



# **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**

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# 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 Kortenray			

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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 VCSF 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 £
<b>INCOME</b>					
<b>Income from generated funds</b>					
Voluntary income	2	122,087	2,647	124,734	122,352
<b>Activities for generating funds</b>					
Investment income	3	163	-	163	458
<b>Income from charitable activities</b>					
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
<b>Total income</b>		<b>260,613</b>	<b>438,123</b>	<b>698,736</b>	<b>743,070</b>
<b>EXPENDITURE</b>					
<b>Charitable activities</b>					
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
<b>Total expenditure</b>		<b>253,606</b>	<b>399,831</b>	<b>653,437</b>	<b>711,705</b>
<b>NET INCOME</b>					
before transfers	9	7,007	38,292	45,299	31,365
<b>Gross transfers between funds</b>					
		-	-	-	-
<b>Net income</b>		<b>7,007</b>	<b>38,292</b>	<b>45,299</b>	<b>31,365</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>203,968</b>	<b>46,820</b>	<b>250,788</b>	<b>219,423</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>£210,975</b>	<b>£85,112</b>	<b>£296,087</b>	<b>£250,788</b>



# Balance Sheet

At 31 March 2021

	Notes	2021 £	2020 £
<b>FIXED ASSETS</b>	10-11		
Tangible assets		10,006	14,053
Investments		1	1
		<b>10,007</b>	<b>14,054</b>
<b>CURRENT ASSETS</b>	12		
Debtors: amounts falling due within one year		44,115	100,169
Cash at bank and in hand		388,730	316,313
Investments		-	-
		<b>432,845</b>	<b>416,482</b>
<b>CREDITORS</b>	13		
Amounts falling due within one year		(146,765)	(179,748)
<b>NET CURRENT ASSETS</b>		<b>286,080</b>	<b>236,734</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	15	<b>296,087</b>	<b>250,788</b>
<b>NET ASSETS</b>		<b>296,087</b>	<b>250,788</b>
<b>FUNDS</b>	16-17		
Unrestricted funds		210,975	203,968
Restricted funds		85,112	46,820
<b>TOTAL FUNDS</b>		<b>296,087</b>	<b>250,788</b>

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 £
<b>Reconciliation of Net Movement in Funds to Net Cash Flow from Operating Activities</b>		
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)
<b>Net cash used in operating activities</b>	<b>76,553</b>	<b>72,598</b>
<b>Cash flows from investing activities</b>		
Purchase of tangible fixed assets	(4,136)	(3,197)
<b>Cash provided by (used in) investing activities</b>	<b>(4,136)</b>	<b>(3,197)</b>
<b>Cash flows from financing activities</b>		
Borrowing	-	-
Repayment of borrowing	-	-
<b>Cash used in financing activities</b>	<b>-</b>	<b>-</b>
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
<b>Total cash and cash equivalents at the end of the year</b>	<b>388,730</b>	<b>316,313</b>

# 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:

- |                             |   |   |
|-----------------------------|---|---|
| <b>Communities</b>          | - | costs associated with benefitting the inhabitants of various communities primarily in Surrey.   |
| <b>Grant Making</b>         | - | costs to provide funding for voluntary and community groups.  |
| <b>Advice &amp; Support</b> | - | costs included are advising communities to organise activities and projects and providing accounting support services to other organisations. |
| <b>Other</b>                | - | 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 £
<b>COST</b>			
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
<b>DEPRECIATION</b>			
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
<b>NET BOOK VALUE</b>			
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	-	-
Total future minimum lease payments	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 £
<b>Unrestricted Funds</b>					
General fund	203,968	260,613	(253,606)	-	210,975
<b>Total Unrestricted Funds</b>	<b>203,968</b>	<b>260,613</b>	<b>(253,606)</b>	<b>-</b>	<b>210,975</b>
<b>Restricted Funds</b>					
<b>Advice &amp; Support</b>					
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
<b>Total Advice &amp; Support</b>	<b>44,488</b>	<b>238,551</b>	<b>(205,536)</b>	<b>-</b>	<b>77,503</b>
<b>Communities</b>					
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)	-	-
<b>Total Communities</b>	<b>2,332</b>	<b>199,572</b>	<b>(194,295)</b>	<b>-</b>	<b>7,609</b>
<b>Total Restricted Funds</b>	<b>46,820</b>	<b>438,123</b>	<b>(399,831)</b>	<b>-</b>	<b>85,112</b>
<b>TOTAL FUNDS</b>	<b>250,788</b>	<b>698,736</b>	<b>653,437</b>	<b>-</b>	<b>296,087</b>

# 17. Purpose of Funds

## Unrestricted Funds

Core

Astolat

## 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.

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 £
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Gifts in kind	35,362	35,362
Donations	2,872	490
Grants	86,500	86,500
	<b>124,734</b>	<b>122,352</b>
<b>Investment income</b>		
Deposit account interest	163	458
<b>Incoming resources from charitable activities</b>		
Grants	435,476	491,615
Income from services provided	138,363	128,645
	<b>573,839</b>	<b>620,260</b>
<b>Total incoming resources</b>	<b>698,736</b>	<b>743,070</b>
<b>RESOURCES EXPENDED</b>		
<b>Charitable activities</b>		
Staff costs	491,961	489,698
Office costs	48,306	67,721
Travel and meetings	2,290	20,621
	<b>542,557</b>	<b>578,040</b>
<b>Governance costs</b>		
Auditors Remuneration	4,500	5,000
Legal and professional fees	541	13
Board expenses	(25)	268
	<b>5,016</b>	<b>5,281</b>
<b>Support costs</b>		
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)
	<b>105,864</b>	<b>128,384</b>
<b>Total resources expended</b>	<b>653,437</b>	<b>711,705</b>
<b>Net income</b>	<b>45,299</b>	<b>31,365</b>

This page does not form part of the statutory financial statements