



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day1	APRIL	2021		31	MARCH	2022

## Section A Reference and administration details

**Charity name** CHARIS CLUB

**Other names charity is known by** LEONE CONSULTANCY

**Registered charity number (if any)** 1014221

**Charity's principal address** 163 SOUTHAMPTON WAY  
CAMBERWELL  
LONDON  
**Postcode** SE5 7EJ

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	ABDUL CONTEH	CHAIRPERSON		
2	SIMONE STEPHENSON	TRUSTEE		
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
LEGAL ADVISER	A CONTEH	163 SOUTHAMPTON WAY, CAMBERWELL, LONDON, SE5 7EJ

**Name of chief executive or names of senior staff members (Optional information)**

--

**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document <small>(eg. trust deed, constitution)</small>	CONSTITUTION
How the charity is constituted <small>(eg. trust, association, company)</small>	ASSOCIATION CONSISTING OF MEMBERS
Trustee selection methods <small>(eg. appointed by, elected by)</small>	TRUSTEES ARE APPOINTED OR REAPPOINTED ANNUALLY AT THE ANNUAL GENERAL MEETING

**Additional governance issues (Optional information)**

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• Trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>LEONE CONSULTANCY is a member of the O.I.S.C AND THE PROPERTY OMBUDSMAN.</p> <p>Leone Consultancy often utilises the services of J.C.W.I. and H J T Training that provides training and advice together with regular newsletters and consultation.</p> <p>Leone Consultancy operates at 163 Southampton Way, Camberwell, London, SE5 7EJ and works within the borough of Southwark, Lambeth and Croydon.</p> <p>CHARIS CLUB has a risk policy guidance that all staff and volunteers adhere by.</p>
---	--

**Section C Objectives and activities**

**Summary of the objects of the charity set out in its governing document**

<p>TO HELP AND EDUCATE PEOPLE THROUGH THEIR LEISURE AND SOCIAL TIME SO TO DEVELOP THEIR PHYSICAL MENTAL AND SPIRITUAL CAPABILITIES.</p>
---

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

In planning our activities for the year we kept in mind the Charity Commissioner's guidance on public benefit at our trustee meetings.

Charis Club is a registered charitable organisation which offers, assistance, support and representation to people with immigration, divorce, housing and general legal problems. Our aim is that all people who use our service may live their lives to the full.

Charis Club aim is that individuals develop their existing knowledge and skills, take control and make choices; thus attaining their desired quality of life. Charis Club operates a personal service respecting people as individual's rather than merely clients or statistics.

Charis Club provides opportunities for development and any necessary support that people may require achieving their development goals.

### **How Do We Do This?**

**THE SERVICE ENABLES PERSONAL DEVELOPMENT AND ENCOURAGES GROWTH IN INDEPENDENCE BY BEING:**

#### *Highly personalised:*

- Consultation involves assessment and programme planning by the service user, the sponsor/carer (wherever necessary) and the individual's legal advisor at the service, in line with the organisation's core value statement. Anybody can utilise this service without prior appointment.

#### *Highly flexible:*

- As stated above Charis Club advise and representation is available without an appointment either mornings or afternoons. With flexibility for service users to attend more than one consultation dependent on assessed need. Furthermore, Charis Club opens during the weekends to enable access to individuals who are unable to visit the centre during the normal working week on account of their work restrictions.
- Extra voluntary support for service users out in the community dependent on the individuals needs. We always refer service users to registered Advisers and Solicitors and appropriate specialist statutory and voluntary agencies that will offer advice, assistance and support, which we are not authorised or equipped to provide.

#### *Service User Led:*

We send newsletters and information to our clients giving them the opportunity to express their concerns about the service, what it offers, whether it meets their expectations and the chance to suggest alternatives, increasing their involvement in it.

We provide housing for tenants who do not qualify for social housing. Charis Club has been mentioned in the local newspaper describing our community development.

#### *Well resourced:*

- The 'drop in centre is based at 163 Southampton Way, Camberwell, London, SE5 7EJ. The centre contains comprehensive and up to date information on immigration and nationality law and recent home office policies, and community-based facilities, local activities, college

courses and internet news about the countries of our main user groups. Moreover, the centre has 6 computers which are used by members of the public to search for employment and to complete DHSS FORMS, IMMIGRATION and other government and local authority forms. The centre has fast broad band to assist members of the public. We up-date our resources when people from different nationalities use our facilities. The centre provides housing advice and assistance to homeless people referred to us from the local Authority Housing Solution Officer based in Southwark and Croydon.

- In addition Leone Property Services provides housing for tenants who do not qualify for social housing. We have provided emergency housing for tenants who are homeless or at a risk of homelessness.
- In addition the charity provides free bread, cakes and pastries to all members of the public in need.

*Community based:*

- Charis Club base is situated on the main Camberwell Church Street in South London that is accessible to all. All the main buses stop outside our centre every two minutes. All the major buses stop outside our centre. Moreover, we are close to Walworth, Camberwell Green, Peckham and Brixton town centre. The Camberwell office allows easy access to all people living in Southwark, Lambeth and beyond. The Camberwell centre is wheel-chair friendly and assessable to parents and guardians with babies and young children.
- Local information about college courses etc. Charis Club displays information about local College Courses. Moreover, we support campaigns such SE5 and the various local newspapers.

Charis Club will monitor the composition of its volunteers and workforce annually detailing:-

- Percentage of males and females.
- Ethnic origin of all employees and volunteers.
- Ensure people with disabilities and special needs are not discriminated against.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

During the past year Charis Club has provided advice, assistance and representation to individual's regarding their immigration, divorce, debt and housing problems.

A further development is that Charis Club launch of Leone Property Services has been a success. This service provides housing and assistance and long term accommodation and emergency accommodation for tenants who do not qualify for social housing or are at a risk of homelessness.

We regularly open on a Saturday and on Sunday and are flexible with our opening times.

Charis Club has an extensive administrative network of computers, printers and scanners available for the general public to use. These resources enable people to apply for their work, fill out benefits and housing claims and even apply for their oyster card and discount bus passes and pensions which all now have to be applied for online.

Charis Club daily prepares affidavits, name change and statutory declarations for individuals referred to us from local Solicitors and advice agencies.

Charis Club assists individuals applying for Housing Benefit, Council Tax benefits and Social and Private Housing.

Lastly, Charis Club has free bread, cakes and pastries available to members of the public whom are in need.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

We hold cash at bank of £500, all of which is unrestricted funds. These funds may be used for repairs, maintenance and for any emergency payments. The charity operates a separate client account to avoid the misuse of client's money.

**Details of any funds materially in deficit**

N/A

**Further financial review details (Optional information)**

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

*Abdul Karim Conteh*

Full name(s)

ABDUL KARIM CONTEH

Position (eg Secretary, Chair, etc)

CHAIR PERSON

Date

11/01/2023

**MR ABDUL CONTEH - T/A LEONE LEGAL CONSULTANCY**  
**TRADING PROFIT AND LOSS ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2022**

<u>Sales</u>	£	£	£
Fees Received			50,203
HMRC SEISS			<u>11,770</u>
<b>Cost of Sales</b>			61,973
Indemnity Insurance		697	
Home Office Fees - OISC		1,250	
Professional Fees		<u>4,427</u>	<u>6,374</u>
<b>Gross Profit</b>			55,599
 <u>Premises Cost</u>			
Rent & Rates	15,105		
Property Insurance	234		
Light & Heat	<u>1,540</u>	16,879	
<b>General Administrative Expenses</b>			
Telephone & Internet	3,219		
Postage	1,420		
Photo-copying & Rental of Machine	1,475		
Stationery	<u>970</u>	7,084	
<b>Motor Expenses</b>			
Motoring costs	2,263		
Leasing Cost	<u>3,339</u>		
	5,602		
Less Private Use 15%	<u>- 840</u>	4,762	
<b>Legal and Professional Cost</b>			
Accountancy Fees		1,100	
<b>Other Finance Charges</b>			
Bank Charges		1,524	
<b>Advertising &amp; Promotion</b>			
Advertising			-
<b>Depreciation</b>			
New Office Equipment at Cost	521		
Depreciation - 100% AIA	<u>521</u>	521	
Balance c/fwd			-
<b>Other Costs</b>			
Sundry Cost		<u>461</u>	<u>32,331</u>
<b>Profit for the Year</b>			<u><u>23,288</u></u>

Accepted, approved and agreed to be true and fair statement of my business activities.

Signed: .....

*This statement is for submission to the Inland Revenue ONLY, no other third party is to make use of it.*

**MR ABDUL CONTEH - T/A LEONE LEGAL CONSULTANCY**  
**TRADING PROFIT AND LOSS ACCOUNT**  
**FOR THE YEAR ENDED 31 MARCH 2022**

<u>Sales</u>	£	£	£
Fees Received			50,203
HMRC SEISS			<u>11,770</u>
<b>Cost of Sales</b>			61,973
Indemnity Insurance		697	
Home Office Fees - OISC		1,250	
Professional Fees		<u>4,427</u>	<u>6,374</u>
<b>Gross Profit</b>			55,599
<b>Premises Cost</b>			
Rent & Rates	15,105		
Property Insurance	234		
Light & Heat	<u>1,540</u>	16,879	
<b>General Administrative Expenses</b>			
Telephone & Internet	3,219		
Postage	1,420		
Photo-copying & Rental of Machine	1,475		
Stationery	<u>970</u>	7,084	
<b>Motor Expenses</b>			
Motoring costs	2,263		
Leasing Cost	<u>3,339</u>		
	5,602		
Less Private Use 15%	<u>- 840</u>	4,762	
<b>Legal and Professional Cost</b>			
Accountancy Fees		1,100	
<b>Other Finance Charges</b>			
Bank Charges		1,524	
<b>Advertising &amp; Promotion</b>			
Advertising		-	
<b>Depreciation</b>			
New Office Equipment at Cost	521		
Depreciation - 100% AIA	<u>521</u>	521	
Balance c/fwd	-		
<b>Other Costs</b>			
Sundry Cost		<u>461</u>	<u>32,331</u>
<b>Profit for the Year</b>			<u><u>23,288</u></u>

Accepted, approved and agreed to be true and fair statement of my business activities.

Signed: .....

*This statement is for submission to the Inland Revenue ONLY, no other third party is to make use of it.*