

Croydon BME Forum

Report and Accounts

31 March 2020

**Registered number
04996963**

Croydon BME Forum
Report and accounts
Contents

	Page
Company information	1
Directors' report	2
Trustees	3
Annual Report	5
Income and expenses account	9
Balance sheet	10
Statement of changes in equity	11
Notes to the accounts	12
Detailed Income and expenses account	14
Statement of Financial Activities (SOFA) 2020	15
Statement of Financial Activities (SOFA) 2019	16

**Croydon BME Forum
Company Information**

Directors

P P Reid
V Chandrababu
A Kumar

Reporting Accountants and Independent Examiner

Omega Accountants Ltd
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Bankers

Natwest Bank
40 Whitgift Centre
Croydon
Croydon
CR9 3BQ

Registered office

56A Mitcham Road
Croydon
CR0 3RG

Registered number

04996963

Charity registered number

1108843

Croydon BME Forum

Registered number:

04996963

Directors' Report

The directors present their report and accounts for the year ended 31 March 2020.

Principal activities

The company's principal activity during the year continued to be charitable work for the BME communities.

Directors

The following persons served as directors during the year:

P P Reid
V Chandrababu
A Kumar


Small company provisions

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

This report was approved by the board on 21 May 2020 and signed on its behalf.



P P Reid
Director



V Chandrababu
Treasurer and Director

Approved by the board on 21 May 2020

Croydon BME Forum
Registered number: 04996963
Trustees

The following Trustees serving during the year and to date of this report were as follows –

Paulette Lewis MBE - Chair
Vidhyadharan Chandrababu – Treasurer & Director
Ashok Kumar – Vice Chair & Director
Patrick P Reid – Director
Ghazala Mirza
Malti Patel
Viviene Witter

Croydon BME Forum
Independent Accountant's Report

Report of the Independent Examiner to the trustees
on the financial statement of the Charity for the year ended 31 March 2020

We report on the accounts of the charity on pages 4 to 12 which have been prepared in accordance with the provisions of section 1A "Small Entities" of Financial Reporting Standard 102 (SORP FRS102), Financial Reporting Standard applicable in the UK and the Companies Act 2006. Financial Statements have been prepared under the historical cost conventions. The accounts have been prepared on the Going Concern basis, the validity of which is depended upon maintaining adequate reserve and support from the Members.

Respective responsibilities of directors and independent examiner

As described on page 5, the charity's trustees are responsible for the preparation of the accounts. The trustees consider that the audit requirement of Section 43(2) of the Charities Act 1993 (the Act) does not apply, section 43(3) applies and that there is no requirement in the memorandum and articles of the charity for the conducting of an audit, and that the charity is exempt from an audit under Section 477(2) of the Companies Act 2006 as amended by the provision under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The Charity's gross income exceeded £250,000 and I am qualified to undertake the examination by virtue of my practicing licence. We have agreed to report whether particular matters have come to our attention, on the basis of the procedures specified in the General Directions given by the Charity Commissioners for England & Wales under Section 43(7)(b) of the Act, as they would apply to an unincorporated charity, but modified, where necessary, to meet the circumstances of an incorporated charity.

Basis of opinion

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below

Independent Accountant's Statement, report and opinion

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

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

S F Reza, Licenced Independent Examiner

Omega Accountants Ltd

Certified & International Accountants & Tax Advisers

54 Lower Addiscombe Road

Croydon CR0 6AA

Croydon

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Date upon which opinion is expressed is

21 May 2020

**Croydon BME Forum
Annual Report
for the year ended 31 March 2020**

A summary of the objects of the charity as set out in its governing document.

The Charity's objects ("the Objects") are to:

To Promote for the benefit of the people of Croydon, in particular but not restricted to persons from the ethnic communities, by associated community groups, local and national organisations and Local Authorities in a common effort to:

- i. Relieve poverty, hardship and distress
- ii. Advance education
- iii. Observe and protect good health and welfare

As determined by the board of directors and trustees for relevance, appropriateness, achievability in a timely manner.

An explanation of the charity's main objectives for the year.

To provide opportunities for BME communities to discuss and prioritise the key issues affecting them to a view to engaging decision and policy makers at the local level to factor in their priorities and planning and delivery public services.

To build the capacity of BME voluntary and community sector organisations, developing their systems structures and people so that they can deliver better quality services to the BME community.

To promote good relations and understanding between people of different races, building a more cohesive Croydon.

Details of significant activities (including its main programmes, projects, or services provided) that contribute to the achievement of the stated objectives.

Capacity Building – Providing advice and support to 80 groups with capacity building along the lines of obtaining charity status, finding premises, develop marketing material, update or create policies and procedures, establish potential partnerships and support with attracting external funding for activities and sustainability. Our BME Mental Health Community Development worker project, works with Black Minority Ethnic service users, local authority and statutory organisations who provide services to BME Individuals. The project/service is delivered by facilitation of consultations and focus groups with community involvement in strategic planning and training. National and Local Campaigns to promote and raise awareness of mental health issues and well-being. Raising an important issue in Croydon in 2019 was our Mental Health Conference Titled Change the Method - Change the Outcome which was well received by the CCG, community, private and voluntary sector partners.

Community Cohesion and Equality.

We aim to build bridges within and between communities and provide a strategic equality function in Croydon within the framework of the equality act 2010 and Croydon strategic partnership.

Croydon BME Forum received further funding from the Mayor's Office for Policing and Crime VUK Fund to help tackle Serious Youth Violence in Croydon. One of the highlights from that fund was to hold the CUT IT OUT - Football Tournament which was held at Crystal Place Football ground and attracted over 1500 people on the day

CUT IT OUT was conceived as necessary to engage young people on issues and concerns around Knife Crime. This event was created in partnership with over 20 partners including the Police, Croydon Council and local VCS Groups.

The Charity's grant making policies

None as this is not applicable to the company.

Summary of main activities of the charity in relation to its objects

Engagement – Thematic Groups, Representation –Community Leaders.

Consultation – Working with Key agencies.

Capacity Building – Networking, Collaboration and Partnerships, Training and Consultancy, One to One support.

Community Cohesion and Equality – Thematic Groups, events, support and advice, scrutiny, consultations and research.

Fundraising activities

The charity relies on grant aid from the donors identified in the accounts , whose support is valued. There have been no other fundraising activities.

Factors relevant to the achievement of the charity's objectives

The support of our funders, Croydon Council and Croydon Clinical Commissioning Group has made it possible for the organisation to operate and achieve tangible outcomes for Croydon's BME Communities and the Croydon Community as a whole.

The support of our members continues to be a source of strength for the organisation. Members contribute in terms of acting as representatives of Croydon BME Forum at various partnerships under the Croydon Strategic Partnership and within Partnerships operated by the various statutory agencies in the borough.

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Structure, Governance and Management

Croydon BME Forum is governed by a board of 7 Trustees all of whom are representatives of member organisation with expertise in various aspects of organisational management. The Trustees provide overview, strategic direction and scrutiny for the organisations activities.

The Trustees appoint and work with the Chief Officer who has day-to-day operational responsibility for the organisation, ensuring that the organisation delivers on the strategy set by the Trustees. The Chief Officer has responsibility for other staff and volunteers.

The methods adopted for the recruitment and appointment of new trustees

Trustees are elected at the annual general meeting after being nominated by a member in good standing of the Forum. During the year the Trustees review that skill set and decided based on any gaps identified, to co-opt other members. Co-opted members serve for one year and are then recommended to the following AGM should they wish to serve as full members of the board.

From time to time the forum also make approaches to individuals with specialist knowledge but are not members of BME organisations in the borough, to co-opt them on the board in an advisory capacity.

The organisational structure of the charity and how decisions are made.

The Trustees have overall responsibility for the organisation and all decisions are made by the board, however operational decisions are delegated to the Chief Officer and Trustees have scrutiny responsibility over the Chief Officer in governing the organisations. Decisions concerning other staff and day-to-day activities are made by the Chief Officer who ensures that all decisions of significance to the proper operation of the Charity are presented to the Trustees for approval.

The Chair has delegated authority from the Trustees to make decisions and give approval to reasonable request from the Chief Officer in between meetings provided that at the next meeting of the board, a proper report of such decisions is provided to the Trustees.

The major risks to which the charity is exposed and reviews and systems to mitigate risks

The greatest risks to the organisation is short-term funding and operating in an environment of reduced funding. The Trustees have kept this as a standing item on the agendas of meetings and are taking steps to secure a minimum of 3 year funding. Part of managing against this risk is also work on diversifying the funding base of the organisation and work on underway to secure project funding from a variety of sources. this work is constantly under review and will remain a standing item on the agenda.

In addition, there is the risk of not delivery or compromising on quality due to lack of resources. The Trustees are embarking on a programme of work to ensure that adequate resources are available to deliver the work programme and ensure that quality is paramount to all that we do..

Reserve Policy

At the date of 31st March 2020, we hold reserves of £246,709 shown in these accounts.

There are several types of Reserves – “Free Reserves” and “Liquid Reserves”. Free Reserves are Reserves net of any Fixed Assets and Creditors. Liquid assets are those same balances represented by Investments and bank account balances.

These are held for a number of reasons:

- To give confidence to funders by demonstrating good stewardship and active financial management.
- To manage our reputation as a charity
- To manage the issues around our major funders and show our charities resilience
- To fund expenditure on projects before specific agreed funds are received.
- To allow us to restructure the charity in the event of permanent significant falls in income where new alternative funding sources of similar values cannot be found. This can often happen in the current difficult environment.
- To provide resource to fund new Information technology needs and any new investment needs.

We have decided to clarify our policy to create a Designated Reserve of £140,000 which is our safety net to meet the needs described above and then to place some of these sums in longer term safe investments as a prudent policy.

We regularly review our Reserve Policy to manage Financial Risk and minimise the impact on our charity. At 31st March 2020, our Liquid Reserves are £255,058 represented by our bank balances.

These balances represent unrestricted general funds - reserves policy calls for reserves to be held in the general fund to cover at least six months operating expenditure.

Principal funding sources and how expenditure in the year under review has supported the key objectives of the charity.

The principal funding sources are the London Borough of Croydon, Croydon Clinical Commissioning Group and others. The funding provide supports the employment of members of staff who carry out the work of co-ordinating the engagement of BME communities in policy and decision making, building the capacity of BME voluntary and community sector organisations and promoting community cohesion and equality.

Plans for the future

Monitoring performances quantifying achievement of targets and evaluating public benefits.

**Croydon BME Forum
Income and Expenses Account
for the year ended 31 March 2020**

	2020 £	2019 £
Income	301,841	302,778
Cost of sales	(72,820)	(45,295)
Gross surplus	<u>229,021</u>	<u>257,483</u>
Administrative expenses	(211,415)	(201,097)
Operating Income	<u>17,606</u>	<u>56,386</u>
Surplus before taxation	<u>17,606</u>	<u>56,386</u>
Tax on surplus	-	-
Net surplus for the financial year	<u>17,606</u>	<u>56,386</u>

Croydon BME Forum
Registered number:
Balance Sheet
as at 31 March 2020

04996963

	Notes	2020 £	2019 £
Fixed assets			
Tangible assets	2	4,785	5,360
Current assets			
Debtors	3	38,075	19,332
Cash at bank and in hand		255,058	227,645
		<u>293,133</u>	<u>246,977</u>
Creditors: amounts falling due within one year	4	(51,209)	(23,234)
Net current assets		<u>241,924</u>	<u>223,743</u>
Net assets		<u>246,709</u>	<u>229,103</u>
Capital and reserves			
Restricted			
Unrestricted - designated			
Unrestricted - general	5	246,709	229,103
Shareholder's funds		<u>246,709</u>	<u>229,103</u>


The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The member has not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies regime. The profit and loss account has not been delivered to the Registrar of Companies.


P P Reid
Director


V Chandrababu
Treasurer and Director

Approved by the board on 21 May 2020

Croydon BME Forum
Statement of Changes in Equity
for the year ended 31 March 2020

	Share capital	Share premium	Re- valuation reserve	Income and expenses account	Total
	£	£	£	£	£
At 1 April 2018	-	-	-	172,717	172,717
Surplus for the financial year				56,386	56,386
At 31 March 2019	<u>-</u>	<u>-</u>	<u>-</u>	<u>229,103</u>	<u>229,103</u>
At 1 April 2019	-	-	-	229,103	229,103
Surplus for the financial year				17,606	17,606
At 31 March 2020	<u>-</u>	<u>-</u>	<u>-</u>	<u>246,709</u>	<u>246,709</u>

Croydon BME Forum
Notes to the Accounts
for the year ended 31 March 2020

1 Accounting policies

Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with SORP FRS 102, The Financial Reporting Standard and Charity Commission requirements as applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard).

Income

Income is measured at the fair value of the consideration received or receivable, net of discounts and value added taxes. Income includes revenue earned from the rendering of services. Income from the rendering of services is recognised by reference to the stage of completion of the contract. The stage of completion of a contract is measured by comparing the costs incurred for work performed to date to the total estimated contract costs.

Tangible fixed assets

Tangible fixed assets are measured at cost less accumulative depreciation and any accumulative impairment losses. Depreciation is provided on all tangible fixed assets, other than freehold land, at rates calculated to write off the cost, less estimated residual value, of each asset evenly over its expected useful life, as follows:

Leasehold land and buildings	over the lease term
Plant and machinery	over 5 years
Fixtures, fittings, tools and equipment	over 5 years

Debtors

Short term debtors are measured at transaction price (which is usually the invoice price), less any impairment losses for bad and doubtful debts. Loans and other financial assets are initially recognised at transaction price including any transaction costs and subsequently measured at amortised cost determined using the effective interest method, less any impairment losses for bad and doubtful debts.

Creditors

Short term creditors are measured at transaction price (which is usually the invoice price). Loans and other financial liabilities are initially recognised at transaction price net of any transaction costs and subsequently measured at amortised cost determined using the effective interest method.

Provisions

Provisions (ie liabilities of uncertain timing or amount) are recognised when there is an obligation at the reporting date as a result of a past event, it is probable that economic benefit will be transferred to settle the obligation and the amount of the obligation can be estimated reliably.

Pensions

Contributions to defined contribution plans are expensed in the period to which they relate.

Croydon BME Forum
Notes to the Accounts
for the year ended 31 March 2020

2 Tangible fixed assets

	Plant and machinery etc £
Cost	
At 1 April 2019	37,202
At 31 March 2020	<u>37,202</u>
Depreciation	
At 1 April 2019	31,842
Charge for the year	575
At 31 March 2020	<u>32,417</u>
Net book value	
At 31 March 2020	<u>4,785</u>
At 31 March 2019	<u>5,360</u>

3 Debtors

	2020 £	2019 £
Trade debtors	<u>38,075</u>	<u>19,332</u>

4 Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	10,204	16,093
Taxation and social security costs	4,292	6,842
Other creditors	<u>36,713</u>	<u>299</u>
	<u>51,209</u>	<u>23,234</u>

5 Movement of funds

Statement of Financial Activities - page 14 (comparative 2019 - page 15)

6 Other information

Croydon BME Forum is a private company limited by guarantee and incorporated in England. Its registered office is 56a Mitcham Road, Croydon, England, CR0 3RG

Croydon BME Forum
Detailed profit and loss account
for the year ended 31 March 2020

This schedule does not form part of the statutory accounts

	2020 £	2019 £
Income		
Donations, Grants and hall hire income	301,841	302,778
Cost of sales		
Project costs	72,820	45,295
Administrative expenses		
Employee costs:		
Wages and salaries	153,325	152,078
Pensions	2,172	2,172
Employer's NI	10,871	9,723
Temporary staff and recruitment	1,792	600
Staff training and welfare	1,739	985
Travel and subsistence	856	233
	170,755	165,791
Premises costs:		
Rent	10,763	10,603
Cleaning	5,229	4,132
	15,992	14,735
General administrative expenses:		
Telephone and fax	2,247	2,018
Stationery and printing	1,732	1,990
Bank charges	197	170
Insurance	1,258	569
Software	3,566	3,595
Repairs and maintenance	8,106	5,992
Depreciation	575	766
Sundry expenses	427	1,373
	18,108	16,473
Legal and professional costs:		
Accountancy fees	2,007	1,985
Other legal and professional	4,553	2,113
	6,560	4,098
	211,415	201,097

Croydon BME Forum
Statement of Financial Activities
for the year ended 31 March 2020

	Unrestricted Funds	Restricted Funds	Total Funds	Last Year Total Funds
Notes	2020 £	2020 £	2020 £	2019 £
Incoming resources				
<i>Incoming resources from generated funds</i>				
LB Croydon	124,188	-	124,188	258,338
MOPAC	49,736	-	49,736	22,395
London Consortium ESF Project	9,000	-	9,000	-
Croydon CCG	89,764	-	89,764	-
Hall Rent	24,213	-	24,213	21,295
Other funds	4,940	-	4,940	750
Other operating income	-	-	-	-
<i>Incoming resources from charitable activities</i>	301,841	-	301,841	302,778
Resources expended				
<i>Costs of generating funds</i>				
Communication & marketing	-	-	-	-
Commissioned and other work	74,559	-	74,559	46,280
Staffing & associated costs	165,988	-	165,988	162,401
<i>Costs of charitable activities</i>	240,547	-	240,547	208,681
Governance costs				
<i>Other resources expended</i>	43,688	-	43,688	37,711
Total resources expended	284,235	-	284,235	246,392
Net incoming resources before transfers between funds	17,606	-	17,606	56,386
Gross transfers between funds	-	-	-	-
Net incoming resources before Other recognised gains and losses	17,606	-	17,606	56,386
Net movement in funds	17,606	-	17,606	56,386
Reconciliation of funds	-	-	-	-
Total funds brought forward	229,103	-	229,103	172,717
Total Funds carried forward	246,709	-	246,709	229,103
Balance Sheet Foot Total			246,709	229,103

Croydon BME Forum
Statement of Financial Activities
for the year ended 31 March 2019

	Unrestricted Funds	Restricted Funds	Total Funds	Last Year Total Funds
Notes	2019 £	2019 £	2019 £	2018 £
Incoming resources				
<i>Incoming resources from generated funds</i>				
LB Croydon	258,338	-	258,338	90,073
MOPAC	22,395	-	22,395	-
CBME Works (FSF) DWP	-	-	-	-
Croydon CCG	-	-	-	77,801
Hall Rent	21,295	-	21,295	10,239
Other funds	750	-	750	1,627
Other operating income	-	-	-	-
<i>Incoming resources from charitable activities</i>	302,778	-	302,778	179,740
Resources expended				
<i>Costs of generating funds</i>				
Communication & marketing	-	-	-	-
Commissioned and other work	46,280	-	46,280	21,003
Staffing & associated costs	162,401	-	162,401	141,772
<i>Costs of charitable activities</i>	208,681	-	208,681	162,775
<i>Governance costs</i>				
<i>Other resources expended</i>	37,711	-	37,711	14,611
Total resources expended	246,392	-	246,392	177,386
Net incoming resources before transfers between funds	56,386	-	56,386	2,354
Gross transfers between funds	-	-	-	-
Net incoming resources before Other recognised gains and losses	56,386	-	56,386	2,354
Net movement in funds	56,386	-	56,386	2,354
Reconciliation of funds	-	-	-	-
Total funds brought forward	172,717	-	172,717	170,363
Total Funds carried forward	3 229,103	-	229,103	172,717
Balance Sheet Foot Total			229,103	172,717