

REGISTERED COMPANY NUMBER: 06887043 (England and Wales)
REGISTERED CHARITY NUMBER: 1003796

Report of the Trustees and
Financial Statements For The Year Ended 31 March 2012
for
GHARWEG Advice Training & Careers Centre

MONDAY



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31/12/2012
COMPANIES HOUSE

James Barnasco & C0
58 Perronet House
Princess Street
London
SE1 6JS

Gharweg Advice Training & Careers Centre

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For The Year Ended 31 March 2012

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GHWEG Advice Training & Careers Centre

Report of the Trustees

For The Year Ended 31 March 2012

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2012. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

06887043 (England and Wales)

Registered Charity number

1003796

Registered office

5 Westminster Bridge Road
London
SE1 7XW

Trustees

Ms C Enoh
Ms Y Akosah
Ms C Ali
E Anaman
Ms S Sesay
M Banguara
N Amofah
Ms D Nwafor
D Doku
Ms F Ewudo
Ms R Odonkor
Ms A Khamlichu
Ms S Essah

Chairperson

Treasurer
Secretary
Asst Secretary
Trustee
Trustee
Trustee
Trustee
Trustee
Trustee
Trustee
Trustee
Trustee

Company Secretary

Independent Examiner

James Barnasco & CO
58 Perronet House
Princess Street
London
SE1 6JS

Bankers

National Westminster Bank plc
London Bridge Branch
10 Southwark Street
London
SE1 1TT

GCHARWEG Advice Training & Careers Centre

Report of the Trustees

For The Year Ended 31 March 2012

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006

GCHARWEG was set up in August 1985 by a group of Africans who named the organisation the Ghana Refugee Welfare Group (GCHARWEG). It was set up to meet the immigration and welfare needs of Ghanaians and other Africans who because of the then political upheavals in their countries came to the UK. In line with the different clients groups and nationalities that GCHARWEG offer services to, the AGM on 16th December, 1997, decided to use the acronym GCHARWEG, and added Advice, Training & Careers Centre to the name. This was re-affirmed at the AGM meeting of 4th December 2005.

Recruitment and appointment of new trustees

Trustees are also known as members of the management committee. To become a trustee you must be nominated by a member of GCHARWEG and presented at the AGM and agree to serve as a member of the management committee. All potential management committee members must fill a GCHARWEG membership form.

All potential members of the management committee and all members are sent details of the AGM meeting, six weeks before the event takes place. Members are given the opportunity to nominate members to the management committee and there is a deadline of at least three days before the AGM.

All management committee members are subject to voting. If not present at the meeting, a member must confirm that a nominated person will serve in the management committee. In situations where there are less than 15 members proposed, the meeting is asked to adopt the members with the provision that a member in the list could be voted not to serve if members find the potential member unacceptable.

Members elected at the AGM are sent letters confirming their appointments.

Induction and training of new trustees

Most of the trustees are already familiar with the practical work of the charity and a day is devoted to the induction of all members of the management committee. They are provided with all key documents of GCHARWEG i.e. Constitution, Financial and Management Policy, Equal Opportunities and Complaint policies, Charity commission guide and publications on Trustees, etc. The Manager of GCHARWEG supported by members of the executive conducts the induction.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The Management Committee conducted a major risks assessment for the charity and systems have been put in place to mitigate those risks. Significant external risks of instability in funding led to the development of a strategic plan, which will allow for the diversification of funding ensuring that we meet our business objectives. Internal risks are minimised by the implementation of procedures for authorization of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charity. These procedures are periodically reviewed by the Management Committee to ensure that they still meet the needs of the charity.

GHARWEG Advice Training & Careers Centre

Report of the Trustees
For The Year Ended 31 March 2012

OBJECTIVES AND ACTIVITIES

Objectives and aims

The main objects are

- (a) The organisation is established to promote any charitable purpose for the benefit of persons resident in the United Kingdom, and in particular persons who are refugees, asylum seekers, migrants and/or in any way marginalised
- (b) GHARWEG will work with similar likeminded organisations and individuals outside the UK and in particular Africa and the Caribbean to promote charitable purpose for the benefits of marginalised and disadvantaged people and communities

GHWEG Advice Training & Careers Centre

Report of the Trustees

For The Year Ended 31 March 2012

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Advice Services

The Advice Worker continues to provide voluntary advice to people who need immigration advice to support their integration or for the Border Agency determination procedures. There is high demand for the service. Unfortunately advice service is not funded. We are seeking alternative sources of funding for the service.

GHWEG Employability Project

The project works with mainly unemployed people and provides ICT courses. We offer training courses in ICT applications and equip unemployed people with ICT skills to enhance their employment prospects. In addition to the training we offer one-to-one vocational guidance and counselling support to our clients and general employment workshops. Due to financial constraints, we have supported learners through UKONLINE programme.

Basic Skills Project

We run English for Speakers of Other Languages (ESOL) and Literacy and Numeracy Project during the year. The project benefitted over 100 people, majority of whom were supported to access other courses/training or employment.

Overseas Work

We worked in partnership with organisations in Africa to meet the needs of local communities. GrassrootsAfrica and Community Partnership for Health and Development (CPHD) who implemented a project in Northern Ghana. The two organisations worked with local communities and are provided them with skills to engage in the democratic process. The project engaged people to offer constructive contribution to the development agenda. Educated elites dominant politics in Ghana, and the project was aimed at ensuring that general population can make an input into the decision making process. We experience problems with the partners in Ghana and as at August 2011 the project was put on hold.

GHWEG received a grant from Comic Relief and is working with Foundation for Security and Development - (FOSDA) who are implementing a project that is empowering women to take up positions at the national to the district levels. The project hopes to increase the presentation of women in the National Parliament, the district and metropolitan councils and other aspects of the political life in Northern Ghana. Women constitute more than 50% of the population, yet at the district and national level especially in Northern Ghana, elected women do not represent more than 10%.

Networking and partnership

GHWEG works in partnership with other community organizations to meet the needs of our target groups. As a small community organization and taking into account the changing environment of funding and the contract culture, there is no way that GHWEG can go it alone.

GHWEG is continuing to develop partnerships with other community organisations to deliver the employability project.

We are also seeking to engage Colleges to provide apprenticeship for young people and adults. We hope to build on the apprenticeship scheme to continue to offer support for our clients.

We are continuing to engage with local organisations and NGOs to develop projects that will support the integration of the communities that we target.

The Literacy and Numeracy Project is run in conjunction with BONABOTO UK.

ESOL 4 Foundations is funded by City Bridge Trust and is targeted at those with hardly any English skills. We supported over 70 people during the year with Basic English building blocks enabling them to achieve skills and integrate into the society. The project ended on 31st March, 2012.

GHWEG Advice Training & Careers Centre

Report of the Trustees

For The Year Ended 31 March 2012

ACHIEVEMENT AND PERFORMANCE

Charitable activities

We have worked with networks such as Refugee Council, Community Action Southwark (CAS), London Voluntary Sector Training Consortium (LVSTC), Black Training and Enterprise Group (BTEG), refugee forums, etc

Strategic Development

During the year and with support from Comic Relief through organisational development support, GHWEG has reassessed its role in the voluntary sector

The review made it clear that we should continue to develop on what we are good at. Our advantage is offering employment training to unemployed people. However due to the fact that funding for unemployed people for employment training has become harder to access, it was decided that we concentrate on the following:

Income Generation courses

We will design IT, Employability, English Language, Internet and Social Media courses and advertise them widely to people who are prepared to pay for them. We will be competitive so as generate enough income to meet our cost and as well as earn income for organisational development.

Another area that we are exploring is franchising. We are in discussion with a number of language agencies to franchise their training packages.

Apprenticeship is another area that we are exploring. This will be based on sub-contracts from main training providers.

We are exploring income generation projects. We will expand on the projects that we deliver and add additional courses i.e. Sage and Business Accounting, Business Administration, Computer Hardware, Saturday School for young people.

GHWEG is an Associate Member of Voluntary Services Organisation (VSO) Diaspora Volunteering Project. We are developing a volunteering project that will recruit and support people in the UK to go to an African country and share their skills and experience with local communities.

We will also reach out and expand on our overseas work. We are in discussions with other partners in Africa and hopefully projects may be set up to support marginalised communities.

Funders

We are grateful for the funders and other stakeholders who have supported our work in the past.

In the coming year most of our funding will be through contracts.

We are grateful to City Bridge Trust grant towards Foundations for ESOL. It is for three years and ended on 31st March, 2012.

We are grateful to DFID for funding the overseas project (though the project ran into problems) and Comic Relief.

Awards

We have the following quality awards:

" Investors in People (IiP)

" Quality Mark

" Exemption from the Office of Immigration to undertake immigration advice at Competence Level 2

Future Outlook

GHARWEG Advice Training & Careers Centre

Report of the Trustees

For The Year Ended 31 March 2012

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The future outlook is not clear with regard to our employment training activities. We are continuing to assess contracts opportunities that may come on board. Contracts are being reviewed by government and we hope that to follow what is happening to continue to provide support for our members and the communities that we target.

Reserves Policy

The management Committee have established a policy whereby reserve is carried forward to fund future projects GHARWEG to provide for at least six months running of GHARWEG should funding dry up completely. GHARWEG has employees who have served the organisation for several years, and the policy is to build reserve to go towards redundancies should the need arise.

Investment policy

The management committee has considered the most appropriate policy for investing funds and has found that the fixed deposit account with NatWest bank meets the requirements to generate income. The management committee considers the returns for the year to be satisfactory.

ON BEHALF OF THE BOARD



Ms C Ali - Trustee

Date

14/12/12

**Independent Examiner's Report to the Trustees of
GHARWEG Advice Training & Careers Centre**

I report on the accounts for the year ended 31 March 2012 set out on pages nine to fifteen

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors 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 2011 Act)) and that an independent examination is required. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of FCCA.

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

- examine the accounts under Section 145 of the 2011 Act
- 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
- to state whether 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 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 statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
- to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006, and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities

have not been met, or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Independent Examiner's Report to the Trustees of
GHARWEG Advice Training & Careers Centre



James Barnasco-Olekah
FCCA
James Barnasco & CO
58 Perronet House
Princess Street
London
SE1 6JS

Date 17-12-2012

GCHARWEG Advice Training & Careers Centre

Statement of Financial Activities
For The Year Ended 31 March 2012

	Notes	Unrestricted funds £	Restricted funds £	31 3 12 Total funds £	31 3 11 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		1,810	420	2,230	1,365
Investment income	2	78	-	78	81
Incoming resources from charitable activities					
Charitable		<u>-</u>	<u>284,706</u>	<u>284,706</u>	<u>583,014</u>
Total incoming resources		1,888	285,126	287,014	584,460
RESOURCES EXPENDED					
Charitable activities					
Charitable		-	275,025	275,025	502,972
Governance costs		<u>-</u>	<u>3,843</u>	<u>3,843</u>	<u>5,891</u>
Total resources expended		-	278,868	278,868	508,863
NET INCOMING RESOURCES					
		1,888	6,258	8,146	75,597
RECONCILIATION OF FUNDS					
Total funds brought forward		26,049	110,831	136,880	61,283
TOTAL FUNDS CARRIED FORWARD		<u>27,937</u>	<u>117,089</u>	<u>145,026</u>	<u>136,880</u>

The notes form part of these financial statements

GHWEG Advice Training & Careers Centre

Balance Sheet
At 31 March 2012

	Notes	Unrestricted funds £	Restricted funds £	31 3 12 Total funds £	31 3 11 Total funds £
FIXED ASSETS					
Tangible assets	7	3,305	(3,305)	-	4,092
CURRENT ASSETS					
Cash at bank and in hand		40,392	126,397	166,789	198,340
CREDITORS					
Amounts falling due within one year	8	(15,760)	(6,003)	(21,763)	(65,552)
NET CURRENT ASSETS		<u>24,632</u>	<u>120,394</u>	<u>145,026</u>	<u>132,788</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>27,937</u>	<u>117,089</u>	<u>145,026</u>	<u>136,880</u>
NET ASSETS		<u>27,937</u>	<u>117,089</u>	<u>145,026</u>	<u>136,880</u>
FUNDS	9				
Unrestricted funds				27,937	26,049
Restricted funds				<u>117,089</u>	<u>110,831</u>
TOTAL FUNDS				<u>145,026</u>	<u>136,880</u>

The notes form part of these financial statements

GHARWEG Advice Training & Careers Centre

Balance Sheet - continued

At 31 March 2012

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2012

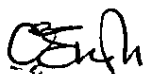
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2012 in accordance with Section 476 of the Companies Act 2006

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 financial statements, so far as applicable to the charitable company

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved by the Board of Trustees on *14-12-2012* and were signed on its behalf by



Ms C Enoh -Trustee

The notes form part of these financial statements

GHWEG Advice Training & Careers Centre

Notes to the Financial Statements
For The Year Ended 31 March 2012

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life

Taxation

The charity is exempt from corporation tax on its charitable activities

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements

2. INVESTMENT INCOME

	31 3 12	31 3 11
	£	£
Deposit account interest	<u>78</u>	<u>81</u>

3. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting)

	31 3 12	31 3 11
	£	£
Auditors' remuneration	-	2,000
Depreciation - owned assets	<u>4,092</u>	<u>4,092</u>

GHWEG Advice Training & Careers Centre

Notes to the Financial Statements - continued
For The Year Ended 31 March 2012

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2012 nor for the year ended 31 March 2011

Trustees' Expenses

	31 3 12	31 3 11
	£	£
Trustees' expenses	<u>454</u>	<u>1,557</u>

5. STAFF COSTS

	31 3 12	31 3 11
	£	£
Wages and salaries	<u>84,495</u>	<u>144,270</u>

6. RESOURCES EXPENDED

Charitable activities

DFID

The charity received funding of £47,640 from DFID, £40,400 was transferred to its overseas partners in Ghana and £7,240 was used by GHWEG to cover its expenses

COMIC RELIEF

The charity received funding of £88,892 from Comic relief, £84,538 was transferred to FOSDA and £13,390 was used by GHWEG to cover its expenses

GHWEG Advice Training & Careers Centre

Notes to the Financial Statements - continued
For The Year Ended 31 March 2012

7. TANGIBLE FIXED ASSETS

	Plant and machinery etc £
COST	
At 1 April 2011 and 31 March 2012	<u>12,182</u>
DEPRECIATION	
At 1 April 2011	8,090
Charge for year	<u>4,092</u>
At 31 March 2012	<u>12,182</u>
NET BOOK VALUE	
At 31 March 2012	<u>-</u>
At 31 March 2011	<u>4,092</u>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31 3 12 £	31 3 11 £
Trade creditors	-	-
Other creditors	<u>21,763</u>	<u>65,552</u>
	<u>21,763</u>	<u>65,552</u>

9. MOVEMENT IN FUNDS

	At 1 4 11 £	Net movement in funds £	At 31 3 12 £
Unrestricted funds			
Unrestricted	26,049	1,888	27,937
Restricted funds			
Restricted	77,975	25,878	103,853
Comic Relief	30,356	(18,847)	11,509
Lloyds TSB Foundation	2,500	(2,500)	-
Comic Relief Capacity Building	<u>-</u>	<u>1,727</u>	<u>1,727</u>
	110,831	6,258	117,089
TOTAL FUNDS	<u>136,880</u>	<u>8,146</u>	<u>145,026</u>

GHWEG Advice Training & Careers Centre

Notes to the Financial Statements - continued
For The Year Ended 31 March 2012

9. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
Unrestricted	1,888	-	1,888
Restricted funds			
Restricted	130,917	(105,039)	25,878
Dept for Int Development (DFID)	47,640	(47,640)	-
Comic Relief	88,892	(107,739)	(18,847)
Lloyds TSB Foundation	-	(2,500)	(2,500)
Comic Relief Capacity Building	<u>17,677</u>	<u>(15,950)</u>	<u>1,727</u>
	285,126	(278,868)	6,258
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>287,014</u>	<u>(278,868)</u>	<u>8,146</u>