

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

**Reference and Administration Details**

<b>Name of Charity</b>	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 Deveshar DL

Chair

A handwritten signature in black ink, appearing to read 'Neelam Deveshar', 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 used 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 relation 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

	<b>Notes</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>2022 Total £</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>2021 Total £</b>
<b>Income from:</b>							
Charitable activities		93,006	605,200	698,206	28,999	297,190	326,189
Donations		231	-	231	10,597	-	10,597
<b>Total</b>		<u>93,237</u>	<u>605,200</u>	<u>698,437</u>	<u>39,596</u>	<u>297,190</u>	<u>336,786</u>
<b>Expenditure on:</b>							
Charitable Activities							
Community engagement and events	2	31,075	376,584	407,659	11,476	195,676	207,151
<b>Total</b>		<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**

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

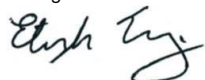
The directors are satisfied that for the financial year ended 31<sup>st</sup> March 2022 the charitable company was entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006. The members have not required the company to obtain an audit in accordance with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

			<b>2022</b>	<b>2021</b>
	Unrestricted	Restricted	Total	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)	<u>1,838</u>	<u>-</u>	<u>1,838</u>	<u>373</u>
<b>Community engagement and events</b>	<u>31,075</u>	<u>376,584</u>	<u>407,659</u>	<u>207,151</u>

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

			2022	2021
3. Analysis of direct expenditure	Unrestricted	Restricted	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
	17,053	348,448	342,086	170,936

#### 4. Governance costs

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

#### 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 £
<b>Unrestricted Funds</b>	35,455	93,237	31,075	97,617
<b>Restricted Funds</b>				
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
<b>Total Funds</b>	<b>382,617</b>	<b>698,437</b>	<b>407,659</b>	<b>461,722</b>

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

	<b>Balance 1.4.2020</b>	<b>Income</b>	<b>Expenditure</b>	<b>Balance 31.3.2021</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Unrestricted Funds</b>	<b>7,335</b>	<b>39,596</b>	<b>11,476</b>	<b>35,455</b>
<b>Restricted Funds</b>				
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
	<b>33,975</b>	<b>297,190</b>	<b>195,676</b>	<b>135,489</b>
<b>Total Funds</b>	<b>40,310</b>	<b>336,786</b>	<b>207,151</b>	<b>170,944</b>

## Surrey Minority Ethnic Forum

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

#### 6. Debtors

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

#### 7. Creditors - amounts falling due within one year

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

#### 8. Staff costs

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

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)	185	-
	<u>185</u>	<u>-</u>

#### 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	-	4,000
	<u>-</u>	<u>9,000</u>

