



**Annual Report and Independently Examined  
Financial Statements**

**For the Period Ending 30<sup>th</sup> November 2022**

**SAMEE**

**Charity Registration Number 1170328**

**SAMEE – Charity Number 1170328**  
**Report of the Trustees for the Year Ended 30<sup>th</sup> November 2022**

The Board of Trustees have pleasure in presenting their Annual Report for the year ended 30<sup>th</sup> November 2022.

**Chairman's Report**

Welcome to the SAMEE 2021/22 Annual report following a year of growth as the demand for our charitable service surges due to the aftermath of Covid-19 and the Cost-of-Living crisis causing untold deprivation to our disabled and vulnerable beneficiaries.

The Trustees have diligently overseen the finances of the Charity and I am pleased to report that we have raised over £264,000 through grant funding, charitable activity and trading. The financial results reflect the dedication and input from the management team and volunteers. The Charity has focussed on maintaining the quality of service whilst demand for our support increases. The Cost-of-Living crisis has resulted in many business closures across Dorset, particularly in the physical retail sector where many disabled employees have been made redundant from several large chain stores closing down. The end of European funding linked to the UK's Brexit agreement has also resulted in the imminent closure of several business start-up projects in Dorset which has caused unprecedented demand for our services. To meet this surge in demand, the Charity has successfully secured 17 grant applications and several ongoing sub-contractual agreements. SAMEE has continued to build on strategic relationships with local agencies, grant-giving organisations and educational establishments to expand the awareness of the work we do throughout the Southern region.

The annual report and accounts are the primary means through which our Trustees will report on their stewardship and show public accountability. The Charity has responded to the Cost-of-Living crisis by carefully monitoring its usage of resources and limiting overheads in terms of use of utility services. The Charity continues to innovate and successfully created the UK's first 12-month level 1 self-employment course specifically for neurodiverse learners. The course is currently going through the process of accreditation with nationally recognised awarding body NCFE, and should be ready to offer from Spring 2023. Led by our Chief Executive Officer, Samantha Everard, the new course represents a culmination of over 5 years of deep research into the best practise self-employment support needs of neurodiverse young adults. The programme also represents the continuing ethos behind SAMEE's approach to delivery which is the 2...4...WITH principle. We don't do things TO the disabled community, or even FOR them, but WITH them! We ensure that our beneficiaries truly have a voice at all levels of SAMEE from Board level to every project via active steering groups. The Charity is able to offer a comprehensive support system that brings a diverse range of services to our clients which are not available from other sources. The Charity successfully renewed Matrix standard and also Cyber Essentials for heightened IT security. SAMEE also celebrated issuing the 150<sup>th</sup> small grant award to a vulnerable female in the community as part of our ongoing Charity Grants Partnership with Smallwood Trust.

Going forward, the Charity is looking to further develop new projects and grow our impact through the implementation of more contracts and strategic partnerships. With growth in mind, we welcomed Sak Awan to the Board as a new Trustee. Sak brings a wealth of recruitment-based experience and know-how which will support The Charity going forward as the employee team continues to expand.

The continuing success of the charity can only happen with the continued support of the Chief Executive Officer, her strong team, the trustees, our friends and valued partners, and may I extend a thank you for the continued assistance we have received.

**Review of Activities**

This past year has been one of great significance as we continued receiving support from ESFA and National Lottery support from their Community Fund as we launched our innovative 2-year supported self-employment programme. We successfully achieved grant awards for our core vulnerable adult provision including target minority groups such as supporting refugees from Ukraine via the Welcome Fund, and NHS referred participants via the NHS Charities Together Fund. This has meant an increase in support for more disabled adults in the local

community. Our core self-employment support programme for disabled adults also received a welcome boost in funding from the Talbot Village Trust Fund and People's Local Trust. Our employability support service for lone parents also received financial support from Alice Ellen Cooper Dean Charitable Trust and People's Health Trust which has enabled us to continue our significant impact on the Somerford Estate which continues to be an area of high deprivation in Dorset. The Charity, under the leadership of our Chief Executive Officer, has pushed forward to build a good reputation which is supported by solid foundations and a hardworking team.

Since 2016, the Support And Mentoring Enabling Entrepreneurship (SAMEE) charity has taught self-employment skills to enable over 250 disabled adults in Dorset to escape poverty, boost their wellbeing and gain further independence through successful self-employment start-up.

Our mission is to narrow the disability employment gap and help make our local disabled community stronger. We achieve this by co-producing self-employment skills-building projects directly with disabled community members designed to support them to explore non-traditional forms of employment that will fit around their health challenges and reduce the barriers they face to employment opportunities.

As Disability Confident Leaders, our unique delivery style is a flexible mix of personalised 1:1 guidance and peer mentoring support.

Our core programme DEBSS - Disabled Entrepreneurs Business Start-up Service, and feedback from beneficiaries over 5 years has enabled us to continue evolving it to ensure that more Dorset-based disabled adults can access our support and develop skills to get into self-employment and away from dependence on benefits.

Our online networking club The SAMEE DEN has grown rapidly to almost 200 members with many disabled entrepreneurs actively supporting each other.

Our three-step programme teaches self-employment skills with disabled people with each step leading towards successful self-employment start-up plus additional support throughout from volunteer business mentors.

ENGAGE – 1-hour holistic exploration of self-employment goals  
PREPARE – 6-hour flexible support to get beneficiary ready for trading  
THRIVE – 5-hour in-trade guidance and mentor support for trading clients

Our CEO continues her voluntary roles as the S.W. Regional Chair for the Office of Disability Issues and a Fellow of the IEP which continues to be a useful platform for employer engagement across the Southern region.

During the year from the 1<sup>st</sup> of December 2021 to the 30<sup>th</sup> November 2022, the SAMEE team have worked with 254 clients and of these 62 are now trading with a further 7 in employment. The remaining clients are currently receiving ongoing mentoring support with us or have been signposted to appropriate organisations that can help with their specific needs, e.g. debt management or counselling support.

The Trustees, Staff and Volunteers would like to extend a huge thank you to its supporters and advisers that help to maintain and contribute towards the cohesive service and support network for our clients.

#### **Reference and Administrative Information**

SAMEE was registered as a charity on the 23<sup>rd</sup> of November 2016 with the Charity Number of 1170328. The registered office is 36 Heather Road, Bournemouth, Dorset, although it trades from 881 Christchurch Road, Boscombe, Bournemouth, Dorset, BH7 6AU.

#### **Trustees**

Mr Simon Tucker – Chairman of the Board  
Mr Derek Hawley – Vice-Chair  
Mr Mark Everard  
Mrs Lea Hampton  
Mrs Debbie Porter

Ms Jacquellne Shave  
Ms. Elaine Collinson  
Mr Sak Awan  
Mrs Sara Brown – Treasurer and Company Accountant

The Chief Executive Officer of the Charity is Mrs Samantha Everard  
The Chief Operating Officer of the Charity is Mr Wayne David Ingram

#### **Principal Advisers**

Bankers                HSBC Bournemouth, Mrs Beverley Mcpheat  
Accountants        Clear Vision Accountancy Group, Mr Matthew Rogers

#### **Structure, Governance and Management**

##### Governing Document

SAMEE is a registered charity and operates under a signed and agreed Constitution.

##### Recruitment and Appointment of a Board of Trustees

The Trustee Board has the authority to co-opt members to its numbers at any time. Members of the Board will be elected or re-elected at each AGM.

##### Trustee Induction and Training

Trustees are sought to bring a variety of skills and knowledge to the Charity.

All new trustees will be given a pack containing the constitution and policies / procedures of the Charity, including the newly published SAMEE Charity Strategic Plan 2021-2026, the Charity Commission guide "The Essential Trustee" and the latest statements pertaining to the charity.

##### Organisational Structure

SAMEE Board of Trustees must have a minimum of three members. At present there are nine trustees. Responsibility for the day to day running of SAMEE is delegated to the Chief Executive Officer and through her to the volunteers. Budgetary control rests with the Chief Executive Officer and Accountant.

The Board of Trustees meet four times a year, or as often as is necessary. Current meetings have resumed in-person, but are flexible to ensure that all members can attend via remote means if necessary.

##### Risk Management

The Trustees actively encourage the Chief Executive Officer to review the major risks which the charity faces on a regular basis.

During the year the Policies have been extensively reviewed. They are written and published with a view to protecting the beneficiaries of the charity, as well as the volunteers, trustees and paid staff. The policies lay down the principles for the interaction between paid staff, volunteers and beneficiaries, reducing risk to an acceptable level, thus protecting the Charity.

##### Objectives

The Purpose and Objects of the CIO are:

*The prevention or relief of poverty, or financial hardship, in Dorset and surrounding counties for the public benefit, by providing and assisting with the provision of education, training and all the necessary support designed to enable individuals to generate a sustainable income and be self-sufficient by:*

- *Providing an employment centre in Boscombe to supply unemployed and disadvantaged people with mentoring support, interview techniques, office facilities, free Internet and subsistence.*
- *Providing information and guidance about the different entry routes to the labour market;*
- *Providing opportunities for work experience, shadowing and volunteering opportunities through working with local employers, charities and educational establishments.*

- Providing interview skills and practice, cv guidance and other guidance support local people back into employment;
- Providing support to the educational establishments within their careers guidance programmes; and
- To provide life skill training to support the public with transferable skills.

## Achievements and Performance

Reports on the achievements and activities of SAMEE for the period to 30<sup>th</sup> November 2022 are contained in this report.

## Financial Review

The Statement of Financial Activities (SOFA) for SAMEE and the Balance Sheet at 30<sup>th</sup> November 2022, together with associated explanatory notes, are given separate to this report.

## Plans for Future Periods

The Charity, has developed and plans to launch a new 12-month accredited level 1 qualification specifically for neurodiverse learners called Steps into Self-Employment. Over the next 12 months, the Charity will be fundraising in order to scale the new provision by increasing the uptake and geographical reach of the course which will be accredited by nationally recognised awarding body NCFE. The Charity will also start providing financial guidance in response to current Cost-of-Living crisis and deliver a variety of services to help disabled and disadvantaged clients to escape poverty, with an emphasis on reaching those that are the hardest to reach due to their socio-economic position or personal circumstances.

The overall vision for the SAMEE Charity is to continue expanding delivery of our tailored services and individually designed support for our clients as per our 5-year plan.

## Public Benefit

The Charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the Charity has achieved this are provided earlier in this report, under the heading "Review of Activities". The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the Charity should undertake. They do not consider that any of the charity's activities cause any significant detriment or harm and believe that any private benefit arising from the activities is incidental.

This report was approved by the Board on 1<sup>st</sup> December 2022.



CHARITY COMMISSION  
FOR ENGLAND AND WALES

SAMEE			Charity No (if any)	1170328
Annual accounts for the period				
Period start date	01/12/2021	To	Period end date	30/11/2022

## Section A Statement of financial activities

Recommended categories by activity	Unrestricted funds £ F01	Restricted income funds £ F02	Endowment funds £ F03	Total funds £ F04	Prior year funds £ F05
Incoming resources (Note 3)					
Income and endowments from:					
Donations and legacies	£2,525.81	£244,774.00	£0.00	£247,299.81	£149,981.52
Charitable activities	£0.00	£15,830.00	£0.00	£15,830.00	£6,460.02
Other trading activities	£0.00	£0.00	£0.00	£0.00	£0.00

Investments	£0.00	£0.00	£0.00	£0.00
Separate material item of Income	£0.00	£0.00	£0.00	£0.00
Other	£155.07	£0.00	£0.00	£11.46
<b>Total</b>	<b>£2,680.88</b>	<b>£260,604.00</b>	<b>£0.00</b>	<b>£263,284.88</b>
<b>Resources expended (Note 6)</b>				
<b>Expenditure on:</b>				
Raising funds	£0.00	£305.40	£0.00	£1,732.43
Charitable activities	£0.00	£185,780.60	£0.00	£163,329.26
Separate material item of expense	£148.60	£4,255.61	£0.00	£223.71
Other	£0.00	£0.00	£0.00	£0.00
<b>Total</b>	<b>£148.60</b>	<b>£190,341.61</b>	<b>£0.00</b>	<b>£165,285.40</b>
<b>Net income/(expenditure) before investment gains/(losses)</b>				
	£2,532.28	£70,262.39	£0.00	£72,794.67
Net gains/(losses) on Investments	£0.00	£0.00	£0.00	£0.00
<b>Net income/(expenditure)</b>	<b>£2,532.28</b>	<b>£70,262.39</b>	<b>£0.00</b>	<b>£72,794.67</b>
Extraordinary items	£0.00	£0.00	£0.00	£0.00
Transfers between funds	£0.00	£0.00	£0.00	£0.00
<b>Other recognised gains/(losses):</b>				
Gains and losses on revaluation of fixed assets for the charity's own use	£0.00	£0.00	£0.00	£0.00
Other gains/(losses)	£0.00	£0.00	£0.00	£0.00
<b>Net movement in funds</b>	<b>£2,532.28</b>	<b>£70,262.39</b>	<b>£0.00</b>	<b>£72,794.67</b>
<b>Reconciliation of funds:</b>				
Total funds brought forward	£8,460.55	£82,644.60	£0.00	£91,105.15
<b>Total funds carried forward</b>	<b>£10,992.83</b>	<b>£152,906.99</b>	<b>£0.00</b>	<b>£163,899.82</b>

## **BALANCE SHEET**

30<sup>th</sup> November 2022

### **ASSETS**

Fixed Assets	Total Fixed Assets	£0.00
Current Assets	Bank Account	£172,520.59
	Paypal	£ 140.37
	<b>Total Assets</b>	<b>£172,660.96</b>

### **LIABILITIES**

Smallwood Grant Trust Fund		£8,761.14
	<b>Total Liabilities</b>	<b>£8,761.14</b>
	<b>TOTAL NET ASSETS</b>	<b>£163,899.82</b>

### **EQUITY**

Net Profit / Loss (prior year(s))	£91,105.15	
Net Profit / Loss (current year)	£72,794.67	
	<b>TOTAL EQUITY</b>	<b>£163,899.82</b>

## Accounting Policies

### Charity Information

SAMEE is a Charitable Incorporated Organisation (CIO), registered with the Charities Commission under number 1170328. The registered office is 36 Heather Road, Bournemouth, Dorset, BH10 5EE.

### Accounting Convention

The financial statements have been prepared in accordance with the Charity's constitution and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). SAMEE is a Public Benefit Entity as defined by FRS 102.

SAMEE has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of SAMEE.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

### Going Concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that SAMEE has adequate resources to continue in operational existence for the foreseeable future. The Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

### Charitable Funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements where necessary.

### Incoming Resources

Income is recognised when SAMEE is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Donations are recognised on receipt. Other donations are recognised once SAMEE has been notified of the donation, unless performance conditions require deferral of the amount.

### Resources Expended

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing SAMEE to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Costs of charitable activities comprise the costs of providing facilities for self-employment support, employment support, workshops and education, together with its associated support costs.

Other costs, noted as "Separate Material Item of Expense", are those functions that assist the work of SAMEE but do not directly undertake charitable activities. These include back-office costs, repairs and maintenance costs, finance etc which supports the charity's activities.

#### **Trustees**

None of the Trustees personally received any remuneration or benefits from SAMEE during the year.

#### **Reserves Policy**

The reserves of the SAMEE charity fall into two different categories: Unrestricted Funds; Restricted Funds.

Unrestricted Funds represent those balances that can be used for any purpose that allows the SAMEE charity to achieve its stated objectives. The income is received with no restrictions placed by the giver as to how it may be used.

Restricted Funds shows income awarded to the SAMEE charity for specific projects and purposes, stated by the funder.

The SAMEE charity Trustees believe the reserves are more than adequate to maintain the charity through a 3-month period. There are enough reserves to support the ongoing costs of the 2 admin employees and head office, should all projects cease and no further income received. The Trustees are aware that the charity runs, currently, on a project-by-project basis and the costs associated with those are covered by the restricted grants coming in.

The Trustees keep the situation under review and will act to implement any changes that become necessary to ensure the continuation of the Charity.



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  
THE SAMEE Charity

On accounts for the year  
ended

30 November 2022

Charity no  
(if any)

1170328

Set out on pages

5 to 8

(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 30 Nov 2022

Responsibilities and  
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of Association of Chartered Certified Accountants.

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:

20.3.23

Name:

Matthew Rogers FCCA

Relevant professional  
qualification(s) or body

Association of Chartered Certified Accountants

(if any): 

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Address: 

Clear Vision Accountancy Ltd
1 Abacus House, Newlands Road, Corsham, Wiltshire
SN13 0BH

<b>Section B</b>	<b>Disclosure</b>
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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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