

The background is a vibrant yellow with a subtle gradient. It features several abstract geometric elements: a large circle in the top right, a smaller circle in the middle right, and a large circle in the bottom right. These circles are composed of multiple concentric outlines. Additionally, there are thin, dark lines that intersect to form a triangular shape on the right side of the page.

# **BME Community Services**

## **Annual Report & Accounts For the Year Ended 31<sup>st</sup> March 2009**

Company Number: 06034604

Charity Number: 1118852

Typesetting by: Amina Chitembo, CEO  
1<sup>st</sup> floor, Gordon House  
34 Railway Approach  
Worthing, West Sussex  
BN11 1UR

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## Legal and Administrative Information

<b>Registered Address:</b>	1 <sup>st</sup> Floor, Gordon House 34 Railway Approach, Worthing, West Sussex BN11 1UR.
<b>Telephone:</b>	01903 211 033
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<b>Independent Examiner:</b>	James Eden FCA James Eden & Co, Chartered Accountants Suite G4 Waterside Business Centre North Street LEWES BN7 2PE
<b>Bankers:</b>	Barclays Bank Plc, Chichester Business Centre, 74-75 East Street, CHICHESTER, PO19 1HT.
<b>Solicitor:</b>	Mr Charles Shiramba, Partner McDermott Will & Emery UK LLP, 7 Bishopsgate, LONDON, EC2N 3AR.

### Description of the Trusts up to 31st of March 2009

<b>Type of governing document:</b>	Memorandum and Articles of Association.
<b>How the charity is constituted:</b>	Registered Charity No 1118852, Company Limited by Guarantee No: 06034604.
<b>Affiliations and Memberships:</b>	African HIV Policy Network National Council for Voluntary Service West Sussex Youth Service

## Directors/Trustees 2008-09

1. Mr. Michael Bolorunduro (Chair)
2. Mr. Terence Mumbi
3. Mr. Daniel Dei
4. Mrs. Salima Dean
5. Mr. Witsimang Sebata – From November 2008
6. Ms. Pamela Pasi – From November 2008
7. Ms. Vivian Adomza – From November 2008
8. Ms. Florence Kasonde To November 2008
9. Mrs. Amanda Mumbi - To November 2008
10. Mr. Chilombo Musonda To November 2008



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

Note: At every AGM one third of Trustees step down but can stand for election if they so wish. Below is the list of Trustees who served during the period from 1 April 2008 – 31<sup>st</sup> March 2009

**Company Secretary:** Amina Chitembo

**Areas of Operation:** Europe and Africa.

## Staff 2008-09

- |                    |  |
|--------------------|--|
| 1. Amina Chitembo  | Chief Executive Officer.                                 |
| 2. Henna Chowdhury | Development & Support Officer/Acting Operations Manager. |
| 3. Violet Brown    | Outreach & Support Worker.                               |
| 4. Nsofwa Chipasha | Business Information Officer.                            |



## Volunteers 2008-09

1. Adeola Popoola	Administrative and Information Officer.
2. Denrick Elliot	Development Worker
3. Fezile Zondi	House Keeping.
4. Florence Dei	Events Caterer
5. Gladys Chavula	Assistant Youth Leader (young person).
6. Innocent Rukiza	Diverse Culture Football Club Leader
7. Julie Osman	Event Cater
8. Lima Ahmed	Events Caterer
9. Michael Bolorunduro	Community Fundraiser
10. Nazmeen Ahmed	Finance Assistant.
11. Ngosa Kambashi	Communication Coordinator (young person).
12. Nsofwa Chipasha	Youth Worker
13. Pamela Mahaka	Diverse Cultures Youth Partnership Officer.
14. Pamela Pasi	Support Worker
15. Robert Kasule	Fundraising Officer
16. Sarah Bolorunduro	Events Caterer
17. Sarah Kambashi	Administrative Assistant
18. Savinthri Jayaweera	Counsellor
19. Simephi Ncube	General Support
20. Sylvia Katashila	Youth Leader (young person).
21. Thandiwe Chipasha	Youth Leader (young person).
22. Violet Brown	Support Worker
23. Vivian Adomdza	Support Worker
24. Witsimang Sebata	Accountant
25. Zoe Kalonji	Diverse Cultures Football Club Assistant Leader



## Chairman Board of Trustee's Report

It is with great pleasure and honour I present to you, our report for another eventful year of progress and achievements.

On behalf of the board of trustees, I wish to express our gratitude to our supporters, funders and service users who had been our tonic and elixir, on whose energy we have been able to run a successful race for the year under review.

Like Oliver Twist, we still need more of your support as we face the challenges ahead, and we are hopeful of your good gestures.



### What we stand for:

BME Community Services was established in July 2006 to help address gaps and needs in services for families, individuals and communities groups from the Black and Minority Ethnic (BME) Communities, including Refugees and Asylum seekers within the West Sussex coast strip. It became a registered Charity on 17<sup>th</sup> April 2007.

We support and work in partnership with various organisations that have similar objectives with our organisation and this relationship has helped us to give a robust and holistic service to the community we serve. During the year, we worked with the following organisations on the following projects, with resounding success West Sussex Council, the Police, and many other organisations are details in the report.

The year had been a great year for our organisation. We have been able to execute over 90% of our projected activities with roaring success.

### Summary of Activities during the Year Under Review.

**Relocation:** The need to be able to serve our clients more effectively and attend to the increased demand of our services necessitated our relocation to Worthing where more than 55% of our service users are resident. This strategically located office has boosted our image and made accessibility easier for our clients and partners.

**Training:** We have added training to our range of services to help in the dissemination of information and to enable us generate additional income. This service took off effectively during the year, we are looking forward to more people to utilise this facility.

**Staff:** We were able to take on more staff and volunteers as a result of the growth in the request for our services. We are still looking forward to more volunteers as our need is growing in leaps and bounds.

**Fundraising:** We are planning to organise fund raising events to generate more funds to finance our numerous projects. This will include dinner parties, fun days, BME-CS event days etc. We also have a number of new projects lined up!

I cannot conclude this report without appreciating the effort of our wonderful staff, headed by our indefatigable Chief Executive Officer, our magnanimous funders and partners. To my colleagues on the board of trustees, I say a very big thank for your valuable time and support. Special thanks to Amina for designing the report. Kudos to you all.

I look forward to a more prosperous and mutually beneficial relationship in the years ahead.

A handwritten signature in black ink, appearing to read 'Michael Bolorunduro', written over a horizontal line.

**Michael Bolorunduro.**

# Trustees Report for the Year Ended 31st March 2009 (Incorporating the Chief Executive's Report)

The trustees present their report and accounts for the period 1<sup>st</sup> April 2008 -31<sup>st</sup> March 2009.

## Governing Document

The organisation is a charitable company limited by guarantee. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event that the company is being wound up members are required to contribute an amount of not exceeding £1.

## 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 reducing racial and other types of inequalities.
- 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 encouraging community cohesion.
- 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 and Projects 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 session 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.
- Multi-Cultural Events - Culturally diverse group meetings and workshops for people to share issues and celebrate diversity in a safe and non judgmental setting

### **BME Health Project (BMEHOP)**

- The Project is primarily aimed at Black and Minority Ethnic People focusing on the following high risk groups:
  - HIV/AIDS and Sexual Health Awareness
  - Children & young people
  - Drug and alcohol misuse
  - Victims of domestic violence
  - prevent suicide or deal with its consequences (in particular those at risk of depression and mental illness)

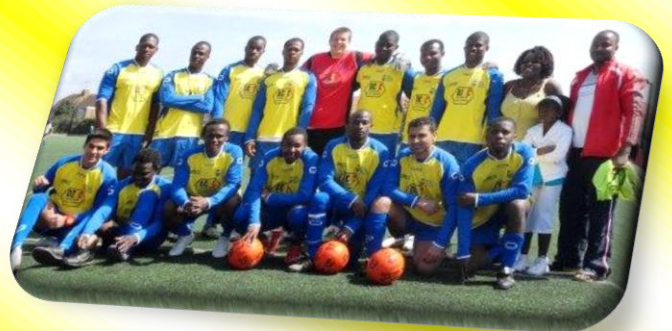
### **Sussex Akota Women's Alliance (SAWA)**

- Women's Group – empowering ethnic minority women in West Sussex by enhancing the skills and potential of women through sensitive and appropriate socioeconomic support which is recognised by all sectors of the community as being underpinned by quality and equality. The groups aims to empower and foster the confidence of Black, Asian, African and other ethnic minority women through building their confidence, encouraging them to participate in civic roles, on school boards and other volunteering activities.

### **Diverse Cultures Youth Partnership (DCYP)**

- DCYP is an independently managed entity run and led by young people, supported by BMECS. The partnership offers BME young people opportunities to come together into groups of their own choice while encouraging them to integrate into mainstream youth clubs. To exchange knowledge and cultural activities, increase confidence to engage in activities relevant to their interests. The partnership this year has mainly been funded by the Youth Opportunities Fund and the Awards for All.
- The partnership aims at reducing the risk in young people turning to crime by supporting opportunities to develop into responsible adults. It creates an environment of friendship & belonging where young people gain strength & power both collectively & individually, through creative learning & participation. At the moment this includes:

- the Diverse Cultures Football Club (DCFC) which has over 35



- members most of whom are unaccompanied asylum seekers and refugees settled in Worthing through the Gatwick Children Services and
- Diverse Cultures Young Dancers formerly known as AYPG (DCYD) – Group of mainly African and Asian girls who come together and practice dance and music.
- We now work very closely with **West Sussex Council for Voluntary Youth Services**, sincere thanks to Hanna and team for the support.

## Special Thanks to Our Funders

We were funded by the following organisations:

- Action in Rural Sussex – Social Inclusion Grant
- Awards for All – Sussex Akota Women's Alliance.
- Donations from the general public
- Gilead Pharmaceuticals – Training
- Littlehampton Town Council
- NHS -South East Specialised Commissioning Group – Part funding for BME health Outreach Project and Training.
- Sussex Police – Young people's event
- West Sussex – Children's Trust ( through West Sussex Council For Voluntary Youth Service)
- West Sussex County Council - Community Safety towards pilot outreach and drop in projects.
- West Sussex County Council - Youth Service revenue contribution.
- Worthing Local Strategic Partnership - BME Health Outreach Project – Choosing Health.
- Youth Opportunities Fund – Funding for African Young People's Group.

## 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

- Action in Rural Sussex - Social Inclusion Grant Panel.
- Arun Action Against Race and Hate Forum
- Arun Community Cohesion Group
- Capacity Builders - Additional Support Programme West Sussex.
- Chichester Harm Reduction Forum
- Chichester Wider Local Strategic Partnership.
- Worthing Children and Young People's Forum
- Worthing Community Cohesion Forum
- Worthing Equality and Diversity Forum.
- Worthing Harm Reduction Group
- Worthing Voluntary Sector Forum
- West Sussex Council for Voluntary Youth Services



## 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 2008/9. We have now moved ahead on setting up the training arm of the organisation as a social enterprise which will bring in income to mitigate some of the 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.

### Our other main policies and procedures include

- Complaints Procedure
- Disciplinary Procedure
- Equality and Diversity and Equal Opportunities Policy
- Financial policy
- Grievances Procedure
- Health and Safety
- IT Policy
- Learning and Development Policy
- Lone Worker Policy
- Protection of Vulnerable adults Policy
- Reserves Policy
- Safeguarding Children/Child Protection Policy
- Subsistence Allowance Policy
- Volunteer Policy



All our policies are reviewed regularly and staff volunteers and management are reminded of the contents annually.

## Our Commitment to Equality and Diversity

We endeavour to promote social inclusion, service improvement, employment opportunities, equality and diversity. Our Equal Opportunity statement and Equality and Diversity Policy aim 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.

### **Financial Review**

In the year we had income of **£95,559** and expenditure of **£93,656**. We carried forward reserves of **£20,261** to 2009/10 which is made up of restricted funds **£13,748** and unrestricted funds of **£6,513**. The restricted reserves include unused funds from West Sussex County Council **£6,238** and Awards for All **£7,498**. 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. 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**

We will be launching new projects and we will continue to work on current ones. Please feel free to contact us should you require.

## 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.

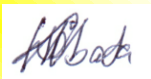
The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the accounts comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the 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 on 4<sup>th</sup> July 2009.**

Signed on behalf of the trustees



**Ms. Pamela Pasi**  
Director/Trustee



**Mr. Witsimang Sebata**  
Director/Trustee

# Independent Examiner's Report to the Trustees of BME Community Services

I report on the accounts of the charity company for the year ended 31<sup>st</sup> March 2009, which set out on pages.15 to 20.

## Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under Part 7 of the Companies Act 1985 and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the Charities act 1993);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention.

## Basis of Independent Examiners' Report

My examination was carried out in accordance with the general directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion on the view given by the accounts.

## Independent Examiner's Statement

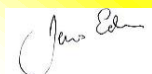
In connection with my examination, no matter has come to my attention:

(1) Which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with s221 of the Companies Act 1985; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the of the Companies Act 1985 and Statement of Recommended Practice: Accounting and Reporting by Charities(revised 2005) have not been met;

or

(2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



**James Eden**

James Eden & Co

Chartered Accountant

Suite G4, Waterside Business Centre

North Street

LEWES, East Sussex

BN7 2PE

**Dated: 8th July 2009**

## Statement of Financial Activities

Year ended 31st March 2009

	Notes	Unrestricted £	Restricted £	Total 2009 £	Total 2008 £
<b>Incoming Resources</b>					
Grants	2	12,320	80,000	92,320	66,021
Donations and Interest Received		312		312	325
Other income		2,927		2,927	
<b>Total income resources</b>		<b>15,559</b>	<b>80,000</b>	<b>95,559</b>	<b>66,346</b>
<b>Resources Expended</b>					
Charitable Expenses					
Community generation					20,641
Cultural support					12,493
Education and Cultural Awareness		1,775	13,992	15,767	13,035
Governance Costs	3	563	1,253	1,816	4,545
Health Promotion		5,275	50,559	55,834	8,148
Social Inclusion		352	387	739	
Social Inclusion & Harm Reduction		1,800	8,769	10,569	
Volunteering & Capacity Building		2,053	6,878	8,931	
<b>Total resources expended</b>		<b>11,818</b>	<b>81,838</b>	<b>93,656</b>	<b>58,862</b>
<b>Net Income/Expenditure</b>		<b>3,741</b>	<b>(1,838)</b>	<b>1,903</b>	<b>7,484</b>
<b>Reconciliation of Funds</b>					
Funds Brought Forward	7	2,772	15,586	18,358	10,874
<b>Funds Carried Forward</b>		<b>6,513</b>	<b>13,748</b>	<b>20,261</b>	<b>18,358</b>

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

As at 31<sup>st</sup> March 2009

	Notes	2009 £	2008 £
<b>Tangible Assets</b>	4	<u>3,269</u>	<u>3,506</u>
<b>Current Assets</b>			
Debtors	5	1,170	9,054
Cash at Bank and in hand		<u>21,345</u>	<u>6,098</u>
		<b><u>22,515</u></b>	<b><u>15,152</u></b>
<b>Creditors: Amounts falling due within one year</b>	6	5,523	300
<b>Net current Assets</b>		16,992	14,852
<b>Total Assets less Liabilities</b>		<u><b>20,261</b></u>	<u><b>18,358</b></u>
<b>Reserves</b>			
Unrestricted		6,513	2,772
Restricted		<u>13,748</u>	<u>15,586</u>
	7	<u><b>20,261</b></u>	<u><b>18,358</b></u>

The directors are satisfied that the company is entitled to the exemption under section 249A (1) of the Companies Act 1985 and that 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:

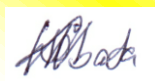
Ensuring that the company keeps accounting records which comply with section 221 of the Act; and preparing accounts which give a true and fair view of the state of affairs of the company at 31 March 2009 and of its profit for the period then ended in accordance with section 226, and otherwise comply 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 4<sup>th</sup> July 2009.



**Ms. Pamela Pasi**  
Director/Trustee



**Mr. Witsimang Sebata**  
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 BME Community Services 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.

2	<b>Grants</b>	<b>2009</b>	<b>2008</b>
		<b>£</b>	<b>£</b>
	<b>Unrestricted</b>		
	Action in Rural Sussex		2,500
	Chichester Local Strategic Partnership - Small Sparks		500
	West Sussex Children's Trust	12,000	
	West Sussex Youth Service	320	312
		<b>12,320</b>	<b>3,312</b>
	<b>Restricted</b>		
	Awards for All	10,000	
	Big Lottery -International Small Grant		10,000
	Community Development Foundation		12,000
	Gilead Pharmaceuticals	500	
	Littlehampton Town Council	500	
	NHS-South East Specialised Commissioning Group	11,000	6,161
	Sussex Police (Worthing)	1,950	
	West Sussex County Council - Community Safety	25,000	
	Worthing Local Strategic Partnership - Choosing Health Project	21,250	20,000
	Youth Opportunities Fund	9,800	14,548
		<b>80,000</b>	<b>62,709</b>
	<b>Total Grants</b>	<b>92,320</b>	<b>66,021</b>
3	<b>Governance Costs</b>	<b>2009</b>	<b>2008</b>
		<b>£</b>	<b>£</b>
	<b>Auditing and Accounting fees</b>		
	Carpenter Box LLP accounting fees 07/08	663	1,100
	Companies House	15	
	James Eden & Company accounting fees 08/09	575	
		1,253	1,100
	Professional and Legal fees	563	3,445
		<b>1,816</b>	<b>4,545</b>

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

	2009	2008
	£	£
Cost		
At 1st April	4,596	2,576
Additions	1,040	2,020
At 31st March	<b>5,636</b>	<b>4,596</b>

**Depreciation**

At 1st April	1,090	109
Charge for the year	1,277	981
At 31st March	<b>2,367</b>	<b>1,090</b>

**Net Book Value**

At 31st March	<b>3,269</b>	<b>3,506</b>
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5 **Debtors**

	2009	2008
	£	£
Accrued income		8,000
Other Debtors		859
Rent Prepayments	670	195
Rent Deposit	500	
	<b>1,170</b>	<b>9,054</b>

6 **Creditors: Amounts due within one year**

	2009	2008
	£	£
Accruals	575	300
HMRC	3,032	
Other Creditors	1,916	
<b>Total</b>	<b>5,523</b>	<b>300</b>

7 **Reserves**

	1 Apr 2008	Incoming Resources	Outgoing Resources	Transfers	31 Mar 2009
	£	£		£	£
<b>Unrestricted Reserves</b>					
<b>Designated</b>					
Office and Computer Equipment	3,506			(238)	3,268
Other Charitable Funds	195			975	1,170
General Fund	(929)	15,559	11,818	(737)	2,075
	<b>2,772</b>	<b>15,559</b>	<b>11,818</b>	<b>0</b>	<b>6,513</b>

<b>Reserves Contd.</b>	<b>1 Apr 2008</b>	<b>Incoming Resources</b>	<b>Outgoing Resources</b>	<b>Transfers</b>	<b>31 Mar 2009</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Restricted Reserves</b>					
Action in Rural Sussex - Social Inclusion	8				8
Awards for All		10,000	2,502		7,498
Gilead Pharmaceuticals		500	500		
Littlehampton Town Council		500	500		
NHS -South East Specialised Commissioning Group	346	11,000	11,346		
Sussex Police		1,950	1,948		2
Worthing Local Strategic Partnership	14,116	21,250	35,364		2
WSCC Community Safety	99	25,000	18,861		6,238
Youth Opportunities Fund	1,017	9,800	10,817		
	<b>15,586</b>	<b>80,000</b>	<b>81,838</b>		<b>13,748</b>
<b>Total Reserves</b>	<b>18,358</b>	<b>95,559</b>	<b>93,656</b>		<b>20,261</b>

8 **Staff Costs**

Salaries	41,895
National Insurance Contributions	7,224
	<u>49,119</u>

9 **Transactions with Trustees**

The trustees received no remunerations in relation to fulfilling their role as trustees (2007/08: Nil)  
However, 8 trustees were reimbursed for out-of-pocket expenses in relation to travel amounting to £579.

## Appendix 1: BME Community Services Summary Workload for April 2008 to March 2009

### Introduction

Monitoring is a very important part of our day to day work and having systems in place to record our workload has meant we are able to track development and outcomes. We use the Utilisation-focused evaluation (UFE) framework by Michael Quinn Patton. It is based on the principle that an evaluation should be judged by its effectiveness; so no matter how technically sound and methodologically elegant, an evaluation is not truly a good evaluation unless the findings are used. We use the simple recording system to help us enhance the likelihood that evaluation findings will be used and lessons will be learnt from the results.

This brief report will help us look at what we have done so far and reinforce where we go in our development. It is also intended to keep our partners informed on how the organisation is progressing. Some of the tables are self explanatory others have a very brief narrative before them to make it easier to understand. We have also added some case studies to give a more qualitative feedback.

**Table 1.1: Country of Origin**

This table represented the country of origin for all clients who presented with issues/ problems to our service between April 2008 and March 2009. Some were referred by other services others self-referred to our service.

Country	Count	Percent
Zimbabwe	108	22%
Bangladeshi	69	14%
India	67	14%
Pakistani	45	9%
Zambia	45	9%
Congo	43	9%
Poland	29	6%
Uganda	20	4%
South Africa	19	4%
Ghana	12	2%
Nigeria	7	1%
Kenya	5	1%
Angola	3	1%
Botswana	3	1%
Sierra Leone	3	1%
Cyprus	1	0%
Russia	1	0%
Sri-lanka	1	0%
Turkey	1	0%
UAE	1	0%
	<b>483</b>	<b>100%</b>

**Table 1.2: Children Country of Origin**

The table below represents the number of children under the age of 18 whose parents presented with an issue/problem to our service between April 2008 and March 2009, where the children were not the referred person.

Country	Count	Percent
Zimbabwe	21	32%
Bangladeshi	12	18%
Nigeria	7	11%
India	5	8%
Zambia	5	8%
Congo	3	5%
Pakistani	3	5%
Poland	3	5%
South Africa	2	3%
Uganda	2	3%
Angola	1	2%
Ghana	1	2%
	<b>65</b>	<b>100%</b>

**Table 2: Total New Clients by Ethnicity**

	Q1	Q2	Q3	Q4	Total 2008-9
Black African/Caribbean	45	66	86	77	274
Asian (Bengali /Pakistani/Indian)	13	33	42	66	154
Filipino	0	6	14	4	24
Chinese/Burmese	0	2	8	0	10
E & C European	1	0	15	1	17
British	1	0	2	1	4
<b>Total</b>	<b>60</b>	<b>107</b>	<b>167</b>	<b>149</b>	<b>483</b>

**Table 3: Total New Cases by Gender**

	Q1	Q2	Q3	Q4	Total 2008-9
Male	9	33	13	45	100
Female	51	71	141	87	350
Unknown/Not rerecorded	0	3	13	17	33
<b>Total</b>	<b>60</b>	<b>107</b>	<b>167</b>	<b>149</b>	<b>483</b>

**Table 4: Age Group**

	Q1	Q2	Q3	Q4	Total 2008-9
Under 16	0	0	6	12	18
16 -18 year	4	13	13	10	40
19-24 years	12	24	34	5	75
25 – 34years	12	32	41	40	125
35– 44years	26	21	34	49	130
45 – 55 years	5	7	24	24	60
55+	0	6	15	5	26
Unknown/Not Recorded	1	4	0	4	9
<b>Total</b>	<b>60</b>	<b>107</b>	<b>167</b>	<b>149</b>	<b>483</b>

**Table 4: Borough/District**

The table below represents the place where clients live at the time they presented to our service at first appointment.

	Q1	Q2	Q3	Q4	Total 2008-9
Adur	2	0	13	17	32
Arun	4	13	34	18	69
Chichester	12	24	18	12	66
Worthing	41	66	87	88	282
Other	1	4	15	14	34
<b>Total</b>	<b>60</b>	<b>107</b>	<b>167</b>	<b>149</b>	<b>483</b>

**Table 5: Classification of Problem Categories Recorded**

This table represents the number of issues and not clients. Some clients presented with multiple problems so this is a collection of the issues identified hence the number being almost double. A note to make is that we changed our form in the 2<sup>nd</sup> half of the year after consultation with our main partners on what type of information they wanted us to collect, this is more representative for the last two quarters. The figures do not make good comparative but can be used for indication only.

	Q1	Q2	Q3	Q4	Total 2008-9
Anti Social Behaviour	0	0	1	0	1
Domestic Violence	5	1	37	18	61
Education	0	0	19	12	31
Employment	0	0	16	101	117
Hate Crime	0	0	0	10	10
Health	34	39	78	92	243
Housing	34	14	43	91	182
Immigration	3	3	35	90	131
Isolation	6	6	3	22	37
Racism	6	7	4	50	67
Sexual Violence	0	0	1	2	3
<b>Total</b>	<b>88</b>	<b>70</b>	<b>237</b>	<b>488</b>	<b>883</b>

## **Positive Outcomes: Importance of Our Service in Identifying Possible Missed Disadvantaged BME Families, Children and Young People.**

Through the services we have managed to pick up children who are vulnerable and refer them to services where they could get support. Through our drop in service also we are able to pick up cases. Below are two case studies from the workload we had:

### **Case Study 1**

**An asylum seeking family** - single parent a room with mould and leaking roof, baby under one year old, mum not in very good health due to stress and other issues.

#### **Result/Outcome of Support:**

- Through working with children's services and other charities found suitable clean accommodation and food to support the family.
- Through working with the medical professional, local MP and solicitors wrote letters to home office to and managed to get them indefinite leave to remain and now mum is working and able to support herself and child lessening the burden on public funds.

### **Case Study 2**

**Language barriers for the elderly** – An elderly couple both unwell could not communicate very well in English. We received a referral through a social worker that was leaving her job to say she felt that this case had been closed prematurely and wondered if there was a support we could give to the couple. On interviewing the family we found that actually their living conditions were very bad and there was a big leakage in their bedroom. Some of their benefits had been stopped.

**Outcome** - We followed up and reinstated the benefits, we got in touch with social services and the case was reopened and the family was supported in getting their house cleaned and redecorated. The wife who was in better health was encouraged through us to take up ESOL classes, this was a big boost to her confidence and after some time she felt she could go and do her shopping, something she had never done before because her husband had done all the shopping and since he fell ill they could not help themselves.

### **Case Study 3**

**Marriage Route/Domestic Abuse** – Family with 2 children, 11 and 4, woman married in Africa by British passport holder, brought to the UK, West Sussex, and the dream marriage/2<sup>nd</sup> heaven becomes suddenly turns into a nightmare. She kept prisoner for 9 months, physically and mental abused, not allowed to work. Perpetuator abusing the 11 years old who is a step child, by name calling, not allowing him to have food while younger child is fed.

Mum manages to escape and reports to police passing. The victim and children are taken to a refuge but due to the perpetrator's influence, he reports that they are on visitor's visa is 6 months as opposed to 2 years spouse visa which was granted. With the professionals not understanding the case very well, the woman is offered a ticket to go back home with nothing. The cultural issue is that the woman cannot leave a marriage just like that, the second common issue is that there is property and finances involved in ending marriages if she goes she loses out.

Because she refuses to go, she is told she cannot be supported, so being destitute she moves in with a stranger, another woman she met a place of worship she was introduced to while in the refuge. She starts

sharing a one bedroom flat with that woman, another man and the victim's children. After a few months the woman helping her leaves her destitute in the flat with no money to pay rent or buy food. So she ends up back at the husband's and chooses to endure the abuse. The children at this stage are lost in the system as now their whereabouts are not clear. The victim learns about BMECS and refers herself through our drop in service.

### **Result/Outcome**

- Through advocacy and following up with the services she dealt with we uncover the true picture of what happened helping us plan a way forward.
- Working with a solicitor an application is made on the SETDV form for her to stay and fight her divorce
- Case referred to the domestic violence Multi Agency Risk Assessment Conference, support is found woman referred back to a refuge while waiting for response from Home Office 3 months later she receives indefinite leave to remain and proper accommodation for her and the children is found and files for divorce in a proper way.
- Children are referred for support for the trauma experienced and put back into proper education.

These case studies highlight and demonstrate how the two scenarios of migrants where vulnerable children are involved and can easily be lost by the system, but through partnership working and support of specialist service like ours this can be made easier.

### **BARRIERS TO PROVIDING A GOOD REFERRAL SERVICE**

1. Lack of clear mechanisms for training volunteer/staff
2. Difficulties in accessing CRB (cost, hosts etc)
3. Resistance from some services in accepting our support.
4. Lack of capacity to attract more young people
5. Lack of funds for community profiling to be able to reach more vulnerable children and young people
6. Poor or no proper channels to feedback in order to influence the policies that protect our children and young people regardless of ethnic background.

Currently we are providing quarterly figures to the relevant departments and will continue to do that and have attached the full figures for the whole year to this report. We also highlight any issues to relevant agencies where there is need for action e.g. community safety, police and GPs

### **RECOMMENDATIONS**

Here are the three top items we would like the local authorities and other partners to consider in the priorities plan.

- Training and resources for Voluntary Community Sector like ours to help them reach out to vulnerable children and their families.
- More grassroots mapping work is required to understand the smaller pockets of families settling outside Crawley and ensuring they can get support, especially those in the most deprived areas e.g. Heene in Worthing, Wick & Ham in Arun and St. Mary's and Southlands in Adur.
- More investment into equality and diversity training and awareness in for professionals especially with the passing of the equality bill.

## Appendix 2: Diverse Cultures Youth Partnership (DCYP)

DCYP is our overarching young people's support service. We are now beginning to help build the capacity of more Black Asian Men Ethnic Groups especially those aged between 5 and 13 years and that not in employment, education or training (NEET) working in partnership with West Sussex Council for Voluntary Youth Services and other partners.

We manage a football club for boys and girls dance club for girls, we currently have or young people the groups are currently as follows:

- Diverse Cultures Young Dancers (formally AYPG) - **26**
- Diverse Cultures Football Club – (Boys 14-22) **33**

The tables below represent a snap shot of information we hold as at 31<sup>st</sup> March 2009 For Coastal Strip Scenario Black Asian and Minority Ethnic Young People Currently Accessing Our Services.

**Table 6: Registered Members by District**

	Male	Female	Total
Adur	4	2	6
Arun	10	6	16
Chichester	5	11	16
Worthing	16	6	22
Other	1	0	1
<b>Total</b>	<b>36</b>	<b>25</b>	<b>61</b>

**Table 7: Age group by Gender**

	Male	Female	Total
Under 13	0	5	5
13 -16 year	9	12	21
17-18 year	15	7	22
19-24 years	10	2	12
25 or over	1	0	1
<b>Total</b>	<b>35</b>	<b>26</b>	<b>61</b>

**Table 8: Reason by Gender**

	Male	Female	Total
Asylum Seeker	16	5	21
Refugee	12	8	20
Work (Parental)	4	13	17
Fostered/Adopted	1	0	1
Other/Undisclosed	2	0	2
<b>Total</b>	<b>35</b>	<b>26</b>	<b>61</b>

**Table 9: Age Group by Status**

	Education	Employment	NEET	Total
Under 13	4	0		4
13 -16 year	15	0	3	18
17-18 year	6	7	9	22
19-24 years	3	2	11	16
Over 25	0	0	1	1
<b>Total</b>	<b>28</b>	<b>9</b>	<b>24</b>	<b>61</b>

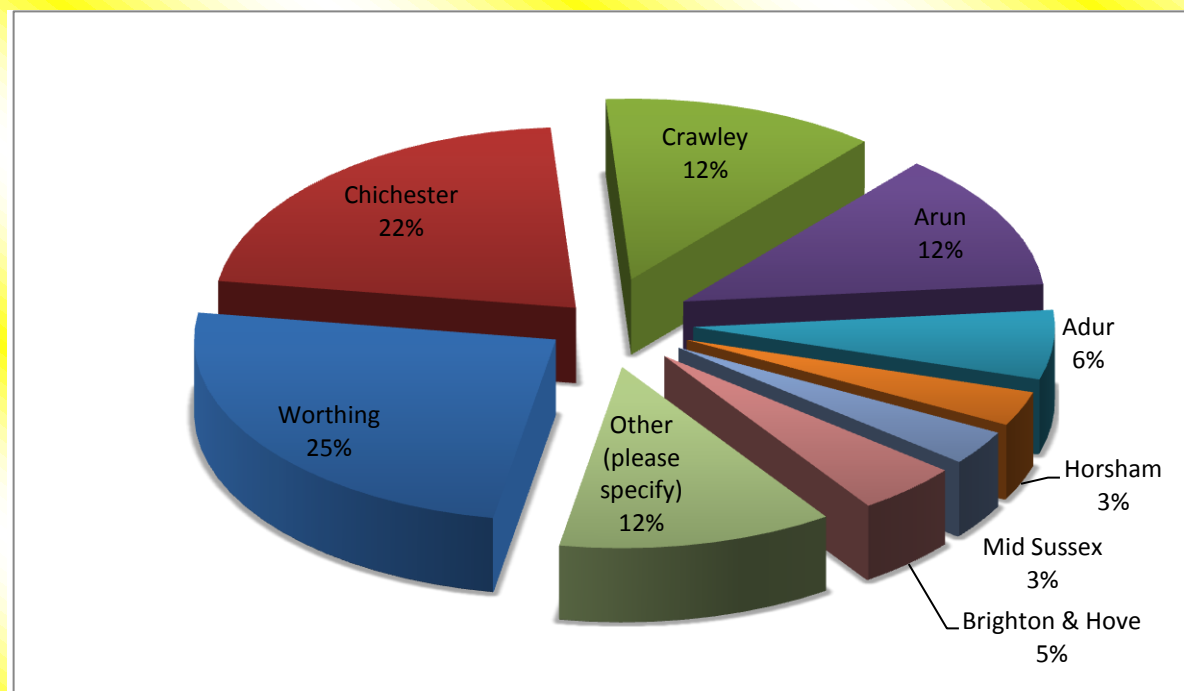
## Appendix 3: BME Community Services Stakeholder Survey at the End of Three Years of Service

### Introduction

After three years in West Sussex, it is just the right time to ask our stakeholders to help us shape our service. We felt the best way to start was to conduct a review with the aims of evaluating what we doing and to helping us understand where we are in our service provision and how our publicity is work. The results will be used to show our funders and supporters the impact we are making and to continuously improve our service. We would like to thank all the people that took time to complete our survey; your responses are very valuable to us. The survey was sent our through our e-bulletin, email and also a link was placed on our website. We had a total of 65 responses.

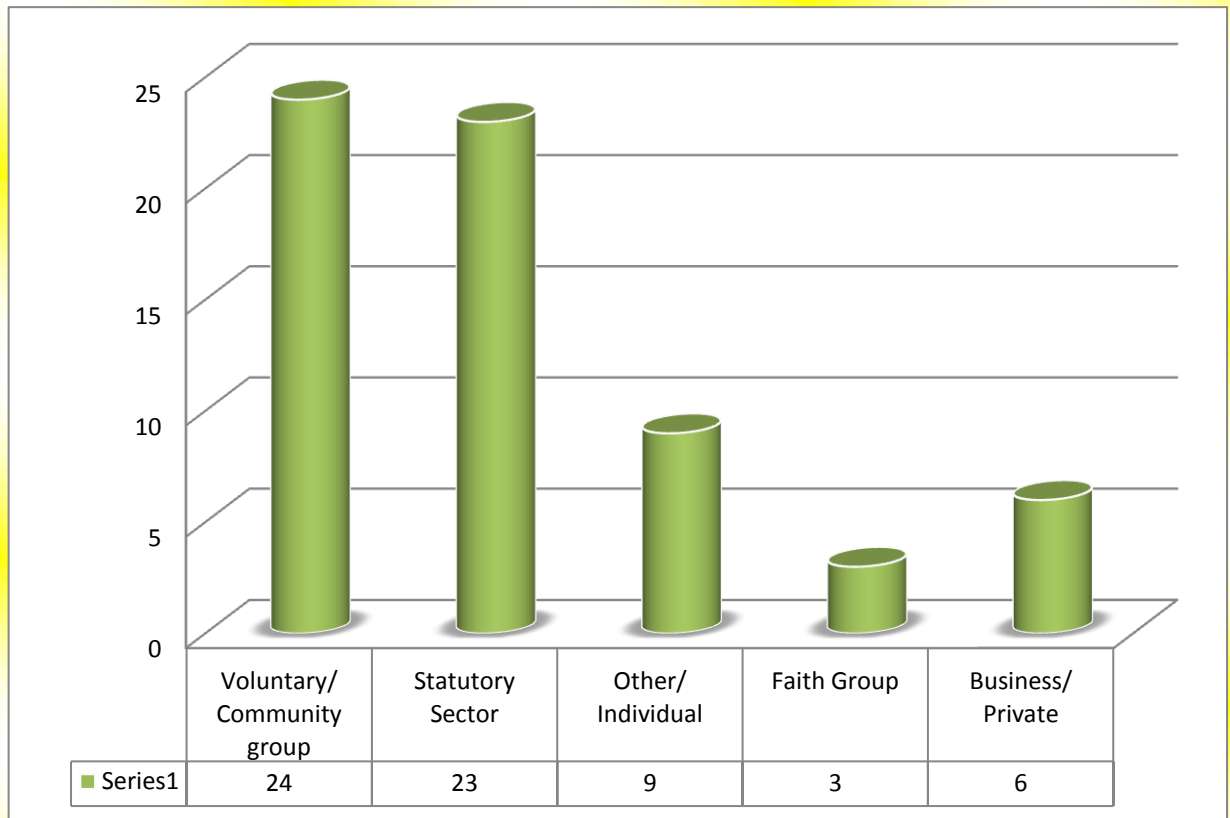
### Response Summary

1. This question was about finding out how far we reached and so we asked what district/are the respondents were representing. The actual question was "What area are you in?" Those in the 'other' category five (5) said they covered the whole of West Sussex, one (1) South East Region and one (1) Essex.

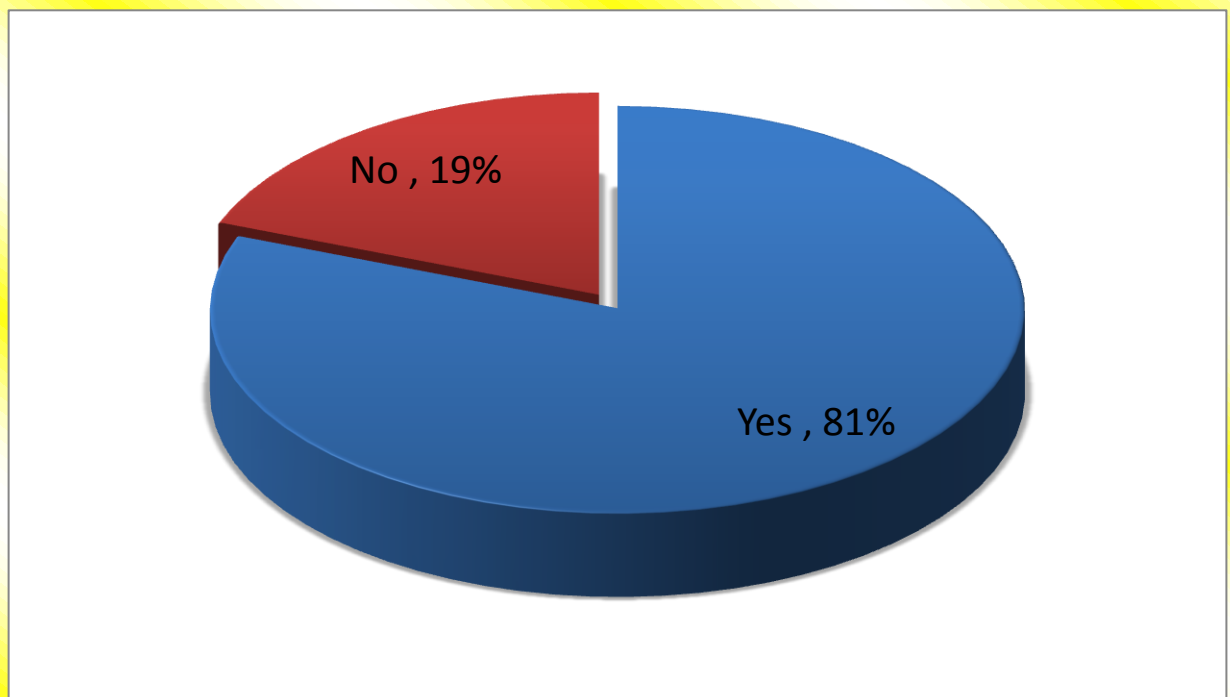


	Percent	Count
Worthing	24.60%	16
Chichester	21.50%	14
Crawley	12.30%	8
Arun	12.30%	8
Adur	6.20%	4
Horsham	3.10%	2
Mid Sussex	3.10%	2
Brighton & Hove	4.60%	3
Other (please specify)	12.30%	8
<b>Total Responses</b>	<b>100.00%</b>	<b>65</b>

2. We asked which of the following described the organisation or area they represented.



3. This question was added to give us an indication on how far we were reaching; we asked if respondents had heard of BME Community Services or BMECS before. 52 responded as broken down in the pie chart below:



4. We then asked those who had answered YES in question 3, which of the following statements best suited how well they knew the service based on the statements below. 42 respondents answered this question. We seem to be doing well on collaborative working through forums/meetings, this also could be interpreted that not as many of our service users responded to the survey as our partners.

	Yes	No	Not Applicable	Count
Used the service as a client	25.0% (6)	<b>54.2% (13)</b>	20.8% (5)	24
Referred a client/s to the service	<b>56.5% (13)</b>	34.8% (8)	8.7% (2)	23
Worked on the same project	<b>57.7% (15)</b>	30.8% (8)	11.5% (3)	26
Attend the same forum/meeting by another organisation	<b>83.9% (26)</b>	12.9% (4)	3.2% (1)	31
Just know that the service is there not had specific contact	<b>64.0% (16)</b>	20.0% (5)	16.0% (4)	25

5. BMECS endeavours to work in collaboration / partnership with other organisations, we asked the respondents to give us their opinion how well they thought we are doing so far, based on the headings below. 38 responded to this question. 71% felt we were easy to contact and 65% felt our information was easy to understand. We scored neutral on our referral process questions (the last two) we will have to explain better on how we work here.

	Agree	Improve ment Needed	Neutral	Disagree	Count
BMECS keeps its promises - they do what they say they'll do	<b>50.0% (18)</b>	8.3% (3)	41.7% (15)	0.0% (0)	36
BMECS is open and transparent	<b>48.6% (18)</b>	5.4% (2)	45.9% (17)	0.0% (0)	37
BMECS accepts responsibility for its actions	45.9% (17)	5.4% (2)	<b>48.6% (18)</b>	0.0% (0)	37
BMECS staff and volunteers are helpful and behave in a professional way	<b>58.3% (21)</b>	2.8% (1)	38.9% (14)	0.0% (0)	36
BMECS is easy to contact	<b>71.1% (27)</b>	2.6% (1)	26.3% (10)	0.0% (0)	38
BMECS answers calls, emails and letters quickly and efficiently	<b>55.6% (20)</b>	2.8% (1)	41.7% (15)	0.0% (0)	36
BMECS information is easy to understand	<b>65.8% (25)</b>	7.9% (3)	26.3% (10)	0.0% (0)	38
BMECS takes account of people's different culture and background's needs	<b>54.1% (20)</b>	0.0% (0)	45.9% (17)	0.0% (0)	37
BMECS's referral processes are clear and easy to follow	36.1% (13)	5.6% (2)	<b>58.3% (21)</b>	0.0% (0)	36
BMECS explains what they will do with referrals clearly	33.3% (12)	2.8% (1)	<b>63.9% (23)</b>	0.0% (0)	36

7. We believe BMECS is important in linking the BME Community members and mainstream services. Please tell us what you think about the services we offer. This question was based on the list of services we provide. 38 people answered this question.

	I have used this service	It useful and I will use it again in future	It is not useful, needs changing	I have an idea but haven't used service	Count
Drop-In Service	9.7% (3)	9.7% (3)	3.2% (1)	<b>80.6% (25)</b>	31
Referral to or from your service	20.6% (7)	20.6% (7)	0.0% (0)	<b>61.8% (21)</b>	34
Multi Cultural Events	25.0% (9)	22.2% (8)	2.8% (1)	<b>58.3% (21)</b>	36
Women's Group	9.7% (3)	9.7% (3)	3.2% (1)	<b>80.6% (25)</b>	31
Health Outreach	12.9% (4)	6.5% (2)	0.0% (0)	<b>83.9% (26)</b>	31
Cultural Youth Clubs	12.5% (4)	9.4% (3)	3.1% (1)	<b>81.3% (26)</b>	32
Volunteering Opportunities/ Placements	23.5% (8)	14.7% (5)	5.9% (2)	<b>61.8% (21)</b>	34

8. Going forward, we wanted to hear from the respondents how best we could engage with us as we felt since they took time to response to the survey they may have an interest in our service. The question was "what are the three (3) top-most ways would you want BMECS to work with you / your organisation?" 43 people answered this question.

	Percent	Count
Consortium bids	23.30%	10
<b>Partnership working</b>	<b>83.70%</b>	<b>36</b>
Specific Forums	27.90%	12
Volunteer Placement	34.90%	15
Equality and Diversity Training	60.50%	26
Mutual Referrals	34.90%	15
Other	0.00%	1

9. Lastly we asked for open comments and these are the comments that were left:

- Best wishes, West Sussex needs you!!!
- Glad to have you around!
- How come there is no such service in Mid Sussex, please do some work here; we are struggling in GP services.
- I am proud to be part of the winning team; I am already a partner!
- I would like to help but due to time i have not even been able to attend myself. It's hard to volunteer time.
- I've never been asked to do this before so well done with the monitoring. And you contacted me, 1st time.
- Keep up the good work, this service was long overdue in West Sussex
- Thanks for all the hard work, keep it up!
- When will you start working North of the County
- Wish You Success with your work
- You are already doing well as small charity in this economy, keep up the good spirit and don't give up.