

The background features several decorative elements: a large green circle with two concentric white outlines in the top right; a smaller green circle with two concentric white outlines in the middle right; and a large green circle with two concentric white outlines in the bottom right. Two thin green lines cross the page diagonally from the top left towards the bottom right.

BME Community Services

**Annual Report & Accounts
(Unaudited)**

For the Period Ended 31st March 2008

BMECS

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Legal and Administrative Information

Trustees as at 31st March 2008

Mr. Terence Mumbi (Chair)
Mrs. Doreen Mutale (Accountant)
Mrs. Esther Middleton (Resigned December 2007)
Ms. Florence Kasonde
Mr. Michael Bolorunduro
Mrs. Amanda Mumbi
Mr. Daniel Dei
Mrs. Salima Dean
Mr. Chilombo Musonda

Company Secretary/CEO: Amina Kambashi

Registered Address: 6 Arcade Chambers,
86 High Street,
Littlehampton, BN17 5DX.

Telephone Number: 01903 211 033

Mobile: 07501 721 183

Email: info@bme-cs.org.uk

Website: <http://www.bme-cs.org.uk>

Worthing Office: 1st Floor, Gordon House
34 Railway Approach,
Worthing, BN11 1UR.

Chichester: Chichester Boys Club,
Little London Road,
Chichester, PO19 1PL.

Independent Examiners: Carpenter Box LLP - Chartered Accountants,
Grafton Lodge, 15 Grafton Road,
Worthing, BN11 1QR.

Bankers: Barclays Bank Plc, Chichester Business Centre,
74-75 East Street,
Chichester, PO19 1HT.

Solicitor: Mr Charles Shiramba, Partner
McDermott Will & Emery UK LLP,
7 Bishopsgate,
London, EC2N 3AR.

Description of the Trusts up to 31st of March 2008

Type of governing document: Memorandum and Articles of Association.

How the charity is constituted: Registered Charity No 1118852, Company Limited by Guarantee No: 06034604.

Trustee selection methods: (1) Office bearers are co-opted into the board and the elected at AGM.
(2) Incorporated by secondment by member organisations or corporate bodies.

Areas of Operation: Europe and Africa.

Affiliations and Memberships:

African HIV Policy Network

National Council for Voluntary Service

Worthing Council for Voluntary Service

West Sussex Youth Service

Staff and Volunteers - 2007-08

1. Amina Kambashi	Chief Officer.
2. Violet Brown	Outreach and Support Worker.
3. Sebastian Hudson	Development Worker.
4. Adeola Popoola	Administrative and Information Officer.
5. Ida Ziraba	Finance Assistant.
6. Pamela Mahaka	Diverse Cultures Youth Partnership Officer.
7. Thandiwe Chipasha	Youth Leader (young person).
8. Sylvia Katashila	Youth Leader (young person).
9. Gladys Chavula	Assistant Youth Leader (young person).
10. Ngosa Kambashi	Communication Coordinator (young person).
11. Fezile Zondi	House keeping.
12. Lima Ahmed	Volunteer.
13. Raymond Kirumiro	Volunteer.
14. Robert Kasule	Volunteer.
15. Sizile Sibanda	Volunteer.
16. Armor Amadu	Volunteer.
17. Bupe Kambashi	Volunteer.
18. Nsofwa Chipasha	Volunteer.
19. Mirriam Mubanga	Volunteer.
20. Sarawat Al-Attas	Volunteer.
21. Sarah Bolorunduro	Volunteer.
22. Florence Dei	Volunteer.
23. Julie Osman	Volunteer.



Pamela & Nsofwa at Work

Chair's Report

Another year has gone and we are still working very hard supporting people from ethnic minority backgrounds as well as fostering partnerships with other organisations. I am delighted to introduce BME Community Services' 2007-08 annual report.

We are still a small but rapidly growing organisation. We have been operating as a company since 1st April 2007 and obtained charitable status on 17th April 2007. BMECS was established in July 2006 to help address gaps and needs in services for families, individuals and community groups from the Black and Minority Ethnic (BME) Communities, including Refugees and Asylum Seekers.

Our Service is the first of its kind to start operating on the West Sussex Coastal Strip i.e. Chichester, Arun, Worthing and Adur Districts and the surrounding rural areas.

Our services are not limited to a specific group of ethnic minorities; we are here to support and work with any one that may need specialised or culturally appropriate support or simply just someone that has just moved into the area and needs to find their way round.

We have worked closely with a number of partners from the statutory, voluntary and other community sector organisations in supporting people from BME Communities who may be socially or economically disadvantaged in one way or the other by providing culturally appropriate support services and advice or by signposting to other services that people may need. In doing so, encouraging social inclusion and community cohesion.

Over the last year we have seen major developments in the way we work and the number of clients we served is encouragingly high. We have reviewed and streamlined our services based on our experience with our clients over the past 12 months; we have lots of plans for 2008 and beyond! Some new projects are in the pipeline so I would urge you all to visit our website <http://www.bme-cs.org.uk> from time to time to keep track of our progress.

May I take this opportunity to mention that we are looking for business minded people who have a bit of time to spare from any ethnic background including white British to come and join the Board of Directors. If you are interested please contact our Chief Executive Officer for details.

Very special thanks to our funders and partners for believing in and supporting us through this period. We hope to continue working together through the next year.

None of our successes would have been possible without the cooperation of all our key players. Very special thanks to all the trustees who served during this period. Special thanks also to our Chief Executive Officer, Amina and the team of staff and volunteers for working very hard.

Finally I would like to wish BMECS continued success.

Terence Mumbi

Trustees Report for the Period Ended 31st March 2008

The trustees present their report and accounts for the period 20th December 2006 to 31st March 2008. The company was dormant until 1st April 2007 and achieved charitable status on 17th April 2007.

Objectives

Objects of the charity set out in its governing document:

1. The advancement of education, the preservation and protection of health, relief of poverty, and the prevention of crime among minority ethnic people.
2. To develop the capacity and skills of minority ethnic people who are socially disadvantaged in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society.

Values and how we make a difference

At BME Communities Services we pride ourselves as an organisation that put the needs of our BME people at the heart of all our activities in order to:

- To advance education, relieve poverty and hardship, social exclusion and prevent crime
- To relieve sickness and preserve health amount the Black and Minority Ethnic community
- To provide practical culturally appropriate emotional support and advice the Black and Minority Ethnic community.
- To improve the capacity of Black and Minority Ethnic community groups so that they are able to participate fully in the generation of their communities.
- To identify unmet needs, advocate for and collectively prioritise issues and concerns working towards securing resources for the Black and Minority Ethnic communities to enable them to participate fully in the community

Beneficiaries

The beneficiaries of BME Community Services work are primarily Black and Minority Ethnic Communities from different backgrounds e.g. people from Africa, Caribbean, Asia, and The Middle East. This group of people can easily become excluded or disadvantaged in their communities. It is clear that there are increasing numbers of BME communities in West Sussex area. We also work in Africa supporting vulnerable young people who have been orphaned due to HIV and other serious illnesses such as TB and Cancer.

Summary of the main activities during the year

We aim for our support to benefit disadvantaged minority ethnic communities both settled and immigrants, people who may not otherwise benefit from the mainstream services and who are at risk of isolation and/or marginalisation. We offer the following services:

- **Drop-In Service** One to one sessions offering emotional support, advice & referral to other services while assuring confidentiality. Issues include health and social care, housing, employment and racist incident reporting

- **Advocacy** - Job related, immigration issues, domestic violence and racial and hate issues.
- **Training** - Wide range of training workshops and courses including equality and diversity, ICT, citizenship & many more.
- **Multi-Cultural Events & Potlucks** - Culturally diverse group meetings and workshops for people to share issues and celebrate diversity in a safe and non judgmental setting
- **Health Outreach** - General Health and Wellbeing
- **Cultural Youth Clubs** - Peer support education, mentoring, befriending services.



The Mayor of Worthing at the BME Family Event

Special Thanks to Our Funders

- **Action in Rural Sussex** – Social inclusion grant events and publicity.
- **Awards for All** – Start up funding including publicity and website.
- **Big Lottery** - International Small Grant for Needs Assessments Research Project for Lelemba Community Empowerment in Lusaka, Zambia.
- **Chichester Local Strategic Partnership** - Small Sparks funding towards the Black History Month Family Event in Chichester.
- **Community Development Foundation (Connecting Communities Plus Round 2)** - Two Black History commemoration events in Worthing and Chichester. Both events were free and open to all people not just black and minority ethnic people. A larger part of the grant was spent on running our drop-ins for victims of racism and other forms injustices and to give these people chance to integrate.
- **West Sussex County Council** - Community Safety towards pilot outreach and drop in projects.
- **East Arun County Local Committee** – Funding towards potlucks and drop in Arun District.
- **Local Network fund** – Funding for Young people’s activities.
- **NHS -South East Specialised Commissioning Group** – Part funding for BME health Outreach Project.
- **West Sussex County Council - Youth Service** revenue contribution.
- **Worthing County Local Committee** - Funding towards potlucks and drop in Worthing Borough.
- **Worthing Local Strategic Partnership** – BME Health Outreach Project in Worthing for 2 projects i.e. Breast Cancers awareness for BME Women and the Children’s Immunisation awareness projects.
- **Youth Opportunities Fund** – Funding for African Young People’s Group.
- **Terence Higgins Trust** in Brighton also gave us a donation from an event they held.

Main Achievements of the Organisation during the Year

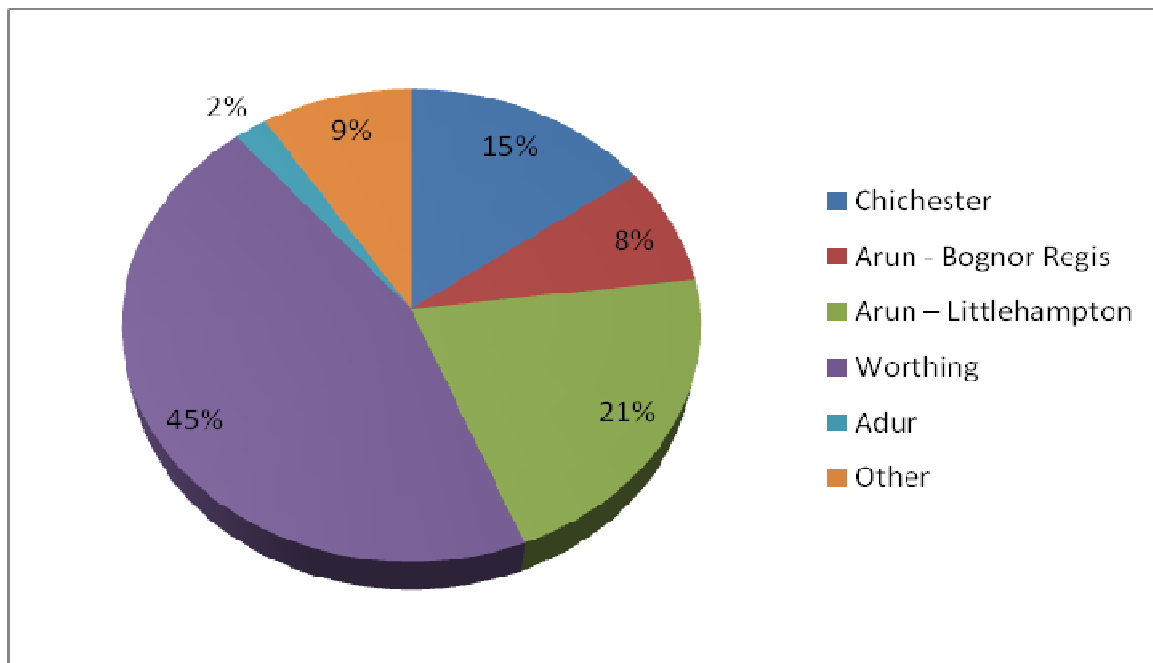
We spent the year publicising our service and also doing a lot of work some of which is detailed below.



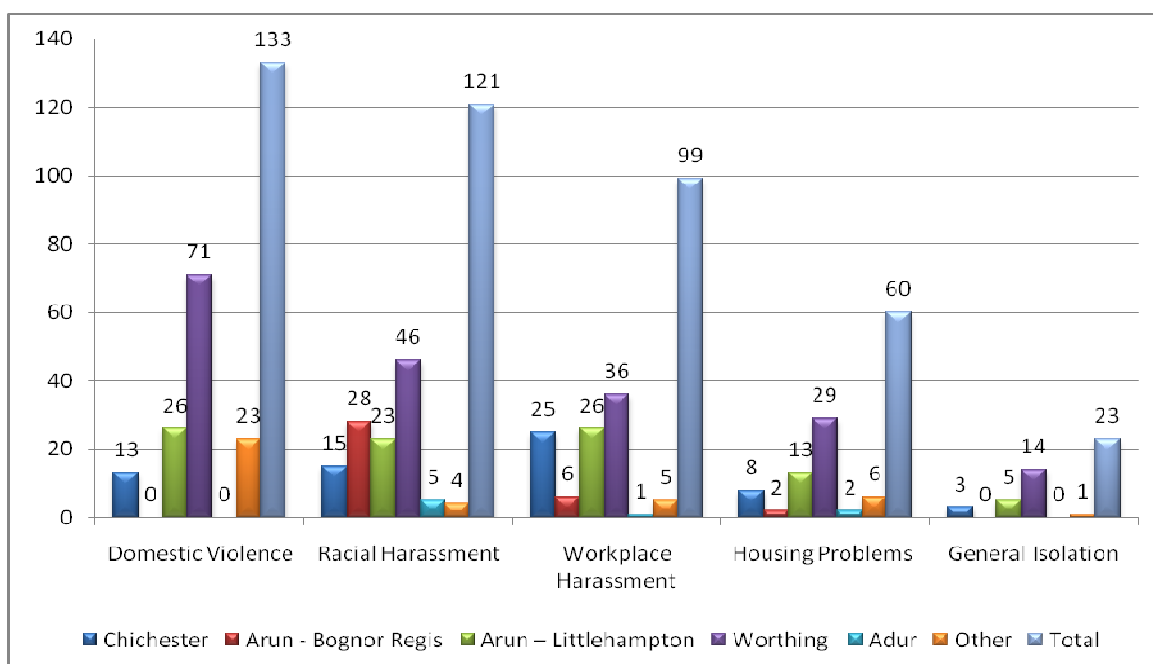
Drop In Sessions

Below are the statistics of total number of clients according to area. These are the clients that we supported between through our drop-ins between April 2007 and March 2008. These people accessed at least two appointments in our service.

We had clients from the following areas:



The chart below represents the top five issues our clients presented with broken down for each District/Borough and totals.



Other Events

Activity	Number	Total Approximate Attendance
Multicultural Events, 2 Black History Month Events one in Chichester and the other in Worthing and One family end of year event in Littlehampton	3	280
Training Workshops	4	82
Potlucks – information sharing meetings in an informal settings	6	240
Total number of other events	13	602

Children and Young People

The main aim is to give an opportunity to young people at risk of isolation, exclusion and at times offending a chance to meet other young people from similar backgrounds to share their heritage. This will help raise their self-esteem so that they may be able to integrate more freely with the mainstream youth and other members of their communities. This group at the moment operates in Chichester.

We will also strive to encourage more young people from other ethnic minority backgrounds to form similar groups by engaging with volunteers from different ethnic groups.

The ultimate goal for these groups is to give young people confidence to meet with other people and in the near future to feel confident enough to participate actively in main stream youth centre activities.

We are affiliated with the West Sussex Youth Service and West Sussex Council for Voluntary Youth Services (WSCVYS).

Very Special Thanks to Chichester Boys Club for Young People for letting the young people use the facility for the meetings.



AYPG at Multicultural Youth Event, Horsham

Support for Groups

Below are the BME groups we worked with:

- Adywan Ethnic Minority Women's Group, Worthing.
- Arun International Women's Day Group.
- Bangladeshi Association, Worthing.
- Divine Heritage Trades Limited, Worthing.
- Ghana Union, West Sussex.
- Global Foods Limited, Littlehampton
- Steyning Women's Group, Steyning.
- West Sussex County Council BME Staff group.
- Zafara African Caribbean Restaurant, Worthing.
- Zambian Network - West Sussex.
- Zimfriends (Zimbabwe) Association, Worthing.

We will continue to work with existing groups where needed, also support upcoming groups working closely with the Councils for Voluntary Services.

Publicity

We have continued to publicise our services to our clients and partners. We are still working very hard to involve as many people as we can on the board, and also as volunteers at different levels from a wide range of ethnic minority backgrounds. This has been a challenge, but we are working very hard and hope as people get to know the organisation better, they will be able to volunteer their time.

Volunteers

We value all our volunteers and view them as a major asset to our organisation, we very much appreciate the effort and time that these committed volunteers donate to the organisation. We offer supervision, training and professional development to our volunteers.



ZAFARA Launch -Fruits of Our Group/Business Support Work

Communication

Partnership Working

At BMECS we believe that the key to our success is partnership working, we are active members of a number of committees within the local authority area and the region. In delivering our work in the past year, we have worked with numerous organisations. We thank all our partners even those not mentioned above and we hope to continue working with you all.

BMECS Representations at Forums and Boards

- Worthing Equality and Diversity Forum.
- Capacity Builders - Additional Support Programme West Sussex.
- Action in Rural Sussex - Social Inclusion Grant Panel.
- Chichester Wider Local Strategic Partnership.
- Worthing Children and Young People's Forum.
- Worthing Voluntary Sector Forum.

Conferences and Meetings Attended

During the year our trustees, staff and members attended various conferences which helped in networking and sharing of good practice some of the main ones are listed below

- Youth Opportunity Fund Residential, Dorset, May 2007.
- Charity Accountants Conference July 2007.
- Raise Annual Conference, Reading October 2007.
- Equalities and Human Rights Conference, Birmingham, November 2007.
- Diversity Leaders Conference, November 2007.
- West Sussex Equalities Workshop, Worthing October 2007.
- BTEG Conference, London, December 2007.
- Fundraising Conference, February 2008.
- West Sussex 2020 Vision Meeting, Bognor Regis, February 2008.
- African HIV Conference, London March 2008.



International AIDS Conference, Sydney

Policies

Risk Policy

BMECS is a relatively new organisation; therefore, we have not yet built solid relationships with funders. So far, most of our funding is from the public purse and there are important risks concerning this source of income over the next few years. This has been clearly demonstrated in the risk and opportunity appraisal that has been carried out in 2007/8. We are also looking at setting up training as a social enterprise which will bring in income to mitigate some of the this risk.

Reserves Policy

The financial reserves that we have are set aside, to provide financial stability and the means for the development of our principal activity in fulfilling our charitable objectives. We intend to maintain our undesignated funds at a level which is at least equivalent to 6 month's budgeted income to cover staff salaries and redundancy costs and rent costs. Our current reserves are all designated amounts for specific projects; we will continue to increase this amount through fundraising activities and other sources.

The management committee regularly reviews the funds that the organisation requires to ensure that they are adequate to fulfil the charity's continuing obligations. It takes a cautious approach towards investment adopting a short-term low-risk policy.

Full cost recovery

For all our current funding applications we are aiming at recovering overheads through a model of full cost recovery based on the methodology that has been developed by the Association of Chief Executives of Voluntary Organisations. This model will allow BMECS to analyse its overhead costs and allocate them across the projects and services it delivers. Under this system the cost of each project includes an appropriate element of funding for overhead costs. It is now the most commonly used model of full cost recovery and has the support of the Charity Commission. By implementing Full Cost Recovery, we have developed a full understanding of the true cost of our work. We believe this understanding is an essential for effective financial management and strategic planning across any organisation.



Other Multicultural Youth Event Participants

Equality and Diversity

We endeavour to promote social inclusion, service improvement, employment opportunities, equality and diversity. Our Equal Opportunity Policy aims to ensure that we will be accountable for promoting equality of opportunity and respect for the diversity of everyone: in relation to the services we provide, our employment practices and arrangements we enter into with our partners. We are committed to eliminating discrimination based on race, gender, sexual orientation, disability, caring responsibilities, gender re-assignment, age, social class and religion and belief.

This means we will review all our policies, procedures and activities to see how more people can access our services opportunities. Our policy spells out the responsibilities of members, volunteers and employees. In addition we will develop a BMECS Equality and Diversity Action Plan to translate policy into clear actions designed to bring real benefits to the BME people and West Sussex as a whole.

Commitment - Equality and diversity are central to the work of the BMECS. We will treat all people with dignity and respect, valuing the diversity of all. We will promote equality of opportunity and diversity. We will eliminate all forms of discrimination in service delivery, employment, and in working with our partners, including on grounds of race, gender, caring responsibilities, disability, gender re-assignment, age, social class, sexual orientation and religion or belief. We will tackle social exclusion, inequality, discrimination and disadvantage.

For our policy to be successful, it is essential that everyone is committed to, and involved in its delivery. Our goal is to ultimately work towards a just society, reduce discrimination, harassment and prejudice. We aim to embed this in all our policies, procedures, day to day practices and external relationships.

We aim to:

1. Provide services that are accessible according to need
2. Promote equality of opportunity and diversity in employment and development with our clients and partners
3. Create effective partnerships with all parts of our community.

Our objective is to realise the BMECS' equality standard by:

- Sustaining, regularly evaluating and continually improving BMECS services to ensure equality and diversity principles and best practice are embedded in our performance to meet the needs of individuals and groups
- Working together with our community to promote accessible and relevant service provision that responds to our service users' needs
- Ensuring our workforce is representative of the community we serve and our employment policies are fair and robust
- Recognising and valuing the differences and individual contribution that people make to the organisation
- Challenging discrimination
- Providing fair resource allocation and being accountable.

We will review BMECS services to make sure they meet different needs of individuals and different sectors of the community. We will consult with different BME groups of the community to understand service needs. We will monitor and analyse services to ensure they are free from all forms of discrimination. We are committed to providing information and services that are accessible to all who need them. We will publish the results of consultation and monitoring and make it accessible to the public.

We will listen to the views of people and encourage them to participate in the life of the community. We are committed to working in partnerships with different voluntary community and statutory sector organisations to ensure access to public services for all.. . We will work together to provide an environment free from discriminatory harassment and respect different cultures and lifestyles that support such an environment.

In engaging with others outside the BMECS, whether through partnerships, community engagement or contractual arrangements, we will influence third parties to adopt and use our Equality and Diversity Policy to guide their service delivery, employment policy and other policies and practices.

Complaints

We acknowledge that people have the right to complain about either the service they have received from us, or their experience in the workplace. We have a complaints procedure for service users and a grievance procedure for employment complaints together with a procedure for harassment and bullying for those who feel they face discrimination through service delivery or in the workplace.

We take all complaints seriously. The BMECS will take appropriate action to ensure the matter is dealt with appropriately. Employees found to be in breach of this policy may be liable to disciplinary action including dismissal

Language

We will respect difference and recognise that prejudice and discrimination can be reinforced by the use of inappropriate language. We will not tolerate making fun of, labelling or patronising people through the language we use or the accent or dialect they have. -We will provide services through language that is clear, inclusive and accessible where necessary we will provide an interpreting service.



Kids holding hands signifying equality & Diversity

Financial Review

In the year we had income of £66,346 and expenditure of £58,862. We carried forward reserves of £18,358 to 2008/9 which is made up of restricted funds £15, 586 and unrestricted funds of £2772. The restricted reserves include unused funds from Worthing Local Strategic Partnership's BMEHOP Project which runs until September 2008 and Youth Opportunities fund which runs until July 2008. The unrestricted reserves are from donations from the members and other sources and will be used as a general fund to further the objects of the organisation such as moving into bigger office and more accessible offices in Worthing. We had no deficits.

In the coming year we have confirmed funding from grant applications that have been successful and we will continue to apply for more project funding and also fundraise from local businesses and other contacts.

Way Forward and Charity Strategy

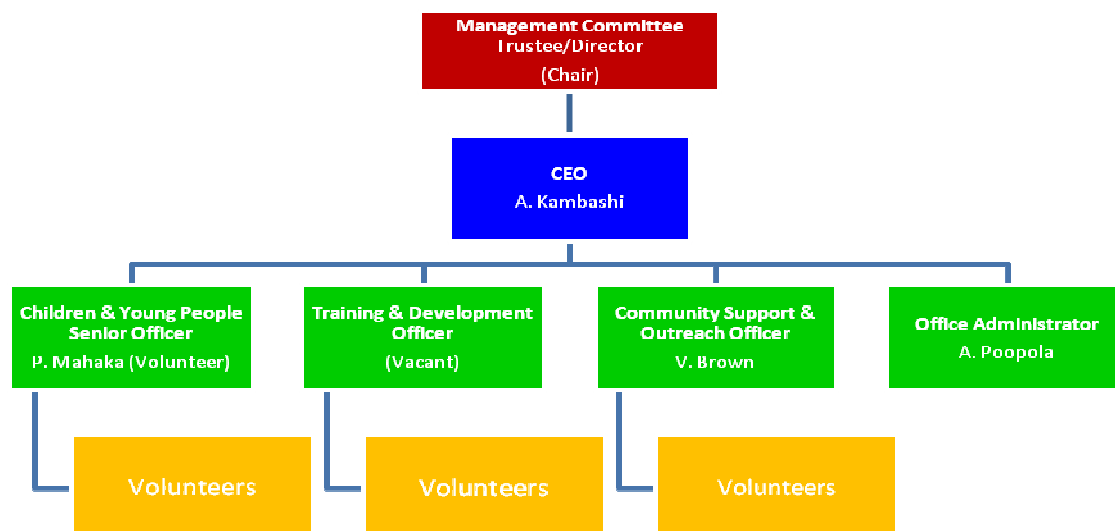
Below is a table of our strategy for the future. We will be launching new projects and we will continue to work on current ones. Please feel free to contact us should you require.

	BMECS Objectives			
Objectives	<u>One.</u> To advance education, relieve poverty and hardship, social exclusion and prevent crime	<u>Two.</u> To provide practical culturally appropriate emotional support and advice to Black and Minority Ethnic community	<u>Three.</u> To improve the capacity of Black and Minority Ethnic community groups so that they are able to participate fully in the regeneration of their communities	<u>Four.</u> To identify unmet needs, advocate for and collectively prioritise issues and concerns working towards securing resources for the Black and Minority Ethnic communities to enable them to participate fully in the community
Evidence of need	According to Additional Support Programme (ASP) report, BME Young people identified the need for support with accessing learning. BME people identified the need for financial support. They felt inhibited by a lack of money to access learning or other opportunities – e.g. buying school uniforms or sports clothing.	Absence or lack of networks with ethnic minority groups and organisations and other mainstream organisations In the consultation carried out by BMECS and also research by ASP, show that women identified feelings of insecurity. They felt threatened by their new environment,	Need for assistance with the learning of English language. Those with children need access to childcare provision in order to enable them to access language learning support. The lack of community	Both research show BME people identified the need for support in integrating into society. Many women feel stress and loneliness due to a lack of family links or close supportive friendships on arrival in the UK. This can have mental health implications.

	Many BME people feel alienated in their communities because they feel their cultures are not understood in many ways. This can be a barrier in accessing services like health and social care.	experienced racial abuse and have no finance to enable them to be independent and feel more secure (e.g. money for transport costs).	groups to provide culturally sensitive support to specific ethnic minority groups	
What impact do we want to achieve?	<p>Agencies and individuals need to build positive relationships with current ethnic minority users of their services</p> <p>Participation by users, encouraging new users, greater involvement/inclusion and thus working towards creating stable and more integrated.</p>	<p>Tailored BME Advice and Signposting Service.</p> <p>One Stop Shop for BME communities, where people can receive support and information about housing, their human rights e.g. understanding social care, bullying at work and the attitude of service providers towards them.</p> <p>Most BME people don't feel their needs are met at mainstream Citizens Advice Bureau.</p>	<p>BME Young People and Women will have access to good quality health, wellbeing and social support, opportunities for recreation and be more involved in their communities in line with the government's policy of Every Child Matters.</p> <p>Work with Children and family centres to ensure that they are supported in working more closely with BME communities. Tailored training for new self help community groups in areas such as governance, leadership, book-keeping, legislation awareness and report writing.</p>	<p>BME Children and Families will receive good quality and appropriate direct support services</p> <p>To lobby mainstream organisations to support ethnic minorities by providing appropriate services and signposting.</p>
How do we measure success?	Outreach sessions delivered regularly to BME people BME Adult and Young People's Training Programmes Delivered	New BME community self help groups developed for BME people A number of people	Mobile / outreach sessions delivered regularly to BME Young people in West Sussex	Through programme specific measures directly related to the Business Plan. Measures include user satisfaction surveys,

	Opening of our tailor made training room in 2008	using our Advice/Resource Centre Directory of facilities and information resources produced for BME people	coastal strip and the surrounding rural areas. Recording the number of BME groups accessing our services.	user/ client questionnaires, Funder feedback, Trustee/User Advisory groups, session recordings, contact data and specific service take-up e.g. a number of people using services.
Links to local, regional and national policies and strategies	Local Area Agreements, Regional Economic Strategy and Capacity builders – ChangeUp Infrastructure Development Plan	West Sussex LAA and Regional Economic Strategy	Local Area Agreements, Local Strategic Partnerships and ‘Every Child Matters’, Extended Schools, Children’s Trusts, National Child Poverty targets.	Capacitybuilders – ChangeUp Infrastructure Development Plan, Local Area Agreements
Key programmes / project areas	BME Training Programme	BME Family Support Project Advocacy Project	BME Health Outreach Project Awareness and Inclusion Project.	Children and Young People Project Advice and Support Programme
Main activity to achieve this Objective	Delivery and co-ordination of training One to one support and advice to individuals	Provision of expert advice, information and specialist support to BME communities	Research, policy development and advocacy with and on behalf of, BME communities. Training for BME Community Groups.	Specialist BME consultancy services Inclusion of issues and Consultations with wider BME people.
Governance and management	Own strategic development, management and financial accounting functions, legal and regulatory compliance, Quality Assurance systems, Human Resources management, information and communications systems, office facilities and both Staff and Trustee training and development.			

Organisational Chart



The day to day operations are managed by the CEO who is line managed by the board chairman, The CEO line manages the staff and volunteers and works very closely with the trustees. The charity runs on the minimum number of staff possible and there is scope for you to explore the opportunity of recruiting volunteers for specific projects. The Board of Trustees meets every 6 Weeks and are in close contact to support the CEO and her team on as required.

More Pictures



Statement of Trustees' Responsibility

The trustees are responsible for preparing the accounts 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 charity and of its incoming resources and application of resources, including its net income and expenditure for the year.

In preparing these accounts, the trustees are required to:

- ✦ select suitable accounting policies and then apply them consistently;
- ✦ make judgments and estimates that are reasonable and prudent; and
- ✦ prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

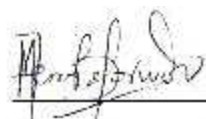
The trustees declare that they have approved the trustees' report above.

Signed on behalf of the trustees



Mr. Daniel Dei
Director/Trustee

Date 11th October 2008



Mr. Michael Bolorunduro
Director/Trustee

Date 11th October 2008

Reporting Accountants' Report to the Members on the Unaudited Accounts of BME Community Services

We report on the accounts for the year ended 31st March 2008 set out on pages 23 to 28.

This report is made solely to the charity's members, as a body, in accordance with Section 249C of the Companies Act 1985. Our reporting work has been undertaken so that we might state to the charity's members those matters we are required to state to them in a reporting accountants' 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 charity and the charity's members as a body, for our reporting work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and reporting accountants

As described in the Trustees Report the charitable company's trustees, who are also the directors of BME Community Services for the purpose of company law, are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.


Basis of opinion

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

Opinion

In our opinion:

- (a) the accounts are in agreement with the accounting records kept by the charitable company under section 221 of the Companies Act 1985;
- (b) having regard only to, and on the basis of, the information contained in those accounting records:
 - (i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in section 249C(6) of the Act; and
 - (ii) the charitable company satisfied the conditions for exemption from an audit of the accounts for the year specified in section 249A(4) of the Act as modified by Section 249A(5) and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1).


Carpenter Box LLP, Chartered Accountants
Reporting Accountants,
Grafton Lodge, 15 Grafton Road,
Worthing, West Sussex.
BN11 1QR.
Dated: 13th October 2008



Statement of Financial Activities

Year ended 31st March 2008

	Notes	Unrestricted £	Restricted £	Total 2008 £	Proforma* Total 2007 £
Incoming Resources					
Grants	2	3,312	62,709	66,021	24,250
Donations		325		325	420
Total incoming resources		3,637	62,709	66,346	24,670
Resources Expended					
Charitable Expenses					
Educational Support		1,357	11,678	13,035	2,498
Health Promotion		761	7,387	8,148	2,714
Cultural support			12,493	12,493	1,517
Community generation		1,621	19,020	20,641	5,032
Governance costs	3	0	4,545	4,545	2,035
Total resources Expended		3,739	55,123	58,862	13,796
Net Income/(Expenditure)		-102	7,586	7,484	10,874
Reconciliation of Funds					
Funds Brought Forward					
Forward	7	1,785	9,089	10,874	0
Reserves Transferred		1,089	-1,089	0	0
Funds Carried Forward		2,772	15,586	18,358	10,874

* The comparative figures relate to the unincorporated association, the assets and liabilities of which were transferred to the company on 1st April 2007.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 1985.

The statement of financial activities has been prepared on the basis that all activities are continuing.

There are no recognised gains and losses other than those passing through the statement of financial activities.

Balance Sheet

At 31st March 2008

	Notes	2008 £	Proforma* 2007 £
Tangible fixed Assets	4	3,506	2,467
Current Assets			
Debtors	5	9,054	195
Cash at Bank and in hand		6,098	8,212
		15,152	8,407
Creditors: Amounts falling due within one year	6	300	0
Net current Assets		14,852	8,407
Total Assets less Liabilities		18,358	10,874
Reserves			
Unrestricted		2,772	1,785
Restricted		15,586	9,089
	7	18,358	10,874

The company is entitled to the exemption from the audit requirement contained in section 249A(2) of the Companies Act 1985, for the period ended 31 March 2008. No member of the company has deposited a notice, pursuant to section 249B(2), requiring an audit of these accounts.

The directors acknowledge their responsibilities for:
ensuring that the company keeps accounting records which comply with section 221 of the Act; and
preparing accounts which give a true and fair view of the state of affairs of the company at 31 March 2008 and of its profit for the period then ended in accordance with section 226, and otherwise comply with the requirements of the Act relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Approved by the Board for issue on 11th October 2008.



Mr. Daniel Dei
Director/Trustee



Mr. Michael Bolorunduro
Director/Trustee

Notes to the Accounts

1 Accounting Policies

The financial statements have been prepared in accordance with the Companies Act 1985, Charities Act 1993 and Statement of Recommended Practice (SORP) – accounting and Reporting by Charities 2005. The particular accounting policies adopted by the Trustees are described below.

Accounting convention

The financial statements are prepared under the historical cost convention.

Incoming resources

All incoming resources are included in the SOFA when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy within the year they relate to.

Deferred Income

Income is deferred when conditions have to be fulfilled before BMECS becomes entitled to it or where the donor has specified that the income is to be expended in the future period. All deferred income is shown within the Balance Sheet.

Resources expended

All expenditure is accounted for on an accruals basis and has been allocated on the basis indicated below

Allocation of costs

Where possible costs are wholly or partially allocated directly to an expenditure category or categories. Support costs are allocated in proportion to the staff numbers employed in each category or in proportion to the total expenditure in each category

Cost of generating funds

This includes all expenditure incurred in generating income for use by the charity.

Charitable activities

This includes all expenditure directly related to the objectives of the Charity including direct staff costs attributable to the charity's activities.

Support costs

Support costs represent centrally incurred costs relating to staffing and associated costs of finance, personnel and general administration in supporting the operational programmes for which the Charity is responsible. These costs are not directly attributable to specific activities but provide the organisational infrastructure that enables those activities to take place.

Governance costs

Governance costs comprise those incurred as a result of constitutional and statutory requirements.

Tangible fixed assets

All tangible fixed assets are stated at cost less depreciation which is provided in equal annual instalments over the estimated useful lives of the assets. The rates of depreciation applied are:

- Furniture – 20% per annum
- Equipment – 25% per annum

All individual expenditures under £200 are expensed in the year.

Fund accounting

Restricted funds represent grants, donations and gifts received which are allocated by the donor for specific purposes.

Unrestricted funds represent funds which are expendable at the discretion of the Trustees in the furtherance of the objectives of the Charity.

		Proforma*
	2008	2007
	£	£
2 Grants		
Unrestricted		
West Sussex County Council - Youth Service	312	
Action in Rural Sussex	2,500	1,000
Chichester Local Strategic Partnership - Small Sparks	500	
Worthing CLC		750
East Arun CLC		1,500
Community Safety		3,000
NHS		1,000
	<u>3,312</u>	<u>7,250</u>
Restricted		
NHS -South East Specialised Commissioning Group	6,161	
Worthing Local Strategic Partnership	20,000	
Community Development Foundation	12,000	
Big Lottery - International Small Grant	10,000	
Youth Opportunities Fund	14,548	
Action in Rural Sussex (LNF)		7,000
Awards for All		10,000
	<u>62,709</u>	<u>17,000</u>
Total Grants	<u>66,021</u>	<u>24,250</u>
3 Governance costs		
	2008	2007
	£	£
Auditing and accounting fees	1,100	800
Professional and Legal fees	3,445	1,235
	<u>4,545</u>	<u>2,035</u>

4 **Tangible Fixed Assets**
Office and Computer Equipment

Cost	£
At 1st April 2007	2,576
Additions	2,020
At 31st March 2008	<u>4,596</u>

Depreciation	
At 1st April 2007	109
Charge for the year	981
At 31st March 2008	<u>1,090</u>

Net book value	
At 31st March 2008	<u>3,506</u>

At 31st March 2007	<u>2,467</u>
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5 Debtors	2008	2007
	£	£
Accrued Income	8,000	
Other debtors	859	
Prepayments	195	195
	<u>9,054</u>	<u>195</u>

6 Creditors: Amounts due within one year	2008	2007
	£	£
Accruals	<u>300</u>	<u>0</u>

7 **Reserves**

	1 April 2007	Incoming resources	Outgoing resources	Transfers	31 March 2008
	£	£	£		£
Unrestricted Reserves					
Designated					
Equipment	1,378			2128	3,506
Other Charitable funds	195				195
General fund	212	3,637	3,739	-1039	-929
	<u>1,785</u>	<u>3,637</u>	<u>3,739</u>	<u>1,089</u>	<u>2,772</u>

Restricted Reserves

Awards for All	3,620		3,620		0
Action in Rural Sussex	4,380		4,372		8
Community Development Foundation		12,000	11,901		99
Big Lottery - International Small Grant		10,000	10,000		0
NHS -South East Specialised Commissioning Group		6,161	5,815		346
Youth Opportunities Fund		14,548	13,531		1,017
Worthing Local Strategic Partnership		20,000	5,884		14,116
Transfer to designated reserves	1,089			-1,089	0

	9,089	62,709	55,123	-1,089	15,586
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Total reserves

	10,874	66,346	58,862	0	18,358
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8 Staff Costs

Salaries	11,479
National Insurance costs	1,685

13,164

The number of employees in terms of full time equivalents was 1.5 and 2 in terms of head count.

There were no employees whose annual emoluments were £60,000 or more.

9 Transactions with Trustees

The trustees received no remuneration in the year (2007: Nil).

However, 8 trustees were reimbursed for out-of-pocket expenses in relation to travel totalling £911.