

SURREY COMMUNITY ACTION

England & Wales · Charity number 1056527

Details

Other names	SURREY CA
Status	Registered
Legal form	Charitable company
Company number	03203003
Registered	1996-07-02
Register	View on the Charity Commission register

Contact

Address	Surrey Community Action Astolat Coniers Way Guildford GU4 7HL
Phone	01483447132
Email	info@surreyca.org.uk
Website	www.surreyca.org.uk

Activities

Objects: THE PROMOTION OF ANY CHARITABLE PURPOSE PRIMARILY FOR THE BENEFIT OF THE INHABITANTS OF THE COUNTY OF SURREY AND SUCH OTHER CHARITABLE WORK IN OTHER GEOGRAPHICAL AREAS WITHIN THE UNITED KINGDOM WHICH ASSIST THE WORK OF STATUTORY AND VOLUNTARY ORGANISATIONS ENGAGED IN ADVANCING EDUCATION, FURTHERING HEALTH, RELIEVING POVERTY DISTRESS OR SICKNESS, PROMOTING EQUALITY AND DIVERSITY, IMPROVING SKILLS OR ANY OTHER CHARITABLE PURPOSE.4.2 TO PROMOTE AND ORGANISE CO-OPERATION IN THE ACHIEVEMENT OF THE CHARITABLE PURPOSES BY WORKING WITH CHARITIES AUTHORITIES AND ORGANISATIONS.

Activities: Resourcing voluntary and community action through access to advice, training, funding and advocacy.

Classification

- **How:** Makes Grants To Individuals, Makes Grants To Organisations, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information, Sponsors Or Undertakes Research, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes, Education/training, Economic/community Development/employment
- **Who:** Other Charities Or Voluntary Bodies, Other Defined Groups

Geography

- **Area of benefit:** PRIMARILY SURREY
- Surrey

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£694,957	£666,341	£482,725	14
2024-03-31	£802,010	£703,021	£454,109	15
2023-03-31	£588,441	£554,015	£355,120	14
2022-03-31	£539,654	£515,046	£320,694	14
2021-03-31	£698,736	£653,437	£296,087	17

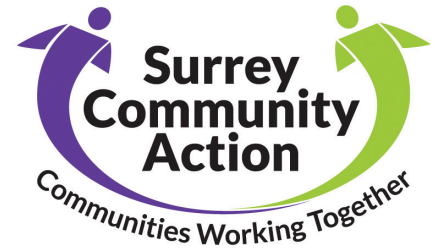
Trustees

Name	Role	Appointed
Alan Carpenter		2025-05-28
Barbara Steele		2025-05-28
Barbara Teszler		2025-05-28
Christopher Richard Stanton		2017-03-29
Jan Rogers		2021-12-01
John Skivington		2021-12-01
MICHAEL CHARLES CANNON		
Peter Downey		2025-11-26
ROGER TAYLOR		

SURREY COMMUNITY ACTION

England & Wales - Charity number 1056527

Accounts



Surrey Community Action

Report of the Trustees and Financial Statements

Year Ended 31 March 2025

**Surrey Community Action
Astolat, Coniers Way
Burpham, Guildford
Surrey GU4 7HL**

Tel: 01483 566072

Email: info@surreyca.org.uk

www.surreyca.org.uk

Reference and Administrative Details

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2025. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued July 2014.

Registered Company number	03203003 (England and Wales)
Registered Charity number	1056527
Registered office	Astolat, Coniers Way, New Inn Lane, Burpham, Guildford, Surrey, GU4 7HL
Independent Examiners	Menzies LLP, Magna House, 18-32 London Road, Staines-Upon-Thames, TW18 4BP
Solicitors	Morrison Solicitors, Clarendon House, Clarendon Road, Redhill, Surrey, RH1 1FB
Bankers	CAF Bank Ltd, 25 Kings Hill, West Malling, Kent ME19 4JQ
President	Lord Lieutenant Michael More-Molyneux

Directors and Trustees

The Directors of the charitable company (the charity) are its trustees for the purpose of charity law and throughout this report referred to as the trustees. The trustees serving during the year and since are as follows;

Chris Stanton – **Chair**

Peter Downey (apt. 26/11/25) – **Treasurer**

Michael Cannon

Roger Taylor

Jan Rogers

John Skivington

Alison Keeley (r. 26/3/25)

Keith McPherson (r. 28/5/25)

Barbara Teszler (apt. 28/5/25)

Alan Carpenter (apt. 28/5/25)

Barbara Steele (apt. 28/5/25)

Company Secretary

George Shackleton

Principal Officers

Jason Gaskell

Chief Executive

Rachel Ellis

**Head of Communities
and Development**

George Shackleton

Head of Finance



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Chairman's Statement

The twelve months that have passed since writing my last introduction as Chair of Trustees have been characterised by financial, political and social uncertainties - and yet the team at Surrey Community Action has remained positive and even optimistic about the organisation's future in a world of significant international, national and local change.

In response to these changes the Voluntary, Community and Social Enterprise (VCSE) Sector has continued to evolve, with the theme of Collaboration emerging during 2024 as a necessary means of addressing growing financial uncertainty. Traditionally the Sector has relied on generous grant funding, mainly through Surrey's County, Borough and District Councils, but in recent years these funding routes have eroded considerably.

Like many other sector partners, Surrey Community Action had to adapt to the harsher financial climate and opened the way to closer partnership working through its "Collabcon" annual conference at Woking in September 2024.

Two months earlier the 2024 General Election had shown the electorate's appetite for change, and in Surrey it was soon reinforced by the new Government as the issue of local government reform re-emerged. With some of Surrey's Borough Councils either bankrupt or nearly so the scale of public debt did not auger well for the new Unitary Authorities being proposed by the Government to replace ALL of Surrey's existing Councils.

Alongside this the proposal by Surrey County Council in late 2024 to end Surrey Community Action's core grant funding was unwelcome but unsurprising. At least we were able to salvage a 50% reduction instead of the 100% cut proposed for 2025-6.

In the final months of 2024-5 we welcomed two new Trustees to the Surrey Community Action Board and continued to seek a replacement for our retiring Treasurer Keith McPherson.

By January it was clear that the Government was seeking early and speedy reform of Surrey's local government and, as 2025-6 and the 75th anniversary of Surrey Community Action's foundation approached, we felt well-placed to prepare for and manage the next stages of Surrey Community Action's story of service to communities across Surrey.

In introducing this Annual Report, I wish to thank all my staff colleagues and fellow Trustees for the valuable contributions they have made - and am optimistic that together with our VCSE partners we can build on our clear collective strengths going forward.

Chris Stanton
Chairman



In introducing this Annual Report, I wish to thank all my staff colleagues and fellow Trustees for the valuable contributions they have made - and am optimistic that together with our VCSE partners we can build on our clear collective strengths going forward"

Chief Executive's Report



2024-2025 was another year of unprecedented challenges for our sector and for Surrey Community Action. Further costs of living pressures, soaring demand, reduced statutory and grant income and recruitment challenges have made it a difficult year for the sector we support.

We, along with colleagues from across the sector, intensified our advocacy efforts in response to national policy changes, particularly around National Insurance and wage increases. Surrey Community Action was active in representing the sector's interests to commissioners, MPs, and through national networks, with some success in securing contract uplifts from SCC for some of our peers.

As a founder member of the Surrey VCSE Alliance, we have supported its evolution, including the election of a new Leadership Board and the appointment of a part-time Director (hosted by Surrey Community Action). The Alliance has continued to evolve to provide an interface between health, social care, the wider statutory sector and the voluntary sector.

Despite the challenges, Surrey Community Action continued to provide direct support to charities, communities and individuals across Surrey, including governance advice, training (notably on GDPR), mediation services as well as all the core services mentioned below.

We have also convened and facilitated forums and networking events to strengthen collaboration and resilience within the sector with the Surrey Charities Forum in particular being a highlight – a network of over 200 charity and statutory colleagues who come together regularly to discuss and work on common issues.

A growing area of focus for Surrey Community Action was also community resilience and disaster preparedness. We deepened our involvement with the Surrey Local Resilience Forum and Surrey Prepared, contributing to national discussions and local exercises modelling what would happen if another pandemic or disaster was to befall Surrey.

Looking forward to 2025-2026, and at a time when charity income is being squeezed and local authority funding is under pressure, we have not been immune, having ended the year with notification of a reduction in Surrey County Council core funding of over 50%. Excellent work from the entire Surrey Community Action team means that we have reorganised ourselves around the upcoming reduction and are well placed to survive it, with only slight impact on our services. Our major projects and services will continue into the future.

None of our achievements would be possible without a dedicated team of staff and trustees, to whom I offer my thanks.

Jason Gaskell

Chief Executive



Despite the challenges, Surrey Community Action continued to provide direct support to charities, communities and individuals across Surrey. None of our achievements would be possible without a dedicated team of staff and trustees, to whom I offer my thanks."

Objectives and Aims

The objectives of the charity were revised in 2005 to read:

- The promotion of any charitable purpose primarily for the benefit of the inhabitants of the County of Surrey and such other charitable work in other geographical areas within the United Kingdom which assist the work of the statutory and voluntary organisations engaged in advancing education, furthering health, relieving poverty, distress or sickness, promoting equality and diversity, improving skills or any other charitable purpose.
- To promote and organise co-operation in the achievement of the charitable purpose by working with charities, authorities and organisations.

These objectives were clarified and updated in the strategic plan adopted by the Board in 2014, which identified 6 key strategic objectives for the organisation:

- 1 **Advocacy and Representation** - we will be advocates on behalf of the VCFS in Surrey, ensuring that statutory bodies, private sector organisations, and other stakeholders understand the value of the VCFS and how it can support them to meet their objectives.
- 2 **Knowledge and Understanding** - we will be a focal point for knowledge and understanding of the VCFS in Surrey, being able to collate, analyse, personalise and disseminate the information necessary for VCFS organisations to thrive in a challenging environment.
- 3 **Projects and Innovation** - we will use our knowledge and understanding to inform new projects designed to meet new and emerging needs, or to fill needs that are not adequately met elsewhere.
- 4 **Services** - we will provide services, predominantly but not exclusively, to Surrey's VCFS, that they can use to increase their effectiveness.
- 5 **Financial Sustainability** - we will be a financially sustainable organisation, managing costs effectively and increasing funds to support our mission.
- 6 **Management** - we will be a professional and well-managed organisation, with effective governance systems and processes, supporting a skilled and enthusiastic team of staff and volunteers, supporting a growing membership, and demonstrating appropriate use of the resources entrusted to us.



Surrey Community Action offers a comprehensive range of activities which will benefit voluntary and community groups, primarily in Surrey, and intends that these groups will use this acquired knowledge/support to better pursue their charitable aims/enhance the services they provide to their clients.”

Achievements & Performance

Enabling Rural Housing

Surrey's rural villages are highly sought-after, with easy access to London and major airports, yet surrounded by beautiful countryside. As a result, housing prices are high and first-time buyers now face average prices that have risen more than 10% over the past five years, with the typical first-time buyer aged 33. For many local people on low or average incomes, finding affordable housing near where they grew up or work is a major challenge.

Our Rural Housing Enabler acts as a trusted broker between residents, landowners, housing associations, and councils. They assess local housing needs and identify suitable land for affordable homes in Mole Valley, Tandridge, Guildford, and Waverley. The Enabler also coordinates the Surrey Rural Housing Partnership Group, which shares best practice and responds to changes in housing policy.

This year, we supported housing needs surveys in Capel and Mickleham, responded to the Government consultation on the revised National Planning Policy Framework, shared a land use consultation with parish councils and organised quarterly meetings of the Surrey Rural Housing Group which brings together key partners to facilitate the provision of affordable housing. We have been researching the potential for accessing glebe land to give families a genuine chance to remain part of the communities they call home.

"It was so helpful to get across the significance of the survey and its potential value as we plan ahead. I am sure we shall be calling on your support in the future." - Retiring Chair.
Mickleham Parish Council

Community Buildings Support

Village halls and community centres are often the heartbeat of Surrey's communities — places to meet, learn, celebrate, and find support. Surrey Community Action helps the volunteers, committee members, and staff who run these vital spaces by providing tailored advice on governance, health and safety, business planning, funding, and any other challenges that arise benefiting 84 organisations last year.

In 2024-25, our Community Buildings Administrator handled almost 200 queries, connected with 18 new community building managers and organised the first community buildings networking event, bringing managers together to share knowledge, build connections and strengthen local networks.

Through this support, we help ensure that Surrey's community buildings remain welcoming, safe, and sustainable spaces for everyone.

"Many thanks for following up all thoroughly and clarifying the situation; you can never be too careful these days. We'll proceed accordingly." - Trustee, Abinger Village Hall



"Our partnerships are important to us. The rural enabling service provided by Surrey Community Action gives independent, specialist, quality advice about rural housing; particularly to our Parish Councils. The rural housing crisis in Waverley is significant and the evidence-based need studies the service carries out, enable us to access important data about local need and pursue opportunities for new schemes"

Voluntary Car and Good Neighbour Schemes

Good Neighbour Schemes provide vital support to local residents, particularly older people, helping them stay active, independent, and connected. Services include transport to medical appointments, shopping trips, and social activities. Across Surrey, there are around 100 schemes, nearly 80 of which are supported by Surrey Community Action's Good Neighbour Schemes Co-ordinator.

We work to sustain existing schemes and establish new ones where they're needed. In 2024-2025, we set up a new committee which is now working to launch a new scheme in the Hoe Valley area of Woking. We provide essential support including DBS checks, practical equipment such as car canes, lanyards, hi-visibility vests, and Driver on Duty discs that allow volunteers to park free when accompanying clients.

This year we worked with Care Farnham to promote good neighbour schemes in a segment on the Morning Live show on BBC1 and held a successful county-wide meeting for schemes giving them the opportunity to connect, learn and share challenges and successes. We have also worked with a community interest company to improve the functionality of their cloud-based database so that schemes can move their record keeping online.

Beyond practical help, our Co-ordinator is always just a phone call or email away — offering reassurance, advice, and guidance to ensure schemes run smoothly.

Last year, our Good Neighbour Scheme service responded to over 3,000 email queries and 500 phone calls, and attended 125 meetings as part of the support we provide.

Gypsy and Traveller Support

Our Community Development Workers support Gypsy, Roma, and Traveller (GRT) communities in Surrey and Kingston Upon Thames through multi-agency partnerships, helping with housing, finances, education, employment, and wellbeing.

In 2024-2025, almost 400 families and individuals received support with a wide range of challenges, from school exclusion and debt to health issues and employment barriers.

In Surrey, we have resolved 352 housing, financial and advocacy issues, assisted with electricity top-ups and sourced gas bottles for families at risk of fuel poverty, delivered budgeting advice and financial literacy support and helped with the organisation of events to celebrate Romany culture and heritage.

In Kingston, we have continued the development of culturally appropriate communication channels between GRT community and the local council, we have supported the council in completing the Pharmaceutical Needs Assessment (PNA), established a multi-agency GRT steering group and helped to amplify the voice of the GRT community to inform service improvements and highlight areas for change.

Through the Skills Impact project, we supported 28 adults from GRT communities to improve their functional numeracy skills. One-to-one tutoring was tailored to each learner, focusing on everyday maths such as budgeting, managing money, measuring, interpreting timetables, using numbers for work or self-employment, and supporting children with schoolwork. The sessions were practical and relevant, designed to build confidence and independence in using maths in daily life.



I think this service has been 5-star quality. It's been really helpful and cooperative, especially being a special needs mother. You're really polite, and I can't thank you enough for what you have done. It's been life-changing - I could have been homeless now if it wasn't for your help. "

A GRT client in Surrey supported with a housing situation

Warmth Matters

In 2024–25, our Warmth Matters officers supported nearly 4,000 individuals living in, or at risk of, fuel poverty, providing advice and guidance to help reduce energy costs and stay warm at home.

Rising energy prices, stagnant wages, and inefficient housing have left many residents struggling to afford heating, particularly those who are elderly, disabled, digitally excluded, or living in rural areas. Our officers provided practical tips for keeping homes warm on a tight budget, as well as guidance on debt and energy support. We also helped residents better understand smart meters and other energy-saving technologies, register with the Priority Services Register and access grants.

We distributed Surrey County Council funded cooking appliances, shared low-cost, low-energy recipe ideas and provided guidance on pension credit applications.

Almost 800 residents who cannot attend community events, used our Warmth Matters helpline to get timely support.

We distributed over £100,000 to hundreds of families in need through Household Support Funds.

By providing advice, signposting, and practical solutions, the service has helped prevent families from spiraling further into debt, improved energy efficiency in homes, and enabled better budgeting — saving money and reducing stress for vulnerable residents.

Business Services

Surrey Community Action offers a comprehensive range of business services to charities, voluntary organisations, and small local enterprises — designed to help them operate smoothly, compliantly, and cost-effectively.

Our services include office space, payroll support, meeting room hire, DBS checks, and research services, all tailored to meet the needs of Surrey's vibrant voluntary and community sector.

The Astolat building, managed by Surrey Community Action, is home to ten charities and not-for-profit organisations. This year, we welcomed hundreds of visitors and hosted numerous external meetings and events, cementing Astolat's reputation as a hub for collaboration and community impact. With other DBS providers closing, demand for our DBS checking service has grown significantly. We supported hundreds of charities and community groups to carry out 175 DBS checks for their staff and volunteers, ensuring safety and peace of mind.

Our payroll service continues to expand, now providing outsourced payroll management for 40 organisations across Surrey.

Recognising the rise in remote and home-based working, we also offer a virtual correspondence address service, offering charity leaders a secure and professional way to manage official communications while maintaining their privacy.



I'm in shock I can't believe I have heating and hot water for the first time in two years; it's going to make such a difference to my life, my health, my mental health, it already has. Thank you so much to everyone that has helped me. I keep thinking about when the snow and ice come - I had ice in my kitchen cupboards last year. Now all I'll have to do is press a button to be warm. I can't thank you all enough for the change you have made in my life."

We distributed over £100,000 to people most at risk.

Funding

Funding for 2024-25 was sought from a range of organisations in line with our funding strategy. Our long-term funders remain committed, and Surrey County Council provided additional support for the Warmth Matters project, increasing capacity from one and a half to two full-time roles. We also received funding for the GRT Maths Multiply project, though on a slightly reduced timetable, and are exploring alternative sources following the government's funding changes.

We oversaw another round of the Woking SPARKS fund for Canalside and Goldsworth Park (in partnership with Volunteer Woking) and administered a grant from ASSURA in the Guildford ward. We distributed the Household Support Fund for Age UK and Surrey County Council and collaborated with Reigate and Banstead Borough Council to deliver UK Shared Prosperity Fund (UKSPF) support.

Our partnership with Action Hampshire helps sign-ups to the Priority Services Register, and our work with Kingston Borough Council provides culturally sensitive advice to the Gypsy, Roma, and Traveller community. Through Surrey Heartlands, we delivered Research Ready Surrey, including a small grants programme for VCSE organisations, with discussions underway for next year.

Sector Support

For more than 70 years, Surrey Community Action has worked to strengthen and support communities and the voluntary sector across Surrey. Advocacy and representation remain central to our mission, helping build stronger links between the voluntary sector, local authorities, and health services.

This year, we have championed the sector's voice on major boards and partnerships, including the Health and Wellbeing Board, the Surrey Greener Futures Board, the Surrey Local Resilience Forum, Joint Strategic Needs Assessment working groups, and the Adult Social Care Partnership Board.

We continue to lead two key networks: the Surrey Charities Forum and the Surrey Charities Chief Executives Group. The Forum brings together around 200 colleagues from the voluntary sector, the NHS, and local authorities, while the Chief Executives Group offers a trusted space for charity leaders to connect and support one another.

As a founding member of the Surrey VCSE Alliance, we help unite voluntary and community voice organisations across the county, ensuring local voices stay central to decision-making and collaboration with statutory partners.

Training, Advice & Strategic Support

In 2024 to 2025, we supported organisations facing governance, operational and financial challenges, including the move to Charitable Incorporated Organisation status.

We delivered specialist training on GDPR, governance, fundraising, mediation and setting up a CIO, helping more than 53 charities and community groups strengthen their foundations. Our annual Charity Mash-Up conference brought together over 120 delegates for learning and collaboration, with workshops on co-production, fundraising, reserves and GDPR, along with a marketplace and expert panel.

Our Talking Shop remained a lively hub for marketing and communications professionals, offering space to share ideas and explore topics such as SEO, LinkedIn techniques and accessible communications.



We are actively building relationships with local and national funders, council leaders, and businesses to showcase our services across Surrey. We also support smaller charities to strengthen their impact. To learn more about our work or explore how your funding could expand or enhance our services, please get in touch."

Funders and Partners

ACRE

Action Hampshire

AGE UK

Community Foundation for Surrey

DEFRA

Guildford Borough Council

Mole Valley District Council

NHS Surrey Heartlands

Regiate & Banstead Borough Council

Scottish & Southern Electricity Networks (SSEN)

Surrey County Council

Tandridge District Council

The National Lottery Fund

The Royal Borough of Kingston Upon Thames

UK Power Networks

Waverley Borough Council



Financial Review & Future Developments

The total income for both Unrestricted and Restricted funds for the year amounted to £694,957 (2024: £802,010) with expenditure of £666,341 (2024: £703,021). This resulted in net surplus of £28,616 of which £12,546 came from Restricted Funds. The remaining amount of £16,070 net surplus was from Unrestricted General Funds.

Surrey Community Action Funds now total £482,725 (2024: £454,109), of which £278,459 represents Unrestricted Funds and £204,266 represents Restricted Funds (after transfers). Restricted Funds and income are only available for the specific projects and purposes as determined by the funders.

Investment Policy and Returns

The assets of a charity must be invested in accordance with the governing instrument and the Trustee Act 2000.

The overall objectives are to create sufficient income to enable the charity to carry out its purposes consistently year by year with due and proper consideration for future needs and the maintenance of the value of the invested funds while they are retained.

The foregoing policy and arrangements will be reviewed regularly by the Trustees in the following way; the Surrey Community Action treasurer reviews the investments and their performance every 3 months and if necessary, seeks advice before presenting any recommendations for change to investments to the Trustees. An investment report is presented to the Board every 6 months.

Reserves Policy

Surrey Community Action holds reserves to:

- Fund cashflow fluctuations and to provide working capital in cases where funds are paid to us in arrears.
- Fund planned expenditure e.g. maintenance of our premises.
- Invest in the future capability of the organisation.
- Invest in capital items e.g. replacement of IT hardware.
- Fund unexpected expenditure i.e. unplanned building repairs or emergencies.
- Fund shortfalls in income when income does not reach expected levels.

The General Funds are Unrestricted Funds which are available for the above purposes.

They are reviewed regularly by the Board of Trustees and stood at £278,459 on 31st March 2025, which the Trustees regard as adequate.

Review of 2025 & Future Developments

The 2024–2025 financial year has been another positive one for the Charity. We have continued to grow a number of our Restricted projects and have secured ongoing support for many of our long-established programmes that play a vital role for our beneficiaries.

Our Unrestricted funds also closed with a modest surplus, allowing us to strengthen the Charity's reserves after the challenges of earlier deficits.

I am particularly proud of the significant number of Surrey residents who benefitted from the distribution of our Household Support Funds this year.

As we look to the year ahead, the wider environment presents challenges. Fundraising is becoming more difficult and financial pressures are leading to unexpected closures across the sector.

It is likely that the continuing decline in fundraising will have an impact on Surrey Community Action, especially given the strain on Local Authorities which remain a key source of our income. Even so, the Charity is on solid financial footing and continues to play an essential role for Surrey and the many people who depend on our support.

Structure, Governance and Management

Governing document

Surrey Community Action is an independent registered charity working with communities to strengthen voluntary action. The Memorandum and Articles of Association is the governing document of the charitable company.

An EGM (Extraordinary General Meeting) was held on 25th January 2011 to amend the Memorandum and Articles of Association

Recruitment and appointment of new trustees

The Trustees have powers to make appointments to the Board. These are ratified by a vote of the guarantor members at the Annual General Meeting.

Trustees serve for a three-year period and may be re-elected for a further three year period. The Board meets at least six times a year.

No Trustee has any beneficial interest in the company. All Trustees are members of the company and guarantee to contribute £1 in the event of winding up.

Induction and training of new Trustees

All Trustees receive an induction pack which explains their role, the role of the Board, Charity Commission and Companies Act requirements, background information on previous Board decisions, Board papers, information about all services and are invited to meet other Trustees and staff. They receive a copy of the staff handbook and an explanation of the current funding situation, the Business plan and future developments.

Organisational structure

The Board delegates responsibility for the day-to-day operation of the Charity to the Chief Executive. The delivery of services is organised into the following teams; Communities and Advice & Support.

Risk management

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finance of the charity and are satisfied that systems are in place to mitigate its exposure to these risks. A risk register is reviewed by the Board at its bi-monthly meetings and updated regularly.

The Trustees review the annual budget paying particular attention to the balance between income and expenditure and the amount needed to be retained in reserves. The Board of Trustees maintains a system of financial controls, appropriate to the size and nature of the organisation.

The Trustees liaised with its external Examiners on their recommendations regarding financial controls. The system of financial controls is designed to manage rather than eliminate risk. Thereafter there will be an ongoing process for reviewing financial controls which will also assist in identifying risks and management thereof.

Employee Involvement and Internal Control

Surrey Community Action is an equal opportunities employer and welcomes applications from all sections of the community. Our building and offices offer full disabled access and we also offer a comprehensive programme of training to support employees or volunteers who are new to the sector.

Surrey Community Action has a regular programme of staff meetings and senior staff and Board meet annually to review and plan future developments.

Statement of Trustees Responsibilities

The trustees (who are also the directors of Surrey Community Action for the purposes of company law) are responsible for preparing the Report of the trustees and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing those financial statements, the trustees are 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 continue in business.

The Trustees are responsible for keeping 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 the Companies Act 2006. 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.

Statement as to Disclosure of Information to Independent Examiners


So far as the trustees are aware, there is no relevant information (as defined by Section 418 of the Companies Act 2006) of which the charitable company’s auditors are unaware, and each trustee has taken all the steps that they ought to have taken as a trustee in order to make them aware of any audit information and to establish that the charitable company’s auditors are aware of that information.

Independent Examination

A resolution agreeing the charity to undertake an Independent Examination was agreed at the July 2025 board meeting.

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

On Behalf of the Board

Signed by:

 E52AE6245DE5428...

C Stanton - Chair

10-Dec-2025

Date:

Statement of Financial Activities

(Incorporating the Income and Expenditure Account)

Year Ended 31 March 2025

	Notes	Unrestricted funds £	Restricted funds £	2025 Total funds £	2024 Total funds £
INCOME					
<i>Income from generated funds</i>					
Voluntary income	2	129,412	23	129,435	130,179
<i>Activities for generating funds</i>					
Investment income	3	14,972	-	14,972	10,742
<i>Income from charitable activities</i>					
Advice and support	4	55,425	155,996	211,421	225,683
Communities			243,988	243,988	329,007
Other		95,141	-	95,141	106,399
Total income		294,950	400,007	694,957	802,010
EXPENDITURE					
<i>Charitable activities</i>					
Advice and support	5 - 8	267,773	161,828	429,601	384,287
Grant Making		-	20,181	20,181	38,590
Communities			205,452	205,452	256,828
Other		141,286	-	141,286	148,996
Less: Project re-charges		(135,532)	-	(135,532)	(130,642)
Governance costs		5,353	-	5,353	4,962
Total expenditure		278,880	387,461	666,341	703,021
NET INCOME					
before transfers	9	16,070	12,546	28,616	98,989
<i>Transfers between funds</i>					
		-	-	-	-
Net income		16,070	12,546	28,616	98,989
RECONCILIATION OF FUNDS					
<i>Total funds brought forward</i>		262,389	191,720	454,109	355,120
TOTAL FUNDS CARRIED FORWARD		£278,459	£204,266	£482,725	£454,109

Balance Sheet

At 31 March 2025


	Notes	2025 £	2024 £
FIXED ASSETS	10 - 11		
Tangible assets		20,094	16,758
Intangibles		4,449	6,459
Investments		1	1
		24,544	23,218
CURRENT ASSETS	12		
Debtors: amounts falling due within one year		22,824	75,692
Cash at bank and in hand		565,875	487,205
		588,699	562,897
CREDITORS	13		
Amounts falling due within one year		(130,518)	(132,006)
		458,181	430,891
NET CURRENT ASSETS			
		458,181	430,891
TOTAL ASSETS LESS CURRENT LIABILITIES	15	482,725	454,109
NET ASSETS		482,725	454,109
FUNDS	16-17		
Unrestricted funds		278,459	262,389
Restricted funds		204,266	191,720
		482,725	454,109
TOTAL FUNDS		482,725	454,109

These financial statements have been prepared in accordance with the special provisions of Part 15 of section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and or the preparation of accounts.

The financial statements were approved by the Trustees on the 11-Dec-2025 and were signed on their behalf by:

Signed by: 
E52AE6245DE5428..... C Stanton - Chair

Signed by: 
AB7AEFC5C3C4140F..... J Skivington - Trustee

Statement of Cashflow

Year Ended 31 March 2025

	2025 £	2024 £
Reconciliation of Net Movement in Funds to Net Cash Flow from Operating Activities		
Net movement in funds	28,616	98,989
Add back depreciation charge	9,393	8,112
Decrease (increase) in debtors	52,868	5,503
Increase (decrease) in creditors	(1,488)	(228,805)
Net cash provided by / (used in) operating activities	89,389	(116,201)
Cash flows from investing activities		
Purchase of tangible fixed assets	(10,719)	(4,697)
Cash provided by / (used in) investing activities	(10,719)	(4,697)
Cash flows from financing activities		
Borrowing	-	-
Repayment of borrowing	-	-
Cash used in financing activities	-	-
Increase (decrease) in cash and cash equivalents in the year	78,670	(120,898)
Cash and cash equivalents at the beginning of the year	487,205	608,103
Total cash and cash equivalents at the end of the year	565,875	487,205

Notes to the Financial Statements

Year Ended 31 March 2025

1. Accounting Policies

Company status

The Charity is a private company limited by guarantee incorporated in the United Kingdom. The members of the company are the Trustees named on page 1. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity. The Charity's registered office is disclosed on page 1 of the financial statements. The functional and presentational currency is £(GBP).

Basis of preparation of financial statements

The financial statements have been prepared in accordance with 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 (FRS 102) (effective 1 January 2019) - Charities SORP (FRS 102) and the Companies Act 2006.

The Charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

Income

Voluntary income received by way of donations and gifts to the charity is included in the Statements of Financial Activities when received. Intangible income is not included unless it represents goods or services which would otherwise have been purchased. Gifts in kind are valued and brought in as income as is the appropriate expenditure.

Grants receivable which relate to a specific time period are recognised evenly over the relevant years. Other grants receivable are recognised when the charity becomes entitled to the relevant amounts.

Expenditure

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Liabilities

Liabilities are recognised when Surrey Community Action has an obligation to make a payment to a third party.

Grants payable are recognised when the commitment to pay has been ratified by the appropriate decision making committee. Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Charitable activities

These costs which are in line with the objects of the charity, are grouped as follows:

- Communities** - costs associated with benefitting the inhabitants of various communities primarily in Surrey.
- Grant Making** - costs to provide funding for voluntary and community groups.
- Advice & Support** - costs included are advising communities to organise activities and projects and providing accounting support services to other organisations.
- Other** - these are costs which do not fit into any of the activities above.

Governance costs

Costs include costs associated with Trustees meetings, Independent Examiner's fees, professional and legal fees.

Allocation and apportionment of costs

Support costs are allocated between management, IT, premises and other office running costs according to an estimated usage for each project.

1. Accounting Policies - continued

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and Fittings	Straight line over 5 years
Computer equipment	Straight line over 5 years
Intangibles	Straight line over 5 years

Capital expenditure is defined as the purchase of an asset which has a life of more than 12 months and a value over £250.

Taxation

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

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals payable under operating leases where substantially all the risks and rewards of ownership remain with the lessor, are charged to the Statement of Financial Activities in the period in which they fall due.

Pension costs

The charity operates a defined contribution pension scheme. Contributions are charged to the Statement of Financial Activities as they become payable.

VAT

The charity is partially exempt for VAT, and any irrecoverable VAT is included with the individual transactions in income and costs.

Current asset investments

Investments in fixed term deposits, which cannot be readily accessed without penalty, are classified as current asset investments

2. Voluntary Income

	2025	2024
	£	£
Gifts in kind	35,362	35,362
Donations	523	1,267
Grants	93,550	93,550
	129,435	130,179

Surrey Community Action leases premises (Astolat) from Surrey County Council at a peppercorn rent, which it occupies and manages as a resource centre, currently for the benefit of 8 other charities and voluntary organisations. For formal reporting purposes the notional rent in relation to space occupied by Surrey Community Action only is shown above as a Gift in kind of £35,362 as part of voluntary income and is included in note 6 as notional expenditure under premises costs.

Grants received, included in the above, are as follows:

	2025	2024
	£	£
Surrey County Council	93,550	93,550

3. Investment Income

	2025 £	2024 £
Deposit account interest	14,972	10,742

4. Income from Charitable Activities

	Grants £	Income from services £	Total 2025 £	Total 2024 £
Advice and support	155,996	55,425	211,421	225,683
Communities	243,988	-	243,988	329,007
Other	-	95,141	95,141	106,399
	399,984	150,566	550,550	661,089

5. Direct Costs of Charitable Activities

	2025 £	2024 £
Staff costs	450,666	442,165
Office costs	45,916	63,050
Travel and meetings	10,517	8,307
	507,099	513,522

Staff costs include the following:

	2025 £	2024 £
Wages and salaries	392,788	382,472
Social security costs	31,464	28,009
Other pension costs	18,472	17,351
Recruitment and temporary staff costs	7,942	14,333
	450,666	442,165

The average number of employees (part-time and full time) during the year was as follows:

	2025	2024
Projects	9	10
Administration	5	5
	14	15

5. Direct Costs of Charitable Activities - continued

One employee was paid more than £60,000 in the year under review (2024: One). Pension costs are allocated in proportion to the related staffing costs in both Unrestricted and Restricted funds.

The key management personnel comprise the Trustees (who received no remuneration for the period), Chief Executive, Head of Finance, and Head of Communities & Development. The total employee benefits of the 3 key management personnel were £120,519 (prior year: £131,507 – 3 key personnel).

The total amount of redundancy for the period was £963 (2024: NIL).

Defined pension contribution costs for the period were £23,272 (prior year: £17,351) and were allocated directly to the appropriate activity/fund in both Restricted and Unrestricted funds.

One volunteer was engaged by Surrey Community Action throughout the year.

6. Support Costs and Project Recharges

	Restricted Communities	Restricted Advice & Support	Unrestricted Other	Unrestricted Advice & Support	Governance	Total 2025	Total 2024
	£	£	£	£	£	£	£
Staff costs	155,901	76,818	(455)	218,402	-	450,666	442,165
Travel & meetings	5,542	1,070	-	3,905	-	10,517	8,307
Office costs	7,948	4,688	7,738	25,542	-	45,916	63,050
IT costs	-	-	-	7,553	-	7,553	8,210
Communications	1,004	349	-	5,669	-	7,022	10,578
Finance costs	-	-	-	699	-	699	1,210
Premises costs	-	-	108,352	689	-	109,041	117,837
Depreciation	-	-	4,079	5,314	-	9,393	8,112
Grant Payments	10,181	10,000	-	-	-	20,181	38,590
Governance	-	-	-	-	5,353	5,353	4,962
Management costs	45,056	68,904	21,572	-	-	135,532	130,642
Recharges of management costs	-	-	-	(135,532)	-	(135,532)	(130,642)
	225,632	161,829	141,286	132,241	5,353	666,341	703,021

7. Governance Costs

	2025	2024
	£	£
Independent Examiners remuneration	5,238	4,901
Legal and professional fees	115	61
Board expenses	-	-
	5,353	4,962

8. Trustees Remuneration and Benefits

No Trustee received remuneration in the period. No Trustee claimed expenses the in year under review (prior year - NIL)

9. Net Income

Net resources are stated after charging:

	2025 £	2024 £
Independent Examiners remuneration	5,238	4,901
Depreciation - owned assets	9,393	8,112
	14,631	13,013

10. Fixed Assets

	Intangibles £	Fixtures & Fittings £	Computer equipment £	Totals £
COST				
At 1 April 2024	10,051	251,865	69,461	331,376
Additions	-	6,984	3,734	10,719
Disposals	-	-	-	-
At 31 March 2025	10,051	258,849	73,196	342,095
DEPRECIATION				
At 1 April 2024	3,592	243,485	61,082	308,159
Charge for year	2,010	4,283	3,100	9,393
Disposals	-	-	-	-
At 31 March 2025	5,602	247,768	64,182	317,552
NET BOOK VALUE				
At 31 March 2025	4,449	11,081	9,014	24,543
At 31 March 2024	6,459	8,380	8,378	23,217

11. Fixed Asset Investments

SCA Trading Ltd, a 100% subsidiary of Surrey Community Action, was incorporated in England and Wales on 30th August 2011, and has been dormant in the year ending 31st March 2025 and in the prior year. SCA Trading Ltd has aggregate capital and reserves of £1.

The company has taken exemption from preparing group accounts under the provisions of the Companies Act 2006 as it is subject to the small companies regime.

12. Debtors: amounts falling due within one year

	2025	2024
	£	£
Trade debtors	12,606	69,628
Prepayments and accrued income	10,218	6,064
	22,824	75,692

13. Creditors: amounts falling due within one year

	2025	2024
	£	£
Trade creditors	12,332	14,310
Social security and other taxes	9,627	8,054
VAT	(5,359)	(2,662)
Other creditors	109,418	93,057
Accruals and deferred income	4,500	19,247
	130,518	132,006

Other creditors includes £51,256 held as part of the distribution of Household Support Funds (2024: £34,837).

14. Operating Lease Commitments

The total of future minimum lease payments under non-cancellable operating leases for each of the following periods:

	2025	2024
	£	£
Not later than one year	-	-
Later than one year and not later than five years	-	-
Later than five years	-	-
	-	-
Total	-	-

15. Analysis of Net Assets Between Funds

	Unrestricted funds	Restricted funds	2025 Total funds	2024 Total funds
	£	£	£	£
Fixed assets	24,543	-	24,543	23,217
Investments	1	-	1	1
Current assets	319,529	269,170	588,699	562,897
Current liabilities	(65,614)	(64,904)	(130,518)	(132,006)
	278,459	204,266	482,725	454,109

16. Movement in Funds

	At 1st April 2024 £	Incoming Resources £	Resources Expended £	Transfers Between Funds £	At 31st March 2025 £
Unrestricted Funds					
General Fund	262,389	294,950	(278,880)	-	278,459
Total Unrestricted Funds	262,389	294,950	(278,880)	-	278,459
Restricted Funds					
Advice & Support					
Village & Community Halls Advisory Service	10,315	16,580	(16,217)	-	10,678
Rural Housing	11,745	80,569	(82,869)	-	9,445
Community Led Housing	33,461	2,112	(8,004)	-	27,569
Advice on the Run	8,405	-	-	(8,405)	-
Rural Community Action Network	-	38,735	(38,735)	-	-
Homes For Farnham	1,184	-	-	-	1,184
Research Ready Surrey	21,952	18,000	(16,003)	-	23,949
Total Communities	87,062	155,996	(161,828)	(8,405)	72,825
Communities					
Asylum Seekers	1,034	-	(1,032)	-	2
COVID Champions	13,353	(78)	(12,025)	-	1,250
Rural Transport Car Schemes	22,144	43,990	(37,492)	-	28,642
Gypsy & Traveller Support Worker	12,489	38,237	(35,457)	-	15,269
GRT Kingston	29,419	37,000	(35,685)	-	30,734
GRT Literacy	10,426	36,011	(24,279)	-	22,158
Warmth Matters	15,793	76,488	(69,452)	8,405	31,234
Sparks Grant	-	12,363	(10,211)	-	2,152
Total Communities	104,658	244,011	(225,633)	8,405	131,441
Total Restricted Funds	191,720	400,007	(387,461)	-	204,266
TOTAL FUNDS	454,109	694,957	(666,341)	-	482,725

17. Purpose of Funds

Unrestricted Funds

General Fund

Purpose

Administration & management of SCA's operations, services, advocacy projects and other General Unrestricted function, including the management and maintenance of a large office building sublet to other VCFS organisations

Restricted Funds

Advice & Support

Village & Community Halls Advisory Service

Rural Housing

Community Led Housing

Advice on the Run

Rural Community Action Network

Homes for Farnham

Research Ready Surrey

Advice & Support service for local community buildings

Development of rural affordable housing

Support for local community housing initiatives

Advisory to vulnerable people on financial issues

Strategic and developmental support to benefit rural communities.

Holding & Distributing Funds on Behalf of a Local Community Housing Project

Building community connections in Health and Care Research

Communities

Asylum Seekers

Covid Champions

Rural Transport Car Schemes

GRT Support Worker

GRT Kingston

GRT Literacy

Warmth Matters

Sparks Grant

Support to Asylum Seekers and local authorities

Engaging local volunteers "Champions" to support COVID recovery

Support and development of voluntary car schemes

Advice and support to individuals regarding housing, employment and benefits.

Advice and support to individuals within the GRT community, specifically focused on the Kingston area.

Advice and support to individuals within the GRT community, specifically focusing on literacy & education

Alleviation of fuel poverty

Grant scheme funding small charities & community led initiatives in Woking

Independent Examiners Report to the Members of Surrey Community Action

I report to the Charity Trustees on my examination of the accounts of the Charity for the year ended 31 March 2025.

Responsibilities and basis of report

As the Charity's Trustees of the Company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Charity 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 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 Company'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 Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I can 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 accounts do not accord with those records; or
3. the accounts 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 accounts 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.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

DocuSigned by:

Janice Matthews

634F24DE92A4471...

Signed: _____

Dated: 11-Dec-2025

Janice Matthews FCA

Independent Examiner
Menzies LLP
Magna House
18-32 London Road
Staines-Upon-Thames
TW18 4BP

Detailed Statement of Financial Activities for the Year Ended 31 March 2025

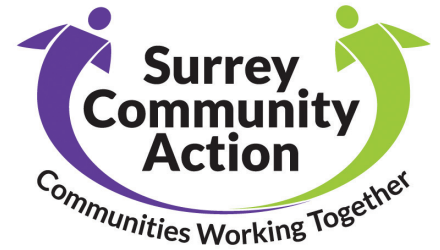
	2025	2024
	£	£
INCOMING RESOURCES		
Voluntary income		
Gifts in kind	35,362	35,362
Donations	523	1,267
Grants	93,550	93,550
	129,435	130,179
Investment income		
Deposit account interest	14,972	10,742
Incoming resources from charitable activities		
Grants	399,984	467,387
Income from services provided	150,566	193,702
	550,550	661,089
Total	694,957	802,010
RESOURCES EXPENDED		
Charitable activities		
Staff costs	450,666	442,165
Office costs	45,916	63,050
Travel and meetings	10,517	8,307
Grants to institutions	20,181	38,590
	527,280	552,112
Governance costs		
Independent Examiners remuneration	5,238	4,901
Legal and professional fees	-	-
Board expenses	115	61
	5,353	4,962
Support costs		
Management costs	135,532	130,642
IT costs	7,553	8,210
Premises costs	109,041	117,837
Office costs	17,114	19,900
Project re-charges	(135,532)	(130,642)
	133,708	145,947
Total	666,341	703,021
Net income	28,616	98,989

This page does not form part of the statutory financial statements

SURREY COMMUNITY ACTION

England & Wales - Charity number 1056527

Accounts



Surrey Community Action

Report of the Trustees and Financial Statements

Year Ended 31 March 2024

**Surrey Community Action
Astolat, Coniers Way
Burpham, Guildford
Surrey GU4 7HL**

Tel: 01483 566072

Email: info@surreyca.org.uk

www.surreyca.org.uk

Reference and Administrative Details

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued July 2014.

Registered Company number	03203003 (England and Wales)
Registered Charity number	1056527
Registered office	Astolat, Coniers Way, New Inn Lane, Burpham, Guildford, Surrey, GU4 7HL
Independent Examiners	Menzies LLP, Magna House, 18-32 London Road, Staines-Upon-Thames, TW18 4BP
Solicitors	Morrison Solicitors, Clarendon House, Clarendon Road, Redhill, Surrey, RH1 1FB
Bankers	CAF Bank Ltd, 25 Kings Hill, West Malling, Kent ME19 4JQ
President	Lord Lieutenant Michael More-Molyneux

Directors and Trustees

The Directors of the charitable company (the charity) are its trustees for the purpose of charity law and throughout this report referred to as the trustees. The trustees serving during the year and since are as follows;

Chris Stanton –	Chair	Company Secretary	George Shackleton
Keith McPherson –	Treasurer	Principal Officers	Jason Gaskell
Michael Cannon			Chief Executive
Roger Taylor			Charlotte Morrison
Jan Rogers			Head of Communities and Development
John Skivington			George Shackleton
Alison Keeley			Head of Finance



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Chairman's Statement

As I write this introduction – my second as Chair of Surrey Community Action – the UK's county, borough and district councils are under severe financial pressure, with many reported to be close to bankruptcy. Having lived and worked in Surrey since 1955, I have never seen our county's valued council services so vulnerable to spending cuts or closure.

Increasingly, our councils now focus on the services they have a statutory responsibility to provide. At county level these include adult social care, children's services, roads and transport, schools and learning and waste and recycling; boroughs and districts manage council tax collection, democratic services, planning, housing and waste collection.

Demand for these services – but also for discretionary (non-statutory) services – is challenging councils that are already stretched financially. Successive governments have failed to heed calls by the County Councils Network, Local Government Association and others to restore central grants that have gradually been eroded and it remains to be seen what will be the impact of Surrey's new Devolution Deal, agreed earlier this year.

It is against this backdrop that Surrey Community Action continued to work closely throughout 2023-24 with Surrey County Council – one of our core funders – as it has done for over 70 years providing a mixture of financial and practical support to Voluntary, Community and Social Enterprise (VCSE) sector organisations and communities in Surrey

During 2023-24, and like many other organisations, Surrey Community Action has grown used to “doing more with less”. At every Board meeting we review a risk register that assesses possible existential threats to our organisation. Our leadership role in the VCSE continues to be vital as greater reliance is being placed on the sector to an extent that some might find surprising.

Throughout 2023-24 Surrey Community Action's board of trustees received regular updates on the organisation's support of the Surrey VCSE Alliance. The Alliance works with our local NHS partners and Surrey County Council to support collaborative working that puts the needs of local people first and foremost and ensures their voices are at the heart of decision-making. Surrey Community Action played and will continue to play a leading role in the Alliance as we demonstrate the importance of partnership working and cross-sector collaboration to achieve our goal of a healthy and resilient VCSE sector.

On behalf of the trustees I want to express our thanks to the whole staff team for all that was achieved in 2023-24, enabling Surrey Community Action to finish once again in a financially sound position from where we can build a strong and secure VCSE future.

Chris Stanton
Chairman



On behalf of the trustees I want to express our thanks to the whole staff team for all that was achieved in 2023-24, enabling Surrey Community Action to finish once again in a financially sound position from where we can build a strong and secure VCSE future”

Chief Executive's Report

“ 2023-2024 was yet another demanding but satisfying year for Surrey Community Action and the sector we serve, in which the previous year's challenges (e.g. cost of living, inflationary pressures, recruitment difficulties, NHS reform) have not gone away and new ones (e.g. political change, climate crisis, local authority funding, etc.) have been added.

This has left our sector with a lot to do and limited resources with which to do it, so I am delighted that Surrey Community Action has been able to help ease the burden on Surrey's voluntary sector and communities, while successfully navigating our own challenges.

Our core services remain very strong and 2023-2024 saw us venturing into some different avenues of work that allowed us to apply our expertise and skills in new areas. I am particularly proud of our Research Ready Surrey project in which we helped health partners identify and work with groups of people who do not typically get involved in clinical research, but whose insight is essential.

Indeed, health and care work remained an integral part of what we do, including supporting the Surrey VCSE Alliance, a structure that will prove invaluable to link health and care statutory partners with their voluntary sector peers and should lead to better relationships between sectors, and ultimately better support to Surrey residents.

Finally, I am very pleased to say that a review of infrastructure services commissioned by Surrey County Council concluded that the infrastructure sub-sector, of which we are part, remained excellent value for money for our main commissioner and delivered vital support and services to the wider voluntary sector, an achievement of which we can be rightly proud.

None of the above could have been possible without our amazing team of staff and trustees. As ever, I thank them for their enduring help and support.

If 2023-2024 was challenging, I suspect 2024-2025 will be worse. We are seeing the huge impact of local authority spending cuts and I fear this will pose a great challenge to our sector and to our own organisation, but rest assured that I, my staff, and my board of trustees will work tirelessly to help our sector weather this, and any other storms that come our way.

Jason Gaskell

Chief Executive



A review of infrastructure services commissioned by Surrey County Council concluded that the infrastructure sub-sector, of which we are part, remained excellent value for money...and delivered vital support and services to the wider voluntary sector, an achievement of which we can be rightly proud”

Objectives and Aims

The objectives of the charity were revised in 2005 to read:

- The promotion of any charitable purpose primarily for the benefit of the inhabitants of the County of Surrey and such other charitable work in other geographical areas within the United Kingdom which assist the work of the statutory and voluntary organisations engaged in advancing education, furthering health, relieving poverty, distress or sickness, promoting equality and diversity, improving skills or any other charitable purpose.
- To promote and organise co-operation in the achievement of the charitable purpose by working with charities, authorities and organisations.

These objectives were clarified and updated in the strategic plan adopted by the Board in 2014, which identified 6 key strategic objectives for the organisation:

- 1 **Advocacy and Representation** - we will be advocates on behalf of the VCFS in Surrey, ensuring that statutory bodies, private sector organisations, and other stakeholders understand the value of the VCFS and how it can support them to meet their objectives.
- 2 **Knowledge and Understanding** - we will be a focal point for knowledge and understanding of the VCFS in Surrey, being able to collate, analyse, personalise and disseminate the information necessary for VCFS organisations to thrive in a challenging environment.
- 3 **Projects and Innovation** - we will use our knowledge and understanding to inform new projects designed to meet new and emerging needs, or to fill needs that are not adequately met elsewhere.
- 4 **Services** - we will provide services, predominantly but not exclusively, to Surrey's VCFS, that they can use to increase their effectiveness.
- 5 **Financial Sustainability** - we will be a financially sustainable organisation, managing costs effectively and increasing funds to support our mission.
- 6 **Management** - we will be a professional and well-managed organisation, with effective governance systems and processes, supporting a skilled and enthusiastic team of staff and volunteers, supporting a growing membership, and demonstrating appropriate use of the resources entrusted to us.



Surrey Community Action offers a comprehensive range of activities which will benefit voluntary, community groups, primarily in Surrey, and intends that these groups will use this acquired knowledge/support to better pursue their charitable aims/enhance the services they provide to their clients.”

Achievements & Performance

Enabling Rural Housing

With London and two major airports easily accessible by road and rail yet surrounded by stunning countryside, homes in Surrey's rural villages command premium prices. The average house price in Surrey for first-time home owners has risen by more than a tenth over the past five years, which explains why the average age of these buyers is now 33 years old. Whether looking to buy or rent, many local people on low or even average salaries cannot afford to live in the places where they grew up or where they need to work.

Our Rural Housing Enabler works as an honest broker between residents, landowners, housing associations and councils to assess the level of need for affordable housing in rural villages, and identify suitable land where homes can be built for local people in Mole Valley, Tandridge, Guildford and Waverley. Our Rural Housing Enabler also co-ordinates the Surrey Rural Housing Partnership Group which aims to respond to changes in housing policy and share good practice. This year we have supported housing needs surveys in Bramley, Wonersh, Charlwood, Chiddingfold and Albury and researched the potential for accessing church land to build affordable housing.

It can often take years before affordable housing developments reach the stage where homeowners and renters can take the keys for their new home. This year saw the completion of two significant affordable housing sites in the parish of Brockham and Betchworth in Mole Valley, and in Hambledon in Waverley. These developments provide a total of 26 new affordable homes for local people to rent or buy in rural Surrey.

Community Led Housing

Our Community Led Housing project promotes and supports new ways of providing affordable housing in Surrey developed by local people for local people. We explain how community led housing can work and help interested people form groups, develop their ideas, engage their communities and navigate every step of the development process. We hope to develop this project should further funding become available.

Community Buildings Support

Village halls and community centres are often the beating heart of Surrey's communities. They are a place to meet, to learn new skills or to host a business, to play and to celebrate, to seek respite from the cold weather and emergency shelter during extreme events. Surrey Community Action supports the committee members, volunteers and paid staff who manage these buildings with tailored one to one advice on constitutional matters, health and safety, business planning and funding for capital projects, as well as any other issues that arise.

This year our Community Buildings Administrator dealt with over 330 queries from nearly 200 organisations, and launched a new Find a Hall facility on the Surrey Community Action website to enable every hall to have an online presence and help residents and organisations to find a local venue.

We also successfully helped halls to apply for grants from ACRE's Platinum Jubilee Village Halls Fund. Dormansland War Memorial Hall in Tandridge received a grant for the renovation of their hall, while Holmbury St. Mary Village Hall in Mole Valley secured over £8,000 to update their kitchen to a commercial standard.



“Our partnerships are important to us. The rural enabling service provided by Surrey Community Action gives independent, specialist, quality advice about rural housing; particularly to our Parish Councils. The rural housing crisis in Waverley is significant and the evidence-based need studies the service carries out, enable us to access important data about local need and pursue opportunities for new schemes”

Voluntary Car and Good Neighbour Schemes

Good Neighbour Schemes provide community support such as transport to medical appointments, shopping and social activities to enable mostly older people to remain physically and mentally well. There are some 100 schemes across Surrey, almost 80 of which are supported by Surrey Community Action's Voluntary Car Scheme Adviser.

Surrey Community Action helps existing schemes to survive and thrive and works to establish new schemes in areas where there's a need. This year, our Voluntary Car Scheme Adviser launched three new schemes in Staines (Spelthorne), Ash (Guildford) and in Hambledon (Waverley), and prevented the closure of a scheme in Elmbridge.

We've also provided schemes with DBS checks as well as equipment and accessories such as car canes, lanyards, hi-vi vests and Driver on Duty discs which allow volunteers to park free of charge when accompanying a client to a hospital appointment. More pragmatically, our Adviser is always just a phone call or email away when a voice of reassurance or reason is needed.

In November, the incumbent Voluntary Care Schemes Adviser, Vicki Turton retired after more than 30 years in the post. During this time, Vicki helped to establish 69 schemes across the county.

Gypsy and Traveller Support

Working in multi-agency partnerships to help our GRT community with housing and financial issues, our Community Development Workers have supported over 250 families and individuals across Surrey and Kingston upon Thames, with a multitude of issues including school exclusion, debt, health and well-being and employment.

Families facing eviction, homelessness and poverty value the support and advice which enables them to stay in their homes and receive the benefits to which they are entitled. Personalised support plans, signposting and liaison with other agencies are all part of the service, and this year included working with health partners to boost vaccination take-up and hosting school assemblies to help increase understanding of Gypsy, Roma and Traveller culture and heritage.

This year our Skills Impact project also helped 65 adults from the Gypsy, Roma and Traveller community to improve their literacy and numeracy skills, by offering specialist support and training.

Our personal tutoring is provided at a time and place to suit the learner and includes SPAG (Spelling, Punctuation and Grammar), the driving theory test, reading, form filling, digital literacy, budgeting and supporting parents to teach their children. Tutoring is not only giving students the skills for everyday life but also helping with loneliness, access to services, building confidence and self-esteem.

As well as one to one tuition, our Skills Impact tutor also provided practical support such as accompanying a mother and daughter to a Guildford College open day, because they lacked the confidence to visit alone.



"I don't know where we would be without the invaluable support that Surrey Community Action provides, we are still living in a very uncertain time, cost of living is having a massive effect on my community and Surrey Community Action also do an amazing job at signposting"

GRT women's health group in Surrey

Warmth Matters

Almost 1,500 individuals living in, or at risk of, fuel poverty were given advice and information to help them save money on their fuel bills by our Warmth Matters officers this year.

Soaring heating expenses, stagnating or declining wages and energy inefficient housing is resulting in unaffordable energy bills for a rising number of people across the county. The people we support are at particular risk as they may be unemployed, living in more rural communities, disabled, elderly, digitally excluded, illiterate, or unable to speak English.

As well as providing people with practical tips on how to keep their homes warm even on a tight budget, we also helped people to find support for debt and housing problems due to fuel poverty and helped older people to better understand the benefits of smart meters. Where people require more specialist help, we provide a signposting service to other sources of support. This year, we have introduced a Warmth Matters helpline to improve access to our support for residents who cannot attend our community events.

Our service has prevented people from spiralling further into poverty and debt, improved the energy efficiency of their homes and helped people to budget better and save money on energy bills.

Making Every Contact Count

Making Every Contact Count (MECC) is an approach to behaviour change that uses the millions of day-to-day interactions that organisations and people have with other people to support them in making positive changes to their physical and mental health and wellbeing. MECC enables the opportunistic delivery of consistent and concise healthy lifestyle information and enables individuals to engage in

conversations about their health at scale across organisations and populations.

Drawing on behaviour change evidence, MECC maximises the opportunity within routine health and care interactions for a brief or very brief discussion on health or wellbeing factors to take place.

This year our MECC Trainer delivered 15 MECC level one training courses to a total of 130 attendees from 40 different organisations. In-person training took place at locations across the county including Epsom, Redhill, Leatherhead, Guildford, Dorking and Reigate. Training was also provided online. Feedback from participants showed increased confidence and knowledge following our MECC training.

Business Services

Surrey Community Action offers a wide range of business services to charities, voluntary groups and to small local businesses including payroll support, meeting room hire, DBS checks and research.

The number of visitors to Astolat (which hosts ten charities and not for profit organisations) each year has increased this year, with 1,080 visitors to the building. Our DBS service has also seen an uplift with 167 checks carried out during the year. Our payroll service is now contracted to provide outsourced payroll support to 39 organisations.

Recognising that some organisations have made the switch to remote working, we have seen additional users to our virtual correspondence address service to help charity leaders to protect their privacy when running a charity or community organisation from home.



I'm in shock I can't believe I have heating and hot water for the first time in two years; it's going to make such a difference to my life, my health, my mental health, it already has. Thank you so much to everyone that has helped me. I keep thinking about when the snow and ice come - I had ice in my kitchen cupboards last year. Now all I'll have to do is press a button to be warm. I can't thank you all enough for the change you have made in my life."

We distributed over £20,000 to people most at risk.

Funding

Funding for 2023-24 was sought from a range of organisations, directed by our funding strategy. Our long-term funders remain committed to our organisation, and we received additional funding for the MECC project from Surrey County Council, which developed from our Community Champions project and funding from the DfE (Department for Education) for the GRT Maths Multiply project via Surrey County Council.

We oversaw a further round of the Woking SPARKS fund for the wards of Canalside and Goldsworth Park (in partnership with Volunteer Woking) and administered a grant fund from ASSURA, in the Guildford ward. We also continued to distribute the Household Support Fund for Age UK and Surrey County Council and worked with Reigate and Banstead Borough Council to distribute funding from the UK Shared Prosperity Fund (UKSPF). Partnering with Action Hampshire we assisted in sign-ups to the Priority Services Register. Through Surrey Heartlands, we were contracted to deliver Research Ready Surrey including a small grants programme for VCSE organisations.

We continue to build relationships with local and national funders, Council leaders and local businesses in order to promote everything we do to serve communities in need across Surrey. If you would like to find out more about our work, or how your funding could help us run new services or extend existing services, please get in touch.

Asylum Seeker Support

This year we received funding for an Asylum Seeker Development Project to support people who are seeking asylum and to strengthen communities in which they live.

Our Asylum Seeker Development Project Officer worked in locations where asylum seekers are hosted in hotels, hostels, and other rented units, to enable asylum seekers to get involved in their communities and to access community services and support.

The project also aimed to facilitate networking between asylum seekers, hosts and community organisations willing and able to support asylum seekers but lacking the skills and opportunities to do so.

We also helped people to access things like free SIM cards to help people stay in touch, clothes, toiletries, food boxes, baby care kits and hygiene packs and to develop new skills such as learning to cycle, grow vegetables and budgeting.

Sector Support

We support the sector through advocacy and representation to make sure their voice is heard, by co-ordinating forums and groups to share best practice, by providing a range of business services to help them run more effectively and by supporting community groups with advice and information.

For over 70 years, Surrey Community Action has supported Surrey's voluntary sector. Our mission is to strengthen communities through advocacy, representation, and strategic advice. In 2023-24, we represented the sector on key boards, hosted networks like the Surrey Charities Forum, and launched the 'Research Ready Surrey' pilot to enhance VCSE health research engagement. We assisted charities with governance, GDPR, and training.

Our Charity Mash-Up conference helped 120+ attendees address the cost-of-living crisis. We also provided business services like payroll, DBS checks, office space, and virtual addresses.



“The speed at which you’ve got this project going is absolutely incredible.” Germaine, Cycle Training Supervisor”

We worked with 75 partner organisations to help over 400 individuals.

Funders and Partners

ACRE

Community Foundation for Surrey

DEFRA

English Rural Housing Association

Guildford Borough Council

Mole Valley District Council

Reigate and Banstead Borough Council

Scottish & Southern Electricity Networks (SSEN)

Surrey County Council

Tandridge District Council

The National Lottery Community Fund

The Royal Borough of Kingston Upon Thames

UK Power Networks

Waverley Borough Council



Financial Review

The total income for both Unrestricted and Restricted funds for the year amounted to £802,010 (2023: £588,441) with expenditure of £703,021(2023: £554,015). This resulted in net surplus of £98,989 of which £79,854 came from Restricted Funds. The remaining amount of £19,135 net surplus was from Unrestricted General Funds.

Surrey Community Action Funds now total £454,109 (2023: £355,120), of which £262,389 represents Unrestricted Funds and £191,720 represents Restricted Funds (after transfers). Restricted Funds and income are only available for the specific projects and purposes as determined by the funders.

Investment Policy and Returns

The assets of a charity must be invested in accordance with the governing instrument and the Trustee Act 2000.

The overall objectives are to create sufficient income to enable the charity to carry out its purposes consistently year by year with due and proper consideration for future needs and the maintenance of the value of the invested funds while they are retained.

The foregoing policy and arrangements will be reviewed regularly by the Trustees in the following way; the Surrey Community Action treasurer reviews the investments and their performance every 3 months and if necessary, seeks advice before presenting any recommendations for change to investments to the Trustees. An investment report is presented to the Board every 6 months.

Reserves Policy

Surrey Community Action holds reserves to:

- Fund cashflow fluctuations and to provide working capital in cases where funds are paid to us in arrears.
- Fund planned expenditure e.g. maintenance of our premises.
- Invest in the future capability of the organisation.
- Invest in capital items e.g. replacement of IT hardware.
- Fund unexpected expenditure i.e. unplanned building repairs or emergencies.
- Fund shortfalls in income when income does not reach expected levels.

The General Funds are Unrestricted Funds which are available for the above purposes.

They are reviewed regularly by the Board of Trustees and stood at £262,389 on 31st March 2024, which the Trustees regard as adequate.

Review of 2024 & Future Developments

The 2023-2024 financial year has been successful for the Charity. We have further expanded several of our Restricted projects and secured the financial continuation of our longstanding projects that so many of our beneficiaries rely on.

We have achieved a small surplus in Unrestricted funds across the year topping up the Charity's reserves after the impact of historical deficits.

I am especially proud of the vast number of Surrey residents we have helped with the distribution of our Household Support Funds across the year.

Looking forward to 24/25 the landscape is changing for many organisations, fundraising is becoming increasingly difficult and financial pressures are causing unexpected closures in all areas.

It is inevitable that the current sector wide decline in fundraising will affect Surrey Community Action, especially with the pressure on Local Authorities from which much of our funding comes from, however the Charity is in a strong position financially and remains as relevant as ever to the County and its countless beneficiaries.

Structure, Governance and Management

Governing document

Surrey Community Action is an independent registered charity working with communities to strengthen voluntary action. The Memorandum and Articles of Association is the governing document of the charitable company.

An EGM (Extraordinary General Meeting) was held on 25th January 2011 to amend the Memorandum and Articles of Association

Recruitment and appointment of new trustees

The Trustees have powers to make appointments to the Board. These are ratified by a vote of the guarantor members at the Annual General Meeting.

Trustees serve for a three-year period and may be re-elected for a further three year period. The Board meets at least six times a year.

No Trustee has any beneficial interest in the company. All Trustees are members of the company and guarantee to contribute £1 in the event of winding up.

Induction and training of new Trustees

All Trustees receive an induction pack which explains their role, the role of the Board, Charity Commission and Companies Act requirements, background information on previous Board decisions, Board papers, information about all services and are invited to meet other Trustees and staff. They receive a copy of the staff handbook and an explanation of the current funding situation, the Business plan and future developments.

Organisational structure

The Board delegates responsibility for the day-to-day operation of the Charity to the Chief Executive. The delivery of services is organised into the following teams; Communities and Advice & Support.

Risk management

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finance of the charity and are satisfied that systems are in place to mitigate its exposure to these risks. A risk register is reviewed by the Board at its bi-monthly meetings and updated regularly.

The Trustees review the annual budget paying particular attention to the balance between income and expenditure and the amount needed to be retained in reserves. The Board of Trustees maintains a system of financial controls, appropriate to the size and nature of the organisation.

The Trustees liaised with its external Examiners on their recommendations regarding financial controls. The system of financial controls is designed to manage rather than eliminate risk. Thereafter there will be an ongoing process for reviewing financial controls which will also assist in identifying risks and management thereof.

Employee Involvement and Internal Control

Surrey Community Action is an equal opportunities employer and welcomes applications from all sections of the community. Our building and offices offer full disabled access and we also offer a comprehensive programme of training to support employees or volunteers who are new to the sector.

Surrey Community Action has a regular programme of staff meetings and senior staff and Board meet annually to review and plan future developments.

Statement of Trustees Responsibilities

The trustees (who are also the directors of Surrey Community Action for the purposes of company law) are responsible for preparing the Report of the trustees and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing those financial statements, the trustees are 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 continue in business.

The Trustees are responsible for keeping 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 the Companies Act 2006. 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.

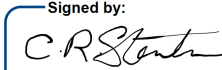
Statement as to Disclosure of Information to Independent Examiners

So far as the trustees are aware, there is no relevant information (as defined by Section 418 of the Companies Act 2006) of which the charitable company’s auditors are unaware, and each trustee has taken all the steps that they ought to have taken as a trustee in order to make them aware of any audit information and to establish that the charitable company’s auditors are aware of that information.

Independent Examination

A resolution agreeing the charity to undertake an Independent Examination was agreed at the July 2024 board meeting.

On Behalf of the Board

Signed by:

 74C6E8B5B204494.....

C Stanton - Chair

20-Dec-2024

Date:

Statement of Financial Activities

(Incorporating the Income and Expenditure Account)

Year Ended 31 March 2024

	Notes	Unrestricted funds £	Restricted funds £	2024 Total funds £	2023 Total funds £
INCOME					
Income from generated funds					
Voluntary income	2	128,912	1,267	130,179	125,079
Activities for generating funds					
Investment income	3	10,742	-	10,742	3,600
Income from charitable activities					
Advice and support	4	87,303	138,380	225,683	212,720
Communities			329,007	329,007	172,022
Other		106,399	-	106,399	75,020
Total income		333,356	468,654	802,010	588,441
EXPENDITURE					
Charitable activities					
Advice and support	5 - 8	269,655	114,632	384,287	383,705
Grant Making		21,250	17,340	38,590	-
Communities			256,828	256,828	150,926
Other		148,996	-	148,996	119,466
Less: Project re-charges		(130,642)	-	(130,642)	(102,992)
Governance costs		4,962	-	4,962	2,910
Total expenditure		314,221	388,800	703,021	554,015
NET INCOME					
before transfers	9	19,135	79,854	98,989	34,426
Transfers between funds					
		-	-	-	-
Net income		19,135	79,854	98,989	34,426
RECONCILIATION OF FUNDS					
Total funds brought forward		243,254	111,866	355,120	320,694
TOTAL FUNDS CARRIED FORWARD		£262,389	£191,720	£454,109	£355,120

Balance Sheet

At 31 March 2024

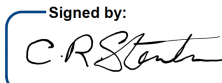
	Notes	2024 £	2023 £
FIXED ASSETS	10 - 11		
Tangible assets		16,758	18,163
Intangibles		6,459	8,469
Investments		1	1
		23,218	26,633
CURRENT ASSETS	12		
Debtors: amounts falling due within one year		75,692	81,195
Cash at bank and in hand		487,205	608,103
		562,897	689,298
CREDITORS	13		
Amounts falling due within one year		(132,006)	(360,811)
		430,891	328,487
NET CURRENT ASSETS			
		430,891	328,487
TOTAL ASSETS LESS CURRENT LIABILITIES	15		
		454,109	355,120
NET ASSETS		454,109	355,120
FUNDS	16-17		
Unrestricted funds		262,389	243,254
Restricted funds		191,720	111,866
		454,109	355,120
TOTAL FUNDS		454,109	355,120

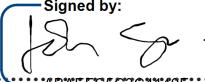
These financial statements have been prepared in accordance with the special provisions of Part 15 of section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and or the preparation of accounts.

The financial statements were approved by the Trustees on the 20-Dec-2024 and were signed on their behalf by:

Signed by: 
74C6E0B5B204494..... C Stanton - Chair

Signed by: 
ABAEFC5C3C4140F..... J Skivington - Trustee

Statement of Cashflow

Year Ended 31 March 2024

	2024 £	2023 £
Reconciliation of Net Movement in Funds to Net Cash Flow from Operating Activities		
Net movement in funds	98,989	34,425
Add back depreciation charge	8,112	7,600
Decrease in debtors	5,503	10,649
(Decrease) increase in creditors	(228,805)	101,701
Net cash used in operating activities	(116,201)	154,375
Cash flows from investing activities		
Purchase of tangible fixed assets	(4,697)	(17,861)
Cash provided by (used in) investing activities	(4,697)	(17,861)
Cash flows from financing activities		
Borrowing	-	-
Repayment of borrowing	-	-
Cash used in financing activities	-	-
Increase (decrease) in cash and cash equivalents in the year	(120,898)	136,514
Cash and cash equivalents at the beginning of the year	608,103	471,589
Total cash and cash equivalents at the end of the year	487,205	608,103

Notes to the Financial Statements

Year Ended 31 March 2024

1. Accounting Policies

Company status

The Charity is a private company limited by guarantee incorporated in the United Kingdom. The members of the company are the Trustees named on page 1. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity. The Charity's registered office is disclosed on page 1 of the financial statements. The functional and presentational currency is £(GBP).

Basis of preparation of financial statements

The financial statements have been prepared in accordance with 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 (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102) and the Companies Act 2006.

The Charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

Income

Voluntary income received by way of donations and gifts to the charity is included in the Statements of Financial Activities when received. Intangible income is not included unless it represents goods or services which would otherwise have been purchased. Gifts in kind are valued and brought in as income as is the appropriate expenditure.

Grants receivable which relate to a specific time period are recognised evenly over the relevant years. Other grants receivable are recognised when the charity becomes entitled to the relevant amounts.

Expenditure

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Liabilities

Liabilities are recognised when Surrey Community Action has an obligation to make a payment to a third party.

Grants payable are recognised when the commitment to pay has been ratified by the appropriate decision making committee. Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Charitable activities

These costs which are in line with the objects of the charity, are grouped as follows:

- Communities** - costs associated with benefitting the inhabitants of various communities primarily in Surrey.
- Grant Making** - costs to provide funding for voluntary and community groups.
- Advice & Support** - costs included are advising communities to organise activities and projects and providing accounting support services to other organisations.
- Other** - these are costs which do not fit into any of the activities above.

Governance costs

Costs include costs associated with Trustees meetings, Independent Examiner's fees, professional and legal fees.

Allocation and apportionment of costs

Support costs are allocated between management, IT, premises and other office running costs according to an estimated usage for each project.

1. Accounting Policies - continued

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	-	Straight line over 5 years
Computer equipment	-	Straight line over 5 years

Capital expenditure is defined as the purchase of an asset which has a life of more than 12 months and a value over £250.

Taxation

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

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals payable under operating leases where substantially all the risks and rewards of ownership remain with the lessor, are charged to the Statement of Financial Activities in the period in which they fall due.

Pension costs

The charity operates a defined contribution pension scheme. Contributions are charged to the Statement of Financial Activities as they become payable.

VAT

The charity is partially exempt for VAT, and any irrecoverable VAT is included with the individual transactions in income and costs.

Current asset investments

Investments in fixed term deposits, which cannot be readily accessed without penalty, are classified as current asset investments

2. Voluntary Income

	2024	2023
	£	£
Gifts in kind	35,362	35,362
Donations	1,267	622
Grants	93,550	89,095
	130,179	125,079

Surrey Community Action leases premises (Astolat) from Surrey County Council at a peppercorn rent, which it occupies and manages as a resource centre, currently for the benefit of 8 other charities and voluntary organisations. For formal reporting purposes the notional rent in relation to space occupied by Surrey Community Action only is shown above as a Gift in kind of £35,362 as part of voluntary income and is included in note 6 as notional expenditure under premises costs.

Grants received, included in the above, are as follows:

	2024	2023
	£	£
Surrey County Council	93,550	89,095

3. Investment Income

	2024 £	2023 £
Deposit account interest	10,742	3,600

4. Income from Charitable Activities

	Grants £	Income from services £	Total 2024 £	Total 2023 £
Advice and support	138,380	87,303	225,683	212,720
Communities	329,007	-	329,007	172,022
Other	-	106,399	106,399	75,020
	467,387	193,702	661,089	459,762

5. Direct Costs of Charitable Activities

	2024 £	2023 £
Staff costs	442,165	378,364
Office costs	63,050	50,323
Travel and meetings	8,307	9,988
	513,522	438,675

Staff costs include the following:

	2024 £	2023 £
Wages and salaries	382,472	329,388
Social security costs	28,009	20,736
Other pension costs	17,351	15,295
Recruitment and temporary staff costs	14,333	12,946
	442,165	378,365

The average number of employees (part-time and full time) during the year was as follows:

	2024	2023
Projects	10	7
Administration	5	7
	15	14

5. Direct Costs of Charitable Activities - continued

One employee was paid more than £60,000 in the year under review (2023: One). Pension costs are allocated in proportion to the related staffing costs in both Unrestricted and Restricted funds.

The key management personnel comprise the Trustees (who received no remuneration for the period), Chief Executive, Head of Finance & Resources, and Head of Communities & Development. The total employee benefits of the 3 key management personnel were £131,507 (prior year: £129,357 – 3 key personnel). The total amount of redundancy for the period was nil (2023: NIL).

Defined pension contribution costs for the period were £17,351 (prior year: £20,099) and were allocated directly to the appropriate activity/fund in both Restricted and Unrestricted funds.

One volunteer was engaged by Surrey Community Action throughout the year.

6. Support Costs and Project Recharges

	Restricted Communities	Restricted Advice & Support	Unrestricted Other	Unrestricted Advice & Support	Governance	Total 2024
	£	£	£	£	£	£
Staff costs	180,385	50,290	-	211,490	-	442,165
Travel & meetings	5,054	376	-	2,877	-	8,307
Office costs	15,076	3,986	11,061	32,927	-	63,050
IT costs	-	-	-	8,210	-	8,210
Communications	3,353	245	-	6,980	-	10,578
Finance costs	-	-	-	1,210	-	1,210
Premises costs	-	-	117,025	812	-	117,837
Depreciation	-	-	2,963	5,149	-	8,112
Grant Payments	17,340	-	21,250	-	-	38,590
Governance	-	-	-	-	4,962	4,962
Management costs	52,960	59,735	17,947	-	-	130,642
Recharges of management costs	-	-	-	(130,642)	-	(130,642)
	274,168	114,632	170,246	139,013	4,962	703,021

7. Governance Costs

	2024	2023
	£	£
Independent Examiners remuneration	4,901	2,711
Legal and professional fees	61	61
Board expenses	-	138
	4,962	2,910

8. Trustees Remuneration and Benefits

No Trustee received remuneration in the period. No Trustee claimed expenses the in year under review (prior year - NIL)

9. Net Income

Net resources are stated after charging:

	2024	2023
	£	£
Independent Examiners remuneration	4,901	2,711
Depreciation - owned assets	8,112	7,599
	13,013	10,310

10. Fixed Assets

	Intangibles £	Fixtures & Fittings £	Computer equipment £	Totals £
COST				
At 1 April 2023	10,051	249,868	66,760	326,679
Additions	-	1,997	2,700	4,697
At 31 March 2024	10,051	251,865	69,460	331,376
DEPRECIATION				
At 1 April 2023	1,582	240,376	58,089	300,047
Charge for year	2,010	3,109	2,993	8,112
At 31 March 2024	3,592	243,485	61,082	308,159
NET BOOK VALUE				
At 31 March 2024	6,459	8,380	8,378	23,217
At 31 March 2023	8,469	9,492	8,671	26,632

11. Fixed Asset Investments

SCA Trading Ltd, a 100% subsidiary of Surrey Community Action, was incorporated in England and Wales on 30th August 2011, and has been dormant in the year ending 31st March 2024 and in the prior year. SCA Trading Ltd has aggregate capital and reserves of £1.

The company has taken exemption from preparing group accounts under the provisions of the Companies Act 2006 as it is subject to the small companies regime.

12. Debtors: amounts falling due within one year

	2024	2023
	£	£
Trade debtors	69,628	61,665
Prepayments and accrued income	6,064	19,530
	75,692	81,195

13. Creditors: amounts falling due within one year

	2024	2023
	£	£
Trade creditors	14,310	16,872
Social security and other taxes	8,054	7,268
VAT	(2,662)	1,553
Other creditors	93,057	153,434
Accruals and deferred income	19,247	181,684
	132,006	360,811

Other creditors includes £34,837 held as part of the distribution of Household Support Funds.

14. Operating Lease Commitments

The total of future minimum lease payments under non-cancellable operating leases for each of the following periods:

	2024	2023
	£	£
Not later than one year	-	13,722
Later than one year and not later than five years	-	2,396
Later than five years	-	-
	-	16,118

15. Analysis of Net Assets Between Funds

	Unrestricted funds	Restricted funds	2024 Total funds	2023 Total funds
	£	£	£	£
Fixed assets	23,217	-	23,217	26,632
Investments	1	-	1	1
Current assets	310,620	252,277	562,897	689,298
Current liabilities	(71,449)	(60,557)	(132,006)	(360,811)
	262,389	191,720	454,109	355,120

16. Movement in Funds

	At 1st April 2023 £	Incoming Resources £	Resources Expended £	Transfers Between Funds £	At 31st March 2024 £
Unrestricted Funds					
General Fund	243,254	333,356	(314,221)	-	262,389
Total Unrestricted Funds	243,254	333,356	(314,221)	-	262,389
Restricted Funds					
Advice & Support					
Village & Community Halls Advisory Service	9,159	18,304	(17,148)	-	10,315
Rural Housing	2,889	36,845	(27,989)	-	11,745
Community Led Housing	41,461	-	(8,000)	-	33,461
Advice on the Run	8,405	-	-	-	8,405
Rural Community Action Network	-	38,735	(38,735)	-	-
Homes For Farnham	1,402	-	(216)	-	1,184
Research Ready Surrey	-	44,496	(22,544)	-	21,952
Total Communities	63,316	138,380	(114,632)	-	87,062
Communities					
Asylum Seekers	397	30,151	(29,514)	-	1,034
COVID Champions	3,611	32,500	(22,758)	-	13,353
Rural Transport Car Schemes	18,497	45,213	(41,566)	-	22,144
Gypsy & Traveller Support Worker	3,435	40,913	(31,859)	-	12,489
GRT Kingston	14,300	36,000	(20,881)	-	29,419
GRT Literacy	8,313	49,900	(47,787)	-	10,426
Warmth Matters	(1)	78,257	(62,463)	-	15,793
Sparks Grant	-	17,340	(17,340)	-	-
Total Communities	48,550	330,274	(274,168)	-	104,658
Total Restricted Funds	111,866	468,654	(388,800)	-	191,720
TOTAL FUNDS	355,120	802,010	(703,021)	-	454,109

17. Purpose of Funds

Unrestricted Funds

General Fund

Purpose

Administration & management of SCA's operations, services, advocacy projects and other General Unrestricted function, including the management and maintenance of a large office building sublet to other VCFS organisations

Restricted Funds

Advice & Support

Village & Community Halls Advisory Service

Rural Housing

Community Led Housing

Advice on the Run

Rural Community Action Network

Homes for Farnham

Research Ready Surrey

Advice & Support service for local community buildings

Development of rural affordable housing

Support for local community housing initiatives

Advisory to vulnerable people on financial issues

Strategic and developmental support to benefit rural communities.

Holding & Distributing Funds on Behalf of a Local Community Housing Project

Building community connections in Health and Care Research

Communities

Asylum Seekers

Covid Champions

Rural Transport Car Schemes

GRT Support Worker

GRT Kingston

GRT Literacy

Warmth Matters

Sparks Grant

Support to Asylum Seekers and local authorities

Engaging local volunteers "Champions" to support COVID recovery

Support and development of voluntary car schemes

Advice and support to individuals regarding housing, employment and benefits.

Advice and support to individuals within the GRT community, specifically focused on the Kingston area.

Advice and support to individuals within the GRT community, specifically focusing on literacy & education

Alleviation of fuel poverty

Grant scheme funding small charities & community led initiatives in Woking

Independent Examiners Report to the Members of Surrey Community Action

I report to the Charity Trustees on my examination of the accounts of the Charity for the year ended 31 March 2024.

Responsibilities and basis of report

As the Charity's Trustees of the Company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Charity 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 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 Company'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 Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I can 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 accounts do not accord with those records; or
3. the accounts 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 accounts 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.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

Signed:  Dated: 20-Dec-2024

Janice Matthews FCA

Independent Examiner
Menzies LLP
Magna House
18-32 London Road
Staines-Upon-Thames
TW18 4BP

Detailed Statement of Financial Activities for the Year Ended 31 March 2024

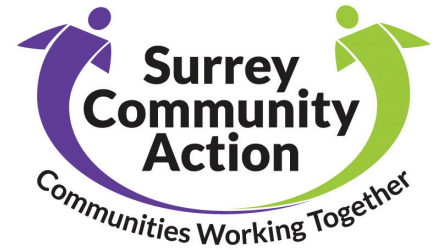
	2024	2023
	£	£
INCOMING RESOURCES		
Voluntary income		
Gifts in kind	35,362	35,362
Donations	1,267	622
Grants	93,550	89,095
	130,179	125,079
Investment income		
Deposit account interest	10,742	3,600
Incoming resources from charitable activities		
Grants	467,387	312,695
Income from services provided	193,702	147,067
	661,089	459,762
Total	802,010	588,441
RESOURCES EXPENDED		
Charitable activities		
Staff costs	442,165	378,364
Office costs	63,050	50,323
Travel and meetings	8,307	9,988
Grants to institutions	38,590	-
	552,112	438,675
Governance costs		
Independent Examiners remuneration	4,901	2,711
Legal and professional fees	-	61
Board expenses	61	138
	4,962	2,910
Support costs		
Management costs	130,642	102,992
IT costs	8,210	7,497
Premises costs	117,837	88,923
Office costs	19,900	16,010
Project re-charges	(130,642)	(102,992)
	145,947	112,430
Total	703,021	554,015
Net income	98,989	34,426

This page does not form part of the statutory financial statements

SURREY COMMUNITY ACTION

England & Wales - Charity number 1056527

Accounts



Surrey Community Action

Report of the Trustees and Financial Statements

Year Ended 31 March 2023

**Surrey Community Action
Astolat, Coniers Way
Burpham, Guildford
Surrey GU4 7HL**

Tel: 01483 566072

Email: info@surreyca.org.uk

www.surreyca.org.uk

Reference and Administrative Details

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued July 2014.

Registered Company number	03203003 (England and Wales)
Registered Charity number	1056527
Registered office	Astolat, Coniers Way, New Inn Lane, Burpham, Guildford, Surrey, GU4 7HL
Independent Examiners	Menzies LLP, Magna House, 18-32 London Road, Staines-Upon-Thames, TW18 4BP
Solicitors	Morrison Solicitors, Clarendon House, Clarendon Road, Redhill, Surrey, RH1 1FB
Bankers	CAF Bank Ltd, 25 Kings Hill, West Malling, Kent ME19 4JQ
President	Lord Lieutenant Michael More-Molyneux

Directors and Trustees

The Directors of the charitable company (the charity) are its trustees for the purpose of charity law and throughout this report referred to as the trustees. The trustees serving during the year and since are as follows;

Chris Stanton –	Chair	Company Secretary	George Shackleton
Keith McPherson –	Treasurer	Principal Officers	Jason Gaskell
Michael Cannon			Chief Executive
Roger Taylor			Charlotte Morrison
Jan Rogers			Head of Communities and Development
John Skivington			George Shackleton
Alison Keeley			Head of Finance



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Chairman's Statement

On behalf of the Board of Trustees I am delighted to welcome you to Surrey Community Action's Annual Report for 2022-23. I chaired my first Surrey Community Action Board meeting on 29 March 2023, following the decision of my predecessor Keith McPherson to step down, having steered the Board through the challenging years of Covid lockdowns and Zoom meetings.

Before he stepped down as Chair, Keith laid the ground for a strategic review of the services we provide to local communities and partner organisations. In this respect I am glad that Keith continues to serve the Board as a trustee, and Surrey Community Action's treasurer.

Early in 2022-23, a new era of international uncertainty began with the start of the war in Ukraine, while closer to home the summer and autumn were dominated by the departure of two Prime Ministers and the passing of the monarchy from the late Queen to King Charles III.

Throughout 2022-23 we continued to work closely with Surrey County Council, as we have done for over 70 years, to deliver a mixture of financial and practical support to Voluntary, Community and Faith Sector (VCFS) organisations. Following years of public sector cuts to services, our leadership role in communities across Surrey continues to become increasingly vital – after Covid and during the cost of living crisis, the role of voluntary organisations has been even more critical in supporting the most vulnerable.

Of course, our trustees are volunteers too and we were sorry to lose Elliot Kortenaar from the Board in December 2022, especially having attracted three new trustees just a few

months earlier. The issue of trustee recruitment, development and retention was already a concern and will continue to be a priority for the Board as the fall-out from local, national or even international events demands ever-diverse skills sets and blends of experience, knowledge and wisdom to ensure that the organisation can overcome any adversity and uncertainty.

As our CEO Jason Gaskell explains in his report, Surrey County Council commissioned a Snapshot of Rural Surrey Survey to explore the many social challenges faced by our rural communities (which are supported by our Rural Housing Enabler, Good Neighbour Scheme Co-ordinator and Community Buildings Administrator). As a life-long resident of Surrey with extensive personal and professional knowledge of our county's wonderful countryside, I will continue to use my role to advocate on behalf of communities where – increasingly – poverty exists alongside affluence. This problem was highlighted in the Snapshot of Rural Surrey Report which was published as 2022-23 closed. It will, I hope, lead to a renewed focus on the special nature and importance of Surrey's rural economy.

For whatever support you are giving to Surrey Community Action now - or might be able to provide in future as staff, trustees or partners - please accept my thanks on behalf of the Board. It is people like you who make a difference in shaping and sustaining our communities.

Chris Stanton

Chairman



Following years of public sector cuts to services, our leadership role in communities across Surrey continues to become increasingly vital – after Covid and during the cost of living crisis, the role of voluntary organisations has been even more critical in supporting the most vulnerable”.

Chief Executive's Report



2022-2023 was yet another challenging year for our sector, in which we have been in a “permacrisis” mode with the legacy of Covid, new inflationary pressures, recruitment challenges, the climate crisis, increasingly unaffordable housing pressures, NHS crisis and a polarised political and social environment all contributing to fatigue across the piste. With this in mind, we have been able to do our part to ease the burden on others while successfully navigating our own challenges. Our support has included our “business-as-usual” housing support, village halls support, voluntary car scheme advice, payroll, and all the other valuable services we offer, but in addition, 2022-2023 saw us venturing into some new avenues of work that allowed us to apply our expertise and skills in new areas, specifically the development of a new Asylum Seeker Community Development project in which we supported, and will continue to support, asylum seeking residents of hotels in Surrey to link with other partners keen to offer help and support.

Health and care work remained an integral part of what we do. We helped set up the new Surrey VCSE Alliance, a structure that will prove invaluable to link health and care statutory partners with their voluntary sector peers and should lead to better relationships between sectors and ultimately better support to Surrey residents.

Our strategic effort to advocate, represent and increase understanding was bolstered by two important pieces of research: The impact of the cost-of-living crisis on Surrey charities and community groups, and a Snapshot

of Rural Surrey, commissioned by Surrey County Council, and delivered by us as part of Cirican, the rural research consultant. Both were used extensively to help decision makers understand our sector, and rural Surrey better. The former also formed the backbone to Surrey Community Action’s very popular and well received annual conference, our Charity Mash-Up, the first face to face one in several years. Over 100 people came to discuss common issues across the sector, in particular the cost-of living crisis.

Whilst it is unfortunate that it is needed, we were able to distribute thousands of pounds to individuals in need, mainly those experiencing fuel poverty, via the Household Support Fund – a service that continued beyond the year.

Finally, I am very pleased to say that a review of infrastructure services commissioned by Surrey County Council concluded that the infrastructure sub-sector, of which we are part, remained excellent value for money for our main commissioner and delivered vital support and services to the wider voluntary sector, an achievement of which we can be rightly proud.

None of the above could have been possible without our amazing team of staff and trustees. As ever, I thank them for their enduring help and support.

Jason Gaskell

Chief Executive



A review of infrastructure services commissioned by Surrey County Council concluded that the infrastructure sub-sector, of which we are part, remained excellent value for money...and delivered vital support and services to the wider voluntary sector, an achievement of which we can be rightly proud.”

Objectives and Aims

The objectives of the charity were revised in 2005 to read:

- The promotion of any charitable purpose primarily for the benefit of the inhabitants of the County of Surrey and such other charitable work in other geographical areas within the United Kingdom which assist the work of the statutory and voluntary organisations engaged in advancing education, furthering health, relieving poverty, distress or sickness, promoting equality and diversity, improving skills or any other charitable purpose.
- To promote and organise co-operation in the achievement of the charitable purpose by working with charities, authorities and organisations.

These objectives were clarified and updated in the strategic plan adopted by the Board in 2014, which identified 6 key strategic objectives for the organisation:

- 1 **Advocacy and Representation** - we will be advocates on behalf of the VCFS in Surrey, ensuring that statutory bodies, private sector organisations, and other stakeholders understand the value of the VCFS and how it can support them to meet their objectives.
- 2 **Knowledge and Understanding** - we will be a focal point for knowledge and understanding of the VCFS in Surrey, being able to collate, analyse, personalise and disseminate the information necessary for VCFS organisations to thrive in a challenging environment.
- 3 **Projects and Innovation** - we will use our knowledge and understanding to inform new projects designed to meet new and emerging needs, or to fill needs that are not adequately met elsewhere.
- 4 **Services** - we will provide services, predominantly but not exclusively, to Surrey's VCFS, that they can use to increase their effectiveness.
- 5 **Financial Sustainability** - we will be a financially sustainable organisation, managing costs effectively and increasing funds to support our mission.
- 6 **Management** - we will be a professional and well-managed organisation, with effective governance systems and processes, supporting a skilled and enthusiastic team of staff and volunteers, supporting a growing membership, and demonstrating appropriate use of the resources entrusted to us.



Surrey Community Action offers a comprehensive range of activities which will benefit voluntary, community groups, primarily in Surrey, and intends that these groups will use this acquired knowledge/support to better pursue their charitable aims/enhance the services they provide to their clients.”

Achievements & Performance

Enabling Rural Housing

While the difficulty of finding an affordable home in towns and cities is well-documented, it's becoming impossible for young families and single people to put down roots in Surrey's rural villages and market towns. The unaffordability crisis in rural areas is putting local shops, pubs and schools at risk of closure while ageing populations place additional pressure on small communities. Rural homelessness is a rising problem too.

Surrey Community Action's Rural Housing Enabler works to assess the level of need for affordable housing in rural villages and consults with the local community to identify suitable land where homes can be built for local people in Mole Valley, Tandridge, Guildford and Waverley. These homes are usually developed as Rural Exception Schemes meaning that the homes remain in perpetuity for local people, often providing a mix of rented and shared owner homes so that communities remain mixed and sustainable.

Our new Rural Housing Enabler has been developing relationships with other important players who work in rural housing in Surrey and learning about the possibilities of using church land for affordable housing.

Work also commenced on two desktop housing needs surveys for Bramley and Wonersh parishes.

Community Led Housing

Our Community Led Housing project promotes and supports new ways of providing affordable housing in Surrey developed by local people for local people. We explain how community led housing can work and help interested people form groups, develop their ideas, engage their communities and navigate every step of the development process. We hope to develop this project should further funding become available.

Community Buildings Support

Village halls and community centres are at the heart of Surrey's communities. They are valuable community assets which provide a focus for community activity and often house a range of services such as playgroups, activities for older people and shops. Surrey Community Action supports the committee members, volunteers and paid staff who manage these buildings with tailored one to one advice on constitutional matters, health and safety, business planning and funding for capital projects as well as a number of other issues.

This year our Community Buildings Administrator dealt with 521 queries and delivered training courses on safeguarding and GDPR. We also hosted a Going Green conference in September to help community buildings managers to improve the sustainability of their venues and reduce running costs.

We also administered the Community Buildings Covid Recovery Grant Fund during this financial year with a total of £34,417.48 awarded to 20 different projects. Awards ranged from £650 to £2,000 for improvements as diverse as kitchen upgrades to new sound systems. We also helped halls to apply for ACRE's Platinum Jubilee Village Halls Fund.



On behalf of Seale Village Hall, I am very grateful for this kind gesture from the Covid Recovery Grant Fund. Thank you for thinking of us and our kitchen project. Many thanks for this great news which will go a long way to helping Seale Village Hall with its long-awaited kitchen refurbishment."

Voluntary Car and Good Neighbour Schemes

Voluntary Car Schemes and Good Neighbour Schemes provide transport for isolated or elderly people to GP and hospital appointments, to local shops and hairdressers', as well as offering home support to enable people to remain physically and mentally well and independent. There are some 100 schemes across Surrey, almost 80 of which are supported by Surrey Community Action's Voluntary Car Scheme Adviser.

This support is a key element in making a difference to community needs locally. The service ensures that vulnerable, isolated and elderly residents of Surrey are helped to sustain or improve their quality of life. Our Adviser strengthens and maintains the capacity of the local groups who provide this support.

Surrey Community Action helps to develop new schemes and provides on-going advice and support to existing schemes as well as DBS checks for volunteers. This year, our Voluntary Car Scheme Adviser has been working to establish a new scheme in The Ashes and has responded to over 1200 enquiries. We've also provided schemes with equipment and accessories such as car canes, lanyards, hi-vi vests and Driver on Duty discs which allow volunteers to park free of charge when accompanying a client to a hospital appointment.

Gypsy and Traveller Support

Working in multi-agency partnerships to help communities with housing and financial issues, our Community Development Workers have supported almost 300 families and individuals across Surrey and Kingston upon Thames with a multitude of issues including school exclusion, debt, health and well-being and employment. Families facing eviction, homelessness and poverty value the support and advice which enables them to stay in their homes and receive the benefits to which they are entitled. Personalised support plans, signposting and liaison with other agencies are all part of the service, and this year included working with health partners to boost Covid vaccination take-up and hosting school assemblies to help increase understanding of Gypsy, Roma and Traveller culture and heritage.

This year our Skills Impact project delivered over 400 hours of training to help adults from the Gypsy, Roma and Traveller community aged 18 and over to improve their literacy and numeracy skills.

Our personal tutoring is provided at a time and place to suit the learner and includes SPAG (Spelling, Punctuation and Grammar), the driving theory test, reading, form filling, digital literacy, budgeting and supporting parents to teach their children. Tutoring is not only giving students the skills for everyday life but also helping with loneliness, access to services, building confidence and self-esteem.



Just an email to say thank you! Your help, support and knowledge has been invaluable to me! The service you provide to us and the GRT community is unmatched, and I wish there were more of you so we could help even more of the community. I know how busy you are, but you always answer any questions I have and are always there to support any of the families I work with as best you can. Thank you so much for all that you are doing."

Professional working within the GRT community

Warmth Matters

Over 1200 families living in, or at risk of, fuel poverty were given advice and information to help them save money on their fuel bills by our Warmth Matters Advice and Guidance Officer this year. The Cost of Living crisis is increasing the number of people at risk of fuel poverty as a result of high fuel prices, the pressure of inflation on incomes and large fuel bills due to energy inefficient homes. The people we support may be unemployed, living in more rural communities, disabled or older, digitally excluded or unable to speak English or cannot read or write.

As well as providing people with practical tips on how to keep their homes warm even on a tight budget, we also helped people to find support for debt and housing problems due to fuel poverty and helped older people to better understand the benefits of smart meters. Where people require more specialist help, we provide a signposting service to other sources of support.

Our service has prevented people from spiralling further into poverty and debt and helped people to budget better and save money on energy bills. Last year, the project helped people in Surrey to collectively save almost £50,000.

Community Champions

A Community Champion is a local volunteer who helps residents in their community to stay up to date with the latest advice about Covid and other health matters, wellbeing and sources of financial support.

This year, our new Community Champions project recruited volunteer champions in marginalised communities, to share reliable health information and feedback problems and concerns to local councils and health authorities.

Our Community Champions Co-ordinator shared 750 briefing papers with the Surrey Community Champions Network, who in turn shared this information with approximately 200 people per quarter. Our Co-ordinator also made connections with organisations, charities and faith groups across Surrey and provided training on mental health, elder abuse, GRT awareness and opportunities to Make Every Contact Count.

Business Services

Surrey Community Action offers a wide range of business services to charities, voluntary groups and to small local businesses including payroll support, meeting room hire, DBS checks and research.

The number of visitors to Astolat (which hosts ten charities and not for profit organisations) each year has increased this year, with 1,080 visitors to the building. Our DBS service has also seen an uplift with 167 checks carried out during the year. Our payroll service is now contracted to provide outsourced payroll support to 39 organisations.

Recognising that some organisations have made the switch to remote working, we have seen additional users to our virtual correspondence address service to help charity leaders to protect their privacy when running a charity or community organisation from home.



West Horsley Village Hall has been using Surrey Community Action's payroll service for several years now. Having only one employee, it is a huge relief to have an expert team on hand to provide the necessary monthly and annual paperwork, all at a sensible cost. They are also always available - and very responsive - when queries occasionally crop up. We are really pleased to be using the service and are very happy to recommend the Surrey Community Action payroll service to anyone who may be thinking about signing up."

Manager, West Horsley Village Hall

Funding

We continue to seek funds from a variety of sources in line with our funding strategy. As well as on-going funding from many of our long-term funders in 2022/23, we received new funding from Surrey County Council for a Gypsy, Roma & Traveller (GRT) Math's Multiply project with the DfE (Department for Education). We were also funded by Surrey County Council and Community Foundation Surrey for an Asylum Seeker project.

Working in partnership with Volunteer Woking we oversaw the Woking SPARKS fund for the wards of Canalside and Goldsworth Park. We also continued in our role as a distributor of the Household Support Fund for Age UK and Surrey County Council. Surrey Community Action is a founding partner of the rural consultancy Cirican. Through Cirican, we were contracted to deliver some paid research on rural Surrey.

We continue to build relationships with local and national funders, Council leaders and local businesses in order to promote everything we do to serve communities in need across Surrey. If you would like to find out more about our work, or how your funding could help us run new services or extend existing services, please get in touch.

Sector Support

While Covid was no longer front-page news in 2022-2023, its impact continued to be felt and, along with war in Ukraine led to a cost of living crisis that continues to hurt individuals, communities and charities across Surrey and beyond. Our services to support the voluntary sector remained even more important. We sat on the Surrey Cost of Living Partnership Group, feeding in the results of our research into the impact on our sector, and were instrumental in shaping local authority response.

Health and care integration has continued at a brisk pace. We were founder members of the Surrey VCSE Alliance, and have remained an integral part of the Alliance Leadership Group, helping charities and community groups navigate a rapidly evolving health and care system, and making sure local authorities and NHS colleagues understand and work effectively with our sector.

We continued to lead the Surrey Charities Forum during 2022-2023, bringing together organisations in the third and public sectors to discuss common issues and plan collective responses. This year we also established a peer-to-peer group for marketing professionals within Surrey's third sector. Talking Shop meets every other month to discuss relevant topics, network, problem share and benefit from training opportunities.

In 2022-2023, Surrey County Council commissioned a review into Surrey's infrastructure charities, including Surrey Community Action. We were delighted at the outcome; confirming the quality of services we offer to our sector, and the cost effectiveness to our funders, reaffirming that we improve the lives of our voluntary sector partners.

Our annual conference, the Charity Mash-Up, focussed on Covid recovery and was attended by over 120 people with excellent feedback. A bustling marketplace formed a backdrop to workshops ranging from charity finance to marketing, and a panel session with local and national leaders discussing the post-Covid world.

We finished 2022-2023 with an excellent piece of research, creating a snapshot of rural Surrey that combined census data and original research to better understand the issues facing rural Surrey, ranging from transport, to services, to house prices, and more. This research will help guide activities to improve services and the lives of rural Surrey residents.



The cost of living crisis continues to hurt individuals, communities and charities across Surrey and beyond. Our services to support the voluntary sector remained even more important. We sat on the Surrey Cost of Living Partnership Group, feeding in the results of our research into the impact on our sector, and were instrumental in shaping local authority response."

Funders and Partners

ACRE

Community Foundation for Surrey

DEFRA

Dorking Foodbank

English Rural Housing Association

Good Company Surrey

Guildford Borough Council

Mole Valley District Council

National Lottery Community Fund

NHS Surrey Heartlands

North Guildford Foodbank

Scottish & Southern Electricity Networks (SSEN)

Surrey County Council

Tandridge District Council

The Royal Borough of Kingston Upon Thames

UK Centre for Sustainability

Waverley Borough Council



Financial Review

The total income for both Unrestricted and Restricted funds for the year amounted to £588,441 (2022: £539,654) with expenditure of £554,015 (2022: £515,046). This resulted in net surplus of £34,426 of which £20,594 came from Restricted Funds. The remaining amount of £13,832 (2022: £18,448) net surplus was from Unrestricted General Funds.

Surrey Community Action Funds now total £355,120 (2022: £320,694), of which £243,254 (2022: £229,422) represents Unrestricted Funds and £111,866 represents Restricted Funds (after transfers). Restricted Funds and income are only available for the specific projects and purposes as determined by the funders.

Investment Policy and Returns

The assets of a charity must be invested in accordance with the governing instrument and the Trustee Act 2000.

The overall objectives are to create sufficient income to enable the charity to carry out its purposes consistently year by year with due and proper consideration for future needs and the maintenance of the value of the invested funds while they are retained.

The foregoing policy and arrangements will be reviewed regularly by the Trustees in the following way; the Surrey Community Action treasurer reviews the investments and their performance every 3 months and if necessary, seeks advice before presenting any recommendations for change to investments to the Trustees. An investment report is presented to the Board every 6 months.

Reserves Policy

Surrey Community Action holds reserves to:

- Fund cashflow fluctuations and to provide working capital in cases where funds are paid to us in arrears.
- Fund planned expenditure e.g. maintenance of our premises.
- Invest in the future capability of the organisation.
- Invest in capital items e.g. replacement of IT hardware.
- Fund unexpected expenditure i.e. unplanned building repairs or emergencies.
- Fund shortfalls in income when income does not reach expected levels.

The General Funds are Unrestricted Funds which are available for the above purposes.

They are reviewed regularly by the Board of Trustees and stood at £243,254 on 31st March 2023, which the Trustees regard as adequate.

Review of 2023 & Future Developments

The 2022-23 financial year brought about many economic challenges for both the sector and Surrey Community Action, with extraordinary increases to fuel costs and the impact of the cost-of-living crisis in general.

Despite this we were able to continue our recent success of generating a small annual Unrestricted surplus for the Charity to bolster our reserves for future periods.

All of our Restricted funds have ended the year within budget and with the funding and reserves to secure their continued operation.

The upcoming financial year (2023-24) looks to be a year of expansion for the Charity with plans to scale existing projects and the addition of new projects in the pipeline.

Structure, Governance and Management

Governing document

Surrey Community Action is an independent registered charity working with communities to strengthen voluntary action. The Memorandum and Articles of Association is the governing document of the charitable company.

An EGM (Extraordinary General Meeting) was held on 25th January 2011 to amend the Memorandum and Articles of Association

Recruitment and appointment of new trustees

The Trustees have powers to make appointments to the Board. These are ratified by a vote of the guarantor members at the Annual General Meeting.

Trustees serve for a three-year period and may be re-elected for a further three year period. The Board meets at least six times a year.

No Trustee has any beneficial interest in the company. All Trustees are members of the company and guarantee to contribute £1 in the event of winding up.

Induction and training of new Trustees

All Trustees receive an induction pack which explains their role, the role of the Board, Charity Commission and Companies Act requirements, background information on previous Board decisions, Board papers, information about all services and are invited to meet other Trustees and staff. They receive a copy of the staff handbook and an explanation of the current funding situation, the Business plan and future developments.

Organisational structure

The Board delegates responsibility for the day-to-day operation of the Charity to the Chief Executive. The delivery of services is organised into the following teams; Communities and Advice & Support.

Risk management

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finance of the charity and are satisfied that systems are in place to mitigate its exposure to these risks. A risk register is reviewed by the Board at its bi-monthly meetings and updated regularly.

The Trustees review the annual budget paying particular attention to the balance between income and expenditure and the amount needed to be retained in reserves. The Board of Trustees maintains a system of financial controls, appropriate to the size and nature of the organisation.

The Trustees liaised with its external Examiners on their recommendations regarding financial controls. The system of financial controls is designed to manage rather than eliminate risk. Thereafter there will be an ongoing process for reviewing financial controls which will also assist in identifying risks and management thereof.

Employee Involvement and Internal Control

Surrey Community Action is an equal opportunities employer and welcomes applications from all sections of the community. Our building and offices offer full disabled access and we also offer a comprehensive programme of training to support employees or volunteers who are new to the sector.

Surrey Community Action has a regular programme of staff meetings and senior staff and Board meet annually to review and plan future developments.

Statement of Trustees Responsibilities

The trustees (who are also the directors of Surrey Community Action for the purposes of company law) are responsible for preparing the Report of the trustees and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing those financial statements, the trustees are 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 continue in business.

The Trustees are responsible for keeping 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 the Companies Act 2006. 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.

Independent Examination

A resolution agreeing the charity to undertake an Independent Examination was agreed at the July 2023 board meeting.

On Behalf of the Board

DocuSigned by:

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C Stanton - Chair

20-Dec-2023
Date:

Statement of Financial Activities

(Incorporating the Income and Expenditure Account)

Year Ended 31 March 2023

	Notes	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
INCOME					
<i>Income from generated funds</i>					
Voluntary income	2	124,567	512	125,079	120,316
<i>Activities for generating funds</i>					
Investment income	3	3,600	-	3,600	65
<i>Income from charitable activities</i>					
Advice and support Communities	4	72,047	140,673	212,720	235,881
Other		75,020	-	75,020	74,930
Total income		275,234	313,207	588,441	539,654
EXPENDITURE					
<i>Charitable activities</i>					
Advice and support Communities	5 - 8	242,018	141,687	383,705	391,064
Other		-	150,926	150,926	94,534
Other		119,466	-	119,466	110,339
Less: Project re-charges		(102,992)	-	(102,992)	(84,782)
Governance costs		2,910	-	2,910	3,891
Total expenditure		261,402	292,613	554,015	515,046
NET INCOME					
before transfers	9	13,832	20,594	34,426	24,608
<i>Transfers between funds</i>					
		-	-	-	-
Net income		13,832	20,594	34,426	24,608
RECONCILIATION OF FUNDS					
Total funds brought forward		229,422	91,272	320,694	296,086
TOTAL FUNDS CARRIED FORWARD		£243,254	£111,866	£355,120	£320,694

Balance Sheet

At 31 March 2023

	Notes	2023 £	2022 £
FIXED ASSETS	10 - 11		
Tangible assets		18,163	16,370
Intangibles		8,469	-
Investments		1	1
		26,633	16,371
CURRENT ASSETS	12		
Debtors: amounts falling due within one year		81,195	91,844
Cash at bank and in hand		608,103	471,589
		689,298	563,433
CREDITORS	13		
Amounts falling due within one year		(360,811)	(259,110)
		328,487	304,323
NET CURRENT ASSETS			
		355,120	320,694
TOTAL ASSETS LESS CURRENT LIABILITIES	15		
		355,120	320,694
NET ASSETS		355,120	320,694
FUNDS	16-17		
Unrestricted funds		243,254	229,422
Restricted funds		111,866	91,272
		355,120	320,694
TOTAL FUNDS		355,120	320,694

These financial statements have been prepared in accordance with the special provisions of Part 15 of section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and or the preparation of accounts.

The financial statements were approved by the Trustees on the 20-Dec-2023 and were signed on their behalf by:

DocuSigned by:

C. R. Stanton

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C Stanton – Chair

DocuSigned by:

John Skivington

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J Skivington - Trustee

Statement of Cashflow

Year Ended 31 March 2023

	2023 £	2022 £
Reconciliation of Net Movement in Funds to Net Cash Flow from Operating Activities		
Net movement in funds	34,426	24,608
Add back depreciation charge	7,600	5,292
Decrease (increase) in debtors	10,649	(47,729)
Increase (decrease) in creditors	101,701	112,345
Net cash generated by operating activities	154,375	94,516
Cash flows from investing activities		
Purchase of tangible fixed assets	(17,862)	(11,657)
Cash (used in) investing activities	(17,862)	(11,657)
Cash flows from financing activities		
Borrowing	-	-
Repayment of borrowing	-	-
Cash used in financing activities	-	-
Increase in cash and cash equivalents in the year	136,514	82,859
Cash and cash equivalents at the beginning of the year	471,589	388,730
Total cash and cash equivalents at the end of the year	608,103	471,589

Notes to the Financial Statements

Year Ended 31 March 2023

1. Accounting Policies

Company status

The Charity is a private company limited by guarantee incorporated in the United Kingdom. The members of the company are the Trustees named on page 1. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity. The Charity's registered office is disclosed on page 1 of the financial statements. The functional and presentational currency is £(GBP).

Basis of preparation of financial statements

The financial statements have been prepared in accordance with 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 (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102) and the Companies Act 2006.

The Charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

Income

Voluntary income received by way of donations and gifts to the charity is included in the Statements of Financial Activities when received. Intangible income is not included unless it represents goods or services which would otherwise have been purchased. Gifts in kind are valued and brought in as income as is the appropriate expenditure.

Grants receivable which relate to a specific time period are recognised evenly over the relevant years. Other grants receivable are recognised when the charity becomes entitled to the relevant amounts.

Expenditure

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Liabilities

Liabilities are recognised when Surrey Community Action has an obligation to make a payment to a third party.

Grants payable are recognised when the commitment to pay has been ratified by the appropriate decision making committee.

Charitable activities

These costs which are in line with the objects of the charity, are grouped as follows:

- | | | |
|-----------------------------|---|---|
| Communities | - | costs associated with benefitting the inhabitants of various communities primarily in Surrey. |
| Grant Making | - | costs to provide funding for voluntary and community groups. |
| Advice & Support | - | costs included are advising communities to organise activities and projects and providing accounting support services to other organisations. |
| Other | - | these are costs which do not fit into any of the activities above. |

Governance costs

Costs include costs associated with Trustees meetings, Independent Examiner's fees, professional and legal fees.

Allocation and apportionment of costs

Support costs are allocated between management, IT, premises and other office running costs according to an estimated usage for each project.

1. Accounting Policies - continued

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	Straight line over 5 years
Intangibles	Straight line over 5 years
Computer Equipment	Straight line over 5 years

Capital expenditure is defined as the purchase of an asset which has a life of more than 12 months and a value over £250.

Taxation

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

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals payable under operating leases where substantially all the risks and rewards of ownership remain with the lessor, are charged to the Statement of Financial Activities in the period in which they fall due.

Pension costs

The charity operates a defined contribution pension scheme. Contributions are charged to the Statement of Financial Activities as they become payable.

VAT

The charity is partially exempt for VAT, and any irrecoverable VAT is included with the individual transactions in income and costs.

Current asset investments

Investments in fixed term deposits, which cannot be readily accessed without penalty, are classified as current asset investments

2. Voluntary Income

	2023	2022
	£	£
Gifts in kind	35,362	35,362
Donations	622	(1,546)
Grants	89,095	86,500
	125,079	120,316

Surrey Community Action leases premises (Astolat) from Surrey County Council at a peppercorn rent, which it occupies and manages as a resource centre, currently for the benefit of 8 other charities and voluntary organisations. For formal reporting purposes the notional rent in relation to space occupied by Surrey Community Action only is shown above as a Gift in kind of £35,362 as part of voluntary income and is included in note 6 as notional expenditure under premises costs.

Grants received, included in the above, are as follows:

	2023	2022
	£	£
Surrey County Council	89,095	86,500

3. Investment Income

	2023 £	2022 £
Deposit account interest	3,600	65

4. Income from Charitable Activities

	Restricted Grants £	Unrestricted Income from services £	Total 2023 £	Total 2022 £
Advice and support	140,673	72,047	212,720	235,881
Communities	172,022	-	172,022	108,462
Other	-	75,020	75,020	74,930
	312,695	147,067	459,762	419,273

5. Direct Costs of Charitable Activities

	2023 £	2022 £
Staff costs	378,364	356,015
Office costs	50,323	48,327
Travel and meetings	9,988	6,339
	438,675	410,681

Staff costs include the following:

	2023 £	2022 £
Wages and salaries	329,388	310,223
Social security costs	20,736	26,585
Other pension costs	15,295	15,212
Recruitment and temporary staff costs	12,946	3,995
	378,365	356,015

The average number of employees (part-time and full time) during the year was as follows:

	2023	2022
Projects	7	7
Administration	7	7
	14	14

5. Direct Costs of Charitable Activities - continued

One employee was paid more than £60,000 (banding: £60-70K) in the year under review (2022: NIL). Pension costs are allocated in proportion to the related staffing costs in both Unrestricted and Restricted funds.

The key management personnel comprise the Trustees (who received no remuneration for the period), Chief Executive, Head of Finance & Resources, and Head of Communities & Development. The total employee benefits of the 3 key management personnel were £129,357 (prior year: £126,174 – 3 key personnel). The total amount of redundancy for the period was nil (2022: NIL).

Defined pension contribution costs for the period were £20,099 (prior year: £16,172) and were allocated directly to the appropriate activity/fund in both Restricted and Unrestricted funds.

No volunteers were engaged by Surrey Community Action throughout the year.

6. Support Costs and Project Recharges

	Restricted Communities	Restricted Advice & Support	Unrestricted Other	Unrestricted Advice & Support	Governance	Total 2023
	£	£	£	£	£	£
Staff costs	108,759	76,044	-	193,561	-	378,364
Travel & meetings	4,708	3,175	-	2,105	-	9,988
Office costs	4,833	6,667	10,342	28,483	-	50,325
IT costs	129	130	-	7,238	-	7,497
Communications	1,047	1,430	-	5,024	-	7,501
Finance costs	-	-	-	908	-	908
Premises costs	-	647	87,616	660	-	88,923
Depreciation	-	-	3,561	4,038	-	7,599
Governance costs	-	-	-	-	2,910	2,910
Management costs	31,450	53,595	17,947	-	-	102,992
Recharges of management costs	-	-	-	(102,992)	-	(102,992)
	150,926	141,688	119,466	139,025	2,910	554,015

7. Governance Costs

	2023 £	2022 £
Independent Examiners remuneration	2,711	3,843
Legal and professional fees	61	48
Board expenses	138	-
	2,910	3,891

8. Trustees Remuneration and Benefits

No Trustee received remuneration in the period. No Trustee claimed expenses the in year under review (prior year - NIL)

9. Net Income

Net resources are stated after charging:

	2023	2022
	£	£
Independent Examiners remuneration	2,711	3,843
Depreciation - owned assets	7,600	5,292
	10,311	9,135

10. Fixed Assets

	Intangibles £	Fixtures, fittings £	Computer equipment £	Totals £
COST				
At 1 April 2022	-	248,936	59,881	308,817
Additions	10,051	932	6,879	17,862
Disposals	-	-	-	-
At 31 March 2023	10,051	249,868	66,760	326,679
DEPRECIATION				
At 1 April 2022	-	236,620	55,827	292,447
Charge for year	1,582	3,756	2,262	7,600
Disposals	-	-	-	-
At 31 March 2023	1,582	240,376	58,089	300,047
NET BOOK VALUE				
At 31 March 2023	8,469	9,492	8,671	26,632
At 31 March 2022	-	12,316	4,054	16,370

11. Fixed Asset Investments

SCA Trading Ltd, a 100% subsidiary of Surrey Community Action, was incorporated in England and Wales on 30th August 2011, and has been dormant in the year ending 31st March 2023 and in the prior year. SCA Trading Ltd has aggregate capital and reserves of £1.

The company has taken exemption from preparing group accounts under the provisions of the Companies Act 2006 as it is subject to the small companies regime.

12. Debtors: amounts falling due within one year

	2023	2022
	£	£
Trade debtors	61,665	76,519
Prepayments and accrued income	19,530	15,325
	81,195	91,844

13. Creditors: amounts falling due within one year

	2023	2022
	£	£
Trade creditors	16,872	11,482
Social security and other taxes	7,268	7,939
VAT	1,553	9,916
Other creditors	153,434	113,742
Accruals and deferred income	181,684	116,031
	360,811	259,110

Other creditors includes £5,877 for the Surrey County Council Community Buildings Capital Scheme. An additional £94,441 is held as part of the distribution of Household Support Funds.

14. Operating Lease Commitments

The total of future minimum lease payments under non-cancellable operating leases for each of the following periods:

	2023	2022
	£	£
Not later than one year	13,722	13,722
Later than one year and not later than five years	2,396	16,118
Later than five years	-	-
	16,118	29,840

15. Analysis of Net Assets Between Funds

	Unrestricted funds	Restricted funds	2023 Total funds	2022 Total funds
	£	£	£	£
Fixed assets	26,632	-	26,632	16,370
Investments	1	-	1	1
Current assets	336,062	353,236	689,298	563,433
Current liabilities	(119,441)	(241,370)	(360,811)	(259,110)
	243,254	111,866	355,120	320,694

16. Movement in Funds

	At 1st April 2022 £	Incoming Resources £	Resources Expended £	Transfers Between Funds £	At 31st March 2023 £
Unrestricted Funds					
General Fund	229,422	275,234	(261,402)	-	243,254
Total Unrestricted Funds	229,422	275,234	(261,402)	-	243,254
Restricted Funds					
Advice & Support					
Village & Community Halls Advisory Service	7,453	17,280	(15,574)	-	9,159
Rural Housing	(1,843)	35,293	(30,561)	-	2,889
Community Led Housing	50,285	6,000	(14,824)	-	41,461
Advice on the Run	6,621	43,777	(41,993)	-	8,405
Rural Community Action Network	-	38,735	(38,735)	-	-
Homes For Farnham	1,402	-	-	-	1,402
Total Advice & Support	63,918	141,085	(141,687)	-	63,316
Communities					
Asylum Seekers	-	11,000	(10,603)	-	397
COVID Champions	-	22,500	(18,889)	-	3,611
Rural Transport Car Schemes	18,051	44,316	(43,870)	-	18,497
Gypsy & Traveller Support Worker	1,743	33,498	(31,806)	-	3,435
GRT Kingston	5,618	36,000	(27,318)	-	14,300
GRT Literacy	1,943	22,934	(16,564)	-	8,313
Warmth Matters	-	1,874	(1,875)	-	(1)
Total Communities	27,354	172,122	(150,926)	-	48,550
Total Restricted Funds	91,272	313,207	(292,613)	-	111,866
TOTAL FUNDS	320,694	588,440	(554,015)	-	355,120

17. Purpose of Funds

Unrestricted Funds

General Fund

Purpose

Administration & management of SCA's operations, services, advocacy projects and other General Unrestricted function, including the management and maintenance of a large office building sublet to other VCFS organisations

Restricted Funds

Advice & Support

Village & Community Halls Advisory Service

Rural Housing

Community Led Housing

Advice on the Run

Rural Community Action Network

Homes for Farnham

Advice & Support service for local community buildings

Development of rural affordable housing

Support for local community housing initiatives

Advisory to vulnerable people on financial issues

Strategic and developmental support to benefit rural communities.

Holding & Distributing Funds on Behalf of a Local Community Housing Project

Communities

Asylum Seekers

Support to Asylum Seekers and local authorities

Covid Champions

Engaging local volunteers "Champions" to support COVID recovery

Rural Transport Car Schemes

Support and development of voluntary car schemes

Gypsy & Traveler Support Worker

Advice and support to individuals regarding housing, employment and benefits.

GRT Kingston

Advice and support to individuals within the GRT community, specifically focused on the Kingston area.

GRT Literacy

Advice and support to individuals within the GRT community, specifically focusing on literacy & education

Warmth Matters

Alleviation of fuel poverty

Independent Examiners Report to the Members of Surrey Community Action

I report to the Charity Trustees on my examination of the accounts of the Charity for the year ended 31 March 2023.

Responsibilities and basis of report

As the Charity's Trustees of the Company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Charity 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 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 Company'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 Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I can 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 accounts do not accord with those records; or
3. the accounts 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 accounts 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.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

DocuSigned by:

Signed: _____ Dated: 20-Dec-2023
634F24DE92A4471

Janice Matthews FCA

Independent Examiner
Menzies LLP
Magna House
18-32 London Road
Staines-Upon-Thames
TW18 4BP

Detailed Statement of Financial Activities for the Year Ended 31 March 2023

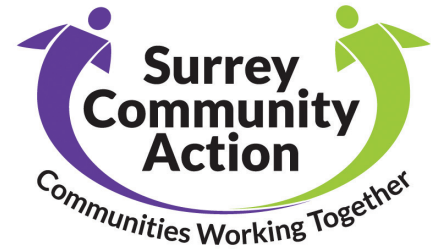
	2023 £	2022 £
INCOMING RESOURCES		
Voluntary income		
Gifts in kind	35,362	35,362
Donations	622	(1,546)
Grants	89,095	86,500
	125,079	120,316
Investment income		
Deposit account interest	3,600	65
Incoming resources from charitable activities		
Grants	312,695	238,422
Income from services provided	147,067	180,851
	459,762	419,273
Total	588,441	539,654
RESOURCES EXPENDED		
Charitable activities		
Staff costs	378,364	356,015
Office costs	50,323	48,327
Travel and meetings	9,988	6,339
	438,675	410,681
Governance costs		
Independent Examiners remuneration	2,711	3,843
Legal and professional fees	61	-
Board expenses	138	48
	2,910	3,891
Support costs		
Management costs	102,992	84,782
IT costs	7,497	9,195
Premises costs	88,923	81,058
Office costs	16,010	10,221
Project re-charges	(102,992)	(84,782)
	112,430	100,474
Total	554,015	515,046
Net income	34,426	24,608

This page does not form part of the statutory financial statements

SURREY COMMUNITY ACTION

England & Wales - Charity number 1056527

Accounts



Surrey Community Action

Report of the Trustees and Financial Statements

Year Ended 31 March 2022

**Surrey Community Action
Astolat, Coniers Way
Burpham, Guildford
Surrey GU4 7HL**

Tel: 01483 566072

Email: info@surreyca.org.uk

www.surreyca.org.uk

Reference and Administrative Details

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued July 2014.

Registered Company number	03203003 (England and Wales)
Registered Charity number	1056527
Registered office	Astolat, Coniers Way, New Inn Lane, Burpham, Guildford, Surrey, GU4 7HL
Independent Examiners	Janice Matthews, Menzies LLP, Centrum House, 36 Station Road, Egham, TW20 9LF
Solicitors	Morrison Solicitors, Clarendon House, Clarendon Road, Redhill, Surrey, RH1 1FB
Bankers	CAF Bank Ltd, 25 Kings Hill, West Malling, Kent ME19 4JQ
President	Lord Lieutenant Michael More-Molyneux

Directors and Trustees

The Directors of the charitable company (the charity) are its trustees for the purpose of charity law and throughout this report referred to as the trustees. The trustees serving during the year and since are as follows;

Keith McPherson	Chairman & Treasurer	Company Secretary	George Shackleton
Jo Josh		Principal Officers	Jason Gaskell
Simon Matthews			Chief Executive
Michael Cannon			Nick Bragger
Chris Stanton			Head of Communities and Development
Roger Taylor			George Shackleton
Janice Hutchins			Head of Finance
Elliot Kortenray			
Alison Keeley			
Jan Rogers			
John Skivington			

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Chairman's Statement

Continued coronavirus restrictions impacted a greater part of the year ended 31 March 2022, but Surrey Community Action (SCA) had become adept at operating under these conditions. The result were successful outcomes for stakeholders and clients, many of which are reported elsewhere in this document.

A further measure of SCA's success is its financial sustainability. The year under review saw the repeat of a modest surplus on unrestricted activities, contributing to reserves which had been diminishing for some years.

Working from home with online meetings has now become the accepted way for staff to fulfil their duties and our trustees' meetings continued by Zoom. This has been made possible by keeping current with IT developments, which has led to fitting out meeting rooms with hybrid equipment, and which is now offered as a service to clients.

Careful arrangements were made to ensure Astolat was ready for the return of staff and tenants alike but a return to the pre-pandemic working patterns is awaited.

Board meetings are dominated by the review of the charity's governance and activities, but focus has been applied to special Covid activities and potential issues emerging in Health Care, Gypsy, Roma & Traveller issues, Surrey VCSE Alliance and Ukraine, amongst others.

Of constant concern is Trustee recruitment, to ensure that the Board is able to maintain SCA's position as an important participator in the VCFS. I am looking for candidates to build a diverse team with essential skills and a blend of experience and fresh thinking, who want to make a difference.

The ensuing year is keenly anticipated with a challenging business plan and after an absence of 3 years the resumption of our annual conference.

During the year we sadly said goodbye to Simon Matthews and Jo Josh as Trustees, both of whom had made a significant contribution to SCA over a number of years. Our thanks and gratitude go with them. In August 2021 we welcomed Jan Rogers and John Skivington and since the year-end Alison Keeley, each of whom brings valued skills and experience that will add to the strength of our Board.

Finally, I most sincerely thank the staff and trustees of SCA for the hard work and loyalty they have shown during the year. It is their valued contribution that enables us to achieve the objectives we set ourselves.

Keith McPherson

Chairman



Finally, I most sincerely thank the staff and trustees of SCA for the hard work and loyalty they have shown during the year. It is their valued contribution that enables us to achieve the objectives we set ourselves.

Chief Executive's Report



2021-2022 was a year of contrasts for Surrey Community Action. Like the previous year, Covid-19 dominated a lot of our thinking and activities, but other work took over as the year progressed. The way we work as a staff team has changed slightly. Building on what we learned during the 2020 lockdown, we are now a far more flexible workforce and can work from the office, at home or on the road seamlessly, balancing the needs of the charity and the needs of the staff. Recognising that other charities were going through the same changes, we upgraded our conference room equipment to allow hosting of hybrid meetings, and introduced a virtual correspondence address service to help people to protect their privacy when running a charity or community organisation from home.

An enduring legacy of the pandemic will be in the Surrey Charities Forum. Originally set up as a way for statutory and VCFS partners to co-ordinate our pandemic response, it has evolved into a vital communication channel between sectors. We continue to support and co-chair this important group.

As well as our important services to the voluntary sector and Surrey's communities, we also supported a young person

into work through the Kickstarter scheme. We helped the Lucy Reyner Foundation register as a charity and prepare to take on their first staff. We also conducted a deep dive into the Charity Commission database to allow us to pull out data for peers and stakeholders to use, and as chair of the Surrey Compact Custodian Group we helped some of our peers through some convoluted commissioning challenges. Towards the end of the year, we started to work with peers to develop the Surrey VCSE Alliance, an important part of national efforts to integrate and improve health and care services, recognising the voluntary sector as a vital part of the health and care landscape.

None of our achievements, or the many I don't have space to mention, would have been possible without our dedicated team of staff and trustees. I thank them all for their hard work and perseverance in another challenging year, and I remain amazed by their effort and commitment to the people of Surrey.

Jason Gaskell
Chief Executive



None of our achievements, or the many I don't have space to mention, would have been possible without our dedicated team of staff and trustees. I thank them all for their hard work and perseverance in another challenging year, and I remain amazed by their effort and commitment to the people of Surrey.

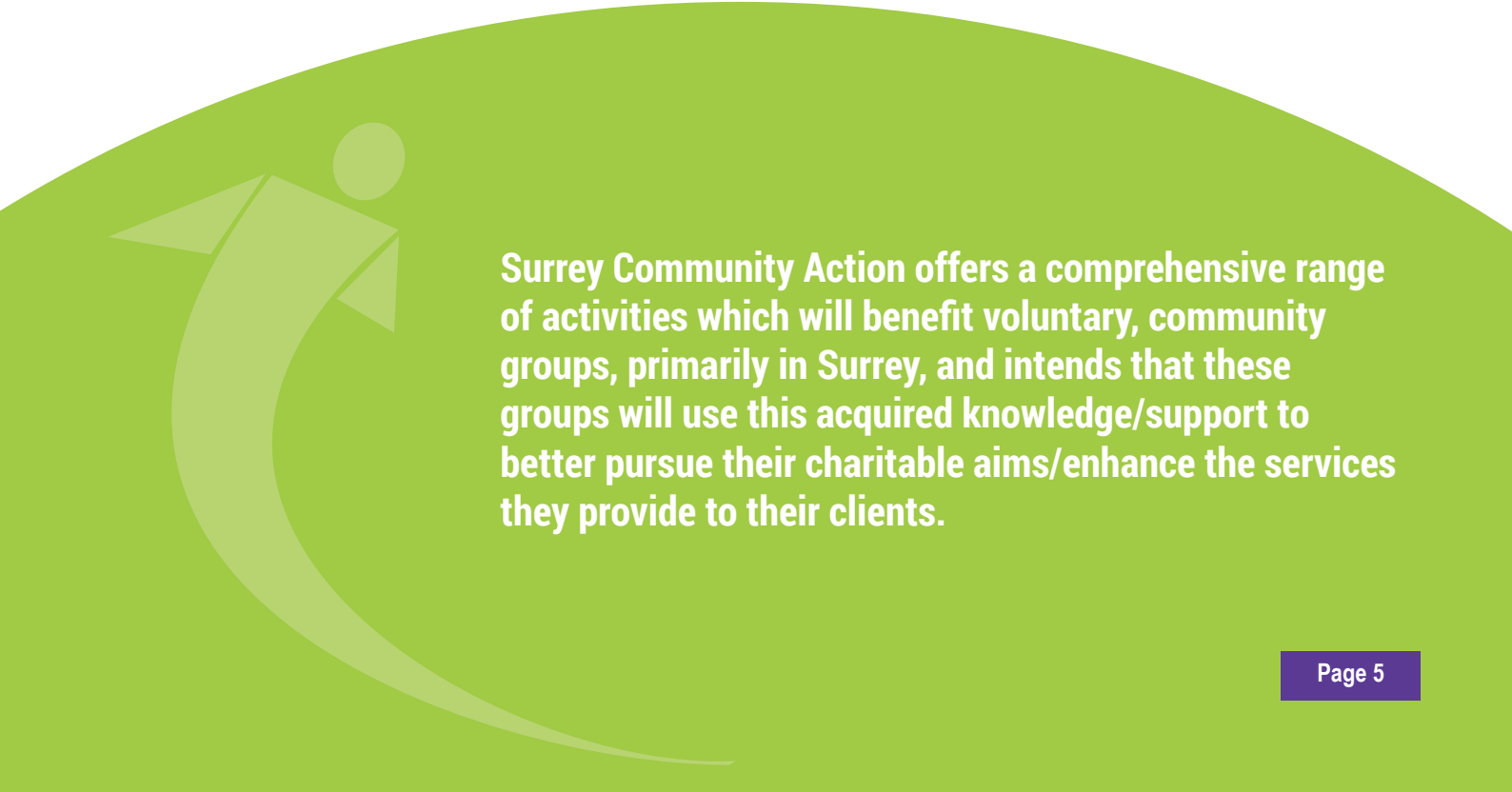
Objectives and Aims

The objectives of the charity were revised in 2005 to read:

- The promotion of any charitable purpose primarily for the benefit of the inhabitants of the County of Surrey and such other charitable work in other geographical areas within the United Kingdom which assist the work of the statutory and voluntary organisations engaged in advancing education, furthering health, relieving poverty, distress or sickness, promoting equality and diversity, improving skills or any other charitable purpose.
- To promote and organise co-operation in the achievement of the charitable purpose by working with charities, authorities and organisations.

These objectives were clarified and updated in the strategic plan adopted by the Board in 2014, which identified 6 key strategic objectives for the organisation:

- 1 **Advocacy and Representation** - we will be advocates on behalf of the VCFS in Surrey, ensuring that statutory bodies, private sector organisations, and other stakeholders understand the value of the VCFS and how it can support them to meet their objectives.
- 2 **Knowledge and Understanding** - we will be a focal point for knowledge and understanding of the VCFS in Surrey, being able to collate, analyse, personalise and disseminate the information necessary for VCFS organisations to thrive in a challenging environment.
- 3 **Projects and Innovation** - we will use our knowledge and understanding to inform new projects designed to meet new and emerging needs, or to fill needs that are not adequately met elsewhere.
- 4 **Services** - we will provide services, predominantly but not exclusively, to Surrey's VCFS, that they can use to increase their effectiveness.
- 5 **Financial Sustainability** - we will be a financially sustainable organisation, managing costs effectively and increasing funds to support our mission.
- 6 **Management** - we will be a professional and well-managed organisation, with effective governance systems and processes, supporting a skilled and enthusiastic team of staff and volunteers, supporting a growing membership, and demonstrating appropriate use of the resources entrusted to us.



Surrey Community Action offers a comprehensive range of activities which will benefit voluntary, community groups, primarily in Surrey, and intends that these groups will use this acquired knowledge/support to better pursue their charitable aims/enhance the services they provide to their clients.

Achievements & Performance

Sector Support

As the Covid restrictions eased, we began to see a slow return of staff and visitors to Astolat, and to facilitate the trend for hybrid meetings we updated our meeting rooms with all the equipment needed to run face-to-face-to-screen meetings.

Recognising that some organisations would no longer be office based as their needs had changed because of the pandemic, we introduced a virtual correspondence address service to help people to protect their privacy when running a charity or community organisation from home.

The second half of the year saw us take a leading role in the development of the Surrey VCSE Alliance, a new structure to help embed the voluntary sector as a strategic partner in the development of the Integrated Care Systems.

We continued to lead the Surrey Charity Chief Executives Group and this year introduced the Surrey Charities Forum to bring together organisations in the third and public sectors. We also continued to provide tailored advice and support to other voluntary and community organisations, such as helping the newly constituted Lucy Rayner Foundation to get their systems and processes in place ready to take on staff and move to the next level of their development.

We began a deep dive into the Charity Commission database to allow us to pull out data for peers and stakeholders to use and will continue to carry out research to help to support the sector.

We chair the Surrey Compact Custodian Group, helping ensure that our sector and local authorities continue to work together well, and we were able to help some of our peers navigate through some convoluted commissioning challenges.

Enabling Rural Housing

The pandemic lockdowns prompted people to re-evaluate their living space and seek homes with larger gardens and proximity to parks and beauty spots.

A surge in interest in properties in Surrey since then has pushed housing costs in the county, and especially in more rural parts, to their highest yet.

Surrey Community Action continues to work with local communities to enable a meaningful increase in the delivery of affordable housing in rural villages and small towns and ensure a sustainable future for Surrey's rural communities.

Our Rural Housing Enabler assesses the level of need for affordable housing in rural villages and consults with communities and landowners to identify suitable land where homes can be built for local people in Mole Valley, Tandridge, Guildford and Waverley. These homes are usually developed as Rural Exception Schemes meaning that the homes remain in perpetuity for local people, often providing a mix of rented and shared owner homes so that communities remain mixed and sustainable. In 2021-22 our Rural Housing Enabler carried out housing and community needs surveys in Felbridge, Godalming, Compton, Ockley and Pirbright, working with parish councils and neighbourhood planning groups to assess local need. This year also saw the start of a development of 12 homes at social rent and five for affordable self build in Brockham and site preparation for an additional three homes to an existing site in Burstow.



“Louise has helped us enormously with some of the background work for the emerging Ockley Neighbourhood Development Plan. She wrote us a Character Appraisal which sets out in detail a description of the various areas of the village and conducted a survey of the parish in order to ascertain what the residents are looking for in the development of the parish over the next 15 years. Both these papers will form key documents in the final Plan.”

Community Led Housing

Our Community Led Housing project promotes and supports new ways of providing affordable housing in Surrey developed by local people for local people. We explain how community led housing can work and help interested people form groups, develop their ideas, engage their communities and navigate every step of the development process.

Last year we provided advice to Chobham CLT, Homes for Farnham, Puttenham PC and Ripley CLT, Horton ECO project and Haslemere CLT.

Community Buildings Support

The lockdowns took a toll on many of the community buildings we support with advice and training. Managers found that some of the businesses and organisations which used to book their venues continued to provide their classes and activities online, while others unfortunately had to close their businesses. As well as a drop in these regular bookings, social gatherings were also slow to resume to pre-pandemic levels. As a consequence, the committee members, volunteers and paid staff who manage these spaces reported that their income levels had dropped and there were concerns about their financial sustainability.

In response we offered training to help them to apply for grant funding and to market their buildings more effectively. We also connected our Tier 2 members to the Basecamp database, an online collaboration tool, which enables them to seek and share knowledge with community buildings teams nationwide. This year our Community Buildings Adviser also responded to 462 enquiries from village hall management committees.

Voluntary Car and Good Neighbour Schemes

Thousands of vulnerable and older people across Surrey rely on Voluntary Car Schemes and Good Neighbour Schemes to help them to get to GP and hospital appointments, to local shops and hairdressers or to visit their loved ones in nursing homes. Knowing that there is a friendly volunteer around in their hour of need, helps people to remain physically and mentally well and independent in their own homes.

There are over 100 schemes across Surrey, 80 of which are supported by Surrey Community Action's Voluntary Car Scheme Adviser who helps to develop new schemes and provides on-going advice and support to existing schemes as well as DBS checks for volunteers. This specialist support is a key element in maintaining the viability of these schemes, more than ever because of the pandemic which caused some schemes to consider closing as volunteers did not return to their roles. With our guidance, we helped two schemes to avoid closure by supporting their merger with neighbouring groups. We also played an integral role to the establishment and launch of two new schemes in Newdigate and East Horsley and are helping new groups to set up in Preston and Tadworth, Redhill, The Ashes, Laleham and Staines.

This year, our Voluntary Car Scheme Adviser dealt with 1,412 enquiries and distributed yellow high viz jackets, I.D. lanyards, car canes and Driver on Duty discs to volunteer drivers. We continue to promote vital volunteering opportunities and assist schemes with their recruitment, help which this year saw 74 new drivers, committee members and duty officers join their local groups.



“Cheryl just gets it. She has a lovely approach to GRT families and it is a relief for me to be able to refer GRT families to someone to support non-education issues. I have absolute confidence that she will do her best for the families and help them get to the best possible position to improve their situation. Cheryl is a safe pair of hands, frequently working above and beyond.”

GRT support worker

Gypsy and Traveller Support

Working in multi-agency partnerships to help communities with housing and financial issues, our Community Development Workers have supported 249 families across Surrey and Kingston upon Thames with a multitude of issues including school exclusion, debt, health and well-being and employment.

Families facing eviction, homelessness and poverty value the support and advice which enables them to stay in their homes and receive the benefits to which they are entitled.

Personalised support plans, signposting and liaison with other agencies are all part of the service, and this year included working with health partners to boost Covid vaccination take-up and hosting school assemblies to help increase understanding of Gypsy, Roma and Traveller culture and heritage.

This year we launched our Skills Impact project, a pilot initiative funded by the Department of Levelling Up, Housing and Communities to help adults from the Gypsy, Roma and Traveller community aged 18 and over to improve their literacy and numeracy skills.

Our personal tutoring is provided at a time and place to suit the learner and includes SPAG (Spelling, Punctuation and Grammar), the driving theory test, reading, form filling, digital literacy, budgeting and supporting parents to teach their children. Tutoring is not only giving students the skills for everyday life but also helping with loneliness, access to services, building confidence and self-esteem.

Money Matters and Warmth Matters

Our Money Matters and Warmth Matters projects offer free, practical advice to help people on low incomes to save money, improve and manage their personal and family finances, reduce their fuel bills by saving energy and avoid the stress that comes with increasing debt.

We understand that people find it hard to acknowledge that they are struggling to make ends meet, so we run pop-up advice sessions in places that are accessible to people and enable them to drop-in to chat in an informal way.

Our service has prevented people from spiralling further into poverty and debt, helped people to budget better and save money on energy bills as well as raised awareness of other sources of support in the community.

Last year we gave advice and information to over 1,000 people - 80% of whom said that they would use this to take action to reduce their bills. We also distributed over £100,000 in fuel vouchers to low income households.

Business Services

Surrey Community Action offers a wide range of business services to charities, voluntary groups and to small local businesses including payroll support, meeting room hire, DBS checks and research.

The number of visitors to Astolat (which hosts ten charities and not for profit organisations) this year was still lower than



“

Thank you so much for all you have done for us in the community, your support has been invaluable and a much needed help and kindness when everything else seems to be going awry. Just wanted to share my appreciation for your help, support and kindness.”

Warmth Matters client

pre-pandemic with 869 visitors to the building. Our DBS service has also been restricted because of the pandemic but we processed 324 checks during the year. Our payroll service is now contracted to provide outsourced support to 35 organisations.

Recognising that some organisations have made the switch to remote working, we introduced a virtual correspondence address service to help charity leaders to protect their privacy when running a charity or community organisation from home.

Funding

We continue to seek funds from a variety of sources in line with our funding strategy. As well as on-going funding from many of our long-term funders in 2021/22, we received new funding from Surrey County Council for a Gypsy, Roma & Traveller (GRT) Literacy project and the Royal Borough of Kingston for GRT Support work. We were also funded by Surrey County Council to write a report on Mutual Aid Groups.

We were pleased to receive emergency funding to cover the costs of running our building Astolat and the organisation's core costs in the form of the Business Support Fund from Guildford Borough Council. We were also funded to be a distributor of the Household Support Fund.

We continue to build relationships with local and national funders, Council leaders and local businesses in order to promote everything we do to serve communities in need across Surrey. If you would like find out more about our work or how your funding could help us run new services or extend existing services, please get in touch.

Funders and Partners

ACRE

Community Foundation for Surrey

DEFRA

The Department for Levelling Up, Housing and Communities (DLUHC)

English Rural Housing Association

Guildford Borough Council

Mole Valley District Council

National Lottery Community Fund

Reigate and Banstead Council

Scottish & Southern Electricity Networks (SSEN)

Surrey County Council

Tandridge District Council

The National Lottery Community Fund

The Royal Borough of Kingston Upon Thames

UK Power Networks

Waverley Borough Council



“This year saw us take a leading role in the development of the Surrey VCSE Alliance, a new structure to help embed the voluntary sector as a strategic partner in the development of the Integrated Care Systems and we also introduced the Surrey Charities Forum to bring together organisations in the third and public sectors.”

Financial Review

The total income for both Unrestricted and Restricted funds for the year amounted to £539,654 (2021: £698,736) with expenditure of £515,046 (2021: £653,437). This resulted in net surplus of £24,608 of which £6,160 came from Restricted Funds. The remaining amount of £18,448 (2021: £7,007) net surplus was from Unrestricted General Funds.

Surrey Community Action Funds now total £320,694 (2021: £296,087), of which £229,422 (2021: £210,975) represents Unrestricted Funds and £91,272 represents Restricted Funds (after transfers). Restricted Funds and income are only available for the specific projects and purposes as determined by the funders.

Investment Policy and Returns

The assets of a charity must be invested in accordance with the governing instrument and the Trustee Act 2000.

The overall objectives are to create sufficient income to enable the charity to carry out its purposes consistently year by year with due and proper consideration for future needs and the maintenance of the value of the invested funds while they are retained.

The foregoing policy and arrangements will be reviewed regularly by the Trustees in the following way; the Surrey Community Action treasurer reviews the investments and their performance every 3 months and if necessary, seeks advice before presenting any recommendations for change to investments to the Trustees. An investment report is presented to the Board every 6 months.

Reserves Policy

Surrey Community Action holds reserves to:

- Fund cashflow fluctuations and to provide working capital in cases where funds are paid to us in arrears.
- Fund planned expenditure e.g. maintenance of our premises.
- Invest in the future capability of the organisation.
- Invest in capital items e.g. replacement of IT hardware.
- Fund unexpected expenditure i.e. unplanned building repairs or emergencies.
- Fund shortfalls in income when income does not reach expected levels.

The General Funds are Unrestricted Funds which are available for the above purposes.

They are reviewed regularly by the Board of Trustees and stood at £229,422 on 31st march 2022, which the Trustees regard as adequate.

Review of 2022 & Future Developments

The financial year was a positive period for the Charity.

Whilst total income has reduced compared to the previous year, the Charity is now consistently making small Surpluses in Unrestricted Funds.

We have weathered the economic challenges brought by COVID and delivered on all budgets across our Restricted Funds.

An internal Purchase Order system was implemented during the year giving the Charity, and it's stakeholders, more financial assurance and allowing for greater scrutiny in all budget areas.

Structure, Governance and Management

Governing document

Surrey Community Action is an independent registered charity working with communities to strengthen voluntary action. The Memorandum and Articles of Association is the governing document of the charitable company.

An EGM (Extraordinary General Meeting) was held on 25th January 2011 to amend the Memorandum and Articles of Association

Recruitment and appointment of new trustees

The Trustees have powers to make appointments to the Board. These are ratified by a vote of the guarantor members at the Annual General Meeting.

Trustees serve for a three-year period and may be re-elected for a further three year period. The Board meets at least six times a year.

No Trustee has any beneficial interest in the company. All Trustees are members of the company and guarantee to contribute £1 in the event of winding up.

Induction and training of new Trustees

All Trustees receive an induction pack which explains their role, the role of the Board, Charity Commission and Companies Act requirements, background information on previous Board decisions, Board papers, information about all services and are invited to meet other Trustees and staff. They receive a copy of the staff handbook and an explanation of the current funding situation, the Business plan and future developments.

Organisational structure

The Board delegates responsibility for the day-to-day operation of the Charity to the Chief Executive. The delivery of services is organised into the following teams; Communities and Advice & Support.

Risk management

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finance of the charity and are satisfied that systems are in place to mitigate its exposure to these risks. A risk register is reviewed by the Board at its bi-monthly meetings and updated regularly.

The Trustees review the annual budget paying particular attention to the balance between income and expenditure and the amount needed to be retained in reserves. The Board of Trustees maintains a system of financial controls, appropriate to the size and nature of the organisation.

The Trustees liaised with its external Examiners on their recommendations regarding financial controls. The system of financial controls is designed to manage rather than eliminate risk. Thereafter there will be an ongoing process for reviewing financial controls which will also assist in identifying risks and management thereof.

Employee Involvement and Internal Control

Surrey Community Action is an equal opportunities employer and welcomes applications from all sections of the community. Our building and offices offer full disabled access and we also offer a comprehensive programme of training to support employees or volunteers who are new to the sector.

Surrey Community Action has a regular programme of staff meetings and senior staff and Board meet annually to review and plan future developments.

Statement of Trustees Responsibilities

The trustees (who are also the directors of Surrey Community Action for the purposes of company law) are responsible for preparing the Report of the trustees and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing those financial statements, the trustees are 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 continue in business.

The Trustees are responsible for keeping 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 the Companies Act 2006. 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.

Statement as to Disclosure of Information to Independent Examiners

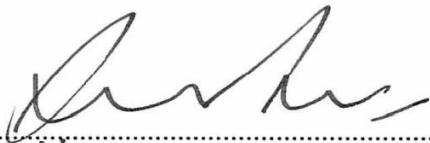
So far as the trustees are aware, there is no relevant information (as defined by Section 418 of the Companies Act 2006) of which the charitable company's auditors are unaware, and each trustee has taken all the steps that they ought to have taken as a trustee in order to make them aware of any audit information and to establish that the charitable company's auditors are aware of that information.

Independent Examination

A resolution agreeing the charity to undertake an Independent Examination was agreed at the July 2022 board meeting.

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

On Behalf of the Board



K McPherson - Chair

Date: 7/12/22

Statement of Financial Activities

(Incorporating the Income and Expenditure Account)

Year Ended 31 March 2022

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
INCOME					
Income from generated funds					
Voluntary income	2	122,112	(1,796)	120,316	124,734
Activities for generating funds					
Investment income	3	65	-	65	163
Income from charitable activities					
Advice and support	4	105,920	129,961	235,881	320,930
Communities			108,462	108,462	199,221
Other		74,930	-	74,930	53,688
Total income		303,027	236,627	539,654	698,736
EXPENDITURE					
Charitable activities					
Advice and support	5 - 8	249,879	141,185	391,064	449,758
Communities		-	94,534	94,534	194,295
Other		110,339	-	110,339	108,811
Less: Project re-charges		(84,782)	-	(84,782)	(104,443)
Governance costs		3,891	-	3,891	5,016
Total expenditure		279,327	235,719	515,046	653,437
NET INCOME					
before transfers	9	23,700	908	24,608	45,299
Transfers between funds					
		(5,252)	5,252	-	-
Net income		18,448	6,160	24,608	45,299
RECONCILIATION OF FUNDS					
Total funds brought forward		210,974	85,112	296,086	250,788
TOTAL FUNDS CARRIED FORWARD		£229,422	£91,272	£320,694	£296,087

Balance Sheet

At 31 March 2022

	Notes	2022 £	2021 £
FIXED ASSETS	10 - 11		
Tangible assets		16,370	10,006
Investments		1	1
		16,371	10,007
CURRENT ASSETS	12		
Debtors: amounts falling due within one year		91,844	44,115
Cash at bank and in hand		471,589	388,730
		563,433	432,845
CREDITORS	13		
Amounts falling due within one year		(259,110)	(146,765)
		304,323	286,080
NET CURRENT ASSETS			
		320,694	296,087
TOTAL ASSETS LESS CURRENT LIABILITIES	15		
		320,694	296,087
NET ASSETS		320,694	296,087
FUNDS	16-17		
Unrestricted funds		229,422	210,975
Restricted funds		91,272	85,112
		320,694	296,087
TOTAL FUNDS		320,694	296,087

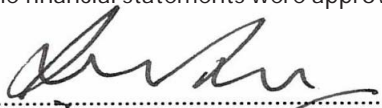
These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

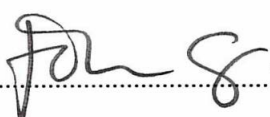
No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and or the preparation of accounts.

The financial statements were approved by the Trustees on the 7/12/22 and were signed on their behalf by:


.....

K McPherson - Chair


.....

J Skivington - Trustee

Company Registration Number: 03203003

Statement of Cashflow

Year Ended 31 March 2022

	2022 £	2021 £
Reconciliation of Net Movement in Funds to Net Cash Flow from Operating Activities		
Net movement in funds	24,608	45,299
Add back depreciation charge	5,292	8,183
Decrease (increase) in debtors	(47,729)	56,054
Increase (decrease) in creditors	112,345	(32,983)
Net cash used in operating activities	94,516	76,553
Cash flows from investing activities		
Purchase of tangible fixed assets	(11,657)	(4,136)
Cash provided by (used in) investing activities	(11,657)	(4,136)
Cash flows from financing activities		
Borrowing	-	-
Repayment of borrowing	-	-
Cash used in financing activities	-	-
Increase (decrease) in cash and cash equivalents in the year	82,859	72,417
Cash and cash equivalents at the beginning of the year	388,730	316,313
Total cash and cash equivalents at the end of the year	471,589	388,730

Notes to the Financial Statements

Year Ended 31 March 2022

1. Accounting Policies

Company status

The Charity is a private company limited by guarantee incorporated in the United Kingdom. The members of the company are the Trustees named on page 1. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity. The Charity's registered office is disclosed on page 1 of the financial statements. The functional and presentational currency is £(GBP).

Basis of preparation of financial statements

The financial statements have been prepared in accordance with 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 (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102) and the Companies Act 2006.

The Charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

Income

Voluntary income received by way of donations and gifts to the charity is included in the Statements of Financial Activities when received. Intangible income is not included unless it represents goods or services which would otherwise have been purchased. Gifts in kind are valued and brought in as income as is the appropriate expenditure.

Grants receivable which relate to a specific time period are recognised evenly over the relevant years. Other grants receivable are recognised when the charity becomes entitled to the relevant amounts.

Expenditure

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Liabilities

Liabilities are recognised when Surrey Community Action has an obligation to make a payment to a third party.

Grants payable are recognised when the commitment to pay has been ratified by the appropriate decision making committee. Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Charitable activities

These costs which are in line with the objects of the charity, are grouped as follows:

- Communities** - costs associated with benefitting the inhabitants of various communities primarily in Surrey.
- Grant Making** - costs to provide funding for voluntary and community groups.
- Advice & Support** - costs included are advising communities to organise activities and projects and providing accounting support services to other organisations.
- Other** - these are costs which do not fit into any of the activities above.

Governance costs

Costs include costs associated with Trustees meetings, Independent Examiner's fees, professional and legal fees.

Allocation and apportionment of costs

Support costs are allocated between management, IT, premises and other office running costs according to an estimated usage for each project.

1. Accounting Policies - continued

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	Straight line over 5 years
Computer equipment	- Straight line over 5 years

Capital expenditure is defined as the purchase of an asset which has a life of more than 12 months and a value over £250.

Taxation

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

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals payable under operating leases where substantially all the risks and rewards of ownership remain with the lessor, are charged to the Statement of Financial Activities in the period in which they fall due.

Pension costs

The charity operates a defined contribution pension scheme. Contributions are charged to the Statement of Financial Activities as they become payable.

VAT

The charity is partially exempt for VAT, and any irrecoverable VAT is included with the individual transactions in income and costs.

Current asset investments

Investments in fixed term deposits, which cannot be readily accessed without penalty, are classified as current asset investments

2. Voluntary Income

	2022	2021
	£	£
Gifts in kind	35,362	35,362
Donations	(1,546)	2,872
Grants	86,500	86,500
	120,316	124,734

Surrey Community Action leases premises (Astolat) from Surrey County Council at a peppercorn rent, which it occupies and manages as a resource centre, currently for the benefit of 8 other charities and voluntary organisations. For formal reporting purposes the notional rent in relation to space occupied by Surrey Community Action only is shown above as a Gift in kind of £35,362 as part of voluntary income and is included in note 6 as notional expenditure under premises costs.

Grants received, included in the above, are as follows:

	2022	2021
	£	£
Surrey County Council	86,500	86,500

3. Investment Income

	2022 £	2021 £
Deposit account interest	65	163

4. Income from Charitable Activities

	Grants £	Income from services £	Total 2022 £	Total 2021 £
Advice and support	129,961	105,920	235,881	320,930
Communities	108,462	-	108,462	199,221
Other	-	74,930	74,930	53,688
	238,423	180,850	419,273	573,839

5. Direct Costs of Charitable Activities

	2022 £	2021 £
Staff costs	356,015	491,961
Office costs	48,327	48,306
Travel and meetings	6,339	2,290
	410,681	542,557

Staff costs include the following:

	2022 £	2021 £
Wages and salaries	310,223	423,472
Social security costs	26,585	34,395
Other pension costs	15,212	20,509
Recruitment and temporary staff costs	3,995	13,585
	356,015	491,961

The average number of employees (part-time and full time) during the year was as follows:

	2022	2021
Projects	7	11
Administration	7	6
	14	17

5. Direct Costs of Charitable Activities - continued

No employee was paid more than £60,000 in the year under review (2021: NIL). Pension costs are allocated in proportion to the related staffing costs in both Unrestricted and Restricted funds.

The key management personnel comprise the Trustees (who received no remuneration for the period), Chief Executive, Head of Finance & Resources, and Head of Communities & Development. The total employee benefits of the 3 key management personnel were £126,174 (prior year: £126,777 – 3 key personnel). The total amount of redundancy for the period was nil (2021: £10,031).

Defined pension contribution costs for the period were £16,172 (prior year: £20,509) and were allocated directly to the appropriate activity/fund in both Restricted and Unrestricted funds.

No volunteers were engaged by Surrey Community Action throughout the year.

6. Support Costs and Project Recharges

	Restricted Communities	Restricted Advice & Support	Unrestricted Other	Unrestricted Advice & Support	Governance	Total 2022
	£	£	£	£	£	£
Staff costs	70,429	79,193	-	206,393	-	356,015
Travel & meetings	2,844	1,859	-	1,636	-	6,339
Office costs	2,757	9,296	9,216	27,058	-	48,327
IT costs	173	173	-	8,849	-	9,195
Communications	131	2,029	-	1,887	-	4,047
Finance costs	-	-	-	882	-	882
Premises costs	-	-	80,422	636	-	81,058
Depreciation	-	-	2,754	2,538	-	5,292
Governance costs	-	-	-	-	3,891	3,891
Management costs	18,200	48,634	17,947	-	-	84,782
Recharges of management costs	-	-	-	(84,782)	-	(84,782)
	94,534	141,185	110,339	165,097	3,891	515,046

7. Governance Costs

	2022 £	2021 £
Independent Examiners remuneration	3,843	4,500
Legal and professional fees	48	541
Board expenses	-	(25)
	3,891	5,016

8. Trustees Remuneration and Benefits

No Trustee received remuneration in the period. No Trustee claimed expenses the in year under review (prior year - NIL)

9. Net Income

Net resources are stated after charging:

	2022	2021
	£	£
Independent Examiners remuneration	3,843	4,500
Depreciation - owned assets	5,292	8,183
	9,135	12,683

10. Fixed Assets

	Fixtures and fittings	Computer equipment	Totals
	£	£	£
COST			
At 1 April 2021	237,803	59,357	297,160
Additions	11,133	524	11,657
Disposals	-	-	-
At 31 March 2022	248,936	59,881	308,817
DEPRECIATION			
At 1 April 2021	232,820	54,334	287,155
Charge for year	3,800	1,492	5,292
Disposals	-	-	-
At 31 March 2022	236,620	55,827	292,447
NET BOOK VALUE			
At 31 March 2022	12,316	4,054	16,370
At 31 March 2021	4,983	5,023	10,006

11. Fixed Asset Investments

SCA Trading Ltd, a 100% subsidiary of Surrey Community Action, was incorporated in England and Wales on 30th August 2011, and has been dormant in the year ending 31st March 2022 and in the prior year. SCA Trading Ltd has aggregate capital and reserves of £1.

The company has taken exemption from preparing group accounts under the provisions of the Companies Act 2006 as it is subject to the small companies regime.

12. Debtors: amounts falling due within one year

	2022	2021
	£	£
Trade debtors	76,519	31,869
Prepayments and accrued income	15,325	12,246
	91,844	44,115

13. Creditors: amounts falling due within one year

	2022	2021
	£	£
Trade creditors	11,482	5,118
Social security and other taxes	7,939	7,145
VAT	9,916	591
Other creditors	113,742	89,515
Accruals and deferred income	116,031	44,396
	259,110	146,765

Other creditors includes £49,625 (2021: £49,625) Surrey County Council - Community Buildings Capital Scheme.

14. Operating Lease Commitments

The total of future minimum lease payments under non-cancellable operating leases for each of the following periods:

	2022	2021
	£	£
Not later than one year	13,722	13,722
Later than one year and not later than five years	16,118	29,840
Later than five years	-	-
	29,840	43,562

15. Analysis of Net Assets Between Funds

	Unrestricted funds	Restricted funds	2022 Total funds	2021 Total funds
	£	£	£	£
Fixed assets	16,370	-	16,370	10,006
Investments	1	-	1	1
Current assets	327,485	235,948	563,433	432,845
Current liabilities	(114,434)	(144,676)	(259,110)	(146,765)
	229,422	91,272	320,694	296,087

16. Movement in Funds

	At 1st April 2021 £	Incoming Resources £	Resources Expended £	Transfers Between Funds £	At 31st March 2022 £
Unrestricted Funds					
General Fund	210,974	303,027	(279,327)	(5,252)	229,422
Total Unrestricted Funds	210,974	303,027	(279,327)	(5,252)	229,422
Restricted Funds					
Advice & Support					
Village & Community Halls Advisory Service	6,773	16,362	(15,682)	-	7,453
Rural Housing	(4,939)	32,867	(29,771)	-	(1,843)
Community Led Housing	64,447	8,000	(22,162)	-	50,285
Advice on the Run	9,656	31,635	(34,670)	-	6,621
Rural Community Action Network	-	38,735	(38,745)	-	-
Homes For Farnham	1,567	-	(165)	-	1,402
Total Advice & Support	77,504	127,599	(141,185)	-	63,918
Communities					
Rural Transport Car Schemes	13,382	44,463	(39,794)	-	18,051
Gypsy & Traveller Support Worker	(1,859)	32,013	(28,411)	-	1,743
GRT Kingston	-	15,564	(9,946)	-	5,618
GRT Literacy	-	16,988	(15,045)	-	1,943
Make It Click	(3,915)	-	(1,338)	5,252	-
Total Communities	7,608	109,028	(94,534)	5,252	27,354
Total Restricted Funds	85,112	236,627	(235,719)	5,252	91,272
TOTAL FUNDS	296,086	539,654	(515,046)	-	320,694

17. Purpose of Funds

Unrestricted Funds

General Fund

Purpose

Administration & management of SCA's operations, services, advocacy projects and other General Unrestricted function, including the management and maintenance of a large office building sublet to other VCFS organisations

Restricted Funds

Advice & Support

Village & Community Halls Advisory Service

Rural Housing

Community Led Housing

Advice on the Run

Rural Community Action Network

Homes for Farnham

Advice & Support service for local community buildings

Development of rural affordable housing

Support for local community housing initiatives

Advisory to vulnerable people on financial issues

Strategic and developmental support to benefit rural communities.

Holding & Distributing Funds on Behalf of a Local Community Housing Project

Communities

Rural Transport Car Schemes

Gypsy & Traveller Support Worker

Support and development of voluntary car schemes

Advice and support to individuals regarding housing, employment and benefits.

GRT Kingston

Advice and support to individuals within the GRT community, specifically focused on the Kingston area.

GRT Literacy

Advice and support to individuals within the GRT community, specifically focusing on literacy & education

Make It Click

Helping adults with basic digital skills to improve their digital know-how and computer confidence

Independent Examiners Report to the Members of Surrey Community Action

I report to the Charity Trustees on my examination of the accounts of the Charity for the year ended 31 March 2022.

Responsibilities and basis of report

As the Charity's Trustees of the Company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Charity 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 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 Company'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 Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I can 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 accounts do not accord with those records; or
3. the accounts 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 accounts 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.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

DocuSigned by:

Signed: _____ Dated: 13-Dec-2022
634E24DE92A4471...

Janice Matthews FCA

Independent Examiner
Menzies LLP
Centrum House
36 Station Road
Egham
Surrey
TW20 9LF

Detailed Statement of Financial Activities for the Year Ended 31 March 2022

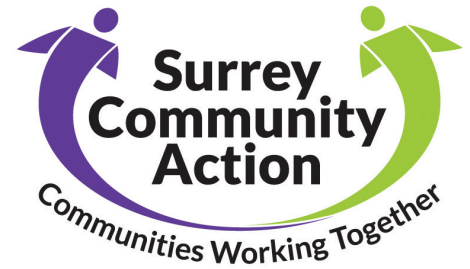
	2022 £	2021 £
INCOMING RESOURCES		
Voluntary income		
Gifts in kind	35,362	35,362
Donations	(1,546)	2,872
Grants	86,500	86,500
	120,316	124,734
Investment income		
Deposit account interest	65	163
Incoming resources from charitable activities		
Grants	238,422	435,476
Income from services provided	180,851	138,363
	419,273	573,839
Total	539,654	698,736
RESOURCES EXPENDED		
Charitable activities		
Staff costs	356,015	491,961
Office costs	48,327	48,306
Travel and meetings	6,339	2,290
	410,681	542,557
Governance costs		
Independent Examiners remuneration	3,843	4,500
Legal and professional fees	-	(25)
Board expenses	48	541
	3,891	5,016
Support costs		
Management costs	84,782	104,433
IT costs	9,195	8,557
Premises costs	81,058	79,666
Office costs	10,221	17,641
Project re-charges	(84,782)	(104,433)
	100,474	105,864
Total	515,046	653,437
Net income	24,608	45,299

This page does not form part of the statutory financial statements

SURREY COMMUNITY ACTION

England & Wales - Charity number 1056527

Accounts



Surrey Community Action

Report of the Trustees and Financial Statements

Year Ended 31 March 2021

**Surrey Community Action
Astolat, Coniers Way
Burpham, Guildford
Surrey GU4 7HL**

Tel: 01483 566 072

Email: info@surreyca.org.uk

www.surreyca.org.uk

Reference and Administrative Details

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued July 2014.

Registered Company number	03203003 (England and Wales)
Registered Charity number	1056527
Registered office	Astolat, Coniers Way, New Inn Lane, Burpham, Guildford, Surrey, GU4 7HL
Independent Examiners	Janice Matthews, Menzies LLP, Centrum House, 36 Station Road, Egham, TW20 9LF
Solicitors	Morrison's Solicitors, Clarendon House, Clarendon Road, Redhill, Surrey, RH1 1FB
Bankers	CAF Bank Ltd, 25 Kings Hill, West Malling, Kent ME19 4JQ
President	Lord Lieutenant Michael More-Molyneux
Vice President	Rt Revd Jonathan Clark, Bishop of Croydon

Directors and Trustees

The directors of the charitable company (the charity) are its trustees for the purpose of charity law and throughout this report referred to as the trustees. The trustees serving during the year and since were as follows;

Keith McPherson	Chairman & Treasurer	Company Secretary	George Shackleton
Jo Josh		Principal Officers	Jason Gaskell
Simon Matthews			Chief Executive
Michael Cannon			Nick Bragger
Chris Stanton			Head of Communities and Development
Roger Taylor			George Shackleton
Paul Ryder			Head of Finance
Janice Hutchins			
Elliot Kortenaar			

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Chairman's Statement

The character of the year ended 31 March 2021 was significantly affected by the lock-down and restrictions imposed during the COVID-19 pandemic. The key impact on Surrey Community Action was to alter the way we delivered our objectives, but in no way did the pandemic prevent us from doing this

Many tasks specific to COVID-19 became the priority, including:

- Preparing a Voluntary Community and Faith Sector (VCFS) Impact and Resilience Report as a basis of a VCFS recovery plan;
- Representing the VCFS on the Vulnerability and Recovery Cells of Surrey's Local Resilience Forum under the Civil Contingencies Act;
- Supporting Guildford and Waverley ICP as VCFS representative.

The Astolat building was closed for much of 2021, so our staff were amongst the many forced to embrace the working from home culture.

Management team responsibilities remained consistent but project staff were generally faced with changed priorities.

Trustee meetings also became virtual, with the computer screen and Zoom replacing our face-to-face discussions, with the focus being on what was changing and how the Board should respond.

Particularly pleasing is that during the year, despite the limitations of remote working, the Team completed a detailed strategic review and revised risk assessment process, both of which are based on the changing environment in which we find ourselves.

I am also delighted to report that despite the difficult operating conditions described above, Surrey Community Action succeeded in continuing to provide services to the satisfaction of our stakeholders and clients, delivering a year which was clearly successful and profitable, albeit very unusual.

We approach the coming year with great enthusiasm, determined to respond to the challenges that we anticipate will be revealed in the post COVID-19 environment.

During the year we welcomed Kathleen McDougal as a Trustee, bringing new skills and experience to our Board. Sadly, Paul Ryder, who briefly took over as Treasurer, had to tender his resignation due to new commitments and a move out of the area.

I take this opportunity to sincerely thank the Staff and Trustees for the hard work and loyalty they continue to show to Surrey Community Action in these difficult times. Without them we would be unable to keep up the great work we achieved in the last 12 months in the year to come.

Keith McPherson

Chairman



...despite the difficult operating conditions described above, Surrey Community Action succeeded in continuing to provide services to the satisfaction of our stakeholders and clients, delivering a year which was clearly successful...

Chief Executive's Report

2020-2021 will be remembered as the year of Covid-19, and Surrey Community Action has not been immune to the pandemic. Fortunately, we have been in a better place than many – we have been able to maintain almost all of our services, adapting them as needed, and have benefited from a move in 2018 towards cloud-based computing that allowed us to move from Astolat to home seamlessly.

As an organisation, we have responded to the changing needs of our stakeholders and partners not only by delivering our activities differently, but also by putting ourselves forward to help others however we could.

During the pandemic, we have researched and reported on the challenges facing the VCFS during Covid-19, and used this expertise to help guide Surrey's response to the pandemic, including leading the Recovery Support Group's VCFS recovery strand.

On a more immediate basis, we offered advice and support to any number of bodies set up by Surrey County Council and local NHS bodies to respond to urgent community need, from priority supermarket slots for key workers, through to early vaccinations for voluntary sector health and care staff, plus lots more.

While we closed Astolat for a period of time following Government advice, for most of the pandemic Astolat has been open as a base for tenants who have continued to deliver their front-line service throughout the crisis.

2020-2021 was not just about Covid I'm pleased to say.

December saw the successful conclusion of our Inspiring Enterprise project that helped dozens of people start their own businesses or gain employment, and our Make it Click project helped users make the most of IT by maximising their digital skills.

This is in addition to the existing projects and services we deliver so well.

As usual, I would like to thank our staff and trustees who have gone above and beyond the call of duty over the last year, from managing to work despite having to home-school, through to adapting to the online world of Zoom and Teams.

I am proud of all we have achieved in 2020-2021 and look forward to the challenges 2021-2022 will bring in which we will create a new normal, picking up the best from the pre-, during- and post-Covid worlds.

Jason Gaskell

Chief Executive



We have responded to the changing needs of our stakeholders and partners not only by delivering our activities differently, but also by putting ourselves forward to help others however we could.

Objectives and Aims

The objectives of the charity were revised in 2005 to read:

- a. The promotion of any charitable purpose primarily for the benefit of the inhabitants of the County of Surrey and such other charitable work in other geographical areas within the United Kingdom which assist the work of the statutory and voluntary organisations engaged in advancing education, furthering health, relieving poverty, distress or sickness, promoting equality and diversity, improving skills or any other charitable purpose.
- b. To promote and organise co-operation in the achievement of the charitable purpose by working with charities, authorities and organisations.

These objectives were clarified and updated in the strategic plan adopted by the Board in 2014, which identified 6 key strategic objectives for the organisation:

1. **Advocacy and Representation** - we will be advocates on behalf of the VCFS in Surrey, ensuring that statutory bodies, private sector organisations, and other stakeholders understand the value of the VCFS and how it can support them to meet their objectives.
2. **Knowledge and Understanding** - we will be a focal point for knowledge and understanding of the VCFS in Surrey, being able to collate, analyse, personalise and disseminate the information necessary for VCFS organisations to thrive in a challenging environment.
3. **Projects and Innovation** - we will use our knowledge and understanding to inform new projects designed to meet new and emerging needs, or to fill needs that are not adequately met elsewhere.
4. **Services** - we will provide services, predominantly but not exclusively, to Surrey's VCFS, that they can use to increase their effectiveness.
5. **Financial Sustainability** - we will be a financially sustainable organisation, managing costs effectively and increasing funds to support our mission.
6. **Management** - we will be a professional and well-managed organisation, with effective governance systems and processes, supporting a skilled and enthusiastic team of staff and volunteers, supporting a growing membership, and demonstrating appropriate use of the resources entrusted to us.

All services are offered to organisations who are registered charities, those working to charitable status, those wishing to work with charitable bodies in line with public benefit and other not for profit organisations. The charity trustees have taken full regard of the public benefit guidance published by the Charity Commission.

Surrey Community Action offers a comprehensive range of activities which will benefit voluntary, community groups, primarily in Surrey, and intends that these groups will use this acquired knowledge/support to better pursue their charitable aims/enhance the services they provide to their clients.

Achievements and Performance

Rural Housing Enabler

As working from home becomes the new norm and stamp duty relief and low interest rates have encouraged more people to expedite house buying, the pressure on Surrey's housing market has increased as people seek to move to rural locales out of London.

Rapidly increasing house prices and rents for properties in Surrey's rural villages means younger people and families find themselves priced out of their local housing market. And as renting or buying a home becomes increasingly unaffordable, people on lower wages are forced to move away from the communities in which they live and work.

Surrey Community Action works with local communities to enable a meaningful increase in the delivery of affordable housing in rural villages and

small towns and ensure a sustainable future for Surrey's rural communities.

Our Rural Housing Enabler assesses the level of need for affordable housing in rural villages and consults with communities to identify suitable land where homes can be built for local people in Mole Valley, Tandridge, Guildford and Waverley.

These homes are usually developed as Rural Exception Schemes meaning that the homes remain in perpetuity for local people, often providing a mix of rented and shared owner homes so that communities remain mixed and sustainable.

In 2016-17 our Rural Housing Enabler carried out six reviews of local housing need in rural areas as well as conducting housing need surveys in

Godalming and Farnham. 2020 saw the completion of a development of six affordable homes to rent and two discount market sale homes in Dunsfold, all for people with a local connection.

Planning was granted for The Poland Trust to build 17 new affordable homes for local people in Brockham, following a 10-year search for the right site. 12 of the homes will be available for rent and five will be for self-build but at 75% of the open market rate. Planning permission was also granted for new homes in Hambledon.

The newly completed and planned homes in Dunsfold, Brockham and Hambledon are an example of what can be achieved if local partners work together to tackle the affordable housing crisis affecting our villages.

Community Buildings Adviser

More than ever this year, our Community Buildings Advice has been in demand as community buildings and village halls tried to navigate through the shifting sands of Covid restrictions.

With halls usually the beating heart of many local communities, this year proved challenging for the committee members, volunteers and paid staff who manage these buildings as many were forced to close their venues for prolonged periods while others were re-purposed as vaccination centres. Maintenance, insurance and income were just some of the issues that kept our Community Buildings Adviser busy during the year.

We received over 500 queries this financial year. The queries almost exclusively related to Covid in one way or another and included: clarification on gathering limits, social distancing, face masks, QR codes, safe provision of childcare, grants and ACRE updates.

Other queries related to template policies, CIO advice and IT related queries.

We produced two newsletters and added almost 100 new buildings to our database so they can receive support.



Thank you very much for your emails and updated information. We have been so grateful for everything which we have received from Surrey Community Action since the start of Covid. It has enabled us to feel confident enough to re-open our hall at the beginning of September.

**Ruth Canham,
Hambledon Village Hall**

Voluntary Car and Good Neighbour Schemes

Thousands of older and vulnerable people across Surrey rely on Voluntary Car Schemes and Good Neighbour Schemes to help them to get to GP and hospital appointments, to local shops and hairdressers or to visit their loved ones in nursing homes.

Knowing that there is a friendly volunteer around in their hour of need, helps people to remain physically and mentally well and independent in their own homes.

There are over 100 schemes across Surrey, 86 of which are supported by Surrey Community Action's Voluntary Car Scheme Adviser.

As many of the schemes are run by older volunteers, continuing to operate through the pandemic proved problematic for some – 24 schemes closed completely while 47 schemes offered a limited service.

Many volunteers turned to our Voluntary Car Scheme Adviser for advice and support throughout the year – we responded to over 1,300 enquiries, an increase on last year.

Despite the restrictions, we distributed a newsletter with information about how to stay safe when transporting passengers, collecting prescriptions and shopping for clients; carried out a survey of the schemes, and attended 62 meetings with established schemes (mostly via Zoom) and 24 meetings with developing schemes.

We've also continued to support schemes through the recruitment of volunteer drivers and distributed high-vis jackets and I.D. lanyards as well as carrying out 39 DBS checks in-person and 22 online when the service resumed after it was suspended due to Covid.

7,075 three ply masks, 2,600 rubber gloves and 120 bottles of sanitizer delivered to Good Neighbour Schemes

Gypsy and Traveller Support Work

Working in multi-agency partnerships to help communities with housing and financial issues, our Gypsy, Roma and Traveller Advice and Guidance Officer has supported 78 clients with 125 separate issues this year.

Families facing eviction, education problems and debts value the support and advice which enables them to stay in their homes and receive the benefits to which they are

entitled. Personalised support plans, signposting and liaison with other agencies are all part of the service.

This year we have helped people to claim the benefits to which they are entitled, avoid homelessness, manage debt and budget better, made referrals to health services and supported families to get children back into school.



The support, knowledge and advice given to these really vulnerable families has been invaluable



It has been so helpful to be able to direct clients to Surrey Community Action's Gypsy, Roma and Traveller Advice and Guidance Officer, who often need help with various financial support, including applications and advice which they often struggle to receive from anyone else.

- GRT Nurse

Money Matters

Our Money Matters and Warmth Matters projects use free, accessible, and practical advice sessions to help people on low incomes to save money, improve and manage their personal and family finances, reduce their fuel bills by saving energy and avoid the stress that comes with increasing debt.

This year most of our sessions have taken place via Zoom, while we've also provided remote support by email and telephone. As restrictions have eased, we've organised a series of community pop-ups in community centres and on high streets.

Our service has prevented people from spiralling further into poverty and debt, helped people to budget better and save money on energy bills as well as raised awareness of other sources of support in the community.

We have also set up a fuel voucher scheme to help people struggling to pay energy bills and partnered with local foodbanks and other organisations to help tackle fuel poverty in Surrey.

95% of the people we have worked with have said they will implement information they have learnt from our support and this will improve their household budget

Inspiring Enterprise project

Thanks to a grant secured from the Big Lottery Fund (BLF) and European Social Fund (ESF), Surrey Community Action has worked with WSX Enterprise over the last 4 years to deliver an innovative business start-up support programme to help budding entrepreneurs in west Surrey.

Inspiring Enterprise centres on introducing people to the world of social enterprise opportunities and providing free specific support to those who aspire to start up in this fast growing business sector.

The programme focuses on supporting long term unemployed, lone parents, people with disabilities, older workers and people in minority groups into self-employment.

The project finished in Surrey in December 2020 and in its last year helped 38 people into employment, including working for themselves, and supported two people to return to education and training – an excellent achievement given the struggles many of the participants faced in getting their careers on track.

The project finished in Surrey in December 2020 and in its last year helped 38 people into employment

My Inspiring Enterprise Adviser is a great guy!! I thought he was very helpful, honest, knowledgeable, realistic and empathised with me and my situation. He is full of positivity and helped me see things in a clear perspective but also instilled some confidence in myself! I greatly appreciate all his help. I'll never forget what he's done to help me, I am truly thankful!

PM, now working as a handyman/plumbing and heating engineer.

Community Led Housing

Our Community Led Housing project promotes and supports new ways of providing affordable housing in Surrey developed by local people for local people. We explain how community led housing can work and help interested people form groups, develop their local ideas, engage their communities and navigate every step of the development process.

Last year we worked closely with Haslemere CLT, Homes for Hersham, Homes for Farnham, Puttenham Barns Project and Ripley CLT to help progress their schemes.

We gave presentations and support to emerging groups including: Ripley Parish Council, Newdigate Parish Council, Woking Canalside group, Ockley Parish Council and brought together various interested people in Guildford to form a cohesive group.

Make It Click

2020 saw the introduction of a new project, Make It Click, aimed at helping adults with basic digital skills to increase their digital know how, improve computer confidence and improve their employment opportunities.

The pandemic meant more people had to reassess their jobs or the way they worked, so the Make It Click website became a useful resource to help over 100 people upskill to enable them to find new employment opportunities.

Our Make It Click Facilitator, funded by the Good Things Foundation, provided support via Zoom and WhatsApp - as face to face sessions were unable to take place - to help users to get the most out of the Make It Click learning platform.

Our Make It Click project helped over 100 people to upskill to enable them to find new employment opportunities.

Business services

Surrey Community Action offers a wide range of business services to charities, voluntary groups and to small local businesses including payroll support, meeting room hire, DBS checks and research.

Usually there are over 2,500 visitors to Astolat each year, but the building closed during the first lockdown and opened for limited access during the rest of the year, according to restrictions. Our DBS service was also restricted because of the pandemic but

we processed almost 100 checks during the year.

We worked hard to make Astolat Covid safe for our ten tenants (charities and not for profit organisations) and their clients and contacts, installing sanitisers, reducing capacity in meeting rooms so users could safely observe the two meter distancing rules and introducing other health and safety protocols.

In January we worked with Surrey County Council and The Royal Surrey

Foundation Trust to ensure spare vaccinations did not go to waste by putting out an emergency call to frontline workers and volunteers from third sector and community organisations in Surrey.

We were able to secure late-availability vaccination slots for some 300 colleagues to enable them to continue to safely deliver their vital services, and connect hundreds more to the vaccination programme.

Sector support

Our support for the sector was led this year by the demands and challenges that the pandemic and lockdown restrictions placed upon charities and community organisations across Surrey.

We helped to produce the VCFS Impact and Resilience Report to help statutory partners and funders understand the pressures faced by voluntary and community organisations in Surrey. This helped Surrey County Council to shape the Emergency Response fund for VCFS organisations and other partners for Covid-19 planning.

We were invited by Surrey's Local Resilience Forum (a multi-agency

partnership made up of representatives from local public services, including the Emergency Services, Local Authorities, NHS England and the Environment Agency) to provide a VCFS perspective on the pandemic so that the needs of the VCFS and what the sector could offer were factored into plans and preparations.

Surrey Community Action was also asked to lead the VCFS strand of recovery, alongside health, public finance, place, economy, and other strands. We have developed a VCFS Recovery Plan and we are now looking at implementation and follow up data collection.

We were also instrumental in changing the way health commissioners responded to challenges faced by VCFS partners, finding additional funding, and also relaxing outputs and outcomes for those organisations struggling to deliver due to Covid restrictions.

In addition, we brokered relationships between PPE providers and VCFS partners to address local PPE shortages.

We continued to lead the Surrey Charity Chief Executives Group and provided tailored advice and support to other voluntary and community organisations.

As the spider in the centre of the voluntary sector web, Surrey Community Action is one of my 'go to' organisations when I need a helping hand. They have supported us in the recruitment of a new Finance Manager; peer-reviewed our finance operations; taken part in leadership training for our middle managers, and created regular opportunities for our voice to be heard by senior decision-makers in the county. Surrey Community Action's strategic overview, experienced staff and sympathetic approach make them a great friend for a charity like ours. - Eloise Appleby, CEO of The Grange

Funding

We continue to seek funds from a variety of sources in line with our funding strategy. As well as on-going funding from many of our long-term funders in 2020/21, we received new funding from Good Things Foundation to work on the Make It Click IT skills development project and received funding from the National Lottery Community fund for two years to run a 'pop-up' version of our popular Money Matters project in town centres.

We were pleased to receive some emergency funding to cover the costs of running Astolat and to add to the core work we do in supporting and representing the voluntary sector, demand for which grew during the Covid crisis. Emergency one-off funding came from Surrey County Council, the VCS Emergency Partnership, Community Foundation for Surrey and Tesco Bags of Help.

We continue to build relationships with local and national funders, Council leaders and local businesses in order to promote everything we do to serve communities in need across Surrey. If you would like find out more about our work or how your funding could help us run new services or extend existing services, please get in touch.



We continue to build relationships with local and national funders, Council leaders and local businesses in order to promote everything we do to serve communities in need across Surrey.

Funders and Partners

ACRE
European Social Fund
Runnymede Borough Council
Action Hampshire
Good Things Foundation
TAG Care Group
Caterham Foodbank
Groundworks UK
Sunbury Neighbours
Community Foundation for Surrey
Guildford Borough Council
Surrey Heath Borough Council
Community Led Homes
National Lottery Community Fund
Surrey County Council
Community Housing Fund
NHS Guildford & Waverley ICP

Tandridge District Council
DEFRA
North Guildford Foodbank
Tesco's Bags of Help
Dorking Foodbank
Normandy Parish Council
The Henry Smith Charity
Elmbridge Borough Council
Mole Valley District Council
Waverley Borough Council
English Rural Housing Association
Mount Green Housing Association
Woking Borough Council
Epsom & Ewell Borough Council
Reigate and Banstead Council
WSX Enterprise Ltd
Sobbell Foundation

Financial Review

The total incoming resources for both unrestricted and restricted funds for the year amounted to £698,736 with outgoing resources of £653,437. This resulted in net surplus of £45,299 of which £38,292 net surplus came from restricted funds brought forward from the previous year. The remaining amount of £7,007 net surplus was from unrestricted general core funds.

Surrey Community Action funds now total £296,087 of which £210,975 represents unrestricted funds and £85,112 represents restricted funds (after transfers). The restricted funds and income are only available for the specific projects and purposes as determined by the funders.

Investment Policy and Returns

The assets of a charity must be invested in accordance with the governing instrument and the Trustee Act 2000.

The overall objectives are to create sufficient income to enable the charity to carry out its purposes consistently year by year with due and proper consideration for future needs and the maintenance of the value of the invested funds while they are retained.

The foregoing policy and arrangements will be reviewed regularly by the Trustees in the following way; the Surrey Community Action treasurer reviews the investments and their performance every 3 months and if necessary, seeks advice before presenting any recommendations for change to investments to the Trustees. An investment report is presented to the Board every 6 months.

Reserves Policy

Surrey Community Action holds reserves to:

- Fund cashflow fluctuations and to provide working capital in cases where funds are paid to us in arrears.
- Fund planned expenditure e.g. maintenance of our premises.
- Invest in the future capability of the organisation.
- Invest in capital items e.g. replacement of IT hardware.
- Fund unexpected expenditure i.e. unplanned building repairs or emergencies.
- Fund shortfalls in income when income does not reach expected levels.

The general fund, also known as the free reserves, are unrestricted funds which do not have to be earmarked and may be used generally to further the charity's objectives.

The level of free reserves is reviewed periodically by the trustees and stood at £210,975 at the 31st March 2021 which trustees have estimated is sufficient to cover working capital, investment in the future capability of the organisation and, in a difficult funding environment, to cover in the short term potential funding shortfalls.

Review of 20/21 & Future Developments

The arrival of the COVID-19 pandemic at the start of the financial year brought with it many financial implications and concerns for the organisation especially in relation to security of existing funding, acquiring new projects and increased costs in adjusting to new working patterns.

With continued hard work from every team member, and some opportunities for cost saving as a result of local and national working restrictions, we managed to stick to our Core budgets and end the year on a surplus figure, the first surplus in the last eight years.

Fortunately, Surrey Community Action has operated within a cloud-based finance system for many years and so the finance function was able to transition to a remote function with little difficulty. We have seen huge growth in our outsourced payroll service which continues to deliver an essential and competitive service to 30+ small charities across Surrey, we plan to grow this service even further over the next financial year.

Our key financial aims for the next year will be to meet another surplus in unrestricted funds as well as gain new projects to replace those that have ended in 2020-2021. Although there will be implications from the massive changes to the economy that have happened in the last year we feel confident that we will remain on a sure footing and have the right financial model to hit the organisation's goals

We have ended the year with the first unrestricted surplus in eight years

Structure, Governance and Management

Governing document

Surrey Community Action is an independent registered charity working with communities to strengthen voluntary action. The Memorandum and Articles of Association is the governing document of the charitable company.

An EGM (Extraordinary General Meeting) was held on 25th January 2011 to amend the Memorandum and Articles of Association

Recruitment and appointment of new trustees

The trustees have powers to make appointments to the Board. These are ratified by a vote of the guarantor members at the Annual General Meeting.

Trustees serve for a three-year period and may be re-elected for a further three year period. The Board meets at least six times a year.

No trustee has any beneficial interest in the company. All trustees are members of the company and guarantee to contribute £10 in the event of winding up. In accordance with Article 28, one third of the trustees retire at the Annual General Meeting and, being eligible, offer themselves for re-election. Trustees are elected at the AGM for a three year term.

Nominations are sought from both our membership and from those with specific skills to ensure a balanced skill mix.

Induction and training of new trustees

All trustees receive an induction pack which explains their role, the role of the Board, Charity Commission and Company House requirements. They also are given background information on previous Board decisions, Board papers, information about all services and are invited to meet other trustees and staff. They receive a copy of the staff handbook and an explanation of the current funding situation, the Business plan and future developments.

Organisational structure

The Board delegates responsibility for the day-to-day operation of the Charity to the Chief Executive. The delivery of services is organised into the following teams; Community Services and Resources & Support Services.

In addition, Surrey Community Action administers the disbursement of grants from the Surrey Community Buildings Grants Scheme.

Risk management

The trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finance of the charity and are satisfied that systems are in place to mitigate its exposure to these risks. A risk register has been established, is reviewed by the Board at its bi-monthly meetings and is updated regularly.

The Board of Trustees review the annual budget paying particular attention to the balance between income and expenditure and the amount needed to be retained in reserves. The Board of Trustees aims to maintain a system of financial controls, appropriate to the size and nature of the organisation.

The Board of Trustees liaised with its external auditors on their recommendations regarding financial controls. The system of financial controls is designed to manage rather than eliminate risk. Thereafter there will be an ongoing process for reviewing financial controls which will also assist in identifying risks and management thereof.

Employee Involvement and Internal Control

Surrey Community Action is an equal opportunities employer, with a working policy, and welcomes applications from all sections of the community. Our building and offices offer full disabled access and we also offer a comprehensive programme of training to support employees or volunteers who are new to the sector.

Surrey Community Action has a regular programme of staff meetings, the Board meet at least six times per annum to discuss strategic outcomes and senior staff and Board meet annually to review and plan future developments.

Statement of Trustees Responsibilities

The trustees (who are also the directors of Surrey Community Action for the purposes of company law) are responsible for preparing the Report of the trustees and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing those financial statements, the trustees are 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 continue in business.

The Trustees are responsible for keeping 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 the Companies Act 2006. 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.

Statement as to Disclosure of Information to Independent Examiners

So far as the trustees are aware, there is no relevant information (as defined by Section 418 of the Companies Act 2006) of which the charitable company's auditors are unaware, and each trustee has taken all the steps that they ought to have taken as a trustee in order to make them aware of any audit information and to establish that the charitable company's auditors are aware of that information.

Independent Examination

A resolution agreeing the charity to undertake an Independent Examination was agreed at the September 2021 board meeting.

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

On Behalf of the Board



.....
K McPherson - Chair & Treasurer

Date: 1st December 2021

Statement of Financial Activities

(Incorporating the Income and Expenditure Account)

Year Ended 31 March 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
INCOME					
<i>Income from generated funds</i>					
Voluntary income	2	122,087	2,647	124,734	122,352
<i>Activities for generating funds</i>					
Investment income	3	163	-	163	458
<i>Income from charitable activities</i>					
Advice and support	4	84,675	236,255	320,930	275,820
Communities		-	199,221	199,221	267,128
Other		53,688	-	53,688	77,312
Total income		260,613	438,123	698,736	743,070
EXPENDITURE					
<i>Charitable activities</i>					
Advice and support	5 - 8	244,222	205,536	449,758	438,200
Communities		-	194,295	194,295	265,232
Other		108,811	-	108,811	110,425
Less: Project re-charges		(104,443)	-	(104,443)	(107,433)
Governance costs		5,016	-	5,016	5,281
Total expenditure		253,606	399,831	653,437	711,705
NET INCOME					
before transfers	9	7,007	38,292	45,299	31,365
<i>Gross transfers between funds</i>					
		-	-	-	-
Net income		7,007	38,292	45,299	31,365
RECONCILIATION OF FUNDS					
<i>Total funds brought forward</i>		203,968	46,820	250,788	219,423
TOTAL FUNDS CARRIED FORWARD		£210,975	£85,112	£296,087	£250,788

Balance Sheet

At 31 March 2021

	Notes	2021 £	2020 £
FIXED ASSETS	10-11		
Tangible assets		10,006	14,053
Investments		1	1
		<hr/> 10,007	<hr/> 14,054
CURRENT ASSETS	12		
Debtors: amounts falling due within one year		44,115	100,169
Cash at bank and in hand		388,730	316,313
Investments		-	-
		<hr/> 432,845	<hr/> 416,482
CREDITORS	13		
Amounts falling due within one year		(146,765)	(179,748)
		<hr/>	<hr/>
NET CURRENT ASSETS		286,080	236,734
		<hr/>	<hr/>
TOTAL ASSETS LESS CURRENT LIABILITIES	15	296,087	250,788
		<hr/>	<hr/>
NET ASSETS		296,087	250,788
		<hr/>	<hr/>
FUNDS	16-17		
Unrestricted funds		210,975	203,968
Restricted funds		85,112	46,820
		<hr/>	<hr/>
TOTAL FUNDS		296,087	250,788
		<hr/>	<hr/>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and or the preparation of accounts.

The financial statements were approved by the Trustees on the 1st December 2021 and were signed on their behalf by:



.....
K McPherson - Chair & Treasurer



.....
J Skivington - Trustee

Company Registration Number: 03203003

Statement of Cashflow

Year Ended 31 March 2021

	2021 £	2020 £
Reconciliation of Net Movement in Funds to Net Cash Flow from Operating Activities		
Net movement in funds	45,299	31,365
Add back depreciation charge	8,183	10,412
Decrease (increase) in debtors	56,054	70,902
Increase (decrease) in creditors	(32,983)	(40,081)
Net cash used in operating activities	76,553	72,598
Cash flows from investing activities		
Purchase of tangible fixed assets	(4,136)	(3,197)
Cash provided by (used in) investing activities	(4,136)	(3,197)
Cash flows from financing activities		
Borrowing	-	-
Repayment of borrowing	-	-
Cash used in financing activities	-	-
Increase (decrease) in cash and cash equivalents in the year	72,417	69,401
Cash and cash equivalents at the beginning of the year	316,313	246,912
Total cash and cash equivalents at the end of the year	388,730	316,313

Notes to the Financial Statements

Year Ended 31 March 2021

1. Accounting Policies

Company status

The Charity is a private company limited by guarantee incorporated in the United Kingdom. The members of the company are the Trustees named on page 1. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity. The charities registered office is disclosed on page 1 of the financial statements. The functional and presentational currency is £.

Basis of preparation of financial statements

The financial statements have been prepared in accordance with 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 (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

Income

Voluntary income received by way of donations and gifts to the charity is included in the Statements of Financial Activities when received. Intangible income is not included unless it represents goods or services which would otherwise have been purchased. Gifts in kind are valued and brought in as income as is the appropriate expenditure.

Grants receivable which relate to a specific time period are recognised evenly over the relevant years. Other grants receivable are recognised when the charity becomes entitled to the relevant amounts.

Expenditure

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Liabilities

Liabilities are recognised when Surrey Community Action has an obligation to make a payment to a third party.

Grants payable are recognised when the commitment to pay has been ratified by the appropriate decision making committee. Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Charitable activities

These costs which are in line with the objects of the charity, are grouped as follows:

- Communities** - costs associated with benefitting the inhabitants of various communities primarily in Surrey.
- Grant Making** - costs to provide funding for voluntary and community groups.
- Advice & Support** - costs included are advising communities to organise activities and projects and providing accounting support services to other organisations.
- Other** - these are costs which do not fit into any of the activities above.

Governance costs

Costs include costs associated with Trustees meetings, audit fees, professional and legal fees.

Allocation and apportionment of costs

Support costs are allocated between management, IT, premises and other office running costs according to an estimated usage for each project.

1. Accounting Policies - continued

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	-	Straight line over 5 years
Computer equipment	-	Straight line over 5 years

Capital expenditure is defined as the purchase of an asset which has a life of more than 12 months and a value over £250.

Taxation

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

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals payable under operating leases where substantially all the risks and rewards of ownership remain with the lessor, are charged to the Statement of Financial Activities in the period in which they fall due.

Pension costs

The charity operates a defined contribution pension scheme. Contributions are charged to the Statement of Financial Activities as they become payable.

VAT

The charity is partially exempt for VAT, and any irrecoverable VAT is included with the individual transactions in income and costs.

Current asset investments

Investments in fixed term deposits, which cannot be readily accessed without penalty, are classified as current asset investments

2. Voluntary Income

	2021	2020
	£	£
Gifts in kind	35,362	35,362
Donations	2,872	490
Grants	86,500	86,500
	124,734	122,352

Surrey Community Action leases premises (Astolat) from Surrey County Council at a peppercorn rent, which it occupies and manages as a resource centre, currently for the benefit of other charities and voluntary organisations. For formal reporting purposes the notional rent in relation to space occupied by Surrey Community Action only is shown above as a Gift in kind of £35,362 as part of voluntary income and is included in note 8 as notional expenditure under premises costs.

Grants received, included in the above, are as follows:

	2021	2020
	£	£
Surrey County Council - core grant	86,500	86,500

3. Investment Income

	2021 £	2020 £
Deposit account interest	163	458

4. Income from Charitable Activities

	Grants £	Income from services £	Total 2021 £	Total 2020 £
Advice and support	236,255	84,675	320,930	275,820
Communities	199,221	-	199,221	267,128
Other	-	53,688	53,688	77,312
	435,476	138,363	573,839	620,260

5. Direct Costs of Charitable Activities

	2021 £	2020 £
Staff costs	491,961	489,698
Office costs	48,306	67,721
Travel and meetings	2,290	20,621
	542,557	578,040

Staff costs include the following:

	2021 £	2020 £
Wages and salaries	423,472	431,336
Social security costs	34,395	35,005
Other pension costs	20,509	20,546
Recruitment and temporary staff costs	13,585	2,273
	491,961	489,160

The average number of employees (part-time and full time) during the year was as follows:

	2021	2020
Projects	11	12
Administration	6	6
	17	18

5. Direct Costs of Charitable Activities - continued

No employee was paid more than £60,000 in the year under review (prior year: NIL). Pension costs are allocated in proportion to the related staffing costs in both unrestricted and restricted funds.

The key management personnel comprise the Trustees (who received no remuneration for the period), Chief Executive, Head of Finance & Resources, and Head of Communities & Development. The total employee benefits of the 3 key management personnel were £126,777 (prior year: £125,481 – Average of 3 key management personnel). The total amount of redundancy for the period was £10,031 (prior year: nil).

Defined pension contribution costs for the period were £20,509 (prior year: £20,546) and were allocated directly to the appropriate activity/fund in both restricted and unrestricted funds.

No volunteers were engaged by Surrey Community Action throughout the year due to the implications of COVID-19 working restrictions.

6. Support Costs and Project Recharges

	Restricted Communities	Restricted Advice & Support	Unrestricted Other	Unrestricted Advice & Support	Governance	Total 2021
	£	£	£	£	£	£
Staff costs	158,932	132,359	-	200,670	-	491,961
Travel & meetings	1,152	570	-	568	-	2,290
Office costs	3,644	9,843	9,256	25,563	-	48,306
IT costs	-	-	-	8,557	-	8,557
Communications	974	3,513	-	2,136	-	6,623
Finance costs	-	-	-	2,734	-	2,734
Premises costs	-	43	79,132	491	-	79,666
Depreciation	-	-	4,681	3,503	-	8,184
Governance costs	-	100	-	-	5,016	5,116
Management costs	29,593	59,108	15,742	-	-	104,443
Recharges of core costs	-	-	-	(104,443)	-	(104,443)
	194,295	205,536	108,811	139,779	5,016	653,437

7. Governance Costs

	2021 £	2020 £
Independent Examiners Remuneration	4,500	5,000
Legal and professional fees	541	13
Board expenses	(25)	268
	5,016	5,281

8. Trustees Remuneration and Benefits

No Trustee received remuneration in the period. No Trustee claimed expenses the in year under review (prior year - £268)

9. Net Income

Net resources are stated after charging:

	2021	2020
	£	£
Independent Examiners Remuneration	4,500	5,000
Depreciation - owned assets	8,183	10,412
	12,683	15,412

10. Fixed Assets

	Fixtures and fittings	Computer equipment	Totals
	£	£	£
COST			
At 1 April 2020	237,802	55,222	293,024
Additions	-	4,136	4,136
Disposals	-	-	-
At 31 March 2021	237,802	59,358	297,160
DEPRECIATION			
At 1 April 2020	225,808	53,163	278,971
Charge for year	7,012	1,171	8,183
Disposals	-	-	-
At 31 March 2021	232,820	54,334	287,154
NET BOOK VALUE			
At 31 March 2021	4,982	5,024	10,006
At 31 March 2020	11,994	2,059	14,053

11. Fixed Asset Investments

SCA Trading Ltd, a 100% subsidiary of Surrey Community Action, was incorporated in England and Wales on 30th August 2011, and has been dormant in the period ending 31st March 2021 and in the prior year to 31st March 2020. SCA Trading Ltd has aggregate capital and reserves of £1.

The company has taken exemption from preparing group accounts under the provisions of the Companies Act 2006 as it is subject to the small companies regime.

12. Debtors: amounts falling due within one year

	2021	2020
	£	£
Trade debtors	31,869	41,455
Prepayments and accrued income	12,246	58,714
	44,115	100,169

13. Creditors: amounts falling due within one year

	2021	2020
	£	£
Trade creditors	5,118	6,913
Social security and other taxes	7,145	8,641
VAT	591	6,793
Other creditors	89,515	115,772
Accruals and deferred income	44,396	41,629
	146,765	179,748

Included in other creditors is an amount of £49,625 held by Surrey Community Action on behalf of Surrey County Council for its Community Buildings Capital Scheme.

14. Operating Lease Commitments

The total of future minimum lease payments under non-cancellable operating leases for each of the following periods:

	2021	2020
	£	£
Not later than one year	13,722	13,722
Later than one year and not later than five years	29,840	43,562
Later than five years	-	-
	43,562	57,284

15. Analysis of Net Assets Between Funds

	Unrestricted funds	Restricted funds	2021 Total funds	2020 Total funds
	£	£	£	£
Fixed assets	10,006	-	10,006	14,053
Investments	1	-	1	1
Current assets	262,315	170,530	432,845	416,482
Current liabilities	(61,347)	(85,418)	(146,765)	(179,748)
	210,975	85,112	296,087	250,788

16. Movement in Funds

	At 1st April 2020 £	Incoming Resources £	Resources Expended £	Transfers Between Funds £	At 31st March 2021 £
Unrestricted Funds					
General fund	203,968	260,613	(253,606)	-	210,975
Total Unrestricted Funds	203,968	260,613	(253,606)	-	210,975
Restricted Funds					
<i>Advice & Support</i>					
Village & Community Halls Advisory Service	3,632	16,250	(13,110)	-	6,772
Rural Housing	(8,420)	40,888	(37,407)	-	(4,939)
Community Led Housing	48,614	83,000	(67,166)	-	64,448
Advice on the Run	652	54,678	(45,673)	-	9,657
Rural Community Action Network	10	38,735	(38,745)	-	-
Homes For Farnham	-	5,000	(3,435)	-	1,565
Total Advice & Support	44,488	238,551	(205,536)	-	77,503
<i>Communities</i>					
Rural Transport Car Schemes	8,075	44,324	(39,016)	-	13,383
Gypsy & Traveller Support Worker	(4,256)	31,189	(28,793)	-	(1,860)
Make It Click	-	7,500	(11,414)	-	(3,914)
Inspiring Enterprise	(1,487)	116,559	(115,072)	-	-
Total Communities	2,332	199,572	(194,295)	-	7,609
Total Restricted Funds	46,820	438,123	(399,831)	-	85,112
TOTAL FUNDS	250,788	698,736	653,437	-	296,087

17. Purpose of Funds

Unrestricted Funds

Core

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Restricted Funds

Advice & Support

Village & Community Halls Advisory Service

Rural Housing

Community Led Housing

Advice on the Run

Rural Community Action Network

Communities

Rural Transport Car Schemes

Gypsy & Traveler Support Worker

Rural Transport Car Schemes (Drive into Action)

Homes For Farnham

Make It Click

Inspiring Enterprise

Purpose

Administration & management of SCA's operations, services, advocacy projects and other general unrestricted functions.

Management and maintenance of a large office building sublet to other organisations.

Advice & Support service for local community buildings.

Development of rural affordable housing.

Support local community housing initiatives.

Advisory to vulnerable people on financial issues.

Strategic and developmental support to benefit rural communities.

Support and development of voluntary car schemes.

Advice and support to individuals regarding housing, employment and benefits.

Support to existing and new voluntary car schemes.

Holding & Distributing Funds on Behalf of a Local Community Housing Project.

Helping adults with basic digital skills to improve their digital know-how and computer confidence.

Supporting people progress from being out of work into self-employment.

Independent Examiners Report to the Members of Surrey Community Action

I report to the Charity Trustees on my examination of the accounts of the Charity for the year ended 31 March 2021.

Responsibilities and basis of report

As the Charity's Trustees of the Company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Charity 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 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 Company'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 Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I can 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 accounts do not accord with those records; or
3. the accounts 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 accounts 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.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

DocuSigned by:

Janice Matthews

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Signed: _____

Dated: 07-Dec-2021

Janice Matthews FCA

Independent examiner
Menzies LLP
Centrum House
36 Station Road
Egham
Surrey
TW20 9LF

Detailed Statement of Financial Activities for the Year Ended 31 March 2021

	2021	2020
	£	£
INCOMING RESOURCES		
Voluntary income		
Gifts in kind	35,362	35,362
Donations	2,872	490
Grants	86,500	86,500
	124,734	122,352
Investment income		
Deposit account interest	163	458
Incoming resources from charitable activities		
Grants	435,476	491,615
Income from services provided	138,363	128,645
	573,839	620,260
Total incoming resources	698,736	743,070
RESOURCES EXPENDED		
Charitable activities		
Staff costs	491,961	489,698
Office costs	48,306	67,721
Travel and meetings	2,290	20,621
	542,557	578,040
Governance costs		
Auditors Remuneration	4,500	5,000
Legal and professional fees	541	13
Board expenses	(25)	268
	5,016	5,281
Support costs		
Management costs	104,443	107,433
IT costs	8,557	9,337
Premises costs	79,666	79,943
Office costs	17,641	39,104
Project re-charges	(104,443)	(107,433)
	105,864	128,384
Total resources expended	653,437	711,705
Net income	45,299	31,365

This page does not form part of the statutory financial statements