

SURREY MINORITY ETHNIC FORUM LTD

England & Wales · Charity number 1153956

Details

Other names SURREY MINORITY ETHNIC FORUM, SMEF

Status Registered

Legal form Charitable company

Company number [08350097](#)

Registered 2013-09-25

Register [View on the Charity Commission register](#)

Contact

Address Smef
Astolat
Coniers Way
Burpham
Guildford
Surrey

Phone 07961421030

Email admin@smef.org.uk

Website www.smef.org.uk

Activities

Objects: TO PROMOTE SOCIAL INCLUSION FOR THE PUBLIC BENEFIT BY WORKING WITH PEOPLE IN SURREY AND THE SURROUNDING AREAS WHO ARE SOCIALLY EXCLUDED ON THE GROUNDS OF BEING MEMBERS OF THE COMMUNITIES AND RELIEVE THE NEEDS OF SUCH PEOPLE AND ASSIST THEM TO INTEGRATE INTO SOCIETY, IN PARTICULAR BY:PROVIDING ASSISTANCE TO ETHNIC MINORITY AND VOLUNTARY GROUPS, ACTING AS A FORUM FOR SUCH GROUPS, AND MAKING REPRESENTATIONS CONCERNING ETHNIC MINORITY COMMUNITIES TO LOCAL AUTHORITIES AND SERVICE PROVIDERS.

Activities: The period April 2014 to March 2015 has been a year of intense activity- SMEF has consolidated its governance structures, increased the reach of its work, developed new projects and continued to raise the voice of ethnic communities in Surrey. We have amply met our charitable objectives by supporting our diverse membership of 54 ethnic community groups to remain active and engaged citizens.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information, Sponsors Or Undertakes Research, Acts As An Umbrella Or Resource Body
- **What:** Education/training, The Advancement Of Health Or Saving Of Lives, Arts/culture/heritage/science, Environment/conservation/heritage, Economic/community Development/employment, Human Rights/religious Or Racial Harmony/equality Or Diversity
- **Who:** People Of A Particular Ethnic Or Racial Origin, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- Surrey

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£607,250	£480,069	£460,404	12
2024-03-31	£406,827	£558,240	-	-
2023-03-31	£545,035	£522,122	£484,635	14
2022-03-31	£698,437	£407,659	£461,722	16
2021-03-31	£336,786	£207,151	-	-

Trustees

Name	Role	Appointed
Neelam Devesher MBE DL	Chair	2012-05-25
Aftab Ala		2026-03-24
Dr Mohamed Kharbouch		2026-03-24
Elizabeth Tinsley		2015-01-12
HAYET SHAHREZAEY		2019-09-18
Mohammed Monjur Elahi		2026-03-24
Philip Goldenberg		2026-03-24
Sonal Sher		2026-03-24
Tekbahadur Gurung		2024-11-09
Thomas Dunkley		2023-06-07

SURREY MINORITY ETHNIC FORUM LTD

England & Wales - Charity number 1153956

Accounts

Surrey Minority Ethnic Forum

Surrey Minority Ethnic Forum LTD

2025

Report and Financial Statements

Company Registration No.
8350097 Registered Charity
No. 1153956



for the year ending the 31st March 2025.

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for the year ending the 31st March 2025

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Surrey Minority Ethnic Forum

ANNUAL REPORT OF THE TRUSTEES

for the year ending the 31st March 2025

Reference and Administration Details

Name of Charity	Surrey Minority Ethnic Forum Ltd
Charity registration number	1153956
Date Registered	25th September 2013
Company Registration No.	8350097
Date registered:	7th January 2013

Principal Address

Astolat
Coniers Way, New Inn Lane
Burpham
Guildford
Surrey
GU4 7HL

Names of Trustees/ Directors

Neelam Devesher MBE DL	Chair
Ajibha Judi Linney MBE	
Thomas Dunkley	Treasurer
Sunil Amar	
Hayet Shahrezaey	
David Munro	
Professor Aftab Ala	
Tekbahadur Gurung	
Elizabeth Tinsley	

Independent Examiner

The Accounting Crew Limited

This annual report is prepared to meet the requirements of the directors' report and accounts as required by company law.

Surrey Minority Ethnic Forum

ANNUAL REPORT OF THE TRUSTEES (cont'd)

Our Charitable Objective

To help black and minoritised ethnic communities of Surrey integrate socially and to help raise their voice on their needs and aspirations. As a race equality charity, SMEF aims to address inequity in all aspects of life including health, housing, employment, education and cultural services.

Our Impact

It is with great pride and heartfelt appreciation that I present the Chair's Report for 2024–2025. This year has been one of remarkable growth, resilience, and collaboration for the Surrey Minority Ethnic Forum (SMEF).

We continue to stand as a vital voice and advocate for Surrey's ethnically diverse communities.

Despite a challenging social and economic climate, SMEF has remained a beacon of support and connection—building bridges between communities and the health, social care, faith groups, and statutory systems that serve them. Our strong commitment to co-production, cultural competence, and leadership grounded in lived experience has strengthened Surrey's community fabric.

At the start of this year, the CEO and I agreed that her focus would be on strengthening organisational culture, improving project quality, enhancing fundraising, and building lasting partnerships across the county.

As a result, under the CEO's leadership, SMEF has made significant progress in creating a positive, supportive workplace culture prioritising staff wellbeing, development, and collaboration between staff, ambassadors, and trustees. Fundraising is embedded, empowering the staff teams to expand existing programmes and confidently introduce new initiatives.

We have adopted a full-cost recovery approach to budgeting for projects, ensuring that our fundraising targets are realistic and that we deliver high-quality programmes for the benefit of our communities, funders, and staff.

Services have improved through comprehensive reviews of processes, introducing new templates and feedback systems to help improve staff efficiency.

Cross-team collaboration has been nurtured through organisational meetings, team events, and focused communication strategies, creating a creative and open environment that enriches our company culture.

To amplify the voices of diverse and often underrepresented communities, we completed five targeted needs assessments with our communities, and reaching specific groups such as taxi drivers. We have been planning more assessments to take place in the next few months with LGBTQ+ individuals, older people in care homes, multigenerational families, young people online, and the Gypsy, Roma, and Traveller (GRT) communities.

These steps have brought greater stability to SMEF, enabling staff and managers to build on existing projects and launch exciting new programmes, as highlighted throughout this report.

Health and Wellbeing Programmes

Our health and wellbeing initiatives have grown impressively from 8 to 11 projects, securing nearly £450,000 in funding. These programmes offer culturally sensitive, trauma-informed support across Surrey, tackling critical health inequities.

- Baby Steps supported over 75 women facing multiple disadvantages, helping reduce social isolation and improve mental health.
- NHS Core20PLUS5 Community Connectors reached over 180 participants, delivering diabetes education, vaccination awareness, and health navigation to help prevent avoidable emergency visits.
- Mental Health Outreach engaged 90+ people to reduce stigma and barriers around mental health services.
- Spectrum Support Parent Champions trained 6 carers and supported 170+ families to improve autism awareness and access.
- Other projects included Healing Through Food (supporting cancer survivors), Speaking for Ourselves (peer-led research influencing service design), Smoke Free Research (improving cessation services for ethnic minority smokers), Marie Curie Life Café sessions on end-of-life care, Royal Surrey Hospital NIHR engagement events, and cultural awareness training delivered to nearly 300 professionals across health and social care.

Together, these programmes directly supported over 1,000 individuals and indirectly reached up to 4,800 people.

The Trust Project

Dedicated to survivors of domestic abuse, the Trust Project provided support to sixty-nine survivors through monthly peer support groups and enhanced client services based on the 'Save Lives' framework. It also contributed to system-level advocacy to improve responsiveness across agencies.

This trauma-informed, survivor-led approach has generated considerable social value in public service cost savings across health, criminal justice, social care, and mental health sectors.

Surrey Faith Links

Surrey Faith Links (SFL) has played a key role in promoting interfaith dialogue, community cohesion, and social action in Surrey. In 2024–2025, SFL organised thirty events engaging over seven hundred participants, with an estimated indirect reach of over two thousand people through community conversations and social media.

- Faiths in Harmony, a unifying event with music and talks attended by over 80 people.
- Launch of the Jewish-Muslim Forum, fostering meaningful relationships amid challenging geopolitical times and coordinating community food donations.
- Community engagement pilots in Woking tackling hate crime, substance misuse, and safety in partnership with local authorities and emergency services.
- Environmental stewardship projects such as Horsell Common Conservation and the faith-led Branches of Hope eco-awareness initiative.
- Public events promoting peace, including the International Day of Peace, and faith awareness talks enhancing Equality, Diversity, and Inclusion (EDI) within council staff.

Surrey Minority Ethnic Forum

ANNUAL REPORT OF THE TRUSTEES (cont'd)

- Strategic development of the Surrey Interfaith Forum strategy and recruitment of new interfaith representatives.
- Delivery of EDI training and faith awareness sessions at various council events.

These efforts strengthen social cohesion, reduce community tensions, and contribute social value to public sector services through prevention and early intervention.

Membership and Capacity Building

SMEF's membership grew this year, welcoming four new full members and three associate members. Capacity-building support included assisting member groups with Charitable Incorporated Organisation (CIO) applications to enhance their sustainability and funding prospects.

Two member groups were shortlisted for the prestigious King's Award for Voluntary Service, a testament to SMEF's high standards of community impact. Grant funding workshops, delivered in partnership with the Community Foundation for Surrey, helped member groups secure over £18,000 in successful applications.

Our collaboration with Surrey Hills through the *Growing Together* project promoted ethnic minority community participation in Surrey's heritage and environmental initiatives.

Community Voice & Hate Crime Partnership

In response to the 2024 summer disturbances, SMEF engaged all eighty member groups to provide reassurance, counter misinformation, and promote *Operation Skylark*, encouraging community vigilance.

The Hate Crime Conference, attended by over eighty participants, featured powerful testimonies that galvanized collaboration among organisations tackling hate crime. The Hate Crime Scrutiny Panel expanded with five new volunteers, including four from the LGBTQIA+ community, strengthening community oversight of police case reviews.

SMEF led a needs-based assessment with taxi drivers to raise their concerns around hate crime and safety directly with Surrey Police and Surrey County Council. Ongoing partnerships through the Community Cohesion and Oak Review groups continue to embed SMEF's influence in hate crime strategies.

Importantly, these efforts have helped increase trust in Surrey Police, reflected in a rise in hate crime reporting—a vital step towards safer communities.

Engagement with Marginalised Communities

Recognising the historical marginalisation of Gypsy, Roma, Traveller (GRT) and LGBTQIA+ communities, SMEF has intensified outreach efforts to build trust, amplify voices, and identify unmet needs. Through partnerships and tailored engagement, we work to reduce isolation and ensure these communities receive appropriate support.

Community Events and Celebrations

Our community events have been vital in promoting unity and celebrating diversity.

- **Surrey Day** brought together diverse communities with music, dance, and cultural performances, attracting over 55 attendees and receiving positive feedback.
- The annual **SMEF Celebrations** event welcomed over 100 community members, fostering fellowship and raising awareness of local ethnic minority organisations.

Household Support Fund

Through the Household Support Fund, SMEF distributed £56,000 to 324 households from various ethnic backgrounds including African, South Asian, Latin American, and Eastern European communities. This financial assistance provided both practical relief and emotional support during difficult times and was deeply appreciated by recipients and partner organisations alike.

Communications and Outreach

SMEF saw consistent growth across communication platforms such as LinkedIn and Facebook, enhancing our visibility and engagement with both professional and community audiences. Improvements in communications planning, including detailed event checklists and mini communication strategies, have strengthened our ability to promote our work effectively.

Organisational Development

This year, we improved operational efficiency and governance by moving the AGM online for greater accessibility and advancing the implementation of Salesforce to streamline data and relationship management.

Looking Ahead

With a total fundraising achievement approaching £607k—SMEF is well-positioned to build on this year's successes.

Our continued focus on organisational development, strategic partnerships, and community-led initiatives will ensure that SMEF remains a powerful, trusted voice for Surrey's ethnically diverse communities.

I extend my deepest thanks to SMEF's staff, volunteers, trustees, partners, and especially the communities who entrust us to represent and support them. Your dedication and collaboration are the foundation of everything we achieve together.

As Chair, I am inspired daily by the passion and resilience of the people and communities we serve. Together, we are shaping a Surrey where inclusion is lived every day, and all our communities and localities can thrive.

Thank you for your ongoing support and commitment to this vital work.

Surrey Minority Ethnic Forum

ANNUAL REPORT OF THE TRUSTEES (cont'd)

Financial review

The past year saw a continued scale up in activity for SMEF, we have investment from both our existing and new funders and now have a range of longer term grants which secures SMEF's sustainability in the medium term.

During 24/25 SMEF received 49% more income which is indicative of the focus in strengthening organizational culture, improving project quality, enhancing fundraising, and building lasting partnerships across the county. Following the embedding of the new CEO, SMEF feels confident it can continue to diversify its income streams to increase income received in future years.

Reserves are needed to bridge the gap between the spending and receiving of income to cover unplanned expenditure, and also to provide opportunities for investment in new activities. Our reserves policy gives the ideal range for reserves of between 3 and 12 months operating costs. As at the end of March 2024 this range was £120k-£480k based on the year's performance and so the closing balance of £460k which is within this range.

SMEF has an excellent track record and reputation for high quality delivery and has extensive reach into the minority ethnic communities living and working in the county. We continue to have funding applications in the pipeline and we have received positive feedback.

My Trustee Board, CEO and I are extremely confident that SMEF can further diversify its funding streams to increase income it receives in future year.

Structure, Governance and Management

The Charity is constituted as a Company limited by Guarantee and is therefore governed by its Memorandum & Articles of Association.

The Directors of the Company are also Trustees of the Charity.

Eligibility for membership of the Charity and membership of the Board of Trustees is governed by the Memorandum & Articles of Association.

There are no restrictions on the operation of the Charity or on its investment powers, other than those imposed by general Charity law.

Trustees are appointed in consultation with the members of SMEF, and given a formal induction by the Chair of the Board.

Statement of responsibilities of the Trustees

The Charities and the Companies Acts require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to:-

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will not continue on that basis.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with both charity and company law. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are also responsible for the contents of the Trustees' report, and the responsibility of the independent examiner in relations to the Trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.



Neelam Devesher DL
Chair
Surrey Minority Ethnic Forum

Surrey Minority Ethnic Forum



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

**Independent examiner's report on the
accounts**

Section A Independent Examiner's Report

Report to the trustees	Charity Name Surrey Minority Ethnic Forum LTD		
On accounts for the year ended	31st March 2025	Charity no (if any)	1153956
Set out on pages	<small>(remember to include the page numbers of additional sheets)</small>		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

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 £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) 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.

** Please delete the words in the brackets if they do not apply.*

Signed:  **Date:** 08/10/2025

Name: Rowan Keyte

Relevant professional qualification(s) or body Certified Public Accountants Association

Surrey Minority Ethnic Forum

(if any):

Address:

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.

Surrey Minority Ethnic Forum

Statement of Financial Activities
for the year ending the 31st March 2025
including the Income and Expenditure account

	Notes	Unrestricted Funds £	Restricted Funds £	2025 Total £	Unrestricted Funds £	Restricted Funds £	2024 Total £
Income from:							
Charitable activities		31,582	575,668	607,250	177	405,735	405,912
Donations				-	915		915
Total		<u>31,582</u>	<u>575,668</u>	<u>607,250</u>	<u>1,092</u>	<u>405,735</u>	<u>406,827</u>
Expenditure on:							
Charitable Activities							
Community engagement and events	2	14,505	465,564	480,069	11,441	546,798	558,240
Total		<u>14,505</u>	<u>465,564</u>	<u>480,069</u>	<u>11,441</u>	<u>546,798</u>	<u>558,240</u>
Net Income/(Expenditure)		17,077	110,104	127,181	(10,349)	- 141,063	(151,412)
Transfers between funds		(15,545)	15,545	-	-	-	-
Total Funds brought forward at the 1st April		131,876	201,347	333,223	142,225	342,410	484,635
Total Funds carried forward at the 31st March	5	<u>133,408</u>	<u>326,996</u>	<u>460,404</u>	<u>131,876</u>	<u>201,347</u>	<u>333,223</u>

Surrey Minority Ethnic Forum

Balance Sheet at 31st March 2025

	Notes	2025 £	2024 £
Current Assets			
Debtors	6	6,496	11,147
Cash at bank and in hand		<u>479,947</u>	<u>360,000</u>
		486,443	371,146
Liabilities			
Creditors: Amounts falling due within one year	7	18,429	37,924
Creditors: Amounts held on behalf of members	11	<u>7,610</u>	<u>-</u>
Net Current assets		<u>460,404</u>	<u>333,223</u>
Total Assets less Current Liabilities		<u>460,404</u>	<u>333,223</u>
Total Net Assets		<u>460,404</u>	<u>333,223</u>
The funds of the charity:			
Unrestricted Funds		133,408	131,876
Restricted Funds		<u>326,996</u>	<u>201,347</u>
Total Funds	5	<u>460,404</u>	<u>333,223</u>

The directors are satisfied that for the financial year ended 31st March 2024 the charitable company was entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006 and under section 144 of the Charities Act 2011.

Under section 145 of the Charities Act 2011 the accounts have been examined by an independent examiner, whose report appears on page 5.

The directors acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect of accounting records and for the preparation of accounts.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008, revised July 2014).

The financial statements were approved by the Board of Trustees on 28 Nov 2023 and

were signed on its behalf by:



Thomas Dunkley (Co-Treasurer)

.....

Surrey Minority Ethnic Forum

Notes to the Financial Statements for the year ending the 31st March 2025

1. Accounting Policies

Basis of Preparation

The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE), effective April 2008, revised July 2014, and all other applicable accounting standards, as modified by the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales (revised July 2014). The accounts have been prepared in accordance with the provisions of the Charity (Accounts and Reports) Regulations 2008 and the Companies Act 2006.

Cash flow exemption

Exemption has been taken from preparing a cash flow statement on the grounds that the Charity qualifies as a small company.

Fund Accounting

Restricted Funds is money received which has been earmarked for a specific purpose by the donor or which has been raised by the charity for particular purposes. This includes both specific costs of delivering the work, and a proportion of the overheads costs, which are general administration and office management expenses related to the charity as a whole.

Unrestricted Funds is money available for any purpose agreed by the trustees within the general objectives of the charity and which have not been designated for any other purpose.

Income

All incoming resources are included in the Statement of Financial Activities where the Charity is entitled to the income and the amount can be quantified with reasonable accuracy.

Expenditure

All expenditure is accounted for on an accruals basis; which means the date the expense relates to, rather than when the payment was made.

Measurement of Financial Assets & Liabilities

All debtors, creditors and financial instruments are measured at amortised cost; which means, the original value less any amounts paid.

Pension

SMEF operates an auto-enrolment pension scheme with Nest. This benefit is extended to all employees who wish to join. The scheme commenced during 2017/18 in line with our staging date.

Taxation

The charity does not incur any corporation tax on its charitable activities.

VAT

The charity does not have any income subject to VAT.

Reserves policy

Unrestricted reserves are regularly reviewed by the trustees to ensure they are sufficient to meet existing commitments and cover any expenses already committed or in the event that the Charity is wound up.

2. Analysis of expenditure on charitable activities

			2025	2024
	Unrestricted	Restricted	Total	Total
Direct expenditure (note 3)	(36,460)	465,433	428,973	496,802
Support costs (office and admin costs)	44,770	131	44,902	48,396
Governance (note 4)	6,195	-	6,195	13,041
Community engagement and events	14,505	465,564	480,069	558,240

Of the total expenditure in 2024/25 £465,564 was restricted funds and £14,505 was unrestricted funds

Surrey Minority Ethnic Forum

Notes to the Financial Statements for the year ending the 31st March 2025

3. Analysis of direct expenditure			2025	2024
	Unrestricted	Restricted	Total	Total
Staff costs (note 8)	79,536	266,648	346,184	414,801
Facilitators fees/expenses		4,603	4,603	1,668
Meeting costs		2,541	2,541	27,151
Grants	300	66,120	66,420	50,650
Management Expenses	- 117,053	117,053	-	-
Other	756	8,468	9,224	2,532
	- 36,460	465,433	428,973	496,802

4. Governance costs			2025	2024
	Staff costs			5,740
Independent Examiner's Report			420	360
Annual return			35	723
			6,195	13,041

5. Funds

These represent specific grants from supporters towards various programmes undertaken by Surrey Minority Ethnic Forum. The amounts carried forward

	Balance 1.4.2024	Income	Expenditure	Transfer between funds	Balance 31.3.2025
	£	£	£		£
Unrestricted Funds	131,876	31,582	14,505	15,545	133,408
Restricted Funds					
Office of the Police & Crime Commissioner for Surrey - Active Communities	40,174		-	40,174 -	0
Community Foundation - Being Ourselves/MWG/Diwali	886		-	886 -	0
Community Foundation - Capacity Building	37,717			37,717	0
UK Community Foundations - BAME Infrastructure Fund	51,420		51,140	280 -	0
Mixed Funding - Health & Race	49,558	299,964	161,211		188,311
The National Lottery - Many Hands	24,650	110,749	10,289		125,110
Independent Mental Health Network - Mental Health Survey	9,979		9,979		0
Surrey County Council - Household Support Liase Project	- 7,759	70,000	70,000 -	7,759 -	0
Office of the Police & Crime Commissioner for Surrey - SMEF Trust Project	2,016		5,493 -	3,477 -	0
	46,742	50,186	72,009		24,919
Surrey County Council - Surrey Faith Links	- 10,728	38,799	39,415	-	11,344
Let's Create	- 1,246			1,246	-
Perinatal Equity	40,058		40,058		0
	201,347	575,668	465,564 -	15,545	326,996
Total Funds	333,223	607,250	480,069	-	460,404

Surrey Minority Ethnic Forum

Notes to the Financial Statements for the year ending the 31st March 2025

Comparative information for the movement in funds in the previous year is as follows:

	Balance 1.4.2023 £	Income £	Expenditure £	Transfer between funds	Balance 31.3.2024 £
Unrestricted Funds	142,225	1,092	11,441	-	131,876
Restricted Funds					
Office of the Police & Crime Commissioner for Surrey - Active Communities	-	-	40,174	-	40,174
Community Foundation - Being Ourselves/MWG/Diwali -	914	12,750	12,722	-	886
Community Foundation - Capacity Building	22,028	27,038	11,348		37,717
UK Community Foundations - BAME Infrastructure Fund	36,059	80,000	64,639		51,420
Mixed Funding - Health & Race	114,971	12,030	77,443		49,558
The National Lottery - Many Hands	70,162	-	45,512		24,650
Independent Mental Health Network - Mental Health Survey	20,128	38,400	48,549		9,979
Surrey County Council - Household Support	-	5,709	60,000	-	7,759
Liase Project	-	29,241	27,225		2,016
Office of the Police & Crime Commissioner for Surrey - SMEF Trust Project	11,708	94,476	59,441		46,742
Surrey County Council - Surrey Faith Links	-	2,434	38,800	-	10,728
Let's Create	-	1,246		-	1,246
Perinatal Equity	77,657	13,000	50,599		40,058
	342,410	405,735	546,798	-	201,347
Total Funds	484,635	406,827	558,240	-	333,223

Surrey Minority Ethnic Forum

Notes to the Financial Statements for the year ending the 31st March 2025

6. Debtors

	2025	2024
Debtors	6,496	11,147
	<u>6,496</u>	<u>11,147</u>

7. Creditors - amounts falling due within one year

	2025	2024
Deferred Income		24,601
Creditors	17,974	12,950
Accruals	455	373
	<u>18,429</u>	<u>37,924</u>

8. Staff costs

	2025	2024
Salaries	314,916	381,202
Employers Pension	15,235	18,429
Employers NI	21,773	27,129
	<u>351,924</u>	<u>426,760</u>

The average Head count in the year **11.9**
 No employees received emoluments of more than £60,000 **15.2**

9. Trustee remuneration

	2025	2024
Reimbursement of trustee travel costs (2025: 3 people)	2,192	1,533
	<u>2,192</u>	<u>1,533</u>

10. Related party declaration and conflict of interest

There were no related party transactions to declare during the financial year 24/25

11. Amounts held on behalf of members

SMEF supports its members in many ways, one of which has been holding cash on behalf of members who do not have a designated bank account for their group, allowing them to access funding from donors they would otherwise not be eligible for.

	2025	2024
Camberley Nepali Society	7,610	-
	<u>7,610</u>	<u>-</u>

SURREY MINORITY ETHNIC FORUM LTD

England & Wales - Charity number 1153956

Accounts

Surrey Minority Ethnic Forum LTD

2024

Report and Financial Statements

Company Registration No. 8350097
Registered Charity No. 1153956



for the year ending the
31st March 2024

Surrey Minority Ethnic Forum LTD

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for the year ending the 31st March 2024

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Surrey Minority Ethnic Forum LTD

ANNUAL REPORT OF THE TRUSTEES

for the year ending the 31st March 2024

Reference and Administration Details

Name of Charity	Surrey Minority Ethnic Forum Ltd
Charity registration number	1153956
Date Registered	25th September 2013
Company Registration No.	8350097
Date registered:	7th January 2013

Principal Address

Astolat
Coniers Way, New Inn Lane Burpham
Guildford Surrey GU4 7HL

Names of Trustees/ Directors

Neelam Devesher DL	Chair
Ajibha Judi	
Linney MBE	
Thomas Dunkley	Treasurer
Sunil Amar	Treasurer
Meeta Joshi	
Hayet Shahrezaey	
David Munro	
Professor Aftab Ala	
Tek Bahadur Gurung	
Raj Chettri	Resigned in June 2023
Anita Ho	Resigned in June 2023
Elizabeth Tinsley	Resigned in June 2023

Independent Examiner

The Accounting Crew Limited

This annual report is prepared to meet the requirements of the directors' report and accounts as required by company law.

Surrey Minority Ethnic Forum LTD

ANNUAL REPORT OF THE TRUSTEES (cont'd)

Our Charitable Objective

To help black and minoritised ethnic communities of Surrey integrate socially and to help raise their voice on their needs and aspirations. As a race equality charity, SMEF aims to address inequity in all aspects of life including health, housing, employment, education and cultural services.

Our Impact

We have delivered a range of social impact projects focusing on health inequalities (including health, wellbeing and mental health), domestic abuse, interfaith harmony, social integration, women and girl's inclusion and empowerment, community safety and households' financial assistance and support our member organisations with capacity building, education and training. We have continued to ensure that SMEF has a strong strategic voice with a focus on highlighting and addressing race inequity, influence services delivery re-design to help improve access for all communities and shape public policy to take into account the changing demographics and issues of deprivation in the county. Tackling race equality in this way, brings together diverse communities to a more integrated, productive, safer and fairer county.

Membership

We have sixty- four community group members working with SMEF, enabling us to connect with a wide range of the diverse grassroots communities living and working in the county.

Capacity Building

1. Energy Advice Forum Focus group – Surrey Climate Commission in collaboration with SMEF delivered a workshop in Surrey Heath to discuss the most effective ways to conserve energy, and ideas on the best way forwards for an energy advice forum (13 attendees).
2. CIO applications – we are assisting Global Grooves and Camberley Nepalese Society with CIO applications.
3. Council Tax Survey – distributed amongst all our member groups and certain member groups were given paper copies which they completed and brought in. PCC advised that SMEF's work on this resulted in an increase in the number of ethnic minority input where normally there is minimal.

Household Grants

We have delivered two hundred and eighty-two household grants that were distributed amongst our member groups to families and individuals facing poverty in the current cost of living crisis. The following communities have benefitted from the household support grants - Camberley Nepalese Society, Global Grooves Foundation, Maybury Support Group, Molesey Islamic Cultural Centre, Dorking Muslim Community Association, Cromwell Community Group, Trust project, Package of Sunshine

Many Hands Project

1. Three Careers Advice Fairs held across Surrey (Redhill, Surrey Heath & Woking) – Promoting:
 - Careers in Surrey Fire & Rescue Services & Surrey Police
 - Importance of volunteer work leading to gainful employment
 - Setting up your own business
2. Successfully completed all the objectives in the Many Hands project funded by National Lottery. On the positive note, we have been invited by National Lottery to apply for further funding to expand the Many Hands project for three years.

Active Communities (OPCC)

1. Hate Crime Scrutiny Panel – four panel meetings held on Hate Crime issues in the county
2. Voices Heard Event – with Camberley Nepalese Community to discuss issues and concerns they have.
3. Community Voice – brought to the 1st Hate Crime Conference held, in collaboration with Surrey police and Surrey County Council
4. Oak Review – assisted with this independent review which was commissioned following the incident outside Thomas Knyvette college. Facilitated meetings between the independent reviewer and Afro Caribbean community youth so that the youth could share their experiences of racism within school and Surrey.

Surrey Faith Links

1. Organised and supported over fifteen interfaith events to foster dialogue, celebrate diversity, and promote unity. These included celebratory events for the King's Coronation, interfaith walks to places of worship, interfaith football and cricket matches, breakfasts and coffee afternoons, and events to mark the International Day of Peace and Interfaith Week, as well as musical and devotional gatherings.
2. Initiated a dedicated Muslim-Jewish Forum to build enduring relationships and mutual support, even during times of conflict in the Middle East, positively impacting both the Jewish and Muslim communities and the wider community.
3. Organised the first county-wide interfaith event, uniting all six interfaith forums in Surrey at the University of Surrey. This event focused on how faith communities are supporting people during the cost-of-living crisis and explored additional ways to engage and provide support.
4. Launched an Interfaith Buddy Scheme for the voluntary sector, pairing individuals from different faiths to enhance mutual understanding and learn about each other's daily religious practices.

The Trust Project

1. Over forty- five survivors of domestic abuse have been provided one-to-one support to empower them to thrive.
2. Twenty-eight clients have secured employment and eighteen are currently being supported to secure employment and training opportunities.
3. Monthly peer support sessions were set up for clients, which has led to friendships at times of isolation for both the clients and their children.

Communications

1. An average of 10% increase in all our social media engagement, which includes Facebook, Instagram, X (Twitter), and LinkedIn.
2. We launched a race Equality Campaign during Race Equality Week, which included views of our diverse membership of what race equality looked like for them across all major social media platforms. Insights reveal that these videos have been watched by over a thousand people, with over 2,000 impressions on LinkedIn alone.
3. Launched a new website for SMEF, featuring a modern design that accurately reflects our work and mission. The website serves as a comprehensive resource for the community, showcasing events, initiatives, and opportunities for engagement.

Health and Well-Being

In the past year, we've witnessed significant growth in our Health and Wellbeing work expanding our portfolio from 3 projects tackling health inequalities in minoritised communities to a network of 8 initiatives. With 5 new projects launched, we've significantly broadened our scope and increased our reach, addressing a wider range of health concerns within minoritised communities including working with children and young people directly. We now are able to address diverse needs with our expanded portfolio tackling issues like support for carers of autistic people, early intervention services, cancer awareness, health research, mental health and overall well-being, ensuring a holistic approach to health

We have stronger collaborations with our system partners in the county – e.g. Grants from Community Foundation of Surrey, Surrey County Council, All Age Autism Strategy Better Care Fund, Macmillan Cancer Support, Mental Health Investment Fund and NHS Core20plus5; these collaborations have enabled us to utilise expertise and resources, maximising our impact. We continue to champion and empower the voices of minoritised communities, ensuring their specific needs and perspectives are central to our project design and implementation. We are collaborating with Barnardo's Family Centres, Home-Start Guildford and Waverley and many other VCSE partners to deliver coproduced and codesigned services to ethnic minority communities.

Perinatal Equity Mental Health 'Baby Steps' Project. With a grant from the CFS Mental Health Scale Up fund, SMEF is able to continue the 'Baby Steps' Project for five years. The project's vision is to improve perinatal health outcomes and reduce disparities among ethnic minority families through the three key lenses of equity, equality, and safety. SMEF is working in Partnership with Barnardo's Family Centres across Surrey to deliver this programme.

NHS CORE20PLUS5 Community Connector Programme. This project aims to reduce healthcare inequalities in Surrey by implementing the NHS CORE20PLUS5 Community Connector model, improving access to culturally sensitive and community-centred support services for priority populations in maternity care and CYP Type 2 diabetes

Mental Health Outreach and Engagement Project. SMEF has been delivering the MH Out Reach and Engagement project in partnership with the Surrey Coalition of Disabled People for the past 3 years. The project aims to enable minoritised communities in Surrey to find out about the barriers to accessing mental health services and to take charge of their mental health by providing education, resources, and support tailored to their specific needs and cultural contexts.

Speaking for Ourselves' Research Project. This project is in partnership with Surrey County Council. It explores the intersections of identity, faith, health, and well-being to amplify hidden voices, inform current models of community engagement, and reframe local public sector narratives about ethnic minority lives.

Spectrum Support Project. Funded by the SCC All-Age Autism Strategy Better Care Fund, this project aims to raise awareness regarding autism and support services by building a network of trained Spectrum champions from minoritised communities who can offer peer support, guidance, and advocacy to other autistic people and carers of autistic children.

Early Intervention Mental Health Support Project. SMEF received a grant from the Mental Health Investment Fund in partnership with Home-Start Guildford and Waverley. Through family link workers and social prescribing, we aim to improve the mental health and quality of life of families experiencing multiple disadvantages and deprivation and ethnic minorities.

Cancer Patient and Carer Support. Funded through Macmillan Cancer Support, SMEF will be working with cancer patients from minoritised communities to raise awareness about healthy nutrition and lifestyle while providing an opportunity for peer support. Royal Surrey and NIHR Research project: In partnership with Royal Surrey Hospital, SMEF is working with minority community groups to raise awareness about women's cancers while exploring barriers to engagement with health research.

Financial Highlights

SMEF's net funds position decreased from £485k in 2022/23 to £333k by 2023/24-year end. This comprises of £132k unrestricted funds and £201k restricted funds. This can mainly be attributed to SMEF receiving 23% less income which is indicative of the uncertain political climate the charity has operated within in 2023/24. Funders have been reluctant to commit to long term funding until local and national elections have brought about stability. This was expected after the increased funding in the recent few years to support COVID issues in the minority ethnic communities as well as the National Lottery Many Hands 1 project coming to an end.

Reserves are needed to bridge the gap between the spending and receiving of income to cover unplanned expenditure, and also to provide opportunities for investment in new activities. Our reserves policy gives the ideal range for reserves of between 3- and 12-months operating costs. As at the end of March 2024 this range was £140k-£558k based on the year's performance and so the closing balance of £333k is within this range.

ANNUAL REPORT OF THE TRUSTEES (cont'd)

SMEF has an excellent track record and reputation for high quality delivery and has extensive reach into the minority ethnic communities living and working in the county. We have a few funding applications in the pipeline and we have received positive feedback. My Trustee Board, CEO and I are extremely confident that SMEF can further diversify its funding streams to increase income it receives in future years.

The future for SMEF holds a number of opportunities to support all communities and localities as well as developing new partnerships and expanding our reach to empower even more individuals within Surrey's diverse communities. Our ambition for the future is to create more opportunities to help foster cohesion between all communities living and working in Surrey
I would like to take this opportunity to thank all our staff and volunteers for their dedication and commitment to our work. I would also like to thank our members, supporters, board of trustees and especially our funders for their support during the year. I look forward to reiterating the message of race equality for all through our various project activities and front-line advocacy.

Structure, Governance and Management

The Charity is constituted as a Company limited by Guarantee and is therefore governed by its Memorandum & Articles of Association. The Directors of the Company are also Trustees of the Charity. Eligibility for membership of the Charity and membership of the Board of Trustees is governed by the Memorandum & Articles of Association.

There are no restrictions on the operation of the Charity or on its investment powers, other than those imposed by general Charity law.

Trustees are appointed in consultation with the members of SMEF and given a formal induction by the Chair of the Board.

Statement of responsibilities of the Trustees

The Charities and the Companies Acts require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to:-

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will not continue on that basis.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with both charity and company law. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are also responsible for the contents of the Trustees' report, and the responsibility of the independent examiner in relations to the Trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.



Neelam Devesher DL Chair
Surrey Minority Ethnic Forum



Section A Independent Examiner's Report

Report to the trustees Charity Name Surrey Minority Ethnic Forum Ltd

On accounts for the year ended 31 March 2024 Charity no (if any) 1153956

Set out on pages (remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

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 £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) 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.

* Please delete the words in the brackets if they do not apply.

Signed: [Signature] Date: 03/10/2024

Name: Darryl Keyte

Relevant professional Certified Public Accountants Association

**qualification(s) or body
(if any):**

--

Address:

Office Suite 3, Shrieves Walk

Stratford upon Avon

CV376GJ

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.

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Surrey Minority Ethnic Forum

Statement of Financial Activities for the year ending the 31st March 2024 including the Income and Expenditure account

Notes	Unrestricted Funds £	Restricted Funds £	2024 Total £	Unrestricted Funds £	Restricted Funds £	2023 Total £
Income from:						
Charitable activities	177	405,735	405,912	10,000	525,035	535,035
Donations	915	-	915	10,000	-	10,000
Total	<u>1,092</u>	<u>405,735</u>	<u>406,827</u>	<u>20,000</u>	<u>525,035</u>	<u>545,035</u>
Expenditure on:						
Charitable Activities						
Community engagement and events	2 11,441	546,798	558,420	37,771	484,351	522,122
Total	<u>11,441</u>	<u>546,798</u>	<u>558,240</u>	<u>37,771</u>	<u>484,351</u>	<u>522,122</u>
Net Income/(Expenditure)	<u>(10,349)</u>	<u>(141,063)</u>	<u>(151,412)</u>	<u>(17,771)</u>	<u>40,684</u>	<u>22,913</u>
Transfer between funds	-	-	-	62,379	(62,379)	-
Total Funds brought forward at the 1st April	142,225	342,410	484,635	97,617	364,105	461,722
Total Funds carried forward at the 31st March	5 <u>131,876</u>	<u>201,347</u>	<u>333,223</u>	<u>142,225</u>	<u>342,410</u>	<u>484,635</u>

Surrey Minority Ethnic Forum
Balance Sheet at 31st March 2024

	Notes	2024 £	2023 £
Current Assets			
Debtors	6	11,147	10,846
Cash at bank and in hand		<u>360,000</u>	<u>558,486</u>
		371,146	569,332
Liabilities			
Creditors: Amounts falling due within one year	7	37,924	84,697
Creditors: Amounts held on behalf of members	11	<u>-</u>	<u>-</u>
Net Current assets		<u>333,223</u>	<u>484,635</u>
Total Assets less Current Liabilities		<u>333,223</u>	<u>484,635</u>
Total Net Assets		<u>333,223</u>	<u>484,635</u>
The funds of the charity:			
Unrestricted Funds		131,876	142,225
Restricted Funds		<u>201,347</u>	<u>342,410</u>
Total Funds	5	<u>333,223</u>	<u>484,635</u>

The directors are satisfied that for the financial year ended 31st March 2024 the charitable company was entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006 and under section 144 of the Charities Act 2011.

Under section 145 of the Charities Act 2011 the accounts have been examined by an independent examiner, whose report appears on page 5.

The directors acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect of accounting records and for the preparation of accounts.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008, revised July 2014).

The financial statements were approved by the Board of Trustees on 24 September 2024 and were signed on its behalf by:



.....
 Thomas Dunkley (Co-Treasurer)

Surrey Minority Ethnic Forum
Notes to the Financial Statements for the year ending the 31st March 2024

1. Accounting Policies Basis of Preparation

The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE), effective April 2008, revised July 2014, and all other applicable accounting standards, as modified by the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales (revised July 2014). The accounts have been prepared in accordance with the provisions of the Charity (Accounts and Reports) Regulations 2008 and the Companies Act 2006.

Cash flow exemption

Exemption has been taken from preparing a cash flow statement on the grounds that the Charity qualifies as a small company.

Fund Accounting

Restricted Funds is money received which has been earmarked for a specific purpose by the donor or which has been raised by the charity for particular purposes. This includes both specific costs of delivering the work, and a proportion of the overhead's costs, which are general administration and office management expenses related to the charity as a whole.

Unrestricted Funds is money available for any purpose agreed by the trustees within the general objectives of the charity and which have not been designated for any other purpose.

Income

All incoming resources are included in the Statement of Financial Activities where the Charity is entitled to the income and the amount can be quantified with reasonable accuracy.

Expenditure

All expenditure is accounted for on an accrual's basis; which means the date the expense relates to, rather than when the payment was made.

Measurement of Financial Assets & Liabilities

All debtors, creditors and financial instruments are measured at amortised cost; which means, the original value less any amounts paid.

Pension

SMEF operates an autoenrollment pension scheme with Nest. This benefit is extended to all employees who wish to join. The scheme commenced during 2017/18 in line with our staging date.

Taxation

The charity does not incur any corporation tax on its charitable activities.

VAT

The charity does not have any income subject to VAT.

Reserves policy

Unrestricted reserves are regularly reviewed by the trustees to ensure they are sufficient to meet existing commitments and cover any expenses already committed or in the event that the Charity is wound up.

2. Analysis of expenditure on charitable activities

	Unrestricted	Restricted	2024 Total	2023 Total
Direct expenditure (note 3)	(48,184)	544,987	496,802	460,013
Support costs (office and admin costs)	46,584	1,812	48,396	50,430
Governance (note 4)	13,041	-	13,041	11,279
Community engagement and events	11,441	546,798	558,240	522,122

Of the total expenditure in 2023/24 £546,798 was restricted funds and £11,441 was unrestricted funds.

Notes to the Financial Statements for the year ending the 31st March 2024

3. Analysis of direct expenditure			2024	2023
	Unrestricted	Restricted	Total	Total
Staff costs (note 8)	126,429	276,593	414,801	384,096
Facilitators fees/expenses	1,526	2,082	1,668	2,335
Meeting costs	13,502	22,065	27,151	23,562
Grants	-	50,400	50,650	50,400
Core Costs	(192,173)	(192,173)	-	-
Other	2,532	-	2,532	-
	<u>(48,184)</u>	<u>544,987</u>	<u>496,802</u>	<u>460,413</u>

4. Governance costs

	2024	2023
Staff costs	10,958	10,906
Independent Examiner's Report	360	360
Annual return	723	13
	<u>13,041</u>	<u>11,279</u>

5. Funds

These represent specific grants from supporters towards various programmes undertaken by Surrey Minority Ethnic Forum. The amounts carried forward

	Balance 1.4.2023 £	Income £	Expenditure £	Transfer between funds £	Balance 31.3.2024 £
Unrestricted Funds	144,225	1,092	11,441	-	131,876
Restricted Funds					
Office of the Police & Crime Commissioner for Surrey - Active Communities Project	-	-	40,174		(40,174)
Community Foundation - Being Ourselves/MWG	914	12,750	12,722		(886)
Community Foundation - Capacity Building	22,028	27,038	11,348		37,717
UK Community Foundations - BAME Infrastructure Fund	36,059	80,000	64,639		51,420
Mixed Funding - Health & Race	114,971	12,030	77,443		49,558
The National Lottery - Many Hands	70,162	-	45,512		24,650
Independent Mental Health Network - Mental Health Survey	20,128	38,400	48,549		9,979
Surrey County Council - Household Support	(5,709)	60,000	62,050		(7,759)
Liase Project	-	29,241	27,225		2,016
Office of the Police & Crime Commissioner for Surrey - SMEF Trust Project	11,708	94,476	59,441		46,742
Surrey County Council - Surrey Faith Links	(2,434)	38,800	47,094		(10,728)
Let's Create	(1,246)				(1,246)
Perinatal Equity	77,657	13,000	50,599		40,058
	<u>342,410</u>	<u>405,735</u>	<u>546,798</u>		<u>201,347</u>
Total Funds	<u>484,635</u>	<u>406,827</u>	<u>558,240</u>	-	<u>333,223</u>

Comparative information for the movement in funds in the previous year is as follows:

	Balance 1.4.2022 £	Income £	Expenditure £	Transfer between funds £	Balance 31.3.2023 £
Unrestricted Funds	97,617	20,000	37,771	(62,379)	142,225
Restricted Funds					
Office of the Police & Crime Commissioner for Surrey - Active Communities Project	34,001	900	9,407	25,494	-
Community Foundation - Being Ourselves/MWG	952	26,579	28,445		(914)
Community Foundation - Capacity Building	3,556	30,750	12,278		22,028
UK Community Foundations - BAME Infrastructure Fund	66,564	4,000	34,505		36,059
Mixed Funding - Health & Race	117,696	8,750	11,475		114,971
The National Lottery - Many Hands	60,366	127,304	117,508		70,162
Independent Mental Health Network - Mental Health Survey	22,006	57,900	59,778		20,128
Surrey County Council - Household Support	-	59,400	65,109		(5,709)
Health Education England - Community Participatory Action Research Project	37,142	1,373	1,630	36,885	-
Office of the Police & Crime Commissioner for Surrey - SMEF Trust Project	16,826	46,175	51,294		11,708
Surrey County Council - Surrey Faith Links	4,995	36,952	44,380		(2,434)
Let's Create		4,952	6,198		(1,246)
Perinatal Equity		120,000	42,343		77,657
	364,105	525,035	484,351	62,379	342,410
Total Funds	461,722	545,035	522,122	-	484,635

Surrey Minority Ethnic Forum

Notes to the Financial Statements for the year ending the 31st March 2024

	2024	2023
5. Debtors		
Debtors	11,147	10,846
	<u>11,147</u>	<u>10,846</u>
7. Creditors - amounts falling due within one year		
	2024	2023
Deferred Income	24,601	80,000
Creditors	12,950	4,324
Accruals	373	373
	<u>34,924</u>	<u>84,697</u>
8. Staff costs		
	2024	2023
Salaries	381,202	353,765
Employers Pension	18,429	16,316
Employers NI	27,129	24,921
	<u>426,760</u>	<u>395,002</u>
The average Head count in the year	15.2	15.9
No employees received emoluments of more than £60,000		
9. Trustee remuneration		
	2024	2023
Reimbursement of trustee travel costs (2024: 2 people)	1,533	-
	<u>1,533</u>	<u>-</u>

10. Related party declaration and conflict of interest

There were no related party transactions to declare during the financial year 23/24.

SURREY MINORITY ETHNIC FORUM LTD

England & Wales - Charity number 1153956

Accounts

Surrey Minority Ethnic Forum LTD

2023

Report and Financial Statements

Company Registration No. 8350097
Registered Charity No. 1153956



for the year ending the 31st March 2023

Surrey Minority Ethnic Forum

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ANNUAL REPORT OF THE TRUSTEES
for the year ending the 31st March 2023

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Name of Charity	Surrey Minority Ethnic Forum Ltd
Charity registration number	1153956
Date Registered	25th September 2013
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Principal Address

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Burpham
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Surrey
GU4 7HL

Names of Trustees/ Directors

Neelam Devesher DL	Chair
Rajendra Chhetri	
Ajibha Judi Linney MBE	
Thomas Dunkley	Treasurer
Meeta Joshi	
Anita Ho	
Hayet Shahrezaey	
David Munro	
Professor Aftab Ala	Appointed 14 June 2022

Independent Examiner

The Accounting Crew Limited

This annual report is prepared to meet the requirements of the directors' report and accounts as required by company law.

Surrey Minority Ethnic Forum

ANNUAL REPORT OF THE TRUSTEES (cont'd)

Our Charitable Objective

To help black and minoritised ethnic communities of Surrey integrate socially and to help raise their voice on their needs and aspirations. As a race equality charity, SMEF aims to address inequity in all aspects of life including health, housing, employment, education and cultural services.

Our Impact

Our recent work on 'voice and representation' brought together over 200 people to report their experience as citizens of Surrey. Needs based assessment workshops on the effect of COVID and cost-of-living crisis were run across Guildford, Woking, Redhill and Camberley. Four themes were discussed i.e., youth issues and education, health, employment and advocacy. New projects and interventions will be developed based on these themes. Final report was shared with system partners.

We organised 'voices heard' event following a racially aggravated hate crime incident in Stanwell in early 2023. We invited members from Black African and Afro-Caribbean communities to discuss their issues. 55 people participated, giving their views on how racism affected their day to day lives and the damaging impact on young people and communities. The event was attended by HM Lord Lieutenant of Surrey and representatives from Surrey Police and Surrey County Council. Final report was shared with Surrey Police and Surrey County Council.

We delivered 9 social impact projects focussing on public policy and services delivery design changes, health (including mental health), domestic abuse, interfaith harmony, social integration, Muslim women and girls' inclusion, community safety and households' financial assistance. We continued to support our member organisations with capacity building, education and training.

Our 'Active Communities – Community Safety' project funded by the Office of the Police & Crime Commissioner is now in its sixth year. The project delivered sessions on domestic abuse and harmful traditional practices. 32 women were made aware of what domestic abuse means, and next steps once reporting abuse to authorities. Drug and alcohol abuse sessions were also delivered where 55 people were provided information on drugs being circulated and consequences of alcoholism and drug addiction. Participants were made aware of the need to speak openly about such issues and how to seek professional help. As part of the project, internet safety for parents and child sexual exploitation awareness workshops were organised. These workshops raised awareness of the dangers of internet misuse, cyber security and how to protect children. 38 people attended these workshops. Sessions on hate crime were delivered to schools as part of this project. These sessions focussed on raising awareness within schools and making young pupils aged 8-11 years aware of what hate crime is, the importance of not tolerating hate-motivated behaviours how to report such behaviours to the authorities. The sessions brought to light that majority of children are unwilling to report such negative behaviours to teachers at schools. A total of 783 children attended these sessions.

Four hate crime panel meetings were hosted and chaired by SMEF chairperson. LGBTQIA2S+, faith, disability and race related hate crimes were discussed where 100 people attended. Hate crime panel meetings provided Surrey Police with an insight to the issues faced by these protected groups, as well as gave protected groups information about how law enforcement is addressing these issues. These meetings are creating trust and understanding between the Police and the protected groups, so that they can work better together.

Our 'Trust' project directly supported survivors of domestic abuse. 63 women and 78 children were offered bespoke service helping them to overcome conflict in their lives.

Our 'Many Hands of Surrey' integration project is in its second year of operations. The project is helping BAME communities integrate within the UK society. This project aims to empower and upskill women, create awareness within the community of a topical issue and give children a sense of belonging and security within schools. 145 women have attended regular drop-in sessions, which helped improve their confidence, communication, volunteering, employment, and IT skills. 107 people attended 'earth day' events, raising awareness on environmental issues. 474 children attended our 'identity and belonging' sessions which raised their confidence, helping them to celebrate diversity and develop a broader view on migration while giving them a sense of being part of the British society.

Minoritised ethnic stakeholder reference group project helped Surrey County Council and system partners re-shape delivery of services and policies in line with the needs and aspirations of Surrey 24% ethnic population. The project is funded by Surrey County Council and commenced in November 2021. During the period April 2022 through March 2023, project delivered on its KPIs as follows:

Stakeholder reference group strategy meetings	8
SCC & system partner meetings/consultations	12
MESRG representations on strategic forums	6
Intra-projects workshops participations	6
Total communities' health champions trained	5
Community health seminars delivered	10
Community fire safety workshops delivered	2
GSP volunteering focus group survey responses	117
National housing policy survey responses	37
Employment & skills research participations	3
Systems knowledge and digital engagement training	5
Young people drug abuse awareness talks	3
Direct payments strategy co-production case studies	9
Third sector participatory consultations	4

Following key system partner consultations have been undertaken so far, under this project:

- Health champions community training

Surrey Minority Ethnic Forum

- Liver disease and community medical research workshops
- Long COVID awareness seminar
- Mental health first aid training sessions
- Local government functioning and departments knowledge-based workshops
- Surrey Fire & Rescue focus group workshops around community and business safety
- Active engagement with SCC digital services
- Periodic group strategy meetings to highlight and discuss social issues facing ethnic minorities in Surrey
- Public policy redesign of employment and skills training opportunities (a joint consultation with Surrey County Council and Revealing Reality)
- Inputs to national housing policy (joint consultation with Epsom & Ewell borough council and GL Hearn)
- Grant distribution policy reshaping for community funding – healthier choices programme (East Surrey Place consultation)
- SCC EDI strategy steering group consultations
- Green Social Prescribing (GSP) volunteering – challenges and opportunities: redesigning engagement approach (SCC consultation)
- Adult Financial Recovery & Early Intervention Strategy (SABP NHS Trust consultation)
- Resident Engagement and Insights (RMI) discovery (SCC relationship management consultation)
- SCC Youth Research Partnership project consultation in collaboration with SCC, Surrey Youth Focus, other third sector partners and NIHR (Kent, Surrey & Sussex)
- Statutory sick pay policy reforms campaign initial scoping with Surrey Coalition of Disabled People and Centre for Progressive Change

The project had an overall direct community reach of 500 people, with indirect reach estimated at 10,000 people.

Our 'health and race' project works with public health professionals and Health Inequalities Task Group at Surrey County Council to raise concerns and feedback from community groups at different forums. This has resulted in professionals being more aware of the needs of the minoritised communities in Surrey. Diabetes and liver health awareness sessions were held where 120 people attended. Our perinatal equity project supports Black and minoritised pregnant women in Woking, Redhill and Stanwell. Regular drop-in sessions delivered by our community development workers aim to improve pregnancy experience and help ensure that the first 1000 days of an ethnic minority child can give them the best chances in life.

Our 'mental health engagement' project is being delivered in partnership with Surrey Coalition of Disabled People and the Independent Mental Health Network. This project is now in its second year and has engaged with 576 people across the county. The project is aimed at early prevention, reducing mental health stigma and improving access to services through co-production. The information cascaded through the project is showing an increased engagement with people from BAME communities with lived experience of mental health. We delivered mental health first aid training to 240 people (50 people attended certified mental health first aid training and 190 people attended mental health events). This training supported our 11 member groups to organise mental health events in their communities. The trainers were able to tailor events according to each community own needs such as language and location. People from ethnic minority communities were made aware of mental health issues and what to do in a mental health first aid situation as well as where to get long term support.

Our 'Surrey Faith Links' project aims to build interfaith harmony and improved relationships across multiple faith organisations and other sectors, particularly local authorities, public services, and voluntary and community groups. 23 Interfaith events were organised which were attended by 1150 people. The project helps create better understanding between people of diverse faiths and improve community cohesion. Surrey Faith Links project took the lead on raising awareness on climate change. 6 events were delivered with 185 people attending. As a result of these events, people developed greater understanding of climate change issues and how to reduce impact. They are also more aware of where to get support.

Our 'Muslim Women and Girls Eco Warriors' project worked with 30 women and girls on regular environmental and nature-based activities. The group engaged with Surrey Wildlife Trust, RHS Wisley Gardens and the Surrey Hills Society. The year-long project culminated in an art project called with RHS Wisley 'Under the Sea' – part of the annual 'House Plant Takeover' event. The result was two large hand-sewn fabric panels of including fish, seaweed, and coral that went on to be displayed in the RHS Wisley's famous glasshouse. The women and girls reported that the activities reduced their isolation and improved their wellbeing.

We have continued to support our 55 membership organisations with capacity building, education and training. Community groups were supported with governance matters, charity registrations, fundraising and engaging with our various projects. We also provided emergency financial assistance to eligible households from Black and minoritised ethnic communities through our membership organisations under the 'household support grant' scheme. Up to GBP 200/- per household were distributed to 136 Black and minoritised ethnic families facing income poverty.

During financial year 2022-23, we have directly impacted the lives of over 5,000 Black and minoritised ethnic people. Following projects are still ongoing:

1. Many Hands of Surrey
2. The Trust
3. Minoritised Ethnic Stakeholder Reference Group
4. Health & Race (including All Age Autism Strategy)
5. Perinatal Equity
6. BAME Mental Health Engagement
7. Surrey Faith Links
8. Household Support Grants.

Surrey Minority Ethnic Forum

ANNUAL REPORT OF THE TRUSTEES (cont'd)

Financial review

SMEF net funds position increased by 5% year-on-year from GBP 461,722 in financial year 2022 to GBP 484,635 in FY 2023. This comprises of GBP 342,410 of restricted funds and GBP 142,225 of unrestricted funds. SMEF raised a total of GBP 545,035 during the current financial year, compared to GBP 698,437 during previous year. SMEF's total current asset position as at March 31, 2023 is GBP 569,332 compared to previous year current asset balance of GBP 638,157. There is a significant decline in SMEF short term liabilities which are GBP 84,697/- compared to GBP 176,434 last year. This has improved SMEF net assets position significantly.

I would like to take this opportunity to thank all our staff and volunteers for their dedication and commitment to our work. I would also like to thank our members, supporters, donors, board of trustees and especially our funders for their support during the year. I look forward to reiterating the message of race equality for all through our various project activities and front-line advocacy.

Reserves are needed to bridge the gap between the spending and receiving of income to cover unplanned expenditure, and also to provide opportunities for investment in new activities. Our reserves policy gives the ideal range for reserves of between 3 and 12 months operating costs. As at the end of March 2023 this range was £131k-£522k based on the year's performance and so the closing balance of £484k which is within this range.

The principal uncertainties for the continued operation of SMEF are the lack of consistent unrestricted income sources and long term funding security with most grants being given over 1- 3 years.

Structure, Governance and Management

The Charity is constituted as a Company limited by Guarantee and is therefore governed by its Memorandum & Articles of Association.

The Directors of the Company are also Trustees of the Charity.

Eligibility for membership of the Charity and membership of the Board of Trustees is governed by the Memorandum & Articles of Association.

There are no restrictions on the operation of the Charity or on its investment powers, other than those imposed by general Charity law.

Trustees are appointed in consultation with the members of SMEF, and given a formal induction by the Chair of the Board.


Statement of responsibilities of the Trustees

The Charities and the Companies Acts require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to:-

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will not continue on that basis.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with both charity and company law. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are also responsible for the contents of the Trustees' report, and the responsibility of the independent examiner in relations to the Trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.



Surrey Minority Ethnic Forum

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Independent Examiner's Report to the Trustees of Surrey Minority Ethnic Forum

I report on the accounts of the company for the year ended 31st March 2023, which are set out on pages 6 to 11.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income did not exceed £1 million; and the trustees elected that the financial statements be subject to an independent examination. I am qualified to undertake the examination by being a qualified member and member in practice of the Association of Accounting Technicians.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- a) examine the accounts under section 145 of the 2011 Act;
- b) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011; and
- c) to state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view', and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- a) which give me reasonable cause to believe that in any material respect the requirements
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities have not been met, or
- b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Calhan Andrew Jones (CIMA Dip MA)

The Accounting Crew

Surrey Minority Ethnic Forum

**Statement of Financial Activities
for the year ending the 31st March 2023**
including the Income and Expenditure account

	Notes	Unrestricted Funds £	Restricted Funds £	2023 Total £	Unrestricted Funds £	Restricted Funds £	2022 Total £
Income from:							
Charitable activities		141,259	393,776	535,035	93,006	605,200	698,206
Donations		10,000	-	10,000	231	-	231
Total		<u>151,259</u>	<u>393,776</u>	<u>545,035</u>	<u>93,237</u>	<u>605,200</u>	<u>698,437</u>
Expenditure on:							
Charitable Activities							
Community engagement and events	2	169,029	353,093	522,122	31,075	376,584	407,659
Total		<u>169,029</u>	<u>353,093</u>	<u>522,122</u>	<u>31,075</u>	<u>376,584</u>	<u>407,659</u>
Net Income/(Expenditure)		<u>(17,771)</u>	<u>40,684</u>	<u>22,913</u>	<u>62,162</u>	<u>228,616</u>	<u>290,778</u>
Transfer between funds		62,379	(62,379)	-	-		
Total Funds brought forward at the 1st April		97,617	364,105	461,722	35,455	135,489	170,944
Total Funds carried forward at the 31st March	5	<u>142,225</u>	<u>342,410</u>	<u>484,635</u>	<u>97,617</u>	<u>364,105</u>	<u>461,722</u>

Surrey Minority Ethnic Forum

**Balance Sheet
at 31st March 2023**

	Notes	2023 £	2022 £
Current Assets			
Debtors	6	10,846	124,332
Cash at bank and in hand		<u>558,486</u>	<u>513,825</u>
		569,332	638,157
Liabilities			
Creditors: Amounts falling due within one year	7	84,697	176,434
Creditors: Amounts held on behalf of members	11	<u>-</u>	<u>-</u>
Net Current assets		<u>484,635</u>	<u>461,722</u>
Total Assets less Current Liabilities		<u>484,635</u>	<u>461,722</u>
Total Net Assets		<u>484,635</u>	<u>461,722</u>
The funds of the charity:			
Unrestricted Funds		142,225	97,617
Restricted Funds		<u>342,410</u>	<u>364,105</u>
Total Funds	5	<u>484,635</u>	<u>461,722</u>

The directors are satisfied that for the financial year ended 31st March 2022 the charitable company was entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006 and under section 144 of the Charities Act 2011.

Under section 145 of the Charities Act 2011 the accounts have been examined by an independent examiner, whose report appears on page 5.

The director's acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect of accounting records and for the preparation of accounts.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008, revised July 2014).

The financial statements were approved by the Board of Trustees on 28 Nov 2023 and were signed on its behalf by:

Thomas Dunkley (Co-Treasurer)

.....

**Notes to the Financial Statements
for the year ending the 31st March 2023**

1. Accounting Policies

Basis of Preparation

The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE), effective April 2008, revised July 2014, and all other applicable accounting standards, as modified by the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales (revised July 2014). The accounts have been prepared in accordance with the provisions of the Charity (Accounts and Reports) Regulations 2008 and the Companies Act 2006.

Cash flow exemption

Exemption has been taken from preparing a cash flow statement on the grounds that the Charity qualifies as a small company.

Fund Accounting

Restricted Funds is money received which has been earmarked for a specific purpose by the donor or which has been raised by the charity for particular purposes. This includes both specific costs of delivering the work, and a proportion of the overheads costs, which are general administration and office management expenses related to the charity as a whole.

Unrestricted Funds is money available for any purpose agree by the trustees within the general objectives of the charity and which have not been designated for any other purpose.

Income

All incoming resources are included in the Statement of Financial Activities where the Charity is entitled to the income and the amount can be quantified with reasonable accuracy.

Expenditure

All expenditure is accounted for on an accruals basis; which means the date the expense relates to, rather than when the payment was made.

Measurement of Financial Assets & Liabilities

All debtors, creditors and financial instruments are measured at amortised cost; which means, the original value less any amounts paid.

Pension

SMEF operates an autoenrolment pension scheme with Nest. This benefit is extended to all employees who wish to join. The scheme commenced during 2017/18 in line with our staging date.

Taxation

The charity does not incur any corporation tax on its charitable activities.

VAT

The charity does not have any income subject to VAT.

Reserves policy

Unrestricted reserves are regularly reviewed by the trustees to ensure they are sufficient to meet existing commitments and cover any expenses already committed or in the event that the Charity is wound up.

2. Analysis of expenditure on charitable activities

	Unrestricted	Restricted	2023 Total	2022 Total
Direct expenditure (note 3)	109,273	351,140	460,013	365,501
Support costs (office and admin costs)	48,478	1,952	50,430	40,320
Governance (note 4)	11,279	-	11,279	1,838
Community engagement and events	169,029	353,093	522,122	407,659

Of the total expenditure in 2022/23 £353,093 was restricted funds and £169,029 was unrestricted funds

Surrey Minority Ethnic Forum

Notes to the Financial Statements for the year ending the 31st March 2023

3. Analysis of direct expenditure	Unrestricted	Restricted	2023	2022
			Total	Total
Staff costs (note 8)	107,503	276,593	384,096	321,652
Facilitators fees/expenses	273	2,082	2,335	318
Meeting costs	1,497	22,065	23,562	20,115
Grants	-	50,400	50,400	23,415
Other	-	-	-	-
	<u>109,273</u>	<u>351,140</u>	<u>460,413</u>	<u>365,501</u>

4. Governance costs

	2023	2022
Staff costs	10,906	1,465
Independent Examiner's Report	360	360
Annual return	13	13
	<u>11,279</u>	<u>1,838</u>

5. Funds

These represent specific grants from supporters towards various programmes undertaken by Surrey Minority Ethnic Forum. The amounts carried forward

	Balance 1.4.2022 £	Income £	Expenditure £	Transfer between funds £	Balance 31.3.2023 £
Unrestricted Funds	97,617	151,259	169,029	(62,379)	142,225
Restricted Funds					
Office of the Police & Crime Commissioner for Surrey - Active Communities Project	34,001	675	9,182	25,494	-
Community Foundation - Being Ourselves/MWG	952	19,934	21,801		(914)
Community Foundation - Capacity Building	3,556	23,063	4,591		22,028
UK Community Foundations - BAME Infrastructure Fund	66,564	3,000	33,505		36,059
Mixed Funding - Health & Race	117,696	6,563	9,288		114,971
The National Lottery - Many Hands	60,366	95,478	85,682		70,162
Independent Mental Health Network - Mental Health Survey	22,006	43,425	45,303		20,128
Surrey County Council - Household Support	-	44,550	50,259		(5,709)
Health Education England - Community Participatory Action Research Project	37,142	1,030	1,287	36,885	-
Office of the Police & Crime Commissioner for Surrey - SMEF Trust Project	16,826	34,631	39,750		11,708
Surrey County Council - Surrey Faith Links	4,995	27,714	35,150		(2,434)
Let's Create		3,714	4,952		(1,246)
Perinatal Equity		90,000	12,343		77,657
	<u>364,105</u>	<u>393,776</u>	<u>353,093</u>	<u>62,379</u>	<u>342,410</u>
Total Funds	461,722	545,035	522,122	-	484,635

Comparative information for the movement in funds in the previous year is as follows:

	Balance 1.4.2021	Income	Expenditure	Balance 31.3.2022
	£	£	£	£
Unrestricted Funds	35,455	93,237	31,075	97,617
Restricted Funds				
Office of the Police & Crime Commissioner for Surrey - Active Communities Project	18,953	28,712	13,664	34,001
Community Foundation - Being Ourselves	952	24,000	24,000	952
Community Foundation - Capacity Building	-	9,431	5,875	3,556
UK Community Foundations - BAME Infrastructure Fund	-	80,500	13,936	66,564
Mixed Funding - Corona Virus Support Fund	3,869	4,655	8,524	-
Mixed Funding - Health & Race	41,510	143,950	67,764	117,696
The National Lottery - Many Hands	66,646	128,589	134,869	60,366
Independent Mental Health Network - Mental Health Survey	3,079	37,400	18,473	22,006
Community Foundation - Telephone Befriending	480	-	480	-
Surrey County Council - Household Support	-	20,000	20,000	-
Health Education England - Community Participatory Action Research Project	-	41,606	4,464	37,142
Office of the Police & Crime Commissioner for Surrey - SMEF Trust Project	-	50,482	33,656	16,826
Surrey County Council - Surrey Faith Links	-	35,875	30,881	4,995
	135,489	605,200	376,584	364,105
Total Funds	382,617	698,437	407,659	461,722

Surrey Minority Ethnic Forum

Notes to the Financial Statements
for the year ending the 31st March 2023

6. Debtors

	2023	2022
Debtors	<u>10,846</u>	<u>124,324</u>
	10,846	124,324

7. Creditors - amounts falling due within one year

	2023	2022
Deferred Income	80,000	165,432
Creditors	4,324	10,651
Accruals	<u>373</u>	<u>360</u>
	84,697	176,443

8. Staff costs

	2023	2022
Salaries	353,765	274,732
Employers Pension	16,316	13,508
Employers NI	<u>24,921</u>	<u>19,276</u>
	395,002	307,515

The average Head count in the year **15.9** **15.9**
No employees received emoluments of more than £60,000

9. Trustee remuneration

	2023	2022
Reimbursement of trustee travel costs (2022: 2 people)	<u>-</u>	<u>185</u>
	-	185

10. Related party declaration and conflict of interest

There were no related party transactions to declare during the financial year 22/23.

SURREY MINORITY ETHNIC FORUM LTD

England & Wales - Charity number 1153956

Accounts

Surrey Minority Ethnic Forum LTD

2022

Report and Financial Statements

Company Registration No. 8350097
Registered Charity No. 1153956



for the year ending the 31st March 2022

Surrey Minority Ethnic Forum

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for the year ending the 31st March 2022

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Surrey Minority Ethnic Forum
ANNUAL REPORT OF THE TRUSTEES
for the year ending the 31st March 2022

Reference and Administration Details

Name of Charity	Surrey Minority Ethnic Forum Ltd
Charity registration number	1153956
Date Registered	25th September 2013
Company Registration No.	8350097
Date registered:	7th January 2013

Principal Address

Astolat
Coniers Way, New Inn Lane
Burpham
Guildford
Surrey
GU4 7HL

Names of Trustees/ Directors

Neelam Devesher DL	Chair
Rajendra Chhetri	
Ajibha Judi Linney MBE	
Elizabeth Tinsley	Treasurer
Meeta Joshi	
Anita Ho	
Hayet Shahrezaey	
David Munro	
Professor Aftab Ala	Appointed 14 June 2022

Independent Examiner

The Accounting Crew Limited

This annual report is prepared to meet the requirements of the directors' report and accounts as required by company law.

Surrey Minority Ethnic Forum

ANNUAL REPORT OF THE TRUSTEES (cont'd)

Objectives and Activities

The charity's objects' ('Objects') are specifically restricted to the following:

To promote social inclusion for the public benefit by working with people in Surrey and the surrounding areas who are socially excluded on the grounds of being members of the minority ethnic communities and relieve the needs of such people and assist them to integrate into society, in particular by: Providing assistance to ethnic minority community and voluntary groups, acting as a forum for such groups, and making representations concerning minority ethnic communities to local authorities and service providers.

The Trustees are confident that the charity's intent and its performance clearly demonstrate that SMEF provides a public benefit.

Achievements and Performance: Chairs Report

For the year ending March 2022 Surrey Minority Ethnic Forum (SMEF) has continued to serve, support, and represent Surrey's black and minoritised ethnic population. Despite the disruption caused by Covid 19 our 48 member groups of diverse ethnicities have engaged enthusiastically with our programme of activities. We have had an eventful year delivering 13 projects that have made a positive impact on people's lives. As a Race Equality charity our focus is on addressing inequity and its impacts on the quality of life of our populations, we strive to increase social mobility for Surrey's 17% ethnic minority demographic.

The SMEF programme in the past year has focused on four themes.

Planning and governance, our staff and Trustees worked on a Strategic Plan mapping out the future direction of SMEF. Capacity building our 48 member groups enabling them to develop their own neighborhood organisations. Direct delivery of 6 projects that offered our communities opportunities to upskill, integrate and build their capability to volunteer and apply for jobs. Alongside projects that address social issues, Domestic abuse, and Community safety.

Cementing partnerships with strategic alliances with Public Health, Surrey Heartlands ICS, the Independent Mental Health Network, Surrey County Council, and the Office of the Police & Crime Commissioner.

Our flagship integration project Many Hands funded by the National Lottery in its second year empowered 45 women to upskill and grow in confidence. Our Identity and Belonging sessions delivered to local schools enabled 940 children to reflect on the diversity in their classrooms giving them confidence in their personal and communal identities. 244 people attended our Peoples assemblies on Covid, Cardiovascular disease and Climate change raising awareness on topical issues.

Our Active Communities project funded by the Office of the Police & Crime Commissioner in its 5th year delivered sessions on Domestic Abuse, Harmful traditional practices, Drug and alcohol abuse, Internet safety for parents and Child sexual exploitation awareness. Sessions on Hate Crime were delivered to schools. A total of 215 people attended these sessions.

I am the chair of Surrey Police Hate Crime Scrutiny Panel. This Panel has supported both Surrey Police and communities with high levels of hate crime incidents, by helping to develop a shared understanding between police and communities on how better to address issues of hate crime in the county.

Our Trust project funded by the Ministry of Justice supported 59 women and 114 children to transition out of complex abusive situations. The bespoke service enabled us to support women in a culturally specific way negotiating Islamic and UK divorces, making women aware of their rights and what is not acceptable in UK cultural norms. All this together with an extraordinary amount of individually tailored handholding and face to face support enabled women to successfully manage the conflict in their lives and map out positive futures for their families.

Our Muslim Women & Girls project ran activities for 45 women and 40 girls to improve their physical, emotional, and mental wellbeing. Helped their self-confidence, reduced isolation, and loneliness, made them aware of different health, environmental and social issues, making for stronger communities and supporting family life.

We worked with partners in Public Health and Surrey Heartlands Integrated Care Services to deliver a preventative Health programme, addressing vaccine hesitancy, mental health awareness and cardiovascular disease. 288 people took part in our Zoom Covid conversations and 584 people got vaccinated, 52 people participated in our mental wellbeing awareness sessions. 101 people took part in our regular virtual exercise sessions, addressing obesity and related health issues. We took part in the Community Participatory Action Research Project funded by Health Education England. Staff were trained and 3 community research projects were undertaken on the challenges for ethnic minority communities to access services, maternity experience, and challenges of access for cardiovascular care.

SMEF in partnership with Surrey Coalition of Disabled People and the Independent Mental Health Network has embarked on a 3-year project to include the voice of black and minoritised ethnic communities with lived experience of mental health to engage with service providers to shape services. 20 volunteers and 4 Faith Leaders are actively engaged with the project.

Our Faith Links project delivered a full programme of interfaith activities ranging from a poignant virtual conferences on Care, Dignity, Grief, and Faith in the time of COVID 19. A symposium on Climate change, Interfaith Cricket, and many conversations bringing people of all Faiths and none together to raise awareness on their individual practices and commonalities.

Our minoritised ethnic stakeholder reference group (MESRG) project is aimed at helping Surrey County Council and system partners re-shape delivery of services and design policies in line with the needs and aspirations of Surrey 17% ethnic population. The project successfully recruited 16 active community and faith leaders and delivered a series of 12 consultations. Direct payments survey in collaboration with the Surrey Coalition of Disabled People based on co-production delivery strategy was carried out as part of the project. 15 strategic forum meetings comprising of Surrey County Council, system partners, faith groups and third sector to ensure robust representation of ethnic communities were held. 2 education and training sessions were conducted to help improve understanding of local government systems and procedures among project volunteers. Separate training was organised for the volunteer group to improve working knowledge of IT systems and how best to engage with Surrey County Council online services.

Our Member and Capacity Building Project enabled 29 groups to raise funds for their individual organisations £48,478 was raised. Eighty- five Household Support Grants of £200 were distributed to vulnerable families, referrals were made by our member groups.

I am immensely proud that SMEF has directly impacted the lives of 2,711 ethnic minority people. Our ambition for the coming year is to increase our circle of influence whilst continuing to provide bespoke services to our communities.

SMEF in becoming a key partner in the county, and is influencing system partners to improve their service access so issues facing diverse communities are better addressed. This is helping to empower minority ethnic communities and increase their confidence and sense of well-being as residents of the county

I would like to take this opportunity to thank our Members, my Fellow Trustees, Staff and volunteers for their continued dedication and commitment to SMEF's work. I would also like to thank our supporters, donors, funders for their support during the year and I look forward to reiterating the message of Race Equality to all Surrey stakeholders.

Date: 30/01/2023

Neelam Devesher DL

Chair

A handwritten signature in black ink, appearing to read 'Neelam Devesher', with a stylized flourish at the end.

Surrey Minority Ethnic Forum

ANNUAL REPORT OF THE TRUSTEES (cont'd)

Financial review

The past year saw a continued scale up in activity for SMEF, with the lifting of restrictions allowing all programmes to resume in full during the year, we have investment from both our existing and new funders and now have a range of longer term grants which secures SMEF's sustainability in the medium term.

We continue to hold significant cash balances as our funders largely provide cash in advance of need. Debtors; which are people who owe us money or services is £124,332 this year as several funders were invoiced at the end of March for programmes starting in April. Creditors: people to whom we owe money is higher than last year due to some large bills being received in the last weeks of the year, and Deferred income (money received in advance for programmes which have not started yet) being higher than the previous year. Both these figures are representative of the increase in overall income that we have experienced.

Reserves are needed to bridge the gap between the spending and receiving of income to cover unplanned expenditure, and also to provide opportunities for investment in new activities. Our reserves policy gives the ideal range for reserves of between 3 and 12 months operating costs. As at the end of March 2022 this range was £102k-£408k based on the year's performance and so the closing balance of £462k is slightly above this, but is in line with the following years forecast expenditure and so the Trustees expect this will decrease as funds are use this in delivery during the following year.

The principal uncertainties for the continued operation of SMEF are the lack of consistent unrestricted income sources and long term funding security with most grants being given over 1- 3 years.

Structure, Governance and Management

The Charity is constituted as a Company limited by Guarantee and is therefore governed by its Memorandum & Articles of Association.

The Directors of the Company are also Trustees of the Charity.

Eligibility for membership of the Charity and membership of the Board of Trustees is governed by the Memorandum & Articles of Association.

There are no restrictions on the operation of the Charity or on its investment powers, other than those imposed by general Charity law.

Trustees are appointed in consultation with the members of SMEF, and given a formal induction by the Chair of the Board.

Statement of responsibilities of the Trustees

The Charities and the Companies Acts require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to:-

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will not continue on that basis.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with both charity and company law. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are also responsible for the contents of the Trustees' report, and the responsibility of the independent examiner in relations to the Trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

Surrey Minority Ethnic Forum

Independent Examiner's Report to the Trustees of Surrey Minority Ethnic Forum

I report on the accounts of the company for the year ended 31st March 2022, which are set out on pages 6 to 11.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income did not exceed £1 million; and the trustees elected that the financial statements be subject to an independent examination. I am qualified to undertake the examination by being a qualified member and member in practice of the Association of Accounting Technicians.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- a) examine the accounts under section 145 of the 2011 Act;
- b) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011; and
- c) to state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view', and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- a) which give me reasonable cause to believe that in any material respect the requirements
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities have not been met, or
- b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



The Accounting Crew

Surrey Minority Ethnic Forum

**Statement of Financial Activities
for the year ending the 31st March 2022**
including the Income and Expenditure account

	Notes	Unrestricted Funds £	Restricted Funds £	2022 Total £	Unrestricted Funds £	Restricted Funds £	2021 Total £
Income from:							
Charitable activities		93,006	605,200	698,206	28,999	297,190	326,189
Donations		231	-	231	10,597	-	10,597
Total		<u>93,237</u>	<u>605,200</u>	<u>698,437</u>	<u>39,596</u>	<u>297,190</u>	<u>336,786</u>
Expenditure on:							
Charitable Activities							
Community engagement and events	2	31,075	376,584	407,659	11,476	195,676	207,151
Total		<u>31,075</u>	<u>376,584</u>	<u>407,659</u>	<u>11,476</u>	<u>195,676</u>	<u>207,151</u>
Net Income/(Expenditure)		62,162	228,616	290,778	28,121	101,514	129,635
Total Funds brought forward at the 1st April		35,455	135,489	170,944	7,335	33,975	41,310
Total Funds carried forward at the 31st March	5	<u>97,617</u>	<u>364,105</u>	<u>461,722</u>	<u>35,455</u>	<u>135,489</u>	<u>170,944</u>

Surrey Minority Ethnic Forum

Balance Sheet
at 31st March 2022

	Notes	2022 £	2021 £
Current Assets			
Debtors	6	124,332	-
Cash at bank and in hand		<u>513,825</u>	<u>231,378</u>
		638,157	231,378
Liabilities			
Creditors: Amounts falling due within one year	7	176,434	51,434
Creditors: Amounts held on behalf of members	11	-	<u>9,000</u>
Net Current assets		<u>461,722</u>	<u>170,944</u>
Total Assets less Current Liabilities		<u>461,722</u>	<u>170,944</u>
Total Net Assets		<u>461,722</u>	<u>170,944</u>
The funds of the charity:			
Unrestricted Funds		97,617	35,455
Restricted Funds		<u>364,105</u>	<u>135,489</u>
Total Funds	5	<u>461,722</u>	<u>170,944</u>

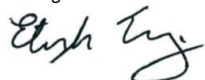
The directors are satisfied that for the financial year ended 31st March 2022 the charitable company was entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006 and under section 144 of the Charities Act 2011.

Under section 145 of the Charities Act 2011 the accounts have been examined by an independent examiner, whose report appears on page 5.

The director's acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect of accounting records and for the preparation of accounts.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008, revised July 2014).

The financial statements were approved by the Board of Trustees on 30 Jan 2023 and were signed on its behalf by:



.....
Elizabeth Tinsley
Date: 30/01/2023

**Notes to the Financial Statements
for the year ending the 31st March 2022**

1. Accounting Policies

Basis of Preparation

The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE), effective April 2008, revised July 2014, and all other applicable accounting standards, as modified by the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales (revised July 2014). The accounts have been prepared in accordance with the provisions of the Charity (Accounts and Reports) Regulations 2008 and the Companies Act 2006.

Cash flow exemption

Exemption has been taken from preparing a cash flow statement on the grounds that the Charity qualifies as a small company.

Fund Accounting

Restricted Funds is money received which has been earmarked for a specific purpose by the donor or which has been raised by the charity for particular purposes. This includes both specific costs of delivering the work, and a proportion of the overheads costs, which are general administration and office management expenses related to the charity as a whole.

Unrestricted Funds is money available for any purpose agreed by the trustees within the general objectives of the charity and which have not been designated for any other purpose.

Income

All incoming resources are included in the Statement of Financial Activities where the Charity is entitled to the income and the amount can be quantified with reasonable accuracy.

Expenditure

All expenditure is accounted for on an accruals basis; which means the date the expense relates to, rather than when the payment was made.

Measurement of Financial Assets & Liabilities

All debtors, creditors and financial instruments are measured at amortised cost; which means, the original value less any amounts paid.

Pension

SMEF operates an autoenrolment pension scheme with Nest. This benefit is extended to all employees who wish to join. The scheme commenced during 2017/18 in line with our staging date.

Taxation

The charity does not incur any corporation tax on its charitable activities.

VAT

The charity does not have any income subject to VAT.

Reserves policy

Unrestricted reserves are regularly reviewed by the trustees to ensure they are sufficient to meet existing commitments and cover any expenses already committed or in the event that the Charity is wound up.

2. Analysis of expenditure on charitable activities

	Unrestricted	Restricted	2022 Total	2021 Total
Direct expenditure (note 3)	17,053	348,448	365,501	170,936
Support costs (office and admin costs)	12,184	28,136	40,320	35,843
Governance (note 4)	1,838	-	1,838	373
Community engagement and events	31,075	376,584	407,659	207,151

Of the total expenditure in 2020/21 £195,676 was restricted funds and £11,476 was unrestricted funds

Surrey Minority Ethnic Forum

Notes to the Financial Statements for the year ending the 31st March 2022

3. Analysis of direct expenditure	Unrestricted	Restricted	2022	2021
			Total	Total
Staff costs (note 8)	14,067	307,585	321,652	165,556
Facilitators fees/expenses	-	318	318	283
Meeting costs	2,985	17,130	20,115	2,472
Grants	-	23,415	-	2,550
Other	-	-	-	75
	<u>17,053</u>	<u>348,448</u>	<u>342,086</u>	<u>170,936</u>

4. Governance costs

	2022	2021
Staff costs	1,465	-
Independent Examiner's Report	360	360
Annual return	13	13
	<u>1,838</u>	<u>373</u>

5. Funds

These represent specific grants from supporters towards various programmes undertaken by Surrey Minority Ethnic Forum. The amounts carried forward

	Balance 1.4.2021 £	Income £	Expenditure £	Balance 31.3.2022 £
Unrestricted Funds	<u>35,455</u>	<u>93,237</u>	<u>31,075</u>	<u>97,617</u>
Restricted Funds				
Office of the Police & Crime Commissioner for Surrey - Active Communities Project	18,953	28,712	13,664	34,001
Community Foundation - Being Ourselves	952	24,000	24,000	952
Community Foundation - Capacity Building	-	9,431	5,875	3,556
UK Community Foundations - BAME Infrastructure Fund	-	80,500	13,936	66,564
Mixed Funding - Corona Virus Support Fund	3,869	4,655	8,524	-
Mixed Funding - Health & Race	41,510	143,950	67,764	117,696
The National Lottery - Many Hands	66,646	128,589	134,869	60,366
Independent Mental Health Network - Mental Health Survey	3,079	37,400	18,473	22,006
Community Foundation - Telephone Befriending	480	-	480	-
Surrey County Council - Household Support	-	20,000	20,000	-
Health Education England - Community Participatory Action Research Project	-	41,606	4,464	37,142
Office of the Police & Crime Commissioner for Surrey - SMEF Trust Project	-	50,482	33,656	16,826
Surrey County Council - Surrey Faith Links	-	35,875	30,881	4,995
	<u>135,489</u>	<u>605,200</u>	<u>376,584</u>	<u>364,105</u>
Total Funds	<u>382,617</u>	<u>698,437</u>	<u>407,659</u>	<u>461,722</u>

Comparative information for the movement in funds in the previous year is as follows:

	Balance 1.4.2020	Income	Expenditure	Balance 31.3.2021
	£	£	£	£
Unrestricted Funds	7,335	39,596	11,476	35,455
Restricted Funds				
Office of the Police & Crime Commissioner for Surrey - Active Communities Project	12,080	25,888	19,015	18,953
Community Foundation - Being Ourselves	952	-	-	952
Community Foundation - Capacity Building	7,425	2,000	9,425	-
UK Youth Fund - Milan Girl's Group	4,613	-	4,613	-
Tampon Tax - Women of Surrey	8,905	-	8,905	-
UK Community Foundations - BAME Infrastructure Fund	-	18,523	18,523	-
Office of the Police & Crime Commissioner for Surrey - Corona Virus Support Fund	-	8,090	4,221	3,869
Mixed Funding - Health & Race	-	60,324	18,814	41,510
The National Lottery - Many Hands	-	161,127	94,481	66,646
Independent Mental Health Network - Mental Health Survey	-	3,800	721	3,079
MoJ - Telephone Befriending	-	9,894	9,894	-
Community Foundation - Telephone Befriending	-	4,994	4,514	480
	33,975	297,190	195,676	135,489
Total Funds	40,310	336,786	207,151	170,944

Surrey Minority Ethnic Forum

**Notes to the Financial Statements
for the year ending the 31st March 2022**

6. Debtors

	2022	2021
Debtors	<u>124,324</u>	-
	124,324	-

7. Creditors - amounts falling due within one year

	2022	2021
Deferred Income	165,432	49,369
Creditors	10,651	1,705
Accruals	<u>360</u>	<u>360</u>
	176,443	51,434

8. Staff costs

	2022	2021
Salaries	274,732	148,321
Employers Pension	13,508	6,936
Employers NI	<u>19,276</u>	<u>10,299</u>
	307,515	165,556

The average Head count in the year	15.9	8.4
No employees received emoluments of more than £60,000		

9. Trustee remuneration

	2022	2021
Reimbursement of trustee travel costs (2022: 2 people)	<u>185</u>	-
	185	-

10. Related party declaration and conflict of interest

One Trustee has a family member who holds a staff position. They had no part in the recruitment process and do not take part in decisions affecting that employee's project, pay or position.

11. Amounts held on behalf of members

SMEF supports its members in many ways, one of which has been holding cash on behalf of members who do not have a designated bank account for their group, allowing them to access funding from donors they would otherwise not be eligible for.

	2022	2021
Camberley Nepali Society	-	5,000
GoRendang CIC	<u>-</u>	<u>4,000</u>
	-	9,000

SURREY MINORITY ETHNIC FORUM LTD

England & Wales - Charity number 1153956

Accounts

Surrey Minority Ethnic Forum LTD

2021

Report and Financial Statements

Company Registration No. 8350097
Registered Charity No. 1153956



for the year ending the 31st March 2021

Surrey Minority Ethnic Forum

CONTENTS OF THE FINANCIAL STATEMENTS
for the year ending the 31st March 2021

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Surrey Minority Ethnic Forum
ANNUAL REPORT OF THE TRUSTEES
for the year ending the 31st March 2021

Reference and Administration Details

Name of Charity	Surrey Minority Ethnic Forum Ltd
Charity registration number	1153956
Date Registered	25th September 2013
Company Registration No.	8350097
Date registered:	7th January 2013

Principal Address

Astolat
Coniers Way, New Inn Lane
Burpham
Guildford
Surrey
GU4 7HL

Names of Trustees/ Directors

Neelam Devesher DL	Chair
Rajendra Chhetri	
Ajibha Judi Linney MBE	
Elizabeth Tinsley	Treasurer
Meeta Joshi	
Anita Ho	
Hayet Shahrezaey	
Elizabeth Mpyisi	12/08/2020 Resigned
David Munro	07/09/2021 Appointed

Independent Examiner

The Accounting Crew Limited

This annual report is prepared to meet the requirements of the directors' report and accounts as required by company law.

Surrey Minority Ethnic Forum

ANNUAL REPORT OF THE TRUSTEES (cont'd)

Objectives and Activities

The charity's objects' ('Objects') are specifically restricted to the following:

To promote social inclusion for the public benefit by working with people in Surrey and the surrounding areas who are socially excluded on the grounds of being members of the minority ethnic communities and relieve the needs of such people and assist them to integrate into society, in particular by: Providing assistance to ethnic minority community and voluntary groups, acting as a forum for such groups, and making representations concerning minority ethnic communities to local authorities and service providers.

The Trustees are confident that the charity's intent and its performance clearly demonstrate that SMEF provides a public benefit.

Achievements and Performance: Chairs Report

The period of this report April 2020-March 2021 was a time of great adversity where the most vulnerable amongst us the old, the infirm, frontline workers, doctors and nurses bore the brunt of a global pandemic. Yet, it was an exceptional year of growth for a community organisation like ours; our members were once again at the heart of it all. SMEF grew from being a micro charity with 5 members of staff to one employing the equivalent of 12 Full time staff running 9 projects all targeted at supporting people and building community resilience.

As we grappled with our changed circumstances the loss of jobs and livelihoods alongside the feeling of being trapped in our homes, we found new ways to stay connected and keep our spirits up. SMEF continued to operate business as usual with our staff and volunteers reconfiguring service delivery. The Board are immensely grateful to the team for seamlessly adapting to home working and new ways of working with increased use of technology. We were able to galvanise the power of our 48 member groups to create a network of support via telephone, social media and zoom. Communities met through Zoom- exercised, prayed, shared ideas alongside some serious discussions on vaccine resistance and efficacy.

We delivered several Covid emergency projects; a telephone befriending service for Elderly Nepali people, one for women and girls at the risk of Domestic abuse and a capacity building service which supported our members to deliver their own Covid emergency projects.

We collaborated with the Independent Mental Health Network and ran a survey on the impact of Covid on the mental health needs of minoritised communities. The recommendations from this survey enabled us to develop a three-year BAME mental Health project that will work with people with lived experience to shape services. We established partnerships with Surrey Heartlands Integrated Care Service, Public Health and Active Surrey on a Health & Race project focusing on the health and wellbeing needs of minoritised communities. We continued to work with Surrey County Council and our colleagues in the public and charitable sector disseminating timely information on resources and services that people could access. Our 'Many Hands' project delivered on its women's integration theme with Drop ins and community engagement conducted online. An additional grant from TNL provided us with Capital cost for laptops for our users to access online training.

Our work with the Office of the Police and Crime Commissioner in its fourth year met all its engagement targets, with 153 people attending our events and awareness raising sessions on Domestic Abuse, Harmful Traditional Practices and Drug and Alcohol Abuse. A Hate Crime event was attended by 236 young people. Ideas on how to call out, seek help and reject hate were endorsed. Ten individuals from diverse ethnic backgrounds formed the Hate Crime panel set up by Surrey Police and chaired by SMEF, four panel meetings where held cases reviewed and recommendations made.

Our Trustees played a key role, putting in many added volunteer hours to voice the needs of minoritised communities at strategic tables. Widening SMEF's circle of influence thus ensuring that the voice, needs and aspirations of Surrey's 17% ethnic minority demographic were integrated with that of other communities in Surrey.

In the coming year we will continue to deliver our Active Communities- community safety project and the Many Hands Integration project. Our Health & Race project tackling health inequalities will focus on those health conditions that minoritised communities are predisposed to. We will continue to build the capacity of our member groups and strengthen SMEF's internal infrastructure. We will continue to work closely with Surrey County Council to ensure that our communities play an active role in the civic life of the county. I am pleased to announce the inclusion of 'Surrey Faith Links' into our portfolio of projects. Surrey Faith Links is a well-established Surrey wide body it facilitates multi faith working and its outcomes of community cohesion resonate with SMEF's charitable objectives.

I would like to take this opportunity to thank all our staff and volunteers for their innovation and continued dedication and commitment to SMEF's work. I would also like to thank our members, supporters, donors, board of trustees and especially our funders for their support during the year and I look forward to reiterating the message of Race Equality to all Surrey stakeholders.

Date: 16.12.2021

Neelam Devesh DL
Chair



Surrey Minority Ethnic Forum

ANNUAL REPORT OF THE TRUSTEES (cont'd)

Financial review

The past year saw a huge scale up in activity for SMEF, some of which was anticipated, such as the Launch of two major programmes (Many Hands and Health & Race), however the impact of the Pandemic on the communities we represent and serve lead to a range of emergency funds being managed by us as the partner of choice for those seeking to support the minority communities in Surrey.

We continue to hold significant cash balances as our funders largely provide cash in advance of need. Debtors; which are people who owe us money or services is nil this year with no payments outstanding. Creditors: people to whom we owe money is slightly lower than last year due to no large bills being received in the last weeks of the year.

Reserves are needed to bridge the gap between the spending and receiving of income and also to cover unplanned expenditure, and provide opportunities for investment in new activities. Our reserves policy gives the ideal range for reserves of between 3 and 12 months operating costs. As at the end of March 2021 this range was £52k-£207k based on the year's performance and so the closing balance of £171k is within the range required and the Trustees intend to use this in delivery during the following years.

The principal uncertainties for the continued operation of SMEF are the viability of delivery during the pandemic where face to face contact which is vital for reaching certain groups is difficult, and the lack of significant unrestricted income sources and unrestricted reserves which are now small in comparison to our overall size.

Structure, Governance and Management

The Charity is constituted as a Company limited by Guarantee and is therefore governed by its Memorandum & Articles of Association.

The Directors of the Company are also Trustees of the Charity.

Eligibility for membership of the Charity and membership of the Board of Trustees is governed by the Memorandum & Articles of Association.

There are no restrictions on the operation of the Charity or on its investment powers, other than those imposed by general Charity law.

Trustees are appointed in consultation with the members of SMEF, and given a formal induction by the Chair of the Board.

Statement of responsibilities of the Trustees

The Charities and the Companies Acts require the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to:-

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will not continue on that basis.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with both charity and company law. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees are also responsible for the contents of the Trustees' report, and the responsibility of the independent examiner in relations to the Trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

Surrey Minority Ethnic Forum

Independent Examiner's Report to the Trustees of Surrey Minority Ethnic Forum

I report on the accounts of the company for the year ended 31st March 2021, which are set out on pages 5 to 9.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income did not exceed £1 million; and the trustees elected that the financial statements be subject to an independent examination. I am qualified to undertake the examination by being a qualified member and member in practice of the Association of Accounting Technicians.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- a) examine the accounts under section 145 of the 2011 Act;
- b) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011; and
- c) to state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view', and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- a) which give me reasonable cause to believe that in any material respect the requirements
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities have not been met, or
- b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



The Accounting Crew

Surrey Minority Ethnic Forum

**Statement of Financial Activities
for the year ending the 31st March 2021**
including the Income and Expenditure account

	Notes	Unrestricted Funds £	Restricted Funds £	2021 Total £	Unrestricted Funds £	Restricted Funds £	2020 Total £
Income from:							
Charitable activities		28,999	297,190	326,189	5,227	73,395	78,622
Donations		10,597	-	10,597	238	-	238
Total		<u>39,596</u>	<u>297,190</u>	<u>336,786</u>	<u>5,465</u>	<u>73,395</u>	<u>78,860</u>
Expenditure on:							
Charitable Activities							
Community engagement and events	2	11,476	195,676	207,151	22,728	82,759	105,487
Total		<u>11,476</u>	<u>195,676</u>	<u>207,151</u>	<u>22,728</u>	<u>82,759</u>	<u>105,487</u>
Net Income/(Expenditure)		28,121	101,514	129,635	(17,263)	- 9,364	(26,627)
Total Funds brought forward at the 1st April		7,335	33,975	41,310	24,598	43,339	67,937
Total Funds carried forward at the 31st March	5	<u>35,455</u>	<u>135,489</u>	<u>170,944</u>	<u>7,335</u>	<u>33,975</u>	<u>41,310</u>

Surrey Minority Ethnic Forum

**Balance Sheet
at 31st March 2020**

	Notes	2021 £	2020 £
Current Assets			
Debtors	6	-	2,684
Cash at bank and in hand		<u>231,378</u>	<u>40,850</u>
		231,378	43,534
Liabilities			
Creditors: Amounts falling due within one year	7	51,434	2,224
Creditors: Amounts held on behalf of members	11	<u>9,000</u>	-
Net Current assets		<u>170,944</u>	<u>41,310</u>
Total Assets less Current Liabilities		<u>170,944</u>	<u>41,310</u>
Total Net Assets		<u>170,944</u>	<u>41,310</u>
The funds of the charity:			
Unrestricted Funds		35,455	7,335
Restricted Funds		<u>135,489</u>	<u>33,975</u>
Total Funds	5	<u>170,944</u>	<u>41,310</u>

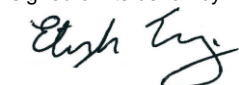
The directors are satisfied that for the financial year ended 31st March 2020 the charitable company was entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006 and under section 144 of the Charities Act 2011.

Under section 145 of the Charities Act 2011 the accounts have been examined by an independent examiner, whose report appears on page 4.

The director's acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect of accounting records and for the preparation of accounts.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008, revised July 2014).

The financial statements were approved by the Board of Trustees on 17 Dec 2021 and were signed on its behalf by:



.....
Elizabeth Tinsley

Surrey Minority Ethnic Forum

Notes to the Financial Statements for the year ending the 31st March 2021

1. Accounting Policies

Basis of Preparation

The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE), effective April 2008, revised July 2014, and all other applicable accounting standards, as modified by the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales (revised July 2014). The accounts have been prepared in accordance with the provisions of the Charity (Accounts and Reports) Regulations 2008 and the Companies Act 2006.

Cash flow exemption

Exemption has been taken from preparing a cash flow statement on the grounds that the Charity qualifies as a small company.

Fund Accounting

Restricted Funds is money received which has been earmarked for a specific purpose by the donor or which has been raised by the charity for particular purposes. This includes both specific costs of delivering the work, and a proportion of the overheads costs, which are general administration and office management expenses related to the charity as a whole.

Unrestricted Funds is money available for any purpose agreed by the trustees within the general objectives of the charity and which have not been designated for any other purpose.

Income

All incoming resources are included in the Statement of Financial Activities where the Charity is entitled to the income and the amount can be quantified with reasonable accuracy.

Expenditure

All expenditure is accounted for on an accruals basis; which means the date the expense relates to, rather than when the payment was made.

Measurement of Financial Assets & Liabilities

All debtors, creditors and financial instruments are measured at amortised cost; which means, the original value less any amounts paid.

Pension

SMEF operates an autoenrolment pension scheme with Nest. This benefit is extended to all employees who wish to join. The scheme commenced during 2017/18 in line with our staging date.

Taxation

The charity does not incur any corporation tax on its charitable activities.

VAT

The charity does not have any income subject to VAT.

Reserves policy

Unrestricted reserves are regularly reviewed by the trustees to ensure they are sufficient to meet existing commitments and cover any expenses already committed or in the event that the Charity is wound up.

2. Analysis of expenditure on charitable activities

			2021	2020
	Unrestricted	Restricted	Total	Total
Direct expenditure (note 3)	9,028	161,908	170,936	95,591
Support costs (office and admin costs)	2,075	33,768	35,843	7,939
Governance (note 4)	373	-	373	1,957
Community engagement and events	11,476	195,676	207,151	105,487

Of the total expenditure in 2019/20 £82,759 was restricted funds and £22,728 was unrestricted funds

Surrey Minority Ethnic Forum

Notes to the Financial Statements
for the year ending the 31st March 2021

3. Analysis of direct expenditure			2021	2020
	Unrestricted	Restricted	Total	Total
Staff costs (note 8)	9,028	156,528	165,556	79,268
Facilitators fees/expenses	-	283	283	887
Meeting costs	-	2,472	2,472	15,436
Other	-	2,625	2,625	-
	<u>9,028</u>	<u>161,908</u>	<u>170,936</u>	<u>95,591</u>

4. Governance costs

	2021	2020
Staff costs	-	1,644
Independent Examiner's Report	360	300
Annual return	13	13
	<u>373</u>	<u>1,957</u>

5. Funds

These represent specific grants from supporters towards various programmes undertaken by Surrey Minority Ethnic Forum. The amounts carried forward

	Balance 1.4.2020	Income	Expenditure	Balance 31.3.2021
	£	£	£	£
Unrestricted Funds	<u>7,335</u>	<u>39,596</u>	<u>11,476</u>	<u>35,455</u>
Restricted Funds				
Office of the Police & Crime Commissioner for Surrey - Active Communities Project	12,080	25,888	19,015	18,953
Community Foundation - Being Ourselves	952	-	-	952
Community Foundation - Capacity Building	7,425	2,000	9,425	-
UK Youth Fund - Milan Girl's Group	4,613	-	4,613	-
Tampon Tax - Women of Surrey	8,905	-	8,905	-
UK Community Foundations - BAME Infrastructure Fund	-	18,523	18,523	-
Office of the Police & Crime Commissioner for Surrey - Corona Virus Support Fund	-	8,090	4,221	3,869
Mixed Funding - Health & Race	-	60,324	18,814	41,510
The National Lottery - Many Hands	-	161,127	94,481	66,646
Independent Mental Health Network - Mental Health Survey	-	3,800	721	3,079
MoJ - Telephone Befriending	-	9,894	9,894	-
Community Foundation - Telephone Befriending	-	4,994	4,514	480
Young Womens Trust - Girls at risk	-	2,550	2,550	-
	<u>33,975</u>	<u>297,190</u>	<u>195,676</u>	<u>135,489</u>
Total Funds	<u>41,310</u>	<u>336,786</u>	<u>207,151</u>	<u>170,944</u>

Comparative information for the movement in funds in the previous year is as follows:

	Balance 1.4.2019	Income	Expenditure	Balance 31.3.2020
	£	£	£	£
Unrestricted Funds	<u>24,598</u>	<u>5,465</u>	<u>22,728</u>	<u>7,335</u>
Restricted Funds				
Office of the Police & Crime Commissioner for Surrey - Active Communities Project	9,161	34,276	31,357	12,080
Peoples Health Trust - Milan Programme	9,385	7,200	16,585	-
Awards for All - SMEF One World	6,566	-	6,566	-
Community Foundation - Women's Empowerment	1,107	-	1,107	-
Community Foundation - Being Ourselves	7,882	-	6,930	952
Tampon Tax - Milan Girl's Group	9,238	-	9,238	-
Community Foundation - Capacity Building	-	15,419	7,994	7,425
UK Youth Fund - Milan Girl's Group	-	6528	1,915	4,613
Tampon Tax - Women of Surrey	-	9,972	1,067	8,905
	<u>43,339</u>	<u>73,395</u>	<u>82,759</u>	<u>33,975</u>

Surrey Minority Ethnic Forum

**Notes to the Financial Statements
for the year ending the 31st March 2021**

6. Debtors

	2021	2020
Debtors	-	284
	<u>-</u>	<u>284</u>

7. Creditors - amounts falling due within one year

	2021	2020
Deferred Income	49,369	-
Creditors	1,705	1,924
Accruals	360	-
	<u>51,434</u>	<u>1,924</u>

8. Staff costs

	2021	2020
Salaries	148,321	76,247
Employers Pension	6,936	2,498
Employers NI	10,299	2,167
	<u>165,556</u>	<u>80,911</u>

The average Head count in the year	8.4	5.0
No employees received emoluments of more than £60,000		

9. Trustee remuneration

	2021	2020
Reimbursement of trustee travel costs (2020: 1 person)	-	25
	<u>-</u>	<u>25</u>

10. Related party declaration and conflict of interest

One Trustee declared an Interest when a family member applied for a position. They had no part in the recruitment process or in any matters affecting that employees project, pay or position.

11. Amounts held on behalf of members

SMEF supports its members in many ways, one of which has been holding cash on behalf of members who do not have a designated bank account for their group, allowing them to access funding from donors they would otherwise not be eligible for.

	2021	2020
Camberley Nepali Society	5,000	-
GoRendang CIC	4,000	-
	<u>9,000</u>	<u>-</u>