

**MULTICULTURAL RICHMOND**

**Charity Registration No. 1182858**

**TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS**

**9 Months to 31st March 2020**

## **MULTICULTURAL RICHMOND**

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## **MULTICULTURAL RICHMOND REPORT OF THE TRUSTEES FOR THE 9 MONTHS ENDING 31<sup>st</sup> MARCH 2020**

The Trustees present their Annual Report and Financial Statements of the Charity for the 9 months to 31<sup>st</sup> March 2020.

### **OBJECTIVES AND ACTIVITIES**

The promotion of equality and diversity for the public benefit by:

- (a) Working towards the elimination of racial discrimination;
- (b) Promoting equality of opportunity and good relations between persons of different racial groups;

especially in the London Borough of Richmond upon Thames and the surrounding area.

In order to achieve these aims Multicultural Richmond (MCR) organises the following main areas of work in furtherance of its public benefit duties:

- Hate Crime services and awareness sessions
- Community Cohesion events
- Support Group services, case work and English for Speakers of Other Languages (ESOL) classes

The Trustees consider that the activities undertaken, offered at no or minimal cost, provide benefit to the public and confirm that in exercising their powers and duties, they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission and have complied with their duties under Section 17 of the Charities Act 2011.

### **ACHIEVEMENTS AND PERFORMANCE**

The Trustees consider that the Charity is being managed effectively given the level of grant income and the overall economic climate. The charity successfully maintained many projects before the March pandemic lockdown came into effect.

The Trustees are actively monitoring the current financial situation and are using all their endeavours to obtain additional funding for the future.

The Trustees very much appreciate the cooperation and dedication of the staff in the period's achievements which have included a Multicultural Tea and Cake event, Bike Across Cultures, management and development of a Health and Wellbeing group for elders, an Environmental project, ESOL, yoga classes, casework, attending statutory council, Safer Neighbourhood Board and Hate Crime forum meetings,

### **FINANCIAL REVIEW**

During the period MCR reported an overall deficit of £3,075. Total income received was £52,416 and total expenditure £55,491.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's constitution and the Charities Act 2011 and Accounting and Reporting by Charities: 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 published 16 July 2014.

#### **Reserves policy**

The Trustees have prepared a reserves policy of achieving a minimum of 6 months cover at the year-end which is reflected in the position at that time. This covers the needs for working capital to ensure continuity together with funding for specific projects. More details of the use of our reserves can be found in Accounting Note 1f).

#### **Investment Policy**

All short term operating funds are placed in a Barclays Bank current account and longer term funds in a Barclays Bank Business Premium account and a CAF deposit account.

## **MULTICULTURAL RICHMOND REPORT OF THE TRUSTEES FOR THE 9 MONTHS ENDING 31<sup>st</sup> MARCH 2020**

### **Covid-19 Impact on Service and future work**

Since 23rd March 2020 we have switched to online/telephone support and have successfully migrated information sessions and other activities to Zoom for our service users.

Our future work will continue to focus on reducing inequalities, which has become more evident during the Covid-19 pandemic and has had a disproportionate effect on BAME communities.

Additionally, we are keeping a close watch on our finances and are actively applying for funding for both online and offline activities.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Status**

Multicultural Richmond was originally established as the Ethnic Minorities Advocacy Group (EMAG) under a constitution dated 30 January 1996 which was registered with the Charity Commission (registration no. 1053007).

During 2019 the Trustees applied to the Charity Commission to re-establish the charity as a Charitable Incorporated Organisation (CIO) under the name of Multicultural Richmond. This was approved by the Commission with the new charity (registration number 1182858) registered on 8 April 2019. EMAG continued to trade until 30 June 2019 at which time all funds were transferred to the new charity. As such these accounts are drawn up for the 9-month period 1 July 2019 to 31 March 2020.

The number of Trustees must not be less than three, but no more than 12.

The following Trustees were in post during the period:

John Azah  
Jo Barrett  
Anjali Bedi (Vice Chair)  
Peter Burrows-Smith  
Hari Gupta  
Dee Haji  
Geoff Pope  
Duska Rosenberg (Appointed January 2020)  
Paul Smith  
Shelia Smith  
Alan Warren (Chair)

### **Induction and Training of Trustees**

All Trustees meet with the Director and Staff and go on relevant training courses appropriate to their role.

### **Organisation and Decision-making Structure of MCR.**

The Trustees have regular meetings of their Executive Committee, usually at six-weekly intervals. There are also sub-committees dealing with finance and strategic planning as appropriate.

### **Risk management**

The committee members have examined the major risks which the Charity faces and seek to control these to mitigate any impact that they may have on the Charity.

**MULTICULTURAL RICHMOND**  
**REPORT OF THE TRUSTEES FOR THE 9 MONTHS ENDING 31<sup>st</sup> MARCH 2020**

**Reference and Administration**

**Address** 111a Kneller Road  
Whitton  
Middlesex  
TW2 7DT

**Banker** Barclays Bank Plc  
George Street  
Richmond upon Thames  
Surrey

**Independent Examiner** Robert Markless  
t/a Charity Advisory Services  
5 Heaton Gardens  
Huddersfield HD1 4JA

**Statement as to disclosure of information to Independent Examiner**

In so far as the Trustees are aware:

- there is no relevant audit information of which the Charity's Independent Examiner is unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the Independent Examiner is aware of that information.

**Statement of Trustees' Responsibilities**

The Trustees are responsible for preparing the report and accounts in accordance with applicable law and regulations. Charity law requires the Trustees to prepare accounts for each financial Period. Under that law the Trustees have elected to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under charity law the Trustees must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period. In preparing these accounts, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in business

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 accounts comply with the Charity SORP 2015. 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.

On behalf of the Trustees

A. Warren

P. Burrows-Smith

Trustee

Trustee

**Alan Warren**

**Peter Burrows-Smith**

Date: 5<sup>th</sup> November 2020

## **INDEPENDENT EXAMINER'S REPORT**

### **To the Trustees of MULTICULTURAL RICHMOND**

I report on the accounts of the Charity for the 9 month period ended 31 March 2020, which are set out on pages 5 to 11.

#### **Respective Responsibilities of Trustees and Examiner**

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this Period under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act; and
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

#### **Basis of Independent Examiner's Report**

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 Examiner's Statement**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

R Markless

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**Robert Markless**

t/a Charity Advisory Services  
5 Heaton Gardens  
Huddersfield HD1 4JA

Date: 6<sup>th</sup> November 2020.....

**MULTICULTURAL RICHMOND**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**For the 9 months ended 31st March 2020**

	Note	Designated £	Restricted £	Unrestricted £	Total 2020 £
<b>INCOME</b>					
Grants received	2	-	19,355	25,173	44,528
Miscellaneous donations/income				7,636	7,636
Bank interest received		-	-	252	252
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Income</b>		<b>-</b>	<b>19,355</b>	<b>33,061</b>	<b>52,416</b>
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>EXPENDITURE</b>					
Raising funds	3	-	-	5,697	5,697
Charitable activities	4	-	41,244	2,073	43,317
Administrative costs	5	-	2,557	3,920	6,477
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Total Expenditure</b>		<b>-</b>	<b>43,801</b>	<b>11,690</b>	<b>55,491</b>
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<b>Net Income /(Expenditure)</b>		<b>-</b>	<b>(24,446)</b>	<b>21,371</b>	<b>(3,075)</b>
<b>Transfer between Funds</b>		<b>-</b>	<b>24,446</b>	<b>(24,446)</b>	<b>-</b>
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Net Movement in Funds for the period</b>		<b>-</b>	<b>-</b>	<b>(3,075)</b>	<b>(3,075)</b>
<b>Fund Balances Transferred from EMAG on 1 July 2019</b>		<b>49,373</b>	<b>-</b>	<b>15,701</b>	<b>65,074</b>
		<hr/>	<hr/>	<hr/>	<hr/>
<b>Fund Balances Carried Forward</b>		<b>49,373</b>	<b>-</b>	<b>12,626</b>	<b>61,999</b>
		<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**MULTICULTURAL RICHMOND**  
**BALANCE SHEET**  
**At 31st March 2020**

	<b>Note</b>	<b>2020 £</b>
<b>CURRENT ASSETS</b>		
Cash at bank and in hand	7	71,227
Debtors and prepayments	8	1,561
		————
		72,788
<b>CURRENT LIABILITIES</b>		
Creditors and accruals	9	10,791
		————
<b>NET ASSETS</b>		<b>61,999</b>
		=====
<b>FUNDS</b>		
Unrestricted Funds		-
Designated fund	10	49,373
General fund	10	12,626
Restricted funds	10	-
		————
		<b>61,999</b>
		=====

Approved on behalf of the Trustees

A. Warren                      **Alan Warren**                      Trustee

.....P. Burrows-Smith..... **Peter Burrows-Smith** Trustee

Date: 5<sup>th</sup> November 2020



**MULTICULTURAL RICHMOND**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**9 months to 31st March 2020**

**1 ACCOUNTING POLICIES**

**a) Basis of preparation and assessment of going concern**

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and Charities Act 2011.

The Charity constitutes a public benefit entity as defined by FRS 102.

The Trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

**b) Income recognition**

Income is recognised in the period in which the Charity is entitled to receipt.

**c) Expenditure recognition**

Resources expended are included when incurred.

Equipment purchased is written off as revenue expenditure in the year of purchase.

**d) 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.

**e) Defined contribution plans**

The Charity contributes to the personal pension plans of its employees. Contributions are charged to the period to which they relate.

**f) Fund Accounting**

Funds held by the Charity are either:

**Unrestricted General Funds** - these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

**Designated Funds** - This Fund was set up from our Unrestricted Funds to provide, should the situation arise, for winding up costs and redundancy payments and for the possible removal of the London Borough of Richmond Rent Subsidy. Any balance would be for emergency working capital or for specific future purposes or projects. These amounts may vary on instruction from relevant parties or circumstance.

**Restricted Funds**- these are funds that can be used for particular restricted purposes within the Charity. Restrictions arise when specified by the donor or when funds are raised for particular purposes.

**MULTICULTURAL RICHMOND**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**9 months to 31st March 2020 (contd.)**

**2. GRANTS RECEIVED**

Grants received and chargeable for the 9 months to 31st March 2020 amounted to **£44,528** of which **£19,355** were restricted and **£25,173** were unrestricted and were received from:

	<b>Restricted £</b>	<b>Unrestricted £</b>
Lets Go Outside and Learn	3,818	
Richmond Parish Lands Charity	5,550	
Barnes Workhouse Fund	750	
London Borough of Richmond upon Thames	9237	
Community Independent Living Service (CILS)		
- Age UK		24,572
- Integrated Neurological Services		601
<b>TOTAL</b>	<b>19,355</b>	<b>25,173</b>

**3. RAISING FUNDS**

	<b>Designated £</b>	<b>Restricted £</b>	<b>Unrestricted £</b>	<b>Total 2020 £</b>
Salaries and National Insurance	-	-	5,697	5,697
	=====	=====	=====	=====

**4. CHARITABLE ACTIVITIES**

	<b>Designated £</b>	<b>Restricted £</b>	<b>Unrestricted £</b>	<b>Total 2020 £</b>
Salaries and National Insurance	-	28,335		28,335
Staff travel and parking	-	456	152	608
Project activities	-	11,230		11,230
Meetings	-	35	35	70
Telephone/Internet	-	978	489	1,467
Postage and stationery	-	398	199	597
Insurance	-		1,181	1,181
Utilities	-	(188)	(33)	(221)
Training	-		50	50
	-----	-----	-----	-----
	<b>0</b>	<b>41,244</b>	<b>2,073</b>	<b>43,317</b>
	=====	=====	=====	=====

**MULTICULTURAL RICHMOND**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**9 months to 31st March 2020 (contd.)**

**5. ADMINISTRATIVE COSTS**

	<b>Designated</b>	<b>Restricted</b>	<b>Unrestricted</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>2020</b>
				<b>£</b>
Salaries and National Insurance	-	2,557		2,557
Telephone/Internet	-	-	163	163
Postage and Stationery	-	-	66	66
Accountancy	-	-	-	-
Payroll costs	-	-	684	684
Bank charges	-	-	225	225
Computers: hardware, software, installation and support	-	-	910	910
Miscellaneous	-	-	72	72
Governance costs*	-	-	1,800	1800
	<hr/>	<hr/>	<hr/>	<hr/>
	-	2,557	3,920	6,477
	=====	=====	=====	=====
*Governance Costs				
CIO Conversion Costs	-	-	1,150	1,150
Independent Examination	-	-	650	650
	<hr/>	<hr/>	<hr/>	<hr/>
			1,800	1,800
	=====	=====	=====	=====

**MULTICULTURAL RICHMOND**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**9 months to 31st March 2020 (contd.)**

**6 STAFF COSTS**

	<b>2020</b>
	<b>£</b>
Staff salaries	34,757
Social security	824
Pension	1,008
	<hr/> 36,589
	<hr/>
Average number of employees during the year (FTE)	1.66
	<hr/> <hr/>

No member of staff earned more than £60,000.

The Trustees received no remuneration during the year other than minimal reimbursed expenses. There were no related party transactions.

**As at 31<sup>st</sup> March 2020:**

**7 CASH AT BANK AND IN HAND**

	<b>£</b>
Barclays current a/c	22,341
Barclays deposit a/c	8,803
CAF deposit a/c	40,000
Petty cash	83
	<hr/> 71,227
	<hr/> <hr/>

**8 DEBTORS AND PREPAYMENTS**

	<b>£</b>
Grants receivable	-
Sundry prepayments	1,561
	<hr/> 1,561
	<hr/> <hr/>

**9 CREDITORS (all falling due within one year)**

	<b>£</b>
Sundry creditors and accruals	2,391
Income received in advance	8,400
	<hr/> 10,791
	<hr/> <hr/>

**MULTICULTURAL RICHMOND**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**At 31st March 2020 (contd.)**

**10 MOVEMENT IN FUNDS**

	<b>Fund balances from EMAG £</b>	<b>Incoming Resources £</b>	<b>Resources Expended £</b>	<b>Transfers £</b>	<b>Fund balances carried forward £</b>
<b>Unrestricted Funds</b>					
Designated Fund	<b>49,373</b>				<b>49,373</b>
General Fund	<b>15,701</b>	<b>33,061</b>	<b>(11,690)</b>	<b>(24,446)</b>	<b>12,626</b>
Total Unrestricted Funds	<b>65,074</b>	<b>33,061</b>	<b>(11,690)</b>	<b>(24,446)</b>	<b>61,999</b>
<b>Restricted Funds</b>					
Grant funding		<b>19,355</b>	<b>(43,801)</b>	<b>24,446</b>	
<b>Total Funds</b>	<b>65,074</b>	<b>52,416</b>	<b>(55,491)</b>	<b>-</b>	<b>61,999</b>

The sources of the restricted grants are detailed in note 2. Where funding received relates to a period after 31<sup>st</sup> March 2020, it is treated as income received in advance as detailed in note 9 above. These funds are:

Richmond Parish Lands Charity	£7,400
Barnes Workhouse Fund Charity	£1,000
<b>TOTAL</b>	<b>£8,400</b>

**11 RENT SUBSIDY**

MCR receives the benefit of a full rent subsidy from the London Borough of Richmond upon Thames. The value of this subsidy is £14,000 per annum.