

Surrey Minority Ethnic Forum LTD

2020

Report and Financial Statements

Company Registration No. 8350097
Registered Charity No. 1153956



for the year ending the 31st March 2020

Surrey Minority Ethnic Forum

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Surrey Minority Ethnic Forum

ANNUAL REPORT OF THE TRUSTEES

for the year ending the 31st March 2020

Reference and Administration Details

Name of Charity

Charity registration number	1153956
Date Registered	25th September 2013
Company Registration No.	8350097
Date registered:	7th January 2013

Principal Address

Astolat
Coniers Way, New Inn Lane
Burpham
Guildford
Surrey
GU4 7HL

Names of Trustees/ Directors

Neelam Devesher	Chair
Rajendra Chhetri	
Krisztina Paladi Kovacs	Resigned 12/11/2019
Ajibha Judi Linney MBE	
Elizabeth Tinsley	Treasurer
Meeta Joshi	
Anita Ho	
Nathalie Wilson	Resigned 13/10/2019
Hayet Shahrezaey	Appointed 18/09/2019
Elizabeth Mpyisi	Appointed 18/09/2019

Independent Examiner

Yvette How MAAT

This annual report is prepared to meet the requirements of the directors' report and accounts as required by company law.

Surrey Minority Ethnic Forum

ANNUAL REPORT OF THE TRUSTEES (cont'd)

Objectives and Activities

The charity's objects' ('Objects') are specifically restricted to the following:

To promote social inclusion for the public benefit by working with people in Surrey and the surrounding areas who are socially excluded on the grounds of being members of the minority ethnic communities and relieve the needs of such people and assist them to integrate into society, in particular by providing assistance to ethnic minority community and voluntary groups, acting as a forum for such groups, and making representations concerning minority ethnic communities to local authorities and service providers.

The Trustees have paid regard to the Charity Commission's guidance on public benefit and are confident that the charity's intent and its performance clearly demonstrate that SMEF provides a public benefit.

Achievements and Performance: Chairs Report

2019 marks ten years of SMEF's existence in Surrey, I am extremely proud of our charity's resilience and achievements in this period. Completion of our 10th year sees SMEF being recognised for all its hard work and now SMEF clearly plays a vital role in Surrey for and on behalf of BAME communities. It has been a great achievement for a tiny charity to maintain a presence in a competitive arena where the needs of our communities have grown against a backdrop of public sector cuts and an increase in negative stereotyping of BAME communities.

This report covering the period April 2019- March 2020 has seen SMEF grow into a well trusted and well used community organisation, with a total of 615 people attending our events, workshops and awareness raising sessions. We have continued to work with our member groups whose numbers rose to 48. Thanks to a grant from the Community Foundation for Surrey we were able to offer ten of our members capacity building support to increase their fundraising skills.

Our regular drop ins for older Nepali people, Muslim women and Muslim girls were a resounding success, giving communities an opportunity to socialise and build stronger bonds. A case study of our work was used as an example of good practice in the Marmot Report 2020 putting SMEF on the national map.

Our work with the Office of the Police and Crime Commissioner is now in its fourth year. We continued to deliver sessions on Domestic Abuse, Harmful Traditional Practices and Drug and Alcohol Abuse, sadly the need for these continue to grow as our communities exist in an increasingly fractured world. The Police Hate Crime Scrutiny Panel has been established with SMEF chairing the panel; the panel members provide constructive input to how Hate Crime cases are handled by Surrey Police.

We ran sessions on Children's mental wellbeing as research indicates that this is a growing problem. Our sessions were delivered to children and parents, the workshops were conducted in a relaxed friendly atmosphere using creative tools to allow our young participants to explore their feelings. Further sessions were held just for the parents giving them an opportunity to self-reflect and better understand the stresses that their children could potentially be experiencing.

SMEF's role as an advocate for the needs and aspirations of Surrey's BAME communities saw us conduct a survey on the relevance of the 'Vision for Surrey 2030'. A workshop was held bringing thirty-four people of diverse ethnicities together to discuss aspects of the vision. A report on the survey has been shared with stakeholders. SMEF is working closely with Surrey Lord Lieutenant Office and Surrey County Council to ensure BAME community groups are more visible in Surrey and are better empowered to represent their communities and their needs as well as ensuring there is a stronger voice for tackling inequality and racism.

As this year draws to a close, we are being faced with arguably one of the greatest challenges for people- the Corona Virus pandemic. Early research indicates that the pandemic will impact BAME communities disproportionately. As a Race Equality organisation SMEF will step up to the plate and endeavour to support our communities with speed, efficiency and with cultural competence. The death of George Floyd in the US and the 'Black Lives Matter' movement has had a marked impact on us here in the UK, with both the charity and statutory sector embracing an anti-racist agenda. SMEF will take a lead role in ensuring that change happens.

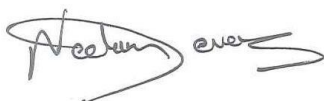
In the coming year we will deliver our three-year Integration project funded by the National Lottery Community Fund, a BAME Communities Health & Wellbeing Project and a host of other Covid Emergency projects. We will also be working closely with Surrey County Council who have confirmed three-year funding for SMEF to provide infrastructure support to the BAME voluntary sector in Surrey. Further infrastructure support to our members to enable them to fundraise will come from a grant from the UK Community Foundations.

We are sincerely indebted to our Volunteers, Trustees and Staff who run all our activities with passion and commitment. What drives the SMEF ship forward is our understanding that together we can make a bigger impact, have a broader appeal and a louder united voice.

Date: 23 December 2020

Neelam Devasher

Chair



Surrey Minority Ethnic Forum

ANNUAL REPORT OF THE TRUSTEES (cont'd)

Financial review

The financial position of SMEF remains stable despite a reduction in income and a spend down of unrestricted funds. The year saw the completion of several projects for which income was received last year, and so the reduction in restricted funds held is as expected. We continue to hold significant cash balances as our funders largely provide cash in advance of need. Debtors; which are people who owe us money or services is higher than last year with one payment from a funder outstanding. Creditors: people to whom we owe money is slightly higher than last year due to some large bills being received later than normal.

Reserves are needed to bridge the gap between the spending and receiving of income and also to cover unplanned expenditure, and provide opportunities for investment in new activities. Our reserves policy gives the ideal range for unrestricted reserves of between 3 and 12 months unrestricted operating costs. As at the end of March 2020 this range was £5,682-£22,728 based on the years performance and so the closing balance of £7,335 is within the range and the Trustees are confident after securing increased funding in the following year that this is sufficient at this point in time.

The principal uncertainty for the continued operation of SMEF is the lack of secured long term funding, however, several grants are already agreed which secure our position for at least the next year, and on this basis the Trustees of the view that SMEF is a going concern.

Structure, Governance and Management

The Charity is constituted as a Company limited by Guarantee and is therefore governed by its Memorandum & Articles of Association.

The Directors of the Company are also Trustees of the Charity.

Eligibility for membership of the Charity and membership of the Board of Trustees is governed by the Memorandum & Articles of Association.

There are no restrictions on the operation of the Charity or on its investment powers, other than those imposed by general Charity law.

Trustees are appointed in consultation with the members of SMEF, and given a formal induction by the Chair of the Board.

Statement of responsibilities of the Trustees

The Charities and the Companies Acts require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to:-

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will not continue on that basis.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with both charity and company law. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are also responsible for the contents of the Trustees' report, and the responsibility of the independent examiner in relations to the Trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

Surrey Minority Ethnic Forum

Independent Examiner's Report to the Trustees of Surrey Minority Ethnic Forum

I report on the accounts of the company for the year ended 31st March 2020, which are set out on pages 5 to 9.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income did not exceed £250,000; however the trustees elected that the financial statements be subject to an independent examination. I am qualified to undertake the examination by being a qualified member and member in practice of the Association of Accounting Technicians.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

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

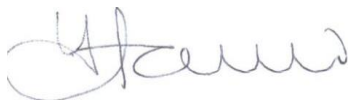
Basis of Independent Examiner's report

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 matter has come to my attention:

- a) which give me reasonable cause to believe that in any material respect the requirements
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) 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 Charities have not been met, or
- b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Yvette How MAAT (MIP)
That's How Accountancy & Bookkeeping
6 Frailey Close, Maybury, Woking, GU22 8EB

Date: 18th January 2021

Surrey Minority Ethnic Forum

**Statement of Financial Activities
for the year ending the 31st March 2020**
including the Income and Expenditure account

	Notes	Unrestricted Funds £	Restricted Funds £	2020 Total £	Unrestricted Funds £	Restricted Funds £	2019 Total £
Income from:							
Charitable activities		5,227	73,395	78,622	11,600	115,367	126,967
Donations		238	-	238	454	-	454
Total		<u>5,465</u>	<u>73,395</u>	<u>78,860</u>	<u>12,054</u>	<u>115,367</u>	<u>127,421</u>
Expenditure on:							
Charitable Activities							
Community engagement and events	2	22,728	82,759	105,487	13,528	84,064	97,592
Total		<u>22,728</u>	<u>82,759</u>	<u>105,487</u>	<u>13,528</u>	<u>84,064</u>	<u>97,592</u>
Net Income/(Expenditure)		(17,263)	(9,364)	(26,627)	(1,474)	31,303	29,829
Total Funds brought forward at the 1st April		24,598	43,339	67,937	26,072	12,036	38,108
Total Funds carried forward at the 31st March	5	<u>7,335</u>	<u>33,975</u>	<u>41,310</u>	<u>24,598</u>	<u>43,339</u>	<u>67,937</u>

Surrey Minority Ethnic Forum

Balance Sheet at 31st March 2020

	Notes	2020 £	2019 £
Current Assets			
Debtors	6	2,684	353
Cash at bank and in hand		<u>40,850</u>	<u>69,340</u>
		43,534	69,693
Liabilities			
Creditors: Amounts falling due within one year	7	2,224	1,756
Net Current assets		<u>41,310</u>	<u>67,937</u>
Total Assets less Current Liabilities		<u>41,310</u>	<u>67,937</u>
Total Net Assets		<u>41,310</u>	<u>67,937</u>
The funds of the charity:			
Unrestricted Funds		7,335	24,598
Restricted Funds		<u>33,975</u>	<u>43,339</u>
Total Funds	5	<u>41,310</u>	<u>67,937</u>

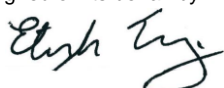
The directors are satisfied that for the financial year ended 31st March 2020 the charitable company was entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006 and under section 144 of the Charities Act 2011.

Under section 145 of the Charities Act 2011 the accounts have been examined by an independent examiner, whose report appears on page 4.

The director's acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect of accounting records and for the preparation of accounts.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008, revised July 2014).

The financial statements were approved by the Board of Trustees on 20 Jan 2021 and were signed on its behalf by:



Elizabeth Tinsley

Surrey Minority Ethnic Forum

Notes to the Financial Statements for the year ended 31st March 2020

1. Accounting Policies

Basis of Preparation

The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE), effective April 2008, revised July 2014, and all other applicable accounting standards, as modified by the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales (revised July 2014). The accounts have been prepared in accordance with the provisions of the Charity (Accounts and Reports) Regulations 2008 and the Companies Act 2006.

Cash flow exemption

Exemption has been taken from preparing a cash flow statement on the grounds that the Charity qualifies as a small company.

Fund Accounting

Restricted Funds are funds received which have been earmarked for specific purpose by the donor or which have been raised by the charity for particular purposes. The charity makes a charge for the administration and costs of raising such funds against the specific restricted fund.

Unrestricted Funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for any other purpose.

Income

All incoming resources are included in the Statement of Financial Activities where the Charity is entitled to the income and the amount can be quantified with reasonable accuracy.

Expenditure

All expenditure is accounted for on an accruals basis.

Measurement of Financial Assets & Liabilities

All debtors, creditors and financial instruments are measured at amortised cost; that is the value of the principle sum less any amounts paid.

Pension

SMEF operates an autoenrolment pension scheme with Nest. This is offered to all employees. The scheme commenced during 2017/18 in line with our staging date.

Taxation

The charity is exempt from corporation tax on its charitable activities.

VAT

The charity is exempt for VAT purposes.

Reserves policy

Unrestricted reserves are regularly reviewed by the trustees to ensure they are sufficient to meet existing commitments and cover any expenses already committed or in the event that the Charity is wound up.

2. Analysis of expenditure on charitable activities

			2020	2019
	Unrestricted	Restricted	Total	Total
Direct expenditure	16,365	79,226	95,591	89,741
Support costs (all office costs)	4,406	3,533	7,939	6,267
Governance ⁴	1,957	-	1,957	1,584
Community engagement and events	22,728	82,759	105,487	97,592

Of the total expenditure in 2018/19 £84,064 was restricted funds and £13,528 was unrestricted funds

Surrey Minority Ethnic Forum

Notes to the Financial Statements for the year ending the 31st March 2020

			2020	2019
3. Analysis of direct expenditure	Unrestricted	Restricted	Total	Total
Staff costs	14,795	64,473	79,268	74,493
Facilitators fees/expenses	207	680	887	1,113
Meeting costs	1,363	14,073	15,436	14,134
	16,365	79,226	95,591	89,741

4. Governance costs

	2020	2019
Staff costs	1,644	1,284
Independent Examiner's Report	300	300
Annual return	13	-
	1,944	1,584

5. Funds

These represent specific grants from supporters towards various programmes undertaken by Surrey Minority Ethnic Forum. The amounts carried forward

	Balance 1.4.2019	Income	Expenditure	Balance 31.3.2020
	£	£	£	£
Unrestricted Funds	24,598	5,465	22,728	7,335
Restricted Funds				
Office of the Police & Crime Commissioner for Surrey -				
Active Communities Project	9,161	34,276	31,357	12,080
Peoples Health Trust - Milan Programme	9,385	7,200	16,585	-
Awards or All - SMEF One World	6,566	-	6,566	-
Community Foundation - Women's Empowerment	1,107	-	1,107	-
Community Foundation - Being Ourselves	7,882	-	6,930	952
Tampon Tax - Milan Girl's Group	9,238	-	9,238	-
Community Foundation - Capacity Building	-	15,419	7,994	7,425
UK Youth Fund - Milan Girl's Group	-	6,528	1,915	4,613
Tampon Tax - Women of Surrey	-	9,972	1,067	8,905
	43,339	73,395	82,759	33,975
Total Funds	67,937	78,860	105,487	41,310

Comparative information for the movement in funds in the previous year is as follows:

	Balance 1.4.2018	Income	Expenditure	Balance 31.3.2019
	£	£	£	£
Unrestricted Funds	26,072	12,054	13,528	24,598
Restricted Funds				
Office of the Police & Crime Commissioner for Surrey -				
Active Communities Project	2,405	49,930	43,174	9,161
Trust - Nepali Elders programmes	5,750	500	6,250	-
Peoples Health Trust - Milan Programme	3,880	26,402	20,898	9,385
Awards or All - SMEF One World	-	9,798	3,232	6,566
Community Foundation - Women's Empowerment	-	9,923	8,816	1,107
Community Foundation - Being Ourselves	-	8,842	960	7,882
Tampon Tax - Milan Girl's Group	-	9,972	734	9,238
	12,036	115,367	84,064	43,339
Total Funds	38,108	127,421	97,592	67,937

Surrey Minority Ethnic Forum

Notes to the Financial Statements for the year ending the 31st March 2020

6. Debtors

	2020	2019
Debtors	284	
Prepayments	-	353
Accrued Income	2,400	-
	<u>2,684</u>	<u>353</u>

7. Creditors - amounts falling due within one year

	2020	2019
Creditors	1,924	1,456
Accruals	300	300
	<u>2,224</u>	<u>1,756</u>

8. Staff costs

	2020	2019
Salaries	76,247	71,586
Employers Pension	2,498	3,104
Employers NI	2,167	1,088
	<u>80,911</u>	<u>75,778</u>

The average Head count in the year

5.00 4.50

No employees received emoluments of more than £60,000

9. Trustee remuneration

	2020	2019
Trustee facilitation fees	-	-
Reimbursement of trustee travel costs (1 person 2019: 1 person)	25	118
	<u>25</u>	<u>118</u>

10. Related party declaration and conflict of interest

There were no related party declarations or conflicts of interest during the year. (2019; £4,825)