

**SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED**

---

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

---

**SANDWELL ASIAN FAMILY SUPPORT SERVICE LIMITED**

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

**Contents**

	<b><u>Page</u></b>
Information on trustees and Professional Advisers	1
Report of the Board of Directors	3
Independent Examiners Report	11
Statement of Financial Activities	12
Balance Sheet	13
Cash Flows Statements	14
Notes/Schedule to the Accounts	15 to 20

**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.

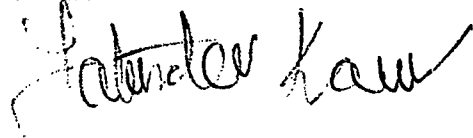
The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of charity and to enable them to ensure that financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations. 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 19<sup>th</sup> 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").

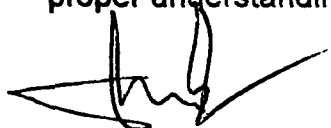
Having been satisfied that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under s. 145 of the Charities Act 2011 (the '2011 Act'). In 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>
<b>Income Resources</b>						
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
<b>Total Incoming resources</b>		<b>424963</b>	<b>165087</b>	<b>0</b>	<b>590050</b>	<b>690196</b>
<b>Resources Expended</b>						
Expenditure on raising funds		202	0	0	202	314
Charitable activities		505378	162885	0	668263	584136
Governance		47133	0	0	47133	43401
<b>Total Resources Expended</b>	<b>6</b>	<b>552713</b>	<b>162885</b>	<b>0</b>	<b>715598</b>	<b>627851</b>
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
<b>Total Funds at 31st March 2022</b>	<b>14</b>	<b>0</b>	<b>470180</b>	<b>26156</b>	<b>496306</b>	<b>621854</b>

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

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

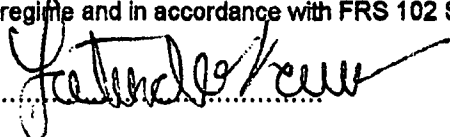
For the year ending 31st March 2022 the charitable company was entitled to exemption from audit under section (477) of the Companies Act 2006 relating to small companies.

**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>
		£	£
<b>Cash used in operating activities</b>	1	<u>-91744</u>	<u>74330</u>
<b>Cash flows from investing activities</b>			
Interest income		138	335
Purchase of tangible fixed assets		-4918	-5665
Proceeds from sale of fixed assets		511	0
<b>Cash provided by (used in) investing activities</b>		<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
<b>Total cash and cash equivalents at the end of the year</b>		<u><b>373374</b></u>	<u><b>469387</b></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
<b>Net cash used in operating activities</b>	<u><b>-91744</b></u>	<u><b>74330</b></u>

**2) Analysis of changes in net funds**

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

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

<b>6) TOTAL RESOURCES EXPENDED</b>	<b>Basis of allocation</b>	<b>Care Services</b>	<b>Windmill Centre Cost</b>	<b>Day Trips</b>	<b>Governance</b>	<b>Total 2022</b>	<b>Total 2021</b>
<b>Costs directly allocated to activities</b>		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
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
<b>Support Costs allocated to activities</b>							
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
<b>Total resources expended</b>		<b>505580</b>	<b>162685</b>	<b>0</b>	<b>47133</b>	<b>716598</b>	<b>627851</b>

**7) Net movements of funds for the year**

	<b>Year ended 31st March 2022</b>	<b>Year ended 31st March 2021</b>
	<b>£</b>	<b>£</b>
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**

<b>COST</b>	<u>Fixtures/Fittings &amp; 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>
<b>DEPRECIATION</b>			
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>
<b>Net Book Value</b>			
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
<b>Net assets at 31st March 2022</b>	<u><b>470150</b></u>	<u><b>26156</b></u>	<u><b>0</b></u>	<u><b>496306</b></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>1st April</u> <u>2021</u>	<u>Income</u> <u>Resources</u>	<u>Outgoing</u> <u>Resources</u>	<u>As at</u> <u>31st March</u> <u>2022</u>	<u>Transfer</u> <u>to Funds</u>	<u>As at</u> <u>31st March</u> <u>2022</u>
	£	£	£	£	£	£
<b>Restricted Funds</b>						
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	-6436	6436	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	15896	-5896	5896	0
<b>Total Restricted Funds</b>	<b>0</b>	<b>424963</b>	<b>552713</b>	<b>-127750</b>	<b>127750</b>	<b>0</b>
<b>Unrestricted Funds</b>						
General Funds	595898	165087	182885	597900	-127750	470150
Designated Funds	28156	0	0	28156	0	28156
<b>Total Unrestricted Funds</b>	<b>621854</b>	<b>165087</b>	<b>182885</b>	<b>624056</b>	<b>-127750</b>	<b>496306</b>
<b>Total Funds</b>	<b>621854</b>	<b>590050</b>	<b>715598</b>	<b>496306</b>	<b>0</b>	<b>496306</b>

**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.