

**Turkish Cypriot Community Association**  
**Company Limited by Guarantee**  
**Financial Statements**  
**31 March 2017**

**MMA PARTNERSHIP LLP**  
Chartered Certified Accountants & statutory auditor  
6 Bruce Grove  
London  
N17 6RA

# **Turkish Cypriot Community Association**

**Company Limited by Guarantee**

## **Financial Statements**

**Year ended 31 March 2017**

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# Turkish Cypriot Community Association

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report)

Year ended 31 March 2017

The trustees, who are also the directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 31 March 2017.

#### Reference and administrative details

<b>Registered charity name</b>	Turkish Cypriot Community Association
<b>Charity registration number</b>	1080926
<b>Company registration number</b>	03851759
<b>Principal office and registered office</b>	628-630 Green Lanes Haringey London N8 0SD

#### The trustees

Mrs Turkey Hadji-Filippou  
Mr Niyazi Enver  
Mr Onur Ibrahim  
Mr Huseyin Osman  
Mr Musafa Korel  
Dr Mek Mehmet-Yesil  
Mrs Yeshim Seyhan  
Mr Hakki Sezer Tilki  
Mr. Fadil Ozgener  
Mr. Yilmaz Ozyigit  
Mr. Hasan Gazi  
Mr. Tugrul Yigitoglu  
Mr. Hussain Mustafa  
Mr. Suleyman Fuat  
Mr. Ismail Karamustafa  
Mr. Osman Ercan

<b>Company secretary</b>	Dr Mek Mehmet-Yesil
<b>Auditor</b>	MMA Partnership LLP Chartered Certified Accountants & statutory auditor 6 Bruce Grove London N17 6RA
<b>Bankers</b>	The Co-Operative Bank Olympic House 6 Olympic Court Montford Street Salford M50 2QP

# Turkish Cypriot Community Association

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2017

#### Solicitors

Wright Son & Pepper  
9 Grays Inn Square  
London  
WC1R 5JF

#### Structure, governance and management

##### Governing document

Turkish Cypriot Community Association (TCCA) is a company limited by guarantee governed by its Memorandum and Articles of Association. The most recent administrative changes to governing document took place on the 27 September 2016. It is a registered charity with the Charity Commission. Any Turkish Cypriot community member can become a member to the organisation subject to the agreement of the Management Committee.

##### Appointment of trustees

As set in the Articles of Association the trustees are elected by the members of the organisation at the Annual General Meeting and as set in the Articles of Association the chair is elected by the elected members. At the annual general meeting, one third of the members of the management committee retire from the office and the new elections are held. Following a period of office, a member of the management committee is eligible for re-election.

##### Trustee induction and training

All trustees undergo an orientation/refresher day within the first week of being elected. The purpose is to brief them on legal obligations under charity and company law, content of the memorandum and articles of association, committee and decision-making processes, latest business plan/forecast and planned direction of the charity, and recent financial performance. During the induction day they meet key employees and other trustees. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role. TCCA also organises in-house training for all trustees. It is further planned to create a trustee newsletter with updates on legislation effecting trustees and implantation of any additional changes that would ensure trustees remain compliant to any changes in legislation. All trustees complete a conflict of interest form and are enhanced DBS checked.

##### Organisation

The Management Committee also known as the 'board of trustees' agrees overall strategy, policies, financial conduct and staffing requirements for the charity. The elected Chairperson is responsible for ensuring implementation of trustee decisions and overall policies. Members of the charity may also take part in shaping any policy-making activity by passing resolutions at the Annual General Meeting. Responsibility for operations, payments and management matters has been delegated to the Chief Executive Officer. This is managed within a clearly understood framework of strategic control. The Board of Trustees is involved in determining corporate strategy, including setting key strategic



# **Turkish Cypriot Community Association**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31 March 2017**

objectives and targets and making major decisions involving use of financial and other resources. The trustees can delegate responsibility for specified matters to individual members or committees of the Board. Current sub-committees are; Finance and Administration, Remuneration, Quality Assurance and Policy, Property and Service Development, Staffing, Homecare and general Management. Decisions can be taken by individual members under delegated powers. All actions are discussed and recorded in written minutes that are shared with the full board of trustees. Trustees hold regular meetings once a month and extra meetings are held in between when necessary to review strategy, policy and performance, to set the management plans and budgets and for staffing related matters. Additional sub-committees are formed for each project to supervise and provide guidance for further development. Human Resources, Occupational Therapy, Health and Safety Support are administered under a service level agreement with Employment Liaison Advisory Service (ELAS).

#### **Partnership work**

TCCA works in partnership with ten local authorities, four health authorities, two voluntary local umbrella associations. The Association hosts events, seminars and conferences with: Haringey Council, Enfield Council, Hackney Council, Islington Council, Waltham Forest Council, Camden Council and various not for profit organisations. TCCA works in partnership with The Metropolitan Police, Victim Support, Haringey Health Authority, Help the Aged, NHS Haringey Clinical Commissioning Group, ADC College, CAPA University, FIE University, Barnet College, Voluntary Sectors Council and The London Fire Brigade. TCCA further provides support facilities for over 42 not-for-profit organisations. TCCA also works in partnership with 26 other Turkish organisations.

#### **Risk management**

The management committee has conducted a review of the major risks, which the charity is exposed to and systems have been established to mitigate those risks. Significant external risks to funding have led to the development of a strategic plan which will allow for the diversification of funding and activities. Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity. TCCA receives, support related to risks in relation to staffing and HR from ELAS and from UKHCA in relation to the organisations work in Homecare.

# Turkish Cypriot Community Association

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2017

#### Objectives and activities

The objects of the charity are:

To serve the Turkish speaking and local community by developing and sustaining projects that meet the identified needs. The services we provide all focus on one or more of three areas:

- o Provide a better quality of life through social care services,
- o Creating employment and helping people regain independence
- o Furthering the education and growth of our youth

Our day to day operations are mainly around fulfilling these aims by providing advice and information, social care, Training, Internship placement, counselling, employment, physical wellbeing, community learning, outreach to housebound, community orientated room hire and training by developing projects to meet the needs of the community members. In all cases we ensure that the services are of high standards, needs-orientated and to the satisfaction of our clients. Much of our work is independently assessed. Our most important project is Homecare which provides care for the Turkish and Greek speaking elders and the disabled people in London to avoid institutionalisation and isolation and enable them to lead independent lives. We are committed to a high standard of care therefore we train our carers to be able to provide quality care efficiently and effectively. The mission of the organisation is to support our community through funded and internally created projects that also provide a springboard for Turkish speaking people to gain training and support that will ultimately result in them not requiring government benefits to survive. The organisation promises to provide support through recognising developments within our own community to those we have contact with and the TCCA will also create fresh projects and offer to help in the most deprived corners of our community. Our ambition is to improve lives for the short and long term and to contribute to wider society.

#### **PUBLIC BENEFIT STATEMENT**

In setting out the objectives and planning the activities, the Trustees have given careful consideration to complying with the duty in Section 17 of the Charities Act 2011 to have regard to the public benefit guidance published by the Charity Commission. This report outlines how our achievements during the year have benefited the public, either directly or indirectly.

# Turkish Cypriot Community Association

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2017

#### **Achievements and performance**

For the period of 2016-17 TCCA continued to grow organically and through diversification of services offered. Our major achievements over the financial period has been our ability to maintain our CQC fully complaint status in an arena that places more and more requirements within the provision of care. In order to maintain these standards, we continue to build in new initiatives that allow us to be receptive to community needs and help us to measure achievement. We have utilised the PQASSO quality mark framework to measure our performance and carried out numerous internal controls with systems that move us more towards achieving value for money in relations to services provided. Our cache accredited training centre continues to be innovative providing needs led bespoke training courses, to staff within TCCA and partner organisations. During this period we were again accredited by Your Value, pre-Visible and self-accredited our work in line with PQASSO quality mark 3 all of which we completed to a high standard. In April 2016 TCCA updated its Cache accreditation allowing us to extend the number of courses we provide. Apart from institutional recognition for the organisations achievements. This year TCCA was for the fourth year running nominated as Turkish Charity of the year, with the CEO also being nominated for the prestigious role of Charity Officer of the Year.

#### **Major changes**

Our contract in relation to Human Resource Management, Payroll, Health and Safety ended in June 2016, and have already negotiated a new agreement with Citation which takes care of Human Resource Support, but will give us the additional support of being biased towards the Domiciliary Care industry. We have reviewed all staff contracts and introduced new systems in relation to pay grade. Our Pensions scheme enters its second year, and as such the organisations financial contribution towards the NOW's pension scheme has increased.

Our policies and procedures have again received their annual amendments and are now shared via a cloud database. Governance-wise, we have adopted changes to our governing document, which means that our operating protocols have changed, one example of this is the use of IT to inform members of forthcoming events. We have also used new technology in a variety of other ways including promotional videos, updated website, use electronic monitoring and placed greater emphasis on having online presences. We We have purchased 10 new laptops that help us deliver our training programs. We have upgraded all office based PCs so that the use of technology within the charity is fit for purpose.

This year we undertook a substantive renovation project, the aim being to modify the buildings complete ground floor, with attention being paid to the Restaurant Area, Kitchen, and Hall and Communal Ground Floor areas. The renovation took place between September 2016 to January 2017, as part of the project to revitalise the ground floor so we updated all licenses (including individuals named on our Entertainment and Premises Licenses). The Restaurant area was further tendered to sub-contracted operator and the Hall hire management passed on to the same said operator.

As a charity we continued to deliver high quality, needs led projects, during this period our Information and Advice project helped over 700 people to get free of charge support on how to navigate essential government and legal services. Our Employment Advice Project and Legal Advice Project provided 40 separate specialist advice sessions. Our Bulletin which is published in English and Turkish, has had its circulation extended to an e-version that was circulated online. Our services to English non speakers was also extended to Incorporate English for work that complimented our English as second language learning. During the period of 2016-2017 TCCA supported separate classes. 49 students completed program of which 38 maintained 100% attendance. All of the organisations training is delivered via our fully equipped training facility in Haringey London, this allows learners to further have access to our qualified Advice and Guidance officer, making sure learners are on the right course and level. Funding for the courses has also been made available through the Workforce Development Fund (WDF). Social Care providers access WDF funds through The Berkshire Skills for Care if they are keeping their NMDS records up to date.

# Turkish Cypriot Community Association

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

#### Year ended 31 March 2017

Our in-house training facility has enabled us to provide 1450 Learning Hours and Qualify 12 people to achieved; 2 x QCF level 2, 4 x QCF level 3, and a total of 158 CPD Training credits. The organisation is now able to provide everything from Level 2 Diploma in Health & Social Care to CPD training In Cultural Sensitive nutrition. Our learners received a QCF national recognised CACHE certification that is CQC compliant. Our qualifications are for those: new to care work, working as an experienced care worker in health and social care, volunteering in a similar setting or for those wanting to change their career pathway.

The Charity has also received a grant from Awards for All, for Training that supports community cohesion and development of new skills, the first of these Training Courses was held in March 2017.

As an outline we have during the last financial period delivered the following projects:

#### **Information and advice**

We continue to provide weekly drop in advice sessions that help those within our community who due to language, culture or religion experience barriers to accessing social-welfare generic advice. TCCA's self-funded community Information and Advice project is continuing to provide an Information & Advice Turkish Surgery Day from 9 am -12 noon once a week, on Thursdays for people who need assistance due to their health, age and disabilities. The beneficiaries are mainly Turkish Speaking residents in Enfield who originally come from Turkey, Northern Cyprus, Kosovo, Azerbaijan, Turkmenistan, Bulgaria, Syria and Romania. The beneficiaries are consisting of people, who need support with education, social services, housing, health, job opportunities and employment. All supported service users are of all ages, (including children and older people) gender and will include disabled people, individuals/ families; refugees; gypsies/ travellers; unemployed people who are all on low income, lacking qualifications and confidence with poor integration. TCCA's Information and Advice Day provides support to those families with health, employment and education issues.

#### **Legal advice**

Legal advice project is reliant upon local Turkish Speaking solicitors giving up their time to offer free legal advice to local people in need of help. The majority of those supported are on benefits and due to changes in the legal system are not able to access legal aid. The project has been and continues to be successful.

#### **Employment advice**

This is a new project that focuses on supporting people from the Turkish Speaking community who have limited or no knowledge of their Employment rights. The advice service operates on an appointment basis once every two weeks, with issues surrounding all factors of employment law including pension contributions and preparing for interviews.

#### **Cyprus Kitchen**

Our in-house fully licensed restaurant was re-opened and under new management it continues to operate six days a week providing traditional Turkish Cypriot food at affordable prices; apart from its daily specials ranging from delicacies like Bumar through to Molahiya. The restaurant also provides a range of kebabs with many varying mezes as accompaniments. Every Friday/Saturday the restaurant operates its Cypriot Night and for a fraction of many other venues offers a full meze, with Kebabs being served as the main dish, live music, dancing.

#### **Luncheon Club**

Our Luncheon Club provides elders in our community a setting where they can meet, socialise and have cheap meals for a fraction of the price. The club is a collaboration with TCCA. Our luncheon club is available for the Cypriot elderly community every Tuesday, Wednesday and Thursday from 11am onwards. We offer subsidised lunch prepared in a traditional Cypriot way. Lunch is followed by bingo, cards, socialising and an opportunity to find new friends. Every week without fail over 20 people attend. During key festivals the number rises to over 60 with 85 attending our Christmas / New Year event,

# Turkish Cypriot Community Association

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

#### Year ended 31 March 2017

which this year we hosted it jointly with the Turkish Women's Project.

#### **Room bookings**

Our Room bookings project has supported 62 group hires during this period and 31 individual hirers. TCCA continues to enhance the services it provides to the community through the hiring of its community spaces. TCCA manages a selection of community spaces, which can house a variety of groups. The venues are ideal for community, voluntary, statutory, commercial and resident groups. In the year of 2016-2017 the range of affordable facilities generated interest and accommodated training sessions, meetings, conferences, parties and a multitude of events and activities. TCCA has traditionally preferred to work with groups and individuals who support the local charities and as such offers a pricing structure that recognises local benefit. Over the past 12 months TCCA has seen an increase in the number of groups utilise space at the centre. Some of our regular groups include: Londrali which work with using the internet to keep the Turkish Speaking community informed about issues of concern to them through to physical activities such as Zumba, Ti Chi and Taekwondo. TCCA is also proud to have host many key events within the community including the launch of the Golden Island Film Festival, the bayram events for the Cyprus Islamic Association, the hustings for Turkish candidates for the general elections, the cocktail event for all elected councillors in the local elections, a forum to discuss Brexit, SOYAC in Maltepe University exhibition, Cypriot Poetry Exhibition and a Turkish Cypriots and as a forum venue for the Turkish Football Federation.

The majority of its room bookings have been via its flagship Haringey venue however TCCA has following re-decoration of Islington/Hackney venue began to use this to deliver much needed services to residents living in the London Borough of Hackney and Islington. TCCA remains committed to working with local partners to deliver a range of services that include homecare for the elderly and disabled members of our community as well as social, leisure, cultural and educational activities for the local community. Some of our regular groups include; Victim Support that provides much needed help to victims of crime through to Get Licensed a group that provides training for those seeking an SSL Licence. Other groups that hire space from the centre provide a range of activities such as Violin classes, English classes, Tai Chi, Karate, women's empowerment, local authority engagement events, health sessions Turkish Classes, Counselling, Turkish schools consortium, theatre classes to name but a few. Today, the flexibility of the building and its prime location continue to support the betterment of local community and in turn feeds into cultural cohesion.

#### **Health project**

Remnants of the Health Project 2015-2016 continued through to this financial year and helped TCCA deliver a further two health day screening events, that supported the and support information circulated to Turkish Speaking people living in Haringey

#### **Homework support project**

This project ended in July 2016. The project worked with 10 schools in five London boroughs identified with the highest concentration of Turkish and Kurdish young people, in order to help improve achievement levels of under achieving children. The program designed to help children by introducing their parents to initiatives that help them become more involved in their children's education, is facilitated by weekly sessions. Parents are encouraged to attend the sessions with their children and to work in unison with the schools to become more aware of approaches that can be used to assist their children with their homework and their studies in general.

#### **Assessment project**

TCCA Assessment Project is now in its third year. This project serves the segment of the population who are recognised as the JAMS (Just about managing). We have identified that they struggle to make their voices heard as their issues have no way of reaching decision makers. The project addresses imbalances in assessment and communication ensuring that beneficiaries are receiving correct information and are signposted to relevant authorities who can help them beyond the short term of the project. During its second period the project supported 12 beneficiaries. 11 were able to access further benefits, 6 were signposted, 4 received additional services, 6 received additional help through TCCA.



# Turkish Cypriot Community Association

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2017

#### **Internship and apprentice programs**

International Education is an international education organization (IEO) committed to empowering student learning through personal choice, academic integrity, and engagement in urban environments abroad. The projects approach to international study is unique and provides a holistic learning abroad experience that challenges, excites and inspires students. Internship Program matches the goals and interests of students with those of TCCA. Through the Internship Program in London, students engage in in internship placements at TCCA as part of their university level academic degree. All students from CAPA, ADC and FIE have met rigorous academic requirements and completed an extensive application process before being accepted to the Internship Program. These students have been placed in various roles at TCCA, including but not limited to; Policy Development, Finance, Grants and Funding, Film Production and Media & Marketing. Over the past 12 months TCCA has welcomed 21 students to the centre.

#### **Homecare**

Unlike other care agencies as we are a charity we focus on giving the old, incapable and lonely in our community support; including: benefits checks, legal advice, annual hamper, health checks/ screening, gentle exercise classes, access to Information bulletin, signposting, support if in need of equipment, access to all our in-house training courses, and access to elders subsidised trips. TC Homecare constantly work extremely hard to develop the project further and raise the standard and quality of care provided by organising appropriate mandatory training for the all care workers. The Homecare office staff members have attended numerous meetings and training opportunities with local authorities.

The Homecare project provides employment and training to approximately 64 members of the Turkish speaking community. The majority of these carers (over 90%) have or are working towards a QCF level 2 or 3 and four staff taking a QCF level 4 in Health and Social Care. All of our carers complete initial induction training before starting work followed by mandatory trainings such as First Aid, Food Hygiene, People Handling, Health and Safety, Adult Abuse and Medication Training. The organisation continues to develop staff members through QCF accreditation standards and status as an accredited in-house provider is imminent. TC Homecare works in partnership with Local Authorities, Health Authorities and Health Professionals to ensure the safety and wellbeing of our service users. Our care provision is monitored by the Local Authorities we work with and is regularly inspected by the Care Quality Commission.

#### **Financial review**

The total incoming resources during the year under review were £1,324,095 compared to £1,284,898 for the previous year due to an increase in homecare services income. The total resources expended during the year were £1,277,014 compared to £1,269,582 in the previous year, an increase mainly as a result of the increases in carer wage costs and subcontractor carer costs.

#### **Reserves policy**

The trustees have forecast the level of free reserves (that is those funds not tied up in fixed assets, and designated and restricted funds) the charity will require to sustain its operations over the forthcoming year. The trustees consider that the appropriate level of free reserves at 31 March 2017 should be £285,000. The actual free reserves at 31st March 2017 were £550,450, which is £265,450 in excess of the required level.

# Turkish Cypriot Community Association

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2017

#### Plans for future periods

Over the past five years TCCA has enjoyed steady and stable growth. We plan to continue this trend with the same processes of managing costs, finding efficiencies and growing the depth of the services we provide.

This year we aim to formalise the status of our major assets. As such currently we are in the process of formalising negotiations for the purchase of 628-630 Green Lanes, under a community assets transfer scheme. We are further working with legal counsel to update the trusteeship of 117 Green Lanes and the relationship that trusteeship has with TCCA.

Operationally TCCA will continue to recognise the needs of our community and then move towards supporting those requirements. The main services we are considering for the next period is the need for services that support those in our community with dementia.

We aim to place greater emphasises on reducing our debtors and attempt all possible means in recovering debt, including court action. We will completely review our outgoings, to instigate further savings that will help with increases in care costs, additional expenditure related to pensions, purchase plans for 628 Green Lanes and maintenance of both 117 Green Lanes and 628 Green Lanes with the intention of undertaking a complete overhaul of 117 Green Lanes.

Our Homecare department will also need to change its structure, to incorporate more support for our Homecare Manager and be reflective of the changes in the commissioning from work adopted by many local authorities. We will also change the pay structure for paying our carers which will be more related to skills, length of service and ability. In the coming year we will extend our home care services and offer additional care services to the Hackney Borough using this location as our base.

We have also formulated new and innovative projects that will begin in financial year 2017-18, these include Local health screening funded by Haringey Council, Employment welfare funded by Hackney Council, Poetry Classes funded by Community Champions, LETTs project and a planned cultural exchange initiative working with groups in Cyprus and Turkey.

#### Trustees' responsibilities statement

The trustees, who are also directors for the purposes of company law, are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the income and expenditure, for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

# Turkish Cypriot Community Association

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

#### Year ended 31 March 2017

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and 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 Companies Act 2006. 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.

#### **Auditor**

Each of the persons who is a trustee at the date of approval of this report confirms that:

- so far as they are aware, there is no relevant audit information of which the charity's auditor is unaware; and
- they have taken all steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

The auditor is deemed to have been re-appointed in accordance with section 487 of the Companies Act 2006.

#### **Small company provisions**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 31 January 2018 and signed on behalf of the board of trustees by:

Mrs Turkay Hadji-Filippou  
Trustee



# **Turkish Cypriot Community Association**

## **Company Limited by Guarantee**

### **Independent Auditor's Report to the Members of Turkish Cypriot Community Association**

#### **Year ended 31 March 2017**

We have audited the financial statements of Turkish Cypriot Community Association for the year ended 31 March 2017 which comprise the statement of financial activities (including income and expenditure account), balance sheet, statement of cash flows and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

This report is made solely to the charity's members, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's members those matters 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 and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of trustees and auditor**

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. The trustees have elected for the financial statements to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly we have been appointed as auditor under section section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that 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 and Ireland). Those standards require us to comply with the Auditing Practices Board'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 the financial statements. In addition, we read all the financial and non-financial information in the trustees' report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

#### **Opinion on 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 2017 and of its incoming resources and application of resources, including its income and expenditure, 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 Companies Act 2006.

# Turkish Cypriot Community Association

## Company Limited by Guarantee

### Independent Auditor's Report to the Members of Turkish Cypriot Community Association *(continued)*

Year ended 31 March 2017

#### 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 requires us to report to you if, in our opinion:

- the information given in the trustees' report is inconsistent in any material respect with the financial statements; or
- the charity has not kept adequate accounting records; 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.

Jayantkumar Maganlal Mistry (Senior Statutory Auditor)

For and on behalf of  
MMA Partnership LLP  
Chartered Certified Accountants & statutory auditor

6 Bruce Grove  
London  
N17 6RA

31 January 2018

# Turkish Cypriot Community Association

## Company Limited by Guarantee

### Statement of Financial Activities (including income and expenditure account)

31 March 2017

		2017	2016
	Note	Unrestricted funds £	Restricted funds £
		£	£
<b>Income and endowments</b>			
Donations and legacies	5	–	18,777
Charitable activities	6	1,259,081	–
Other trading activities	7	46,074	–
Investment income	8	163	–
<b>Total income</b>		<u>1,305,318</u>	<u>18,777</u>
<b>Expenditure</b>			
Expenditure on charitable activities	9,10	1,266,499	10,515
<b>Total expenditure</b>		<u>1,266,499</u>	<u>10,515</u>
<b>Net income and net movement in funds</b>		<u>38,819</u>	<u>8,262</u>
<b>Reconciliation of funds</b>			
Total funds brought forward		692,277	–
<b>Total funds carried forward</b>		<u>731,096</u>	<u>8,262</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 16 to 24 form part of these financial statements.

# Turkish Cypriot Community Association

## Company Limited by Guarantee

### Balance Sheet

31 March 2017

		2017		2016
		£	£	£
<b>Fixed assets</b>				
Tangible fixed assets	15		180,646	170,342
<b>Current assets</b>				
Debtors	16	338,838		458,824
Cash at bank and in hand		336,641		167,491
		<u>675,479</u>		626,315
<b>Creditors: amounts falling due within one year</b>	17	<u>116,767</u>		104,380
<b>Net current assets</b>			<u>558,712</u>	521,935
<b>Total assets less current liabilities</b>			<u>739,358</u>	692,277
<b>Net assets</b>			<u>739,358</u>	692,277
<b>Funds of the charity</b>				
Restricted funds			8,262	-
Unrestricted funds			<u>731,096</u>	692,277
<b>Total charity funds</b>	19		<u>739,358</u>	692,277

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and authorised for issue on 31 January 2018, and are signed on behalf of the board by:

Mrs Turkay Hadji-Filippou  
Trustee

Mr Musafa Korel  
Trustee

The notes on pages 16 to 24 form part of these financial statements.

# Turkish Cypriot Community Association

## Company Limited by Guarantee

### Statement of Cash Flows

Year ended 31 March 2017

	2017 £	2016 £
<b>Cash flows from operating activities</b>		
Net income	47,081	15,316
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	26,148	13,938
Other interest receivable and similar income	(163)	(61)
Accrued income	(4,168)	-
<i>Changes in:</i>		
Trade and other debtors	119,984	(12,341)
Trade and other creditors	16,557	6,803
Cash generated from operations	205,439	23,655
Interest received	163	61
Net cash from operating activities	<u>205,602</u>	<u>23,716</u>
<b>Cash flows from investing activities</b>		
Purchase of tangible assets	(36,452)	(2,440)
Net cash used in investing activities	<u>(36,452)</u>	<u>(2,440)</u>
<b>Net increase in cash and cash equivalents</b>	<b>169,150</b>	21,276
<b>Cash and cash equivalents at beginning of year</b>	<b>167,491</b>	146,215
<b>Cash and cash equivalents at end of year</b>	<b><u>336,641</u></b>	<b><u>167,491</u></b>

The notes on pages 16 to 24 form part of these financial statements.

# Turkish Cypriot Community Association

## Company Limited by Guarantee

### Notes to the Financial Statements

Year ended 31 March 2017

#### 1. General information

The charity is a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 628-630 Green Lanes, Haringey, London, N8 0SD.

#### 2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Charities Act 2011.

#### 3. Accounting policies

##### Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

##### Going concern

There are no material uncertainties about the charity's ability to continue.

##### Transition to FRS 102

The entity transitioned from previous UK GAAP to FRS 102 as at 1 April 2015. Details of how FRS 102 has affected the reported financial position and financial performance is given in note 23.

##### Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

There are no significant judgements (apart from those involving estimations) that management has made in the process of applying the entity's accounting policies and that have the most significant effect on the amounts recognised in the financial statements.

Accounting estimates and assumptions are made concerning the future and, by their nature, will rarely equal the related actual outcome. There are no key assumptions and other sources of estimation uncertainty that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

# Turkish Cypriot Community Association

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2017

#### 3. Accounting policies *(continued)*

##### Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

##### Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

# Turkish Cypriot Community Association

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2017

#### 3. Accounting policies *(continued)*

##### Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

##### Operating leases

Lease payments are recognised as an expense over the lease term on a straight-line basis. The aggregate benefit of lease incentives is recognised as a reduction to expense over the lease term, on a straight-line basis.

##### Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

##### Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Freehold property	- 2% straight line
Leasehold property	- Over the period of the lease
Equipment	- 25% reducing balance



# Turkish Cypriot Community Association

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2017

#### 3. Accounting policies *(continued)*

##### **Impairment of fixed assets**

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

##### **Debtors**

Basic financial assets, including trade and other debtors, are initially recognised at transaction price, unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Such assets are subsequently carried at amortised cost using the effective interest method, less any impairment.

##### **Cash and cash equivalents**

Cash and cash equivalents are represented by cash in hand, deposits held at call with financial institutions, and other short-term highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

##### **Creditors**

Basic financial liabilities, including trade and other creditors, loans from third parties and loans from related parties, are initially recognised at transaction price, unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Such instruments are subsequently carried at amortised cost using the effective interest method, less any impairment.

##### **Defined contribution plans**

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

# Turkish Cypriot Community Association

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2017

#### 4. Limited by guarantee

The charity is a company limited by guarantee and therefore has no share capital. The liability of each member in the event of winding up is limited to the maximum of £10.

#### 5. Donations and legacies

	Restricted Funds £	Total Funds 2017 £	Restricted Funds £	Total Funds 2016 £
<b>Grants</b>				
Awards For All	9,590	<b>9,590</b>	—	—
Letts	2,490	<b>2,490</b>	—	—
The Hampsted Wells and Campden Trust	1,845	<b>1,845</b>	920	920
Haringey Clinical Commissioning Group	2,650	<b>2,650</b>	23,000	23,000
One20 t/a TimeBank	2,202	<b>2,202</b>	2,250	2,250
The Berkshire Skills for Care WDF Partnership	—	—	8,970	8,970
	<u>18,777</u>	<u>18,777</u>	<u>35,140</u>	<u>35,140</u>

#### 6. Charitable activities

	Unrestricted Funds £	Total Funds 2017 £	Unrestricted Funds £	Total Funds 2016 £
Homecare services income	<u>1,259,081</u>	<u>1,259,081</u>	<u>1,216,609</u>	<u>1,216,609</u>

#### 7. Other trading activities

	Unrestricted Funds £	Total Funds 2017 £	Unrestricted Funds £	Total Funds 2016 £
Conference and room hire	<u>46,074</u>	<u>46,074</u>	<u>33,088</u>	<u>33,088</u>

#### 8. Investment income

	Unrestricted Funds £	Total Funds 2017 £	Unrestricted Funds £	Total Funds 2016 £
Bank interest receivable	<u>163</u>	<u>163</u>	<u>61</u>	<u>61</u>

# Turkish Cypriot Community Association

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2017

#### 9. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £
Homecare services	1,260,197	10,515	1,270,712
Advice surgery	–	–	–
Support costs	6,302	–	6,302
	<u>1,266,499</u>	<u>10,515</u>	<u>1,277,014</u>

  

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £
Homecare services	1,224,844	35,140	1,259,982
Advice surgery	3,300	–	3,300
Support costs	6,298	–	6,300
	<u>1,234,442</u>	<u>35,140</u>	<u>1,269,582</u>

#### 10. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total funds 2017 £	Total fund 2016 £
Homecare services	1,270,712	–	1,270,712	1,259,982
Advice surgery	–	–	–	3,300
Governance costs	–	6,302	6,302	6,300
	<u>1,270,712</u>	<u>6,302</u>	<u>1,277,014</u>	<u>1,269,582</u>

#### 11. Net income

Net income is stated after charging/(crediting):

	2017 £	2016 £
Depreciation of tangible fixed assets	<u>26,148</u>	<u>13,938</u>

#### 12. Auditors remuneration

	2017 £	2016 £
Fees payable for the audit of the financial statements	<u>3,750</u>	<u>3,750</u>

# Turkish Cypriot Community Association

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2017

#### 13. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	<b>2017</b>	2016
	£	£
Wages and salaries	<b>872,429</b>	848,946
Social security costs	<b>68,457</b>	64,538
Employer contributions to pension plans	<b>5,041</b>	4,532
	<b><u>945,927</u></b>	<u>918,016</u>

The average head count of employees during the year was 69 (2016: 63). The average number of full-time equivalent employees during the year is analysed as follows:

	<b>2017</b>	2016
	No.	No.
Number of administrative staff	<b>9</b>	9
Number of homecare staff	<b>44</b>	43
	<b><u>53</u></b>	<u>52</u>

No employee received employee benefits of more than £60,000 during the year (2016: Nil).

#### 14. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

#### 15. Tangible fixed assets

	Freehold property £	Short leasehold property £	Equipment £	Total £
<b>Cost</b>				
At 1 April 2016	111,545	224,378	112,102	<b>448,025</b>
Additions	—	—	36,452	<b>36,452</b>
<b>At 31 March 2017</b>	<b><u>111,545</u></b>	<b><u>224,378</u></b>	<b><u>148,554</u></b>	<b><u>484,477</u></b>
<b>Depreciation</b>				
At 1 April 2016	22,422	149,521	105,740	<b>277,683</b>
Charge for the year	3,628	11,817	10,703	<b>26,148</b>
<b>At 31 March 2017</b>	<b><u>26,050</u></b>	<b><u>161,338</u></b>	<b><u>116,443</u></b>	<b><u>303,831</u></b>
<b>Carrying amount</b>				
<b>At 31 March 2017</b>	<b><u>85,495</u></b>	<b><u>63,040</u></b>	<b><u>32,111</u></b>	<b><u>180,646</u></b>
At 31 March 2016	<u>89,123</u>	<u>74,857</u>	<u>6,362</u>	<u>170,342</u>

# Turkish Cypriot Community Association

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2017

#### 16. Debtors

	2017	2016
	£	£
Trade debtors	327,588	433,895
Other debtors	11,250	24,927
	<u>338,838</u>	<u>458,822</u>

#### 17. Creditors: amounts falling due within one year

	2017	2016
	£	£
Trade creditors	28,939	22,485
Social security and other taxes	16,830	–
Other creditors	70,998	81,893
	<u>116,767</u>	<u>104,378</u>

#### 18. Pensions and other post retirement benefits

##### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £5,041 (2016: £4,532).

#### 19. Analysis of charitable funds

##### Unrestricted funds

	At 1 April 2016	Income	Expenditure	At 31 March 2017
	£	£	£	£
General funds	692,277	1,305,318	(1,266,499)	731,096

##### Restricted funds

	At 1 April 2016	Income	Expenditure	At 31 March 2017
	£	£	£	£
<b>The Hampsted Wells and Campden Trust - Trips for the Elderly</b>	–	1,845	(925)	920
<b>Letts - Local exchange trading scheme</b>	–	2,490	–	2,490
<b>Haringey Clinical Commissioning Group - Health screening for the Elderly</b>	–	2,650	–	2,650
<b>One20 t/a TimeBank - support learning of English as a second language</b>	–	2,202	–	2,202
<b>Awards For All - computer purchase and training</b>	–	9,590	(9,590)	–
	<u>–</u>	<u>18,777</u>	<u>(10,515)</u>	<u>8,262</u>

# Turkish Cypriot Community Association

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2017

#### 20. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £
Tangible fixed assets	180,646	–	<b>180,646</b>
Current assets	667,217	8,262	<b>675,479</b>
Creditors less than 1 year	(116,767)	–	<b>(116,767)</b>
<b>Net assets</b>	<b>731,096</b>	<b>8,262</b>	<b>739,358</b>

#### 21. Financial instruments

The charity only enters into basic financial instruments transactions that result in the recognition of financial assets and liabilities like trade and other debtors and creditors, loans from banks and other third parties and loans to related parties.

Financial assets that are measured at cost and amortised cost are assessed at the end of each reporting period for objective evidence of impairment. If objective evidence of impairment is found, an impairment loss is recognised in profit or loss.

Financial assets and liabilities are offset and the net amount reported in the Balance Sheet when there is an enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### 22. Operating lease commitments

The total future minimum lease payments under non-cancellable operating leases are as follows:

	2017 £	2016 £
Later than 5 years	<b>91,685</b>	<b>108,355</b>

#### 23. Transition to FRS 102

These are the first financial statements that comply with FRS 102. The charity transitioned to FRS 102 on 1 April 2015.

No transitional adjustments were required in the retained funds or income or expenditure for the year.