

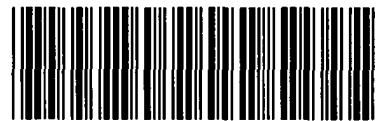
Company Number 06975244

Tapepuka

Trustees' Report and Financial Statements
Year Ended 31 December 2017

Registered Charity Number 1166199

TUESDAY



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Index

Page

| | |
|-----------------------------------|------|
| Trustees and Advisers | 2 |
| Trustees' Annual Report | 3-5 |
| Independent Examiner's Report | 6 |
| Statement of Financial Activities | 7 |
| Balance Sheet | 8 |
| Notes to the Accounts | 9-11 |

Appendix (not part of audited financial statements)

Schedule of Expenditure

Tapepuka
Registered Charity Number 1166199
Company Number 06975244

Trustees and Advisers

Registered Office

Raines House
Denby Dale Road
Wakefield
WF10 1HR

Company Secretary

C Muverengwi

Trustees/Directors

A Ishemunyoru
C Muverengwi
T Ndanga
J Threfall

Bankers

Co operative Bank
PO Box 250
Skelmersdale
WN8 6WT

Independent Examiner

A J Shackleton FCCA
John Shackleton & Co. Ltd
10 Claro Court Business Centre
Claro Road
Harrogate
HG2 8JT

**Annual Report of the Trustees
For the Year ended 31 December 2017**

The trustees present their annual report for the year ended 31 December 2017 under the Charities Accounts and Reports Regulations 2008, together with the financial statements for the year.

STRUCTURE GOVERNANCE AND MANAGEMENT

The charity is a company limited by guarantee which was formed on the 28th July 2009, and is governed by a memorandum and articles of registration, as amended on the 28th August 2015. The liability of members in the event of it being wound up is limited to a sum not exceeding £1.

The company registered as a charity on the 23 March 2016.

Governing Body

The trustees who served during the year were

A Ishemunyoro (Appointed 13 July 2017)
T Ndanga

J Threfall
R Gutu (Resigned 28 March 2017)

Trustee ex officio/ Senior employed Officer
C Muverengwi

The trustees of the charity are also directors for the purposes of company law and are appointed by the members at the AGM

The senior employed officer may be appointed as a trustee ex-officio.

CHARITABLE OBJECTS

The prevention and relief of poverty and need among socially and economically disadvantaged members of minority ethnic communities and especially people of African Background or descent.

The promotion of good health, both physical and mental amongst such people.

To promote social inclusion for the public benefit by working with people who are socially excluded on the grounds of their ethnic origin (in particular people of African Background or descent) and to enable them to better identify and address their own needs, in particular by

- ◊ building self esteem, confidence and capacity so they may participate more effectively in society and the community
- ◊ creating and increasing opportunities for members of minority ethnic communities to engage with service providers, to enable those providers to adapt services to better meet the needs of those communities
- ◊ the promotion of equality and diversity for the public benefit by the elimination of discrimination on the grounds of race (especially Afrophobia) promoting activities to foster understanding between people from diverse backgrounds and cultivating a sentiment of equality and diversity.

PRINCIPAL ACTIVITIES DURING THE YEAR

Support and advocacy work, peer and volunteer capacity building. Community mobilisation and influencing at all levels.

**Annual Report of the Trustees
For the Year ended 31 December 20#17**

PUBLIC BENEFIT

The trustees believes that its support for the disadvantaged members of the African Community is within the Public Benefit guidelines set out by the charity commission.

RESERVES POLICY

The charity is mainly grant funded to undertake specific projects.

The specific nature of the funding means that reserves are allocated to specific projects for which funding has been received.

INVESTMENT POLICY

The charity places any temporary surplus funds in a deposit account. The return on such funds is restricted by the short term nature of such surpluses and the need to retain the security of and access to the funds

ACCOUNTING AND REPORTING RESPONSIBILITIES

The trustees (directors for Company Law) of the charity are responsible for preparing accounts for each financial year which give a true and fair view of its financial activities during the year and of its financial position at the end of the year. In preparing the accounts the trustees should follow best practice and:

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
- Follow applicable accounting standards and the charities SORP disclosing and explaining any departures in the accounts
- Prepare the accounts on the going concern basis unless it is inappropriate to assume the trust will continue in operation.

The trustees are responsible for keeping accounting records which are such as to disclose, with reasonable accuracy the financial position of the trust, at any time, and to enable them as trustees to ensure that the accounts comply with charity law. The trustees are also responsible for safeguarding the trust's assets and ensuring their proper application in accordance with charity law, and hence for taking reasonable steps for the prevention and detection of error, fraud and other irregularities.

This report has been prepared in accordance with the special provisions for Small Companies as set out in the Companies Act 2006

Approved by the Trustees, and signed on their behalf by

Trustee



CHAWAPIWA RAITI MUVENGWI,

Date

12/10/2018

**Independent Examiners's Report to the Trustees of Tapepuka
for the Year Ended 31 December 2017.**

I report on the accounts of the charity for the year ended 31 December 2017, which are set out on pages six to ten.

Respective Responsibilities of Trustees and Examiner

The trustees consider that an audit is not required this year (under section 43(2)) of the Charities Act 1993 (the Act) and that an independent examination is needed.

It is my responsibility to

- ◊ examine the accounts (under section 43 of the Act);
- ◊ to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act) ; an
- ◊ to state whether any particular matters have come to my attention.

Basis of the independent Examiner's Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the trust and a comparison of the accounts presented with those records. It also included consideration 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 I do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

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

- (1) Which gives me reasonable cause to believe that, in any material respect, the trustees have not met the requirements to ensure that :
 - ◊ proper accounting are kept (in accordance with section 41 of the 1993 Act); and
 - ◊ accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
- (2) to which in my opinion , attention should be drawn in order to enable a proper understanding of the accounts to be reached.

A J Shackleton FCCA
John Shackleton & Co. Ltd
11 Oatlands Drive
Harrogate
HG2 8JT



Date 12 Oct 2018

Statement of Financial Activities (Summary Income and Expenditure Account)
for the Year Ended 31 December 2017

| | Note | General | Restricted | 2017 £ | 2016 £ |
|--|------------|--------------|--------------|--------------|--------------|
| INCOMING RESOURCES | | | | | |
| Grants and Donations | | 10481 | 40000 | 50481 | 66153 |
| Sales and Fees | | 0 | | 0 | 1300 |
| Other Income | | 0 | | 0 | 516 |
| Investment Income - Interest | | 3 | | 3 | 0 |
| Total Incoming resources | | 10484 | 40000 | 50484 | 67969 |
| RESOURCES EXPENDED | | | | | |
| Costs of charitable activities | | 9477 | 45688 | 55165 | 48096 |
| Governance Costs | | 1338 | | 1338 | 1793 |
| Total Resources Expended | 3,4 | 10815 | 45688 | 56503 | 49889 |
| NET (OUTGOING)/INCOMING RESOURCES | | -331 | -5688 | -6019 | 18080 |
| Fund Balance at 1 January | | -6997 | 24311 | 17314 | -766 |
| Fund Balance at 31 December | | -7328 | 18623 | 11295 | 17314 |

Balance Sheet as at 31 December 2017

| | | 2017 | | | 2016 |
|---------------------------|-------------|---------|------------|-------|-------|
| | | General | Restricted | Total | Total |
| | | £ | £ | £ | £ |
| FIXED ASSETS | Note | | | | |
| Tangible Assets | 5 | 451 | | 451 | 0 |
| CURRENT ASSETS | | | | | |
| Debtors | 6 | 165 | 1950 | 2115 | 718 |
| Cash at Bank and in hand | | -4895 | 16673 | 11778 | 17587 |
| | | -4730 | 18623 | 13893 | 18305 |
| CREDITORS | | | | | |
| Due within one year | 7 | 3049 | | 3049 | 991 |
| NET CURRENT ASSETS | | -7779 | 18623 | 10844 | 17314 |
| TOTAL NET ASSETS | | -7328 | 18623 | 11295 | 17314 |
| TOTAL FUNDS | 8 | | | | |
| Restricted Funds | | -7328 | | -7328 | -6997 |
| Unrestricted | | | 18623 | 18623 | 24311 |
| | | -7328 | 18623 | 11295 | 17314 |

For the year ended 31 December 2017, the charitable company was entitled to exemption from audit under section 477 of the Companies Act relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year ended 31 December 2017 in accordance with section 476.

The directors (trustees) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to the small companies regime and with FRS 102.

Approved by the Trustees, and signed on its behalf by

Trustee



CHAWAPIWA FAITH MUVERNCWI

Dated

12 OCTOBER 2018

**Notes to the Accounts
For the Year Ended 31 December 2017**

1 Statement of Accounting Policies

Basis of Accounts preparation

These accounts are prepared under the Charities Act 1993 on the historical cost convention, in accordance with applicable accounting standards and the Statement of Recommended Practice on accounting and Reporting by Charities; the Charities SORP 2005. In accordance with paragraph 351 of the SORP, the charity has not prepared a cashflow statement.

Donations

Donations received for the general purposes of the charity are credited to the unrestricted funds of the charity. No donations were received which were subject to conditions binding on the trustees as to how they should be expended.

Donations are grossed up in respect of recoverable income tax.

Resources Expended

Expenditure is accounted for on an accruals basis. Any irrecoverable VAT is included in the expense item to which it relates.

Tangible Fixed Assets

During the year the trust provided depreciation on a straight line basis, at the following rates

Computers 33%

Volunteers and Gifts in Kind

The trustees are also grateful for the contribution of volunteers, in the trust's activities. No financial adjustment is made in respect of this contribution.

| | 2017 £ | 2016 £ |
|----------------------------------|--------------|--------------|
| 2 Grants and Donations | | |
| Joseph Rowntree Charitable Trust | 36731 | 39783 |
| Barnsley Council | 750 | 0 |
| Women for Refugees | 3900 | 0 |
| Rosa Women to Woman | 9100 | 0 |
| Awards 4 All | 0 | 6370 |
| Tudor Trust | 0 | 20000 |
| | <u>50481</u> | <u>66153</u> |

Notes to the Accounts (continued)
For the Year Ended 31 December 2017

3 Analysis of Total Resources Expended

| | Other Costs | Depreciation | Total |
|------------------|----------------|--------------|--------------|
| Charitable Costs | 54939 | 226 | 55165 |
| Governance Costs | 1338 | 0 | 1338 |
| | <u>56277</u> | <u>226</u> | <u>56503</u> |

4 Expenditure

| | 2017 £ | 2016 £ |
|--|------------|------------|
| Expenditure includes | | |
| Independent examiners fee (Governance costs) | <u>980</u> | <u>840</u> |

5 Staff Costs - During the year the trust had no paid employees.

| | 2017 £ | 2016 £ |
|----------------|--------------|--------------|
| Gross Salaries | <u>27363</u> | <u>21289</u> |

There was an average of one employee during the year

A salary of £24,862 was paid to the ex-officio trustee. Trustees expenses of £208 were reimbursed.

5 Fixed Assets

| | | Total Computers |
|------------------------|------------------------|--------------------|
| Cost | Additions | <u>677</u> |
| Depreciation Charge | | <u>226</u> |
| Net Book Value | As at 31 December 2017 | <u>451</u> |
| | As at 31 December 2016 | <u>Nil</u> |

All fixed assets are utilised by the charity in furtherance of its charitable activities.

6 Debtors

| | 2017 £ | 2016 £ |
|------------------------------|-------------|------------|
| Debtors - Advance to Trustee | | 553 |
| Grant Funding | 1950 | |
| Prepayments | <u>165</u> | <u>165</u> |
| | <u>2115</u> | <u>718</u> |

Notes to the Accounts (continued)
For the Year Ended 31 December 2017

| 7 Creditors | 2017 £ | 2016 £ |
|------------------------------|-------------|------------|
| Creditors & Accrued expenses | 3049 | 991 |
| | <u>3049</u> | <u>991</u> |

8 Funds

Unrestricted Funds

The movement on the unrestricted funds are as shown on the Statement of Financial Activities.

Restricted Funds

| | JRCT-1 | JRCT -2 | Awards 4 All | Tudor Trust | Women for Refugees | Rosa | Barnsley Council |
|----------------|-------------|----------|-----------------|-------------|-----------------------|-------------|---------------------|
| 1 January 2017 | 4798 | 800 | 683 | 18030 | | | |
| Incoming | 26250 | | | | 3900 | 9100 | 750 |
| Outgoing | 21189 | 800 | | 18294 | 3139 | 1516 | 750 |
| 31 Dec. 2017 | <u>9859</u> | <u>0</u> | <u>683</u> | <u>-264</u> | <u>761</u> | <u>7584</u> | <u>0</u> |

Appendix 1

Schedule of Expenditure for Year Ended 31 December 2017

Charitable Expenditure

| | 2017 | 2016 |
|---------------------------|--------------|--------------|
| | £ | £ |
| Charitable Costs | | |
| Salaries | 27363 | 21289 |
| Payroll Cost | 120 | 120 |
| Freelance Workers | 4896 | 0 |
| Staff Travel | 2219 | 2281 |
| Staff Training | 1188 | 2073 |
| Volunteer Expenses | 65 | 854 |
| Rent Rates | 7590 | 11182 |
| Peer Support | 372 | 731 |
| Print, Post & Stationery | 1390 | 328 |
| Telephone & Internet | 1925 | 902 |
| Materials & Resources | 691 | 187 |
| Refreshments | 2362 | 1429 |
| Venue Hire | 60 | 210 |
| Insurance | 548 | 445 |
| Bank Charges | 82 | 81 |
| Event Costs | 3027 | 1048 |
| IT/Software | 774 | 557 |
| Website | 0 | 1500 |
| Consultancy | 0 | 2700 |
| Sundry | 267 | 179 |
| Depreciation (Computer) | 226 | 0 |
| | <u>55165</u> | <u>48096</u> |
| Governance Costs | | |
| Trustees Expenses | 208 | 953 |
| Late Filing Penalty | 150 | |
| Independent Examiners Fee | 980 | 840 |
| | <u>1338</u> | <u>1793</u> |
| Total Expenditure | <u>56503</u> | <u>49889</u> |

This page does not form part of the statutory financial statements.