

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

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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 Devesher 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.

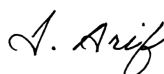
Basis of Independent Examiner's report

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>	<u>-</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>

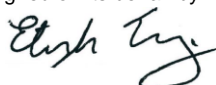
The directors are satisfied that for the financial year ended 31st March 2020 the charitable company was entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006. The members have not required the company to obtain an audit in accordance with section 476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

			2021	2020
3. Analysis of direct expenditure	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	-
	9,028	161,908	170,936	95,591

4. Governance costs

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

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	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
Young Womens Trust - Girls at risk	-	2,550	2,550	-
	33,975	297,190	195,676	135,489
Total Funds	41,310	336,786	207,151	170,944

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	24,598	5,465	22,728	7,335
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
	43,339	73,395	82,759	33,975

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. Trustees 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>