

SPECTRUM INC. LTD Trustees' Annual Report

From: 1st June 2020 **To:** 31st May 2021

Charity Name: SPECTRUM INC. LTD

Charity Registration Number: 1184920

Company Registration Number: 09594485

Charity's Principal Address: 361 Barking Road
Plaistow
London E13 8EE

Trustees

Verna Francois	Director
Godfrey Jones	Director
Ian Jones	Director
Shikira Gordon	Administrator
Donnamarie Sharp	
Lloyd LaRose-Jones	Company Secretary

Structure, Governance and Management

The organisation is a charitable company limited by guarantee, incorporated on 16th May 2015 and registered as a charity on 15th August 2019.

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

Structure and Appointment of Management Committee

When a need has been identified to recruit a trustee, the Director will manage the process and panel. A Panel will include the Director and at least one other trustee together with one member of staff deemed appropriate by the trustees.

Whenever a trustee departs, a skills audit of the board will be done. Efforts at recruiting a replacement will take account of the skills audit and of the skills being lost by the departure. Consideration must also be given to any specific roles or duties that the individual leaving the board was undertaking.

Spectrum Inc. seeks to have:

- At least 5 trustees on its board, 2 elected at AGMs and 3 co-opted by the board.
- No one under 18
- No one serving a conviction
- No one recently filed for bankruptcy

No person other than a trustee retiring by rotation shall be appointed or reappointed a trustee at any general meeting unless:

- He/she is recommended by the trustees; or
- Not less than fourteen nor more than twenty-eight clear days before the date appointed for the meeting, notice executed by a member qualified to vote at the meeting has been given to the Charity of the intention to propose that person for appointment or reappointment stating the particulars which would, if he/she were so appointed or reappointed, be required to be included in the Charity's register of Charity's register of trustees
- Membership must be approved at a Board meeting.
- The powers of the Trustees are only limited by law, the articles and special resolution.
- The powers are to be exercised in quorum (3 minimum).
- Retiring Trustee may be re-elected if willing to act for a maximum of 3 consecutive terms unless it is resolved at a meeting not to fill the vacancy, or the reappointment is disapproved.
- Spectrum Inc. Ltd seeks to ensure diversity in its board of trustees. However, at the point of selection we will not discriminate unfairly on any of the grounds listed in the Equal Opportunities Policy.

Following the appointment of a new charity trustee, the board of trustees must ensure that:

The details of a newly appointed charity trustee are entered in the Public Register of Charities as soon as possible.

As Spectrum Inc. Ltd is a company, the details of the newly appointed charity trustee are provided to the Companies Registration Office.

Public Benefit

Spectrum Inc Ltd trustees have complied with the regulations of the 2008 Act to have due regard to guidance published by the Charity Commission on public benefit.

The trustees are aware of the guidance, and they have taken it into account when making decisions to which the guidance is relevant.

AIMS and OBJECTIVES

Spectrum Inc Ltd is a company limited by guarantee and has charity status. We provide mediation & therapeutic services to the destitute, Legal Aided, and personal clients in London and the surrounding Boroughs.

We aim to:

- To serve individuals and families from the most disadvantaged communities
- To alleviate hardship and distress caused by the break-up of family and marriage relationships
- To preserve and protect the health both mental and physical of children and adults involved therein
- To provide assistance through conciliation for couples whose relationships appear to be breaking down and where such relationships have already broken down, in particular but not exclusively by operating a family mediation service including child inclusive mediation.
- To Support families experiencing domestic violence, anxieties, separation and mental health challenges
- To Work with those on the edge of care to prevent them from entering the care system.

MAIN ACTIVITIES

Mediation

Assistance through mediation for couples, offering advice and help in the settlement of issues or potential differences over associated matters such as custody, child contact arrangements and financial matters relating to divorce and separation.

- Mediation is offered in person, via telephone or zoom
- Free half hour consultations 1 day per week
- Emergency therapeutic service for those who have been registered with the charity
- Where the clients are indigent, but one is entitled to legal aid, the other party is offered the service free of charge
- Concession is made for those who had no recourse to public funds or on state benefit

Offering information on legal rights or obligations.

School Counselling

Therapeutic counselling is offered to students and teachers in schools and other educational institutions.

- Provide therapy to local schools. Initially providing in-person counselling then transferred to online counselling because of schools being closed due to the Covid Pandemic.
- Provide therapeutic counselling for teachers.

Bereavement Counselling

Bereavement counselling is offered for anyone who has suffered a loss.

Achievements and Performance

How Our Activities Deliver Public Benefit

The 2020/21 financial year has been dominated by the Covid-19 pandemic which has had a significant impact on our clients and the organisation.

We suspended some of our planned activities and have focused resources on providing practical support and advice to help our clients manage during the crisis, supporting the coordination of volunteering activity and have set up necessary systems to allow our staff to work from home wherever possible. All services were delivered with no additional resources.

Our commitment remains to developing and improving our services solely to support the ongoing community, which we feel brings enormous benefits to some of the less affluent members of the communities we serve.

Mediation

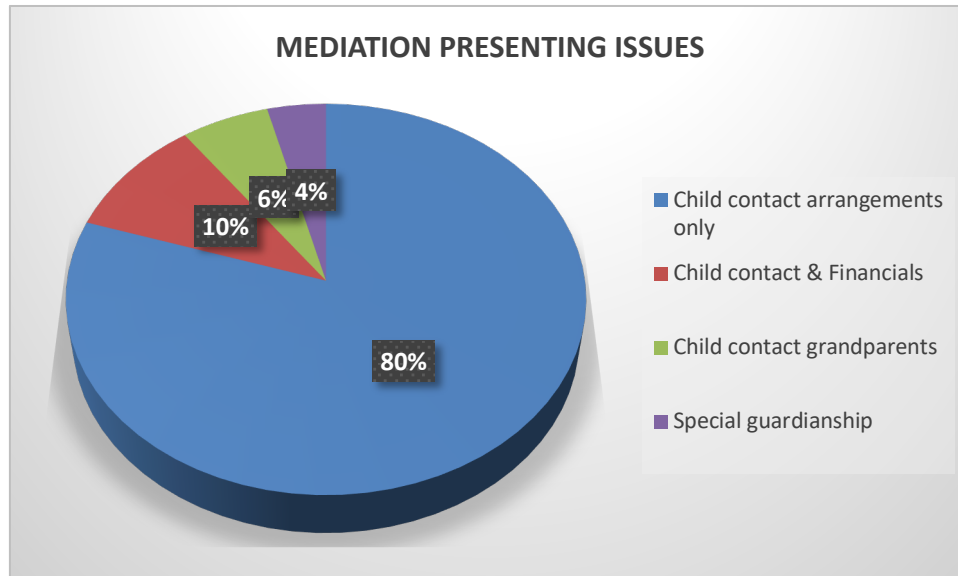
Spectrum's mediation practice had to quickly adapt in response to the COVID-19 crisis. Despite some initial concerns around privacy and security, online mediation became a necessity. Online mediation was very successful, and we were able to reach out to clients in the convenience of their own homes. This eliminated the need to travel and to be possibly exposed to the virus.

The pandemic made it increased the difficult for couples who were already struggling. To be gathered in often small spaces for long periods exacerbate the fragile peace that existed resulting in the total breakdown of relationships. We saw the ending of many relationships some included domestic abuse, coercion, and violence.

Child contact and visitations became more difficult and the need for child maintenance due to financial hardship increased, as a lot of people lost their jobs or were furloughed. Due to the pandemic we had to significantly reduce our child contact appointments.

Mediation Stats

A total of 120 couples were seen during this period, receiving approximately 3-4 sessions each. Ethnicity was diverse and reflected the population of the area. The presenting issues were:



School Counselling

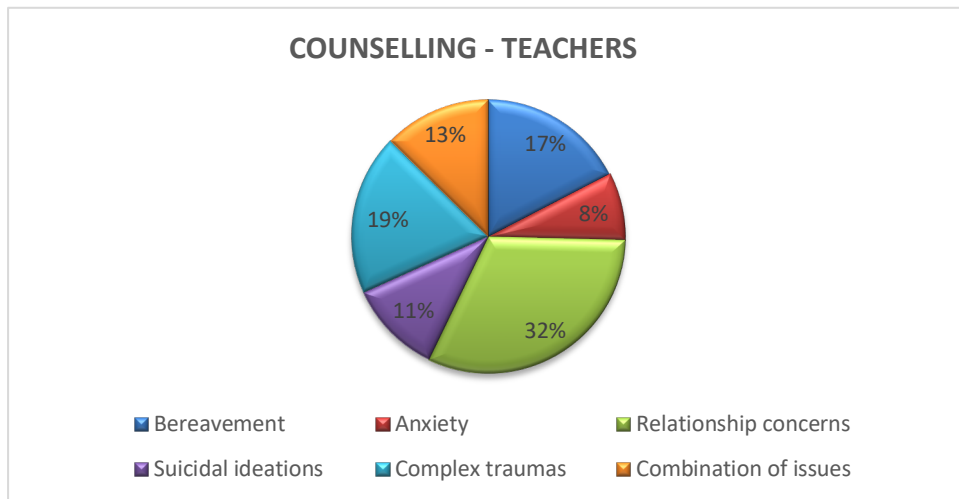
The covid-19 pandemic presented many challenges to the students, educators, and parents. Children already coping with mental health conditions were especially vulnerable to the changes. The impact on young people has been considerable with long periods not in school.

Our counsellors played a critical role in supporting the students through their anxiety/panic, uncertainty, grief, insecurities, depression, and the trauma they faced because of the global pandemic. Care was taken to work a lot smarter and keep waiting times for counselling down as low as possible. The length of time we could spend with each student was reduced to accommodate the growing numbers.

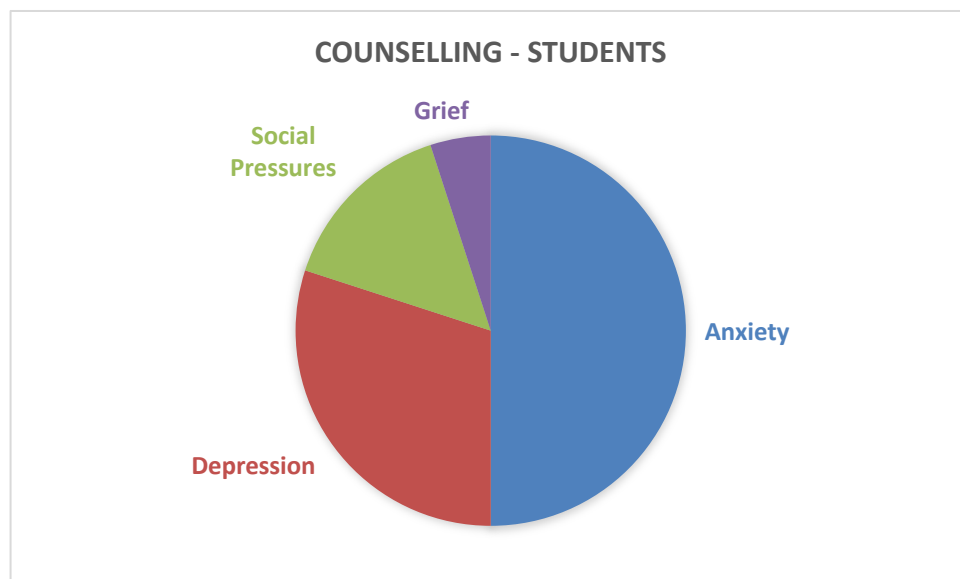
Most of the student counselling was conducted online.

Counselling Stats

A total of 9 teachers received counselling. Approximately 6 – 8 sessions were offered to each, but this varied with presenting issues.



A total of 83 students received counselling during this period. The students were made up of 56 females and 27 males.



We anticipate the need for more counselling in the coming year and we are hoping to recruit additional counsellors to meet the need.

Free Counselling Sessions

Presently 12 hours is allocated to free counselling per week. During this period, we see approximately 8 clients.

We are in the process of applying for funding/grants to expand this service to include a telephone helpline in the near future a service we found to be of great need and a lifeline for many, some literally.

Financial Review

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of Spectrum Inc. and to enable them to ensure that the financial statements comply with the Companies Act 1985.

The Trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Annual Accounts attached.

All our 2020 plans as we moved in to 2021 continued to be dramatically impacted by the corona virus.

Despite not being able to secure any public funding, we have been able to keep the organisation afloat with the help of well-intended individuals.

Declarations

The company has taken advantage of the small companies' exemption in preparing the report above.

The trustees declare that they have approved the trustees' report (including directors' report) above.

Signed on behalf of the charity's trustees/directors

Signature(s)	<i>L. LaRose-Jones</i>	<i>V. Francois</i>
Full name(s)	Lloyd LaRose-Jones	Verna Francois
Position (for example Secretary, Chair, etc)	Company Secretary	Director
Date	28 th March 2022	

Registered number
09594485

Charity Number: 1184920

Spectrum Inc. Ltd.

Accounts

31 May 2021

(Private company limited by guarantee without share capital)

Spectrum Inc. Ltd.
Report and accounts
Contents

	Page
Company information	1
Accountants' report	2
Profit and loss account	3
Balance sheet	4
The following pages do not form part of the statutory accounts:	
Trading profit and loss account and balance sheet summaries	5-6

Spectrum Inc. Ltd.
Company Information

Directors

Verna Marcia Gordon
Godfrey Jones
Ian Paul Jones

Secretary

Lloyd La-Rose Jones

Accountants

G C Forest & Co
190 Billet Road
London
E17 5DX

Bankers

Unity Trust Bank Plc
9 Brindley Place
Birmingham
B1 2HB

Registered office

Second Floor
361 Barking Road
London
E13 8EE

Registered number

09594485

Spectrum Inc. Ltd.

Report to the directors on the preparation of the unaudited statutory accounts of Spectrum Inc. Ltd. for the year ended 31 May 2021

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the accounts of Spectrum Inc. Ltd. for the year ended 31 May 2021 which comprise of the Profit and Loss Account and the Balance Sheet from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Association of Chartered Certified Accountants, we are subject to its ethical and other professional requirements which are detailed at <http://rulebook.accaglobal.com/>

It is your duty to ensure that Spectrum Inc. Ltd. has kept adequate accounting records and to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and profit of Spectrum Inc. Ltd.. You consider that Spectrum Inc. Ltd. is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the accounts of Spectrum Inc. Ltd.. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory accounts.

G C Forest & Co
Chartered Certified Accountants
190 Billet Road
London
E17 5DX

29 March 2022

Spectrum Inc. Ltd.
Profit and Loss Account
for the year ended 31 May 2021

	2021 £	2020 £
Turnover	66,649	74,165
Staff costs	(23,472)	(16,641)
Other charges	(41,771)	(55,306)
Profit/(Deficit) on ordinary activities before taxation	<u>1,406</u>	<u>2,218</u>
Profit/(Deficit) for the financial year	<u>1,406</u>	<u>2,218</u>

Spectrum Inc. Ltd.
Registered number:
Balance Sheet
as at 31 May 2021

09594485

	2021 £	2020 £
Current assets	8,109	9,655
Creditors: amounts falling due within one year	<u>(10,160)</u>	<u>(10,126)</u>
Net current liabilities	(2,051)	(471)
Total assets less current liabilities	(2,051)	(471)
Accruals and deferred income	<u>(1,540)</u>	<u>(4,526)</u>
Net liabilities	<u>(3,591)</u>	<u>(4,997)</u>
 Reserves	 <u>(3,591)</u>	 <u>(4,997)</u>
	Number	Number
Average number of employees	<u>2</u>	<u>1</u>

The company is a private company limited by shares and incorporated in England. Its registered office is Second Floor, 361 Barking Road, London, E13 8EE.

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The member has not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the micro entity provisions of the Companies Act 2006 and FRS 105, The Financial Reporting Standard applicable to the Micro-entities Regime. The accounts have been delivered in accordance with the provisions applicable to companies subject to the small companies regime. The profit and loss account has not been delivered to the Registrar of Companies.

Verna Marcia Gordon
 Director

Approved by the board on 29 March 2022

Spectrum Inc. Ltd.
Detailed profit and loss account items
for the year ended 31 May 2021

This schedule does not form part of the statutory accounts

	2021 £	2020 £
Sales		
Sales	66,649	74,165
Staff costs		
Wages and salaries	21,665	10,991
Directors' salaries	1,667	5,620
Pensions	69	-
Staff training and welfare	71	30
	23,472	16,641
Other charges		
Premises costs:		
Rent	6,250	14,400
Rates	3,187	5,208
Light and heat	824	2,283
Cleaning	1,600	-
	11,861	21,891
General administrative expenses:		
Postage	9	9
Stationery and printing	101	97
Computer expenses	15	1,633
Credit card charges	960	643
Motor expenses	2,443	2,691
Travel and subsistence	5,926	5,779
Subscriptions	308	360
Bank charges	103	285
Insurance	1,188	1,849
Repairs and maintenance	756	1,056
Sundry expenses	40	40
	11,849	14,442
Legal and professional costs:		
Accountancy fees	1,773	1,610
Solicitors fees	-	35
Consultancy fees	12,806	15,745
Other legal and professional	1,416	983
	15,995	18,373
Other		
Supervisors	1,435	600
Other direct costs	631	-
	2,066	600
	41,771	55,306

Spectrum Inc. Ltd.
Detailed balance sheet items
as at 31 May 2021

This schedule does not form part of the statutory accounts and should NOT be sent to HMRC

	2021 £	2020 £
Current assets		
Trade debtors	2,660	4,240
Cash at bank and in hand	5,449	5,415
	<u>8,109</u>	<u>9,655</u>
Creditors: amounts falling due within one year		
Trade creditors	2,130	2,704
Other taxes and social security costs	7,000	3,817
Other creditors	1,030	3,605
	<u>10,160</u>	<u>10,126</u>
Accruals and deferred income		
Accruals	<u>1,540</u>	<u>4,526</u>
Capital and reserves		
Profit and loss account	<u>(3,591)</u>	<u>(4,997)</u>
Profit and loss account		
Brought forward	(4,997)	(7,215)
Profit	1,406	2,218
	<u>(3,591)</u>	<u>(4,997)</u>

Registered number
09594485

Charity Number: 1184920

Spectrum Inc. Ltd.

Accounts

31 May 2021

(Private company limited by guarantee without share capital)

Spectrum Inc. Ltd.
Report and accounts
Contents

	Page
Company information	1
Accountants' report	2
Profit and loss account	3
Balance sheet	4
The following pages do not form part of the statutory accounts:	
Trading profit and loss account and balance sheet summaries	5-6

Spectrum Inc. Ltd.
Company Information

Directors

Verna Marcia Gordon
Godfrey Jones
Ian Paul Jones

Secretary

Lloyd La-Rose Jones

Accountants

G C Forest & Co
190 Billet Road
London
E17 5DX

Bankers

Unity Trust Bank Plc
9 Brindley Place
Birmingham
B1 2HB

Registered office

Second Floor
361 Barking Road
London
E13 8EE

Registered number

09594485

Spectrum Inc. Ltd.

Report to the directors on the preparation of the unaudited statutory accounts of Spectrum Inc. Ltd. for the year ended 31 May 2021

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the accounts of Spectrum Inc. Ltd. for the year ended 31 May 2021 which comprise of the Profit and Loss Account and the Balance Sheet from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Association of Chartered Certified Accountants, we are subject to its ethical and other professional requirements which are detailed at <http://rulebook.accaglobal.com/>

It is your duty to ensure that Spectrum Inc. Ltd. has kept adequate accounting records and to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and profit of Spectrum Inc. Ltd.. You consider that Spectrum Inc. Ltd. is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the accounts of Spectrum Inc. Ltd.. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory accounts.

G C Forest & Co
Chartered Certified Accountants
190 Billet Road
London
E17 5DX

29 March 2022

Spectrum Inc. Ltd.
Profit and Loss Account
for the year ended 31 May 2021

	2021 £	2020 £
Turnover	66,649	74,165
Staff costs	(23,472)	(16,641)
Other charges	(41,771)	(55,306)
Profit/(Deficit) on ordinary activities before taxation	<hr/> 1,406	<hr/> 2,218
Profit/(Deficit) for the financial year	<hr/> 1,406	<hr/> 2,218

Spectrum Inc. Ltd.
Registered number:
Balance Sheet
as at 31 May 2021

09594485

	2021 £	2020 £
Current assets	8,109	9,655
Creditors: amounts falling due within one year	<u>(10,160)</u>	<u>(10,126)</u>
Net current liabilities	(2,051)	(471)
Total assets less current liabilities	(2,051)	(471)
Accruals and deferred income	<u>(1,540)</u>	<u>(4,526)</u>
Net liabilities	<u>(3,591)</u>	<u>(4,997)</u>
 Reserves	 <u>(3,591)</u>	 <u>(4,997)</u>
	Number	Number
Average number of employees	<u>2</u>	<u>1</u>

The company is a private company limited by shares and incorporated in England. Its registered office is Second Floor, 361 Barking Road, London, E13 8EE.

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The member has not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the micro entity provisions of the Companies Act 2006 and FRS 105, The Financial Reporting Standard applicable to the Micro-entities Regime. The accounts have been delivered in accordance with the provisions applicable to companies subject to the small companies regime. The profit and loss account has not been delivered to the Registrar of Companies.

Verna Marcia Gordon
 Director

Approved by the board on 29 March 2022

Spectrum Inc. Ltd.
Detailed profit and loss account items
for the year ended 31 May 2021

This schedule does not form part of the statutory accounts

	2021 £	2020 £
Sales		
Sales	66,649	74,165
Staff costs		
Wages and salaries	21,665	10,991
Directors' salaries	1,667	5,620
Pensions	69	-
Staff training and welfare	71	30
	<u>23,472</u>	<u>16,641</u>
Other charges		
Premises costs:		
Rent	6,250	14,400
Rates	3,187	5,208
Light and heat	824	2,283
Cleaning	1,600	-
	<u>11,861</u>	<u>21,891</u>
General administrative expenses:		
Postage	9	9
Stationery and printing	101	97
Computer expenses	15	1,633
Credit card charges	960	643
Motor expenses	2,443	2,691
Travel and subsistence	5,926	5,779
Subscriptions	308	360
Bank charges	103	285
Insurance	1,188	1,849
Repairs and maintenance	756	1,056
Sundry expenses	40	40
	<u>11,849</u>	<u>14,442</u>
Legal and professional costs:		
Accountancy fees	1,773	1,610
Solicitors fees	-	35
Consultancy fees	12,806	15,745
Other legal and professional	1,416	983
	<u>15,995</u>	<u>18,373</u>
Other		
Supervisors	1,435	600
Other direct costs	631	-
	<u>2,066</u>	<u>600</u>
	<u>41,771</u>	<u>55,306</u>

Spectrum Inc. Ltd.
Detailed balance sheet items
as at 31 May 2021

This schedule does not form part of the statutory accounts and should NOT be sent to HMRC

	2021 £	2020 £
Current assets		
Trade debtors	2,660	4,240
Cash at bank and in hand	5,449	5,415
	<u>8,109</u>	<u>9,655</u>
Creditors: amounts falling due within one year		
Trade creditors	2,130	2,704
Other taxes and social security costs	7,000	3,817
Other creditors	1,030	3,605
	<u>10,160</u>	<u>10,126</u>
Accruals and deferred income		
Accruals	<u>1,540</u>	<u>4,526</u>
Capital and reserves		
Profit and loss account	<u>(3,591)</u>	<u>(4,997)</u>
Profit and loss account		
Brought forward	(4,997)	(7,215)
Profit	1,406	2,218
	<u>(3,591)</u>	<u>(4,997)</u>