FARSOPHONE ASSOCIATION IN BRITAIN

REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2012
CHARITY NO. 1070348

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Page 12 does not form part of the accounts prepared under the Charities Act 2011 (1993)

Board of Trustees

Mr Farhad Asour

-elected in Oct 2011 for three terms

Mrs. Masoumeh (Safoura)

Badaei -elected in Oct 2011 for three terms Dr Omid Masoud -elected in Oct 2010 for three terms Mrs Shahla Mohseni

Mr M Majid Mojabi (Treasurer)

Mr A R Nazarian Mr Ali Radfar

Mr Ali Razavi (Secretary) Mrs Negeen Zohari (Chair)

-co-opted in Sep 2011 - retired Oct 2011 -elected in Oct 2009 for three terms -co-opted in Dec 2010 - retired Oct 2011

-elected in Oct 2011 for two terms -elected in Oct 2010 for three terms. -elected in Oct 2011 for three terms

a term is defined as the period from one AGM to the next

Administration office:

Golders Green Library

156 Golders Green Road

London **NW118HE**

Charity registration No:

1070348

Independent Auditors

TKG Partnership Ltd

Chartered Accountants & Registered Auditors

Unit 3, Gateway Mews

London N11 2UT

Bankers:

HSBC

Funding authorities:

City Bridge Trust

Milly Apthorp Charitable Trust

Trust for London Mercers' Company

FARSOPHONE ASSOCIATION IN BRITAIN BOARD OF TRUSTEES REPORT FOR THE YEAR ENDED 31 MARCH 2012

The board of trustees present their report along with the financial statements of the charity for the year ended 31 March 2012. The financial statements have been prepared in accordance with the accounting policies set out on page 9 and comply with the charity's constitution and applicable law.

Board of trustees

The board of trustees who have served during the year under review and since the balance sheet date are shown on page 1. Appointment of trustees is governed by the constitution.

Constitution and objects

Farsophone Association in Britain is a registered charity and is governed by its constitution.

In the strategic framework approved by the board, our vision is that our community as a whole, and its members as individuals, are able to achieve their optimal potential; and to play active and positive roles in life in the UK. Our mission is to mobilise and empower our community to achieve the above vision in harmony with other communities and the overall UK society. "Our community" is broadened to: "all Iranians and all those who speak, or have an interest in, any of the languages of [i.e. spoken in] Iran and its historical and cultural neighbours."

Our objects as stated in our constitution are:

- 1) The relief of poverty by the provision of advice about benefit entitlements, interpretation and translation, education and employment.
- 2) The advancement of education by the provision of English language classes and vocational training courses, and the provision of advice about such courses.
- 3) The relief of suffering, caused by bereavement, war or natural disaster, by the provision of counselling.
- 4) The provision of facilities to the community for leisure time occupation and recreation.

Development, activities and achievements

The board of trustees consider that the charity's activities in meeting its objectives have been satisfactory. We have continued to prepare steadily for its long-term recovery and development and have made further progress in consolidating our key services.

Farsophone Counselling and Psychotherapy Service (FCS)

In 2010 we were awarded further funding from Trust for London of £80,000 over three years from April 2010 (Year 1: £35,000, Year 2: £25,000, Year 3: £20,000). This has helped us improve the quality and effectiveness of this free service and its management. FCS is now a highly respected organisation in the field of mother tongue counselling and psychotherapy and collaborates with a wide range of organisations. It produces an annual report setting out its activities and developments in detail. It continues to operate from the Information and Advice Centre of Edgware Community Hospital, in partnership with NHS Barnet.

Trust for London remained the main funder for our counselling project during the year to 31 March 2012. Their grant of £25,000 together with a residue of £583 from Milly Apthorp and significant contribution from Farsophone's unrestricted funds (mainly individual donations) enabled us to cover the coordinator's salary for four days per week and the running costs of the service. So far in 2012-13 we have been successful in obtaining a grant of £1,500 from the Mercers' Compnay which has supplemented the final year of the grant from Trust for London (Year 3: £20,000) and further conntribution from Farsophone's unrestricted funds. We have maintained the service by covering the coordinator's salary for two days per week and all the running costs of the service. Further fund raising for this service is an urgent task and our current focus.

Despite financial challenges, 2011-12 and the period since April 2012 have been very productive and successful for the counselling service. Our dedicated team of volunteer counsellors and psychotherapists continued delivering high quality family/couple and individual counselling in a culturally and linguistically appropriate way for non-English speaking communities.

During the past year we provided individual counselling in Farsi (Persian), French, Punjabi and Urdu. Our family/couple therapy service is provided in Farsi (Persian) and French.

FARSOPHONE ASSOCIATION IN BRITAIN BOARD OF TRUSTEES REPORT FOR THE YEAR ENDED 31 MARCH 2012 (continued)

FCS has continued its initiatives in making new partnerships to address the needs of non-English speaking communities by supporting them to access suitable mental health services. We have established a partnership with Barnet Asian Women Association (BAWA) to provide a satellite clinic in the North Finchley area. This is to address the psychological needs of North London Asian women suffering from domestic violence.

As reported in last year's trustees report, we helped establish the Multi-lingual Well Being Service (MWS) in partnership with four other organisations in 2008 which was registered as a company in 2010. MWS was successful in obtaining significant funding from the Big Lottery Fund and has recruited its key staff. It has been developing its activities steadily and Farsophone Counselling is one of its key providers of counselling services. In addition, MWS took part in an initiative of running a regular reader group with the Reader Organisation at Farsophone's Golders Green library premises. We have been fortuante in that a key member of MWS staff who has also been a volunteer counsellor for Farsophone, has been leading these sessions. Those sessions ended in June 2012 as the funding expired but she has since been training a number of volunteers at Farsophone so that we can resume the reader group sessions soon.

Older Adults Service

Farsophone has maintained its highly popular twice monthly daytime events for older adults at the Meritage Centre of Age UK Barnet in Hendon. The average number of people attending these events has steadily increased and now it regularly exceeds 70. From 2007 to 2009 this service was run fully by volunteers. In March 2009 City Bridge Trust awarded Farsophone a grant to employ a part time coordinator for this service.

In less than two years of working with our many excellent volunteers, the coordinator helped consolidate this service. Since she left, we have continued to maintain and develop the service through the dedicated work of volunteers. The success of these events has meant that frequently the demand exceeds the physical capacity of our venue (100 people). The events now largely cover their own running costs. We are using them as a platform to develop further services and activities (as far as posbile **led by** older adults as well as **for** them). We have started a review of our processes and the strengthening of our management for this service in preparation for its further development. We have run surveys regarding the needs of those who are able to attend our events as well as those who are not able to do so for various health or practical reasons. We are also exploring paths of working more closely with Age UK Barnet as well as other community and voluntary organsiations. To help with this process, we have started a programme of seconding volunteers to Age UK Barnet.

Management at Age UK as well as service users and guests have been expressing their admiration for the dedication and effectiveness of our volunteers.

Welfare and Legal Service

The charity continued its Welfare and Legal information and support service through the work of dedicated volunteers. In doing this we have worked with and mutually supported more than thirty advice organisations and law firms, notably Barnet Refugee Service, Barnet Law Service, Disability Action in the Borough of Barnet, Afghan Association (PAIWAND), Iranian Disability Support Association, Iranian & Kurdish Women Rights Organisation, and Barnet College Information, Advice and Guidance Service. As mentioned in previous reports, in 2009, Farsophone reformed this service by recruiting a very experienced advisor to supervise it and lead its development on a voluntary basis. In 2011, a new trustee who is experienced in this field also joined the team to support the management and development of this service. From June 2011 we employed our long time volunteer case worker, as a trainee on a modest salary. The trustees are aware that we need to provide more support to our very good staff and volunteers developing service.

In the summer of 2012 our case worker together with the director started a thorough review of this service to ensure: (1) It develops along the lines of our overall strategy of working closely with advice organisations and (2) The case worker receives sufficient backing on service management and development.

FARSOPHONE ASSOCIATION IN BRITAIN BOARD OF TRUSTEES REPORT FOR THE YEAR ENDED 31 MARCH 2012 (Continued)

This review and the associated procedures are due to complete by the end of 2012 and we trust will provide a good platform for a very effective and innovative contribution by Farsophone as a community organisation to the provision of welfare and legal services to meet the needs of our communities.

Youth Network, education and career mentoring

The Education and Career Mentoring programme is continuing informally and limited to Farsophone's volunteers and a small number of people who approach us. We are slowly extending this service through voluntary work and network support.

We have also resumed the University Network project in collaboration with United Universities of London Iranian Societies (UULIS), Rustam and Andisheh schools. In February 2012, we had a gathering of current university students and graduates with students in the 14-18 year age group as well as mature students interested in a university education in the UK. This was very successful. We hope to continue this collaboration in 2012-13 and further improve the effectiveness of such events and networks.

Cultural Club - Barbad

Farsophone's cultural club, Barbad, has in the past organised very successful and popular events celebrating festivals in the Iranian calendar. The board of trustees and the relevant volunteers are currently reviewing our activities in this area with the aim of refocusing our limited resources most effectively.

Library

We have maintained our Persian lending library service through the work of dedicated volunteers. We have also established a "branch" at the Meritage Centre. Our library members, particularly those attending our older adults events, have benefited from this convenient service which is fully accessible. We hope to be able to dedicate more resources to this important service, first defining a long term strategy for it and then upgrading the service accordingly in the near future.

Community Support

The charity has depended on the communities surrounding it in two vital ways: participation of volunteers at all levels, and generous donations by individuals and companies. Volunteering continues to be central to our ethos and our activities are mainly led and inspired by volunteers. We have also benefited from small and large donations from members and supporters without which we could not continue.

Financial review

Total income in the year amounted to £73,785 (2010-11: £86,567) with total expenditure amounting to £69,386 (2010-11: £88,999) giving a surplus in the year of £4,399 (2010-11: a deficit of £2,432). Accumulated income reserves at the balance sheet date were in surplus in the sums of £9,475 (unrestricted) (31 March 2011: £4,646) and zero (restricted) (31 March 2011: zero) whilst capital reserves amounted to £459 (31 March 2011: £889) giving a total reserve surplus of £9,934 (31 March 2011: £5,535).

Future developments

The charity has been able to provide a very good level of service using skilled and dedicated volunteers and only three part time staff (one full time in 2010-11). The board of trustees follow a funding strategy based on a range of funding sources from small regular personal donations through to grants from charitable trusts for specific projects. It is just as important to strengthen and expand the organisation's community links. This will help ensure that it remains sensitive and accountable to the community. It will also ensure that it continues to benefit from wide support morally, financially and through the direct contribution of volunteers in its activities and leadership.

FARSOPHONE ASSOCIATION IN BRITAIN BOARD OF TRUSTEES REPORT FOR THE YEAR ENDED 31 MARCH 2012 (Continued)

Our business planning is underpinned by the strategic framework agreed after a number of workshops by trustees in 2008-2009

Risk management

The board of trustees actively reviews the major risks which the charity faces on a regular basis. It has continued to maintain strong controls over key financial systems. The board of trustees is very aware of the risks involved in rapid growth without sufficient capacity for strong management and governance. It is taking steps to ensure that the organisation develops in a balanced way and invests sufficiently in its management and governance capacity.

Reserves policy

The charity has a capital reserve representing the net book value of the functional fixed assets held at the balance sheet date. Unrestricted reserves relate to donations and other self generated income, which are used by the charity to further its aims and cover costs not funded by grant income.

Statement of trustees' responsibilities

Law applicable to charities in England and Wales requires the board of trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the board of trustees are required to:

- select suitable accounting policies and apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- prepare financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The board of trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 (1993). They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In accordance with Charity Law, as the charity's trustees, we certify:

- so far as we are aware, there is no relevant audit information of which the charity's auditors are unaware; and
- as the trustees of the charity we have taken all steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of the information.

Approval

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005).

Approved by the board of trustees and signed on its behalf by:

Mr Ali Razavi

Trustee - Secretary

22 October 2012

FARSOPHONE ASSOCIATION IN BRITAIN REPORT OF THE AUDITORS TO THE BOARD OF TRUSTEES

We have audited the financial statements of Farsophone Association in Britain for the year ended 31 March 2012 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom GAAP)

This report is made solely to the Charity's trustees, as a body, in accordance with Section 144 (43) of the Charities Act 2011(1993) and the regulations made under section 154 (44) of that Act. Our audit work has been undertaken so that we might state to the Charity's trustees those matters that we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law we do not accept or assume responsibility to anyone other than the Charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As explained more fully in the Statement of Trustees' Responsibilities, the trustees are responsible for the preparation of the financial statements which give a true and fair view.

We have been appointed as auditor under section 144 (43) of the Charities Act 2011 (1993) and report in accordance with regulations made under section 44 of the Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK & Ireland). Those standards require us to comply with the Auditing Practices Boards (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of financial statements. In addition we read all the financial and non financial information in the trustees' annual report to identify material inconsistencies with the audit financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on the financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2012 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011 (1993).

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 (1993) requires us to report to you if, in our opinion:

- the information in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

TKG Partnership

22 October 2012

Statutory Auditors

Unit 3, Gateway Mews, Ringway, Bounds Green, London, N11 2UT.

	<u>Notes</u>		Restricted funds 2011/12	Unrestricted funds 2011/12 £	Total funds <u>2011/12</u> £	Total funds <u>2010/11</u> £
Incoming Resources	2		04 447		04 447	50.000
Grants receivable Donations & other income	1 2		31,417	42,368	31,417 42,368	52,000 34,567
Donations & other income	2			42,300	42,300	34,507
Total incoming resources			31,417	42,368	73,785	86,567
Resources Expended						
Direct charitable expenditure	3		31,847	33,729	65,576	83,071
Management and administration	4		-	3,810	3,810	5,928
otal resources expended			31,847	37,539	69,386	88,999
NET SURPLUS/(DEFICIT) IN YEAR	5		(430)	4,829	4,399	(2,432)
		Designated Capital funds 2011/12	Restricted funds 2011/12	Unrestricted funds 2011/12	Total funds <u>2011/12</u> £	Total funds <u>2010/11</u> £
Net movement in funds for the year		-	(430)	4,829	4,399	(2,432)
Movement of functional fixed assets	5	(430)	430		-	
Total funds brought forward		889	:-	4,646	5,535	7,967
nter funds transfer		-			-	-
Total funds carried forward		459		9,475	9,934	5,535
	-				= 3,007	3,000

The statement of financial activities includes all gains and losses for the year. All incoming resources and resources expended derive from continuing activities.

	Notes	2011/12 £	£	2010/11 £	£
Fixed assets Tangible assets	6		459		889
Current assets Debtors Cash at bank and in hand	7	3,714 8,506 12,220		1,906 16,749 18,655	
Creditors: amounts falling due within one year	8	(2,745)	-	(14,009)	
Net current assets Total assets less current liabilities		=	9,475 9,934	=	4,646 5,535
Funds					
Designated funds Restricted funds Unrestricted income funds	9 9 10		459 - 9,475		889 - 4,646
Total funds		_	9,934	=	5,535

Approved by the Board of Trustees on 22 October 2012 and signed on their behalf

Mr Mir Majid Mojabi

Mr Ali Razavi Trustee - Treasurer **Trustee - Secretary**

Accounting policies

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007). In preparing the financial statements the charity follows best practice as laid down in the Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2005) issued in March 2005.

Incoming resources

Grants receivable are included in the incoming resources as restricted funds in the year to which they relate or the relevant expenditure has been expended. The income from fund-raising is shown gross, with the associated costs included in fund-raising costs.

Taxation

Value added tax is not recoverable by the charity, and as such is included in the relevant costs in the Statement of Financial Activities.

As a grant aided charity with charitable status the charity's activities do not create a charge to corporation tax.

Management and administration expenditure

Expenditure on management and administration of the charity includes all expenditure not directly related to the charitable activities or fund-raising events.

Fund-raising costs

Fund-raising expenditure comprises costs incurred in connection with specific fund raising events and activities.

Tangible fixed assets for use by the charity and depreciation

Tangible fixed assets for use by the charity are stated at cost less accumulated depreciation.

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 bases:

- office equipment

25% per annum on straight line basis

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the board of trustees for particular use.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

		· · · · · · · · · · · · · · · · · · ·
	2011/12	2010/11
	£	£
1 Grants receivable	-222	
Milly Apthorp Charitable Trust	583	7,000
Trust for London	25,000	35,000
City Bridge Trust	5,834	10,000
	31,417	52,000
2 Donations & other income		
Donations	26,586	13,445
Membership fees	178	188
Events	45.500	9,577
Social care for 60's+ Other	15,536 68	11,175 182
Other	00	102
	42,368	34,567
2 Divert aboutable commenditure		
3 Direct charitable expenditure Depreciation	437	557
Other running costs - direct charitable expenditure	65,139	82,514
- · · · · · · · · · · · · · · · · · · ·	65,576	83,071
		03,071
4 Management and administration		
Audit and accountancy	500	477
Other running costs - management and administration	3,310	5,451
	3,810	5,928
5 Net movement in funds for the year This is stated after charging:		
Depreciation of owned fixed assets	437	557
Auditors fees	500	477
6 Tangible fixed assets	Office	
	Equipment	
	£	
Cost		
At 1 April 2011	5,468	
Additions	7	
At 31 March 2012	5,475	
Depreciation		
At 1 April 2011	4,579	
Charge in year	437	
At 31 March 2012	5,016	
Net book value	ggggreen.	
At 31 March 2012	459	
At 31 March 2011	889	

7 Debtors			2011/12 £	2010/11 £
Amounts due within one year Prepayments and accrued income Other sundry debtors			3,614 100	1,525 381
			3,714	1,906
8 Creditors Amounts falling due within one year				
Accruals and deferred income			1,106	9,157
Other taxation and social security			1,639	4,852
**************************************			2,745	14,009
9 Restricted/Designated reserves				
Capital reserve - designated:				
Balance at 1 April 2011			889	537
Surplus/(deficit) in year			(430)	352
Balance at 31 March 2012			459	889
Grant funding reserve - restricted:				
Balance at 1 April 2011			-	3,263
Surplus/(deficit) in year Inter fund transfer			-	(3,263)
inter fund transfer			-	-
Balance at 31 March 2012			-	
10 Unrestricted reserves Income & Expenditure account:				
Balance at 1 April 2011			4,646	4,167
Surplus/(deficit) in year			4,829	479
Inter fund transfer			-	-
Balance at 31 March 2012			9,475	4,646
11 Analysis between fund balances		.		
	Designated	Restricted	Unrestricted	Total
	£	£	£	£
Tangible fixed assets	459	-	-	459
Net current assets	=,	-	9,475	9,475
	459		9,475	9,934

11 Section 37 of the Local Government & Housing Act

The grants receivable for the year were expended for the purpose for which they were awarded.

12 Transactions with members of The Board of trustees

No remuneration is payable to the members of The Board of Trustees. Any transactions involving members of the Board of Trustess were carried out in the normal course of activities of the charity.

FARSOPHONE ASSOCIATION IN BRITAIN DETAILED INCOME & EXPENDITURE FOR THE YEAR ENDED 31 MARCH 2012

	2011/12 £	2010/11 £
Income	~	2
Restricted income (grants receivable)		
Milly Apthorp Charitable Trust	583	7,000
Trust for London	25,000	35,000
City Bridge Trust	5,834	10,000
11 - 12 1 11 - 12 1 1 1 1 1 1 1 1 1 1 1	31,417	52,000
Unrestricted income (fundraising and other)		
Donations Events (Norouz)	26,586	13,445
Social Care for 60+ (note 1 below)	15 526	9,577
Membership fees	15,536 178	11,175 188
Other operating income	68	182
	-	
Expenditure	73,785	86,567
Staff salaries	35,789	45,957
Volunteer expenses (excluding 60+ project & Norouz)	1,808	2,930
CRB Volunteers	42	-,
Insurance	691	667
Printing, postage, stationery and other office expenses	1,072	1,829
Telephone and internet	2,177	2,650
Repairs & maintenance (includes software & minor equipment) Audit & accountancy	80	546
Counselling supervisor fees	500	477
Advertising, PR and public seminars	3,950	3,040
Subscriptions	647	1,083 497
AGM expenses (Hall Hire)	60	229
Depreciation	437	557
Events - Norouz (excluding hall hire)	-	7,140
Hall hire : events	₩6	2,500
Other hall hire (excluding 60+ project)	-	669
Staff travel and subsistence	66	53
Social care for 60+ excluding salary costs (Note 2 below) Rent	17,126	13,946
Tutor's fees payable	1,595	1,117 144
Volunteer education support	2,000	630
Library material	-	44
Staff and volunteer training	1,344	2,294
Other Expenses (interest)	2	_,
	69,386	88,999
		00,000
NET INCOMING/(OUTGOINGS) IN YEAR	4,399	(2,432)
1. Social care for 60+ - analysis of income		
Entry fees and surplus sales	13,495	9,723
Contributions to the musician's fees	2,041	1,452
	15,536	11,175
2. Social care for 60+ - analysis of costs		7,1,1,0
Food, fruit and other consumables	11,674	0.659
Hall rental	1,068	9,658 960
Volunteers' expenses	1,932	1,423
Musician fees	2,221	1,905
Coach hire, pet'l, park'g	231	-,555
Page 12	17,126	13,946
1 490 12		