



**Annual Report and Independently Examined  
Financial Statements**

**For the Period Ending 30<sup>th</sup> November 2023**

**SAMEE**

**Charity Registration Number 1170328**

**SAMEE – Charity Number 1170328**  
**Report of the Trustees for the Year Ended 30<sup>th</sup> November 2023**

The Board of Trustees have pleasure in presenting their Annual Report for the year ended 30<sup>th</sup> November 2023.

**Chairman's Report**

Welcome to the SAMEE 2022/23 Annual report following a year of continuing growth as the demand for our charitable services continues to surge, and a new innovative service is launched winning a prestigious award.

The Trustees have diligently overseen the finances of the Charity and I am pleased to report that we have raised over £350,000 through grant funding and charitable activity. 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 continued to cause untold financial strife and misery for a large section of the disabled community, and the jobs market continues to be a highly competitive place causing significant barriers to opportunity for disabled applicants. All this has caused continuing unprecedented demand for our services. To meet this surge in demand, the Charity has successfully secured 16 grant-funded projects and several ongoing partnerships. 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 South West region and beyond.

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 continued its growth and scaled its impact with the Trustee Board carefully monitoring its usage of resources and limiting overheads in terms of use of utility services. The Charity continues to innovate and has officially launched its groundbreaking level 1 Steps Into Self-Employment programme which won the 2023 Career Development Industry award for best Post-16 Education Programme. It has been officially accredited by awarding body NCFE as an official level 1 qualification, and the first cohort of 6 neurodiverse Learners have successfully completed the programme with 100% positive outcomes. Five are sustainably self-employed, and 1 is traditionally employed. All 6 Learners continue to receive ongoing support from our dedicated team of volunteer peer mentors. The programme also reflects 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 has recently restructured in order to build resilience in preparation for growth with an additional member of the Senior Leadership Team, and key existing team members being promoted to team leadership roles. SAMEE also celebrated issuing the 200<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 the award-winning Steps Into Self-Employment programme by scaling its impact from increasing the enrolment number of neurodiverse Learners. 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**

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

Our continuing 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. And, as Disability Confident Leaders, we ensure that our work is delivered in a flexible mix of personalised 1:1 guidance and peer mentoring support with bespoke resources tailored to each individual beneficiary.

This past year has been one of great significance as we continued receiving National Lottery support from their "Reaching Communities" Community Fund which has helped us build long term resilience for impacting our disabled adult beneficiaries.

We have also received funding in order to support a second cohort of 6 Learners through our award-winning Steps Into Self-Employment level 1 programme. The MSE charity supported our Learners through the finance themed units of the programme, and 4 Tesco stores Blue Tokens scheme also supported the project costs.

We successfully received grant awards for our core vulnerable adult holistic provision targeting vulnerable adults living in the socio-economically deprived Somerford Estate area via the SNG World Mental Health Day fund, Wessex Water Community Fund and the Winter Crisis Fund.

Our core self-employment support programme for disabled adults also received a welcome boost in funding from the RSA Fellows Fund, Abbvie and the Alice Ellen Cooper Dean Charitable Trust which has enabled us to continue our significant impact from our core disabled adult self-employment support projects throughout Dorset. The Charity, under the leadership of our Chief Executive Officer, has continually pushed forward to build a positive reputation which is supported by solid foundations and a hardworking team.

### **DEBSS**

Our core adult provision programme DEBSS - Disabled Entrepreneurs Business Start-up Service, and feedback from beneficiaries over 6 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 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 – 3 hours of holistic support and exploration of self-employment goals

PREPARE – 6 hours of flexible support to get beneficiary ready for trading

THRIVE – 3 hours of in-trade guidance and peer mentoring support

Our online networking club The SAMEE DEN has grown rapidly to almost 125 members with many disabled entrepreneurs actively supporting each other.

### **Steps Into Self-Employment**

For young adults, we offer our award-winning Steps Into Self-Employment level 1 qualification programme as described above. The Steps Into Self-Employment programme consists of 4 distinct modules:

- Sharing with You
- Knowing What to Do
- Seeing it Through
- Reflect and Review

During the year from the 1<sup>st</sup> of December 2022 to the 30<sup>th</sup> November 2023, the SAMEE team had 383 new referrals and worked with 719 clients. Of the 383 new referrals, 48 are now trading, 111 are test marketing/beginning to trade with a further 28 in a form of 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.

### **Campaign and Advocacy work**

Our CEO continues in her voluntary role as the South West Regional Chair for the Disability Unit in Cabinet Office and is now currently studying towards a Doctorate qualification to better understand how neurodivergent people engage and experience formal business support.

As part of the Disability Unit role, we have been involved with the accessibility panel for the King's Coronation; shared information and case studies at round table events for the Disability Action Plan; attended an oral inquiry for the education into employment House of Lords inquiry; gave evidence for the Buckland Autism review and attended other Government meetings.

#### **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 Sak Awan – Vice-Chair  
Mr Mark Everard  
Mrs Lea Hampton  
Mrs Debbie Porter  
Ms Jacqueline Shave  
Ms Elaine Collinson  
Mrs Sara Brown – Treasurer and Charity Accountant

The Chief Executive Officer of the Charity is Mrs Samantha Everard  
The Deputy Chief Executive of the Charity is Mr Wayne Ingram  
The Chief Operating Officer of the Charity is Mrs Tara Fisher

#### **Principal Advisers**

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 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 2023 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 2023, 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 supported internship specifically for neurodiverse learners alongside the accredited Steps into Self-Employment qualification. 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 programme. The Charity will continue providing outreach support to those disadvantaged by the current Cost-of-Living crisis and deliver a variety of services to help disabled beneficiaries 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	1170328
Annual accounts for the period				
Period start date	01/12/2022	To	Period end date	30/11/2023

## 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
<b>Incoming resources (Note 3)</b>					
Income and endowments from:					
Donations and legacies	£1,325.32	£232,848.50	£0.00	£234,173.82	£247,299.81
Charitable activities	£0.00	£119,624.29	£0.00	£119,624.29	£15,830.00
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	£0.00
Other	£2,196.23	£0.00	£0.00	£2,196.23	£155.07
<b>Total</b>	<b>£3,521.55</b>	<b>£352,472.79</b>	<b>£0.00</b>	<b>£355,994.34</b>	<b>£263,284.88</b>
<b>Resources expended (Note 6)</b>					
Expenditure on:					
Raising funds	£0.00	£3.49	£0.00	£3.49	£305.40
Charitable activities	£0.00	£335,078.07	£0.00	£335,078.07	£185,780.60
Separate material item of expense	£120.80	£2,991.69	£0.00	£3,112.49	£4,404.21
Other	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Total</b>	<b>£120.80</b>	<b>£338,073.25</b>	<b>£0.00</b>	<b>£338,194.05</b>	<b>£190,490.21</b>
<b>Net income/(expenditure) before investment gains/(losses)</b>	<b>£3,400.75</b>	<b>£14,399.54</b>	<b>£0.00</b>	<b>£17,800.29</b>	<b>£72,794.67</b>
Net gains/(losses) on investments	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Net income/(expenditure)</b>	<b>£3,400.75</b>	<b>£14,399.54</b>	<b>£0.00</b>	<b>£17,800.29</b>	<b>£72,794.67</b>
Extraordinary items	£0.00	£0.00	£0.00	£0.00	£0.00
Transfers between funds	£0.00	£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	£0.00
Other gains/(losses)	£0.00	£0.00	£0.00	£0.00	£0.00
<b>Net movement in funds</b>	<b>£3,400.75</b>	<b>£14,399.54</b>	<b>£0.00</b>	<b>£17,800.29</b>	<b>£72,794.67</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward	£10,992.83	£152,906.99	£0.00	£163,899.82	£0.00
<b>Total funds carried forward</b>	<b>£14,393.58</b>	<b>£167,306.53</b>	<b>£0.00</b>	<b>£181,700.11</b>	<b>£163,899.82</b>

**BALANCE SHEET**30<sup>th</sup> November 2023**ASSETS**

Fixed Assets	Total Fixed Assets	£0.00
Current Assets	Bank Account	£166,787.64
	Paypal	£ 145.95
	<b>Total Assets</b>	<b>£166,933.59</b>

**LIABILITIES**

<b>LIABILITIES</b>	
Smallwood Grant Trust Fund	£776.30
PAYE Payable	£316.72
Pensions Payable	£ 84.30
<b>Total Liabilities</b>	<b>£1,177.32</b>

**DEBTORS**

<b>DEBITORS</b>		
Accounts Receivable		£15,943.84
	<b>Total Due</b>	<b>£15,943.84</b>
	<b>TOTAL NET ASSETS</b>	<b>£181,700.11</b>

**EQUITY**

Net Profit / Loss (prior year(s))	£72,794.67	
Net Profit / Loss (current year)	£17,800.29	
	<b>TOTAL EQUITY</b>	<b>£181,700.11</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 2023

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 30/11/2023

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:

M. Rogers

Date:

6.3.24.

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, GORSHAM
WILTSHIRE, SN13 0PS

## 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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