from Last Year	42,640	37,204
Add: Community centre Balance B/F	0	1,669
Surplus for the period to 31 July 2024	6,032	3,767
	<b>48,672</b>	<b>42,640</b>
<b>Total Unrestricted Funds</b>	<b>51,617</b>	<b>45,585</b>

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 July 2024 the charity did not have any Restricted or Endowed funds and approved by Trust Board on 24 th August 2024.

Signed on behalf of all the Trustees:

  
Mr Maheswaran Shankar  
Chairman

  
Mr Arumugam Gangeswaran  
Treasurer

Date:



Section A

Independent Examiner's Report

Report to the trustees

Charity Name  
ITC TAMIL CENTRE

On accounts for the year  
ended

31.07.2024

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 DD / MM / YYYY.

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

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [ ] if not applicable.

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:

Date:

29.08.2024

Name:

Saranraj Sivasubramaniam

Relevant professional  
qualification(s) or body

ACCA

(if any):

--

**Address:**

Flat – 49, Waddon House, 283 Stafford Road

Wallington

CR0 4FA

## Section B

### Disclosure

Only complete if the examiner needs to highlight material 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.**

--