

Charity Registration No. 1144021

Company Registration No. 07618383 (England and Wales)

**WATFORD AFRICAN CARIBBEAN ASSOCIATION
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2015**

WATFORD AFRICAN CARIBBEAN ASSOCIATION

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Arthur McLean Clive Saunders Sebastian Joseph Amidou N'jie (Treasurer) Althea McLean OBE Theresa Williamson Valerie Osborne (Hon. Secretary) Pearline McFarlane Leslie Billy (Vice-Chair) Sandra Fullerton (Secretary) Daisy Peets Benson Obasogie Guy Miller
Chair	Clive Saunders
Hon. Secretary	Valerie Osborne
Charity number	1144021
Company number	07618383
Registered office	Holywell Community Centre Chaffinch Lane Tolpits Lane Watford Hertfordshire
Independent examiner	Campbell Wilson ACA ATII Howard Wilson Chartered Accountants 36 Crown Rise Watford Hertfordshire WD25 0NE

WATFORD AFRICAN CARIBBEAN ASSOCIATION

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WATFORD AFRICAN CARIBBEAN ASSOCIATION

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2015

The trustees present their report and accounts for the year ended 31 March 2015.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's [governing document], the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

Structure, governance and management

The charity was founded in 1976 to meet the educational, social and cultural needs of the African and Caribbean Community of Watford and its surrounding areas. The charity became a company limited by Guarantee (Watford African Caribbean Association Limited -Company No. 07618383), on 28 April 2011 and registered as a charity (charity number 1144021) on 27 September 2011 under the Articles of Association agreed by Companies House on 28 April 2011.).

The trustees, who are also the directors for the purpose of company law, and who served during the year were:

Arthur McLean

Clive Saunders

Sebastian Joseph

Amidou N'jie (Treasurer)

Althea McLean OBE

Theresa Williamson

Valerie Osborne (Hon. Secretary)

Pearline McFarlane

Leslie Billy (Vice-Chair)

Sandra Fullerton (Secretary)

Francis Nwofor

(Resigned 3 July 2014)

Daisy Peets

Benson Obasogie

(Appointed 4 September 2014)

Guy Miller

(Appointed 4 September 2014)

New Trustees are nominated and elected at the annual AGM or co-opted at a meeting of the Trustees. All Trustees are given a Trustee pack which includes the policies and procedures for the Association. In addition, the Trustees are expected to attend relevant training courses run by the Watford and Three Rivers Trust or other similar organisations..

The management of the Association consists of members, elected at the AGM, who form the Board of Trustees. It is the Trustees' responsibility to make the final decision in relation to the Association. Some of these decisions are delegated to sub-committees who have responsibility for specific areas of work, e.g. personnel and finance.

The Association also employs a Finance, Administration and Development Co-ordinator and a Project Co-ordinator who is responsible for the day to day operational management.

The trustees have assessed and reviewed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks. These risks include damage to reputation, criminal acts, data loss, health and safety and a change of funding sources.

Internal risks are minimised by the implementation of procedures for the authorisation of all transaction and projects to ensure consistent delivery of all operational aspects of the charity. These procedures will be periodically reviewed to ensure that they still meet the needs of the charity. The Trustees have conducted their own review of the major risks to which the charity is exposed and have established systems to mitigate those risks.

WATFORD AFRICAN CARIBBEAN ASSOCIATION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2015

The latest risk Assessment was conducted up to April 2015 and focussed on the future priorities of the organisation in the light of changing funding environment. Strategies were identified to mitigate the potential risks uncovered. Trustees are currently working on an action plan to mitigate the risks and concerns and identifying other options for the future.

Objectives and activities

The charity's objects are to promote the benefit of the inhabitants of Watford and the surrounding areas (hereinafter called the area of benefit) without distinction of sex or political, religious or other opinions by associating the local authorities, voluntary organisations and inhabitants in common effort to advance education and to provide facilities in the interest of social welfare for recreation and leisure time occupation with the object of improving conditions of the said inhabitants and there has been no change in these during the year.

The charity aims, through its activities to:

- provide day care facilities for elderly people;
- provide an education and training base for young people; and
- provide a focal point for members to meet socially and to obtain advice, support and information.

In order to achieve these objects the charity operates the following projects and activities:

The African & Caribbean Elders Project (United Friends Club)

Supplementary School

Befriending Scheme

Sickle Cell & Thalassaemia Group

Volunteering opportunities

Referral services to specialist organisations where appropriate

There is also a drop-in centre which provides general information and advice for clients who visit the office. Information and advice range from training, immigration, volunteering, education to discrimination.

The charity also hosts a number of other cultural events and activities (Black History Month activities, visits and other social activities).

Volunteers play an important role within the Association. All Trustees, along with the Co-ordinators for the Saturday School and United Friends Club are volunteers, as are most of the people who help out at the events and celebrations undertaken. Volunteer work ranges from administrative tasks around the office, to planning and setting up events. The Association estimates that its volunteers provide about 6,500 hours of service, for which it is grateful.

The Trustees also wish to record their heartfelt thanks to the many volunteers without whom the charity would be unable to maintain the quality of service at the level of expenditure that is currently enjoyed.

Achievements and performance

The Association continued to operate to satisfy its stated objectives during the year through of the work of the Association by:

- a range of positive partnerships with other groups and organisations in and around Watford area;
- supporting the educational attainment of African & Caribbean Children (5 - 16 yrs) through the Supplementary School, and other educational and cultural activities;
- provision of sickle cell trait training and counselling and providing information about the condition to educate the public;
- promoting healthy living, lifestyle and recreational activities for children and adults, including the provision of a luncheon club;
- provision of general advice, information and guidance for people of African and Caribbean origins;
- providing a range of cultural learning experiences for the Watford community through exhibitions, events and conferences;
- provision of regular exercise sessions as a part of UFC.

WATFORD AFRICAN CARIBBEAN ASSOCIATION

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2015

Working closely with Hertfordshire Music Services to enable children of the Supplementary school to engage in Music and develop their level of music and dance participation.

Organise, in conjunction with the other partners, health and wellbeing activities. And our elders project organised and participated in a range of activities to inform service users about health, diet etc. throughout the year.

In achieving these outcomes the charity participated in conferences, lectures as well as hosting seminars and workshops to continue to promote its aims and objectives.

In the absence of a permanent location for its activities the Association continue to use available facilities. This includes Elim Church Hall, West Herts College, Watford And Garston Fire Stations and Holywell Community Centre. The Association thanks the hosting organisations for their continuing support.

Financial review

It is the policy of the charity 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 considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. At least this level of reserves has been maintained throughout the year.

Under the Articles of Association, the charity has the power to make any investment that the Trustees see fit.

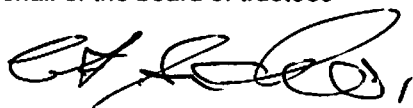
The Trustees have opened a Virgin Money Savings account to enable some return on reserves during difficult saving environment.

Plans for the future

The Association will strive to meet the varied and changing needs of the African Caribbean Community and also work towards sustainability of the Association and procuring access to a permanent place for its operations and secure a sustainable funding base for its activities.

Following the ending of the funding from Hertfordshire County Council, last year saw the start of an independent WACA provision for older people using the services of many volunteers. However the significant reduction in funding poses many challenges going forward that the Trustees are aware of. The Charity is monitoring all areas of finance and exploring all fundraising options to ensure that it remains viable in what are very difficult circumstances going forward.

On behalf of the board of trustees



Clive Saunders
Trustee

Dated: 19 July 2015

WATFORD AFRICAN CARIBBEAN ASSOCIATION

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF WATFORD AFRICAN CARIBBEAN ASSOCIATION

I report on the accounts of the charity for the year ended 31 March 2015, which are set out on pages 5 to 12.

Respective responsibilities of trustees and examiner

The trustees, who are also the directors of Watford African Caribbean Association for the purposes of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011, the 2011 Act, and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) 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 you as trustees concerning any such matters. The procedures undertaken do not provide all the 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 set out in the statement below.

Independent examiner's statement

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Campbell Wilson ACAATII

Chartered Accountant
Howard Wilson Chartered Accountants
36 Crown Rise
Watford
Hertfordshire
WD25 0NE

Dated: 19 July 2015

WATFORD AFRICAN CARIBBEAN ASSOCIATION

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2015

	Notes	Unrestricted funds £	Restricted funds £	Total 2015 £	Total 2014 £
<u>Incoming resources from generated funds</u>					
Donations and legacies	2	21,263	7,454	28,717	73,126
Activities for generating funds		301	6,619	6,920	13,952
Investment income	3	781	-	781	379
		<u>22,345</u>	<u>14,073</u>	<u>36,418</u>	<u>87,457</u>
Other incoming resources	4	630	-	630	675
Total incoming resources		<u>22,975</u>	<u>14,073</u>	<u>37,048</u>	<u>88,132</u>
<u>Resources expended</u>					
Costs of generating funds	5				
Costs of generating donations and legacies		-	-	-	24
		<u>-</u>	<u>-</u>	<u>-</u>	<u>24</u>
Net incoming resources available		<u>22,975</u>	<u>14,073</u>	<u>37,048</u>	<u>88,108</u>
Charitable activities					
Direct charitable expenditure		<u>16,892</u>	<u>19,021</u>	<u>35,913</u>	<u>102,179</u>
Governance costs		<u>1,392</u>	<u>-</u>	<u>1,392</u>	<u>1,390</u>
Total resources expended		<u>18,284</u>	<u>19,021</u>	<u>37,305</u>	<u>103,593</u>
Net incoming/(outgoing) resources before transfers		<u>4,691</u>	<u>(4,948)</u>	<u>(257)</u>	<u>(15,461)</u>
Gross transfers between funds		<u>(2,586)</u>	<u>2,586</u>	<u>-</u>	<u>-</u>
Net income/(expenditure) for the year/ Net movement in funds		<u>2,105</u>	<u>(2,362)</u>	<u>(257)</u>	<u>(15,461)</u>
Fund balances at 1 April 2014		<u>34,235</u>	<u>42,916</u>	<u>77,151</u>	<u>92,612</u>
Fund balances at 31 March 2015		<u><u>36,340</u></u>	<u><u>40,554</u></u>	<u><u>76,894</u></u>	<u><u>77,151</u></u>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

WATFORD AFRICAN CARIBBEAN ASSOCIATION

BALANCE SHEET

AS AT 31 MARCH 2015

	Notes	2015 £	£	2014 £	£
Current assets					
Debtors	10	543		178	
Cash at bank and in hand		84,009		89,523	
		<u>84,552</u>		<u>89,701</u>	
Creditors: amounts falling due within one year	11	<u>(7,658)</u>		<u>(12,550)</u>	
Total assets less current liabilities			<u>76,894</u>		<u>77,151</u>
Income funds					
Restricted funds	12		40,554		42,916
Unrestricted funds			<u>36,340</u>		<u>34,235</u>
			<u>76,894</u>		<u>77,151</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2015. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on 19 July 2015



Clive Saunders
Trustee

Company Registration No. 07618383

WATFORD AFRICAN CARIBBEAN ASSOCIATION

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2015

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The charity has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement on the grounds that it is a small charity.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006.

The charity has followed the Financial Reporting Standard for Smaller Entities (effective April 2008).

1.2 Incoming resources

Donations are recognised in the financial statements when the charity becomes beneficially entitled to the income. Where claimable, this also includes Gift Aid reclaimed.

The value of services provided by the volunteers is not included in the Statement of Financial Activities.

Grants receivable are credited to the Statement of Financial Activities (SOFA) in the year for which they are received.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which it has been received.

1.3 Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis inclusive of VAT.

1.4 Accumulated funds

Restricted funds are funds received which can only be used for the specific purpose as laid out by the donor. Expenditure which meets this criteria is identified to the fund, together with a fair allocation of overhead costs. The aim and use of each restricted fund is set out in the note to the financial statements.

WATFORD AFRICAN CARIBBEAN ASSOCIATION

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2015

2 Donations and legacies

	Unrestricted funds £	Restricted funds £	Total 2015 £	Total 2014 £
Donations and gifts	1,278	924	2,202	5,824
Grants receivable for core activities	19,985	6,530	26,515	67,302
	<u>21,263</u>	<u>7,454</u>	<u>28,717</u>	<u>73,126</u>
Donations and gifts				
Unrestricted funds:				
Donations and gifts			1,278	5,331
			<u>1,278</u>	<u>5,331</u>
Restricted funds:				
Donations and gifts			924	493
			<u>924</u>	<u>493</u>
Grants receivable for core activities				
Unrestricted funds:				
Watford Borough Council			-	(3,000)
Lloyds TSB Foundation			-	10,000
Henry Smith Charity			16,700	-
Herts. County Council			1,035	5,805
Watford Community Housing Trust			-	500
Souter Charitable Trust			2,000	-
Warburtons			250	-
			<u>19,985</u>	<u>13,305</u>
Restricted funds:				
Herts County Council			790	47,861
Watford Borough Council			-	2,000
The Co-Operative Group			-	2,000
Herts. Community Foundation			-	2,136
Leeds Building Society			250	-
Neighbourly Charitable Trust			500	-
Caribbean Women's Conference			100	-
Ernest Cook Trust			2,500	-
London Mathematical Society			790	-
Lawton Trust			1,000	-
Police and Crime Commissioner for Herts.			600	-
			<u>6,530</u>	<u>53,997</u>

WATFORD AFRICAN CARIBBEAN ASSOCIATION

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2015

3 Investment income

	2015 £	2014 £
Interest receivable	781	379

4 Other incoming resources

	2015 £	2014 £
Other income	630	675

5 Total resources expended

	Staff costs £	Other costs £	Total 2015 £	Total 2014 £
Costs of generating funds				
Costs of generating donations and legacies	-	-	-	24
Charitable activities				
<u>Direct charitable expenditure</u>				
Activities undertaken directly	22,476	13,437	35,913	102,179
Governance costs	-	1,392	1,392	1,390
	<u>22,476</u>	<u>14,829</u>	<u>37,305</u>	<u>103,593</u>

WATFORD AFRICAN CARIBBEAN ASSOCIATION

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2015

6 Activities undertaken directly

	2015	2014
	£	£
Other costs relating to Direct charitable expenditure comprise:		
Unrestricted funds		
Other staff costs	-	150
Direct project costs	101	2,739
Premises costs	3,268	6,798
Office costs	1,955	1,162
Consultancy	-	8,976
Travel	102	708
General expenses	195	104
Bank charges	3	9
Restricted funds		
Direct project costs	2,832	2,838
Premises costs	2,249	4,536
Office costs	1,863	2,666
Travel	858	3,756
Bank charges	11	-
	<u>13,437</u>	<u>34,442</u>

7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

WATFORD AFRICAN CARIBBEAN ASSOCIATION

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2015

8 Employees

Number of employees

The average monthly number of employees during the year was:

	2015 Number	2014 Number
Direct charitable Administration	7 2	10 4
	<u>9</u>	<u>14</u>
Employment costs	2015 £	2014 £
Wages and salaries	22,476	64,242
Social security costs	-	3,495
	<u>22,476</u>	<u>67,737</u>

There were no employees whose annual remuneration was £60,000 or more.

9 Taxation

The activities of the charity are exempt from Corporation Tax under Section 505 of the Income and Corporation Taxes Act 1988 to the extent that they are applied to the organisation's charitable objects.

10 Debtors	2015 £	2014 £
Trade debtors	14	178
Other debtors	529	-
	<u>543</u>	<u>178</u>

WATFORD AFRICAN CARIBBEAN ASSOCIATION

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2015

11 Creditors: amounts falling due within one year	2015 £	2014 £
Trade creditors	5,140	9,482
Taxes and social security costs	242	19
Other creditors	836	1,609
Accruals	1,440	1,440
	<u>7,658</u>	<u>12,550</u>

12 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				Balance at 31 March 2015 £
	Balance at 1 April 2014 £	Incoming resources £	Resources expended £	Transfers £	
TACEP	41,465	5,563	(6,474)	-	40,554
Supplementary School	1,451	8,509	(12,546)	2,586	-
	<u>42,916</u>	<u>14,072</u>	<u>(19,020)</u>	<u>2,586</u>	<u>40,554</u>

The African & Caribbean Elders Project ("TACEP") - to provide culturally sensitive approach services to its members to enhance their quality of life.

Supplementary School - provides complementary educational, cultural and recreational activities to children between the ages of 5 to 16.

13 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31 March 2015 are represented by:			
Current assets	43,998	40,554	84,552
Creditors: amounts falling due within one year	(7,658)	-	(7,658)
	<u>36,340</u>	<u>40,554</u>	<u>76,894</u>