



Trustees' Annual Report for the period

From	Period start date			3	Period end date		
	01	06	2021		31	MAY	2022

Section A Reference and administration details

Charity name	CONGOLESE DEVELOPMENT PROJECT
Other names charity is known by	CDP
Registered charity number (if any)	1189677
Charity's principal address	34A ORCHARD STREET SWANSEA Postcode SA1 5AW

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	KOKISA BUKA			
2	WILLY MAKWALA			
3	BOLAMU BASIKI OTIS JEAN PAUL			
4	THIERRY KONDE			

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

KOKISA BUKA

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	CONSTITUTION
How the charity is constituted (eg. trust, association, company)	COMPANY
Trustee selection methods (eg. appointed by, elected by)	APPOINTED

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

To promote social inclusion for the public benefit by working with people in Swansea and its surrounding areas who are socially excluded on the grounds of their ethnic origin, religion, belief or creed (in particular members of the Congolese community) to relieve the needs of such people and assist them to integrate into society, in particular by: 1. providing a local network group that encourages and enables members of the Congolese community to participate more effectively with the wider community; 2. Increasing, or co-ordinating, opportunities for members of the Congolese community to engage with service providers, to enable those providers to adapt services to better meet the needs of that community." • "The promotion of social inclusion for the public benefit among people from the Congolese Community who are refugees and asylum seekers who are socially excluded on the grounds of their social and economic position, by providing: 1. Education and training in the English language and in vocational skills; 2. Social and recreational facilities and events involving the local community

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

To promote social inclusion for the public benefit by working with people in Swansea and its surrounding areas who are socially excluded on the grounds of their ethnic origin, religion, belief or creed (in particular members of the Congolese community) to relieve the needs of such people and assist them to integrate into society, in particular by:

1. providing a local network group that encourages and enables members of the Congolese community to participate more effectively with the wider community.
2. Increasing, or co-ordinating, opportunities for members of the Congolese community to engage with service providers, to enable those providers to adapt services to better meet the needs of that community.” •

“The promotion of social inclusion for the public benefit among people from the Congolese Community who are refugees and asylum seekers who are socially excluded on the grounds of their social and economic position, by providing:

1. Education and training in the English language and in vocational skills;
2. Social and recreational facilities and events involving the local community

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

EQUAL OPPORTUNITIES POLICIES
 SUSTAINABILITY AND ENVIRONMENTAL POLICY
 VOLUNTEERS POLICY
 SAFEGUARDING CHILD AND ADULT POLICY
 POVA POLICY OF PROTECTION CHILDREN
 WELSH LANGUAGES POLICY
 FINANCIAL PROCEDURES POLICY
 IT EQUIPMENT POLICY
 RISK ASSESSMENT POLICY
 HEALTH AND SAFETY POLICY
 SAFEGUARDING ADULT AND VULNERABLE PEOPLE POLICY

Summary of the main achievements of the charity during the year

Final Grant Report from 01/06/2021 to 31/05/2022

I.

Funders: National Lottery Community Fund/ Award for All

Project: Be Brave after Covid-19!

Period: 11/08/2021

Amount: £9,990.00

Outcomes

The project had positive outcomes and went successfully, it had also attracted many women than expected.

Participants were keen to learn and engaged well despite lockdown that occurred. We received positive feedback among participants and the awareness raised was beneficial and helped people to gain additional knowledge but also brought massive satisfaction among participants. Participants enjoyed the yoga classes to regain balance and strength.

From feedback collected, all the participants confirmed that they have learnt a lot and increased their knowledge to battle the negative impacts on their mental health and well-being issues.

Pictures below:

II.

Funders: Swansea Council/ Childcare and play grants

Project: Summer of Fun

Period: 01/07/2021 to 30 September 2021

Amount: £ 3,000.00

Outcomes

The aim of the project was to give opportunity to young people and women to break isolation through some physical activities and visiting different places and learn new skills like beauty (manicure/pedicure) that can be used for themselves to reduce sensibly their expenditures and may be thinking some extra income through small business. In addition, women have been really empowered and gaining extremely useful skills by visiting some places that can be used in their life.

III.

Funders: Swansea Council/ Food Poverty fund

Project: Swansea Tackling Poverty Fund

Period: 03/09/2021

Amount: £ 4,907.40

Outcomes:

This award was given to the Congolese Development Project by Swansea Council to existent gap on their exciting project of distributing food and essentials to 60-70 families they have started in Swansea.

This was because of the continuous ongoing financial hardship that families were facing and finding it exceedingly difficult to afford basic needs because of Covid-19. So, the award contributed to easing some of their expenses and giving them, some smile during those difficult times.

IV.

Funders: The National Lottery Heritage Fund

Project: CoCorico!

Period: 14/10/2021

Amount: £ 10,000.00

Outcomes:

This project was to reconnect young people and elder alike to items that are of heritage importance. This would be a big step to engaging them with heritage in general. This has been a success in this regard.

Participants have been able to learn how they can explain their heritage or heritage from other cultures.

We focused more on cultural heritage based on myths.

It was amazing to see that young participants could bring artefacts of their own and from their own culture and be able to explain them with ease.

Participants have developed skills on how to be efficient when telling their stories (storytelling skills, they have developed communication skills and how to debate on the public by being efficient and substantial.

V.

Funders: Swansea Council/ Holiday Fun Grant

Project: Holiday Fun Grant

Period: 14/10/2021

Amount: £2,500.00

Outcomes:

The project aim was to give opportunity to young people, young women, and single mum with kids to break their isolation through some outdoors activities which will include physical activities and deepen knowledge in culture in one hand but also visiting two important places in Wales at Oakwood theme Park and Folly Farm Adventure during half term holiday.

VI

Funders: West Glamorgan Regional Integrated Fund

Project: Bame Mental Health Awareness

Period: October 2021 to December 2021 Q.3

Amount: £6,245.00

Outcomes:

We raised the profile of Mental Health Awareness amongst BAME Community members through our series of sessions delivered by Mental Health Professionals.

The project made significant changes, positive changes in the lives of those who benefited. All the family members who attended awareness sessions reported that they had learnt a lot and understood that mental health can affect any one from any ethnic background.

They were aware of other services they could access as first point of contact instead of attending the HNS, for example, calling the NHS Wales on the phone for advice, Samaritans.

We were able to support a young man named who was detained by the home Office and later release because of his incomplete Asylum process.

VII.**Funders: Third Sector Support Wales/SCVS****Project:** Winter Pressure Fund**Period:** January 2022 to 31 March 2022**Amount:** 2,000.00**Outcomes:**

We provided food parcels to 40 families mainly refugees and asylum seekers from BAME background in Swansea Bay. Some of the beneficiaries that we served were recently laid off their jobs due to the negative impact of the pandemic on their employers.

The project also created a sense of oneness and community cohesion because people from different ethnic backgrounds were brought together by the fear of COVID19 and seeing someone (a volunteer) who is not from their own ethnic background being friendly, calling to check on them.

VIII**Funders: Swansea Council/ Tackling Food Poverty fund****Project: Household Support Fund / Round 2- 2021-2022****Period:** January 2022 to March 2022**Amount:** £ 1,800.00**Outcomes:**

We are requesting for a grant to continue the good work that we have been doing in the communities since the beginning of the pandemic by delivering food parcels to those faced with food poverty and living on very low incomes and therefore unable to provide adequately for their families. We provided food parcels to 20 families mainly refugees and asylum seekers from BAME background in Swansea Bay. Some of the beneficiaries that we served were recently laid off their jobs due to the negative impact of the pandemic on their employers.

The project also created a sense of oneness and community cohesion because people from different ethnic backgrounds were brought together by the fear of COVID19 and seeing someone (a volunteer) who is not from their own ethnic background being friendly, calling to check on them.

IX.

Funders: West Glamorgan Regional Integrated Fund

Project: Bame Mental Health Awareness

Period: January 2022 to March 2022 Q.4

Amount: £ 6,245.00

Outcomes:

We raised the profile of Mental Health Awareness amongst BAME Community members through our series of sessions delivered by Mental Health Professionals.

The project made significant changes, positive changes in the lives of those who benefited. All the family members who attended awareness sessions reported that they had learnt a lot and understood that mental health can affect any one from any ethnic background.

They were aware of other services they could access as first point of contact instead of attending the HNS, for example, calling the NHS Wales on the phone for advice, Samaritans.

We were able to support a young man named who was detained by the home Office and later release because of his incomplete Asylum process.

X.

Funders: West Glamorgan Regional Integrated Fund

Project: Bame Mental Health Awareness/48PE Boost for Women in Need

Period: January 2022 to 31 March 2022

Amount: £ 2,500

Outcomes:

We raised the profile of Mental Health Awareness amongst BAME Community members through our series of sessions delivered by Mental Health Professionals.

We also raised the profile of Suicide Awareness by ensuring that the stigma was challenged, and our community members can seek help when they are having suicidal thoughts.

Positive feedbacks were received from participants on improved mental health during lockdown.

Additionally, we helped people in reducing the needs for NHS care

as first responders because we built a trusted network where community members can get support and referral system was improved for those who need immediate help or professional counselling.

XI.

Funders: WCVA/ Third Sector Resilience Fund 3/ Social Investment Cymru

Project: Third Sector Resilience Fund 3

Period: May 2022

Amount: £ 7,046

Outcomes:

We employed a full time bid writer who looked for different ways of generating income for both short term and long-term projects and organisational financial stability. These include submitting bids to Welsh based funders, UK wide and individual givers. Work with universities to get students on placement to fundraise via online (just giving); work with local businesses including supermarkets to support our work especially setting up an ethnic food bank. The bid writer come up with ideas on fundraising to keep the charity afloat financially. This gave our volunteers time to continue helping families than looking for funding. Our organisation has the potential to grow reaching the most vulnerable person who is missed by bigger charities.

Section E

Financial review

Brief statement of the charity's policy on reserves

The financial statements of the charitable company, Congolese Development Project, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015), Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention. The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern

Details of any funds materially in deficit

Not Applicable

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

Other optional information

Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s) Kokisa buka

Full name(s) KOKISA BUKA

Position (eg Secretary, Chair, etc)	CHAIR	
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Date	29 /03 /2023
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SECTION D ACHIEVEMENTS AND PERFORMANCE

- 1. **Funders:** National Lottery Community Fund/ Award for All
- 2. **Project:** Be Brave after Covid-19!
- 3. **Pictures below:**



- 2. **Funders:** Swansea Council/ Childcare and play grants
- Project:** Summer of Fun



Funders: Swansea Council/ Food Poverty fund
Project: Swansea Tackling Poverty Fund

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Funders The National Lottery Heritage Fund
Project: CoCorico!



Funders: West Glamorgan Regional Integrated Fund

Project: BAME Mental Health Awareness





**CONGOLESE
DEVELOPMENT PROJECT**



2022

ANNUAL REPORT

www.cdpwales.org.uk

**CONGOLESE DEVELOPMENT PROJECT
INCOME AND EXPENSES
FOR THE YEAR ENDED 31st May 2022**

INCOME	£Amount
Heritage Lottery	10,000.00
National Lottery Award for All	9,990.00
Swansea Bay University	6,245.00
Swansea Bay University	6,245.00
Swansea Bay University	2,500.00
Swansea Council Holiday Fun	2,500.00
Swansea Council Household	1,800.00
Swansea Council Food Poverty	4,907.00
Swansea Council Summer Fun	3,000.00
SCVS/ Winter Pressure	2,000.00
WCVA TSRF3 Apportioned Grant	7,046.00
Total Income	56,233.00
EXPENDITURES	
Communications	1,318.00
HMRC Payments	759.73
Office Expenses	3,650.00
Other projects expenses	1,615.00
Postage and Stationery	701.00
Project expenses activities	20,867.33
Wages and salaries/trainers	12,334.19
Website expenses	2,040.00
Volunteers Expenses	3,100.26
Insurance rates	490.45
Rent rates	1,440.00
Office equipment's & dev data base	6,135.75
IT Support	620.00
Accountancy costs	800.00
Total Expenditures	55,870.71
Net	362.29

ACCOUNTING PRINCIPLES

Basis of Preparation and Assessment of Going Concern

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015), Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

Financial reporting standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

Income

Income is recognized when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received, and the amount can be measured reliably.

Government and other grants in relation to tangible fixed asset are credited to profit and loss account over the useful lives of the related assets, whereas those in relation to expenditure are credited when the expenditure is charged to profit and loss.

Donations are recognized when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognized until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity, and it is probable that those conditions will be fulfilled in the reporting period.

Legacy gifts are recognized on a case by case basis following the granting of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date. In the event that the gift is in the form of an asset other than cash or a financial asset traded on a recognized stock exchange, recognition is subject to the value of the gift being reliably measurable with a degree of reasonable accuracy and the title to the asset having been transferred to the charity.

Expenditure

Liabilities are recognized as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

Functional and Presentational currency

The functional and presentational currency is £ sterling.

The Trustees acknowledge their responsibility for

1. Ensuring the company keeps accounting records
2. Preparing accounts which give a true and fair view of the state of affairs of the charity at the end of the financial year, and of its profit or loss for the financial year.
3. These accounts have been prepared in accordance with the provisions applicable to charities

Approved by the board of Trustees
on 29/03/2022 and were signed on its behalf by

KOKISA BUKA

A handwritten signature in cursive script, appearing to read 'Kokisa'.

29/03/2022

BOLAMU BASIKI
OTIS JEAN PAUL

A handwritten signature in cursive script, appearing to read 'Otis'.

29/03/2022

CONGOLESE DEVELOPMENT PROJECT
Annual Report and Financial Statement for the year ended 31st May 2022

REPORT OF THE INDEPENDENT EXAMINERS

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CONGOLESE DEVELOPMENT PROJECT FOR THE YEAR ENDED 31ST MAY 2022

I report on the accounts of the charity for the year ended 31st May 2022.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND EXAMINER

The Trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Charities Act) and that an Independent Examination is needed. The charity's income for the year is under £250,000.

Having satisfied myself that the charity is not subject to an audit under part 16 of the Companies Act 2006 and the trustees have elected to have an Independent Examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in General Directions given by the Charity Commission (under Section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters that are set out in the statement below.

INDEPENDENT EXAMINER'S STATEMENT

In the course of my examination, no matter has come to my attention to indicate that:

- accounting records have not been kept in accordance with section 386 of the Companies Act 2006;
- the accounts do not accord with such records;
- where accounts are prepared on an accruals basis, whether they fail to comply with relevant accounting requirements under section 396 of the Companies Act 2006, or are not consistent with the Charities SORP (FRS102)
- any matter which the examiner believes should be drawn to the attention of the reader to gain a proper understanding of the accounts



29th March 2023

Soka Kapundu, ACMA
Martin Morrison & Co Ltd
Chartered Certified Accountants
Unit 43, The Coach House
St Mary's Business Centre, 66/70 Bourne Road. Bexley, KENT DA5 1LU