Company Number: 4538405

Registered Charity Number: 1098838

Financial Accounts for the year ended 31st March 2007

Saul Fairholm and Co. Chartered Accountants 12 Tentercroft Street Lincoln LN5 7DB





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# Financial Accounts for the year ended 31st March 2007

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## Financial Accounts for the year ended 31st March 2007

## **COMPANY INFORMATION**

THE TRUSTEES:

C Burke

**EXECUTIVE COMMITTEE:** 

E A Holditch

J Bain G C Espin Wing Sze Liu D J Cotton M A Rafique

P Taylor H Squires

**COMPANY SECRETARY** 

G C Espin

**REGISTERED OFFICE:** 

The Voluntary Sector Hub

Beaumont Fee

Lincoln LN1 1UW

**AUDITORS:** 

Saul Fairholm and Co

Chartered Accountants 12 Tentercroft Street

Lincoln LN5 7DB

**BANKERS:** 

Co-Operative Bank Plc

King Valley Yew Street Stockport SK4 2JU

**COMPANY NUMBER:** 

4538405

**REGISTERED CHARITY NUMBER:** 

1098838

### Report of the Trustees for the year ended 31st March 2007

The Trustees present their report and the financial statements of the Charity for the year ended 31st March 2007

### 1. **LEGAL AND ADMINISTRATIVE INFORMATION**

Lincolnshire Racial Equality Council is a registered Charity, number 1098838 and a registered Company number 4538405 — Its governing document is its Articles of Association — The Company is limited by guarantee and does not have a share capital

The registered office and names and addresses of advisers are set out on the company information page

The Company was incorporated on 18th September 2002 and the Charity was entered on the register of charities on 1st August 2003

### 2. OBJECTIVES

The principal objectives of the Charity are to work towards elimination of racial discrimination and to promote equality of opportunity between persons of different racial groups

### 3. THE TRUSTEES

The Trustees, who are also Directors, that served the Charity during the year, were as follows

- B Ahmed (resigned 19<sup>th</sup> October 2006)
- L Amery (resigned 19<sup>th</sup> July 2007)
- J Bain
- M D Baxter (resigned 31st July 2007)
- S C McFarlane (resigned 24<sup>th</sup> July 2007)
- M A Rafique
- Chief Inspector P J Elliott (resigned 11<sup>th</sup> July 2007)
- R Bushell (resigned 19th October 2006)
- C A Fretwell (resigned 1<sup>st</sup> October 2007)
- K Alexander (resigned 19<sup>th</sup> October 2006
- D J Cotton (appointed 19<sup>th</sup> October 2006)
- Wing Sze Liu (appointed 19<sup>th</sup> October 2006)
- C Burke (appointed 19th October 2006)
- G C Espin (appointed 19th October 2006)
- E A Holditch (appointed 19<sup>th</sup> October 2006)
- P Taylor (appointed 19<sup>th</sup> October 2006)
- H Squires

#### 4. **RESERVES POLICY**

The Trustees regularly review the reserves of the Charity This review encompasses the nature of the income and expenditure streams and the need to maintain adequate working capital for all our core costs. In the present and previous financial years the Charity has endeavoured to deliver its core services. In doing so the delivery of these services has placed a high demand on finances and thus the financial position of the Charity has changed and a strain has been high on reserves. This has necessitated a review of the reserves policy, which while under review has not always been able to be fulfilled.

## Report of the Trustees for the year ended 31st March 2007 (Cont'd)

### 4. <u>RESERVES POLICY</u> (CONT'D)

The Charity has sought and continues to seek new and alternative funding streams. As and when funding reaches a level which is sustainable the Trustees will again review the reserves policy and put in place a more robust structure. In the period immediately following the period covered by these accounts the Charity has undergone a major restructure of both staff and management committee and the financial structure is undergoing vigorous modifications and system changes which will benefit both the Charity's ability to deliver core services but also allow a proper focus on reserves

### 5. **INVESTMENT POLICY**

The Charity's governing document requires that the Council invest and deal with the monies of the Council not immediately required in such a manner as may from time to time be determined. The investment strategy is set by the Trustees, such policy will be reviewed regularly. Any such policy in place will take full account of the demands placed on monies held by the Charity for the delivery of core services. While investment will be sought where possible and appropriate the Charity will have a first duty to discharge any money it holds for the delivery of those services. Any investment of money will also take into account the ease by which those funds can be accessed without time or financial penalties when the delivery of core services may demand and remain the priority reason for the Charity's existence

### 6. <u>DIRECTORS AND TRUSTEES</u>

The Trustees of the Charity are also Directors of the Company and there are no other Trustees They received no remuneration for their role as Trustees/Directors

The Trustees are elected from the membership. The executive can also co-opt members. They serve between one and three years. Appropriate training is provided to Trustees on their appointment and throughout their service. The Trustees meet at least quarterly to administer the business of the Charity.

### 7. RISK MANAGEMENT

The Trustees actively review the major risks which the Charity faces on a regular basis and believe that attempting to maintain reserves at appropriate levels, combined with an annual review of the controls over key financial systems, will provide sufficient resources in the event of adverse conditions. In the current year the Charity has undertaken a full review of all its policies and protocols and this includes the risk management policy. While it is prudent to take full account of any risk that may be posed to the Charity, it is also felt that risks have been brought to as low a chance of occurring as they can. Along with the policy reviews the Charity has undertaken a review of personnel, both staff and management committee. The management committee recruitment is now much more based upon the skills which members can bring to the Charity. Due to the nature of the core business of the Charity there will always be an element of risk but this is kept to as low a state as possible and constantly reviewed.

# 8. <u>DEVELOPMENT, ACTIVITIES AND ACHIEVEMENT THIS YEAR</u> (CHARITY PLANS)

The Trustees consider that the performance of the Charity has been satisfactory during the year. The Trustees acknowledge that further enhancement is needed to respond to the needs of all user groups more effectively across Lincolnshire. The organisation for the year to March 2007 was the benefactor of funding from the Commission for Racial Equality, the Community Empowerment Fund and Lincolnshire County Council.

### Report of the Trustees for the year ended 31st March 2007 (Cont'd)

# 8. <u>DEVELOPMENT, ACTIVITIES AND ACHIEVEMENT THIS YEAR</u> (CHARITY PLANS) (CONT'D)

As a management committee the Trustees are undertaking a vigorous assessment of the future funding needs of the Charity and the ability to link with and work with partners in the same sector of delivery and those who seek to access the services the Charity can provide. A full review of operational policy, procedure and effectiveness has been implemented and the restructure of the management committee and more importantly the staff has taken place resulting in the Charity having the ability to be more effective and better able to deliver the core services it seeks to offer to Lincolnshire. There will be a continuous assessment over the coming twelve months on those core services and delivery and if and when prudent to do so the Charity will consider the wider equalities agenda and where and when it can link effectively with partners in delivering those services to meet the needs of the county

Within this however, the Charity is mindful that this must be relevant to the core services being delivered, is in line with the aims and constitution of the Charity and is risk managed appropriately. Where appropriate and necessary the Charity will consult fully with its user groups it partners and individuals either as representatives of the communities they represent or as individual members of the BME groups within the County. The Charity is also seeking closer partnerships working with the Local Authorities of the County. Several are already partners and accessing the services the Charity has to offer, but we will seek to form partnerships with those who are not currently in full partnership with us. We continue to work with and to form partnerships with other voluntary sector charities and groups delivering similar core services to ourselves.

#### 9. CONTRIBUTIONS IN KIND

The Trustees acknowledge with thanks the provision of accommodation by the Youth Service and by South Kesteven District Council and contributions received from City of Lincoln Council towards accommodation costs in Lincoln. The cost saving resulting from these contributions in kind has not been quantified and accordingly is not reflected in the statement of financial activities.

#### 10. STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice

Company law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Company and of the profit or loss of the Company for that year In preparing those accounts the Trustees are required to

- select suitable accounting policies and then apply them consistently,
- make judgements and estimates that are reasonable and prudent,
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the Company will continue in business

The Trustees are responsible for keeping proper accounting records which disclose reasonable accuracy at any time the financial position of the Company and to enable them to ensure that the accounts comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## Report of the Trustees for the year ended 31st March 2007 (Cont'd)

# 11. STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

So far as the Trustees are aware there is no relevant audit information (as defined by Section 234ZA of the Companies Act 1985) of which the Company's auditors are unaware, and each Trustee has taken all the steps they ought to have taken as a Trustee in order to make them aware of any relevant audit information and to establish that the Company's auditors are aware of that information

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies

#### BY ORDER OF THE BOARD

Wing Sze Liu - Trustee

D J Cotton - Trustee/Treasurer

Authorised for issue on 30th January 2008

# INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF LINCOLNSHIRE RACIAL EQUALITY COUNCIL

We have audited the financial statements of Lincolnshire Racial Equality Council for the year ended 31<sup>st</sup> March 2007 which comprise the Statement of Financial Activities, the Income and Expenditure Account, the Balance Sheet and the related notes These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2005) and the accounting policies set out therein

This report is made solely to the Company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the Company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the Company's members as a body, for our audit work, for this report, or for the opinions we have formed

#### RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITORS

The Trustees' responsibilities for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland)

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the information given in the Trustees' Report is consistent with the financial statements.

In addition, we report to you if, in our opinion, the Company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding Trustee's remuneration and transactions is not disclosed

We read the Trustees Report and consider the implications for our report if we become aware of any apparent misstatements within it

#### BASIS OF OPINION

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the Trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Charitable Company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion, we also evaluated the overall adequacy of the presentation of information in the financial statements.

# INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF LINCOLNSHIRE RACIAL EQUALITY COUNCIL (CONT'D)

#### **OPINION**

### In our opinion

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the Charitable Company's affairs as at 31<sup>st</sup> March 2007 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended,
- the financial statements have been properly prepared in accordance with the Companies Act 1985, and
- the information given in the Trustees Report is consistent with the financial statements

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Saul Fairholm & Co Chartered Accountants and Registered Auditors 12 Tentercroft Street Lincoln, UK

30th January 2008

# Statement of Financial Activities for the year ended 31st March 2007

	<u>Notes</u>	Unrestricted <u>Funds</u>	Restricted Funds £	Total <u>2007</u> £	Total <u>2006</u> £
INCOMING RESOURCES		-	_	-	•
Incoming Resources from					
Generated Funds					
Voluntary Income	2	48181	58025	106206	87439
Investment Income		142	-	142	313
TOTAL INCOMING RESOURCES		48323	58025	106348	87752
RESOURCES EXPENDED					
Costs of Generating Funds		00.42		00.42	
Costs of Generating Voluntary Income	4	8043	46225	8043	112602
Charitable Activities	4 6	50165	46225	96390	112603
Governance Costs	0	1058		1058	1058
TOTAL RESOURCES EXPENDED		59266	46225	105491	113661
NET (OUTGOING)/ INCOMING RESOURCES BEFORE TRANSFERS	7	(10943)	11800	857	(25909)
Transfers		(16393)	16393	<del>-</del>	-
NET MOVEMENT IN (DEFICIT)/FUNDS		(27336)	28193	857	(25909)
RECONCILIATION OF FUNDS Total Funds Brought Forward		24865	(16393)	8472	34381
Total (Deficit)/Funds Carried Forward		(2471)	11800	9329	8472

# Summary Income and Expenditure Account for the year ended 31st March 2007

	<u>2007</u> £	2006 £
Gross Income of Continuing Operations	106348	87752
Total Expenditure of Continuing Operations	105491	113661
Net Income/(Deficit) for the Year	857	(25909)

There were no gains or losses in either the current or preceding year other than those disclosed in the Summary Income and Expenditure Account

# Balance Sheet as at 31st March 2007

	Notes	2007		2006	•
FIXED ASSETS Tangible Assets	10	£	£ 4476	£	£ 2703
CURRENT ASSETS Debtors Cash at Bank and in Hand	11	8116 6100 ———————————————————————————————		414 17524 17938	
CREDITORS Amounts falling due within one year	12	(9363)		(12169)	
NET CURRENT ASSETS			4853	<del></del>	5769
TOTAL NET ASSETS			9329		8472
THE FUNDS OF THE CHARITY Share Capital Unrestricted (Deficit)/Funds	13 14		- (2471)		24865
Restricted Funds	14		11800		(16393)
TOTAL CHARITY FUNDS			9329		8472

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies

Signed on behalf of the Board of Directors

Wing Sze Liu - Trustee

D J Cotton - Trustee

Authorised for issue on 30th January 2008

### Notes to the Accounts for the year ended 31st March 2007

### 1. ACCOUNTING POLICIES

The financial statements have been prepared under the Historical Cost Convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) issued in March 2006, the Financial Reporting Standard for Smaller Entities (effective January 2005), its governing document and the Companies Act 1985. The principal accounting policies adopted in the preparation of the financial statements are as follows.

#### a. Donations and Grants

Income from donations and grants, including capital grants, are included in incoming resources when these are receivable, except as follows

- When donors specify that donations and grants given to the Charity must be used in future accounting periods, the income is deferred until those periods
- When donors impose conditions which have to be fulfilled before the Charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the pre-conditions for use have been met

When donors specify that donations and grants, including capital grants, are for particular restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included in incoming resources of restricted funds when receivable

### b. Interest Receivable

Interest is included when receivable by the Charity

#### c. Resources Expended

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any irrecoverable VAT

#### d. Tangible Fixed Assets

Tangible fixed assets are stated at cost less depreciation. Depreciation is calculated to write off cost less any residual value on a straight line basis over their estimated useful lives as follows.

IT & Office Equipment -

over 24 months straight line, or life of the project

Fixtures and Fittings

over 5 years straight line

Tangible fixed assets which cost less than £100 are not considered material and are written off in full in the period in which the expense is incurred

# Notes to the Accounts for the year ended 31st March 2007 (Cont'd)

## 1. <u>ACCOUNTING POLICIES</u> (CONT'D)

### e. Fund Accounting

Funds held by the Charity are either

- Unrestricted general funds these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees
- Restricted Funds these are funds that can only be used for particular restricted purposes within the objects of the Charity Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements

f. The Accounts include a Statement of Financial Activities in addition to the Income and Expenditure Account This gives a clearer statement of the resources receivable and expended by the Charity during the year

## 2. <u>VOLUNTARY INCOME</u>

Voluntary Income comprises	<u>2007</u> £	<u>2006</u> £
Grants Receivable (Note 3) Membership Income	106076 130	87229 210
	106206	87439

### 3. GRANTS RECEIVABLE

	<u>Unrestricted</u>	Restricted	<u>2007</u>	<u>2006</u>
	£	£	£	£
County Council	20000	-	20000	20000
CRE Grant	•	20759	20759	19152
Community Fund	-	37266	37266	48077
Lloyds TSB Foundation	19648	-	19648	-
Police Service Grant	500	-	500	-
Lincolnshire Enterprise	7903	-	7903	-
Total Grants Receivable	48051	58025	106076	87229
			<del></del>	

# Notes to the Accounts for the year ended 31st March 2007 (Cont'd)

# 4. RESOURCES EXPENDED ON CHARITABLE ACTIVITIES

	<u>Unrestricted</u> £	Restricted £	2007 £	<u>2006</u> £
Salaries and Related Costs	21967	36211	58178	87909
Recruitment and Training	1813	10014	11827	1324
Subscription Fees	271	-	271	30
Advertising	30	-	30	-
Sundry Expenses	612	-	612	4888
Depreciation of Fixed				
Assets	1513	-	1513	1866
Staff Travel	4274	-	4274	2952
	30480	46225	76705	98969
Support Costs (Note 5)	19685	-	19685	13634
	50165	46225	96390	112603

# 5. <u>SUPPORT COSTS</u>

	Unrestricted £	Restricted £	2007 £	2006 £
	2	r.	L.	L
Website Costs	6093	-	6093	_
Office Costs	9199	-	9199	11260
Professional Fees	3063	-	3063	1227
Bank Charges	105	-	105	12
Insurance	1225	-	1225	1135
	19685	•	19685	13634

Support costs are allocated in their entirety to the Charity's principal activity

# 6. GOVERNANCE COSTS

	<u>2007</u> £	2006 £
Auditors Remuneration	1058	1058
		-

# Notes to the Accounts for the year ended 31st March 2007 (Cont'd)

# 7. <u>NET (OUTGOING)/INCOMING RESOURCES</u>

Net (Outgoing)/Incoming Resources is stated after charging/(crediting)	2007 £	2006 £
Depreciation	1513	1866
Staff Costs (Note 8)	58178	87909
Auditors Remuneration - Audit Fee	1058	1058
- Other Services	745	165

## 8. <u>WAGES AND SALARIES</u>

	2007 £	2006 £
Wages and Salaries	43490	80811
Social Security Costs	3844	7098
Temporary Staff	10844	-
	58178	87909
The average weekly number of employees		
during the year was as follows	<u>Number</u>	<u>Number</u>
Management	1	1
Administration	-	1
Project Staff	2	2
	3	4

No employees have emoluments in excess of £60000 per annum

There was no remuneration paid to Trustees during the year Only minor expenses are reimbursed to Trustees such as parking fees etc

# 9. <u>TAXATION</u>

There was no liability to Corporation Tax for the current or previous year

# Notes to the Accounts for the year ended 31st March 2007 (Cont'd)

10.	TANGIBLE FIXED ASSETS

		Office <u>Equipment</u> £	Community Fund <u>Equipment</u> £	Total
	COST:	~	~	~
	At 1 <sup>st</sup> Aprıl 2006	3895	2997	6892
	Additions	3286	<del>-</del>	3286
	At 31st March 2007	7181	2997	10178
	DEPRECIATION:			
	At 1 <sup>st</sup> April 2006	1926	2263	4189
	Charge for the Year	779	734	1513
	At 31st March 2007	2705	2997	5702
	NET BOOK VALUE:		<del></del>	<del></del>
	At 31st March 2007	4476	-	4476
	At 1 <sup>st</sup> April 2006	1969	734	2703
	Direct Charitable Purposes Community Fund Equipment Other Purposes Management and Administration			4476
11.	<u>DEBTORS</u>			
	Amounts due within one year		<u>2007</u> £	<u>2006</u> £
	Prepayments Other Debtors		213 7903	414
			8116	414
12.	<u>CREDITORS</u>			
14.	CREDITORS		<u> 2007</u>	2006
	Amounts falling due within one year		£	2006 £
	Trade Creditors		6777	-
	Social Security and Other Taxes		1528	3217
	Accruals		1058	3207
	Other Creditors		<del>-</del>	5745
			9363	12169
				_

### Notes to the Accounts for the year ended 31st March 2007 (Cont'd)

## 13. MOVEMENT IN FUNDS

	At 31.3.2006 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31.3.2007 £
Restricted Funds					
CRE Grant	-	20759	(20759)	-	-
Community Fund	(16393)	37266	(25466)	16393	11800
	(16393)	58025	(46225)	16393	11800
Unrestricted Funds	24865	48323	(59266)	(16393)	(2471)
Total Funds	8472	106348	(105491)	-	9329

#### **CRE Grant**

This grant funding is to reimburse specific expenditure in order for the Charity to meet its charitable objectives

### **Community Fund**

This grant funding is to provide outreach workers to the local community

## 14. MEMBERS GUARANTEE

Lincolnshire Racial Equality Council is a Company limited by guarantee and does not have any share capital. The liability of the members is limited to the amount which they have undertaken to contribute to its assets in the event of the Company being wound up. The amount of this contribution, as laid down in the Memorandum and Articles of Association, is such sum as may be required not exceeding £1 (one pound)

### 15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

restricted <u>Funds</u> £	Restricted Funds £
4476	-
(6947)	11800
(2471)	11800
	restricted Funds £  4476 (6947)

TT.

#### **Notes re Unrestricted Deficit**

The Trustees have taken steps to reduce operating costs by reducing staff numbers and relocating office premises in order to reduce unrestricted funds deficit