

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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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- centered 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 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.



Neelam Devesher DL Chair
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

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:

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 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 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

			2024	2023
	Unrestricted	Restricted	Total	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

			2024	2023
3. Analysis of direct expenditure	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	-
	(48,184)	544,987	496,802	460,413

4. Governance costs

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

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
	342,410	405,735	546,798		201,347
Total Funds	484,635	406,827	558,240	-	333,223

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

5. Debtors

	2024	2023
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.