



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From **01/05/2020** To **30/04/2021**

Charity name: **ETHNIC HEALTH FORUM (EHF)**

Charity registration number: **1123223**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The main aim of the charity are: <ul style="list-style-type: none"><li>• To provide services in the health and social care sector for the BAME communities in Manchester and the UK.</li><li>• To support and work in the field of research around BAME communities in the UK</li></ul>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The main activities of EHF are: <ul style="list-style-type: none"><li>• Welfare and advice support</li><li>• Employment support</li><li>• Volunteering</li><li>• Mental health support</li><li>• English Language Conversation Club</li><li>• Digital Skills Enhancement</li><li>• Digital Inclusion Activities</li></ul>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	Trustees confirm that the charity has followed the guidance about public benefit in all their services and activities, as required and guided by the Charity Commission.

## Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>Not Applicable</b>
	Para 1.38	<b>Not Applicable</b>

Policy on social investment including program related investment		
Contribution made by volunteers	Para 1.38	<b>Not Applicable</b>
Other		Safeguarding and Risk Assessment in line with government guidelines due to Covid-19 pandemic circumstances.

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>EHF, like anyone else, has seen unprecedented circumstances of a pandemic due to the spread of the Covid-19 coronavirus. Society has been completely locked down since 23rd March 2020 to counter this deadly virus's reach and safeguard the people. Therefore, Ethnic Health Forum had to adopt new challenges with respect to staff working and clients' visits to our office as soon as possible.</p> <p>Immediately we had to shut down our face to face services with immediate effect as per government guidelines. The trustees and the Chief Officer started the consultation as to how best we could continue offering our services to people in dire need. The locked-down put communities into many difficult situations based on loss of jobs, closure of businesses and issuance of government guidelines regularly.</p> <p>Thanks to the grant-making bodies and funder, who opened up the opportunity for a small organisation like us to react and empower with digital inclusion skills and resources. Ethnic Health Forum was able to procure laptops and mobile phones for our frontline key staff, thus enabling them to continue to work from home. Our central statistics reflect the surge in clientele by May 2020, which reflects excellent Governance and reflexivity on the part of the Board.</p> <p>Under the social distancing and face to face restrictions, Ethnic Health Forum was enabled by direct, immediate grants and</p>

		<p>reserves to acquire PPE and build a partnership with Trinity Community Centre, Rusholme, to hire a bigger working space to carry out face-to-face meetings and the client work which was highly needed.</p> <p>Ethnic Health Forum staff and Board feel satisfied with how the organisation reacted to this pandemic. The staff continued to provide IAG services in welfare rights, English language, and IT skills enhancement. The digital program focused on enabling clients to access online services, meetings, and training opportunities.</p> <p>Moreover, EHF has played a crucial role in developing partnerships with other local VCSE organisations in Manchester. Forging small partnerships due to this pandemic has improved the internal capacity and capability to achieve UN sustainable growth goal number 17, emphasising collaboration and teamwork. This is a considerable achievement, and as a result of this improved culture within the organisation, the Ethnic Health Forum board is inclined to work in partnerships which are evident in our successful subsequent funding applications.</p> <p>Whilst making efforts to keep our essential services, Ethnic Health Forum also played its community engagement role by contributing to academic research targeted to minority ethnic communities and Covid-19 (University of Manchester) or its vaccination (University of Aberdeen).</p> <p>In doing so, we achieved objects 2, 3 and 4 of our governing documents for the public benefit. We delivered services covering support for the unemployed, people with mild to moderate mental health issues, and fighting against hate-related crime in the local area.</p>
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#### **Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>Improved sense of satisfaction and achievement the way organisation reacted during this pandemic.</p> <p>The organisation made a significant impact in its endeavours towards digital inclusion. Ethnic Health Forum provided most of its services remotely using a cloud-based system following GDPR and other IT admin risks.</p> <p>Ethnic Health Forum developed and implemented the idea of its service-based</p>
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		mobile Application in response to this pandemic where its clients' could continue to access our services remotely. The presence of digital devices and the capacity to organise Zoom based meetings was another area of development where we could coordinate online sessions with our target communities.
Performance of fundraising activities against the objectives set	Para 1.41	The response from the Government and other grant-making bodies to combat the impact of the pandemic was highly remarkable. Ethnic Health Forum appreciates and praises this collective response by the VCSE sector. Ethnic Health Forum responded quickly to counter the changing demands in the third sector service provisions. Thanks to the fantastic idea development of its staff and trustee, Ethnic Health Forum was able to attract funding against its brilliant digital inclusion and empowerment project ideas, recommended/acknowledged by funders with their successful funding streams. Ethnic Health Forum has now set its course to enter into the era of digital inclusion with more confidence and improved capacity and capability.
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The organisation delivery of the services complies with financial requirements. The organisation had a successful year financially based on the VCSE response to the pandemic. Therefore, Ethnic Health Forum raised expected funds to carry out its activities and develop some new initiatives.
A statement explaining the policy for holding reserves stating why they are held	Para 1.22	Very few grants cover some of our ongoing invisible but actual costs like business rates and rent. Therefore raising reserves will allow us leverage to pay off such essential costs.
Amount of reserves held	Para 1.22	<b>£33234.00</b>
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not applicable
Explanation of any uncertainties about the	Para 1.23	Not applicable

charity continuing as a going concern		
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### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	An increase in the number of staff, though part-time, has raised concerns for Human Resource issues that charity needs attention.
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>Constitution</b>
How is the charity constituted? (e.g. unincorporated association, CIO)	Para 1.25	We are a registered charity with Charity Commission, England and Wales.
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Trustees are elected through the Annual General meeting members voting.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	

Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	ETHNIC HEALTH FORUM
Other name the charity uses	
Registered charity number	112332
Charity's principal address	City View House, 5 Union Street, Manchester. M12 4JD

## Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Waqar Abbasi			
2	Usman Akram			
3	Hamid Zafar			
4	Zainab Yusuf			
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Corporate trustees – names of the directors at the date the report was approved

Director name		
Not Applicable		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	
Not Applicable		

### Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	Not Applicable
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	Not Applicable
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	Not Applicable

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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#### Name of chief executive or names of senior staff members (Optional information)

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### Exemptions from disclosure

Reason for non-disclosure of key personnel details

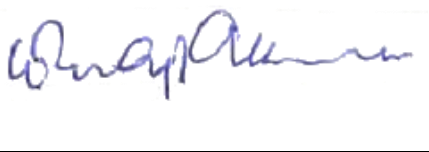

Not Applicable

### Other optional information

### Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Usman Akram	Hamid Zafar
Position (eg Secretary, Chair, etc)	Secretary	Treasurer
Date	06 February 2022	



# **ETHNIC HEALTH FORUM**

## **Annual Accounts**

**30th April 2021**

Charity No. 1123223

City View House  
5 Union Street  
Manchester  
M12 4JD

# ETHNIC HEALTH FORUM

## Receipts and Payments Accounts

For the year ending on 30th April 2021

Amount (£)

<b>Receipts</b>			
	Grant-A4All	9,998	
	Grant-CAST	500	
	Grants-4Ever Mcr	3,490	
	Grants-CF_Covid 19	21,593	
	Grants-Charities Aid Foundation	18,750	
	Grants-Community Fund	55,465	
	Grants-GMCVO	675	
	Grants-Good Things Foundation	2,500	
	Grants-LCFT NHS	1,516	
	Grants-Lloyds Bank Foundation-DCMS	24,460	
	Grants-MACC	1,000	
	Grants-MCC	2,000	
	Grants-One Mcr	4,850	
	Grants-Salford CVS	2,500	
	Grants-University of Warwick	800	
	Grants-WEA	4,975	
	Income-CHAC	7,906	
	Income-Equality	200	
	Income-MUARG	2,000	
	Income-NHS MCR	1,000	
	Income-Trinity House	4,880	171,058
	Income-Non project	0	
	Big Life Partnership	10,000	10,000
	<b>Total Receipts</b>		<b>181,058</b>
<b>Payments</b>			
	Staff costs	75,232.00	
	Rent	17,082.00	
	Equipment Purchases	3,958.00	
	IT Consultancy	3,500.00	
	Office Expense	2,169.49	
	Venue Hire	1,800.00	
	Training	756.50	104,498
	<b><u>Non Project Expenses</u></b>		
	Depreciation	758	
	Other Expenses	214	
	Fee Paid for services	2,385	3,357
	<b>Total Payments</b>		<b>107,855</b>
	<b>Liability against Projects</b>		<b>66,560</b>
	<b>Excess of Receipts or (Payments)</b>		<b>6,643</b>
	<b>Management Costs on Projects</b>		<b>24,912</b>

# ETHNIC HEALTH FORUM

## Statement of Assets and Liabilities

As on 30th April 2021

		Amount (£)
<b>Assets</b>	Cash at Bank	113,844
	Fixed Assets	3,033
<b>Total Assets</b>		<b>116,877</b>
<b>Liabilities</b>	Accrued Expenses	0
	Other Liabilities	0
	Liabilities against restricted funds	83,643
<b>Total Liabilities</b>		<b>83,643</b>
<b>Surplus of Assets over Liabilities</b>		<b>33,234</b>
Reserves		1,679
Addition for the year		31,555
<b>Net Reserves</b>		<b>33,234</b>

# **ETHNIC HEALTH FORUM**

## **Notes to Receipts and Payments Account**

### **As on 30th April 2021**

Payments for rents and rates have been paid partly out of receipts and partly from reserves

# ETHNIC HEALTH FORUM

30th April 2021

We approve these accounts and confirm that we have made available all the relevant records and information for their preparation.

We certify that these accounts reflect the true and fair picture of the affairs of the business of the organisation.



Signed

Usman Akram - Secretary



Signed

Hamid Zafar - Treasurer

Date: 19/08/2022



Section A

Independent Examiner's Report

Report to the trustees/  
members of

ETHNIC HEALTH FORUM

On accounts for the year  
ended

30/04/2021

Charity no  
(if any)

1123223

Set out on pages

1 to 5

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/04/2019.

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

[The charity's gross income exceeded £25, 000 and I am qualified to undertake the examination by being a qualified member of Institute of Financial Accountants (IFA).

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Signed:

Date:

25/08/2022

Name:

Iftikhar Mian, AFA

Relevant professional  
qualification(s) or body  
(if any):

Membership No. 244768  
Institute of Financial Accountants,

Address:

1C Selworthy Road, Manchester M16 7UG


**Section B****Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

Nil