



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **10/01/2022** Period start date To **31/03/2023** Period end date

Charity name: Latin Girls at Work

Charity registration number: 1197419

Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	For the public benefit to promote the inclusion of Latinx women who are socially excluded on the grounds of their ethnic origin, or their social and economic position, to relieve the needs of such people and assist them to integrate into society.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<ul style="list-style-type: none">- Providing an online community engagement platform and educational resources;- Signposting those Latinx people seeking legal, immigration, financial, and language development help to partner organisations;- To advance education in Latinx arts, culture, and heritage for the public benefit in particular but not exclusively by providing a platform for Latinx creatives, artists, and writers to demonstrate their work, in such a way that they can help increase awareness of Latinx culture in the UK.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had regard to the guidance issued by the Charity Commission.

Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	N/A

Policy on social investment including program related investment	Para 1.38	N/A
Contribution made by volunteers	Para 1.38	<p>The Charity is entirely run by 8 volunteers, who oversee the day-to-day admin, events, communications, and fundraising.</p> <p>All of the events, including workshops and networking opportunities were organised by volunteers, as well as any communications made on our website, social media, and Whatsapp and Facebook Groups. Any internal schemes that were hosted by the charity were organised and maintained by the volunteers, including the mentorship scheme.</p>
Other		

Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The charity has made significant strides in enhancing the lives of its beneficiaries through a series of well-organized and impactful events. The events are all led by female-identifying or non-binary Latinx professionals, and attended by female-identifying or non-binary Latinx professionals.</p> <p>Among its notable achievements are CV workshops led by professionals from various fields. These workshops have been instrumental in improving the resume-writing skills of participants, thereby increasing their employability and boosting their confidence in the job market.</p> <p>The charity's success is also marked by its strategic partnerships with other organizations and charities. By collaborating to create diverse workshops, the charity has broadened the range of resources and training available to its beneficiaries. This holistic approach has supported personal and professional growth, equipping individuals with the tools they need to succeed.</p> <p>Entrepreneurial Q&A sessions and panel events have further underscored the</p>

		<p>charity's commitment to empowerment. Featuring successful entrepreneurs and experts, these events have offered practical advice, business insights, and networking opportunities. Beneficiaries have gained clarity on their entrepreneurial ideas and connected with potential collaborators and investors.</p> <p>Overall, the charity's initiatives have significantly enhanced employability, facilitated valuable connections, empowered entrepreneurial ventures, and nurtured a supportive community dedicated to continuous growth and learning.</p> <p>Throughout the period the charity has hosted 8 events. Approximately 245 people have attended our events, both in-person and online. Of these events, 2 were career-specific workshops (Interpreting & Translating and Entrepreneurship), 3 were social events, and 3 were networking events.</p> <p>The Charity also ran a mentorship scheme, which will pair a Latinx female professional with a specific career interest with a Latinx professional who has developed a career in that industry. The pairings lasted 12 months. The mentorship scheme paired 10 mentees with 9 mentors (one mentor had 2 mentees).</p> <p>In addition, the Charity hosts a blog (Voces) that promotes Latinx arts & culture in the UK and abroad, by giving a space for Latinx writers to write articles and get published. The blog was run by two volunteers and published a total of 12 articles within this time period, all written by female-identifying or non-binary Latinx writers and journalists. The topics ranged from mental health, queer identity, showcasing Latinx businesses, reviewing Latinx theatre in the UK, and more. These articles were viewed a combined total of 656 times.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>a) Providing an online community engagement platform and educational resources:</p> <ul style="list-style-type: none"> - By hosting events that promote education and employability resources for Latinx women and non-binary individuals. The Charity hosted two educational workshops and 3 networking events. These were attended by 65 people. - By running a mentorship scheme
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		<p>that saw 12 mentees paired with 10 Latinx professionals for career and education guidance over the course of 12 months.</p> <p>b) Signposting those Latinx people seeking legal, immigration, financial, and language development help to partner organisations:</p> <ul style="list-style-type: none"> - People were signposted to the following organisations: LAWA, LAWRS, Casa Latina, Casa Do Brasil, Healthwatch, Citizens Advice, and Law Centres. <p>c) Advance education in Latinx arts, culture, and heritage for the public benefit in particular but not exclusively by providing a platform for Latinx creatives, artists, and writers to demonstrate their work, in such a way that they can help increase awareness of Latinx culture in the UK.</p> <ul style="list-style-type: none"> - We have hosted a screening of a Latinx short film centered around Latinx representation. - Screening of Latinx film\ - We aim to host our events, including networking and workshops, at Latinx-owned establishments such as restaurants and community spaces. - Through our blog we promote Latinx businesses, restaurants, theatre, and more. - Our blog provides a platform for emerging Latinx writers.
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The charity's income was due to a grant awarded by the National Lottery Community Fund on 4th August 2021, before the organisation officially received charitable status. The Charity did not receive any funds either through grants or fundraising for the period between 10/01/2022 and 31/03/2023. Therefore the funds the Charity had during this period were reserves from the grant previously received.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	Reserves are held in order to cover maintenance costs for the charity. This includes fees to keep running our website and a Zoom license for virtual events.
Amount of reserves held	Para 1.22	177.89 GBP
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The charity's income was due to a grant awarded by the National Lottery Community Fund on 4th August 2021, before the organisation officially received charitable status. The Charity did not receive any funds either through grants or fundraising for the period between 10/01/2022 and 31/03/2023. Therefore the funds the Charity had during this period were reserves from the grant previously received.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge, and experience needed for the effective administration of the CIO.</p> <p>The Chair of the Board is responsible for the recruitment, appointment, and oversight of all trustees.</p> <p>To begin with, the Chair will discuss with the Director if recruitment is needed, and if so, they will perform a skills audit to identify what strengths and weaknesses lie in the current Board and therefore, what backgrounds and experiences they are looking for in candidates. The Chair will then devise a recruitment plan based on the types of skills needed to compliment the Board.</p> <p>The Chair will formulate a job description, be responsible for disseminating the job advert, and select individuals for interview. The Chair then devises the interview questions. Often other trustees are present for the interview or the Director.</p> <p>The questions the Chair uses to assess candidates include, but are not limited to:</p> <ol style="list-style-type: none"> 1. How much do they know about your organisation? 2. Do they fully understand your mission, vision and strategic direction? 3. Do they fit in with your organisation's ethos? 4. Do they understand the role and responsibilities of being a trustee, and the difference between governance and management? 5. What skills and qualities does the candidate bring? 6. Do they have the capacity and willingness to commit sufficient time to the role?

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	<p>The Board of Trustees and Director share and make sure the trustees have read and are familiar with a welcome document, a copy of the charities constitution, and the policies held by the charity, which include the following:</p> <ul style="list-style-type: none">• Complaints Policy and Procedure• Internal Complaints Policy and Procedure• Social Media Policy• Events Policy• Google Suite and Email Policy• Data Protection Policy• Recruitment Policy and Procedure• Code of Conduct Policy• Press and Media Policy• Whatsapp and Facebook Groups Policy• Safeguarding Children and Vulnerable Adults Policy• Donations Policy
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>The work we undertake includes but is not limited to:</p> <ul style="list-style-type: none">• Planning career-specific workshops led by experienced Latinx womxn professionals• Hosting social and networking events• Publish a blog giving Latin American womxn the opportunity to explore creative paths and share their personal and professional experiences with a wide audience <p>We currently have a presence through our Website and Blog, LinkedIn, Facebook Group, and Instagram, and we encourage you to have a look at our work.</p> <p>Our members are encouraged to share their work, and their background, ask questions, and in turn, give advice to other women starting their careers. Our mission is to provide a space to meet other Latin American womxn living and working in the UK, support each other in the development</p>

		<p>of professional skills, and discuss what it entails to be a Latin American womxn in the UK, both personally and professionally.</p> <p>The Charity currently has no employees. Instead it is run by a team of volunteers, led by our Director who is also a volunteer.</p> <p><u>Volunteers</u></p> <table><tr><th>Officer</th><th>Role</th></tr><tr><td>Giulia Mazzu</td><td>Director</td></tr><tr><td>Melany Avila</td><td>Development Officer</td></tr><tr><td>Maria Alvarez Gomes</td><td>Events Officer</td></tr><tr><td>Jessica Gurney</td><td>Social Media Officer</td></tr><tr><td>Nicole Gheller</td><td>Editor</td></tr><tr><td>Luisa de la Concha Montes</td><td>Editor in Chief</td></tr><tr><td>Sofia Vizcarra</td><td>Team Assistant</td></tr><tr><td>Mayra Teck Ascurra</td><td>Team Assistant</td></tr></table>	Officer	Role	Giulia Mazzu	Director	Melany Avila	Development Officer	Maria Alvarez Gomes	Events Officer	Jessica Gurney	Social Media Officer	Nicole Gheller	Editor	Luisa de la Concha Montes	Editor in Chief	Sofia Vizcarra	Team Assistant	Mayra Teck Ascurra	Team Assistant
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Relationship with any related parties	Para 1.51																			
Other																				

Reference and Administrative details

Charity name	Latin Girls at Work
Other name the charity uses	
Registered charity number	1197419
Charity's principal address	Flat 8 Allison Court 43 Parkhill Road NW3 2YD

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	Jennifer Kaplan-Ortiz			
2	Sara Zavala Gutierrez			
3	Ana Rojas			
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

Additional information (optional)

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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Exemptions from disclosure

Reason for non-disclosure of key personnel details

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Other optional information

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Declarations

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

Signed on behalf of the charity's trustees

Signature(s)

Jko

Full name(s)

Jennifer Kaplan-Ortiz

Position (eg Secretary,
Chair, etc)

Chair

Date

5/19/2024

**Latin Girls at Work
Income and Expenditure**

	From	10/01/2022	To	31/03/2023
Income				
		Unrestricted funds	Restricted funds	Total funds
		£	£	£
Income / Receipts				
Donations, legacies and similar income				
Membership subscriptions	-	-	-	
Donations	-	-	-	
Legacies	-	-	-	
Gift Aid	-	-	-	
Other similar income	-	-	-	
Sub total	-	-	-	
Grants				
Grant	-	-	-	
Other grants	-	-	-	
Sub total	-	-	-	
Fundraising (gross)				
Detail 1	-	-	-	
Detail 2	-	-	-	
Other fundraising activities	-	-	-	
	-	-	-	
Sub total	-	-	-	
Investment income				
Bank interest	-	-	-	
Building Society interest	-	-	-	
Other investment income	-	-	-	
Refunds for services paid	19	-	-	19
Sub total	19	-	-	19
Total Gross Income	19	-	-	19

Total receipts

19

-

19

**Latin Girls at Work
Income and Expenditure**

From

10/01/2022

To

31/03/2023

Expenditure

**Unrestricted
funds
£**

**Restricted
funds
£**

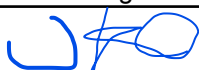
**Total funds
£**

Payments

Charitable Payments			
Wages	-	-	-
Rent	-	-	-
Water	-	-	-
Electricity and Gas	-	-	-
Insurance	-	-	-
Repairs and Renewals	-	-	-
Materials and equipment	-	-	-
Printing and photocopying	86	-	86
AGM and trustee expenses	-	-	-
Subscriptions	382	-	382
Event refreshments	133	-	133
Venue hire	127	-	127
Transport	9	-	9
	-	-	-
	-	-	-
Sub total	737	-	737
Total Gross Expenditure	737	-	737
Total payments	737		737

Signed by one or two trustees on behalf of all the trustees

Signature



Print Name

Jennifer Kaplan-Ortiz

16/05/24

