

The Welcoming Association

Report and Financial Statements
For the Year Ended 31st March 2013

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(A Company Limited by Guarantee)

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31 March 2013

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Company Number: SC398913

Charity Number: SC041952

The Welcoming Association

Report and Financial Statements For the Year Ended 31st March 2013

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The Welcoming Association

Reference and Administrative Information

Company registration: SC398913

Charity registration: SC041952

**Registered office and
principal office address:**

Tollcross Centre
117 Fountainbridge
Edinburgh
EH3 9QG

Management Committee:

The current members of the Management Committee (directors of the company) are:

Hazel Lyons	(appointed 1.12.11)
Dave Hewitt	(appointed 23.2.12)
Kathryn Blaikie	(appointed 25.1.13)
Martha Mballah	(appointed 26.3.13)
Kostas Stratis	(appointed 26.3.13)

Also serving during the year were:

Dagmar Schilling	(appointed 26.3.13 and resigned 16.10.13)
Ian Perry	(appointed 20.3.12 and resigned 18.9.13)
Isidora Liakou	(appointed 5.5.11 and resigned 26.3.13)
Joyce Juma-Phiri	(appointed 5.5.11 and resigned 26.3.13)
Andrew Price	(appointed 22.2.13 and resigned 26.3.13)
Stasini Siozou	(appointed 22.2.13 and resigned 26.3.13)
Tete da Silva	(appointed 6.12.11 and resigned 18.1.13)
Trina Mackendrick	(appointed 23.2.12 and resigned 1.7.12)
Mahboob Ditta	(appointed 5.5.11 and resigned 31.8.12)
Anna Jablonka	(appointed 20.3.12 and resigned 31.8.12)
Gica Loening	(appointed 5.5.11 and resigned 31.8.12)

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Report of the Management Committee (Directors' Report) For the Year Ended 31 March 2013

The members of the Management Committee (who are the directors of the company) are pleased to present their report and the financial statements for the year to 31st March 2013.

Structure, Governance and Management

The Welcoming Association, also known as "The Welcoming" is a company limited by guarantee, with the liability of members limited to £1 each. The company is governed by the terms of its Articles of Association and is a registered Scottish charity.

Members of the Management Committee are elected from the membership at the Annual General Meeting, or at any time by the Committee. At each Annual General Meeting, all of the Management Committee members retire from office but are eligible for re-election.

The names of those who served as members of the Management Committee during the year are shown on page 2.

Objectives and Review of Activities

The Charity's objects as stated in the Articles of Association are:

- (1) The advancement of education
- (2) The advancement of citizenship or community development
- (3) The promotion of religious or racial harmony

The Welcoming works to manage and integrate the increasing flow of migrants that are arriving in Edinburgh through its 'Scotland for Newcomers' programme; originally the 'Edinburgh Migrants Employability Programme'.

It provides an all-year round open-access, drop-in and free service to migrants and refugees wishing to improve their employability, to gain English language skills, to develop their knowledge of Scottish culture and heritage and to gain independence and self-sufficiency in order to enhance their social integration with the Scottish communities living in Edinburgh.

During the period April 1st 2012 to 31st March 2013 the Welcoming Association registered 835 migrants onto its programme from 57 different nationalities. The 'Scotland for Newcomers' programme averaged 185 people per week over a 44 week programme. A further 563 people attended a range of cultural celebrations and social events, as part of the social integration and befriending process, and socialised and networked with local Scottish and minority ethnic communities and organisations. A total of 1,398 users attended Welcoming events for that year. There were 20 new enquiries per week for places in the Welcoming's 9 English classes and 4 capacity-building programmes. All of the English intermediate classes were regularly over-subscribed with up to 15+ students turned away daily.

The programme enabled 65 users to satisfactorily pass the Welcoming's equivalent to the Cambridge First Certificate examination, at English intermediate level. It enrolled 90 users onto its employability programme with 17 users finding paid employment. The volunteering programme had 25 users gaining UK work experience in a range of opportunities including becoming members of the Welcoming's management committee, administration support, catering, art tutoring, event promotions, English language teaching, sound engineering, health and wellbeing, cultural learning and cinema club workshop facilitating. In total, a combined number of 660 users enrolled and regularly attended the Welcoming's beginners, elementary and intermediate English language programmes for that period.

Plans for 2013/2014:

To find larger city-centre premises for a seven-day-per-week service to accommodate the large increase in numbers of students needing Beginners, Elementary and Intermediate English classes and social integration and capacity building activities.

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Report of the Management Committee For the Year Ended 31 March 2013

To further develop partnerships with the Volunteer Centre Edinburgh and Linknet Mentoring to provide volunteering and mentoring opportunities, respectively, to Welcoming users.

To work with the City of Edinburgh Council ESOL providers network to develop systems of quality assurance and good practices in ESOL teaching.

To further develop the work of the Edinburgh Migrant Forum with the aims to involve refugee and migrant communities, on a political level, on local strategies and policies that impact upon the health and well-being of these communities living in Edinburgh.

Financial Review

Income for the year was £63,071 and expenditure £70,871 giving a deficit for the year of £7,800, which was funded by reserves brought forward from the previous year. A full breakdown is given on the Statement of Financial Activities on page 7.

Unrestricted reserves, which represent those funds that are readily available to the charity, stood at the year end at £2,038. The Management Committee considers that the charity should have reserves of approximately three months running costs and they are looking into how this can be achieved.

By order of the Management Committee

M. Mballah

Martha Mballah

Date 11/12/13

Independent Examiner's report to the Members of the Management Committee of The Welcoming Association

I report on the accounts of the charity for the year ended 31 March 2013 which are set out on pages 6 to 10.

Respective responsibilities of management committee and examiner

The charity's management committee is responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

The management committee considers that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 seeks explanations from the Management Committee 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 requirements:

- to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
- to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations 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.

Signed Stanley Wynd...

Date 12/12/13...

Stanley Wynd ACIS FCIE
The Millhouse
72 Newhaven Road
Edinburgh
EH6 5QG

Accounting Policies

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2008) and the Statement of Recommended Practice *Accounting and Reporting by Charities*, issued in March 2005.

Income from annual grants is recognised in the period to which the grant relates. Any annual grants received in advance are included as deferred grants in creditors. Income from other grants and donations is recognised on receipt.

Taxation

Fund Accounting

Designated funds are set aside by the Trustees out of unrestricted funds for specific purposes or projects.

The *Unrestricted general fund* is available to be used for any of the charitable objects at the discretion of the Trustees.

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Statement of Financial Activities (including Income & Expenditure Account)

For the Year Ended 31 March 2013

	Note	Unrestricted Funds £	Restricted Funds £	Total 2013 £	Total 2012 £
Incoming resources:					
Incoming resources from generated funds					
<i>Voluntary income</i>					
Donations		2,487	337	2,824	6,576
<i>Activities for generating funds:</i>					
Fundraising		2,155	-	2,155	3,073
<i>Investment income:</i>					
Bank interest		-	-	-	32
Incoming resources from charitable activities					
Grants	1	53,092	-	53,092	82,400
Fees		5,000	-	5,000	500
Total incoming resources		62,734	337	63,071	92,581
Resources expended:					
Costs of generating funds					
Fundraising costs		378	-	378	2,045
Charitable activities					
Staff costs	2	52,175	-	52,175	56,709
Tutor fees		10,554	-	10,554	14,882
Materials and consumables		755	337	1,092	1,231
Catering and hospitality costs		1,609	-	1,609	1,212
Office costs		974	-	974	1,190
Premises costs		1,505	-	1,505	1,976
Travel costs		-	-	-	433
Volunteers' expenses		631	406	1,037	1,219
Insurance		528	-	528	440
Subscriptions		175	-	175	175
Bank charges		-	-	-	44
Miscellaneous		244	-	244	522
Governance costs					
Accountancy and Independent Examination		600	-	600	600
Company formation costs		-	-	-	65
Total resources expended		70,128	743	70,871	82,743
Net incoming / (outgoing) resources					
- Net income / (expenditure) for year		(7,394)	(406)	(7,800)	9,838
Transfers		4,000	(4,000)	-	-
Net movement in funds		(3,394)	(4,406)	(7,800)	9,838
Funds brought forward		5,432	4,406	9,838	-
Funds carried forward		2,038	-	2,038	9,838

The notes on pages 9 to 10 and the accounting policies on page 6 form part of these financial statements.

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Balance Sheet at 31 March 2013

	Note	2013 £	2012 £
Current Assets			
Debtors	3	-	2,781
Cash at bank and in hand		<u>11,473</u>	<u>9,278</u>
		11,473	12,059
Creditors:			
<i>Amounts due within one year</i>	4	<u>9,435</u>	<u>2,221</u>
Net Current Assets		<u>2,038</u>	<u>9,838</u>
Net Assets		<u>2,038</u>	<u>9,838</u>
Funds			
Restricted funds	6	-	4,406
Unrestricted funds	6	<u>2,038</u>	<u>5,432</u>
Total Funds		<u>2,038</u>	<u>9,838</u>

For the year ending 31st March 2013 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- the members have not required the company to obtain an audit of its accounts for the period in question in accordance with section 476,
- the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts
- these accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements on pages 6 to 10 were approved by the Management Committee on 11.11.2013 and signed on their behalf by:

M. Mballah

Martha Mballah

The notes on pages 9 to 10 and the accounting policies on page 6 form part of these financial statements.

1. Grants Receivable

	Unrestricted Funds	Restricted Funds	Total 2013	Total 2012
	£	£	£	£
City of Edinburgh Council	13,000	-	13,000	81,000
Robertson Trust	15,312	-	15,312	-
Scottish Government	24,380	-	24,380	-
Scottish Refugee Council	400	-	400	400
Edinburgh Voluntary Organisations' Trust	-	-	-	1,000
Total grants receivable	53,092	-	53,092	82,400

2. Staff costs

	2013	2012
	£	£
Wages & salaries	47,660	50,868
Social security costs	4,068	5,072
Sub-contractors	-	431
Payroll costs	447	338
Total staff costs	52,175	56,709

The full-time equivalent number of employees in the year was 2 (2012: 2)
There were no employees with emoluments above £60,000.

Remuneration of independent examiner

	2013	2012
	£	£
Cost of independent examination (inc vat)	180	180
Other services provided (inc vat)	420	420
	600	600

3. Debtors

	2013	2012
	£	£
Prepayments and accrued income	-	2,781

4. Creditors

	2013	2012
	£	£
<i>Amounts falling due within one year:</i>		
Tax & social security	2,009	1,386
Other creditors and accruals	7,426	835
	9,435	2,221

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Notes to the Accounts (continued)

5. Related party transactions

Payments totalling £4,998 for tutoring services (2012: £4,599) were made to J Phiri, who is a member of the Management Committee (director of the company). This is provided for in the Articles of Association. A salary of £6,505 (2012: £nil) was also paid to J Phiri. This is not currently provided for in the Articles of Association and the Management Committee intends to change this for the future. No expenses were paid to members of the Management Committee during the year.

6. Movement on Funds

	Note	At 01/04/12 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31/3/13 £
Restricted funds:						
City of Edinburgh Council	(a)	4,000	-	-	(4,000)	-
EVOT	(b)	406	-	(406)	-	-
Donations	(c)	-	337	(337)	-	-
Total restricted funds		<u>4,406</u>	<u>337</u>	<u>(743)</u>	<u>(4,000)</u>	<u>-</u>
Unrestricted funds:						
General fund		5,432	62,734	(70,128)	4,000	2,038
Total unrestricted funds		<u>5,432</u>	<u>62,734</u>	<u>(70,128)</u>	<u>4,000</u>	<u>2,038</u>
Total funds		<u>9,838</u>	<u>63,071</u>	<u>(70,871)</u>	<u>-</u>	<u>2,038</u>

Notes on Funds

(a) City of Edinburgh Council grant, identified as restricted in the previous year, in error. A transfer is made to remedy the situation.

(d) Edinburgh Voluntary Organisations' Trust - funds to reimburse travel expenses incurred by the Welcoming Association's volunteer tutors and workshop facilitators and to cover the expense of a social evening to thank them for their contributions.

(c) A donation received and expended during the year to pay for materials for the art exhibition.

All funds held at the year end are unrestricted funds.