



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From **01/05/2021** To **30/04/2022**

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">• To provide services in the health and social care sector for the BAME communities in Manchester and the UK.• To support and work in the field of research around BAME communities in the UK
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">• Welfare and advice support• Covid Chat Public Health Program• Volunteering• Community Health Online• English Language Conversation Club• Digital Skills Enhancement• Digital Inclusion Activities• Kickstart Placements• Research Participation - Equality
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	Not Applicable

Policy on social investment including program related investment	Para 1.38	Not Applicable
Contribution made by volunteers	Para 1.38	Not Applicable
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 emerged as a key minority ethnic communities organisation working to deliver the welfare rights advice and other key activities during this post-covid-19 period. EHF was successful in developing various key projects impacting the long term strategic direction of the charity.</p> <p>The key services EHF continued to deliver during this post covid-19 period were:</p> <ol style="list-style-type: none"> 1. Pathway to Prosperity – P2P Welfare Rights Advice We were able to scale up the capacity of our community funded project of Pathway to Prosperity in its third year, which was successfully completed in Feb, 2022. The statistics of this three year program are attached herewith in Appendix A. 2. Welfare Rights Advice service delivery using mobile App. The project was funded by Community Fund emergency grant during Covid-19 enabling the charity to develop and pilot a mobile App to facilitate the remotely accessed service delivery. 3. Community Health Online: EHF was successful in securing this short grant to encourage and inform its

		<p>clients mainly from BAME communities to access NHS online services. The part of the awareness program was to help clients in downloading and installing NHS mobile App on their mobile phones and encourage them to start using it by either booking their vaccine appointments, accessing clinical records and contacting GP practices.</p> <p>4. Covid-Chat Program funded by CHEM, public health Manchester to carry out specific and targeted engagement with the Pakistani and Arabic speaking communities in the central wards of Manchester. EHF supported the program by conducting door to door outreach campaign to raise awareness about the benefits of Covid-19 vaccination and helped its clients in booking appointments for their vaccination.</p> <p>5. Mental Health Support – using LLTTF – Living Life To The Full is a CBT based behaviour change tool promoted at Greater Manchester level. EHF sent two of its volunteers to get training in delivering this course at GMCVO. After getting trained, these volunteers delivered two LLTTF courses to group of clients.</p> <p>6. Research Participation; EHF is a key member of Equality – a London based national organisation whose remit is to engage VCSE sector and enhance their chances of getting involved in research activities. Therefore, EHF was able to actively participate in an academic research led by the University of Aberdeen.</p> <p>7. Volunteering: EHF supported 6 MMU Psychology students to complete their online placement of 7 days stretched over 7 weeks. EHF continued to provide support in volunteering to local minority ethnic communities. EHF had 3 active volunteers during this year. They were awarded the certificate of Appreciation.</p>
--	--	--

		<p>8. Work Placements: The GM Growth Company allocated three young people on the Kickstart scheme, providing on job support and skills enhancement for individuals recruited from local DWP job centres. Two of the kickstarters have gained full time employment by the end of the six months period, while one has moved to further postgraduate course of study to complete Masters.</p> <p>9. EHF played an active role in referring its clients to access Food Parcel scheme. BME Network also requested EHF to assist them in their efforts of delivering food to the most in need among our clientele.</p> <p>10. EHF outsourced its HR functions to an independent professional consultancy – Worknest. It has reduced the workload its key management personnel were spending on issues concerning human resource management. The move to outsource also helped the organisation to review its long standing policies and procedures. As a result of this consultancy, EHF has developed a handbook of policies and procedures in line of existing rules and regulations applicable in England.</p>
--	--	--

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against the objectives set	Para 1.41	
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 charity was successful in maintaining its growth and development during this 2022. EHF continued to attract funds mainly in health and social care sector to fulfil its objectives in furthering the aims of the charity.
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	£43,674
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 charity continuing as a going concern	Para 1.23	Not applicable

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	
Other		

Structure, Governance and Management

Description of charity's trusts:		
----------------------------------	--	--

Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	We are a registered as CIO 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	Every trustee must be appointed for a term of four years by a resolution passed at a properly convened meeting of the charity trustees.

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			
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Name of chief executive or names of senior staff members (Optional information)

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

Not Applicable



Other optional information

--

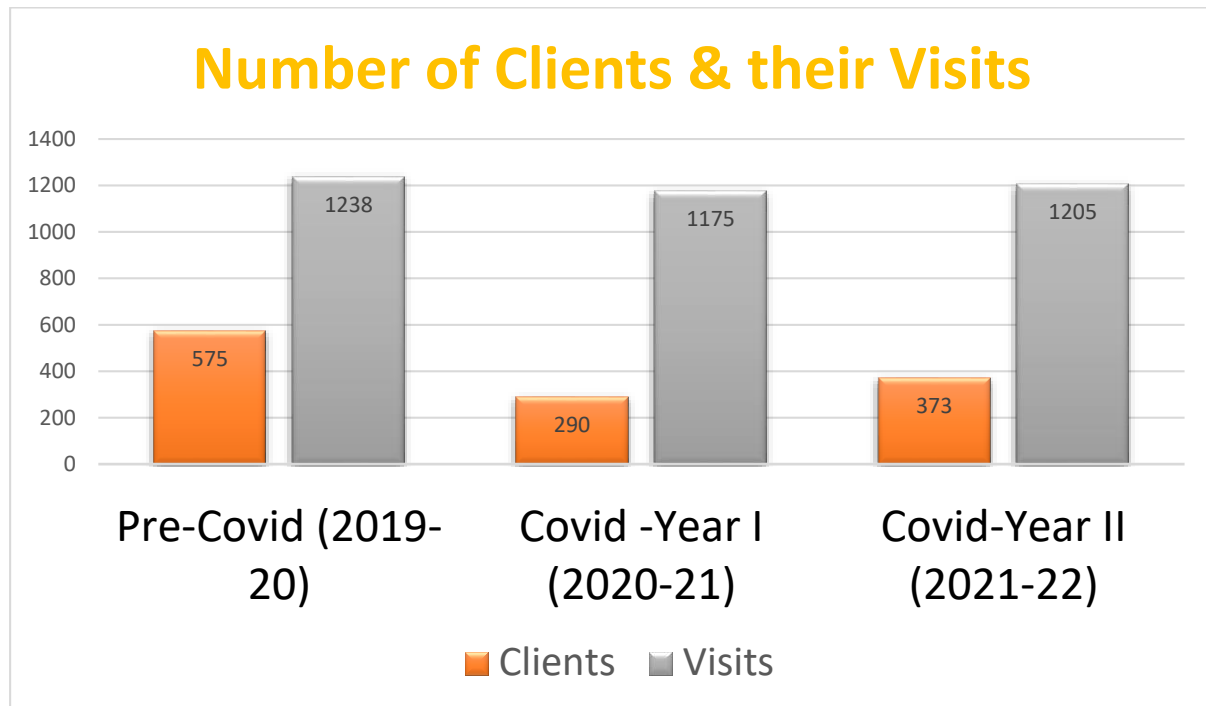
Declarations

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

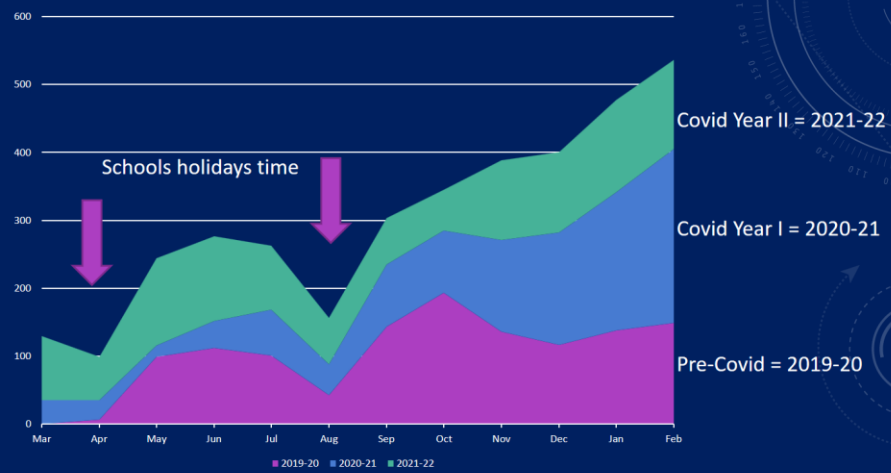
Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Usman Akram	Hamid Zafar
Position (eg Secretary, Chair, etc)	Secretary	Treasurer
Date	27/02/2023	

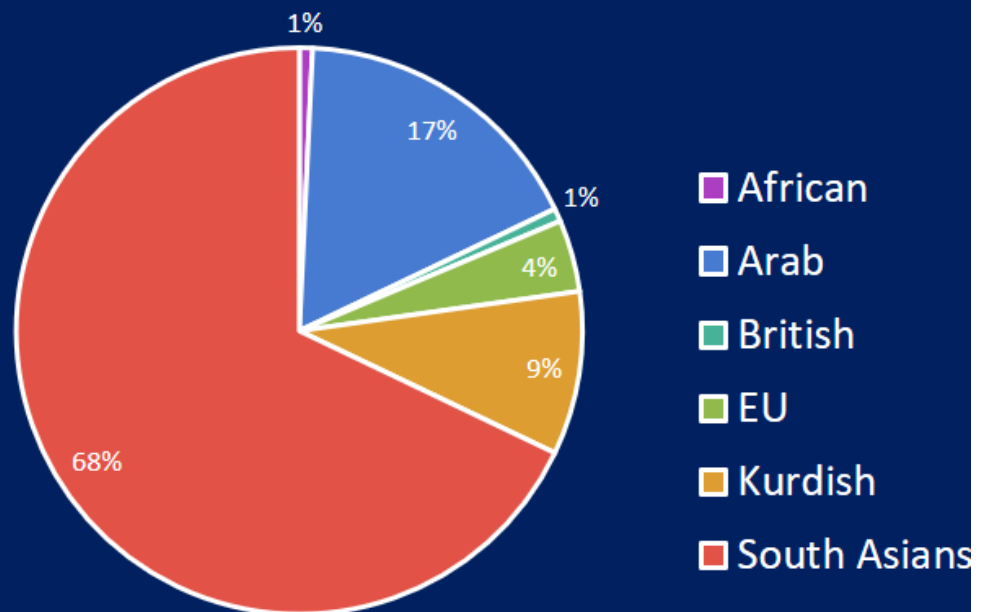
Pathway to Prosperity 2019 – 2021



Trends in accessing service



2021-22





Section A

Independent Examiner's Report

Report to the trustees/
members of

ETHNIC HEALTH FORUM

On accounts for the year
ended

30/04/2022

Charity no
(if any)

1123223

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/04/2022.

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:

26/02/2023

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

Ethnic Health Forum (Charitable Incorporated Organisation)

Statement of Financial Activities

Year Ended 30 April 2022

			2022		2021
	Notes	Restricted Funds £	Unrestricted Funds £	Total £	Total £
INCOME FROM:					
Charitable Activities	(4)	95,452	50,498	145,950	
TOTAL		95,452	50,498	145,950	181,058
EXPENDITURE ON:					
Charitable Expenses	(5)	95,250	40,421	135,671	
TOTAL		95,250	40,421	135,671	109,534
Net Movement in Funds		202	10,077	10,279	71,524
Reconciliation of Funds					
Funds brought forward	(3)	66,560	6,643	73,203	1,679
Funds carried forward	(3)	66,762	16,720	83,482	73,203

All income and expenditure derive from continuing activities.

The statement of financial activities includes all gains and losses recognised during the year.

The notes on pages 17 to 21 form part of these financial statements.

ETHNIC HEALTH FORUM
BALANCE SHEET AS AT 30 APRIL 2022

CHARITY NO. 1123223

	Notes	2022	2021
		£	£
FIXED ASSETS	(8)		
Tangible Fixed Assets		2,426	3,033
CURRENT ASSETS			
Debtors	(9)	0	0.00
Cash Deposits		0	0.00
Cash at Bank and in Hand		<u>132,247</u>	<u>113,844</u>
		132,247	113,844
CREDITORS			
Amounts falling due within one year	(10)	<u>48,192</u>	<u>43,674</u>
NET CURRENT ASSETS		84,056	70,170
TOTAL NET ASSETS		86,482	73,203
THE FUNDS OF THE CHARITY			
Unrestricted	(3)	16,720	6,643
Restricted	(3)	66,762	66,560
Total Charity Funds		83,482	73,203

The notes on pages 17 to 21 form part of these financial statements.

ETHNIC HEALTH FORUM
STATEMENT OF CASH FLOWS FOR THE YEAR ENDING 30 APRIL 2022

RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	Current Year	Prior Year
Net movement in funds	10,279	105,828
Add back depreciation	607	758
Deduct investment income	0	0
Decrease/(increase) in debtors	0	0
Increase/(decrease) in creditors	-4,518	5,579
Net cash used in operating activities	6,368	112,165
Cash flows from investment activities:		
Interest	0	0
Purchase of fixed assets	0	0
Net cash provided by investing activities	0	0
Increase/(decrease) in cash and cash equivalents during the year	6,368	112,165
Cash and cash equivalents brought forward	113,844	1,679
Cash and cash equivalents carried forward	132,247	113,844

The notes on pages 17 to 21 form part of these financial statements.

Ethnic Health Forum (Charitable Incorporated Organisation)

Notes to the Financial Statements Year Ended 30 April 2022

1. Summary of significant accounting policies

(a) General information and basis of preparation

Ethnic Health Forum is a Charitable Incorporated Organisation registered in England and Wales. The address of the registered office is given in the charity information on page X of these financial statements. The nature of the charity's operations and principal activities are included on page X.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, and UK Generally Accepted Accounting Practice.

The financial statements are prepared on a going concern basis under the historical cost convention. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

(b) Funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

(c) Income recognition

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained, then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

No amount is included in the financial statements for volunteer time in line with the SORP.

Income from trading activities includes income earned from fundraising events and trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met, then these amounts are deferred.

(d) Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

Expenditure on charitable activities

Comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Expenditure on raising funds

Comprises costs which are directly attributable to the charity's fund-raising activities for its charitable purposes and includes costs of all fundraising events and non-charitable trading.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

Grants payable to third parties are within the charitable objectives. Where unconditional grants are offered, this is accrued as soon as the recipient is notified of the grant, as this gives rise to a reasonable expectation that the recipient will receive the grants. Where grants are conditional relating to performance then the grant is only accrued when any unfulfilled conditions are outside of the control of the charity.

(e) Tangible fixed assets

Tangible fixed assets are stated at cost less accumulated depreciation.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:
Computer equipment 33% straight line

(f) Debtors and creditors receivable / payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

(g) Foreign currency

Foreign currency transactions are initially recognised by applying to the foreign currency amount the spot exchange rate between the functional currency and the foreign currency at the date of the transaction.

Monetary assets and liabilities denominated in a foreign currency at the balance sheet date are translated using the closing rate.

(h) Employee benefits

When employees have rendered service to the charity, short-term employee benefits to which the

Ethnic Health Forum (Charitable Incorporated Organisation)

Notes to the Financial Statements Year Ended 30 April 2022

1. Summary of significant accounting policies

employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

The charity operates a defined contribution plan for the benefit of its employees. Contributions are expensed as they become payable.

(i) Tax

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore, it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

(j) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

2 INCOME

This represents grants, contracts, service level agreements and sundry income receivable for the provision of care and social welfare services.

3 FUNDS OF THE CHARITY FOR THE YEAR 2022

Unrestricted	16,720	6,643
Restricted	66,762	66,560
Total Charity Funds	83,482	73,203

4 INCOME FROM CHARITABLE ACTIVITIES FOR THE YEAR 2022

Grants-Community Fund	27,733	27,733
Grants-GMCVO	900	900
Grants-Good Things Foundation	2,300	2,300
Grants-MACC	500	500
Grants-MCC	48,344	48,344
Grants-OM Funds	6,543	6,543
Grants-The Work Company	22,694	22,694
Grants-WEA	14,925	14,925
Income_Lingua GM CIC	720	720
Income-Big Life Partnership	12,500	12,500
Income-BME Network	750	750

Ethnic Health Forum (Charitable Incorporated Organisation)

Notes to the Financial Statements Year Ended 30 April 2022

Income-Equality	100	100
Income-GMCVO	3,400	3,400
Income-Lancs BME Network	100	100
Income-MCC	125	125
Income-Mcr Urban	60	60
Income-Refund	1,500	1,500
Income-Uni of Aberdeen	2,757	2,757
Grand Total	145,950	145,950

5. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

EXPENSES	TOTAL FUNDS	TOTAL LAST YEAR
Business Rates	754	
Other Expense	3,779	
PAYE	4,555	
Professional Services	9,209	
Rent Expenses	12,443	
Repair & Maintenance	170	
Salary	103,651	
Travel Expenses	1,109	
Grand Total	135,671	109,534.00

6. STAFF COSTS

The average monthly number of employees and full time equivalent (FTE) during the year was as follows:

	2022	2021
Support staff	5	4

The total staff costs and employee benefits were as follows:

Wages, salaries	103,651
PAYE contributions	4,555

No employee received total employee benefit of more than £60,000 (2021: none).

7. TRUSTEES' PERSONAL REMUNERATION AND EXPENSES

The Trustees neither received nor waived any remuneration during the year (2021: £Nil).

The Trustees did not have any expenses reimbursed during the year (2021: £Nil).

Ethnic Health Forum (Charitable Incorporated Organisation)
Notes to the Financial Statements Year Ended 30 April 2022

8. TANGIBLE FIXED ASSETS

	Office Equipment	Furniture & Fixtures	TOTAL
Cost-OB	6942	1571	8513
Additions	0	0	0
Removals	0	0	0
Cost-CB	6942	1571	8513
Accumulated Depreciation-OB	4239	1241	5480
Depreciation for the year	541	66	607
Accumulated Depreciation-CB	4780	1307	6087
Net Assets-OB	2703	330	3033
Net Assets-CB	2163	264	2426

9. DEBTORS

There is no debtor during the year 2022.

10. CREDITORS:AMOUNTS FALLING DUE WITHIN ONE YEAR

The charity has received funds in advance to carry out its charitable activities in the next year. The following statement explains the restricted funds against the services.

Restricted	Unrestricted
48,192	43,674

The trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately six months of unrestricted charitable expenditure.

The trustees consider that this level will provide sufficient funds to respond to applications for grants and ensure that support and governance costs are covered.

11. TAXATION

The charity is a registered charity and is therefore exempt from taxation.