

Community Centre for Refugees from Vietnam, Laos and Cambodia

Report of the Trustees and Unaudited Financial Statements

For the year ended 31 March 2021

Community Centre for Refugees from Vietnam, Laos and Cambodia
Contents Page
For the year ended 31 March 2021

Report of the Trustees	1 to 3
Independent Examiner's Report to the Trustees	4
Statement of Financial Activities	5
Statement of Financial Position	6
Notes to the Financial Statements	7 to 15
Detailed Statement of Financial Activities	16

Community Centre for Refugees from Vietnam, Laos and Cambodia
Report of the Trustees
For the year ended 31 March 2021

The Trustees have pleasure in presenting their report and the financial statements for the charity for the year ended 31 March 2021. The Trustees have adopted the provisions of 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 the Republic of Ireland (FRS 102) (effective 1 January 2019).

Chair's report

2020/21 has been a challenging year for our members and our organisation as it has been throughout society. Following the outbreak of the Covid-19 pandemic in March 2020, our Centre had to shut down. Our team's immediate response was to put in place a telephone befriending service to stay connected with our members and ensure they had access to vital health and safety information, translation and health updates. We initially scheduled to restart face-to-face activities for our members in September 2020 however further lockdowns prevented us from going ahead with those plans, most of our members having to shield. Our Management Committee therefore decided to delay full reopening until complete safety of all of our members, staff and volunteers could be ensured.

Our financial model was put under much pressure given that in our previous financial year, 77% of our budget came from hiring our venue to community and cultural groups. The sudden shut down of our building and the complete stalling of cultural activities around the country, meant that we were no longer able to generate income in this way. The decision was made to furlough two of our three staff members from April 2020, allowing us to retain our staff until a new financial balance could be found. After successfully securing some emergency funding, we returned one of our staff from furlough from September 2020. Our organisation is deeply grateful to Hackney Council, London Community Fund, Power to Change CCLORS and The Phoenix Fund for their support during this crisis. Without them, we would not have been able to expand our services for our members and re-establish footfall in our building.

We would also like to thank Kindred Packet and Yuk Fun who launched fundraising campaigns for our work, demonstrating the desire from the wider public to back grassroots initiatives.

This vital support allowed us to deliver continuity for our service users, giving them hope for a reopening and ensuring that their community centre was ready to welcome them back. It enabled Centre 151-VLC to achieve a stable financial situation at year end while continuing our essential work.

The Covid-19 crisis and lockdown has hit our community hard as it has greatly increased their isolation and their ability to connect with others, along with reduced access to vital health and life-saving information. Many of our members are not adept or confident with technology which has made it even harder for them to socialise and gain appropriate support through the internet. Thankfully befriending services and further support delivered throughout the year by our staff and volunteers meant that our members were interconnected and cared for. We encouraged our members to take up the vaccine in order to protect themselves, continually informing them on Covid-19 related announcements. The rise in mental health issues amongst our members following a year of lockdown remains a serious challenge and we hope the reopening of our face-to-face activities will allow communities to heal.

2020-21 was a year of turmoil on many levels. The pandemic has brought to the forefront flagrant inequalities in society and rendered our work for fragile communities more visible and even more essential. Centre 151-VLC will continue to collaborate with fellow organisations and individuals to ensure the voice of Southeast Asian communities is heard and to implement positive change in society, promoting respect and cohesion.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The trust's objects are the promotion of any charitable activities for the benefit of the refugees from Vietnam, Laos and Cambodia in particular the relief of poverty, the advancement of education and the provision of facilities for recreation and leisure. The policies adopted in furtherance of these objects are the operational policies listed below and there has been no change in these during the year.

Finance Policy and Procedure
Confidentiality Procedure
Health and Safety Policy
Complaints Procedure
Children Protection Policy
Grievance Policy & Procedure
Staff Safety and Harassment Policy
Roles of the Management Committee
Training Policy
Equal Opportunities Policy and Procedure
Risk Assessment Policy

Community Centre for Refugees from Vietnam, Laos and Cambodia
Report of the Trustees Continued
For the year ended 31 March 2021

The trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PB2)'.

FINANCIAL REVIEW

Significant events

The financial position of the charity at the end of the financial year is as detailed in the attached financial statements. The charity received funding from charitable sources totalling £99,308 (2020: £85,114) during the year. It is financially dependent on funding from these sources.

Reserves

It is the policy of the trust that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the trust's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The trust was established by a charitable constitution on 23 March 2003.

Recruitment and appointment of trustees

The trustees and the officers, which also refer to as the Management Committee, within it are selected at each annual general meeting.

The Management Committee comprised of 11 members. 3 co-optees of which 1 member must be from Laotian and 1 from Cambodian Community. The Term of office of elected members is 2 years. Half of these members will be retired annually and be eligible for re-election. The Amendment of the Constitution in 1995 states not more than 3 Co-optees shall be co-opted by the Management Committee as non-executive members. They shall be entitled to vote at the meetings of the Management Committee and shall serve until the next general meeting after individual co-option. The Management Committee is a policy making body and shall meet not less than 4 times a year. The day-to-day affair is managed by a Standing Committee that includes Chairperson, Secretary and Treasurer.

There were no related parties identified during the year.

The trustees have assessed the major risks to which the trust is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

REFERENCE AND ADMINISTRATIVE INFORMATION

Name of Charity	Community Centre for Refugees from Vietnam, Laos and Cambodia
Charity registration number	291530
Principal address	151 Whiston Road London E2 8GU

Trustees

The trustees and officers serving during the year and since the year end were as follows:

Mr Thinh Van Lai (Chairman)
Mrs Sobopha Owen (Vice chair)
Mr Tai Phat Tu (treasurer)
Mr K Phomavongsa (Vice chair)
Mr Dam Van Huynh (Secretary)
Mrs Anna Thao Lai
Mrs Loan Anh Nguyen
Mr Tran Kien Dan
Mr Gac Van Nguyen
Mr Dinh Pham

Community Centre for Refugees from Vietnam, Laos and Cambodia
Report of the Trustees Continued
For the year ended 31 March 2021

Mr Andrew Philip Coggins MBE

Independent examiner

Andrew M Wells FMAAT
Counterculture Partnership LLP
99 Western Road
Lewes
East Sussex
BN7 1RS

Approved by the Board of Trustees and signed on its behalf by



04 August 2021

Mr Thinh Van Lai (Chairman)

Community Centre for Refugees from Vietnam, Laos and Cambodia
Independent Examiners Report to the Trustees
For the year ended 31 March 2021

I report to the trustees on my examination of the accounts of the charity for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the 2011 Act').

I report in respect of my examination of the charity'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 examiners statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.



.....
Andrew M Wells FMAAT
Counterculture Partnership LLP
99 Western Road
Lewes
East Sussex
BN7 1RS

Community Centre for Refugees from Vietnam, Laos and Cambodia
Statement of Financial Activities
For the year ended 31 March 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 £	2020 £
Income and endowments from:					
Donations and legacies	2	15,470	66,294	81,764	18,904
Charitable activities	3	17,544	-	17,544	66,210
Total		33,014	66,294	99,308	85,114
Expenditure on:					
Charitable activities	4/5	(24,509)	(46,422)	(70,931)	(80,347)
Total		(24,509)	(46,422)	(70,931)	(80,347)
Net income		8,505	19,872	28,377	4,767
Reconciliation of funds					
Total funds brought forward		244,900	-	244,900	240,133
Total funds carried forward		253,405	19,872	273,277	244,900

Community Centre for Refugees from Vietnam, Laos and Cambodia
Statement of Financial Position
As at 31 March 2021

	Notes	2021 £	2020 £
Fixed assets			
Tangible assets	10	196,593	199,387
		196,593	199,387
Current assets			
Debtors	11	-	1
Cash at bank and in hand		79,841	46,952
		79,841	46,953
Creditors: amounts falling due within one year	12	(3,157)	(1,440)
Net current assets		76,684	45,513
Total assets less current liabilities		273,277	244,900
Net assets		273,277	244,900
The funds of the charity			
Restricted income funds	13	19,872	-
Unrestricted income funds	13	253,405	244,900
Total funds		273,277	244,900

The financial statements were approved and authorised for issue by the Board and signed on its behalf by:



Mr Thinh Van Lai (Chairman)
Trustee

04 August 2021

Community Centre for Refugees from Vietnam, Laos and Cambodia
Notes to the Financial Statements
For the year ended 31 March 2021

1. Accounting Policies

Basis of accounting

The financial statements have been prepared under the historical cost convention, except for investments which are included at market value and the revaluation of certain fixed assets and 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 2019)', Financial Reporting Standard 102 the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and the Charities Act 2011.

Community Centre for Refugees from Vietnam, Laos and Cambodia meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

Going concern

The financial statements are prepared, on a going concern basis, under the historical cost convention.

Incoming resources

All incoming resources are included in the statement of financial activities when the Charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Resources expended

Liabilities are recognised as resources expended when there is a legal or constructive obligation committing the Charity to the expenditure:

Taxation

As a registered charity, the company is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only. Value Added Tax is not recoverable by the company, and is therefore included in the relevant costs in the Statement of Financial Activities.

Tangible fixed assets

Tangible fixed assets, other than freehold land, are stated at cost or valuation less depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Land and Buildings	99 years Straight line
Fixtures and Fittings	20% Straight line

2. Income from donations and legacies

	Unrestricted funds	Restricted funds	2021	2020
	£	£	£	£
Grants received	15,470	66,294	81,764	18,904
	15,470	66,294	81,764	18,904

Community Centre for Refugees from Vietnam, Laos and Cambodia
Notes to the Financial Statements Continued
For the year ended 31 March 2021

Analysis of grants received

	2021	2020
	£	£
Aid Local	-	63
Hackney Community Chest	-	1,000
Hackney Council Lunch Club	12,381	12,381
Hackney Council Main Grant	8,000	-
Hackney Giving Messenger	2,937	-
Hackney small grant	-	4,960
Local Giving Grant	-	500
Power to Change - CCLORS	10,000	-
The Co-op Fund	3,400	-
The London Community Foundation	9,576	-
The Phoenix Fund	20,000	-
	66,294	18,904

3. Income from charitable activities

	2021	2020
	£	£
Unrestricted funds		
<i>Community activities</i>		
Hall bookings	16,864	55,083
Luncheon club	-	5,647
Tai Chi	-	324
Parents contributions	-	640
Others	680	4,516
	17,544	66,210
	17,544	66,210

Community Centre for Refugees from Vietnam, Laos and Cambodia
Notes to the Financial Statements Continued
For the year ended 31 March 2021

4. Costs of charitable activities by fund type

	Unrestricted funds £	Restricted funds £	2021 £	2020 £
Community activities				
Direct cost				
Food	-	-	-	4,941
Events and activities	-	1,715	1,715	4,398
Repairs and maintenance	-	218	218	2,969
Travelling	-	1,540	1,540	1,829
Postage and stationery	-	842	842	257
Others	-	-	-	2,828
Telephone	-	936	936	939
Website and marketing costs	-	246	246	238
Premises costs	-	9,356	9,356	9,896
	-	14,853	14,853	28,295
Management				
Staff costs - wages & salaries	16,648	27,069	43,717	39,821
Staff costs - social security costs	2,075	-	2,075	3,376
Staff costs - pension contributions	1,552	-	1,552	2,621
Depreciation - leased assets	2,794	-	2,794	2,794
Legal fees	-	1,500	1,500	-
Funding consultancy	-	3,000	3,000	2,000
Governance costs				
Accountancy fees	1,440	-	1,440	1,440
	24,509	31,569	56,078	52,052
	24,509	46,422	70,931	80,347

Community Centre for Refugees from Vietnam, Laos and Cambodia
Notes to the Financial Statements Continued
For the year ended 31 March 2021

5. Costs of charitable activities by activity type

	Activities undertaken directly	Support costs	2021	2020
	£	£	£	£
Support costs				
Community activities				
Staff costs - wages & salaries	-	43,717	43,717	39,821
Staff costs - social security costs	-	2,075	2,075	3,376
Staff costs - pension contributions	-	1,552	1,552	2,621
Accountancy fees	-	1,440	1,440	1,440
Depreciation - leased assets	-	2,794	2,794	2,794
Food	-	-	-	4,941
Events and activities	1,715	-	1,715	4,398
Repairs and maintenance	218	-	218	2,969
Travelling	1,540	-	1,540	1,829
Postage and stationery	842	-	842	257
Others	-	-	-	2,828
Telephone	936	-	936	939
Website and marketing costs	246	-	246	238
Premises costs	9,356	-	9,356	9,896
Legal fees	-	1,500	1,500	-
Funding consultancy	-	3,000	3,000	2,000
	14,853	56,078	70,931	80,347
	14,853	56,078	70,931	80,347

6. Analysis of support costs

		2021	2020
		£	£
Community activities			
Management	Activity	54,638	50,612
Governance costs	Activity	1,440	1,440
		56,078	52,052

Community Centre for Refugees from Vietnam, Laos and Cambodia
Notes to the Financial Statements Continued
For the year ended 31 March 2021

7. Net income/(expenditure) for the year

This is stated after charging/(crediting):

	2021	2020
	£	£
Depreciation of assets held under hire purchase agreements	2,794	2,794
Accountancy fees	1,440	1,440
Staff pension contributions	1,552	2,621
	<u> </u>	<u> </u>

8. Staff costs and emoluments

Total staff costs for the year ended 31 March 2021 were:

	2021	2020
	£	£
Salaries and wages	43,717	44,594
Social security costs	2,075	-
Pension costs	1,552	1,231
	<u>47,344</u>	<u>45,825</u>

9. Comparative for the Statement of Financial Activities

	Unrestricted funds	Restricted funds	2020
	£	£	£
Income and endowments from:			
Donations and legacies	-	18,904	18,904
Charitable activities	66,210	-	66,210
Total	<u>66,210</u>	<u>18,904</u>	<u>85,114</u>
Expenditure on:			
Charitable activities	(61,443)	(18,904)	(80,347)
Total	<u>(61,443)</u>	<u>(18,904)</u>	<u>(80,347)</u>
Net income/expenditure	4,767	-	4,767
Reconciliation of funds			
Total funds brought forward	240,133	-	240,133
Total funds carried forward	<u>244,900</u>	<u>-</u>	<u>244,900</u>

Community Centre for Refugees from Vietnam, Laos and Cambodia
Notes to the Financial Statements Continued
For the year ended 31 March 2021

10. Tangible fixed assets

Cost or valuation	Land and Buildings £	Fixtures and Fittings £	Total £
At 01 April 2020	276,559	45,327	321,886
At 31 March 2021	276,559	45,327	321,886
Depreciation			
At 01 April 2020	77,172	45,327	122,499
Charge for year	2,794	-	2,794
At 31 March 2021	79,966	45,327	125,292
Net book values			
At 31 March 2021	196,593	-	196,594
At 31 March 2020	199,387	-	199,387

The depreciation charge for the year is £(2,794) in respect of assets leased under finance leases or hire purchase contracts.

11. Debtors

	2021 £	2020 £
Amounts due within one year:		
Prepayments and accrued income	-	1
	-	1

12. Creditors: amounts falling due within one year

	2021 £	2020 £
Other creditors	1,717	-
Accruals and deferred income	1,440	1,440
	3,157	1,440

Community Centre for Refugees from Vietnam, Laos and Cambodia
Notes to the Financial Statements Continued
For the year ended 31 March 2021

13. Movement in funds

Unrestricted Funds

	Balance at 01/04/2020 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31/03/2021 £
<i>Designated</i>					
Building fund	199,387	-	(2,794)	-	196,593
Building maintenance fund	12,000	-	-	-	12,000
<i>General</i>					
General	33,513	33,014	(21,715)	-	44,812
	244,900	33,014	(24,509)	-	253,405

Unrestricted Funds - Previous year

	Balance at 01/04/2019 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31/03/2020 £
<i>Designated</i>					
Building fund	202,181	-	(2,794)	-	199,387
Building maintenance fund	-	-	-	12,000	12,000
<i>General</i>					
General	37,952	66,210	(58,649)	(12,000)	33,513
	240,133	66,210	(61,443)	-	244,900

Purpose of unrestricted Funds

Building fund

The Designated Building Fund consists of the value of the lease on the 151 Whiston Road property which expires in March 2086.

Building maintenance fund

This has been established to ensure funds are available for essential maintenance at 151 Whiston Road.

General

These are to be used in running a community centre.

Community Centre for Refugees from Vietnam, Laos and Cambodia
Notes to the Financial Statements Continued
For the year ended 31 March 2021

Restricted Funds

	Incoming resources £	Outgoing resources £	Balance at 31/03/2021 £
Restricted fund	66,294	(46,422)	19,872
	66,294	(46,422)	19,872

Restricted Funds - Previous year

	Incoming resources £	Outgoing resources £	Balance at 31/03/2020 £
Restricted fund	18,904	(18,904)	-
	18,904	(18,904)	-

Purpose of restricted funds

Restricted fund

Delivering activities for the general community attending Centre 151 as well as providing a vital service for members of the communities from Vietnam, Laos and Cambodia.

14. Analysis of net assets between funds

	Tangible fixed assets £	Net current assets / (liabilities) £	Net Assets £
Unrestricted funds			
<i>General</i>			
General	-	44,812	44,812
<i>Designated</i>			
Building fund	196,593	-	196,593
Building maintenance fund	-	12,000	12,000
Restricted funds			
Restricted fund	-	19,872	19,872
	196,593	76,684	273,277

Community Centre for Refugees from Vietnam, Laos and Cambodia
Notes to the Financial Statements Continued
For the year ended 31 March 2021

Previous year

	Tangible fixed assets	Net current assets / (liabilities)	Net Assets
	£	£	£
Unrestricted funds			
<i>General</i>			
General	-	33,512	33,512
<i>Designated</i>			
Building fund	199,387	-	199,387
Building maintenance fund	-	12,000	12,000
Restricted funds			
Restricted fund	-	1	1
	199,387	45,513	244,900

Community Centre for Refugees from Vietnam, Laos and Cambodia
Detailed Statement of Financial Activities
For the year ended 31 March 2021

	2021 £	2020 £
INCOME AND ENDOWMENT		
Donations and legacies		
Grants receivable	81,764	18,904
	81,764	18,904
Charitable activities		
Hall bookings	16,864	55,083
Luncheon club	-	5,647
Tai Chi	-	324
Parents contributions	-	640
Others	680	4,516
	17,544	66,210
Total incoming resources	99,308	85,114
EXPENDITURE		
Charitable activities		
Food	-	(4,941)
Events and activities	(1,715)	(4,398)
Repairs and maintenance	(218)	(2,969)
Travelling	(1,540)	(1,829)
Postage and stationery	(842)	(257)
Others	-	(2,828)
Telephone	(936)	(939)
Website and marketing costs	(246)	(238)
Premises costs	(9,356)	(9,896)
	(14,853)	(28,295)
SUPPORT COSTS		
Management		
Staff costs - wages & salaries	(43,717)	(39,821)
Staff costs - social security costs	(2,075)	(3,376)
Staff costs - pension contributions	(1,552)	(2,621)
Depreciation - leased assets	(2,794)	(2,794)
Legal fees	(1,500)	-
Funding consultancy	(3,000)	(2,000)
	(54,638)	(50,612)
Governance costs		
Accountancy fees	(1,440)	(1,440)
	(1,440)	(1,440)
Total resources expended	(70,931)	(80,347)
Net Income	28,377	4,767