

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

England & Wales · Charity number 1098917

Details

Other names	SAFSS
Status	Registered
Legal form	Charitable company
Company number	04258543
Registered	2003-08-11
Register	View on the Charity Commission register

Contact

Address	Sandwell Asian Family Support Servi Windmill Community Centre Messenger Road Smethwick B66 3DX
Phone	01215582198
Email	info@safscare.org
Website	www.safscare.org

Activities

Objects: THE RELIEF OF INDIVIDUALS OF SOUTH ASIAN ORIGINS AND DESCENT WHO HAVE A DISABILITY BY THE PROVISION OF SERVICES AND SUPPORT TO SAID INDIVIDUALS AND THEIR FAMILIES AND CARERS.

Activities: Our mission - to enhance the quality of life and to improve the health and wellbeing of individuals from the South Asian and other communities, who have a disability by providing a range of quality care and opportunities.

Classification

- **How:** Provides Human Resources, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, The Advancement Of Health Or Saving Of Lives, Disability, The Prevention Or Relief Of Poverty
- **Who:** Children/young People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin

Geography

- Birmingham City
- Sandwell

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£871,705	£861,591	£343,793	39
2024-03-31	£717,118	£775,967	£333,679	36
2023-03-31	£666,103	£769,881	£392,528	32
2022-03-31	£590,050	£715,598	£496,306	33
2021-03-31	£690,196	£627,851	£621,854	29

Trustees

Name	Role	Appointed
JATINDER KAUR	Chair	2019-12-10
BALJIT KAUR		2012-12-17
DAVINDER SINGH SANDHU		
RAJBIR Kaur		
RAKSHA PATEL		2017-12-01
SANJIV VERMA		

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

England & Wales - Charity number 1098917

Accounts

Company No: 4258543

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

COUNCIL OF MANAGEMENT AND TRUSTEES
REPORT AND ACCOUNTS
For the year ended 31st March 2025

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

ANNUAL REPORT AND ACCOUNTS
For the year ended 31st March 2025

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SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Information on Trustees and Professional Advisers
For the year ended 31st March 2025

Reference and Administrative Details of the Charity, its Trustees and Advisers

Sandwell Asian Family Support Service (also known as SAFS) is a registered charity (1989) and Company Limited by Guarantee (2001). The company registration number is 4258543 and the registered charity number is 1098917. The liability of each individual member serving the committee is limited.

The registered office and operating address is:

Sandwell Asian Family Support Service Limited (SAFS)
Windmill Community Centre
Messenger Road
Smethwick
West Midlands
B66 3DX

The members of the Management Board, who are the charity trustees, that served during the period and up to the date of this report were:

Honorary Officer/s:

Chairperson:	Jatinder Kaur
Vice Chairperson:	Sanjiv Verma
Treasurer:	Raksha Patel
Company Secretary:	P K Dhatt

Other Board Members:

B Kaur
R Kaur
D Sandhu

Principal Staff:

Chief Executive:	Parpinder Kaur Dhatt
Finance & Performance Manager:	Kate Whiteside

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Information on Trustees and Professional Advisers
For the year ended 31st March 2025

**Accountants/Independent
Examiners**

Messrs. Hallbrookes (Accountancy) Ltd
14 Elstow Road
Bedford
MK42 9LA

Bankers:

Barclays Bank Plc
Soho Road Branch
351-359 Soho Road
Birmingham
B21 9SE

Scottish Widows Bank PLC
PO Box12757
67 Morrison Street
Edinburgh
EH3 8YJ

Solicitors:

Irwin Mitchell
Riverside East House
2 Millsands
Sheffield
S3 8DT

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Report of the Board of Directors
For the year ended 31st March 2025

Structure, Governance and Management

The charity is constituted as a Charitable Company Limited by Guarantee. It is governed by the regulations set out in its Memorandum and Articles of Association and is managed and governed by voluntary Board of Directors/Trustees.

New Board Members are elected annually at the Annual General Meeting (AGM). The AGM is held in December ordinarily. Board members are elected for a period of one year.

The Chairperson leads the Board of Directors and ensures that they understand their responsibilities as charity Trustees. The Chairperson is supported by a Vice Chairperson and a Treasurer.

The Board of Directors meets up to 6 times a year to review the strategic work plan, organisational objectives, and financial position and to approve organisational policy and procedures. The Board of Directors also organise sub-groups, task and finish groups as and when the need arises for the organisation.

The Trustees of the charity consider that the board and the senior management team comprise the key management personnel of the charity in charge of directing, controlling, running and operating the charity on a day-to-day basis.

The day-to-day work of the charity is managed by the Chief Executive Officer, 1 Finance and Performance Manager, 1 Care Manager, 1 General Building Management, 36 workers (part time and full time) and supported by 1 volunteer.

The pay of all staff is renewed annually and increased in accordance with average earnings where appropriate. In view of the nature of the charity, the directors/trustees benchmark against pay levels in other similar run charities with similar roles and responsibilities.

All trustees give of their time freely and no director received remuneration in the year.

All new trustees are provided with the "role of Trustees" booklet published by the Charities Commission and are made aware of their roles and responsibilities with their new assignment.

The Management Board is aware of the potential risks to the charity, including financial risks and has implemented strategies to control or minimise these risks. Assessments have been undertaken of the major risks, including funding, personal, health and safety, operation risks, governance and compliance with law and regulations.

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Report of the Board of Directors
For the year ended 31st March 2025

Objectives and Activities for the Public Benefit

The objects for which the Company is established are in particular but not exclusively, within the Metropolitan Borough of Sandwell and its surrounding areas.

The relief of individuals of South Asian Origin and descent, not exclusively to those who have a disability and/or long-term condition by the provision of services and support to the said individual.

SAFS mission is to enhance the quality of life and to improve the health and wellbeing of individuals from the South Asian and other communities, who have a disability, by providing quality care and opportunities.

SAFS strives to provide a professional service to all its individuals/service users and is committed to continuous development and improvement.

During the year 1st April 2024 - 31st March 2025, the charity provided the following Services:

Adults Care and Support Service/s

The Adults Services consists of domiciliary care at home, community-based/PA service and a day opportunities centre-based drop-in service, these services are provided to adults that have a physical and/or learning disability and complex health needs. These services are provided 7 days a week and focus on both indoor and outdoor activities. SAFS accept Personal Budget and Direct Payments and all services are based on achieving personal outcomes for individuals in accordance with individual support plans and individual progress plans. SAFS also offer where appropriate, advice, guidance, and emotional support for both the individual and their parents or carers. The care, support and wellbeing services are managed by the Care Manager. The CEO is the responsible individual and registered Manager with CQC (Care Quality Commission). SAFS is also monitored by the Sandwell MBC and Birmingham City Council's Adults Department who receive regular monitoring information.

Children's Care and Support Service/s

The domiciliary/personal care at home service and a personal assistant (PA) support service is provided for children aged between 0-18 years of age that have a physical and/or learning disability and life threatening/life limiting conditions. The service is provided to family's residents in Sandwell and Birmingham. A team of trained and experienced care staff undertake specialist personal care to children with complex health needs. SAFS also offer where necessary advice, guidance, and emotional support for the parent/carers and the family. The Service is managed on a day-to-day basis by the Care Manager. The CEO is the registered Manager as well as the responsible individual with CQC (Care Quality Commission).

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

Report of the Board of Directors

For the year ended 31st March 2025

Short Breaks Service/s.

The short breaks programme are a number of specialist services provided to children and young people aged 4 to 11 years of age and 11 to 18 years of age. The services enable the parents and carers to have a short break.

There are several services which are as follows:

Weekend club – which we provide on a Saturday for 36 weeks of the year.

Summer holiday club – which we provide over 2 weeks in the summer holidays.

Other holiday club – which we provide over 2 days per week over the 7 weeks.

Personal Assistant (PA) support – where we provide 2 hours every week or 4 hours every fortnight depending on the individual need of the child and family.

Early Help Intervention & Prevention and Family Support

The Early Help Intervention and Prevention service provides support to families who have a child or young person with disability, life limiting or life-threatening conditions. This service is part of early help offer by SMBC which offers, advice, guidance and provides translation and interpretation support and offers emotional support and a parenting support programme where necessary. This service underpins all the services we provide at SAFS and is an integral part of the work we do. There is currently no funding for this service. It is provided on an adhoc basis as and when families request it. It is overseen and provided by the services team.

Carers Support Service - signposting and navigation service to BAME carers

A signposting and navigation service for carers, supports carers from the Black, Asian and Minority Ethnic (BAME) community by way of advice, guidance, various workshops and support sessions on emotional health and wellbeing. The focus of this project is early intervention and prevention for carers and to work collaboratively with any professional individuals to sign post the carers to the services if necessary. A support group for parents and carers provides regular support. Weekly welfare calls and contact is continued to be made. Regular information on various services, events and education/lifelong learning courses are continued to be shared with all our families and parents and carers.

SAFS @ Windmill Community Centre.

SAFS has managed the windmill community centre since April 2016. We have a very busy timetable of activities held during the day, evening and weekends. We have a number of anchor tenants namely; St Michaels Nursery, Windmill Amateur Boxing Academy, Warley Community Gym . We also have a SMBC run youth club and we also have a number of user groups who hire the rooms on a regular basis where various activities are provided by way of sports, self-defense, wellbeing services and Tuition classes. We have one off private bookings throughout the year by way of birthday parties, christenings, naming ceremonies and pre-wedding parties. We have several faith groups who use the centre as their 'place of worship' and this creates another dimension to the use of the centre as its created a 'spiritual and calm and safe' space for the diverse communities near and afar.

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

Report of the Board of Directors

For the year ended 31st March 2025

The statutory and corporate sector have also hired out space for meetings, training and seminars. The enclosed courtyard now houses an accessible sensory garden/space for the children, adults with disabilities, their families, the centre tenants, regular user groups and hirers.

Achievements and Performance (April 2024 – March 2025)

During this year SAFS has had many successes and achievements namely the following:

- We hosted an inclusive festival Day funded by Bring the Power/ United by 2022 and coordinated and delivered by K'antu Ensemble – celebrating sports and culture for children and young people with send. Perry the Bull attended, and the Siobhan Fitzpatrick wheelchair basketball player was the Sports Personality for the day and she engaged and interacted with all the children as did Perry. We had numerous workshops delivered by our own WCC user groups namely WABC and AFSCS, Gospel Dance Academy and Samaritans, and Utility Warehouse also attended to share information with everyone present. We had small local businesses who set up stalls also ie perfume and honey. The day was very productive and well attended
- We have welcomed a stay and play session to commence next year and have been working with the organisers to put volunteers in place, this will give younger preschool aged children a chance to interact with their peers whilst their parents have the opportunity also to make friends and connect.
- Play zone is coming to SAFS@WCC this will turn our MUGA into a wonderful football and basketball pitch, with lights and better facilities for the local community and groups, this will be accessible to use by all and will promote sports to individuals and communities on their doorstep. This is funded by Football Association and SMBC. It's a great facility the SAFS will have for its children and young people and adults with SEND.
- White Falcon Consultancy has been working with SAFS to secure funding opportunities and to forward plan with SAFS on its legacy and succession planning.
- LOCALITY have worked with SAFS and carried out a diagnostic of all its current strategies and business options to future proof SAFS & the windmill community Centre.
- Centre for Sustainable Energy completed a building energy and health survey to identify how SAFS needs to be more energy efficient and save money. However, as the WCC is an old building there are lots of gaps and significant investment is required. SAFS will need to look at how to raise funds to carry out the recommendations to create an energy efficient building.
- SAFS@WCC is well established now. We do continue to have significant take up of services to the Centre by several different communities and regular hirers, which has increased the footfall and created a 'real community hub' feel.

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Report of the Board of Directors
For the year ended 31st March 2025

- SAFS@WCC still have 3 anchor tenants and over 25 regular user groups for training; youth clubs; yoga and activity sessions etc. and we had over 100 one-off room hire bookings for private parties.
- Contract performance monitoring visits and audits are carried out by SMBC Property Services and Adult Social Care. We provide regular monitoring performance reports and feedback to the Council.
- Citation conducted a Health and Safety audit, which was successful - the focus is risk assessments, health and safety measures and repairs and maintenance checks.
- Citation HR advisers and online system - keeps us up to date with all current employment legislation.
- Citation Atlas online training platform is current, and all the HR and Care training is certified and enables staff to complete this on an annual basis and in a timely manner.
RoSPA certified training is completed online by all staff covering all care modules in line with skills for care and health and safety modules.
- All staff have undertaken classroom-based refresher training in line with CQC provided by a number of training providers.
- We have continued to work in partnership with Sandwell MBC, Birmingham City Council's Children's Services and Adult Services and have expanded services where a need was identified.
- SAFS continued to network with specific agencies and professional individuals to ensure mainstream services are aware of the specific needs of children and young people with disabilities.
- Quarterly performance monitoring reports for the Adults and Children's Domiciliary Care and Shortbreaks are submitted to SMBC & BCC local authorities.
- Six monthly performance monitoring reports for the Carers Service are submitted to SMBC local authority.
- Adult Social Care have undertaken specific audits for the day opportunities and the Domiciliary care service provision to ensure we are compliant.
- Quick books financial system is now in place to ensure all finances are monitored closely and all expenses are analysed in line with income received.
- SAFS has continued to offer work experience to pupils at school, students at college and apprenticeship placements.
- We are a member organisation of Communities in Sync a consortium set up in Sandwell to provide a range of health, social care and wellbeing services to the communities in which we live in.
- SAFS & Windmill Community Centre user group advisory group has been set up to discuss partnership working and ways to improve service delivery to the local community.

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Report of the Board of Directors
For the year ended 31st March 2025

Financial Review

The trustees consider that the performance of the charity for the year ended 31st March 2025 has been satisfactory.

A summary statement of financial activities for the year is shown on page 12 of the accounts. This shows that during the year total income of £871,705 was received. The net movements of funds show a surplus of £10,114 that has been added to the reserves brought forward from previous years.

Operational costs of the charity have been monitored closely. Ongoing office staff shortages have meant existing staff have continued to work overtime on some occasions and have been on call to cover the SAFS out of hours service to prevent care shift cancellations. There has been continuous cost of living increases. The building costs for hiring rooms have increased to ensure the caretakers' costs are covered at all times.

It is the policy of the trustees to ensure that the highest quality of service provision is available to all beneficiaries.

During the year SAFS continued to receive funding from Sandwell Metropolitan Borough Council (SMBC) and Birmingham City Council (BCC) - Adult Services and Children Services Departments and direct payments from services users. This enabled SAFS to further develop and provide existing services for children's and adults with disabilities. SAFS' registration with the Care Quality Commission (CQC) enables a high standard of service provision to be delivered.

The staff deserves praise and recognition for their enthusiasm, commitment and professionalism in providing a service that meets increasing and wide-ranging individual families and individual child/adults needs. Staff are continuously faced with extra challenges when referrals are received from children and adults who have complex needs. This in turn reflects in some care packages requiring extra commitment and monitoring. The staff have continued to work to provide good quality care services, despite the pandemic being over the staff are still having to maintain safety at the forefront as colds, flu and different strains of covid is still evident and still continuing to affect a lot of individuals. However, this has not deterred SAFS staff in continuing to being supportive and committed to their career in care.

It is the trustees' view that it is prudent to ensure that there are sufficient free reserves to provide financial flexibility over the course of the six months ahead and to cover unplanned emergencies, maintenance and repairs and other expenditure as and where necessary.

The trustees have decided to set a level of reserves which is sufficient to ensure the continued operation of the charity activities. These include the running costs of the organisation, effective management, further enhancement, development of the organisation and to ensure that registration requirements (CQC or Ofsted) with the regulatory government bodies and Local Authority monitoring requirements and service specifications are met. The amount of the reserves totals £323,307 (which is the free reserves).

The trustees have regard to the liquidity requirements of operating the charity and have kept funds in interest bearing deposit account.

Despite the increasing pressure on public expenditure, the charity is expected to generate funds from various funding bodies indefinitely.

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Report of the Board of Directors
For the year ended 31st March 2025

Plans for future periods and Public Benefit

The forthcoming year brings both challenges and opportunities for SAFS. SAFS' services continue to be provided both in Sandwell and in neighboring boroughs and are at the forefront of our plans. Our services in Sandwell have expanded to the new and emerging communities. The need to secure additional external funding continues to be an area that needs to be addressed as all contracts have now become tenders and we will now have to compete for these as and when they are advertised. An annual impact and review of our strategic objectives will be a focal point for us in 2025-26. The Windmill Community Centre needs to diversify its income streams to meet the increasing costs particularly for maintenance and refurbishment. The WCC development plan needs to be reviewed with a business strategy and a funding strategy action plan to ensure it is self-funded as is also a going concern.

All services have been reviewed in line with tenders and income received for the sustainability of the organisation. SAFS was successful in its tender for the Short Breaks programme providing out of school clubs during the weekend and half term, summer holidays and Christmas Break to children and young people with disabilities aged 4 – 18 years and addition to the clubs we have extended our offer for a Personal Assistant Support Service to children and young people, this programme ends in March 2024 and we will look to tender for the services again, subject to full cost recovery.

Our community based care services, centre based and lifestyle drop into adults with learning or physical disabilities is continually developing and changing and the focus is more on day opportunities and SMBC Adult social care are supportive of this service and have carried out a number of audits to ensure we are compliant. There is also a growing demand for SAFS domiciliary care services and in particular to provide care for children and young people who have complex health needs mainly autism. SAFS will continue to develop support and wellbeing services for parents and Carers and sustainable funding is required to meet the increasing demands of our Family Support service. SAFS will continue to develop and train existing staff to ensure they comply with CQC, the new care certificate workbook (skills for care), OFSTED regulations and the Early Years framework.

In planning all activities SAFS has worked to the Charity Commissions guidance on public benefit. Our main activities and our beneficiaries are listed on pages 4, 5, 6 and 7 of this report. All of these charitable activities are undertaken to further our charitable purpose for the public benefit.

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Report of the Board of Directors
For the year ended 31st March 2025

Statement of Trustees' Responsibilities

The trustees (who are also directors of Sandwell Asian Family Support Service Limited for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (United Kingdom Generally Accepted Accounting Practice).

The trustees are required by law to prepare accounts for each financial year, which give a true and fair view of the financial activities of the charity and its financial position at the end of that year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statement of recommended practice have been followed subject to any material departures disclosed and explained in the accounts;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

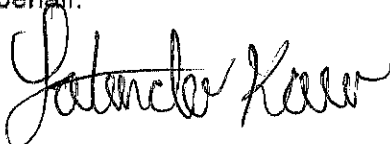
The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of charity and to enable them to ensure that financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Accountants/ Independent Examiners

Messrs. Hallbrookes (Accountancy) Limited are willing to continue in office as Accountants for the ensuing year 2025/2026.

Approval

This report was approved by the trustees on 16/12/2025..... and signed on their behalf.



Mrs Jatinder Kaur
Chairperson

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

Independent examiners report to the Trustees of Sandwell Asian Family Support Service Limited

I report to the charity trustees on my examination of the accounts of the Sandwell Asian Family Support Service Limited for the year ended 31st March 2025, which are set out on pages 12 to 20.

Responsibilities and basis of report

As the charity's trustees of the company (and also 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 been satisfied that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under s. 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 s. 145 (5) (b) of the 2011 Act.

Independent examiners' statement

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

- accounting records were not kept in respect of the company as required by s.386 of the 2006 Act;
- the accounts do not accord with those accounting records
- the accounts do not comply with the accounting requirements of s.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
- 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 attentions should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Harvinder Kaur Josan BA (Hons) FCCA
Hallbrookes (Accountancy) Ltd
14 Elstow Road
Bedford, MK42 9LA

Date: 16/12/2025

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Statement of Financial Activities
For the year ended 31st March 2025

INCOME AND EXPENDITURE

		<u>Restricted</u>	<u>Unrestricted</u>	<u>Designated</u>	<u>Total</u>	<u>Total</u>
	<u>Notes</u>	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>
		<u>31st March</u>	<u>31st March</u>	<u>31st March</u>	<u>31st March</u>	<u>31st March</u>
		<u>2025</u>	<u>2025</u>	<u>2025</u>	<u>2025</u>	<u>2024</u>
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
<u>Income Resources</u>						
Donations and legacies						
Income from donations and legacies	2	119815	62544	0	182359	189187
Income from other trading activities	3	0	24791	0	24791	22036
Investment Income	4	0	26625	0	26625	24015
Income from charitable activities	5	587758	50172	0	637930	481880
Total Incoming resources		707573	164132	0	871705	717118
Resources Expended						
Expenditure on raising funds		0	0	0	0	580
Charitable activities		658410	159967	0	818377	740115
Governance		43214	0	0	43214	35272
Total Resources Expended	6	701624	159967	0	861591	775967
Net movements in funds		5949	4165	0	10114	-58849
Funds at 31st March 2024		0	307523	26156	333679	392528
Transfer between funds		-5949	5949	0	0	0
Total Funds at 31st March 2025	14	0	317637	26156	343793	333679

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Statement of Financial Activities
For the year ended 31st March 2025

<u>Balance Sheet</u>		<u>31st March</u>	<u>31st March</u>
	<u>Notes</u>	<u>2025</u>	<u>2024</u>
		<u>£</u>	<u>£</u>
<u>Fixed Assets</u>			
Tangible Assets	10	20486	25607
<u>Current Assets</u>			
Debtors and Prepayments	12	143877	134940
Cash in Bank and in Hand		212191	193190
<u>Creditors: amounts due within one year</u>			
Accruals	11	32761	20058
Net Current Assets		323307	308072
Net Assets	13	<u>343793</u>	<u>333679</u>
<u>Financed by</u>			
General Funds		317637	307523
Designated Funds		26156	26156
Restricted Funds		0	0
<u>Total Funds</u>	14	<u>343793</u>	<u>333679</u>

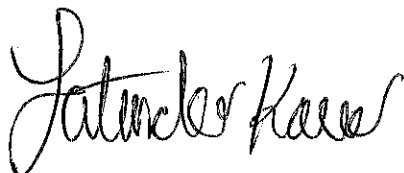
For the year ending 31st March 2025 the charitable company was entitled to exemption from audit under section (477) of the Companies Act 2006 relating to small companies.

Responsibilities of directors/trustees:

- (a) The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006 - however, in accordance with section 145 of the Charities Act 2011 the accounts have been examined by an independent examiner whose report appears on page 11.
- (b) The directors/trustees acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS 102 SORP.

Approved for and on behalf of the Trustees on 16/12/2025



Mrs Jatinder Kaur
Chairperson

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Statement of Cash Flows
For the year ended 31st March 2025

	Note	<u>31/03/2025</u>	<u>31/03/2024</u>
		<u>£</u>	<u>£</u>
Cash used in operating activities	1	16576	-59621
Cash flows from investing activities			
Interest income		2425	2212
Purchase of tangible fixed assets		0	-2000
Proceeds from sale of fixed assets		0	0
Cash provided by (used in) investing activities		<u>2425</u>	<u>212</u>
Change in cash and cash equivalents in the reporting year		19001	-59409
Cash and cash equivalents at the beginning of the year		193190	252599
Total cash and cash equivalents at the end of the year		<u>212191</u>	<u>193190</u>

1) Reconciliation of net movement in funds to net cash flow from operating activities

	<u>31/03/2025</u>	<u>31/03/2024</u>
	<u>£</u>	<u>£</u>
Net movements in funds	10114	-58849
Add back depreciation charge	5121	6174
Deduct interest income shown in investing activities	-2425	-2212
Decrease (increase) in debtors	-8937	3869
Increase (decrease) in creditors	12703	-8603
Net cash used in operating activities	<u>16576</u>	<u>-59621</u>

2) Analysis of changes in net funds

	<u>01/04/2024</u>	<u>Cashflow</u>	<u>31/03/2025</u>
	<u>£</u>	<u>£</u>	<u>£</u>
Net Cash			
Cash at bank and in hand	193190	19001	212191
Total	<u>193190</u>	<u>19001</u>	<u>212191</u>

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

Notes to the Accounts

For the year ended 31st March 2025

1) ACCOUNTING POLICIES

Basis of Accounts

The (accounts) 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 Standards applicable in the UK and the Republic of Ireland (FRS 102) and the Charities Act 2011 and applicable regulations.

Going Concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

Incoming Resources

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the items(s) of income have been met, it is probable that the income will be received, and the amount can be measured reliably. Income from government and other grants, is recognised when the charity has entitlement to the funds and performance conditions attached to the grants have been met, it is probable that the income will be received, and the amount can be measured reliably.

Donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. On receipt, donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market: a corresponding amount is then recognised in expenditure in the period of receipt.

Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Allocation of Costs

Direct Activity Costs comprise those costs that contribute directly to an activity and are Allocated to the relevant activity.

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Notes to the Accounts
For the year ended 31st March 2025

Support Costs comprise those costs that are necessary to deliver an activity but in themselves do not produce or deliver an activity.

Governance Costs are those costs incurred to meet statutory and constitutional requirements.

Funds

- (a) Unrestricted funds, which are credited to the Income and Expenditure accounts are normally expendable at the discretion of the management.
- (b) Restricted funds, which are for specific purpose declared by the donors and are credited to the Income and Expenditure account when received and debited to the same account when paid.
- (c) Designated funds represent funds set aside by the trustees for specific purposes.

Depreciation

Depreciation is calculated so as to write off the cost of tangible fixed assets on a reducing and straight-line balance basis over their useful lives. The rates applied are as follows:

Office Equipment	-	20% on rbb
Fixtures & Fittings	-	20% on rbb
Minibus	-	20% on rbb

The charity has secured a tenure of 25-year lease from the council and pays a Peppercorn rent of £1 annually. A gift in kind for the donated facilities for the use of the leasehold premises is shown at the value of £60,000. This is recognised within incoming resources as a donation and an equivalent charge included within resources expended.

Taxation:

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

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED**Notes to the Accounts****For the year ended 31st March 2025**

	2025	2024
	£	£
2) Donations and legacies		
Grants from Governments	122199	128290
Donations	60160	60897
	<u>182359</u>	<u>189187</u>
3) Other Trading Activities	24791	22036
4) Income from investments	26625	24015
5) Incoming resources from charitable activities	637930	481880
TOTAL	<u>871705</u>	<u>717118</u>

6) TOTAL RESOURCES EXPENDED	Basis of allocation	Care Services	Windmill Centre Cost	Governance	Total 2025	Total 2024
Costs directly allocated to activities		£	£	£	£	£
Staff Costs	Direct	448550	45862	38114	532526	419020
Recruitment/Freelance worker	Direct	1123	3738		4861	4942
Travel	Direct	5162			5162	6998
Rent	Direct		60000		60000	60000
WCC-light/heat/repairs/cleaning	Direct		50197		50197	49559
Day Trip/Project Activities	Direct	5822			5822	12293
Training and Subscription	Direct	3680			3680	9122
Accountancy	Direct	4280		5100	9380	8769
Professional fees	Direct				0	49
Repairs & Renewals	Direct				0	596
Telephone	Direct	10336			10336	10087
Other Costs	Direct	6635	170		6805	10610
Support Costs allocated to activities						
Premises & Administration	(per unit)	3066			3066	3535
General office and finance staff	(per unit)	151291			151291	159206
Legal and Professional	(per unit)	13344			13344	15007
Equipment	(per unit)	5121			5121	6174
Total resources expended		<u>658410</u>	<u>159967</u>	<u>43214</u>	<u>861591</u>	<u>775967</u>

7) Net movements of funds for the year

	31/03/2025	31/03/2024
	£	£
This is stated after charging:		
Depreciation/loss on disposal	5121	6174

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Notes to the Accounts
For the year ended 31st March 2025

**8) ANALYSIS OF STAFF COSTS, TRUSTEES REMUNERATION AND EXPENSES,
AND THE COST OF KEY MANAGEMENT PERSONNEL**

	Year ended 31st March 2025	Year ended 31st March 2024
	£	£
<u>Staff Costs and Trustee's Remuneration</u>		
Salaries and Wages	657596	555696
Pension Cost	10828	7617

The number of staff whose emoluments fell within the following band were:

	2025	2024
£60,001 to £70,000	1	1

The key management personnel of the charity comprise of Chairperson, Vice Chairperson, Chief Executive Officer, Finance Performance Manager and Care Manager. The total emolument paid during the year of the key management were £159,435 (2024: 134,388).

The required definition of emoluments is total gross pay including employer pension and national insurance contributions.

The trustees received no remuneration. One trustee who is also a volunteer had been paid expenses from the charity during the year amounting to £28.50.

9) STAFF NUMBERS

The average monthly head count was 39 staff (2024: 36) and the average monthly number of full-time equivalent employees (including casual and part time staff) during the year was 32 (2024: 29).

10) TANGIBLE FIXED ASSETS FOR THE YEAR ENDED 31ST MARCH 2025

	<u>Fixtures/Fittings & Equipment</u>	<u>Total</u>
	£	£
COST		
1st April 2024	146116	146116
Additions	0	0
Disposal for the year	0	0
	<u>146116</u>	<u>146116</u>
 DEPRECIATION		
1st April 2024	120509	120509
Charge for the year	5121	5121
Depreciation on disposal	0	0
	<u>125630</u>	<u>125630</u>
 Net Book Value		
31st March 2024	25607	25607
31st March 2025	<u>20486</u>	<u>20486</u>

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED**Notes to the Accounts****For the year ended 31st March 2025****11) CREDITORS AMOUNTS FALLING DUE WITHIN ONE YEAR**

	Year ended 31st March <u>2025</u> £	Year ended 31st March <u>2024</u> £
Accruals	22871	10921
Pensions	2170	1537
Holiday Accruals	7720	7600
	<u>32761</u>	<u>20058</u>

12) DEBTORS AND PREPAYMENTS - GRANTS RECEIVABLE

	Year ended 31st March <u>2025</u> £	Year ended 31st March <u>2024</u> £
Grants Receivable	141755	130438
Prepayments	2122	4502
	<u>143877</u>	<u>134940</u>

13) ANALYSIS OF NET ASSETS BETWEEN FUNDS

	<u>Unrestricted</u> <u>Funds</u> £	<u>Designated</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>Funds</u> £
Tangible Fixed Assets	20486			20486
Debtors	143877			143877
Cash at Bank in Hand	186035	26156	0	212191
Current Liabilities	32761			32761
Net assets at 31st March 2025	<u>317637</u>	<u>26156</u>	<u>0</u>	<u>343793</u>

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED**Notes to the Accounts****For the year ended 31st March 2025****14) CAPITAL COMMITMENTS**

Authorised but not contracted

MOVEMENT IN FUNDS

	<u>Bal b/fd</u>	<u>Income</u>	<u>Outgoing</u>	<u>As at</u>	<u>Transfer</u>	<u>As at</u>
	<u>1st April</u>	<u>Resources</u>	<u>Resources</u>	<u>31st March</u>	<u>to Funds</u>	<u>31st March</u>
	<u>2024</u>			<u>2025</u>		<u>2025</u>
	£	£	£	£	£	£
Restricted Funds						
Adults Services (18-40) Personal Budget - SMBC	0	368863	370506	-1643	1643	0
Adults Services (18-40) Direct Payts/NHS/Managed Accounts £	0	169285	170928	-1643	1643	0
Children's Services - SMBC	0	39610	27737	11873	-11873	0
Short Breaks/ HAF - SMBC	0	119815	122453	-2638	2638	0
Carers Grant - SMBC	0	10000	10000	0		0
Total Restricted Funds	0	707573	701824	5949	-5949	0
Unrestricted Funds						
General Funds	307523	164132	159967	311688	5949	317637
Designated Funds	26156	0	0	26156	0	26156
Total Unrestricted Funds	333679	164132	159967	337844	5949	343793
Total Funds	333679	871705	861691	343793	0	343793

15) Related Party Transactions

There were no transactions reported/recorded where trustees have received remuneration from the charity (see note (8) above).

16) Other Transactions

A transaction was declared in connection to the Chief Executive Officer as a person of significant influence as follows:

a close relative is a paid employee of the charity

This arrangement was disclosed to and agreed by the trustees under the charity's conflict of interest policy.

17) Control

The company is controlled by the trustees. The trustees shown in the report are also known as directors or members of the board.

18) Governance Costs

The figure of £43,214 per (note 6) is a Governance cost, which has been allocated to appropriate funds as outgoing costs per note (14).

19) Transfers

General funds have been transferred to Adults Services Direct payments, Personalised Budget, Shortbreaks/HAF to cover the shortfall.

Children Services surpluses have been transferred over to unrestricted as they can be used for general purposes.

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

England & Wales - Charity number 1098917

Accounts

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

COUNCIL OF MANAGEMENT AND TRUSTEES
REPORT AND ACCOUNTS
For the year ended 31st March 2024

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

ANNUAL REPORT AND ACCOUNTS
For the year ended 31st March 2024

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SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Information on Trustees and Professional Advisers
For the year ended 31st March 2024

Reference and Administrative Details of the Charity, its Trustees and Advisers

Sandwell Asian Family Support Service (also known as SAFS) is a registered charity (1989) and Company Limited by Guarantee (2001). The company registration number is 4258543 and the registered charity number is 1098917. The liability of each individual member serving the committee is limited.

The registered office and operating address is:
Sandwell Asian Family Support Service Limited (SAFS)
Windmill Community Centre
Messenger Road
Smethwick
West Midlands
B66 3DX

The members of the Management Board, who are the charity trustees, that served during the period and up to the date of this report were:

Honorary Officers:

Chairperson: Jatinder Kaur

Vice Chairperson: Sanjiv Verma

Treasurer: Raksha Patel

Company Secretary: P K Dhali

Other Board Members:

D Rai - Left 24/07/2023
B Kaur
R K Sumal
D Sandhu

Principal Staff:

Chief Executive: Parpinder Kaur Dhali

Finance & Performance Manager: Kate Whiteside

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Information on Trustees and Professional Advisers
For the year ended 31st March 2024

Accountants/Independent
Examiners

Messrs. Hallbrookes (Accountancy) Ltd
14 Elstow Road
Bedford
MK42 9LA

Bankers:

Barclays Bank Plc
Soho Road Branch
351-359 Soho Road
Birmingham
B21 9SE

Scottish Widows Bank PLC
PO Box 12757
67 Morrison Street
Edinburgh
EH3 8YJ

Solicitors:

Irwin Mitchell
Riverside East House
2 Milllands
Sheffield
S3 8DT

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

Report of the Board of Directors

For the year ended 31st March 2024

Structure, Governance and Management

The charity is constituted as a Charitable Company Limited by Guarantee. It is governed by the regulations set out in its Memorandum and Articles of Association and is managed and governed by voluntary Board of Directors/Trustees. New Board Members are elected annually at the Annual General Meeting (AGM). The AGM is held in December ordinarily. Board members are elected for a period of one year.

The Chairperson leads the Board of Directors and ensures that they understand their responsibilities as charity Trustees. The Chairperson is supported by a Vice Chairperson and a Treasurer.

The Board of Directors meets up 6 times a year to review the strategic work plan, organisational objectives, and financial position and to approve organisational policy and procedures. The Board of Directors also organise sub-groups, task and finish groups as and when the need arises for the organisation.

The Trustees of the charity consider that the board and the senior management team comprise the key management personnel of the charity in charge of directing, controlling, running and operating the charity on a day-to-day basis.

The day-to-day work of the charity is managed by the Chief Executive Officer, 1 Finance and Performance Manager, 1 Care Manager, 1 General Building Management, 36 workers (part time and full time) and supported by 1 volunteer.

The pay of all staff is renewed annually and increased in accordance with average earnings where appropriate. In view of the nature of the charity, the directors/trustees benchmark against pay levels in other similar run charities with similar roles and responsibilities.

All trustees give of their time freely and no director received remuneration in the year.

All new trustees are provided with the "role of Trustees" booklet published by the Charities Commission and are made aware of their roles and responsibilities with their new assignment.

The Management Board is aware of the potential risks to the charity, including financial risks and has implemented strategies to control or minimise these risks. Assessments have been undertaken of the major risks, including funding, personal, health and safety, operation risks, governance and compliance with law and regulations.

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

Report of the Board of Directors

For the year ended 31st March 2024

Objectives and Activities for the Public Benefit

The objects for which the Company is established are in particular but not exclusively, within the Metropolitan Borough of Sandwell and its surrounding areas. The relief of individuals of South Asian Origin and descent, not exclusively to those who have a disability and/or long-term condition by the provision of services and support to the said individual.

SAFS mission is to enhance the quality of life and to improve the health and wellbeing of individuals from the South Asian and other communities, who have a disability, by providing quality care and opportunities.

SAFS strives to provide a professional service to all its individuals/service users and is committed to continuous development and improvement.

During the year 1st April 2023 - 31st March 2024, the charity provided the following Services:

Adults Care and Support Services

The Adults Services consists of domiciliary care at home, community-based/PA service and a day opportunities centre-based drop-in service, these services are provided to adults that have a physical and/or learning disability and complex health needs. These services are provided 7 days a week and focus on both indoor and outdoor activities. SAFS accept Personal Budget and Direct Payments and all services are based on achieving personal outcomes for individuals in accordance with individual support plans and individual progress plans. SAFS also offer where appropriate, advice, guidance, and emotional support for both the individual and their parents or carers. The care, support and wellbeing services are managed by the Care Manager. The CEO is the responsible individual and registered Manager with CQC (Care Quality Commission). SAFS is also monitored by the Sandwell MBC and Birmingham City Council's Adults Department who receive regular monitoring information.

Children's Care and Support Services

The domiciliary/personal care at home service and a personal assistant (PA) support service is provided for children aged between 0-18 years of age that have a physical and/or learning disability and life threatening/life limiting conditions. The service is provided to family's residents in Sandwell and Birmingham. A team of trained and experienced care staff undertake specialist personal care to children with complex health needs. SAFS also offer where necessary advice, guidance, and emotional support for the parent/carer and the family. The Service is managed on a day-to-day basis by the Care Manager. The CEO is the registered Manager as well as the responsible individual with CQC (Care Quality Commission).

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

Report of the Board of Directors

For the year ended 31st March 2024

Short Breaks Services.

The short breaks programme are a number of specialist services provided to children and young people aged 4 to 11 years of age and 11 to 18 years of age. The services enable the parents and carers to have a short break. There are several services which are as follows:

Weekend club – which we provide on a Saturday for 36 weeks of the year.
Summer holiday club – which we provide over 2 weeks in the summer holidays.
Other holiday club – which we provide over 2 days per week over the 7 weeks.
Personal Assistant (PA) support – where we provide 2 hours every week or 4 hours every fortnight depending on the individual need of the child and family.

Early Help Intervention & Prevention and Family Support

The Early Help Intervention and Prevention service provides support to families who have a child or young person with disability, life limiting or life-threatening conditions. This service is part of early help offer by SABC which offers, advice, guidance and provides translation and interpretation support and offers emotional support and a parenting support programme where necessary. This service underpins all the services we provide at SACS and is an integral part of the work we do. There is currently no funding for this service. It is provided on an adhoc basis as and when families request it. It is overseen and provided by the services team.

Carers Support Service - signposting and navigation service to BAME carers

A signposting and navigation service for carers, supports carers from the Black, Asian and Minority Ethnic (BAME) community by way of advice, guidance, various workshops and support sessions on emotional health and wellbeing. The focus of this project is early intervention and prevention for carers and to work collaboratively with any professional individuals to sign post the carers to the services if necessary. A support group for parents and carers provides regular support. Weekly welfare calls and contact is continued to be made. Regular information on various services, events and education/lifelong learning courses are continued to be shared with all our families and parents and carers.

SACS @ Windmill Community Centre.

SACS has managed the windmill community centre since April 2016. We have a very busy timetable of activities held during the day, evening and weekends. We have a number of anchor tenants namely, St Michaels Nursery, Windmill Amateur Boxing Academy, Warley Community Gym. We also have a SABC run youth club and we also have a number of user groups who hire the rooms on a regular basis where various activities are provided by way of sports, self-defense, wellbeing services and tuition classes. We have one off private bookings throughout the year by way of birthday parties, christenings, naming ceremonies and pre-wedding parties. We have several faith groups who use the centre as their 'place of worship' and this creates another dimension to the use of the centre as its created a 'spiritual and calm and safe' space for the diverse communities near and afar.

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

Report of the Board of Directors

For the year ended 31st March 2024

The statutory and corporate sector have also hired out space for meetings, training and seminars. The enclosed courtyard now houses an accessible sensory garden/space for the children, adults with disabilities, their families, the centre tenants, regular user groups and hirers.

Achievements and Performance (April 2023 – March 2024)

During this year SAFS has had many successes and achievements namely the following:

- SAFS@WCC has grown from strength to strength. We have had significant take up of services to the Centre by a number of communities, which has increased the footfall and created a 'real community hub' feel.
- We have welcomed some additional groups mainly faith groups, which has increased the footfall of an older generation.
- SAFS@WCC currently have 3 anchor tenants and over 25 regular user groups for training, youth clubs, yoga and activity sessions etc. and we had over 100 one-off room hire bookings for private parties.
- Contract performance monitoring visit are carried out by SMBC, and we provide regular monitoring performance reports and feedback to the Council.
- Citation conducted a Health and Safety audit, which was successful - the main focus is risk assessments, health and safety measures and repairs and maintenance checks.
- Citation HR advisers and online system - keeps us up to date with all current employment legislation.
- Citation Atlas online training platform is current and all the HR and Care training is certified and enables staff to complete this on an annual basis and in a timely manner.
- RoSPA certified training is completed on line by all staff covering all care modules in line with skills for care and health and safety modules.
- All staff have undertaken classroom-based refresher training in line with CQC and OFSTED provided by a number of training providers.
- Makaton training has been provided for care staff.
- Positive behaviour management training has been provided for all the staff.
- We have continued to work in partnership with Sandwell MBC, Birmingham City Council's Children's Services and Adult Services and have expanded services where a need was identified.
- SAFS continued to network with specific agencies and professional individuals to ensure mainstream services are aware of the specific needs of children and young people with disabilities.
- Quarterly performance monitoring reports for the Adults and Children's Domiciliary Care and Shortbreaks are submitted to SMBC & BCC local authorities.

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

Report of the Board of Directors

For the year ended 31st March 2024

- Six monthly performance monitoring reports for the Carers Service are submitted to SMBC local authority.
- Adult Social Care have undertaken audits for the day opportunities and the Domiciliary care service provision to ensure we are compliant.
- BT Cloud work is now operational and all staff have an APP on their laptops and/or their phone so all phone calls can be taken whether in the office of working remotely.
- Quick books financial system is now in place to ensure all finances are monitored closely and all expenses are analysed in line with income received.
- SACS has continued to offer work experience to pupils at school, students at college and apprenticeship placements.
- We are a member organisation of Communities in Sync a consortium set up in Sandwell to provide a range of health, social care and wellbeing services to the communities in which we live in.
- SMBC have undertaken a health and safety audit of the centre to ensure we are compliant with all our building and equipment.
- SACS & Windmill Community Centre user group advisory group has been set up to discuss partnership working and ways to improve service delivery to the local community.

Financial Review

The trustees consider that the performance of the charity for the year ended 31st March 2024 has been satisfactory.

A summary statement of financial activities for the year is shown on page 12 of the accounts. This shows that during the year total income of £717,118 was received. The net movements of funds show a deficit of £58,849 that has been taken from the reserves brought forward from previous years.

Operational costs of the charity have been monitored closely. Ongoing office staff shortages have meant existing staff have continued to worked overtime on some occasions and been 'on call' to cover the SACS out of hours service to prevent care shift cancellations. There has been continuous cost of living increases. The building costs to hire rooms have increased to ensure the caretakers costs are covered at all times.

It is the policy of the trustees to ensure that the highest quality of service provision is available to all beneficiaries.

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

Report of the Board of Directors

For the year ended 31st March 2024

During the year SAFS continued to receive funding from Sandwell Metropolitan Borough Council (SMBC) and Birmingham City Council (BCC) - Adult Services and Children Services Departments and direct payments from services users. This enabled SAFS to further develop and provide existing services for children's and adults with disabilities. SAFS' registration with the Care Quality Commission (CQC) enables a high standard of service provision to be delivered.

The staff deserves praise and recognition for their enthusiasm, commitment and professionalism in providing a service that meets increasing and wide-ranging individual families and individual child/adults needs. Staff are continuously faced with extra challenges when referrals are received from children and adults who have complex needs. This in turn reflects in some care packages requiring extra commitment and monitoring. The staff have continued to work to provide good quality care services, despite the pandemic being over the staff are still having to maintain safety at the forefront as colds, flu and different strains of covid is still evident and still continuing to affect a lot of individuals. However, this has not deterred SAFS staff in continuing to being supportive and committed to their career in care. It is the trustees' view that it is prudent to ensure that there are sufficient free reserves to provide financial flexibility over the course of the six months ahead and to cover unplanned emergencies, maintenance and repairs and other expenditure as and where necessary.

The trustees have decided to set a level of reserves which is sufficient to ensure the continued operation of the charity activities. These includes the running costs of the organisation, effective management, further enhancement, development of the organisation and to ensure that registration requirements (CQC or Ofsted) with the regulatory government bodies and Local Authority monitoring requirements and service specifications are met. The amount of the reserves totals £308,072 (which is the free reserves). The trustees have regard to the liquidity requirements of operating the charity and have kept funds in interest bearing deposit account. Despite the increasing pressure on public expenditure, the charity is expected to generate funds from various funding bodies indefinitely.

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

Report of the Board of Directors

For the year ended 31st March 2024

Plans for future periods and Public Benefit

The forthcoming year brings both challenges and opportunities for SAFS. SAFS' services continue to be provided both in Sandwell and in neighbouring boroughs and are at the forefront of our plans. Our services in Sandwell have expanded to the new and emerging communities. The need to secure additional external funding continues to be an area that needs to be addressed as all contracts have now become tenders and we will now have to compete for these as and when they are advertised. An annual impact and review of our strategic objectives will be a focal point for us in 2024-25. The Windmill Community Centre needs to diversify its income streams to meet the increasing costs particularly for maintenance and refurbishment. The WCC development plan needs to be reviewed with a business strategy and a funding strategy action plan to ensure it is self-funded as is also a going concern.

All services have been reviewed in line with tenders and income received for the sustainability of the organisation. SAFS was successful in its tender for the Short Breaks programme providing out of school clubs during the weekend and half term, summer holidays and Christmas Break to children and young people with disabilities aged 4 – 18 years and addition to the clubs we have extended our offer for a Personal Assistant Support Service to children and young people, this programme ends in March 2024 and we will look to tender for the services again, subject to full cost recovery.

Our community based care services, centre based and lifestyle drop into adults with learning or physical disabilities is continually developing and changing and the focus is more on day opportunities and SMBC Adult social care are supportive of this service and have carried out a number of audits to ensure we are compliant. There is also a growing demand for SAFS domiciliary care services and in particular to provide care for children and young people who have complex health needs mainly autism. SAFS will continue to develop support and wellbeing services for parents and Carers and sustainable funding is required to meet the increasing demands of our Family Support service. SAFS will continue to develop and train existing staff to ensure they comply with CQC, the new care certificate workbook (skills for care), OFSTED regulations and the Early Years framework.

In planning all activities SAFS has worked to the Charity Commissions guidance on public benefit. Our main activities and our beneficiaries are listed on pages 4, 5, 6 and 7 of this report. All of these charitable activities are undertaken to further our charitable purpose for the public benefit.

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

Report of the Board of Directors

For the year ended 31st March 2024

Statement of Trustees' Responsibilities

The trustees (who are also directors of Sandwell Asian Family Support Service Limited for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (United Kingdom Generally Accepted Accounting Practice).

The trustees are required by law to prepare accounts for each financial year, which give a true and fair view of the financial activities of the charity and its financial position at the end of that year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statement of recommended practice have been followed subject to any material departures disclosed and explained in the accounts;
- 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 that disclose with reasonable accuracy at any time the financial position of charity and to enable them to ensure that financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Accountants/ Independent Examiners

Messrs. Hallbrookes (Accountancy) Limited are willing to continue in office as Accountants for the ensuing year 2024/2025.

Approval

This report was approved by the trustees on 30/11/2025 and signed on their behalf.

Jatinder Kaur

Mrs Jatinder Kaur
Chairperson

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

Independent examiners report to the Trustees of Sandwell Asian Family Support Service Limited

I report to the charity trustees on my examination of the accounts of the Sandwell Asian Family Support Service Limited for the year ended 31st March 2024, which are set out on pages 12 to 20.

Responsibilities and basis of report

As the charity's trustees of the company (and also 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 been satisfied that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under s. 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 s. 145 (5) (b) of the 2011 Act.

Independent examiners' statement

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

- accounting records were not kept in respect of the company as required by s.386 of the 2006 Act;
- the accounts do not accord with those accounting records
- the accounts do not comply with the accounting requirements of s.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
- 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.

Harvinder Kaur Josan BA (Hons) FCCA
Hallbrookes (Accountancy) Ltd
14 Elstow Road
Bedford, MK42 9LA

Date: 30/1/2025

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

Statement of Financial Activities

For the year ended 31st March 2024

INCOME AND EXPENDITURE

	Notes	31st March 2024	31st March 2024	31st March 2024	31st March 2024	31st March 2023
		£	£	£	£	£
		Restricted	Unrestricted	Designated	Total	Total
		Fund	Fund	Fund	Fund	Fund
		2024	2024	2024	2024	2023

Income Resources

Donations and legacies	2	110325	78862	0	189187	184031
Income from donations and legacies	3	0	48885	0	48885	35526
Income from other trading activities	4	0	24015	0	24015	20668
Investment income	5	441170	13861	0	455031	425878
Income from charitable activities						
Total incoming resources		551495	165623	0	717118	666103

Resources Expended

Expenditure on raising funds		580	0	0	580	688
Charitable activities		549930	190185	0	740115	728948
Governance		30687	4585	0	35272	40245
Total Resources Expended	6	581197	194770	0	775967	769881
Net movements in funds		-29702	-29147	0	-68849	-103778
Funds at 31st March 2023		0	366372	26156	392528	496306
Transfer between funds		29702	-29702	0	0	0
Total Funds at 31st March 2024	14	0	307523	26156	333679	392528

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

Statement of Financial Activities

For the year ended 31st March 2024

Balance Sheet	Notes	31st March 2024	31st March 2023
Fixed Assets		£	£
Tangible Assets	10	25607	29782
Current Assets			
Debtors and Prepayments	12	134940	138808
Cash in Bank and in Hand		193190	252599
Creditors: amounts due within one year			
Accruals	11	20058	22097
Deferred Income		0	6564
Net Current Assets	13	308072	362746
Net Assets		333679	392528
Financed by			
General Funds		307523	366372
Designated Funds		26156	26156
Restricted Funds		0	0
Total Funds	14	333679	392528

For the year ending 31st March 2024 the charitable company was entitled to exemption from audit under section (477) of the Companies Act 2006 relating to small companies.

Responsibilities of directors/trustees:

- (a) The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006 - however, in accordance with section 145 of the Charities Act 2011 the accounts have been examined by an independent examiner whose report appears on page 11.
- (b) The directors/trustees acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS 102 SORP.

Approved for and on behalf of the Trustees on

30/11/2025

Jatinder Kaur

Mrs Jatinder Kaur
Chairperson

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Statement of Cash Flows
For the year ended 31st March 2024

	Note	31/03/2024	31/03/2023
Cash used in operating activities	1	-59621	-120173
Cash flows from investing activities			
Interest income		2212	645
Purchase of tangible fixed assets		-2000	-2347
Proceeds from sale of fixed assets		0	1100
Cash provided by (used in) investing activities		212	-602
Change in cash and cash equivalents in the reporting year		-59409	-120775
Cash and cash equivalents at the beginning of the year		252599	373374
Total cash and cash equivalents at the end of the year		193190	252599

1) Reconciliation of net movement in funds to net cash flow from operating activities

	31/03/2024	31/03/2023
Net movements in funds	-58849	-103778
Add back depreciation charge	6174	7804
Deduct interest income shown in investing activities	-2212	-645
Decrease (increase) in debtors	3869	-28272
Increase (decrease) in creditors	-8603	4718
Net cash used in operating activities	-59621	-120173
2) Analysis of changes in net funds		
Net Cash	£	£
Cash at bank and in hand	252599	193190
Total	252599	193190

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

Notes to the Accounts

For the year ended 31st March 2024

1) ACCOUNTING POLICIES

Basis of Accounts

The (accounts) 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 Standards applicable in the UK and the Republic of Ireland (FRS 102) and the Charities Act 2011 and applicable regulations.

Going Concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

Incoming Resources

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the items(s) of income have been met, it is probable that the income will be received, and the amount can be measured reliably. Income from government and other grants, is recognised when the charity has entitlement to the funds and performance conditions attached to the grants have been met, it is probable that the income will be received, and the amount can be measured reliably.

Donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. On receipt, donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Allocation of Costs

Direct Activity Costs comprise those costs that contribute directly to an activity and are Allocated to the relevant activity.

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

Notes to the Accounts

For the year ended 31st March 2024

Support Costs comprise those costs that are necessary to deliver an activity but in themselves do not produce or deliver an activity.

Governance Costs are those costs incurred to meet statutory and constitutional requirements.

Funds

- (a) Unrestricted funds, which are credited to the Income and Expenditure accounts are normally expendable at the discretion of the management.
- (b) Restricted funds, which are for specific purpose declared by the donors and are credited to the Income and Expenditure account when received and debited to the same account when paid.
- (c) Designated funds represent funds set aside by the trustees for specific purposes.

Depreciation

Depreciation is calculated so as to write off the cost of tangible fixed assets on a reducing and straight-line balance basis over their useful lives. The rates applied are as follows:

Office Equipment	-	20% on rbb
Fixtures & Fittings	-	20% on rbb
Minibus	-	20% on rbb

The charity has secured a tenure of 25-year lease from the council and pays a peppercorn rent of £1 annually. A gift in kind for the donated facilities for the use of the leasehold premises is shown at the value of £60,000. This is recognised within incoming resources as a donation and an equivalent charge included within resources expended.

Taxation:

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

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

Notes to the Accounts

For the year ended 31st March 2024

	2024	2023
2) Donations and legacies		
Grants from Governments	128290	120241
Donations	60897	63790
189187		184031
3) Other Trading Activities	48885	35526
4) Income from Investments	24015	20668
5) Incoming resources from charitable activities	455031	425878
TOTAL	717118	666103

6) TOTAL RESOURCES EXPENDED	Basis of allocation	Care Services	Windmill Centre	Governance	Total	Total
Costs directly allocated to activities	£	£	£	£	£	£
Staff Costs	Direct	339613	49035	30372	419020	453008
Recruitment/Free lance worker	Direct	3932	1010		4942	6727
Travel	Direct	6998			6998	3862
Rent	Direct		60000		60000	60000
W/C-light/heat/repairs/cleaning	Direct	12243	50		49559	54995
Day Trip/Project Activities	Direct				12293	4555
Training and Subscription	Direct	8722	400		9122	5424
Accountancy	Direct	3366	503	4900	8769	8620
Professional fees	Direct	49			49	340
Repairs & Renewals	Direct	596			596	532
Telephone	Direct	8657	1430		10087	7134
Depreciation/Disposals	Direct	0			0	100
Other Costs	Direct	4055	6555		10610	16033
Support Costs						
allocated to activities						
Premises & Administration	(per unit)	3470	65		3535	2550
General office and finance staff	(per unit)	140448	18758		159206	122279
Legal and Professional	(per unit)	12990	2017		15007	16025
Equipment	(per unit)	5371	803		6174	7702
Total resources expended		550510	190185	36272	776967	769861

7) Net movements of funds for the year

This is stated after charging:
Depreciation/loss on disposal

31/03/2024	£	6174
31/03/2023	£	7804

Notes to the Accounts

For the year ended 31st March 2024

8) ANALYSIS OF STAFF COSTS, TRUSTEES REMUNERATION AND EXPENSES, AND THE COST OF KEY MANAGEMENT PERSONNEL.

Year ended	31st March	2023	£
Year ended	31st March	2024	£
Staff Costs and Trustees's Remuneration			
Salaries and Wages	555696		
Pension Cost	7617		
	553409	7565	

The number of staff whose emoluments fell within the following band were:

2024	1
2023	1

£60,001 to £70,000

The key management personnel of the charity comprise of Chairperson, Vice Chairperson, Chief Executive Officer, Finance Performance Manager and Care Manager. The total emolument paid during the year of the key management were £134,388 (2023: 168,535). The required definition of emoluments is total gross pay including employer pension and national insurance contributions.

The trustees received no remuneration. One trustee who is also a volunteer had been paid expenses from the charity during the year amounting to £191.30.

9) STAFF NUMBERS

The average monthly head count was 36 staff (2023: 38) and the average monthly number of full-time equivalent employees (including casual and part time staff) during the year was 28 (2023: 31).

(10) TANGIBLE FIXED ASSETS FOR THE YEAR ENDED 31ST MARCH 2024

COST	Fixtures/Furniture & Equipment	Total
1st April 2023	£	£
Additions	144116	144116
Disposal for the year	2000	2000
	0	0
	146116	146116
DEPRECIATION		
1st April 2023		
Charge for the year	114334	114334
Depreciation on disposal	6174	6174
	0	0
	120508	120508
Net Book Value		
31st March 2023	29782	29782
31st March 2024	25608	25608

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

Notes to the Accounts

For the year ended 31st March 2024

11) CREDITORS AMOUNTS FALLING DUE WITHIN ONE YEAR

	Year ended 31st March 2024	Year ended 31st March 2023
Accruals	10921	15271
Deferred Income	0	6564
Pensions	1537	1551
Holiday Accruals	7600	5275
	<u>20058</u>	<u>28661</u>

12)

DEBTORS AND PREPAYMENTS - GRANTS RECEIVABLE

	Year ended 31st March 2024	Year ended 31st March 2023
Grants Receivable	130438	134037
Prepayments	4502	4771
	<u>134940</u>	<u>138808</u>

13)

ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Tangible Fixed Assets	25607			25607
Debtors	134940			134940
Cash at Bank in Hand	196736	26156	0	193190
Current Liabilities	20058			20058
Net assets at 31st March 2024	<u>307523</u>	<u>26156</u>	<u>0</u>	<u>333679</u>

Authorised but not contracted

MOVEMENT IN FUNDS					
	Balance 1st April 2023	Income Resources	Outgoing Resources	As at 31st March 2024	Transfer to Funds As at 31st March 2024
Restricted Funds	£	£	£	£	£
Adults Services (18-40) Personal Budget - SMBC	0	298413	298879	-466	466
Adults Services (18-40) Direct Pay/NHS/Managed Accounts SMBC	0	94168	108237	-14089	14089
Children's Services - SMBC	0	39074	42761	-3667	3667
Short Breaks/ HAF - SMBC	0	108840	121320	-11480	11480
Care Grant - SMBC	0	10000	10000	0	0
Total Restricted Funds	0	551495	691197	-29702	29702
Unrestricted Funds					
General Funds	368372	165623	194770	337225	-29702
Designated Funds	26156	0	0	26156	0
Total Unrestricted Funds	392528	165623	194770	363381	-29702
Total Funds	392528	717118	775967	383679	0

15) Related Party Transactions

There were no transactions reported/recorded where trustees have received remuneration from the charity (see note (8) above).

16) Other Transactions

A transaction was declared in connection to the Chief Executive Officer as a person of significant influence as follows:

Two close relatives are paid employees of the charity

This arrangement was disclosed to and agreed by the trustees under the charity's conflict of interest policy.

17) Control

The company is controlled by the trustees. The trustees shown in the report are also known as directors or members of the board.

18) Governance Costs

The figure of £35,272 per (note 8) is a Governance cost, which has been allocated to appropriate funds as outgoing costs per note (14)

19) Transfers

General Funds have been transferred to Adults Services Direct payments, Personalised Budget, Shortbreaks/HAF SMBC and

Children's services to cover the shortfall.

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

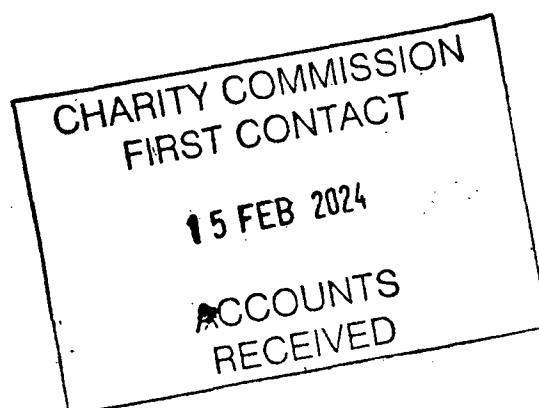
England & Wales - Charity number 1098917

Accounts

Company No: 4258543

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

COUNCIL OF MANAGEMENT AND TRUSTEES
REPORT AND ACCOUNTS
For the year ended 31st March 2023



SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

ANNUAL REPORT AND ACCOUNTS
For the year ended 31st March 2023

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SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Information on Trustees and Professional Advisers
For the year ended 31st March 2023

Reference and Administrative Details of the Charity, its Trustees and Advisers

Sandwell Asian Family Support Service (also known as SAFS) is a registered charity (1989) and Company Limited by Guarantee (2001). The company registration number is 4258543 and the registered charity number is 1098917. The liability of each individual member serving the committee is limited.

The registered office and operating address is:

Sandwell Asian Family Support Service Limited (SAFS)
Windmill Community Centre
Messenger Road
Smethwick
West Midlands
B66 3DX

The members of the Management Board, who are the charity trustees, that served during the period and up to the date of this report were:

Honorary Officer/s:

Chairperson: Jatinder Kaur

Vice Chairperson: Sanjiv Verma

Treasurer: Raksha Patel

Company Secretary: P K Dhatt

Other Board Members:

D Rai
B Kaur
R K Sumal
D Sandhu

Principal Staff:

Chief Executive: Parpinder Kaur Dhatt

Finance & Performance Manager: Kate Whiteside

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Information on Trustees and Professional Advisers
For the year ended 31st March 2023

**Accountants/Independent
Examiners**

Messrs. Hallbrookes (Accountancy) Ltd
14 Elstow Road
Bedford
MK42 9LA

Bankers:

Barclays Bank Plc
Soho Road Branch
351-359 Soho Road
Birmingham
B21 9SE

Scottish Widows Bank PLC
PO Box12757
67 Morrison Street
Edinburgh
EH3 8YJ

Solicitors:

Irwin Mitchell
Riverside East House
2 Millsands
Sheffield
S3 8DT

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Report of the Board of Directors
For the year ended 31st March 2023

Structure, Governance and Management

The charity is constituted as a Charitable Company Limited by Guarantee. It is governed by the regulations set out in its Memorandum and Articles of Association and is managed and governed by voluntary Board of Directors/Trustees.

New Board Members are elected annually at the Annual General Meeting (AGM). The AGM is held in December ordinarily. Board members are elected for a period of one year.

The Chairperson leads the Board of Directors and ensures that they understand their responsibilities as charity Trustees. The Chairperson is supported by a Vice Chairperson and a Treasurer.

The Board of Directors meets up 6 times a year to review the strategic work plan, organisational objectives, and financial position and to approve organisational policy and procedures. The Board of Directors also organise sub-groups, task and finish groups as and when the need arises for the organisation.

The Trustees of the charity consider that the board and the senior management team comprise the key management personnel of the charity in charge of directing, controlling, running and operating the charity on a day-to-day basis.

The day-to-day work of the charity is managed by the Chief Executive Officer, 1 Finance and Performance Manager, 1 Care Manager, 1 General Building Management, 41 workers (part time and full time) and supported by 1 volunteer.

The pay of all staff is renewed annually and increased in accordance with average earnings where appropriate. In view of the nature of the charity, the directors/trustees benchmark against pay levels in other similar run charities with similar roles and responsibilities.

All trustees give of their time freely and no director received remuneration in the year.

All new trustees are provided with the "role of Trustees" booklet published by the Charities Commission and are made aware of their roles and responsibilities with their new assignment.

The Management Board is aware of the potential risks to the charity, including financial risks and has implemented strategies to control or minimise these risks. Assessments have been undertaken of the major risks, including funding, personal, health and safety, operation risks, governance and compliance with law and regulations.

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Report of the Board of Directors
For the year ended 31st March 2023

Objectives and Activities for the Public Benefit

The objects for which the Company is established are in particular but not exclusively, within the Metropolitan Borough of Sandwell and its surrounding areas.

The relief of individuals of South Asian Origin and descent, not exclusively to those who have a disability and/or long-term condition by the provision of services and support to the said individual.

SAFS mission is to enhance the quality of life and to improve the health and wellbeing of individuals from the South Asian and other communities, who have a disability, by providing quality care and opportunities.

SAFS strives to provide a professional service to all its individuals/service users and is committed to continuous development and improvement.

During the year 1st April 2022 - 31st March 2023, the charity provided the following Services:

Adults Care and Support Service/s

The Adults Services consists of domiciliary care at home, community-based/PA service and a day opportunities centre-based drop-in service, these services are provided to adults that have a physical and/or learning disability and complex health needs. These services are provided 7 days a week and focus on both indoor and outdoor activities. SAFS accept Personal Budget and Direct Payments and all services are based on achieving personal outcomes for individuals in accordance with individual support plans and Individual progress plans. SAFS also offer where appropriate, advice, guidance, and emotional support for both the individual and their parents or carers. The care, support and wellbeing services are managed by the Care Manager. The CEO is the responsible individual and registered Manager with CQC (Care Quality Commission). SAFS is also monitored by the Sandwell MBC and Birmingham City Council's Adults Department who receive regular monitoring information.

Children's Care and Support Service/s

The domiciliary/personal care at home service and a personal assistant (PA) support service is provided for children aged between 0-18 years of age that have a physical and/or learning disability and life threatening/life limiting conditions. The service is provided to family's residents in Sandwell and Birmingham. A team of trained and experienced care staff undertake specialist personal care to children with complex health needs. SAFS also offer where necessary advice, guidance, and emotional support for the parent/carer and the family. The Service is managed on a day-to-day basis by the Care Manager. The CEO is the registered Manager as well as the responsible individual with CQC (Care Quality Commission).

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Report of the Board of Directors
For the year ended 31st March 2023

Short Breaks Service/s.

The short breaks programme are a number of specialist services provided to children and young people aged 4 to 11 years of age and 11 to 18 years of age. The services enable the parents and carers to have a short break.

There are several services which are as follows:

Weekend club – which we provide on a Saturday for 36 weeks of the year.

Summer holiday club – which we provide over 2 weeks in the summer holidays.

Other holiday club – which we provide over 2 days per week over the 7 weeks.

Personal Assistant (PA) support – where we provide 2 hours every week or 4 hours every fortnight depending on the individual need of the child and family.

Early Help Intervention & Prevention and Family Support

The Early Help Intervention and Prevention service provides support to families who have a child or young person with disability, life limiting or life-threatening conditions. This service is part of early help offer by SMBC which offers, advice, guidance and provides translation and interpretation support and offers emotional support and a parenting support programme where necessary. This service underpins all the services we provide at SAFS and is an integral part of the work we do. There is currently no funding for this service. It is provided on an adhoc basis as and when families request it. It is overseen and provided by the services team.

Carers Support Service - signposting and navigation service to BAME carers

A signposting and navigation service for carers, supports carers from the Black, Asian and Minority Ethnic (BAME) community by way of advice, guidance, various workshops and support sessions on emotional health and wellbeing. The focus of this project is early intervention and prevention for carers and to work collaboratively with any professional individuals to sign post the carers to the services if necessary. A support group for parents and carers provides regular support. Weekly welfare calls and contact is continued to be made. Regular information on various services, events and education/lifelong learning courses are continued to be shared with all our families and parents and carers.

SAFS @ Windmill Community Centre.

SAFS has managed the windmill community centre since April 2016. We have a very busy timetable of activities held during the day, evening and weekends. We have a number of anchor tenants namely; St Michaels Nursery, Windmill Amateur Boxing Academy, Warley Community Gym. We also have a SMBC run youth club and we also have a number of user groups who hire the rooms on a regular basis where various activities are provided by way of sports, self-defense, wellbeing services and Tuition classes. We have one off private bookings throughout the year by way of birthday parties, christenings, naming ceremonies and pre-wedding parties. We have several faith groups who use the centre as their 'place of worship' and this creates another dimension to the use of the centre as its created a 'spiritual and calm and safe' space for the diverse communities near and afar.

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Report of the Board of Directors
For the year ended 31st March 2023

The statutory and corporate sector have also hired out space for meetings, training and seminars. The enclosed courtyard now houses an accessible sensory garden/space for the children, adults with disabilities, their families, the centre tenants, regular user groups and hirers.

Achievements and Performance (April 2022 – March 2023)

During this year SAFS has had many successes and achievements namely the following:

- SAFS@WCC has grown from strength to strength. We have had significant take up of services to the Centre by a number of communities, which has increased the footfall and created a 'real community hub' feel
- We have welcomed some additional groups mainly faith groups, which has increased the footfall of an older generation.
- SAFS@WCC currently have 3 anchor tenants and over 25 regular user groups for training; youth clubs; yoga and activity sessions etc. and we had many one-off room hire bookings for private parties.
- Contract performance monitoring visit are carried out by SMBC, and we provide regular monitoring performance reports and feedback to the Council.
- Citation conducted a Health and Safety audit, which was successful - the main focus has still been Covid – 19 risk assessments, social distancing and PPE and many health and safety measures whilst resuming care services and community services to the general public.
- Citation HR advisers and online system - keeps us up to date with all current employment legislation.
- Citation Atlas online training platform is current and all the HR and Care training is certified and enables staff to complete this on an annual basis and in a timely manner.
- All staff have undertaken classroom-based refresher training in line with CQC and OFSTED.
- We have continued to work in partnership with Sandwell MBC, Birmingham City Council's Children's Services and Adult Services and have expanded services where a need was identified. Since the pandemic we have continued to provided regular weekly feedback and information to ensure we are operating within all the government guidelines and social distancing measures.
- SAFS continued to network with specific agencies and professional individuals to ensure mainstream services are aware of the specific needs of children and young people with disabilities.
- Quarterly performance monitoring reports for the Adults and Children's Domiciliary Care and Shortbreaks are submitted to SMBC & BCC local authorities.

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

Report of the Board of Directors

For the year ended 31st March 2023

- Six monthly performance monitoring reports for the Carers Service are submitted to SMBC local authority.
- We have a dedicated leased line for Broad band and this has increased internet connection throughout the centre.
- We celebrated the commonwealth games within our centre and worked with Caudwell Children a national charity - on a legacy project for 3 years. We were one of 3 community partners and we worked in partnership with K'antu Ensemble whereby there were many arts and music and dance workshops provided to children and young people and adults with disabilities during the weekday and weekends and we showcased all this in one event in the summer attended by all the children and adults and their families and the local community. A video was made of all the celebrations and the community partners and some of the participants and was showcased at Victoria Square in Birmingham during the Common Wealth Games.
- We celebrated one of the female coaches Hasseba Abdullah from Windmill Amateur Boxing Club being the first hijab wearing boxing coach in England. Haseeba was filmed at SAFS@WCC and was also named as a Home Town Hero for the commonwealth games and community champion for the commonwealth games. Hasseba and her brothers are all coaches at WABC which started at WCC and has grown from strength to strength.
- SAFS also offers work experience to pupils at school, students at college and apprenticeship placements. We also offer a year graduate paid work experience placements and year in industry placements on request
- We are a member organisation of Communities in Sync a consortium set up in Sandwell to provide a range of health, social care and wellbeing services to the communities in which we live in.
- SAFS & Windmill Community Centre user group advisory group has been set up to discuss partnership working and ways to improve service delivery to the local community.
- Adhoc vaccination clinics have continued at the WCC.

Financial Review

The trustees consider that the performance of the charity for the year ended 31st March 2023 has been satisfactory.

A summary statement of financial activities for the year is shown on page 12 of the accounts. This shows that during the year total income of £666,103 was received. The net movements of funds show a deficit of £103,778 that has been taken from the reserves brought forward from previous years.

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

Report of the Board of Directors

For the year ended 31st March 2023

Operational costs of the charity had increased this year due to some care packages requiring extra staffing. Office staff shortages have meant existing staff have worked overtime on some occasions and been 'on call'. There has been a cost of living increase for items or services used and purchased. The building costs to hire a room etc had not totally covered the costs by the hire fees, this has since been rectified and will be addressed each year.

It is the policy of the trustees to ensure that the highest quality of service provision is available to all beneficiaries.

During the year SAFS continued to receive funding from Sandwell Metropolitan Borough Council (SMBC) and Birmingham City Council (BCC) - Adult Services and Children Services Departments and direct payments from services users. This enabled SAFS to further develop and provide existing services for children's and adults with disabilities. SAFS' registration with the Care Quality Commission (CQC) enables a high standard of service provision to be delivered.

The staff deserves praise for their enthusiasm, commitment and professionalism in providing a service that meets increasing and wide-ranging individual families and individual child/adults needs. Staff are also faced with extra challenges when referrals are received from children and adults who have complex needs. This in turn reflects in some care packages requiring extra commitment and monitoring. The staff have continued to work to provide good quality care services, despite the pandemic being over the staff are still having to maintain safety at the forefront as covid is still evident and affecting a lot of individuals and this has not deterred staff in continuing their career in care.

It is the trustees' view that it is prudent to ensure that there are sufficient free reserves to provide financial flexibility over the course of the six months ahead and to cover unplanned emergencies, maintenance and repairs and other expenditure as and where necessary.

The trustees have forecast the level of free reserves as being £336,590 (as at 31st March 2023). The running costs for the next six months after April 2023 are approximately £322,508. The full reserve would be used for the running costs of the organisation, effective management and further enhancement and development of the organisation and to ensure that registration requirements (CQC or Ofsted) with the regulatory government bodies and Local Authority monitoring requirements and service specifications are met.

The trustees have regard to the liquidity requirements of operating the charity and have kept funds in interest bearing deposit account.

Despite the increasing pressure on public expenditure, the charity is expected to generate funds from various funding bodies indefinitely.

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Report of the Board of Directors
For the year ended 31st March 2023

Plans for future periods and Public Benefit

The forthcoming year brings many challenges and opportunities for SAFS. Extended SAFS' services both in Sandwell and in neighbouring boroughs continue to be at the forefront of our plans. The need to review our services in Sandwell and to expand our work to new and emerging communities, to secure additional external funding continues to be an area that needs to be addressed as all contracts have now become tenders and we will now have to compete for these as and when they are advertised. A review of our strategic objectives is working progress. The current strategic plan is reviewed annually to ensure additional work undertaken is captured and to address any gap and improvements. The Windmill Community Centre is also included in the strategic plan. However, a separate development plan for the Windmill Community Centre has been produced together with a business strategy and a funding strategy to ensure it is self-funded as is also a going concern

All services have been reviewed in line with tenders and income received for the sustainability of the organisation. SAFS was successful in its tender for the Short Breaks programme providing out of school clubs during the weekend and half term, summer holidays and Christmas Break to children and young people with disabilities aged 4 – 18 years and addition to the clubs we have extended our offer for a Personal Assistant Support Service to children and young people. Our community based care services, centre based and lifestyle drop into adults with learning or physical disabilities is continually developing and changing and the focus is more on day opportunities. There is also a growing demand for SAFS domiciliary care services and in particular to provide care for children and young people who have complex health needs. SAFS will continue to develop support and wellbeing services for parents and Carers and sustainable funding is required to meet the increasing demands of our Family Support service. SAFS will continue to develop and train existing staff to ensure they comply with CQC, the new care certificate workbook (skills for care), OFSTED regulations and the Early Years framework.

In planning all activities SAFS has worked to the Charity Commissions guidance on public benefit. Our main activities and our beneficiaries are listed on pages 4, 5, 6 and 7 of this report. All of these charitable activities are undertaken to further our charitable purpose for the public benefit.

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

Report of the Board of Directors

For the year ended 31st March 2023

Statement of Trustees' Responsibilities

The trustees (who are also directors of Sandwell Asian Family Support Service Limited for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (United Kingdom Generally Accepted Accounting Practice).

The trustees are required by law to prepare accounts for each financial year, which give a true and fair view of the financial activities of the charity and its financial position at the end of that year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statement of recommended practice have been followed subject to any material departures disclosed and explained in the accounts;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

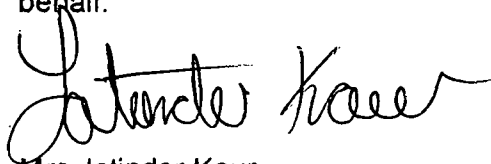
The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of charity and to enable them to ensure that financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Accountants/ Independent Examiners

Messrs. Hallbrookes (Accountancy) Limited are willing to continue in office as Accountants for the ensuing year 2023/2024.

Approval

This report was approved by the trustees on 22-01-2024 and signed on their behalf.



Mrs Jatinder Kaur
Chairperson

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

Independent examiners report to the Trustees of Sandwell Asian Family Support Service Limited

I report to the charity trustees on my examination of the accounts of the Sandwell Asian Family Support Service Limited for the year ended 31st March 2023, which are set out on pages 12 to 20.

Responsibilities and basis of report

As the charity's trustees of the company (and also 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").

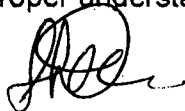
Having been satisfied that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under s. 145 of the Charities Act 2011 (the '2011 Act'). In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

Independent examiners' statement

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

- accounting records were not kept in respect of the company as required by s.386 of the 2006 Act;
- the accounts do not accord with those accounting records
- the accounts do not comply with the accounting requirements of s.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
- 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 attentions should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Harvinder Kaur Josan
Hallbrookes (Accountancy) Ltd
14 Elstow Road
Bedford, MK42 9LA
Date: 22/01/2024

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED**Statement of Financial Activities****For the year ended 31st March 2023****INCOME AND EXPENDITURE**

		<u>Restricted</u>	<u>Unrestricted</u>	<u>Designated</u>	<u>Total</u>	<u>Total</u>
		<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>
<u>Notes</u>	<u>31st March</u>	<u>31st March</u>	<u>31st March</u>	<u>31st March</u>	<u>31st March</u>	<u>31st March</u>
	<u>2023</u>	<u>2023</u>	<u>2023</u>	<u>2023</u>	<u>2023</u>	<u>2022</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Income Resources						
Donations and legacies						
Income from donations and legacies	2	118152	65879	0	184031	109307
Income from other trading activities	3	0	35526	0	35526	18161
Investment Income	4	0	20668	0	20668	25469
Income from charitable activities	5	412871	13007	0	425878	437113
Total Incoming resources		531023	135080	0	666103	590050
Resources Expended						
Expenditure on raising funds		688	0	0	688	202
Charitable activities		548837	180111	0	728948	668263
Governance		40245	0	0	40245	47133
Total Resources Expended	6	589770	180111	0	769881	715598
Net movements in funds		-58747	-45031	0	-103778	-125548
Funds at 31st March 2022		0	470150	26156	496306	621854
Transfer between funds		58747	-58747	0	0	0
Total Funds at 31st March 2023	14	0	366372	26156	392528	496306

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Statement of Financial Activities
For the year ended 31st March 2023

<u>Balance Sheet</u>	<u>Notes</u>	<u>31st March</u> <u>2023</u> <u>£</u>	<u>31st March</u> <u>2022</u> <u>£</u>
<u>Fixed Assets</u>			
Tangible Assets	10	29782	36340
<u>Current Assets</u>			
Debtors and Prepayments	12	138808	110535
Cash in Bank and in Hand		252599	373374
<u>Creditors: amounts due within one year</u>			
Accruals	11	22097	23943
Deferred Income		6564	0
Net Current Assets		362746	459966
Net Assets	13	<u>392528</u>	<u>496306</u>
<u>Financed by</u>			
General Funds		366372	470150
Designated Funds		26156	26156
Restricted Funds		0	0
<u>Total Funds</u>	14	<u>392528</u>	<u>496306</u>

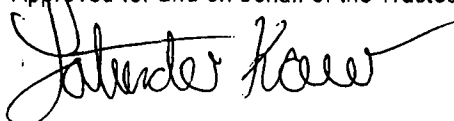
For the year ending 31st March 2023 the charitable company was entitled to exemption from audit under section (477) of the Companies Act 2006 relating to small companies.

Responsibilities of directors/trustees:

- (a) The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006 - however, in accordance with section 145 of the Charities Act 2011 the accounts have been examined by an independent examiner whose report appears on page 11.
- (b) The directors/trustees acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS 102 SORP.

Approved for and on behalf of the Trustees on 22-01-2024



Mrs Jatinder Kaur
Chairperson

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED**Statement of Cash Flows****For the year ended 31st March 2023**

	Note	<u>31/03/2023</u>	<u>31/03/2022</u>
		£	£
Cash used in operating activities	1	<u>-120173</u>	<u>-91744</u>
Cash flows from investing activities			
Interest income		645	138
Purchase of tangible fixed assets		-2347	-4918
Proceeds from sale of fixed assets		1100	511
Cash provided by (used in) investing activities		<u>-602</u>	<u>-4269</u>
Change in cash and cash equivalents in the reporting year		-120775	-96013
Cash and cash equivalents at the beginning of the year		373374	469387
Total cash and cash equivalents at the end of the year		<u>252599</u>	<u>373374</u>

1) Reconciliation of net movement in funds to net cash flow from operating activities

	<u>31/03/2023</u>	<u>31/03/2022</u>
	£	£
Net movements in funds	-103778	-125548
Add back depreciation charge	7804	8796
Deduct interest income shown in investing activities	-645	-138
Decrease (increase) in debtors	-28272	14392
Increase (decrease) in creditors	4718	10754
Net cash used in operating activities	<u>-120173</u>	<u>-91744</u>

2) Analysis of changes in net funds

	<u>01/04/2022</u>	<u>Cashflow</u>	<u>31/03/2023</u>
	£	£	£
Net Cash			
Cash at bank and in hand	373374	-120775	252599
Total	<u>373374</u>	<u>-120775</u>	<u>252599</u>

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Notes to the Accounts
For the year ended 31st March 2023

1) ACCOUNTING POLICIES

Basis of Accounts

The (accounts) 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 Standards applicable in the UK and the Republic of Ireland (FRS 102) and the Charities Act 2011 and applicable regulations.

Going Concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

Incoming Resources

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the items(s) of income have been met, it is probable that the income will be received, and the amount can be measured reliably. Income from government and other grants, is recognised when the charity has entitlement to the funds and performance conditions attached to the grants have been met, it is probable that the income will be received, and the amount can be measured reliably.

Donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. On receipt, donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market: a corresponding amount is then recognised in expenditure in the period of receipt.

Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Allocation of Costs

Direct Activity Costs comprise those costs that contribute directly to an activity and are Allocated to the relevant activity.

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

Notes to the Accounts

For the year ended 31st March 2023

Support Costs comprise those costs that are necessary to deliver an activity but in themselves do not produce or deliver an activity.

Governance Costs are those costs incurred to meet statutory and constitutional requirements.

Funds

- (a) Unrestricted funds, which are credited to the Income and Expenditure accounts are normally expendable at the discretion of the management.
- (b) Restricted funds, which are for specific purpose declared by the donors and are credited to the Income and Expenditure account when received and debited to the same account when paid.
- (c) Designated funds represent funds set aside by the trustees for specific purposes.

Depreciation

Depreciation is calculated so as to write off the cost of tangible fixed assets on a reducing and straight-line balance basis over their useful lives. The rates applied are as follows:

Office Equipment	-	20% on rbb
Fixtures & Fittings	-	20% on rbb
Minibus	-	20% on rbb

The charity has secured a tenure of 25-year lease from the council and pays a Peppercorn rent of £1 annually. A gift in kind for the donated facilities for the use of the leasehold premises is shown at the value of £60,000. This is recognised within incoming resources as a donation and an equivalent charge included within resources expended.

Taxation:

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

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED**Notes to the Accounts****For the year ended 31st March 2023**

	2023	2022
	£	£
2) Donations and legacies		
Grants from Governments	120241	40798
Donations	63790	68509
	184031	109307
3) Other Trading Activities	35526	18161
4) Income from Investments	20668	25469
5) Incoming resources from charitable activities	425878	437113
TOTAL	688103	590050

6) TOTAL RESOURCES EXPENDED	Basis of allocation	Care Services	Windmill Centre Cost	Governance	Total 2023	Total 2022
Costs directly allocated to activities		£	£	£	£	£
Staff Costs	Direct	360053	57405	35545	453003	411612
Recruitment/Freelance worker	Direct	4209	2518		6727	1321
Travel	Direct	3862			3862	2487
Rent	Direct		60000		60000	60000
WCC-light/heat/repairs/cleaning	Direct		54995		54995	34263
Day Trip/Project Activities	Direct	4048	507		4555	2424
Training and Subscription	Direct	2684	2740		5424	3632
Accountancy	Direct	3920		4700	8620	9055
Professional fees	Direct	340			340	50
Repairs & Renewals	Direct	532			532	0
Telephone	Direct	7134			7134	1585
Depreciation/Disposals	Direct	100			100	463
Other Costs	Direct	14087	1946		16033	12570
Support Costs allocated to activities						
Premises & Administration	(per unit)	2550			2550	8743
General office and finance staff	(per unit)	122279			122279	134284
Legal and Professional	(per unit)	16025			16025	24777
Equipment	(per unit)	7702			7702	8332
Total resources expended		549525	180111	40245	769881	715598

7) Net movements of funds for the year

	31/03/2023	31/03/2022
	£	£
This is stated after charging:		
Depreciation/loss on disposal	7804	8795

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED**Notes to the Accounts****For the year ended 31st March 2023****8) ANALYSIS OF STAFF COSTS, TRUSTEES REMUNERATION AND EXPENSES, AND THE COST OF KEY MANAGEMENT PERSONNEL**

	Year ended 31st March <u>2023</u> £	Year ended 31st March <u>2022</u> £
Staff Costs and Trustee's Remuneration		
Salaries and Wages	553409	527768
Pension Cost	7565	7291

The number of staff whose emoluments fell within the following band were:

	<u>2023</u>	<u>2022</u>
£60,001 to £70,000	1	1

The key management personnel of the charity comprise of Chairperson, Vice Chairperson, Chief Executive Officer, Finance Performance Manager and Care Manager. The total emolument paid during the year of the key management were £168,535 (2022: 192,490).

The required definition of emoluments is total gross pay including employer pension and national insurance contributions.

The trustees received no remuneration. One trustee who is also a volunteer had been paid expenses from the charity during the year amounting to £172.80.

9) STAFF NUMBERS

The average monthly head count was 38 staff (2022: 33) and the average monthly number of full-time equivalent employees (including casual and part time staff) during the year was 32 (2022: 27).

10) TANGIBLE FIXED ASSETS FOR THE YEAR ENDED 31ST MARCH 2023

COST	<u>Fixtures/Fittings & Equipment</u>		<u>Minibus</u>	<u>Total</u>
	£		£	£
1st April 2022	141768		32764	174532
Additions	2347		0	2347
Disposal for the year	0		(32,764)	(32,764)
	<u>144115</u>		<u>0</u>	<u>144115</u>
DEPRECIATION				
1st April 2022	107275		30917	138192
Charge for the year	7058		0	7058
Depreciation on disposal	0		(30,917)	(30,917)
	<u>114333</u>		<u>0</u>	<u>114333</u>
Net Book Value				
31st March 2022	34493		1847	36340
31st March 2023	<u>29782</u>		<u>0</u>	<u>29782</u>

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED**Notes to the Accounts****For the year ended 31st March 2023****11) CREDITORS AMOUNTS FALLING DUE WITHIN ONE YEAR**

	Year ended 31st March <u>2023</u> £	Year ended 31st March <u>2022</u> £
Accruals	15271	12829
Deferred Income	6564	0
Pensions	1551	1267
Holiday Accruals	5275	9847
	<u>28661</u>	<u>23943</u>

12) DEBTORS AND PREPAYMENTS - GRANTS RECEIVABLE

	Year ended 31st March <u>2023</u> £	Year ended 31st March <u>2022</u> £
Grants Receivable	134037	104250
Prepayments	4771	6285
	<u>138808</u>	<u>110535</u>

13) ANALYSIS OF NET ASSETS BETWEEN FUNDS

	<u>Unrestricted</u> <u>Funds</u> £	<u>Designated</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>Funds</u> £
Tangible Fixed Assets	29782			29782
Debtors	138808			138808
Cash at Bank in Hand	226443	26156	0	252599
Current Liabilities	28661			28661
Net assets at 31st March 2023	<u>366372</u>	<u>26156</u>	<u>0</u>	<u>392528</u>

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED**Notes to the Accounts****For the year ended 31st March 2023****14) CAPITAL COMMITMENTS**

Authorised but not contracted

MOVEMENT IN FUNDS

	<u>Bal b/fd</u>	<u>Income</u>	<u>Outgoing</u>	<u>As at</u>	<u>Transfer</u>	<u>As at</u>
	<u>1st April</u>	<u>Resources</u>	<u>Resources</u>	<u>31st March</u>	<u>to Funds</u>	<u>31st March</u>
	<u>2022</u>			<u>2023</u>		<u>2023</u>
	£	£	£	£	£	£
Restricted Funds						
Adults Services (18-40) Personal Budget - SMBC	0	248703	283709	-35006	35006	0
Adults Services (18-40) Direct Payts/NHS/Managed Accounts SMBC	0	86711	108254	-21543	21543	0
Children's Services - SMBC	0	58849	58849	0	0	0
Adults & Children Services - Birmingham City Council	0	7608	7608	0	0	0
Short Breaks/ HAF - SMBC	0	118152	120244	-2092	2092	0
Carers Grant - SMBC	0	10000	10106	-106	106	0
Total Restricted Funds	0	531023	589770	-58747	58747	0
Unrestricted Funds						
General Funds	470150	135080	180111	425119	-58747	366372
Designated Funds	26156	0	0	26156	0	26156
Total Unrestricted Funds	496306	135080	180111	451275	-58747	392528
Total Funds	496306	666103	769881	392528	0	392528

15) Related Party Transactions

There were no transactions reported/recorded where trustees have received remuneration from the charity (see note (8) above).

16) Other Transactions

A transaction was declared in connection to the Chief Executive Officer as a person of significant influence as follows:

a close relative is a paid employee of the charity

This arrangement was disclosed to and agreed by the trustees under the charity's conflict of interest policy.

17) Control

The company is controlled by the trustees. The trustees shown in the report are also known as directors or members of the board.

18) Governance Costs

The figure of £40,245 per (note 6) is a Governance cost, which has been allocated to appropriate funds as outgoing costs per note (14).

19) Transfers

General funds have been transferred to Adults Services Direct payments, Personalised Budget, Shortbreaks/HAF - SMBC and Carer Grants to cover the shortfall.

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

England & Wales - Charity number 1098917

Accounts

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

**COUNCIL OF MANAGEMENT AND TRUSTEES
REPORT AND ACCOUNTS
For the year ended 31st March 2022**

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

ANNUAL REPORT AND ACCOUNTS
For the year ended 31st March 2022

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SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Information on Trustees and Professional Advisers
For the year ended 31st March 2022

Reference and Administrative Details of the Charity, its Trustees and Advisers

Sandwell Asian Family Support Service (also known as SAFS) is a registered charity (1989) and Company Limited by Guarantee (2001). The company registration number is 4258543 and the registered charity number is 1098917. The liability of each individual member serving the committee is limited.

The registered office and operating address is:

Sandwell Asian Family Support Service Limited (SAFS)
Windmill Community Centre
Messenger Road
Smethwick
West Midlands
B66 3DX

The members of the Management Board, who are the charity trustees, that served during the period and up to the date of this report were:

Honorary Officer/s:

Chairperson:	Jatinder Kaur
Vice Chairperson:	Sanjiv Verma
Treasurer:	Raksha Patel
Company Secretary:	P K Dhatt

Other Board Members:

D Rai
B Kaur
R K Sumal
D Sandhu

Principal Staff:

Chief Executive:	Parpinder Kaur Dhatt
Finance & Performance Manager:	Kate Whiteside

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Information on Trustees and Professional Advisers
For the year ended 31st March 2022

**Accountants/Independent
Examiners**

Messrs. Hallbrookes (Accountancy) Ltd
1 Dibble Road
Smethwick
West Midlands
B67 7PP

Bankers:

Barclays Bank Plc
Soho Road Branch
351-359 Soho Road
Birmingham
B21 9SE

Scottish Widows Bank PLC
PO Box 12757
67 Morrison Street
Edinburgh
EH3 8YJ

Solicitors:

Irwin Mitchell
Riverside East House
2 Millsands
Sheffield
S3 8DT

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Report of the Board of Directors
For the year ended 31st March 2022

Structure, Governance and Management

The charity is constituted as a Charitable Company Limited by Guarantee. It is governed by the regulations set out in its Memorandum and Articles of Association and is managed and governed by voluntary Board of Directors/Trustees.

New Board Members are elected annually at the Annual General Meeting (AGM). The AGM is held in December. Board members are elected for a period of one year.

The Chairperson leads the Board of Directors and ensures that they understand their responsibilities as charity Trustees. The Chairperson is supported by a Vice Chairperson and a Treasurer.

The Board of Directors meets up 6 times a year to review the strategic work plan, organisational objectives, and financial position and to approve organisational policy and procedures. The Board of Directors also organise sub-groups, task and finish groups as and when the need arises for the organisation.

The Trustees of the charity consider that the board and the senior management team comprise the key management personnel of the charity in charge of directing, controlling, running and operating the charity on a day-to-day basis.

The day-to-day work of the charity is managed by the Chief Executive Officer, 1 Finance and Performance Manager, 1 Care Manager, 1 General Building Management, 43 workers (part time and full time) and supported by 1 volunteer.

The pay of all staff is renewed annually and increased in accordance with average earnings where appropriate. In view of the nature of the charity, the directors/trustees benchmark against pay levels in other similar run charities with similar roles and responsibilities.

All trustees give of their time freely and no director received remuneration in the year.

All new trustees are provided with the "role of Trustees" booklet published by the Charities Commission and are made aware of their roles and responsibilities with their new assignment.

The Management Board is aware of the potential risks to the charity, including financial risks and has implemented strategies to control or minimise these risks. Assessments have been undertaken of the major risks, including funding, personal, health and safety, operation risks, governance and compliance with law and regulations.

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Report of the Board of Directors
For the year ended 31st March 2022

Objectives and Activities for the Public Benefit

The objects for which the Company is established are in particular but not exclusively, within the Metropolitan Borough of Sandwell and its surrounding areas.

The relief of individuals of South Asian Origin and descent, not exclusively to those who have a disability and/or long-term condition by the provision of services and support to the said individual.

SAFS mission is to enhance the quality of life and to improve the health and wellbeing of individuals from the South Asian and other communities, who have a disability, by providing quality care and opportunities.

SAFS strives to provide a professional service to all its individuals/service users and is committed to continuous development and improvement.

During the year 1st April 2021 - 31st March 2022, the charity provided the following Services:

Adults Care and Support Service/s

The domiciliary care and lifestyles service consists of home care, community-based care and a day opportunities centre-based drop-in service to adults that have a physical and/or learning disability and limiting/life threatening illness. These services are provided 7 days a week and focus on both indoor and outdoor activities. For our Adults services SAFS can accept Personal Budget and Direct Payments and all services are based on achieving personal outcomes for individuals in accordance with individual support plans and Individual progress plans. The CEO is the responsible individual and registered Manager with CQC (Care Quality Commission). SAFS is also monitored by the Sandwell MBC and Birmingham City Council Adults Department who receive regular monitoring information.

SAFS also offer where appropriate, advice, guidance, and emotional support for both the individual and their parents or carers. The care, support and wellbeing services are managed by the Care Manager.

Children's Care and Support Service/s

The domiciliary/personal care at home service and a personal assistant (PA) support service is provided for children aged between 0-18 years of age that have a physical and/or learning disability and life threatening/life limiting conditions. The service is provided to family's resident in Sandwell and Birmingham. A team of trained and experienced care staff undertake specialist personal care to children with complex health needs. SAFS also offer where necessary advice, guidance, and emotional support for the parent/carer and the family. The Service is managed on a day-to-day basis by the Care Manager. The CEO is the registered Manager as well as the responsible individual with CQC (Care Quality Commission).

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Report of the Board of Directors
For the year ended 31st March 2022

Early Help Intervention & Prevention and Family Support

The Early Help Intervention and Prevention and some emotional/Family Support service provides support to families who have a child or young person with disability, life limiting or life-threatening conditions. This service is part of early help offer by SMBC which offers, advice, guidance and provides translation and interpretation support and offers emotional support and a parenting support programme where necessary. This service underpins all the services we provide at SAFS and is an integral part of the work we do. There is currently no funding for this service. It is provided on an adhoc basis as and when families request it. It is overseen and provided by the Care Manger and the services team.

Carers Support Service - signposting and navigation service to BAME carers

A signposting and navigation service for carers, supports carers from the Black, Asian and Minority Ethnic (BAME) community by way of advice, guidance, various workshops and support sessions on emotional health and wellbeing. The focus of this project is early intervention and prevention for carers and to work collaboratively with any professional individuals to sign post the carers to the services if necessary. A support group for parents and carers provides regular support. During the pandemic, weekly welfare calls and doorstep visits were made on government lockdown, lifting of local restrictions, vaccine take up and each time government guidance was changed. All this information was shared on a daily or weekly basis, and it is still continued to be shared with all our families and parents and carers.

SAFS @ Windmill Community Centre.

SAFS has managed the windmill community centre since April 2016. We have a very busy timetable of activities held during the day, evening and weekends. We have a number of anchor tenants namely; St Michaels Nursery, Windmill Amateur Boxing Academy, Warley Community Gym . We also have a SMBC run youth club and we also have a number of user groups who hire the rooms on a regular basis where various activities are provided by way of sports, self-defense, wellbeing services and Tuition classes. We have one off private bookings throughout the year by way of birthday parties, christenings, naming ceremonies and pre-wedding parties. We have several faith groups who use the centre as their 'place of worship' and this creates another dimension to the use of the centre as its created a 'spiritual and calm and safe' space for the diverse communities near and afar. The statutory and corporate sector have also hired out space for meetings, training and seminars. The enclosed courtyard now houses an accessible sensory garden/space for the children, adults with disabilities, their families, the centre tenants, regular user groups and hirers.

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Report of the Board of Directors
For the year ended 31st March 2022

Achievements and Performance (April 2021 – March 2022)

During this year SAFS has had many successes and achievements namely the following:

- SAFS @ Windmill Community Centre WCC opened their doors after the pandemic and resumed services for both SAFS services and our WCC user groups. Social distancing and risk assessments were all in place.
- SAFS is a venue for local elections.
- SAFS@WCC has grown from strength to strength. We have had significant take up of services to the Centre by a number of communities, which has increased the footfall and created a 'real community hub' feel
- We welcomed some additional groups the Ileys Football group; the Midlands Cameroonian Association, Girl Guides Group and Cape Care Youth Service.
- We worked with the Princes Trust where some young people did some painting and gardening for us and they also made some gift bags for our adults with disabilities group.
- SAFS@WCC currently have 3 anchor tenants and over 25 regular user groups for training; youth clubs; yoga and activity sessions etc. and we had many one-off room hire bookings for private parties.
- An annual performance monitoring visit is carried out by SMBC, and we provide regular monitoring performance reports and feedback to the Council.
- Citation conducted a Health and Safety audit, which was successful - the main focus has still been Covid – 19 risk assessments, social distancing and PPE and many health and safety measures whilst resuming care services and community services to the general public.
- Citation HR advisers and online system - keeps us up to date with all current employment legislation.
- Citation Atlas online training platform is current and all the HR and Care training is certified and enables staff to complete this on an annual basis and in a timely manner.
- All staff have undertaken classroom-based refresher training in line with CQC and OFSTED.
- We have continued to work in partnership with Sandwell MBC, Birmingham City Council's Children's Services and Adult Services and have expanded services where a need was identified. Since the pandemic we have continued to provided regular weekly feedback and information to ensure we are operating within all the government guidelines and social distancing measures.
- SAFS continued to network with specific agencies and professional individuals to ensure mainstream services are aware of the specific needs of children and young people with disabilities.

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Report of the Board of Directors
For the year ended 31st March 2022

- Quarterly performance monitoring reports for the Adults and Children's Domiciliary Care and Out of School Club are submitted to SMBC & BCC local authorities.
- Six monthly performance monitoring reports for the Carers Service are submitted to SMBC local authority.
- We have a dedicated leased line for Broad band and this has increased internet connection throughout the center.
- We took part in the government Kick Start apprenticeship scheme for young adults this was very important to support young people to get into employment especially after the pandemic – we employed a community assistant for 6 months with a focus on social media.
- We are taking part in the commonwealth games celebration within our centre and working with Caudwell Children a national charity - on a legacy project for 3 years.
- We celebrated one of the female coaches Hasseba Abdullah from Windmill Amateur Boxing Club being the first hijab wearing boxing coach in England. Haseeba was filmed at SAFS@WCC and was also named as a Home Town Hero for the commonwealth games. Hasseba and her brothers are all coaches at WABC which started at WCC and has grown from strength to strength.
- SAFS also offers work experience to pupils at school, students at college and apprenticeship placements. We also offer a year graduate paid work experience placements and year in industry placements on request
- We are a member organisation of Communities in Sync a consortium set up in Sandwell to provide a range of health, social care and wellbeing services to the communities in which we live in.
- SAFS & Windmill Community Centre user group advisory group has been set up to discuss partnership working and ways to improve service delivery to the local community. – Due to the pandemic these were held virtually via Zoom and Teams meetings.
- Vaccination clinics have been set up at SAFS/WCC and we have been promoting the vaccine take up. Staff have attended training and become community champions and we are part of and attend peer support group meetings, the latter have both been organised by SMBC and BCC's public health teams.
- We have attended the regular VCS/ Faith organisations briefings presented by Dr Lisa McNally SMBC's PH Director.
- We have received funds from SCVO to promote the vaccine take up.
- We have taken part in many carers surveys to gather feedback about the pandemic, we have worked with Health watch and many VCS organisations and supported SMBC's public health teams

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Report of the Board of Directors
For the year ended 31st March 2022

Financial Review

The trustees consider that the performance of the charity for the year ended 31st March 2022 has been satisfactory, despite the pandemic.

A summary statement of financial activities for the year is shown on page 12 of the accounts. This shows that during the year total income of £590,050 was received. The net movements of funds show a deficit of £125,548 that has been taken from the reserves brought forward from previous years.

Operational costs of the charity had increased this year and there was a decrease of income compared to last year.

It is the policy of the trustees to ensure that the highest quality of service provision is available to all beneficiaries.

During the year SAFS continued to receive funding from Sandwell Metropolitan Borough Council (SMBC) and Birmingham City Council (BCC) - Adult Services and Children Services Departments and direct payments from services users. This enabled SAFS to further develop and provide existing services for children's and adults with disabilities. SAFS' registration with the Care Quality Commission (CQC) and OFSTED enables a high standard of service provision to be delivered. Additional funds were received from SMBC and BCC during the pandemic by way of business support grants and direct care and support continuation funding, workforce capacity fund and infection prevention control funds.

The staff deserves praise for their enthusiasm, commitment and professionalism in providing a service that meets increasing and wide-ranging individual families and individual child/adults needs. Staff are also faced with extra challenges when referrals are received from children and adults who have complex needs. This in turn reflects in some care packages requiring extra commitment and monitoring. During the pandemic the staff were exceptional and worked throughout the uncertain and difficult time and all our families were extremely grateful and thankful.

It is the trustees' view that it is prudent to ensure that there are sufficient free reserves to provide financial flexibility over the course of the six months ahead and to cover unplanned emergencies repairs and other expenditure.

The trustees have forecast the level of free reserves (bank and cash reserves) as being £373,374 (as at 31st March 2022). The running costs for the next six months after April 2022 are approximately £292,000. The full reserve of £373,374 would be used for the running costs of the organisation, effective management and further enhancement and development of the organisation and to ensure that registration requirements (CQC or Ofsted) with the regulatory government bodies and Local Authority monitoring requirements and service specifications are met.

The trustees have regard to the liquidity requirements of operating the charity and have kept funds in interest bearing deposit account.

Despite the increasing pressure on public expenditure, the charity is expected to generate funds from various funding bodies indefinitely.

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Report of the Board of Directors
For the year ended 31st March 2022

Plans for future periods and Public Benefit

The forthcoming year brings many challenges and opportunities for SAFS. Extended SAFS' services both in Sandwell and in neighbouring boroughs continue to be at the forefront of our plans. The need to review our services in Sandwell and to expand our work to new and emerging communities, to secure additional external funding continues to be an area that needs to be addressed as all contracts have now become tenders and we will now have to compete for these as and when they are advertised. A review of our strategic objectives is imminent to plan for the future. The current strategic plan is being reviewed annually to ensure additional work undertaken is captured and to address any gap and improvements. The Windmill Community Centre is also included in the strategic plan. However, a separate development plan for the Windmill Community Centre has been produced together with a business strategy and a funding strategy to ensure it is self-funded as is also a going concern. A 'Branding' exercise has been carried following the community mapping and feasibility study; and SAFS@Windmill Community Centre is currently being used.

All services have been reviewed in line with tenders and income received for the sustainability of the organisation. SAFS has plans to develop its services and has tendered for the Short Breaks programme providing out of school clubs during the weekend and half term, summer holidays and Christmas Break to children and young people with disabilities aged 4 – 18 years. Our community based care services, centre based and lifestyle drop into adults with learning or physical disabilities is continually developing and changing and the focus is more on day opportunities. There is also a growing demand for SAFS domiciliary care services and in particular to provide care for children and young people who have complex health needs. SAFS will continue to develop support and wellbeing services for parents and Carers and sustainable funding is required to meet the increasing demands of our Family Support service. SAFS will continue to develop and train existing staff to ensure they comply with CQC, the new care certificate workbook (skills for care), OFSTED regulations and the Early Years framework.

In planning all activities SAFS has worked to the Charity Commissions guidance on public benefit. Our main activities and our beneficiaries are listed on pages 4, 5, 6 and 7 of this report. All of these charitable activities are undertaken to further our charitable purpose for the public benefit.

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Report of the Board of Directors
For the year ended 31st March 2022

Statement of Trustees' Responsibilities

The trustees (who are also directors of Sandwell Asian Family Support Service Limited for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (United Kingdom Generally Accepted Accounting Practice).

The trustees are required by law to prepare accounts for each financial year, which give a true and fair view of the financial activities of the charity and its financial position at the end of that year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statement of recommended practice have been followed subject to any material departures disclosed and explained in the accounts;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

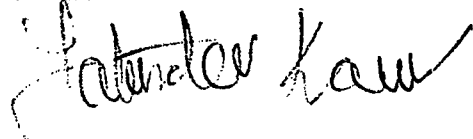
The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of charity and to enable them to ensure that financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Accountants/ Independent Examiners

Messrs. Hallbrookes (Accountancy) Limited are willing to continue in office as Accountants for the ensuing year 2022/2023.

Approval

This report was approved by the trustees on 19th December 2022 and signed on their behalf.



Mrs Jatinder Kaur
Chairperson

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

Independent examiners report to the Trustees of Sandwell Asian Family Support Service Limited

I report to the charity trustees on my examination of the accounts of the Sandwell Asian Family Support Service Limited for the year ended 31st March 2022, which are set out on pages 12 to 20.

Responsibilities and basis of report

As the charity's trustees of the company (and also 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").

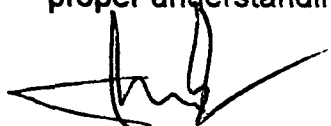
Having been satisfied that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under s. 145 of the Charities Act 2011 (the '2011 Act'). In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

Independent examiners' statement

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

- accounting records were not kept in respect of the company as required by s.386 of the 2006 Act;
- the accounts do not accord with those accounting records
- the accounts do not comply with the accounting requirements of s.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
- 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 attentions should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Fomon Singh
Hallbrookes (Accountancy) Ltd
14 Elstow Road, Bedford, MK42 9LA
Date: 19-12-2022

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Statement of Financial Activities
For the year ended 31st March 2022

INCOME AND EXPENDITURE

		<u>Restricted</u>	<u>Unrestricted</u>	<u>Designated</u>	<u>Total</u>	<u>Total</u>
	<u>Notes</u>	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>
		<u>31st March</u>	<u>31st March</u>	<u>31st March</u>	<u>31st March</u>	<u>31st March</u>
		<u>2022</u>	<u>2022</u>	<u>2022</u>	<u>2022</u>	<u>2021</u>
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Income Resources						
Donations and legacies						
Income from donations and legacies	2	0	109307	0	109307	135431
Income from other trading activities	3	0	18161	0	18161	9311
Investment income	4	0	25469	0	25469	10288
Income from charitable activities	5	424963	12150	0	437113	535166
Total Incoming resources		424963	165087	0	590050	690196
Resources Expended						
Expenditure on raising funds		202	0	0	202	314
Charitable activities		505378	162885	0	668263	584136
Governance		47133	0	0	47133	43401
Total Resources Expended	6	552713	162885	0	715598	627851
Net movements in funds		-127750	2202	0	-125548	62345
Funds at 31st March 2021		0	595698	26156	621854	559509
Transfer between funds		127750	-127750	0	0	0
Total Funds at 31st March 2022	14	0	470180	26156	496306	621854

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Statement of Financial Activities
For the year ended 31st March 2022

<u>Balance Sheet</u>	<u>Notes</u>	<u>31st March</u> <u>2022</u> <u>£</u>	<u>31st March</u> <u>2021</u> <u>£</u>
<u>Fixed Assets</u>			
Tangible Assets	10	36340	40729
<u>Current Assets</u>			
Debtors and Prepayments	12	110535	124927
Cash in Bank and in Hand		373374	469387
<u>Creditors: amounts due within one year</u>	11	23943	13189
Net Current Assets		459966	581125
Net Assets	13	<u>496306</u>	<u>621854</u>
<u>Financed by</u>			
General Funds		470150	595698
Designated Funds		26156	26156
Restricted Funds		0	0
<u>Total Funds</u>	14	<u>496306</u>	<u>621854</u>

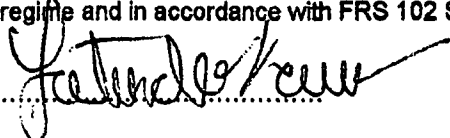
For the year ending 31st March 2022 the charitable company was entitled to exemption from audit under section (477) of the Companies Act 2006 relating to small companies.

Responsibilities of directors/trustees:

- (a) The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006 - however, in accordance with section 145 of the Charities Act 2011 the accounts have been examined by an independent examiner whose report appears on page 11.
- (b) The directors/trustees acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS 102 SORP.

Approved for and on behalf of the Trustees on

 19/12/2022

Mrs Jatinder Kaur
Chairperson

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Statement of Cash Flows
For the year ended 31st March 2022

	Note	<u>31/03/2022</u>	<u>31/03/2021</u>
		£	£
Cash used in operating activities	1	<u>-91744</u>	<u>74330</u>
Cash flows from investing activities			
Interest income		138	335
Purchase of tangible fixed assets		-4918	-5665
Proceeds from sale of fixed assets		511	0
Cash provided by (used in) investing activities		<u>-4269</u>	<u>-5330</u>
Change in cash and cash equivalents in the reporting year		-96013	69000
Cash and cash equivalents at the beginning of the year		469387	400387
Total cash and cash equivalents at the end of the year		<u>373374</u>	<u>469387</u>

1) Reconciliation of net movement in funds to net cash flow from operating activities

	<u>31/03/2022</u>	<u>31/03/2021</u>
	£	£
Net movements in funds	-125548	62345
Add back depreciation charge	8796	9185
Deduct interest income shown in investing activities	-138	-335
Decrease (increase) in debtors	14392	22623
Increase (decrease) in creditors	10754	-19488
Net cash used in operating activities	<u>-91744</u>	<u>74330</u>

2) Analysis of changes in net funds

	<u>01/04/2021</u>	<u>Cashflow</u>	<u>31/03/2022</u>
	£	£	£
Net Cash			
Cash at bank and in hand	469387	-96013	373374
Total	<u>469387</u>	<u>-96013</u>	<u>373374</u>

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

Notes to the Accounts

For the year ended 31st March 2022

1) ACCOUNTING POLICIES

Basis of Accounts

The (accounts) 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 Standards applicable in the UK and the Republic of Ireland (FRS 102) and the Charities Act 2011 and applicable regulations.

Incoming Resources

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the items(s) of income have been met, it is probable that the income will be received, and the amount can be measured reliably. Income from government and other grants, is recognised when the charity has entitlement to the funds and performance conditions attached to the grants have been met, it is probable that the income will be received, and the amount can be measured reliably.

Donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. On receipt, donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market: a corresponding amount is then recognised in expenditure in the period of receipt.

Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Allocation of Costs

Direct Activity Costs comprise those costs that contribute directly to an activity and are Allocated to the relevant activity.

Support Costs comprise those costs that are necessary to deliver an activity but in themselves do not produce or deliver an activity.

Governance Costs are those costs incurred to meet statutory and constitutional requirements.

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

Notes to the Accounts

For the year ended 31st March 2022

Funds

- (a) Unrestricted funds, which are credited to the Income and Expenditure accounts are normally expendable at the discretion of the management.
- (b) Restricted funds, which are for specific purpose declared by the donors and are credited to the Income and Expenditure account when received and debited to the same account when paid.
- (c) Designated funds represent funds set aside by the trustees for specific purposes.

Depreciation

Depreciation is calculated so as to write off the cost of tangible fixed assets on a reducing and straight-line balance basis over their useful lives. The rates applied are as follows:

Office Equipment	-	20% on rbb
Fixtures & Fittings	-	20% on rbb
Minibus	-	20% on rbb

The charity has secured a tenure of 25-year lease from the council and pays a Peppercorn rent of £1 annually. A gift in kind for the donated facilities for the use of the leasehold premises is shown at the value of £60,000. This is recognised within incoming resources as a donation and an equivalent charge included within resources expended.

Taxation:

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

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED**Notes to the Accounts****For the year ended 31st March 2022**

	2022	2021
	£	£
2) Donations and legacies		
Grants from Governments	40798	75431
Donations	68509	60000
	109307	135431
3) Other Trading Activities	18161	9311
4) Income from Investments	25469	10288
5) Incoming resources from charitable activities	437113	535166
TOTAL	690050	690196

6) TOTAL RESOURCES EXPENDED	Basis of allocation	Care Services	Windmill Centre Cost	Day Trips	Governance	Total 2022	Total 2021
Costs directly allocated to activities		£	£	£	£	£	£
Staff Costs	Direct	304476	64603		42533	411612	328782
Recruitment/Freelance worker	Direct		1321			1321	1638
Travel	Direct	2487				2487	1565
Rent	Direct		60000			60000	60000
WCC-light/heat/repairs/cleaning	Direct		34263			34263	35081
Day Trip/Project Activities	Direct	2424				2424	846
Training and Subscription	Direct	1201	2431			3632	4323
Advertising/Marketing	Direct	0				0	7186
Accountancy	Direct	4455			4600	9055	9335
Professional fees	Direct		50			50	594
Repairs & Renewals	Direct					0	116
Telephone	Direct	1585				1585	4447
Depreciation/Disposals	Direct	463				463	578
Other Costs	Direct	12353	217			12570	12996
Support Costs allocated to activities							
Premises & Administration	(per unit)	8743				8743	20831
General office and finance staff	(per unit)	134284				134284	118760
Legal and Professional	(per unit)	24777				24777	12166
Equipment	(per unit)	8332				8332	8607
Total resources expended		505580	162685	0	47133	716598	627851

7) Net movements of funds for the year

	Year ended 31st March 2022	Year ended 31st March 2021
	£	£
This is stated after charging:		
Depreciation/loss on disposal	8796	9185

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED**Notes to the Accounts****For the year ended 31st March 2022****8) ANALYSIS OF STAFF COSTS, TRUSTEES REMUNERATION AND EXPENSES, AND THE COST OF KEY MANAGEMENT PERSONNEL**

	Year ended 31st March <u>2022</u> £	Year ended 31st March <u>2021</u> £
<u>Staff Costs and Trustee's Remuneration</u>		
Salaries and Wages	527768	441321
Pension Cost	7291	6221

The number of staff whose emoluments fell within the following band were:

	<u>2022</u>	<u>2021</u>
£60,001 to £70,000	1	1

The key management personnel of the charity comprise of Chairperson, Vice Chairperson, Chief Executive Officer, Finance Performance Manager and Care Manager. The total emolument paid during the year of the key management were £192,490 (2021: 153,656).

The required definition of emoluments is total gross pay including employer pension and national insurance contributions.

The trustees received no remuneration. One trustee who is also a volunteer had been paid expenses from the charity during the year amounting to £20.80.

9) STAFF NUMBERS

The average monthly head count was 33 staff (2021: 29) and the average monthly number of full-time equivalent employees (including casual and part time staff) during the year was 27 (2021: 23).

10) TANGIBLE FIXED ASSETS FOR THE YEAR ENDED 31ST MARCH 2022

COST	<u>Fixtures/Fittings & Equipment</u> £	<u>Minibus</u> £	<u>Total</u> £
1st April 2021	137500	32764	170264
Additions	4918		4918
Disposal for the year	(650)		(650)
	<u>141768</u>	<u>32764</u>	<u>174532</u>
DEPRECIATION			
1st April 2021	99080	30455	129535
Charge for the year	8296	462	8758
Depreciation on disposal	(101)		(101)
	<u>107275</u>	<u>30917</u>	<u>138192</u>
Net Book Value			
31st March 2021	38420	2309	40729
31st March 2022	<u>34493</u>	<u>1847</u>	<u>36340</u>

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Notes to the Accounts
For the year ended 31st March 2022

11) CREDITORS AMOUNTS FALLING DUE WITHIN ONE YEAR

	Year ended 31st March <u>2022</u> £	Year ended 31st March <u>2021</u> £
Accruals	12829	7730
Pensions	1267	1259
Holiday Accruals	9847	4200
	<u>23943</u>	<u>13189</u>

12) DEBTORS AND PREPAYMENTS - GRANTS RECEIVABLE

	Year ended 31st March <u>2022</u> £	Year ended 31st March <u>2021</u> £
Grants Receivable	104250	120263
Prepayments	6285	4684
	<u>110535</u>	<u>124927</u>

13) ANALYSIS OF NET ASSETS BETWEEN FUNDS

	<u>Unrestricted</u> <u>Funds</u> £	<u>Designated</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>Funds</u> £
Tangible Fixed Assets	36340			36340
Debtors	110535			110535
Cash at Bank in Hand	347218	26156		373374
Current Liabilities	23943			23943
Net assets at 31st March 2022	<u>470150</u>	<u>26156</u>	<u>0</u>	<u>496306</u>

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED**Notes to the Accounts****For the year ended 31st March 2022****14) CAPITAL COMMITMENTS**

Authorised but not contracted

MOVEMENT IN FUNDS

	<u>Bal b/fd</u>	<u>Income</u>	<u>Outgoing</u>	<u>As at</u>	<u>Transfer</u>	<u>As at</u>
	<u>1st April</u>	<u>Resources</u>	<u>Resources</u>	<u>31st March</u>	<u>to Funds</u>	<u>31st March</u>
	<u>2021</u>			<u>2022</u>		<u>2022</u>
	£	£	£	£	£	£
Restricted Funds						
Adults Services (18-40) Personal Budget - SMBC	0	245298	332965	-87667	87667	0
Adults Services (18-40) Direct Payments/NHS/Managed Accounts SMBC	0	70823	77059	-8438	8438	0
Children's Services - SMBC	0	82924	106971	-24047	24047	0
Adults & Children Services - Birmingham City Council	0	18118	18822	-3704	3704	0
Carers Grant - SMBC	0	10000	15898	-5898	5898	0
Total Restricted Funds	0	424983	552713	-127750	127750	0
Unrestricted Funds						
General Funds	595898	185087	182885	597900	-127750	470150
Designated Funds	28158	0	0	28158	0	28158
Total Unrestricted Funds	621854	185087	182885	624058	-127750	496308
Total Funds	621854	600050	715598	496308	0	496308

15) Related Party Transactions

There were no transactions reported/recorded where trustees have received remuneration from the charity (see note (8) above).

16) Other Transactions

A transaction was declared in connection to the Chief Executive Officer as a person of significant influence as follows:

a close relative is a paid employee of the charity

This arrangement was disclosed to and agreed by the trustees under the charity's conflict of interest policy.

17) Control

The company is controlled by the trustees. The trustees shown in the report are also known as directors or members of the board.

18) Governance Costs

The figure of £47,133 per (note 6) is a Governance cost, which has been allocated to appropriate funds as outgoing costs per note (14).

19) Transfers

General funds have been transferred to Adults Services Direct payments, Personalised Budget, Children's services SMBC, BCC and Carer Grants to cover the shortfall.

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

England & Wales - Charity number 1098917

Accounts

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

**COUNCIL OF MANAGEMENT AND TRUSTEES
REPORT AND ACCOUNTS
For the year ended 31st March 2021**

CHARITY COMMISSION
FIRST CONTACT

30 DEC 2021

ACCOUNTS
RECEIVED

1098917

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

ANNUAL REPORT AND ACCOUNTS

For the year ended 31st March 2021

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SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Information on Trustees and Professional Advisers
For the year ended 31st March 2021

Reference and Administrative Details of the Charity, its Trustees and Advisers

Sandwell Asian Family Support Service (also known as SAFS) is a registered charity (1989) and Company Limited by Guarantee (2001). The company registration number is 4258543 and the registered charity number is 1098917. The liability of each individual member serving the committee is limited.

The registered office and operating address is:

Sandwell Asian Family Support Service Limited (SAFS)
Windmill Community Centre
Messenger Road
Smethwick
West Midlands
B66 3DX

The members of the Management Board, who are the charity trustees, that served during the period and up to the date of this report were:

Honorary Officer/s:

Chairperson:	Jatinder Kaur
Vice Chairperson:	Sanjiv Verma
Treasurer:	Raksha Patel
Company Secretary:	P K Dhatt

Other Board Members:

D Rai
B Kaur
R K Sumal
D Sandhu

Principal Staff:

Chief Executive:	Parpinder Kaur Dhatt
Finance & Performance Manager:	Kate Whiteside

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Information on Trustees and Professional Advisers
For the year ended 31st March 2021

Accountants/Independent
Examiners

Messrs. Hallbrookes (Accountancy) Ltd
1 Dibble Road
Smethwick
West Midlands
B67 7PP

Bankers:

Barclays Bank Plc
Soho Road Branch
351-359 Soho Road
Birmingham
B21 9SE

Scottish Widows Bank PLC
PO Box12757
67 Morrison Street
Edinburgh
EH3 8YJ

Solicitors:

Irwin Mitchell
Riverside East House
2 Millsands
Sheffield
S3 8DT

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Report of the Board of Directors
For the year ended 31st March 2021

Structure, Governance and Management

The charity is constituted as a Charitable Company Limited by Guarantee. It is governed by the regulations set out in its Memorandum and Articles of Association and is managed and governed by voluntary Board of Directors/Trustees.

New Board Members are elected annually at the Annual General Meeting (AGM). The AGM is held in December. Board members are elected for a period of one year.

The Chairperson leads the Board of Directors and ensures that they understand their responsibilities as charity Trustees. The Chairperson is supported by a Vice Chairperson and a Treasurer.

The Board of Directors meets up 6 times a year to review the strategic work plan, organisational objectives, and financial position and to approve organisational policy and procedures. The Board of Directors also organise sub-groups, task and finish groups as and when the need arises for the organisation.

The Trustees of the charity consider that the board and the senior management team comprise the key management personnel of the charity in charge of directing, controlling, running and operating the charity on a day-to-day basis.

The day-to-day work of the charity is managed by the Chief Executive Officer, 1 Finance and Performance Manager, 1 Care Manager, 1 General Building Management, 44 workers (part time and full time) and supported by 1 volunteer.

The pay of all staff is renewed annually and increased in accordance with average earnings where appropriate. In view of the nature of the charity, the directors/trustees benchmark against pay levels in other similar run charities with similar roles and responsibilities.

All trustees give of their time freely and no director received remuneration in the year.

All new trustees are provided with the "role of Trustees" booklet published by the Charities Commission and are made aware of their roles and responsibilities with their new assignment.

The Management Board is aware of the potential risks to the charity, including financial risks and has implemented strategies to control or minimise these risks. Assessments have been undertaken of the major risks, including funding, personal, health and safety, operation risks, governance and compliance with law and regulations.

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Report of the Board of Directors
For the year ended 31st March 2021

Objectives and Activities for the Public Benefit

The objects for which the Company is established are in particular but not exclusively, within the Metropolitan Borough of Sandwell and its surrounding areas.

The relief of individuals of South Asian Origin and descent, not exclusively to those who have a disability and/or long-term condition by the provision of services and support to the said individual.

SAFS mission is to enhance the quality of life and to improve the health and wellbeing of individuals from the South Asian and other communities, who have a disability, by providing quality care and opportunities.

SAFS strives to provide a professional service to all its individuals/service users and is committed to continuous development and improvement.

During the year 1st April 2020 - 31st March 2021, the charity provided the following Services:

Adults Care and Support Service/s

The domiciliary care and lifestyles service is home care, community-based care and a centre-based drop in service to adults that have a physical and/or learning disability and limiting/life threatening illness. These services are provided 7 days a week and focus on both indoor and outdoor activities. For our Adults services SAFS can accept Personal Budget and Direct Payments and all services are based on achieving personal outcomes for individuals in accordance with individual support plans and Individual progress plans. The CEO is the responsible individual and registered Manager with CQC (Care Quality Commission). SAFS is also monitored by the Sandwell MBC and Birmingham City Council Adults Department who receive regular monitoring information.

SAFS also offer where appropriate, advice, guidance, and emotional support for both the individual and their parents or carers. The care, support and wellbeing services are managed by the Care Manager.

Children's Care and Support Service/s

The domiciliary/personal care at home service and a personal assistant (PA) support service is provided for children aged between 0-18 years of age that have a physical and/or learning disability and life threatening/life limiting conditions. The service is provided to family's resident in Sandwell and Birmingham. A team of trained and experienced care staff undertake specialist personal care to children with complex health needs. SAFS also offer where necessary advice, guidance, and emotional support for the parent/carer and the family. The Service is managed on a day-to-day basis by the Care Manager. The CEO is the registered Manager as well as the responsible individual with CQC (Care Quality Commission).

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Report of the Board of Directors
For the year ended 31st March 2021

Early Help Intervention & Prevention and Family Support

The Early Help Intervention and Prevention and some emotional/Family Support service provides support to families who have a child or young person with disability, life limiting or life-threatening conditions. This service is part of early help offer by SMBC which offers advice, guidance and provides translation and interpretation support and offers emotional support and a parenting support programme where necessary. This service underpins all the services we provide at SAFS and is an integral part of the work we do. There is currently no funding for this service. It is provided on an adhoc basis as and when families request it. It is overseen and provided by the Care Manger and the services team.

Carers Support Service - signposting and navigation service to BAME carers

A signposting and navigation service for carers, supports carers from the Black, Asian and Minority Ethnic (BAME) community by way of advice, guidance, various workshops and support sessions on emotional health and wellbeing. The focus of this project is early intervention and prevention for carers and to work collaboratively with any professional individuals to sign post the carers to the services if necessary. A support group for parents and carers provides regular support. During the pandemic, weekly welfare calls were made and doorstep visits where needed – on government lockdown and local restrictions lifted and each time government guidance was forthcoming, and the vaccine take up – all this information was shared daily weekly and it is still continued to be shared with all our families and parents and carers.

SAFS @ Windmill Community Centre.

SAFS has managed the windmill community centre since April 2016. We have a couple of anchor tenants a nursery, a boxing academy, and a community gym. We also have a SMBC run youth club and we also have a number of user groups who hire the rooms on a regular basis where various activities are provided by way of sports, self-defense, wellbeing services. We have one off private bookings throughout the year by way of birthday parties, christenings, naming ceremonies and pre-wedding parties. We have several faith groups who use the centre as their 'place of worship' and this creates another dimension to the use of the centre as it created a 'spiritual and calm and safe' space for the diverse communities near and afar. The statutory and corporate sector have also hired out space for meetings, training and seminars.

The enclosed courtyard now houses an accessible sensory garden/space for the children, adults with disabilities, their families, the centre tenants, regular user groups and hirers.

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Report of the Board of Directors
For the year ended 31st March 2021

Achievements and Performance (April 2020 – March 2021)

During this year SAFS has had many successes and achievements namely the following:

- The acquisition of the windmill community centre in July 2016 and the relocation to Cape Hill Smethwick has increased the take up of services to the centre by the new and emerging communities – an area SAFS is also keen to expand in for care and wellbeing service provision. We have 4 anchor tenants and 21 regular user groups for training; youth clubs; yoga and activity sessions to name but a few and we had many one-off rooms hire bookings for private parties. An annual performance monitoring visit is carried out by SMBC, and we provide regular monitoring performance reports and feedback to the Council.
- Citation conducted a Health and Safety audit, which was successful - the main focus was around Covid – 19 risk assessments, social distancing and PPE and many health and safety measures.
- Citation reviewed our employment terms and conditions in line with current employment law ensuring our current documents are up to date. We have uploaded all our personal files on to the system which is GDPR compliant and secure; all personal documentation is given to staff via their portal. We upgraded our atlas system and now have an online training platform, all the Training is certified and this enables staff to complete this on an annual basis and in a timely manner.
- We have continued to work in partnership with Sandwell MBC, Birmingham City Council's Children's Services and Adult Services and have expanded services where a need was identified. During the pandemic we have provided regular weekly feedback and information to ensure we are operating within all the government guidelines and social distancing measures.
- Due to the pandemic, we could not organise a family day trip this year. we provided Activity packs and pamper bags to all our families and we continued regular contact with them at all times
- SAFS continued to network with specific agencies and professional individuals to ensure mainstream services are aware of the specific needs of children and young people with disabilities.
- All staff have undertaken refresher training in line with CQC and OFSTED.
- Quarterly performance monitoring reports for the Adults and Children's Domiciliary Care and Out of School Club are submitted to SMBC & BCC local authorities.
- Six monthly performance monitoring reports for the Carers Service are submitted to SMBC local authority.
- The Parents and Carers group runs weekly sessions and provides a wide range of service provision including healthy cooking sessions, arts, and crafts and a self-help group. This was not provided during the pandemic. However weekly welfare calls were made to families and doorstep visits were made and advice and guidance were provided as and when families needed this support.

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Report of the Board of Directors
For the year ended 31st March 2021

- Pamper bags and activity packs were delivered to families and a gardening project was set up with funding from the police and crime commissioners fund which enabled the parents and carers coordinator to purchase watering can, seeds and soil, gardening tools and pots and paint to decorate them.
- SAFS also offers work experience to pupils at school, students at college and apprenticeship placements. We also offer a year graduate paid work experience placements and year in industry placements on request
 - We are a member organisation of Communities in Sync a consortium set up in Sandwell to provide a range of health, social care and wellbeing services to the communities in which we live in.
 - An annual winter wonderland event- a fun packed celebration event for families and the local community to share the diverse winter celebrations due to the pandemic could not go ahead.
 - SAFS & Windmill Community Centre user group advisory group has been set up to discuss partnership working and ways to improve service delivery to the local community. – Due to the pandemic these were held virtually via Zoom and Teams meetings.
 - Vaccination clinics have been set up at SAFS/WCC and we have been promoting the vaccine take up. Staff have attended training and become community champions and we are part of and attend peer support group meetings, the latter have both been organised by SMBC and BCC's public health teams.
 - We have attended the regular VCS/ Faith organisations briefings presented by Dr Lisa McNally SMBC's PH Director.
 - We have received funds from SCVO to promote the vaccine take up.
 - We have taken part in many carers surveys to gather feedback about the pandemic, we have worked with Health watch and many VCS organisations and supported SMBC's public health teams

Financial Review

The trustees consider that the performance of the charity for the year ended 31st March 2021 has been good, despite the pandemic.

A summary statement of financial activities for the year is shown on page 12 of the accounts. This shows that during the period total income of £690,196 was received and after expenses the net surplus of £62,345 had been added to the reserves brought forward from previous year.

It is the policy of the trustees to ensure that the highest quality of service provision is available to all beneficiaries.

During the year SAFS continued to receive funding from Sandwell Metropolitan Borough Council (SMBC) and Birmingham City Council (BCC) - Adult Services and

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Report of the Board of Directors
For the year ended 31st March 2021

Children Services Departments and direct payments from services users. This enabled SAFS to further develop and provide existing services for children's and adults with disabilities. SAFS' registration with the Care Quality Commission (CQC) and OFSTED enables a high standard of service provision to be delivered. Additional funds were received from SMBC and BCC during the pandemic by way of business support grants and direct care and support continuation funding, workforce capacity fund and infection prevention control funds.

The staff deserves praise for their enthusiasm, commitment and professionalism in providing a service that meets increasing and wide-ranging individual families and individual child/adults needs. Staff are also faced with extra challenges when referrals are received from children and adults who have complex needs. This in turn reflects in some care packages requiring extra commitment and monitoring. During the pandemic the staff were exceptional and worked throughout the uncertain and difficult time and all our families were extremely grateful and thankful.

It is the trustees' view that it is prudent to ensure that there are sufficient free reserves to provide financial flexibility over the course of the six months ahead and to cover unplanned emergencies repairs and other expenditure.

The trustees have forecast the level of free reserves (bank and cash reserves) as being £469,387 (as at 31st March 2021). The running costs for the next six months after April 2021 are approximately £293,000. The full reserve of £469,387 would be used for the running costs of the organisation, effective management and further enhancement and development of the organisation and to ensure that registration requirements (CQC or Ofsted) with the regulatory government bodies and Local Authority monitoring requirements and service specifications are met.

The trustees have regard to the liquidity requirements of operating the charity and have kept funds in interest bearing deposit account.

Despite the increasing pressure on public expenditure, the charity is expected to generate funds from various funding bodies indefinitely

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Report of the Board of Directors
For the year ended 31st March 2021

Plans for future periods and Public Benefit

The forthcoming year brings many challenges and opportunities for SAFS. Extended SAFS' services both in Sandwell and in neighbouring boroughs continue to be at the forefront of our plans. The need to review our services in Sandwell and to expand our work to new and emerging communities, to secure additional external funding continues to be an area that needs to be addressed as all contracts have now become tenders and we will now have to compete for these as and when they are advertised. A review of our strategic objectives is imminent to plan for the future. The current strategic plan is being reviewed annually to ensure additional work undertaken is captured and to address any gap and improvements. The Windmill Community Centre is also included in the strategic plan. However, a separate development plan for the Windmill Community Centre has been produced together with a business strategy and a funding strategy to ensure it is self-funded as is also a going concern. A 'Branding' exercise has been carried following the community mapping and feasibility study; and SAFS@Windmill Community Centre is currently being used.

All services have been reviewed in line with tenders and income received for the sustainability of the organisation. SAFS has plans to develop its services, possible Out of School services to children and young people in order to respond to the needs of the local community and to include holiday and youth provision. Our community-based care services, centre based and lifestyle drop into adults with learning or physical disabilities is continually developing and changing, and we have secured a call off contract with Birmingham City Council for supporting living for adults with disabilities. There is also a growing demand for SAFS domiciliary care services and in particular to provide care for children and young people who have complex health needs. SAFS will continue to develop support and wellbeing services for parents and carers and sustainable funding is required to meet the increasing demands of our Family Support service. SAFS will continue to develop and train existing staff to ensure they comply with CQC, the new care certificate workbook (skills for care), OFSTED regulations and the Early Years framework.

In planning all activities SAFS has worked to the Charity Commissions guidance on public benefit. Our main activities and our beneficiaries are listed on pages 4, 5, 6 and 7 of this report. All of these charitable activities are undertaken to further our charitable purpose for the public benefit.

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Report of the Board of Directors
For the year ended 31st March 2021

Statement of Trustees' Responsibilities

The trustees (who are also directors of Sandwell Asian Family Support Service Limited for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (United Kingdom Generally Accepted Accounting Practice).

The trustees are required by law to prepare accounts for each financial year, which give a true and fair view of the financial activities of the charity and its financial position at the end of that year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statement of recommended practice have been followed subject to any material departures disclosed and explained in the accounts;
- 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 that disclose with reasonable accuracy at any time the financial position of charity and to enable them to ensure that financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Accountants/ Independent Examiners

Messrs. Hallbrookes (Accountancy) Limited are willing to continue in office as Accountants for the ensuing year 2021/2022.

Approval

This report was approved by the trustees on 16-12-2021 and signed on their behalf.



Mrs Jatinder Kaur
Chairperson

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

Independent examiners report to the Trustees of Sandwell Asian Family Support Service Limited

I report to the charity trustees on my examination of the accounts of the Sandwell Asian Family Support Service Limited for the year ended 31st March 2021, which are set out on pages 12 to 20.

Responsibilities and basis of report

As the charity's trustees of the company (and also 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").

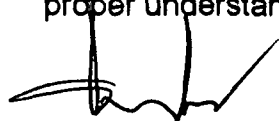
Having been satisfied that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under s. 145 of the Charities Act 2011 (the '2011 Act'). In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

Independent examiners' statement

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

- accounting records were not kept in respect of the company as required by s.386 of the 2006 Act;
- the accounts do not accord with those accounting records
- the accounts do not comply with the accounting requirements of s.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
- 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 attentions should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Fomon Singh
Hallbrookes (Accountancy) Ltd
14 Elstow Road
Bedford, MK42 9LA
Date: 16/12/2021

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Statement of Financial Activities
For the year ended 31st March 2021

INCOME AND EXPENDITURE

		<u>Restricted</u> <u>Fund</u>	<u>Unrestricted</u> <u>Fund</u>	<u>Designated</u> <u>Fund</u>	<u>Total</u> <u>Fund</u>	<u>Total</u> <u>Fund</u>
	<u>Notes</u>	<u>31st March</u> <u>2021</u>	<u>31st March</u> <u>2021</u>	<u>31st March</u> <u>2021</u>	<u>31st March</u> <u>2021</u>	<u>31st March</u> <u>2020</u>
		£	£	£	£	£
Income Resources						
Donations and legacies						
Income from donations and legacies	2	3125	132306	0	135431	66188
Income from other trading activities	3	0	9311	0	9311	28256
Investment Income	4	0	10288	0	10288	22681
Income from charitable activities	5	527931	7235	0	535166	618129
Total Incoming resources		631056	159140	0	690196	733264
Resources Expended						
Expenditure on raising funds		314	0	0	314	2593
Charitable activities		454232	129904	0	584136	676259
Governance		43401	0	0	43401	32982
Total Resources Expended	6	497847	129904	0	627851	711834
Net movements in funds		33109	29236	0	62345	21420
Funds at 31st March 2020		0	533353	26156	559509	538089
Transfer between funds		-33109	33109	0	0	0
Total Funds at 31st March 2021	14	0	696698	26156	621854	559509

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Statement of Financial Activities
For the year ended 31st March 2021

Balance Sheet	Notes	31st March 2021 £	31st March 2020 £
Fixed Assets			
Tangible Assets	10	40729	44249
Current Assets			
Debtors and Prepayments	12	124927	147550
Cash in Bank and in Hand		469387	400387
Creditors: amounts due within one year	11	13189	32677
Net Current Assets		581125	515260
Net Assets	13	621854	559509
Financed by			
General Funds		595698	533353
Designated Funds		26156	26156
Restricted Funds		0	0
Total Funds	14	621854	559509

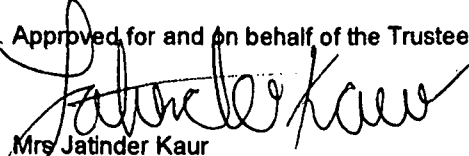
For the year ending 31st March 2021 the charitable company was entitled to exemption from audit under section (477) of the Companies Act 2006 relating to small companies.

Responsibilities of directors/trustees:

- The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006 - however, in accordance with section 145 of the Charities Act 2011 the accounts have been examined by an independent examiner whose report appears on page 11.
- The directors/trustees acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with FRS 102 SORP.

Approved for and on behalf of the Trustees on 16-12-2021


 Mrs Jatinder Kaur
 Chairperson

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED**Statement of Cash Flows****For the year ended 31st March 2021**

	Note	<u>31/03/2021</u>	<u>31/03/2020</u>
		£	£
Cash used in operating activities	1	74330	142561
Cash flows from investing activities			
Interest income		335	640
Purchase of tangible fixed assets		-5665	-11516
Proceeds from sale of fixed assets		0	0
Cash provided by (used in) investing activities		<u>-5330</u>	<u>-10876</u>
Change in cash and cash equivalents in the reporting year		69000	131685
Cash and cash equivalents at the beginning of the year		400387	268702
Total cash and cash equivalents at the end of the year		<u>469387</u>	<u>400387</u>

1) Reconciliation of net movement in funds to net cash flow from operating activities

	<u>31/03/2021</u>	<u>31/03/2020</u>
	£	£
Net movements in funds	62345	21420
Add back depreciation charge	9185	10431
Deduct interest income shown in investing activities	-335	-640
Decrease (Increase) in debtors	22623	107568
Increase (decrease) in creditors	-19488	3782
Net cash used in operating activities	<u>74330</u>	<u>142561</u>

2) Analysis of changes in net funds

	<u>01/04/2020</u>	<u>Cashflow</u>	<u>31/03/2021</u>
	£	£	£
Net Cash			
Cash at bank and in hand	400387	69000	469387
Total	<u>400387</u>	<u>69000</u>	<u>469387</u>

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED
Notes to the Accounts
For the year ended 31st March 2021

1) ACCOUNTING POLICIES

Basis of Accounts

The (accounts) 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 Standards applicable in the UK and the Republic of Ireland (FRS 102) and the Charities Act 2011 and applicable regulations.

Incoming Resources

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the items(s) of income have been met, it is probable that the income will be received, and the amount can be measured reliably. Income from government and other grants, is recognised when the charity has entitlement to the funds, and performance conditions attached to the grants have been met, it is probable that the income will be received, and the amount can be measured reliably.

Donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. On receipt, donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market: a corresponding amount is then recognised in expenditure in the period of receipt.

Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Allocation of Costs

Direct Activity Costs comprise those costs that contribute directly to an activity and are Allocated to the relevant activity.

Support Costs comprise those costs that are necessary to deliver an activity but in themselves do not produce or deliver an activity.

Governance Costs are those costs incurred to meet statutory and constitutional requirements.

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED

Notes to the Accounts

For the year ended 31st March 2021

Funds

- (a) Unrestricted funds, which are credited to the Income and Expenditure accounts are normally expendable at the discretion of the management.
- (b) Restricted funds, which are for specific purpose declared by the donors and are credited to the Income and Expenditure account when received and debited to the same account when paid.
- (c) Designated funds represent funds set aside by the trustees for specific purposes.

Depreciation

Depreciation is calculated so as to write off the cost of tangible fixed assets on a reducing and straight-line balance basis over their useful lives. The rates applied are as follows:

Office Equipment	-	20% on rbb
Fixtures & Fittings	-	20% on rbb
Minibus	-	20% on rbb

The charity has secured a tenure of 25-year lease from the council and pays a Peppercorn rent of £1 annually. A gift in kind for the donated facilities for the use of the leasehold premises is shown at the value of £60,000. This is recognised within incoming resources as a donation and an equivalent charge included within resources expended.

Taxation:

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

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED**Notes to the Accounts****For the year ended 31st March 2021**

	2021	2020
	£	£
2) Donations and legacies		
Grants from Governments	75431	5555
Donations	60000	60633
	135431	66188
3) Other Trading Activities	9311	26256
4) Income from Investments	10288	22681
6) Incoming resources from charitable activities	535166	618129
TOTAL	690196	733264

6) TOTAL RESOURCES EXPENDED	Basis of allocation	Care Services	Windmill Centra Cost	Day Trips	Governance	Total 2021	Total 2020
Costs directly allocated to activities		£	£	£	£	£	£
Staff Costs	Direct	256596	34823		37363	328782	376121
Recruitment/Freelance worker	Direct				1638	1638	6911
Travel	Direct	1565				1565	7668
Rent	Direct		60000			60000	60000
WCC-light/heat/repairs/cleaning	Direct		35081			35081	34925
Day Trip/Project Activities	Direct	846				846	2788
Sensory Room Maintenance/repairs	Direct					0	19762
Training and Subscription	Direct	4323				4323	3936
Advertising/Marketing	Direct	7186				7186	1060
Accountancy	Direct	4935			4400	9335	8572
Professional fees	Direct	594				594	1126
Repairs & Renewals	Direct	116				116	228
Telephone	Direct	4447				4447	4366
Depreciation/Disposals	Direct	578				578	855
Other Costs	Direct	12996				12996	17353
Support Costs allocated to activities							
Premises & Administration	(per unit)	20831				20831	15361
General office and finance staff	(per unit)	118760				118760	131552
Legal and Professional	(per unit)	12166				12166	9675
Equipment	(per unit)	8607				8607	9577
Total resources expended		464548	129904	0	43401	627851	711834

7) Net movements of funds for the year

	Year ended 31st March 2021	Year ended 31st March 2020
	£	£
This is stated after charging:		
Depreciation/loss on disposal	9185	10431

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED**Notes to the Accounts****For the year ended 31st March 2021****8) ANALYSIS OF STAFF COSTS, TRUSTEES REMUNERATION AND EXPENSES, AND THE COST OF KEY MANAGEMENT PERSONNEL**

	Year ended 31st March <u>2021</u> £	Year ended 31st March <u>2020</u> £
<u>Staff Costs and Trustee's Remuneration</u>		
Salaries and Wages	441321	493650
Pension Cost	6221	7275

The number of staff whose emoluments fell within the following band were:

	<u>2021</u>	<u>2020</u>
£60,001 to £70,000	1	1

The key management personnel of the charity comprise of Chairperson, Vice Chairperson, Chief Executive Officer, Finance Performance Manager and Care Manager. The total emolument paid during the year of the key management were £153658 (2020: 172915).

The required definition of emoluments is total gross pay including employer pension and national insurance contributions.

The trustees received no remuneration. One trustee who is also a volunteer had been paid expenses from the charity during the year amounting to £33.80.

9) STAFF NUMBERS

The average monthly head count was 29 staff (2020: 34) and the average monthly number of full-time equivalent employees (including casual and part time staff) during the year was 23 (2020: 26).

10) TANGIBLE FIXED ASSETS FOR THE YEAR ENDED 31ST MARCH 2021

COST	<u>Fixtures/Fittings & Equipment</u> £	<u>Minibus</u> £	<u>Total</u> £
1st April 2020	131835	32764	164599
Additions	5665	0	5665
	<u>137500</u>	<u>32764</u>	<u>170264</u>
 DEPRECIATION			
1st April 2020	90472	29878	120350
Charge for the year	8608	577	9185
	<u>99080</u>	<u>30455</u>	<u>129535</u>
 Net Book Value			
31st March 2020	41363	2886	44249
31st March 2021	<u>38420</u>	<u>2309</u>	<u>40729</u>

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED**Notes to the Accounts****For the year ended 31st March 2021****11) CREDITORS AMOUNTS FALLING DUE WITHIN ONE YEAR**

	Year ended 31st March <u>2021</u> £	Year ended 31st March <u>2020</u> £
Accruals	7730	27247
Pensions	1259	1294
Holiday Accruals	4200	4136
	<u>13189</u>	<u>32677</u>

12) DEBTORS AND PREPAYMENTS - GRANTS RECEIVABLE

	Year ended 31st March <u>2021</u> £	Year ended 31st March <u>2020</u> £
Grants Receivable	120263	141920
Prepayments	4664	5630
	<u>124927</u>	<u>147550</u>

13) ANALYSIS OF NET ASSETS BETWEEN FUNDS

	<u>Unrestricted</u> <u>Funds</u> £	<u>Designated</u> <u>Funds</u> £	<u>Restricted</u> <u>Funds</u> £	<u>Total</u> <u>Funds</u> £
Tangible Fixed Assets	40729			40729
Debtors	124927			124927
Cash at Bank in Hand	443231	26156		469387
Current Liabilities	13189			13189
Net assets at 31st March 2021	<u>595698</u>	<u>26156</u>	<u>0</u>	<u>621854</u>

SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED**Notes to the Accounts****For the year ended 31st March 2021****14) CAPITAL COMMITMENTS**

Authorised but not contracted

MOVEMENT IN FUNDS

	Bal b/fd 1st April 2020	Income Resources	Outgoing Resources	As at 31st March 2021	Transfer to Funds	As at 31st March 2021
	£	£	£	£	£	£
Restricted Funds						
Adults Services (18-40) Personal Budget - SMBC	0	354039	343836	10203	-10203	0
Adults Services (18-40) Direct Payments/NHS/Managed Accounts SMBC	0	52844	54421	-1577	1577	0
Children's Services - SMBC	0	89066	84003	5063	-5063	0
Adults & Children Services - Birmingham City Council	0	21982	9647	12335	-12335	0
Carers Grant - SMBC	0	13125	6040	7085	-7085	0
Total Restricted Funds	0	531056	497847	33109	-33109	0
Unrestricted Funds						
General Funds	533353	159140	129904	562589	33109	595698
Designated Funds	26156	0	0	26156	0	26156
Total Unrestricted Funds	559509	159140	129904	588745	33109	621854
Total Funds	559509	690196	627851	621854	0	621854

15) Related Party Transactions

There were no transactions reported/recorded where trustees have received remuneration from the charity (see note (8) above).

16) Other Transactions

A transaction was declared in connection to the Chief Executive Officer as a person of significant influence as follows:

a close relative is a paid employee of the charity

This arrangement was disclosed to and agreed by the trustees under the charity's conflict of interest policy.

17) Control

The company is controlled by the trustees. The trustees shown in the report are also known as directors or members of the board.

18) Governance Costs

The figure of £43,401 per (note 6) is a Governance cost, which has been allocated to appropriate funds as outgoing costs per note (14).

19) Transfers

SMBC Adult Services Personal Budget, Children Services, BCC Services and SMBC Carers Grant surpluses have been transferred over to unrestricted as they can be used for general purposes.

General funds have been transferred to Adults Services Direct payments/NHS/SMBC to cover the shortfall.