



Surrey Community Action

Report Of The Trustees And Financial Statements

Year Ended 31 March 2017

**Surrey Community Action
Astolat, Coniers Way
Burpham, Guildford
Surrey GU4 7HL**

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www.surreyca.org.uk

Company Registered in England No. 3203003
Charity Registered No. 1056527

Reference and Administrative Details

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 MARCH 2017. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued July 2014.

Registered Company number	03203003 (England and Wales)
Registered Charity number	1056527
Registered office	Astolat, Coniers Way, New Inn Lane, Burpham, Guildford, Surrey, GU4 7HL
Auditors	Menzies LLP, Ashcombe House, 5 The Crescent, Leatherhead, Surrey, KT22 8DY
Solicitors	Morrison's Solicitors, Clarendon House, Clarendon Road, Redhill, Surrey, RH1 1FB
Bankers	CAF Bank Ltd, 25 Kings Hill, West Malling, Kent ME19 4JQ
President	Vacant
Vice President	Rt Revd Jonathan Clark, Bishop of Croydon

Directors and Trustees

The directors of the charitable company (the charity) are its trustees for the purpose of charity law and throughout this report referred to as the trustees. The trustees serving during the year and since were as follows;

Michael Cannon	Chairman	Company Secretary
Jo Josh		James Prescott-Martin
Simon Matthews		
Keith McPherson	Treasurer	Principal Officers
Chris Stanton	Appointed 29 March 2017	Jason Gaskell - Chief Executive
Roger Taylor		

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Chairman's Statement

I am pleased to report that Surrey Community Action continues to thrive in an otherwise challenging environment for the Voluntary Sector. Both the trustee members and the staff team have stepped up to the plate to refresh and improve constantly the services we provide to the community we serve across Surrey. Trustees and staff have enthusiastically engaged with other sector colleagues through their membership of forums, task groups and leadership of collaboration initiatives with local government and other charities.

We have continued to grow and improve our service offerings and to build a sustainable project base for the future. Staff team numbers have increased and this has resulted in a broadening of

our skill base. Our growing capability has resulted in the development of key research papers which provide an insight into the current and future needs of Surrey across the diverse economic profiles of neighbouring communities. These pieces of work have been well received both in Surrey and other counties.

My thanks go to the trustees and staff team whose efforts have enabled us to grow and remain viable in difficult times.

Our financial performance is sound but we are not complacent. We have a pro-active programme to build a project portfolio which is consistent with our goals and which will safeguard our future.

Our intent is to remain flexible and adaptable, open to collaboration and committed to the changing and best interests of the community we serve.

Michael Cannon
Chairman



Thank you SO much for everything you did last night. It was great to get this project launched, now for the next stage! Thank you for your commitment and immense hard work to date.

Ripley Parish Council/Ripley Village Hall

Chief Executive's Report

This year has been as busy as ever for Surrey Community Action, against a backdrop of further government austerity, Brexit, an increasing need for the services charities and community organisations offer, and heightened scrutiny of how we achieve that. Despite the challenges, we have been able to maintain our valuable services and even introduce a couple more.

2016/17 saw the start of the ESF and Big Lottery funded *Inspiring Enterprise* project, in which we work with unemployed and economically inactive people to help them set up social enterprises. The project has started very strongly despite the usual challenges of managing an EU funded project and we expect to help 150 people into a new business, other employment, training or job search.

Despite its affluence, there are still significant pockets of deprivation in Surrey, and there are too many people who struggle to keep themselves and their families warm. Our *Warmth Matters* project started this year, and we seek to help families who are in fuel poverty with practical advice and

support to reduce and manage energy bills and keep their houses healthy and safe.

As well as these new projects, our existing projects have all continued to shine. *Drive into Action*, for example, was extended again, recruiting volunteer drivers to help Surrey's voluntary car schemes, and adding further to the half a million miles per year driven by amazing volunteers.

After a period of stability, Surrey Community Action has started growing again, welcoming three new project staff and a new Head of Communities and Development who will help us raise more income to continue our important work.

One of the key strengths of Surrey Community Action is our deep understanding of Surrey's voluntary sector. 2016/17 saw the creation of our *Beyond Tomorrow* report in which we surveyed the sector to find out who we are, what we are doing, what challenges we face, and what value we add. Approximately 180 community organisations participated

in the research and led to a very comprehensive report published at our 2016 annual meeting.

We also carried out research into the hidden effects of funding cuts to Surrey community organisations, showing that every service lost due to funding cuts would affect an average of almost a thousand people and jeopardise over quarter of a million pounds of match funding. We published right at the end of 2016/17 and are seeing the report discussed widely within Surrey County Council now.

Looking back at previous reports, I always seem to end in the same way, and this year has been no different: it has been another hard year for charities and community groups in Surrey, and some important and valuable organisations have unfortunately fallen by the wayside. Thanks to the hard work of our staff and trustees, we are not one of them; we continue to grow and deliver valuable, respected and appreciated services to Surrey.

Jason Gaskell
Chief Executive



**Your training event
couldn't have come at
a better time for me...
proves it works!!**

Gaynor White,
Clerk to Worplesdon Parish Council

Objectives and Aims

The objectives of the charity were revised in 2005 to read:

- a. The promotion of any charitable purpose primarily for the benefit of the inhabitants of the County of Surrey and such other charitable work in other geographical areas within the United Kingdom which assist the work of the statutory and voluntary organisations engaged in advancing education, furthering health, relieving poverty, distress or sickness, promoting equality and diversity, improving skills or any other charitable purpose.
- b. To promote and organise co-operation in the achievement of the charitable purpose by working with charities, authorities and organisations.

These objectives were clarified and updated in the strategic plan adopted by the Board in 2014, which identified 6 key strategic objectives for the organisation:

1. Advocacy and Representation - we will be advocates on behalf of the VCFS in Surrey, ensuring that statutory bodies, private sector organisations, and other stakeholders understand the value of the VCFS and how it can support them to meet their objectives.
2. Knowledge and Understanding - we will be a focal point for knowledge and understanding of the VCFS in Surrey, being able to collate, analyse, personalise and disseminate the information necessary for VCFS organisations to thrive in a challenging environment.
3. Projects and Innovation - we will use our knowledge and understanding to inform new projects designed to meet new and emerging needs, or to fill needs that are not adequately met elsewhere.
4. Services - we will provide services, predominantly but not exclusively, to Surrey's VCFS, that they can use to increase their effectiveness.
5. Financial Sustainability - we will be a financially sustainable organisation, managing costs effectively and increasing funds to support our mission.
6. Management - we will be a professional and well-managed organisation, with effective governance systems and processes, supporting a skilled and enthusiastic team of staff and volunteers, supporting a growing membership, and demonstrating appropriate use of the resources entrusted to us.

All services are offered to organisations which are registered charities, those working to charitable status, those wishing to work with charitable bodies in line with public benefit and other not for profit organisations. The charity trustees have taken full regard of the public benefit guidance published by the Charity Commission.

Surrey Community Action offers a comprehensive range of activities which will benefit voluntary, community groups, primarily in Surrey, and intends that these groups will use this acquired knowledge/support to better pursue their charitable aims/enhance the services they provide to their clients.

Achievements and Performance

Charitable activities

Rural Housing Enabler

Housing is regularly cited as one of the top challenges facing rural communities across the county, as increasing numbers of younger people and families find themselves priced out of their local housing market.

As renting or buying a home becomes increasingly unaffordable, people on lower wages are forced to move away from the communities in which they live and work.

Surrey Community Action works with local communities to enable a meaningful increase in the delivery of affordable housing in rural villages and small towns and ensure a sustainable future for Surrey's rural communities.

Our Rural Housing Enabler assesses the level of need for affordable housing in rural villages and consults

with communities to identify suitable land where homes can be built for local people in Mole Valley, Tandridge, Guildford and Waverley.

These homes are usually developed as Rural Exception Schemes meaning that the homes remain in perpetuity for local people, often providing a mix of rented and shared owner homes so that communities remain mixed and sustainable.

In 2016-17 our Rural Housing Enabler carried out 14 housing and community needs surveys, working with 30 parish councils and neighbourhood planning groups to assess local need. 2016 also saw the completion of a £1.7million development of 10 one, two and three bed affordable homes by English Rural in Burstow.

Community Buildings Adviser

Scouts, yoga classes, nursery schools and shops all find a home in village halls and community centres across Surrey. Advice, training and assistance with grant funding for building projects are some of the many ways Surrey Community Action supports the committee members, volunteers and paid staff who manage these buildings.

This year our Community Buildings Adviser has dealt with 1,612 enquiries from village hall management committees (a rise of over 60% from 2015-16), supported 44 building projects and helped to leverage in £6,385,043 of

funding into the county through the Community Buildings Grant Scheme.

Training sessions this year covered safeguarding, CPR and defibrillator use, fire prevention, community resilience, and health and safety benefiting 1,770 trustees, staff and volunteers from 384 community buildings.

This year we have also trained 1,239 members of the public to carry out CPR and use a defibrillator and enabled 300 people from voluntary and community groups to protect the vulnerable people they support, with scam awareness training.



The ten new homes in Burstow are an example of what can be achieved if local partners work together to tackle the affordable housing crisis affecting our villages.

Adrian Maunders, Chief Executive of English Rural

Our Community Buildings Adviser has helped leverage

+£6 million

of funding into the county through the Community Buildings Grant Scheme.

Voluntary Car and Good Neighbour Schemes

Thousands of older and vulnerable people across Surrey rely on Voluntary Car Schemes and Good Neighbour Schemes to help them to get to GP and hospital appointments, to local shops and hairdressers or to visit their loved ones in nursing homes. Knowing that there is a friendly volunteer around in their hour of need, helps people to remain physically and mentally well and independent in their own homes. There are over 100 schemes across Surrey, 86 of which are supported by Surrey Community Action's Voluntary Car Scheme Adviser.

This specialist support is a key element in meeting community needs locally. As the population ages, and as cuts impact on local transport services and result in the centralisation of health services, demand for the service provided by voluntary car schemes is increasing year on year. Our support is crucial in maintaining the viability of these schemes.

Gypsy and Traveller Support Work

Working in multi-agency partnerships to help communities with housing and financial issues, our Community Development Worker has supported 107 families since the start of the project, with 15 open cases at any one time. Families facing eviction, homelessness and debts value the

During 2016-17, Surrey Community Action recruited 56 volunteers for 38 schemes as part of the on-going *Drive into Action* volunteer recruitment campaign which is funded by Surrey County Council.

Surrey Community Action helps to develop new schemes and provides on-going advice and support to existing schemes as well as DBS checks for volunteers. This year, our Voluntary Car Scheme Adviser dealt with 2,235 enquiries and has been working to establish new schemes in Godalming, West Clandon, Tadworth Tattenham and Preston, Thursley, Blindley Heath, Godstone and South Godstone. We are also helping an existing scheme in Old Woking to avoid closure and have brought together schemes from across the county to share good practice.

support and advice which enables them to stay in their homes and receive the benefits to which they are entitled. Personalised support plans, signposting and liaison with other agencies are all part of the service.

+344

**volunteer drivers
were recruited
last year**



The drivers are so kind and helpful, I really don't know what I'd do without them.



Without this help we would not have been able to sort things out and understand the benefits system. My husband is illiterate and would have not been able to do anything. I can read but didn't understand the complicated system.

Warmth Matters project

Surrey Community Action launched a new *Warmth Matters* project in summer 2016, to give practical advice and support to families on tight budgets to help make their homes warmer and healthier.

Funded by the Scottish Power EnergyPeople Trust, the project is targeted at people living in, or at risk of living in, fuel poverty; particularly young families. Fuel poverty is

the result of high fuel prices, low incomes and large fuel bills due to energy inefficient homes.

During 2016/17, our Warmth Matters adviser helped just under 1,000 people to find the best fuel deals, make their homes warm even on a tight budget and help keep their families as healthy as possible over the winter.

Inspiring Enterprise project

Thanks to a grant secured from the Big Lottery Fund (BLF) and European Social Fund (ESF), Surrey Community Action is working with WSX Enterprise to deliver an innovative business start-up support programme to help budding entrepreneurs in west Surrey.

The programme focuses on supporting long term unemployed, lone parents, people with disabilities, older workers and people in minority groups into self-employment. There will also be bespoke project activities and support to help young people who are not in education, employment or training.

Inspiring Enterprise centres on introducing people to the world of social enterprise opportunities and providing free specific support to those who aspire to start up in this fast growing business sector.

The comprehensive programme of activities and events is part of a wider project being delivered across the Enterprise M3 area.

So far the scheme's co-ordinators have made contact with over thirty stakeholder organisations and delivered 'Is it for me?' information sessions to 19 participants, which resulted in 14 participants signing up to the programme in the first quarter.



...Claire's Warmth Matters session engaged our members with a learning disability in a way I have not witnessed before, they were animated and contributed fully to the discussion.

Business services

Surrey Community Action offers a wide range of business services to charities, voluntary groups and to small local businesses including payroll support, meeting room hire, DBS checks and research. During

Sector support

In the summer of 2016, 375 community organisations and stakeholders across Surrey participated in our research into the voluntary sector; where it is now and where it needs to be in the future.

The research, via online questionnaires and telephone interviews, gave us an insight into the projected needs of the community in the future, recognising that we need to challenge past and present assumptions, develop innovative

Funding

2016-17 saw a further reduction in grants across the sector even though demand for support from the third sector from vulnerable people grew.

While we have been able to retain all our Council, District and Borough grants, their value is decreasing in real terms and so we reduce costs

2016-2017, there were 2,726 visitors to Astolat from 278 organisations. We processed 704 applications for DBS checks and provided a payroll service for 26 organisations.

solutions and keep a real focus on the changing needs of the communities in Surrey.

Over 100 representatives from Surrey's voluntary sector attended our *Beyond Tomorrow* conference in the autumn to hear a range of speakers from local, regional and national organisations share their views on the current state of the sector and give presentations on their vision of the needs of Surrey in the future.

and fundraise to offset the gaps. The funding we have previously received from Defra (via ACRE) has been renewed for a further four years, although only at 93% of previous levels. We have been successful in securing funding from a number of new sources, ranging from the Police and Crime Commissioner through

740

DBS applications processed last year

to the Scottish Energy People Trust, although our biggest new source of income is ESF and Big Lottery Fund.

Our Head of Development and Communities continues to seek funding to further our activities and develop our new projects.

Funders and Partners

ACRE
Aon Insurers
Big Lottery Fund
Elmbridge Borough Council
English Rural Housing Association
European Social Fund
Guildford Borough Council
Mole Valley District Council
Mount Green Housing Association
Norris and Fishers Insurance
Office of the Police & Crime Commissioner

Reigate and Banstead Council
Runnymede Borough Council
Scottish Power EnergyPeople Trust
Skills Funding Agency
Supporting People
Surrey County Council
Tandridge District Council
Waverley Borough Council
Woking Borough Council

Financial Review

The total income for both unrestricted and restricted funds for the year amounted to £532,437 with expenditure of £574,096 (see page 14). This resulted in net expenditure of £41,659 of which £3,645 came from restricted funds brought forward from the previous year. The remaining amount of £38,014 net expenditure was from unrestricted general core funds.

Surrey Community Action funds now total £285,439 of which £274,009 represents unrestricted funds and £11,430 represents restricted funds after transfers. The restricted funds and income are only available for the specific projects and purposes as determined by the funders.

Investment Policy and Returns

The assets of a charity must be invested in accordance with the governing instrument and the Trustee Act 2000.

The overall objectives are to create sufficient income to enable the charity to carry out its purposes consistently year by year with due and proper consideration for future needs and the maintenance of the value of the invested funds while they are retained.

The foregoing policy and arrangements will be reviewed regularly by the trustees in the following way; the Surrey Community Action treasurer reviews the investments and their performance every 3 months and if necessary seeks advice before presenting any recommendations for change to investments to the trustees. An investment report is presented to the Board every 6 months.

Overall, our forward plan and funding pipeline is looking very healthy

Reserves Policy

Surrey Community Action holds reserves to:

- Fund cashflow fluctuations and to provide working capital in cases where funds are paid to us in arrears.
- Fund planned expenditure e.g. maintenance of our premises.
- Invest in the future capability of the organisation.
- Invest in capital items e.g. replacement of IT hardware.
- Fund unexpected expenditure i.e. unplanned building repairs or emergencies.
- Fund shortfalls in income when income does not reach expected levels.

The general fund, also known as the free reserves, are unrestricted funds which do not have to be earmarked and may be used generally to further the charity's objectives. The level of free reserves is reviewed periodically by the trustees and stood at £274,009 which trustees have estimated is sufficient to cover working capital, investment in the future capability of the organisation and, in a difficult funding environment, to cover in the short term potential funding shortfalls.

Future Developments

It remains inevitable that statutory sector funding will continue to be squeezed, despite changes in national and local government, and Surrey Community Action will continue to represent the needs of charities and community groups hit by these funding challenges.

We will ensure that our services are professionally delivered, are efficient, and represent excellent value for commissioners' money. Our latest business plan supports this, and includes further research into the needs and wants of the voluntary sector, more networking opportunities to facilitate collaboration and resource sharing, new projects to meet emerging needs (as well as maintaining our existing projects and services) and detailed fundraising and communications strategic planning and delivery.

We will also be working hard to get Surrey Community Action (and our VCFS colleagues) ready for the challenge of GDPR compliance and other governance changes coming over the next year.

Overall, our forward plan and funding pipeline is looking very healthy, ensuring that Surrey Community Action is sustainable into the future as long as our services are required.

Structure, Governance and Management

Governing document

Surrey Community Action is an independent registered charity working with communities to strengthen voluntary action. The Memorandum and Articles of Association is the governing document of the charitable company. An EGM (Extraordinary General Meeting) was held on 25th January 2011 to amend the Memorandum and Articles of Association.

Recruitment and appointment of new trustees

The trustees have powers to make appointments to the Board. These are ratified by a vote of the guarantor members at the Annual General Meeting. Trustees serve for a three-year period and may be re-elected for a further three year period. The Board meets at least six times a year.

No trustee has any beneficial interest in the company. All trustees are members of the company and guarantee to contribute £10 in the event of winding up. In accordance with Article 28, one third of the trustees retire at the Annual General Meeting and, being eligible, offer themselves for re-election.

Trustees are elected at the AGM for a three year term. Nominations are sought from those with specific skills to ensure a balanced skill mix.

Induction and training of new trustees

All trustees receive an induction pack which explains their role, the role of the Board, Charity Commission and Company House requirements. They also are given background information on

previous Board decisions, Board papers, information about all services and are invited to meet other trustees and staff. They receive a copy of the staff handbook and an explanation of the current funding situation, the Business plan and future developments.

Organisational structure

The Board delegates responsibility for the day-to-day operation of the Charity to the Chief Executive. The delivery of services is organised into the following teams; Community Services and Resources & Support Services. In addition, Surrey Community Action administers the disbursement of grants from the Surrey Community Buildings Grants Scheme.

Risk management

The trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finance of the charity and are satisfied that systems are in place to mitigate its exposure to these risks. A risk register has been established, is reviewed by the Board at its bi-monthly meetings and is updated regularly.

The Board of Trustees review the annual budget paying particular attention to the balance between income and expenditure and the amount needed to be retained in reserves. The Board of Trustees aims to maintain a system of financial controls, appropriate to the size and nature of the organisation.

The Board of Trustees liaised with its external auditors on their recommendations regarding financial controls. The system of financial controls is designed to manage rather

than eliminate risk. Thereafter there will be an ongoing process for reviewing financial controls which will also assist in identifying risks and management thereof.

Employee Involvement and Internal Control

Surrey Community Action is an equal opportunities employer and welcomes applications from all sections of the community. Our building and offices offer full disabled access and we also offer a comprehensive programme of training to support employees or volunteers who are new to the sector. Surrey Community Action has a regular programme of staff meetings, the Board meet at least six times per annum to discuss strategic outcomes and senior staff and Board meet annually to review and plan future developments. The charity has a working policy for Equal Opportunities.

Statement of Trustees Responsibilities

The trustees (who are also the directors of Surrey Community Action for the purposes of company law) are responsible for preparing the Report of the trustees and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement as to Disclosure of Information to Auditors

So far as the trustees are aware, there is no relevant information (as defined by Section 418 of the Companies Act 2006) of which the charitable company's auditors are unaware, and each trustee has taken all the steps that they ought to have taken as a trustee in order to make them aware of any audit information and to establish that the charitable company's auditors are aware of that information.

Auditors

A resolution approving the re-appointment of Menzies LLP will be proposed at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

On Behalf of the Board

..... M Cannon - Trustee

Date: 27 September 2017

Report of the Independent Auditors to the Members of Surrey Community Action

We have audited the financial statements of Surrey Community Action for the year ended 31 March 2017 set out on pages 13 to 29. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinion we have formed.

Respective responsibilities of directors and auditor

As explained more fully in the Directors' responsibilities statement, the Directors (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's website at www.frc.org.uk/auditscopeukprivate.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2017 and of the company's incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit, the information given in the Directors' report for the financial year for which the financial statements are prepared is consistent with those financial statements and such reports have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustee's Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- the charitable company has not kept adequate accounting records; or
- the charitable company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Malcom Lucas FCA
(Senior Statutory Auditor)
for and on behalf of Menzies LLP
Chartered Accountants and
Registered Auditors
Ashcombe House
5 The Crescent
Leatherhead
Surrey
KT22 8DY

Date:

Statement Of Financial Activities

(Incorporating The Income And Expenditure Account)

For The Year Ended 31 March 2017

	Notes	Unrestricted funds £	Restricted funds £	2017 Total funds £	2016 Total funds £
INCOME					
<i>Income from generated funds</i>					
Voluntary income	2	119,577	-	119,577	119,521
Activities for generating funds	-	-	-	-	-
Investment income	3	532	-	532	724
<i>Income from charitable activities</i>					
Advice and support	4	21,942	142,109	164,051	158,590
Grant making		-	-	-	276,608
Communities		-	148,898	148,898	102,349
Other		99,379	-	99,379	112,783
Total income		241,430	291,007	532,437	770,575
EXPENDITURE					
<i>Charitable activities</i>					
Advice and support	5 - 8	254,963	154,043	409,006	413,713
Grant making		-	5,727	5,727	295,727
Communities		-	134,882	134,882	105,998
Other		135,050	-	135,050	119,094
Less: Project re-charges		(120,080)	-	(120,080)	(134,537)
Governance costs		9,511	-	9,511	9,127
Total expenditure		279,444	294,652	574,096	809,122
NET INCOME/(EXPENDITURE) FOR THE YEAR					
before transfers	10	(38,014)	(3,645)	(41,659)	(38,547)
Gross transfers between funds					
		-	-	-	-
Net income/(expenditure) for the year		(38,014)	(3,645)	(41,659)	(38,547)
RECONCILIATION OF FUNDS					
Total funds brought forward		312,023	15,075	327,098	365,645
TOTAL FUNDS CARRIED FORWARD		274,009	11,430	285,439	327,098

Balance Sheet

At 31 March 2017

	Notes	2017 £	2016 £
FIXED ASSETS			
Tangible assets	11	42,960	44,133
Investments	12	1	1
		<hr/>	<hr/>
		42,961	44,134
CURRENT ASSETS			
	13		
Debtors: amounts falling due within one year		25,828	43,677
Cash at bank and in hand		20,614	34,095
Investments		389,672	360,153
		<hr/>	<hr/>
		436,114	437,925
CREDITORS			
	14		
Amounts falling due within one year		(193,636)	(154,961)
		<hr/>	<hr/>
NET CURRENT ASSETS		242,478	282,964
		<hr/>	<hr/>
TOTAL ASSETS LESS CURRENT LIABILITIES		285,439	327,098
		<hr/>	<hr/>
NET ASSETS		285,439	327,098
		<hr/>	<hr/>
FUNDS			
	17-18		
Unrestricted funds			
General fund		274,009	299,491
Designated funds		-	12,533
		<hr/>	<hr/>
		274,009	312,024
Restricted funds		11,430	15,074
		<hr/>	<hr/>
TOTAL FUNDS		285,439	327,098
		<hr/>	<hr/>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

The financial statements were approved by the Trustees on the 27 September 2017 and were signed on their behalf by:

..... M Cannon -Trustee

..... K. McPherson – Trustee

Company Registration Number: 03203003

Statement of Cashflow

For The Year Ended 31 March 2017

		2017	2016
	Note	£	£
Cash used in operating activities	20	30,664	(29,948)
Cash flows from investing activities			
Interest income		-	-
Purchase of tangible fixed assets		(14,625)	(18,599)
Cash provided by (used in) investing activities		(14,625)	(18,599)
Cash flows from financing activities			
Borrowing		-	-
Repayment of borrowing		-	(200,000)
Cash used in financing activities			(200,000)
Increase (decrease) in cash and cash equivalents in the year		16,039	(248,547)
Cash and cash equivalents at the beginning of the year		394,247	642,794
Total cash and cash equivalents at the end of the year		410,286	394,247

Notes to the Financial Statements

For The Year Ended 31 March 2017

1. Accounting Policies

Basis of preparation of financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

Reconciliation with previous Generally Accepted Accounting Practice

In preparing these accounts, the Trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. No restatements were required.

Company status

The Charity is a private company limited by guarantee incorporated in the United Kingdom. The members of the company are the Trustees named on page 2. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the Charity. The charities registered office is disclosed on page 2 of the financial statements. The functional and presentational currency is £.

Income

Voluntary income received by way of donations and gifts to the charity is included in the Statements of Financial Activities when received. Intangible income is not included unless it represents goods or services which would otherwise have been purchased. Gifts in kind are valued and brought in as income as is the appropriate expenditure.

Grants receivable which relate to a specific time period are recognised evenly over the relevant years. Other grants receivable are recognised when the charity becomes entitled to the relevant amounts.

Expenditure

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Liabilities

Liabilities are recognised when Surrey Community Action has an obligation to make a payment to a third party.

Grants payable are recognised when the commitment to pay has been ratified by the appropriate decision making committee. Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

1. Accounting Policies - continued

Charitable activities

These costs which are in line with the objects of the charity, are grouped as follows:

- **Communities**
costs associated with benefitting the inhabitants of various communities primarily in Surrey.
- **Grant Making**
costs to provide funding for voluntary and community groups
- **Advice & Support**
costs included are advising communities to organise activities and projects, and providing accounting support services to other organisations.
- **Other**
these are costs which do not fit into any of the activities above.

Governance costs

Costs include costs associated with trustees meetings, audit fees, professional and legal fees.

Allocation and apportionment of costs

Support costs are allocated between management, IT, premises and other office running costs according to an estimated usage for each project.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

- **Fixtures and fittings**
Straight line over 5 years
- **Motor vehicles**
Straight line over 5 years
- **Computer equipment**
Straight line over 3 years

Capital expenditure is defined as the purchase of an asset which has a life of more than 12 months and a value over £250.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions

arise when specified by the donor or when funds are raised for particular restricted purposes. Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Leasing commitments

Rentals payable under operating leases where substantially all the risks and rewards of ownership remain with the lessor, are charged to the Statement of Financial Activities in the period in which they fall due.

Pension costs

The charity operates a defined contribution pension scheme. Contributions are charged to the Statement of Financial Activities as they become payable.

VAT

The charity is partially exempt for VAT, and any irrecoverable VAT is included with the individual transactions in income and costs.

Current asset investments

Investments in fixed term deposits, which cannot be readily accessed without penalty, are classified as current asset investments.

2. Voluntary Income

	2017 £	2016 £
Gifts in kind	35,362	35,362
Donations	215	159
Grants	84,000	84,000
	119,577	119,521

Surrey Community Action leases premises (Astolat) from Surrey County Council at a peppercorn rent, which it occupies and manages as a resource centre, currently for the benefit of seven other charities and voluntary organisations. For formal reporting purposes the notional rent in relation to space occupied by Surrey Community Action only is shown above as a gift in kind of £35,362 as part of voluntary income and is included in note 8 as notional expenditure under premises costs.

Grants received, included in the above, are as follows:

	2017 £	2016 £
Surrey County Council - core grant	84,000	84,000
	84,000	84,000

3. Investment Income

	2017 £	2016 £
Deposit account interest	532	724

4. Income from Charitable Activities

	Grants £	Income from services £	Total 2017 £	2016 £
Advice and support	142,109	21,942	164,051	158,590
Grant making	-	-	-	276,608
Communities	148,898	-	148,898	102,349
Other	-	99,379	99,379	112,783
	291,007	121,321	412,328	650,330

5. Direct Costs of Charitable Activities

	2017 £	2016 £
Staff costs	357,790	325,363
Office costs	48,991	52,088
Travel and meetings	12,331	16,791
	<hr/>	<hr/>
	419,112	394,242

Staff costs include the following:

	2017 £	2016 £
Wages and salaries	295,189	274,678
Social security costs	25,968	26,041
Other pension costs	13,240	14,616
Recruitment and temporary staff costs	23,393	10,028
	<hr/>	<hr/>
	357,790	325,363

The average number of employees (part-time and full time) during the year was as follows:

	2017	2016
Projects	6	5
Support	-	1
Administration	5	4
	<hr/>	<hr/>
	11	10

No employee was paid more than £60,000 in the year (2017: nil). Pension costs are allocated in proportion to the related staffing costs in both unrestricted and restricted funds.

The key management personnel comprise the trustees (who received no remuneration for the period), Chief Executive, Head of Finance & Resources, Development Manager (to July 2016) and Head of Communities & Development (from February 2017). The total employee benefits of the three key management personnel were £110,735 (2017: £122,185 - three key management personnel). No trustee received remuneration in the period.

The total amount of redundancy for the period was £0. The amount was allocated from unrestricted funds (2016: £2,850)

Defined pension contribution costs for the period were £13,240 (£2016: 14,616) and were allocated directly to the appropriate activity/fund in both restricted and unrestricted funds.

In addition, an average of 2 volunteers were engaged by Surrey Community Action throughout the year. Based on the minimum wage including employers costs, this equates to £7,207 in total.

6. Grants Payable

	2017 £	2016 £
Grant making	5,727	263,288

The total grants paid to institutions during the year was as follows:

	2017 £	2016 £
Training/upskilling – Surrey	-	35,104
Training/upskilling – Kent	-	68,020
Training/upskilling – Sussex	-	32,722
Training/upskilling – Hampshire	5,727	70,358
Training/upskilling – Thames Valley	-	57,084
	5,727	263,288

7. Support Costs and Project Recharges

	Total Grant Making Restricted £	Total Communities Restricted £	Total Advice & Support & Support Restricted £	Astolat (Advice & Support Unrestricted) £	Total Advice & Support Unrestricted £	Governance £	Total £
Staff costs	-	87,271	78,180	-	192,339	-	357,790
Travel & meetings	-	5,992	3,792	-	2,546	-	12,330
Office costs	-	5,588	7,735	2,835	32,833	-	48,991
IT costs	-	-	-	-	13,954	-	13,954
Communications costs	-	542	759	-	5,141	-	6,442
Finance costs	-	-	-	-	867	-	867
Premises costs	-	-	-	110,379	615	-	110,994
Depreciation	-	-	-	9,130	6,668	-	15,798
Grant payments	5,727	-	-	-	-	-	5,727
Governance costs	-	-	-	-	-	9,511	9,511
Recharges of core costs	-	35,489	63,577	12,706	(120,080)	-	(8,308)
	5,727	134,882	154,043	135,050	134,883	9,511	574,096

8. Governance Costs

	2017 £	2016 £
Auditors' remuneration	7,350	7,380
Legal and professional fees	2,161	1,747
	9,511	9,127
Analysis of Auditors' remuneration - Statutory audit	7,350	7,200
VAT advice	-	180
	7,350	7,380

9. Net Incoming/(outgoing) Resources

Net resources are stated after charging/(crediting):

	2017 £	2016 £
Auditors' remuneration	7,350	7,200
Depreciation - owned assets	15,798	14,896
	23,148	22,096

10. Trustees Remuneration and Benefits

No trustee received remuneration in this period and in the prior period 2016.

Trustees' Expenses

One trustee claimed travel and subsistence expenses totalling £1,132 (2016 - £140)

11. Fixed Assets

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 April 2016	213,011	52,226	265,237
Additions	14,186	439	14,625
Disposals	-	-	-
At 31 MARCH 2017	227,197	52,665	279,862
DEPRECIATION			
At 1 April 2016	183,421	37,683	221,104
Charge for year	10,685	5,113	15,798
Disposals	-	-	-
At 31 March 2017	194,106	42,796	236,902
NET BOOK VALUE			
At 31 March 2017	33,091	9,869	42,960
At 31 March 2016	29,590	14,543	44,133

12. Fixed Asset Investments

SCA Trading Ltd, a 100% subsidiary of Surrey Community Action, was incorporated in England and Wales on 30th August 2011, and has been dormant in the period ending 31st March 2017 and in the prior year to 31st March 2016. SCA Trading Ltd has aggregate capital and reserves of £1.

The company has taken exemption from preparing group accounts under the provisions of the Companies Act 2006 as it is subject to the small companies regime.

13. Debtors: Amounts Falling Due Within One Year

	2017 £	2016 £
Trade debtors	8,655	31,371
VAT	1,110	-
Prepayments and accrued income	16,063	12,306
	<hr/>	<hr/>
	25,828	43,677

14. Creditors: Amounts Falling Due Within One Year

	2017 £	2016 £
Trade creditors	44,001	32,552
Social security and other taxes	8,467	6,184
VAT	-	1,154
Other creditors	100,818	107,871
Accruals and deferred income	40,350	7,200
	<hr/>	<hr/>
	193,636	154,961

Included in other creditors is an amount of £85,257 held by Surrey Community Action on behalf of Surrey County Council for its Community Buildings Capital Scheme. Surrey Community Action trustees consider themselves as acting as agents on behalf of Surrey County Council for this scheme where they are legally bound to pay the funds over to a third party and have no responsibility for their ultimate application. The movement on the funds during the year has been as follows;

Money received & brought forward £	Money paid out £	Money held at the year-end £
242,375	(157,118)	85,257

15. Operating Lease Commitments

The total of future minimum lease payments under non-cancellable operating leases for each of the following periods:

	2017 £	2016 £
Not later than one year	17,801	17,671
Later than one year and not later than five years	53,850	49,480
Later than five years	-	-
Total future minimum lease payments	71,651	67,151

16. Analysis Of Net Assets Between Funds

	Unrestricted funds £	Restricted funds £	2017 Total funds £	2016 Total funds £
Fixed assets	42,960	-	42,960	44,133
Investments	1	-	1	1
Current assets	391,684	44,430	436,114	437,925
Current liabilities	(160,636)	(33,000)	(193,636)	(154,961)
	274,009	11,430	285,439	327,098

Comparative Analysis Of Net Assets Between Funds For 2016

	Unrestricted funds £	Restricted funds £	2016 Total funds £
Fixed assets	44,133	-	44,133
Investments	1	-	1
Current assets	422,851	15,074	437,925
Current liabilities	(154,961)	-	(154,961)
	312,024	15,074	327,098

17. Movement In Funds

	At 1.4.16	Net movement in funds	Transfers between funds	At 31.3.17
	£	£	£	£
Unrestricted Funds				
General fund	299,490	(25,481)	-	274,009
Designated funds				
Astolat Capital	12,533	(12,533)	-	-
	312,023	(38,014)	-	274,009
Restricted Funds				
Advice & Support				
Village & Community Halls Advisory Service	-	(7,378)	-	(7,378)
Rural Housing	-	-	-	-
Rural Community Action Network	-	-	-	-
Police & Crime Commissioner	-	(4,556)	-	(4,556)
Total Advice & Support	-	(11,934)	-	(11,934)
Grant Making				
Community Grants European Social Fund 2011-13	18,840	-	-	18,840
Community Grants European Social Fund 2014-15	-	(5,727)	-	(5,727)
Total Grant Making	18,840	(5,727)	-	13,113
Communities				
Rural Transport Car Schemes	-	-	-	-
Gypsy & Traveller Support Worker	(3,765)	(2,188)	-	(5,953)
Surrey County Council Volunteer Engagement	-	-	-	-
Warmth Matters	-	16,204	-	16,204
Inspiring Enterprise	-	-	-	-
Total Communities	(3,765)	14,016	-	10,251
	15,075	(3,645)	-	11,430
<hr/>				
TOTAL FUNDS	327,098	(41,659)		285,439
<hr/>				

17. Movement In Funds - continued

Net movement in funds, included in the above are as follows:

	Income £	Expenditure £	Movement in funds £
Unrestricted Funds			
General Fund	241,430	(266,911)	(25,481)
Designated Funds			
Astolat Capital	-	(12,533)	(12,533)
	241,430	(279,444)	(38,014)
Restricted Funds			
Advice & Support			
Village & Community Halls Advisory Service	32,765	(40,143)	(7,378)
Rural Housing	33,784	(33,784)	-
Rural Community Action Network	48,915	(48,915)	-
Police & Crime Commissioner	26,645	(31,201)	(4,556)
Total Advice & Support	142,109	(154,043)	(11,934)
Grant Making			
Community Grants European Social Fund 2011-13	-	-	-
Community Grants European Social Fund 2014-15	-	(5,727)	(5,727)
Total Grant Making	-	(5,727)	(5,727)
Communities			
Rural Transport Car Schemes	26,201	(26,201)	-
Gypsy & Traveller Support Worker	24,129	(26,317)	(2,188)
Surrey County Council Volunteer Engagement			
– Drive into Action	30,020	(30,020)	-
Warmth Matters	44,685	(28,481)	16,204
Inspiring Enterprise	23,863	(23,863)	-
Total Communities	148,898	(134,882)	14,016
	291,007	(294,652)	(3,645)
TOTAL FUNDS	532,437	(574,096)	(41,659)

18. Movement In Funds - continued

Designated Funds

Astolat Capital

Purpose

The net book value of capital improvements to the Astolat building which were financed by restricted donations. The full funding has been spent and the restriction therefore fulfilled. However the trustees have chosen to show the balance of the costs not yet depreciated, as a designated fund.

Restricted Funds

Advice & Support

Village & Community Halls Advisory Service

Support to people running community buildings.

Rural Housing

Development of rural affordable housing.

Rural Community Action Network

Strategic and development support to benefit rural communities.

Police & Crime Commissioner

Supporting Community Buildings with training to run safe & legally compliant buildings

Grant Making

Community Grants European Social Fund 2011 - 13

Distribution and monitoring of ESF funds.

Community Grants European Social Fund 2014 - 15

Distribution and monitoring of ESF funds.

Communities

Rural Transport Car Schemes

Support and development of voluntary car schemes.

Gypsy & Traveller Support Worker

Advice and support to individuals regarding housing, employment and benefits.

Surrey County Council Volunteer Engagement
– Drive into Action

To increase through marketing and engaging with local Surrey communities the recruitment and retention of new volunteers to existing and new voluntary car schemes

Warmth Matters

To give practical advice and support to families on tight budgets to help make their homes warmer and healthier.

Inspiring Enterprise

An innovative business start-up programme to help budding entrepreneurs in west Surrey.

19. Members

At the 31st March 2017, the number of members was six (2016:5). Membership was revised and agreed in July 2016 by the trustees. The five members are Surrey Community Action's trustees as required by the Memorandum and Articles of Association.

20. Reconciliation Of Net Movement In Funds To Net Cash Flow From Operating Activities

	2017 £	2016 £
Net movement in funds	(48,777)	(38,547)
Add back depreciation charge	15,798	14,896
Decrease (increase) in stock	-	-
Decrease (increase) in debtors	17,600	89,152
Increase (decrease) in creditors	46,043	(95,449)
Net cash used in operating activities	30,664	(29,948)

21. Comparative Statement of Financial Activities for 2016

	Unrestricted funds £	Restricted funds £	2016 Total funds £
INCOME			
<i>Income from generated funds</i>			
Voluntary income	119,521	-	119,521
Activities for generating funds			
Investment income	724	-	724
<i>Income from charitable activities</i>			
Advice and support	24,131	134,459	158,590
Grant making	-	276,608	276,608
Communities	-	102,349	102,349
Other	112,783	-	112,783
Total income	257,159	513,416	770,575
EXPENDITURE			
<i>Charitable activities</i>			
Advice and support	269,282	144,431	413,713
Grant making	-	295,727	295,727
Communities	-	105,998	105,998
Other	119,094	-	119,094
Less: Project re-charges	(134,537)	-	(134,537)
Governance costs	9,127	-	9,127
Total expenditure	262,966	546,156	809,122
NET INCOME/(EXPENDITURE) FOR THE YEAR			
before transfers	(5,807)	(32,740)	(38,547)
Gross transfers between funds	(8,188)	8,188	-
Net income/(expenditure) for the year	(13,995)	(24,552)	(38,547)
RECONCILIATION OF FUNDS			
Total funds brought forward	326,019	39,626	365,645
TOTAL FUNDS CARRIED FORWARD	312,024	15,074	327,098

22. Detailed Statement Of Financial Activities for the Year Ended 31 March 2017

	2017 £	2016 £
INCOME		
<i>Voluntary income</i>		
Gifts in kind	35,362	35,362
Donations	215	159
Grants	84,000	84,000
	119,577	119,521
<i>Investment income</i>		
Deposit account interest	532	724
<i>Incoming resources from charitable activities</i>		
Grants	291,006	513,416
Income from services provided	121,321	136,914
	412,327	650,330
Total incoming resources	532,436	770,575
EXPENDITURE		
<i>Charitable activities</i>		
Staff costs	357,791	325,363
Office costs	48,991	52,088
Travel and meetings	12,331	16,790
Grants to institutions	5,727	263,288
	424,840	657,529
<i>Governance costs</i>		
Auditors' remuneration	7,350	7,200
Legal and professional fees	2,161	1,927
	9,511	9,127
<i>Support costs</i>		
Management		
Management costs	111,771	133,316
Information technology		
IT costs	13,954	14,004
Rent		
Premises costs	110,992	108,398
Office running costs		
Office costs	23,107	21,284
Project re-charges		
Project re-charges	(120,080)	(134,536)
Total resources expended	574,095	809,122
Net (expenditure)/income	(41,659)	(38,547)

This page does not form part of the statutory financial statements