

**FRIENDS AT MIDNIGHT PROJECT**  
**TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS**  
For the year ended 01 July 2024

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# 1. CHARITY INFORMATION

**Registered Charity Number:** 1185955

**Registered Office:** Flat 9, Joseph Lister Court, Upton Lane, London, E7 9PS

**Trustees:**

- Phionah Primah Ndawula (Chair)
- Joseph Kiyemba
- Pete Gabayo

## 2. TRUSTEES' ANNUAL REPORT

### Objectives and Activities

The Friends at Midnight Project aims to promote social inclusion among Black, Asian, and minority ethnic (BAME) communities, particularly newly arrived migrants to the UK. Our core activities include:

- Providing support and advice on **housing, welfare, health, and education**.
- Advocacy services to empower **children, young people, the elderly, and the general public** across England and Wales.
- Hosting **community-building events**, meetings, and information-sharing sessions to ease integration and combat social isolation.

### Achievements and Performance

During the financial year, we:

- Held **six community support meetings**, providing guidance on housing rights and access to social services.
- Assisted **over 50 individuals** with welfare advice, including navigating benefits and health services.
- Strengthened our volunteer base to **22 committed members**, enabling wider community outreach.
- Developed partnerships with local businesses and individuals who donated snacks, soft drinks, and stationery to support our meetings.

## **Financial Review**

For the year ended **01 July 2024**, our total income was **£3,619**, received in both cash and in-kind contributions. We used the entire amount to support our activities.

### **Income Breakdown:**

- **Donations: £3,619**
  - Gifts in kind (snacks, soft drinks, stationery): **£1,200**
  - Trustees' and members' cash donations: **£2,419**

### **Expenditure Breakdown:**

- Events and Meetings (venue, refreshments, materials): **£2,100**
- Communication (internet, phone subscriptions): **£312**
- Transport (volunteer expenses, travel to outreach locations): **£450**
- Administrative costs (stationery, office supplies): **£757**

## **Structure, Policies, Governance, and Compliance**

The Friends at Midnight Project operates as a charitable organization, governed by its trustees. Decisions are made collectively, ensuring transparency and accountability in our operations. Our activities are carried out entirely by volunteers, and we rely on donations to sustain our work.

### **Policies and Procedures**

#### Internal Charity Financial Controls Policy and Procedures

We have robust financial controls in place to ensure all income and expenditure are properly recorded, approved, and used solely for charitable purposes. All financial transactions are reviewed by trustees, and cash donations are documented accordingly.

#### Safeguarding Policy and Procedures

We work with children, young people, and the elderly, ensuring that safeguarding is a top priority. We have obtained all necessary DBS checks for trustees and volunteers, including enhanced DBS checks where applicable. Safeguarding training is mandatory for volunteers, and any concerns are reported following our safeguarding procedures.

#### Financial Reserves Policy and Procedures

The charity does not currently hold financial reserves due to its small scale of operations. However, we aim to build reserves in future financial years to ensure sustainability.

#### Complaints Policy and Procedures

We have a formal complaints procedure in place to address concerns from beneficiaries, volunteers, and the public. Complaints are reviewed by trustees and resolved in a fair and transparent manner.

#### Serious Incident Reporting Policy and Procedures

Any serious incidents, including safeguarding concerns or financial irregularities, are reported to the Charity Commission in compliance with regulations.

#### Internal Risk Management Policy and Procedures

We conduct regular risk assessments to identify and mitigate potential risks affecting the charity's operations, volunteers, and beneficiaries.

#### Trustee Expenses Policy and Procedures

Trustees may claim expenses incurred while carrying out charity duties, such as travel costs. These claims are reviewed and approved by the board.

#### Trustee Conflicts of Interest Policy and Procedures

Trustees declare any potential conflicts of interest before participating in decision-making. Conflicts are recorded and managed to ensure transparency.

### Investing Charity Funds Policy and Procedures

Currently, we do not engage in financial investments. However, any future investments will comply with regulations and be approved by trustees.

### Campaigns and Political Activity Policy and Procedures

The charity remains non-political and does not engage in political campaigning. Our focus is on advocacy and direct community support.

### Bullying and Harassment Policy and Procedures

We maintain a zero-tolerance policy towards bullying and harassment within our charity. All volunteers and members are encouraged to report any concerns.

### Social Media Policy and Procedures

All online communications are managed responsibly to ensure a positive and professional presence for the charity. Volunteers and trustees follow guidelines when posting content related to our work.

### Engaging External Speakers at Charity Events Policy and Procedures

External speakers invited to charity events must align with our values and objectives. They undergo a vetting process to ensure appropriateness.

### 3. STATEMENT OF FINANCIAL ACTIVITIES

For the year ended **01 July 2024**

Category	Unrestricted Funds (£)	Restricted Funds (£)	Total 2024 (£)
<b>Income</b>			
Donations	3,619	0	3,619
Charitable Activities	0	0	0
Other Trading Activities	0	0	0
Investments	0	0	0
Other	0	0	0
<b>Total Income</b>	<b>3,619</b>	<b>0</b>	<b>3,619</b>
<b>Expenditure</b>			
Events and Meetings	2,100	0	2,100
Communication	312	0	312
Transport	450	0	450
Administrative Costs	757	0	757
<b>Total Expenditure</b>	<b>3,619</b>	<b>0</b>	<b>3,619</b>
<b>Net Movement</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 4. BALANCE SHEET

As of **01 July 2024**

Assets	2024 (£)
Cash at bank and in hand	0
Gifts in kind (used in year)	0
Office Furniture and Equipment	500
Other Fixed Assets	0
<b>Total Assets</b>	<b>500</b>

Liabilities	2024 (£)
Creditors (unpaid expenses)	0
<b>Total Liabilities</b>	<b>0</b>
<b>Net Assets</b>	<b>500</b>

The financial statements were approved by the board of trustees and signed on their behalf by:  
**Phionah Primah Ndawula** (Chair). Signature:  
 Date: **02/03/2025**



## 5. NOTES TO THE FINANCIAL STATEMENTS

### Basis of Preparation

These financial statements have been prepared on a receipts and payments basis, as permitted for small charities.

### Additional Notes:

- The charity operates solely on donations and voluntary contributions; no paid staff were employed in this period.
- There are **no restricted funds** in this financial year.
- The charity has **no outstanding liabilities or loans**.
- All income was used in the same financial period for charitable purposes.

## 6. FINAL NOTES

The Friends at Midnight Project remains committed to promoting social inclusion and supporting newly arrived migrants. Despite financial constraints, we continue to make a significant impact through dedicated volunteer work and community engagement. Future plans include expanding our outreach programs and seeking additional funding sources to increase our impact.

**END OF REPORT**