



Surrey Community Action

Report Of The Trustees And Financial Statements

Year Ended 31 March 2018

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

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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 2018. 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, Lynton House, 7-12 Tavistock Square, London, WC1H 9LT
Solicitors	Morrison 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		Jason Gaskell - Chief Executive
Roger Taylor		

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Chairman's Statement

We continue to make progress, despite the challenging financial environment in the voluntary sector. Our Board and staff team pursue a rigorous, considered approach to managing fundraising and financial performance to ensure that Surrey Community Action continues to thrive into the future. We remain effective and competitive in a tight financial environment.

This year we welcome Chris Stanton to our Board, bringing new perspectives from his experience in the health sector, publishing, university education sector, recruitment support services and rural affairs management within a local authority. We look forward to other new trustees joining us in the coming year. We focus on remaining flexible and adaptable. Staff team numbers have

increased and, by recruiting individuals with broad experience we have been able to offer them new opportunities as projects are completed. Future activities must match need so we continue to develop our focus on the health and social care sectors through our participation on Surrey's Health and Wellbeing Board and other health and social care bodies.

I would like to thank both the Board of Trustees and the staff team for their continued enthusiasm and creativity in meeting the operational challenges: enabling us to continue to adapt to changing needs as the sector evolves.

Michael Cannon
Chairman



Future activities must match need so we continue to develop our focus on the health and social care sectors through our participation on Surrey's Health and Wellbeing Board and other health and social care bodies.

Chief Executive's Report

This has been yet another busy year for Surrey Community Action, against a backdrop of continued local authority cuts, Brexit uncertainty and an ever-increasing need for the services charities and community organisations offer, and still further scrutiny of how we achieve that. Despite the challenges, we have been able to retain almost all of our local authority funding which has allowed us to sustain our valuable services. We had much to be proud of in 2017/18: The ESF and Big Lottery funded "Inspiring Enterprise" project, in which we work with unemployed and economically inactive people to help them set up their own business, has performed admirably against some major challenges; our Rural Community Council parent body, ACRE, has been successful in securing funding from Defra that allows us to continue our rural work; we delivered our "Warmth

Matters" project, supporting those at risk of fuel poverty; and we continue to support our Good Neighbour Schemes to bring in new voluntary drivers through the "Drive Into Action" campaign.

We continue to be a trusted advocate on behalf of the voluntary and statutory sectors in Surrey, being invited to sit on the Surrey Health and Wellbeing Board, being a trusted partner to help statutory bodies and service providers agree on new day rates for their services, co-chairing the Surrey Charities Chief Executive Group and chairing the Surrey Compact Custodian Group, not to mention working on behalf of Elmbridge Borough Council to set up a new and improved Lower Green Community Centre, and working on the Board of the Enterprise M3 LEP to promote the work of the VCFS.

I can't go into detail about all our activities and achievements in the space available, so suffice it to say that the hard work and dedication of our staff and trustees never ceases to amaze me, and I am grateful for their continued efforts and support.

Jason Gaskell
Chief Executive



We continue to be a trusted advocate on behalf of the voluntary and statutory sectors in Surrey

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

As house prices in Surrey are now close to fourteen times the average salary and the typical monthly rent takes nearly half of a local worker's basic pay, increasing numbers of individuals and families are finding harder to secure suitable housing. In rural areas where housing costs are even higher, families and low paid workers find themselves priced out of the housing market by second home owners and incomers from more affluent areas. The need for affordable homes remains high if we want our rural communities to remain vibrant and inclusive.

Surrey Community Action's Rural Housing Enabler works to assess the level of need for affordable housing in rural villages and consults with the local community 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 2017-18 our Rural Housing Enabler carried out housing needs surveys in Bramley, Headley, Brockham and Dunsfold which reached over 1,642 households and identified potential sites in Tatsfield for 12 affordable homes. We also worked with eight local districts and councils to establish a Community Led Housing Partnership for Surrey (see page 9 for more details).

1642

households responded to our rural housing needs surveys

Community Buildings Adviser

At the heart of every community sits a hall hosting children's parties, fitness clubs, scout and guide groups, job clubs or post offices. In order to remain well-used and sustainable they need to be modern, well equipped and managed properly.

Surrey Community Action supports the committee members, volunteers and paid staff who manage these buildings with tailored one to one advice on constitutional matters, health and safety, business planning and funding for capital projects as well as a number of other issues.

This year our Community Buildings Adviser has dealt with a wide range of enquiries from village hall management committees, provided one to one tailored advice, supported 44 building projects and helped to leverage in additional funding into the county through the Community Buildings Grant Scheme. Training sessions this year covered scam awareness, first aid, CPR, community resilience and governance benefiting trustees, staff and volunteers across Surrey.



Thank you for a superbly planned and organised training event.

Voluntary Car and Good Neighbour Schemes

Thousands of older and vulnerable people across Surrey depend on voluntary car schemes and good neighbour schemes for transport to GP, hospital appointments, local shops and hairdressers' as well as for lunch clubs, quizzes and bingo.

These schemes play a vital role in enabling people to remain physically and mentally well and independent in their own homes. There are currently over 120 schemes across Surrey, 94 of which are supported by Surrey Community Action's Voluntary Car Scheme Adviser.

We provide advice to help establish and develop new groups and tailored support to ensure the longevity of existing groups. We also share good practice, identify gaps in provision

in boroughs and districts across the county and run volunteer recruitment campaigns to strengthen and maintain the capacity of the local groups who provide this support.

During 2017-18, 87,242 hours were spent taking old and vulnerable people on car trips, the majority of them health related and we can reasonably estimate that the number of miles driven by car schemes across Surrey is well over 586,656.

This year, our Voluntary Car Scheme Adviser has helped to establish new schemes in Godalming, Laleham, Blindley Heath, Godstone and South Godstone and is currently working with communities in Redhill, Reigate, Horley and Staines to develop schemes in those communities.

**We support
94 schemes
across the
county**



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

Gypsy and Traveller Support Work

Working in multi-agency partnerships to help communities with complex housing and financial issues, our Community Development Worker has supported 33 families this year, with 15 open cases at any one time. Families facing eviction, homelessness and debts value the support and advice we provide, which includes personalised support plans, signposting and liaison with other

agencies and enables them to stay in their homes and receive the benefits to which they are entitled.

“Without this service, we would have had no idea how to deal with the situation.”



Everything, her knowledge and experience is essential. She regularly attends our Committee Meetings offering us advice and through her work with Community Action has helped us to recruit several new volunteers this year her help is invaluable.

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

The Inspiring Enterprise project offers free support to help people develop the ideas, confidence and skills they need to become self-employed or set up a social enterprise.

Funded by the Big Lottery Fund and the European Social Fund, the programme is focused on supporting people who are not currently working including the long term unemployed, lone parents, carers, people with health conditions or disabilities, older workers and people in minority groups.

Last year 42 people who were out of work attended our Enterprise

Essentials workshops which cover the basics of what is involved in becoming self-employed. 97% rated these as good or very good, while 87% said that their confidence in becoming self-employed had improved after attending.

An important part of what we do is to help people to decide whether self-employment is right for them and to look at whether their business idea is feasible. Seven participants have started trading with more finalising business plans and at least 17 have moved into employment.



The residents are buzzing about your visit yesterday and I have been asked if you would kindly return for the ones that were not present.

Housing Association Manager



The 'Is it for me?' session was an excellent, supportive session which helped us explore whether this project, to start up a social enterprise, would be the right match for us... I have found this project extremely helpful in helping and supporting me in being more focused towards my aims/goals
Sally

Community Led Housing

Community led housing is a way to create homes that remain affordable and for local people in the future, however many people move in and out of them and could be one of the solutions to the short supply of affordable housing in Surrey.

The Surrey Community Housing Partnership was formed by Elmbridge, Epsom & Ewell, Guildford, Mole Valley, Surrey Heath, Tandridge, Waverley and Woking district and borough councils to promote and support community led housing in Surrey and is led by Surrey Community Action. It is funded through the Community Housing Fund which distributed money to local authorities based on the level of second home ownership in the area.

Business services

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

Sector support

Over a hundred representatives from charity and not for profit organisations attended our free Funding Fair in the autumn.

Our busy Marketplace was packed with stalls hosted by a wide variety of funders, while presentations included topics as varied as GDPR, crowdfunding, impact measurement, social investment and volunteer recruitment. We also offered a series of workshops focusing on working with businesses, marketing, Social Enterprise, writing bids and capital funding.

Community led housing can take many different forms but it is built by the community to meet the needs of the community and can include community land trusts, self-build groups and co-housing.

Last year we held events in the east and the west of the county to introduce community led housing which were attended by over 160 people with an interest in developing housing for communities. Our Community Led Housing Project Manager also attended a number of other events across the county to explain more about the partnership and the help and support on offer. Although community led housing is a relatively new concept in Surrey, there are now 11 projects in

checks and research. During 2017-2018, there were 2565 visitors to Astolat which houses nine charities. We processed over 500 applications for DBS checks and provided a payroll service for 28 organisations.

The introduction of GDPR was a major concern for charities large and small last year. To help the voluntary sector to work out the implications for their organisations and what policies and processes they may need to introduce, we ran a series of GDPR workshops in the spring benefiting over 200 charities, Parish Councils and community groups.

“Very useful information, good handouts, delivered clearly. Actually made GDPR seem simpler than I thought but helped prepare and prioritise what we need to do - thank you”

development across the county which could yield as many as 200 homes for local people.



I feel the introductory event was extremely informative and the speakers had good knowledge

500+

DBS applications processed last year



The Funding Fair was a great way to gain knowledge on relevant information, seek advice and network with others within the voluntary sector

Funding

Although Surrey Community Action's strength has always been to secure funding through public sector avenues, like every other charity, we are finding less and less is being made available. In response, Surrey Community Action has recently invested more into our development and funding, with the appointment of a new Head of Communities and Development in February and the subsequent development of a brand new funding strategy to identify new ways to diversify our income streams. As a result, local authorities have pooled their resources through the Community Housing Fund to fund our new Community-led Housing Project.

Elmbridge Borough Council funded us to employ a Community Development worker for one year to support the re-opening of Lower Green Community Centre. Thanks to our background in successful community development, governance advice and community building support, we were able to respond quickly to the requirements of this funding. Our breadth of flexible resource has also enabled us to run a variety of short term projects on community resilience, scam awareness, crime prevention, fuel poverty, smart meters and home advice.

Fundraising

In compliance with the requirements of the Charities Act 2016 and the Fundraising Regulator, it is confirmed that the Charity does not undertake fundraising from the general public and no professional fundraiser has been involved. The Charity acknowledges and will comply with all requirements to be taken into account for any fundraising in the future.



Guildford Borough Council has worked closely with Surrey Community Action for many years to enable rural affordable housing, and we have seen several housing schemes delivered as a result, with various opportunities in the pipeline. Surrey Community Action always maintain good communication and report back regularly on progress against our joint aims.

Funders and Partners

ACRE
Aon Insurers
Community Foundation for Surrey
Community Housing Fund
Department for Business, Energy & Industrial Strategy
DEFRA
Elmbridge Borough Council
English Rural Housing Association
Epsom & Ewell Borough Council
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
ScottishPower Energy People Trust
Smart Energy GB in Communities Fund
Surrey Heath Borough Council
Surrey County Council
Tandridge District Council
The Big Lottery
Waverley Borough Council
Woking Borough Council

Financial Review

The total incoming resources for both unrestricted and restricted funds for the year amounted to £666,498 with outgoing resources of £717,563 (see page 14). This resulted in net expenditure of £51,065 of which £9,785 came from restricted funds brought forward from the previous year. The remaining amount of £41,280 net expenditure was from unrestricted general core funds.

Surrey Community Action funds now total £234,374 of which £232,729 represents unrestricted funds and £1,645 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 £299,491 excluding designated reserves of £12,533 at the 31st March 2018 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

Surrey Community Action has been relatively successful in fighting off potential funding cuts as Local Authority funders' budgets are squeezed.

However, these pressures are likely to continue and competition for resources from other sources will intensify. Our biggest challenge in 2018/19 will be to continue to secure the funding we need to deliver our projects and our core services to Surrey's VCFS. We have in place a fundraising strategy which will help us focus on fundraising, not for its own sake, but to ensure that our valuable services survive further public-sector cuts and the needs of Surrey's communities continue to be met, and this will be supported and closely overseen by a dedicated group of managers and trustees. In parallel, new collaborative leadership in Surrey County Council is allowing us to position the voluntary sector, and Surrey Community Action, as a vital tool to deliver services in an efficient, cost effective way, and I expect Surrey Community Action to be a significant part of that.

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 and from the Skills Funding Agency (European Social Fund).

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: 18 December 2018

Statement Of Financial Activities

(Incorporating The Income And Expenditure Account)

For The Year Ended 31 March 2018

	Unrestricted	Restricted	Total	2018	2017
	Notes	funds	funds	Total	funds
		£	£	£	£
INCOME					
Income from generated funds					
Voluntary income	2	119,667	-	119,667	119,577
Activities for generating funds	-	-	-	-	-
Investment income	3	159	-	159	532
Income from charitable activities					
Advice and support	4	28,358	189,083	217,441	164,051
Grant making		-	-	-	-
Communities		-	239,627	239,627	148,898
Other		89,604	-	89,604	99,379
Total income		237,788	428,710	666,498	532,437
EXPENDITURE					
Charitable activities					
	5 - 8				
Advice and support		296,564	176,276	472,840	409,006
Grant making		-	-	-	5,727
Communities		-	262,219	262,219	134,882
Other		131,338	-	131,338	135,050
Less: Project re-charges		(157,297)	-	(157,297)	(120,080)
Governance costs		8,463	-	8,463	9,511
Total expenditure		279,068	438,495	717,563	574,096
NET INCOME/(EXPENDITURE) FOR THE YEAR					
before transfers	10	(41,280)	(9,875)	(51,065)	(41,659)
Gross transfers between funds					
		-	-	-	-
Net income/(expenditure) for the year		(41,280)	(9,875)	(51,065)	(41,659)
RECONCILIATION OF FUNDS					
Total funds brought forward		274,009	11,430	285,439	327,098
TOTAL FUNDS CARRIED FORWARD		232,729	1,645	234,374	285,439

Balance Sheet

At 31 March 2018

Notes	£	2018 £	2017
FIXED ASSETS			
Tangible assets	11	33,109	42,960
Investments	12	1	1
		<hr/>	<hr/>
		33,110	42,961
CURRENT ASSETS	13		
Debtors: amounts falling due within one year		66,786	25,828
Cash at bank and in hand		365,117	-
Investments		-	410,286
		<hr/>	<hr/>
		431,903	436,114
CREDITORS	14		
Amounts falling due within one year		(230,639)	(193,636)
		<hr/>	<hr/>
NET CURRENT ASSETS		201,264	242,478
		<hr/>	<hr/>
TOTAL ASSETS LESS CURRENT LIABILITIES		234,374	285,439
		<hr/>	<hr/>
NET ASSETS		234,374	285,439
		<hr/>	<hr/>
FUNDS	17-18		
Unrestricted funds			
General fund		232,729	274,009
Designated funds		-	-
		<hr/>	<hr/>
		232,739	274,009
Restricted funds		1,645	11,430
		<hr/>	<hr/>
TOTAL FUNDS		234,374	285,439
		<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 and with the Financial Reporting Standard for Smaller Entities (effective January 2017).

The financial statements were approved by the Trustees on the 18 December 2018 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 2018

		2018	2017
	Note	£	£
Cash used in operating activities	20	(38,327)	(30,664)
Cash flows from investing activities			
Interest income		-	-
Purchase of tangible fixed assets		(6,842)	(14,625)
Cash provided by (used in) investing activities		(6,842)	(14,625)
Cash flows from financing activities			
Borrowing		-	-
Repayment of borrowing		-	-
Cash used in financing activities		-	-
Increase (decrease) in cash and cash equivalents in the year		(45,169)	16,039
Cash and cash equivalents at the beginning of the year		410,286	394,247
Total cash and cash equivalents at the end of the year		365,117	410,286

Notes to the Financial Statements

For The Year Ended 31 March 2018

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 1. 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 1 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.

Hire purchase and 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

	2018 £	2017 £
Gifts in kind	35,362	35,362
Donations	305	215
Grants	84,000	84,000
	119,667	119,577

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:

	2018 £	2017 £
Surrey County Council - core grant	84,000	84,000
	84,000	84,000

3. Investment Income

	2018 £	2017 £
Deposit account interest	159	532

4. Income from Charitable Activities

	Grants £	Income from services £	Total 2018 £	2017 £
Advice and support	189,083	28,358	217,441	164,051
Grant making	-	-	-	-
Communities	239,627	-	239,627	148,898
Other	-	89,604	89,604	99,379
	428,610	117,962	546,672	412,328

5. Direct Costs of Charitable Activities

	2018 £	2017 £
Staff costs	483,419	357,790
Office costs	54,449	48,991
Travel and meetings	22,454	12,331
	560,322	419,112

Staff costs include the following:

	2018 £	2017 £
Wages and salaries	414,244	295,189
Social security costs	37,001	25,968
Other pension costs	18,673	13,240
Recruitment and temporary staff costs	13,501	23,393
	483,419	357,790

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

	2018	2017
Projects	7	6
Support	-	-
Administration	9	5
	16	11

No employee was paid more than £60,000 in the year (2018: 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, and Head of Communities & Development. The total employee benefits of the 3 key management personnel were £148,253 (2017: £110,735 - 3 key management personnel). No Trustee received remuneration in the period.

The total amount of redundancy for the period was nil. The amount was allocated from unrestricted funds (2017: nil)

Defined pension contribution costs for the period were £18,673 (2017: £13,240) and were allocated directly to the appropriate activity/fund in both restricted and unrestricted funds.

In addition, an average of .5 volunteers were engaged by Surrey Community Action throughout the year. Based on the minimum wage including employers costs, this equates to £7,507 in total.

6. Grants Payable

	2018	2017
	£	£
Grant making	-	5,727

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

	2018	2017
	£	£
Training/upskilling – Surrey	-	-
Training/upskilling – Kent	-	-
Training/upskilling – Sussex	-	-
Training/upskilling – Hampshire	-	5,727
Training/upskilling – Thames Valley	-	-
	-	5,727

7. Support Costs and Project Recharges

	Total Communities Restricted	Total Advice & Support Restricted	Astolat (Advice & Support Unrestricted)	Total Advice & Support Unrestricted	Governance	Total
	£	£	£	£	£	£
Staff costs	168,394	90,259	-	224,766	-	483,419
Travel & meetings	12,276	6,070	-	4,108	-	22,454
Office costs	9,741	13,485	2,218	29,005	-	54,449
IT costs	3,146	1,132	-	14,993	-	19,271
Communications costs	1,609	792	-	3,903	-	6,304
Finance costs	-	-	-	739	-	739
Premises costs	-	-	107,283	11,485	-	118,768
Depreciation	-	-	9,130	7,566	-	16,696
Governance costs	-	-	-	-	8,463	8,463
Management costs	67,053	64,538	12,706	-	-	144,297
Recharges of core costs	-	-	-	(157,297)	-	(157,297)
	262,219	176,276	131,337	139,268	8,463	717,563

8. Governance Costs

	2018	2017
	£	£
Auditors' remuneration	7,350	7,350
Legal and professional fees	1,113	2,160
	8,463	9,510
Analysis of Auditors' remuneration - Statutory audit	7,350	7,350
	-	7,350

9. Net Incoming/(outgoing) Resources

Net resources are stated after charging/(crediting):

	2018 £	2017 £
Auditors' remuneration	7,350	7,350
Depreciation - owned assets	16,696	15,798
	24,046	23,148

10. Trustees Remuneration and Benefits

No trustee received remuneration in this period.

Trustees' Expenses

One trustee claimed travel and subsistence expenses totalling £1,132 (2017 - £140)

11. Fixed Assets

	Fixtures and fittings £	Computer equipment £	Totals £
COST			
At 1 April 2017	227,197	52,665	279,862
Additions	5,792	1,052	6,844
Disposals	-	-	-
At 31 MARCH 2018	232,989	53,717	286,706
DEPRECIATION			
At 1 April 2017	194,106	42,796	236,902
Charge for year	11,512	5,183	16,695
Disposals	-	-	-
At 31 March 2017	205,618	47,979	253,597
NET BOOK VALUE			
At 31 March 2018	27,371	5,738	33,109
At 31 March 2017	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 2018 and in the prior year to 31st March 2017. 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

	2018 £	2017 £
Trade debtors	40,911	8,655
VAT	-	1,110
Prepayments and accrued income	25,875	16,063
	<hr/>	<hr/>
	66,786	25,828

14. Creditors: Amounts Falling Due Within One Year

	2018 £	2017 £
Trade creditors	11,762	44,001
Social security and other taxes	5,500	8,467
VAT	443	-
Other creditors	174,406	100,818
Accruals and deferred income	38,528	40,350
	<hr/>	<hr/>
	230,639	193,636

Included in other creditors is an amount of £154,289 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 £
235,257	(80,968)	154,289

15. Operating Lease Commitments

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

	2018 £	2017 £
Not later than one year	17,801	17,801
Later than one year and not later than five years	36,051	53,850
Later than five years	-	-
Total future minimum lease payments	53,852	71,651

16. Analysis Of Net Assets Between Funds

	Unrestricted funds £	Restricted funds £	2018 Total funds £	2017 Total funds £
Fixed assets	33,109	-	33,109	42,960
Investments	1	-	1	1
Current assets	411,372	20,531	431,903	436,114
Current liabilities	(199,462)	(31,177)	(230,639)	(193,636)
	245,020	(10,646)	234,734	285,439

17. Movement In Funds

	At 1.4.16 £	Net movement in funds £	Transfers between funds £	At 31.3.17 £
Unrestricted Funds				
General fund	274,009	(41,280)	-	232,729
Designated funds				
Astolat Capital	-	-	-	-
	274,009	(41,280)	-	232,729

17. Movement In Funds continued

	At 1.4.17	Net movement in funds	Transfers between funds	At 31.3.18
	£	£	£	£
Restricted Funds				
<i>Advice & Support</i>				
Village & Community Halls Advisory Service	(7,378)	(1,933)	9,311	-
Rural Housing	-	(4,630)	-	(4,630)
Community Led Housing	-	6,196	-	6,196
Advice on the Run	-	11,631	-	11,631
Rural Community Action Network	-	10	-	10
Police & Crime Commissioner	(4,556)	1,533	3,022	-
Total Advice & Support	(11,934)	12,807	12,333	13,207
<i>Grant Making</i>				
Community Grants European Social Fund 2011-13	18,840	-	(18,060)	780
Community Grants European Social Fund 2014-15	(5,727)	-	5,727	-
Total Grant Making	13,113	-	(12,333)	780
<i>Communities</i>				
Rural Transport Car Schemes	-	46	-	46
Gypsy & Traveller Support Worker	(5,953)	1,447	-	(4,507)
Surrey County Council Volunteer Engagement	-	4,664	-	4,664
Lower Green Community Centre	-	(871)	-	(871)
Warmth Matters	16,204	(22,021)	-	(5,816)
Inspiring Enterprise	-	(5,857)	-	(5,857)
Total Communities	10,251	(22,592)	-	(12,342)
	11,430	(9,785)	-	1,645
TOTAL FUNDS	285,439	(51,065)		(234,374)

17. Movement In Funds - continued

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

	Income resources £	Expenditure expended £	Movement in funds £
Unrestricted Funds			
General Fund	237,788	(279,068)	(41,281)
Designated Funds			
Astolat Capital	-	-	-
Restricted Funds			
Advice & Support			
Village & Community Halls Advisory Service	34,957	(36,890)	(1,933)
Rural Housing	33,052	(37,682)	(4,630)
Community Led Housing	43,649	(37,453)	6,196
Advice on the Run	18,500	(6,869)	11,631
Rural Community Action Network	48,925	(48,915)	10
Police & Crime Commissioner	10,000	(8,467)	1,533
Total Advice & Support	189,083	(176,276)	12,807
Grant Making			
Community Grants European Social Fund 2011-13	-	-	-
Community Grants European Social Fund 2014-15	-	-	-
Total Grant Making	-	-	-
Communities			
Rural Transport Car Schemes	26,068	(26,022)	46
Gypsy & Traveller Support Worker	42,931	(41,484)	1,447
Surrey County Council Volunteer Engagement			
– Drive into Action	44,000	(39,336)	4,664
Lower Green Community Centre	-	(871)	(871)
Warmth Matters	22,333	(44,354)	(22,021)
Inspiring Enterprise	104,296	(110,153)	(5,857)
Total Communities	239,627	(262,219)	(22,592)
	428,710	(438,495)	(9,785)
TOTAL FUNDS	666,498	(717,563)	(51,065)

18. Movement In Funds - continued

Restricted Funds

Purpose

Advice & Support

Village & Community Halls Advisory Service

Support to people running community buildings.

Rural Housing

Development of rural affordable housing.

Community Led Housing

Enabling the development of affordable housing.

Money Matters

Helping people in need to access free information and advice on ways to save money.

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.

Lower Green Community Centre

Creating new support services and activities for the community in a newly refurbished centre.

Warmth Matters

Helping people better understand their fuel bills, find the best deals and identify other sources of help and support to avoid fuel poverty.

Inspiring Enterprise

Free support to help people develop the skills they need to become self-employed or set up a social enterprise.

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

	2018 £	2017 £
Net movement in funds	17,965	(48,777)
Add back depreciation charge	16,696	15,798
Decrease (increase) in stock	-	-
Decrease (increase) in debtors	(42,067)	17,600
Increase (decrease) in creditors	(30,921)	46,043
Net cash used in operating activities	(38,327)	30,664

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

Opinion

We have audited the financial statements of Surrey Community Action (the 'charitable company') for the year ended 31 March 2018 which comprise the Statement of Financial Activities incorporating Income and Expenditure Account, the Balance Sheet, the Statement of Cash Flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

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 2018 and of its 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.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are

relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The Trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Auditor's Report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

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 Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' Report has 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 charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the 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; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' Report and from the requirement to prepare a Strategic Report.

Responsibilities of trustees

As explained more fully in the Trustees' Responsibilities Statement, the Trustees (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, and for such internal control as the Trustees determine is

necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditor's Report.

Use of our report

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 opinions we have formed.

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

Date:

21. Detailed Statement Of Financial Activities for the Year Ended 31 March 2018

	2018 £	2019 £
INCOME		
Voluntary income		
Gifts in kind	35,362	35,362
Donations	305	215
Grants	84,000	84,000
	119,667	119,577
Investment income		
Deposit account interest	159	532
Incoming resources from charitable activities		
Grants	428,710	291,006
Income from services provided	117,962	121,321
	546,672	412,327
Total incoming resources	666,498	532,436
EXPENDITURE		
Charitable activities		
Staff costs	483,419	357,791
Office costs	54,449	48,991
Travel and meetings	22,454	12,331
Grants to institutions	-	5,727
	560,322	424,840
Governance costs		
Auditors' remuneration	7,350	7,350
Legal and professional fees	1,113	2,161
	8,463	9,511
Support costs		
Management		
Management costs	144,927	111,771
Information technology		
IT costs	19,271	13,954
Rent		
Premises costs	118,768	110,992
Office running costs		
Office costs	23,739	23,107
Project re-charges		
Project re-charges	-157,297	(120,080)
Total resources expended	717,563	574,095
Net (expenditure)/income	(51,065)	(41,659)

This page does not form part of the statutory financial statements