

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
Smeethwick
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 (SMB) 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 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").

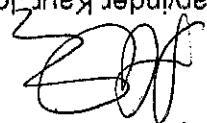
Having been satisfied that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under s. 145 of the Charities Act 2011 (the '2011 Act'). In 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 Fund	Unrestricted Fund	Designated Fund	Total Fund	Total Fund
		£	£	£	£	£

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		308072	362746
Net Assets	13	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/Freeance worker	Direct	3932	1010		4942	6727
Travel	Direct	6998			6998	3862
Rent	Direct		60000		60000	60000
W/C-light/heal/repairs/cleaning	Direct	12243	49559		49559	54995
Day Trip/Project Activities	Direct		50		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	2024	2023
Staff Costs and Trustees's Remuneration	£	£	£
Salaries and Wages	555696	555696	553409
Pension Cost	7617	7617	7565
The number of staff whose emoluments fell within the following band were:	2024	2023	
	1	1	
	260,001 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.

STAFF NUMBERS (9)

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		DEPRECIATION		Net Book Value	
1st April 2023	144116	1st April 2023	114334	31st March 2023	29782
Additions	2000	Charge for the year	6174	31st March 2024	25608
Disposal for the year	0		0		
Total	146116				

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.