

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	Company Secretary	George Shackleton
Peter Downey (apt. 26/11/25) – Treasurer	Principal Officers	Jason Gaskell
Michael Cannon		Chief Executive
Roger Taylor		Rachel Ellis
Jan Rogers		Head of Communities and Development
John Skivington		George Shackleton
Alison Keeley (r. 26/3/25)		Head of Finance
Keith McPherson (r. 28/5/25)		
Barbara Teszler (apt. 28/5/25)		
Alan Carpenter (apt. 28/5/25)		
Barbara Steele (apt. 28/5/25)		

Contents

Chairman’s statement	3
Chief Executive’s report	4
Report of the Trustees - Objectives and Aims	5
Report of the Trustees - Achievements & Performance	6 - 9
Report of the Trustees - Fundraising Activities	10
Report of the Trustees - Financial Review & Future Developments	11
Report of the Trustees - Structure, Governance & Management	12
Statement of Trustees Responsibilities	13
Statement of Financial Activities	14
Balance Sheet	15
Statement of Cashflow	16
Notes to the Financial Statements	17 - 24
Report of the Independent Examiners	25
Detailed Statement of Financial Activities	26

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)
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
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:

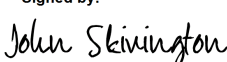
Signed by:



.....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