

Equality and Inclusion Partnership (EQUIP)
Company Limited by Guarantee
Unaudited Financial Statements
31 March 2019

COMPANY REGISTRATION NUMBER: CE007982

CHARITY REGISTRATION NUMBER: 1169436

Equality and Inclusion Partnership (EQUIP)

Company Limited by Guarantee

Financial Statements

Year ended 31 March 2019

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Equality and Inclusion Partnership (EQUIP)

Company Limited by Guarantee

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

Year ended 31 March 2019

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2019.

Reference and administrative details

Registered charity name	Equality and Inclusion Partnership (EQUIP)
Charity registration number	1169436
Company registration number	CE007982
Principal office and registered office	Warwickshire College Rugby Centre Rugby CV21 1AR

The trustees

Dr J. Shera	
M. Siemensek	
K. Dufay	
K. Mistry	
P. Evans	(Resigned 24 January 2019)
K. Parkash	
Y. Ahmedabadi	
M. Singh	
C. Bain	(Appointed 4 October 2018)
J. Graham	(Appointed 4 October 2018)
Y. P. Tara	(Appointed 4 October 2018)

Independent examiner	Jorathan Cousins	FCCA
	8 Jury Street	
	Warwick	
	CV34 4EW	

Structure, governance and management

The Equality and Inclusion Partnership is a Charitable Incorporated Organisation (CIO registration number 1169436) and is governed by its constitution. The Board of Trustees is responsible for the management of the Charity. The Board meets at least six times a year. Apart from the first charity trustees, every trustee is appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. In selecting individuals for appointment as charity trustees, the charity trustees have regard to the skills, knowledge and experience needed for the effective administration of the CIO. Employment and Finance sub-committees have been established, each meeting at least three times per year.

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

Year ended 31 March 2019

Objectives and activities

The principle activity of the Equality and Inclusion Partnership is to promote equality and diversity for the public benefit by:

- (a) The elimination of discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation;
- (b) Advancing education and raising awareness in equality and diversity;
- (c) Promoting activities to foster good relations between people of diverse backgrounds;
- (d) Conducting or commissioning research on equality and diversity issues and publishing the results to the public;
- (e) Advancing equality and diversity of opportunity for all.

Public Benefit Test

As part of the updated Charities Act 2006 all charities need to promote and show how public benefit is being addressed. All activities are undertaken to further the charity's purposes for the public benefit, therefore the trustees have had regard to the Charity Commission's guidance on public benefit.

Strategic report

The following sections for achievements and performance and financial review form the strategic report of the charity.

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

Year ended 31 March 2019

Achievements and performance

2018/19 sees the second full year of operation for the Equality and Inclusion Partnership (EQUIP), having successfully transformed from the Warwickshire Race Equality Partnership (WREP) in 2017. During 2018/19 a number of developments have taken shape which strengthen the capacity of the organisation in providing equality services across Warwickshire and delivering contracts and projects as commissioned by Warwickshire County Council and other key funders. The following provides a synopsis of key achievements over the financial year.

The Discrimination Casework Service offered by EQUIP has seen an increase of 13% in the number of clients accessing the service. Further work has been undertaken in developing the service to ensure that it is fit for purpose and responsive to the needs of victims and witnesses across Warwickshire.

EQUIP has also continued with its partnership working through the Warwickshire Hate Crime Partnership in developing its response to tackling Hate Crimes and Incidents. This work has led to an increase in reports made through the reportthatenow.com website of 139% and further hate crime cases taken on by EQUIP.

During the course of the year, EQUIP has engaged with a total of 51,277 people through either face to face contact or by using online mediums. Furthermore, the Equality Network which EQUIP has established has seen an increase in membership of 40%, with 7 new organisations joining.

During 2018/19, EQUIP recruited an additional 3 members to the Board of Trustees. In total, EQUIP has 10 Trustees who bring a wide range of skill sets and experience from all sectors including health, criminal justice, business and voluntary sectors, local government, finance, IT, public and community.

TRUSTEES INDUCTION AND TRAINING

New Trustees have access to sessions to brief them on their legal obligations under charity and company law, the content of the Constitution, the committee and decision-making processes, the business plan and recent financial performance of the Charity. Trustees have regular opportunity to meet key employees and other Trustees. Trustees are able to attend appropriate external training events where these will facilitate the undertaking of the role. A Trustee Handbook has been compiled to provide key information and is available to all current Trustees.

Trustees are appointed in accordance with the procedure set out in the Constitution.

INVESTMENT POWERS

Under the Constitution, the Charity has the power to make any investment that the Trustees see fit. In line with the reserves policy, trustees are currently using some surplus cash requirement and placing it in a fixed-term deposit.

RELATED PARTIES

The Charity is partly funded by grants received from predominantly its public sector members. EQUIP thanks the following for their financial contributions in 2017/18: Warwickshire County Council, Warwickshire Police, Warwick District Council, Nuneaton & Bedworth Borough Council, Office of the Police & Crime Commissioner and the British Council.

RESERVES POLICY

The Board of Trustees considers that, given the need to ensure the completion of long term projects and protect the work of the Charity, reserves should be set at a level equivalent to three months of the Charity's general expenditure.

RISK

Financial risks are assessed by the EQUIP Trustees on a regular basis and all actions are conducted in

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Year ended 31 March 2019

accordance with EQUIP's Financial Management Protocol.

TRUSTEE EXPENSES

No remuneration or expenses were paid to Trustee's during the year.

DISABLED PERSONS

The Charity's policy is to give full and fair consideration to applications for employment made by disabled persons, having regard to their particular aptitudes and abilities. Disabled employees receive appropriate training to promote their career development within the charity. Every effort will be made to retain employees who become disabled in either their existing posts where possible or suitable alternative posts.

EMPLOYEE INVOLVEMENT

Regular meetings are held between the chief executive and employees to discuss matters of concern. Employees are kept well-informed about the progress and position of the Charity by means of regular meetings, newsletters and journals.

DONATIONS FOR POLITICAL PURPOSES

During the year the Charity made no donations for political purposes.

TRUSTEES' / OFFICERS INDEMNITY INSURANCE

The Charity has paid for a combined Charity Trustee and Professional Indemnity Insurance policy at a premium of £203.

PLANS FOR FUTURE PERIODS

In 2019/2020, EQUIP will be applying for membership of the Advice UK network, the largest network of advice providers in the UK. It will enhance EQUIP's ability to support its team training and development in advice and support and allow the organisation to benchmark against other providers of specialised advice services across the country.

EQUIP will also renew its membership of the Disability Confident Employer scheme.

EQUIP in 2019 will apply to become accredited by the Recognising Excellence scheme run by Advice Quality Service. This is an intensive process of quality accreditation across our casework service. It will provide a quality check on the services we provide and ensure our service to users/clients meets their needs effectively.

A new staffing structure will be agreed in 2019 in line with a more focused casework service and to ensure EQUIP's community engagement captures all protected characteristics and the team engage across the whole of the county.

EQUIP will improve its reach on social media using its upgraded IT to enable more people to benefit from its services and improve its reach into communities across the county.

Financial review

The trustees consider that the financial position of the charity is satisfactory.

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

Year ended 31 March 2019

The trustees' annual report and the strategic report were approved on 5 December 2019 and signed on behalf of the board of trustees by:



Dr J. Shera
Trustee

Equality and Inclusion Partnership (EQUIP)

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Independent Examiner's Report to the Trustees of Equality and Inclusion Partnership (EQUIP)

Year ended 31 March 2019

I report to the trustees on my examination of the financial statements of Equality and Inclusion Partnership (EQUIP) ('the charity') for the year ended 31 March 2019.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

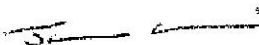
Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and 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.



Jonathan Cousins
Independent Examiner

FCCA

6 December 2019

8 Jury Street
Warwick
CV34 4EW

Equality and Inclusion Partnership (EQUIP)

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2019

		Unrestricted funds £	2019 Restricted funds £	Total funds £	2018 Total funds £
	Note				
Income and endowments					
Donations and legacies	5	168,748	97,633	266,381	204,977
Investment income	6	93	—	93	44
Total income		<u>168,841</u>	<u>97,633</u>	<u>266,474</u>	<u>205,021</u>
Expenditure					
Expenditure on charitable activities	7,8	161,497	95,241	256,737	130,650
Total expenditure		<u>161,497</u>	<u>95,241</u>	<u>256,737</u>	<u>130,650</u>
Net income and net movement in funds		<u>7,344</u>	<u>2,392</u>	<u>9,737</u>	<u>74,371</u>
Reconciliation of funds					
Total funds brought forward		44,807	29,564	74,371	—
Total funds carried forward		<u>52,151</u>	<u>31,956</u>	<u>84,107</u>	<u>74,371</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 9 to 15 form part of these financial statements.

Equality and Inclusion Partnership (EQUIP)

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Statement of Financial Position

31 March 2019

	Note	2019 £	£	2018 £
Current assets				
Debtors	14	28,493		23,017
Cash at bank and in hand		58,381		64,279
		<u>86,874</u>		<u>87,296</u>
Creditors: amounts falling due within one year	15	<u>2,767</u>		<u>12,925</u>
Net current assets			<u>84,107</u>	<u>74,371</u>
Total assets less current liabilities			<u>84,107</u>	<u>74,371</u>
Net assets			<u>84,107</u>	<u>74,371</u>
Funds of the charity				
Restricted funds			31,956	29,564
Unrestricted funds			<u>52,151</u>	<u>44,807</u>
Total charity funds	17		<u>84,107</u>	<u>74,371</u>

For the year ending 31 March 2019 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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 5 December 2019, and are signed on behalf of the board by:



K. Dulay
Trustee

The notes on pages 9 to 15 form part of these financial statements.

Equality and Inclusion Partnership (EQUIP)

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2019

1. General information

The charity is a public benefit entity and a private company limited by guarantee, incorporated and registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Warwickshire College, Rugby Centre, Rugby, CV21 1AR.

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 Companies Act 2006.

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 and rounded to the nearest £.

Going concern

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

Judgements and key sources of estimation uncertainty

In preparing these financial statements the trustees have had to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets, liabilities, income and expense. Estimates and associated assumptions are based on historic experience and various other factors including expectations of future events that are believed to be reasonable under the circumstances, however actual results may differ from these estimates.

For this reporting date there are no significant judgements, estimates and assumptions which have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities.

Foreign currencies

Foreign currency transactions are initially recorded in the functional currency, by applying the spot exchange rate as at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are translated at the exchange rate ruling at the reporting date, with any gains or losses being taken to the statement of financial activities.

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.

Equality and Inclusion Partnership (EQUIP)

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Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

3. Accounting policies *(continued)*

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.

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.

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.

Equality and Inclusion Partnership (EQUIP)

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Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

3. Accounting policies *(continued)*

Defined contribution plans *(continued)*

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.

4. Limited by guarantee

The charity is a Charitable Incorporated Organisation.

5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Donations			
WREP	—	—	—
Advertisements	—	—	—
Grants			
PCC Grants	—	8,975	8,975
Nuneaton and Bedworth Borough Council	—	11,700	11,700
Warwickshire Police	10,000	—	10,000
Persimmon Homes South Midlands	1,000	—	1,000
Warwickshire County Council	142,500	6,848	149,348
ECORIS - European funds	—	59,666	59,666
Warwickshire district council	—	1,000	1,000
National lottery community fund	—	9,444	9,444
South warwickshire NHS foundation trust	9,888	—	9,888
Kick it out	510	—	510
Other donations and legacies			
Other income	4,850	—	4,850
	<u>168,748</u>	<u>97,633</u>	<u>266,381</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Donations			
WREP	35,368	40,359	75,728
Advertisements	250	—	250
Grants			
PCC Grants	—	—	—
Nuneaton and Bedworth Borough Council	—	4,946	4,946
Warwickshire Police	10,000	—	10,000
Persimmon Homes South Midlands	1,000	—	1,000
Warwickshire County Council	100,000	10,000	110,000
ECORIS - European funds	—	—	—
Warwickshire district council	—	—	—
National lottery community fund	—	—	—
South warwickshire NHS foundation trust	—	—	—
Kick it out	—	—	—

Equality and Inclusion Partnership (EQUIP)

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Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

5. Donations and legacies *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Other donations and legacies			
Other income	1,938	1,115	3,053
	<u>148,556</u>	<u>56,420</u>	<u>204,977</u>

6. Investment income

	Unrestricted Funds £	Total Funds 2019 £	Unrestricted Funds £	Total Funds 2018 £
Bank interest receivable	93	93	44	44

7. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Charitable Activities	180,056	95,241	255,297
Support costs	1,441	—	1,440
	<u>161,497</u>	<u>95,241</u>	<u>256,737</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Charitable Activities	101,243	26,856	128,099
Support costs	2,550	—	2,551
	<u>103,793</u>	<u>26,856</u>	<u>130,650</u>

8. Expenditure on charitable activities by activity type

	Grant funding of activities £	Support costs £	Total funds 2019 £	Total fund 2018 £
Charitable Activities	255,297	1,440	256,737	128,099
Governance costs	—	—	—	2,551
	<u>255,297</u>	<u>1,440</u>	<u>256,737</u>	<u>130,650</u>

9. Analysis of support costs

	Analysis of support costs £	Total 2019 £	Total 2018 £
Governance costs	1,440	1,440	—

Equality and Inclusion Partnership (EQUIP)

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Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

10. Net income

Net income is stated after charging/(crediting):

	2019	2018
	£	£
Operating lease rentals	5,988	3,995
Foreign exchange differences	<u>573</u>	<u>8</u>

11. Auditors remuneration

	2019	2018
	£	£
Fees payable for the audit of the financial statements	<u>—</u>	<u>2,550</u>

12. Independent examination fees

	2019	2018
	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>1,440</u>	<u>—</u>

13. Staff costs

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

	2019	2018
	£	£
Wages and salaries	146,872	94,111
Social security costs	9,324	4,968
Employer contributions to pension plans	<u>8,447</u>	<u>5,337</u>
	<u>164,643</u>	<u>104,416</u>

The average head count of employees during the year was 7 (2018: 7). The average number of full-time equivalent employees during the year is analysed as follows:

	2019	2018
	No.	No.
Number of staff	<u>7</u>	<u>7</u>

No employee received employee benefits of more than £60,000 during the year (2018: Nil).

14. Trustee remuneration and expenses

No trustee was paid any remuneration or expenses during the year.

15. Debtors

	2019	2018
	£	£
Trade debtors	27,373	21,996
Prepayments and accrued income	<u>1,120</u>	<u>1,021</u>
	<u>28,493</u>	<u>23,017</u>

Equality and Inclusion Partnership (EQUIP)

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Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

16. Creditors: amounts falling due within one year

	2019 £	2018 £
Trade creditors	780	2,182
Accruals and deferred income	1,987	10,743
	<u>2,767</u>	<u>12,925</u>

17. 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 £8,447 (2018: £5,337).

18. Analysis of charitable funds

Unrestricted funds

	At 1 April 2018 £	Income £	Expenditure 31 March 2019 £	At £
General funds	<u>44,807</u>	<u>168,841</u>	<u>(161,497)</u>	<u>52,151</u>

	At 1 April 2017 £	Income £	Expenditure 31 March 2018 £	At £
General funds	<u>—</u>	<u>148,600</u>	<u>(103,793)</u>	<u>44,807</u>

Restricted funds

	At 1 April 2018 £	Income £	Expenditure 31 March 2019 £	At £
Restricted Fund	<u>29,564</u>	<u>97,633</u>	<u>(95,241)</u>	<u>31,956</u>

	At 1 April 2017 £	Income £	Expenditure 31 March 2018 £	At £
Restricted Fund	<u>—</u>	<u>56,420</u>	<u>(26,856)</u>	<u>29,564</u>

Equality and Inclusion Partnership (EQUIP)

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Notes to the Financial Statements *(continued)*

Year ended 31 March 2019

19. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £
Current assets	54,918	31,956	86,874
Creditors less than 1 year	(2,767)	—	(2,767)
Net assets	<u>52,151</u>	<u>31,956</u>	<u>84,107</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Current assets	47,807	39,489	87,296
Creditors less than 1 year	(3,000)	(9,925)	(12,925)
Net assets	<u>44,807</u>	<u>29,564</u>	<u>74,371</u>

20. Operating lease commitments

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

	2019 £	2018 £
Not later than 1 year	2,860	2,396
Later than 1 year and not later than 5 years	1,829	3,048
	<u>4,689</u>	<u>5,444</u>