

Surrey Community Action

Report of the Trustees and Financial Statements

Year Ended 31 March 2022

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

Tel: 01483 566072

Email: info@surreyca.org.uk

www.surreyca.org.uk

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 2022. 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
Independent Examiners	Janice Matthews, Menzies LLP, Centrum House, 36 Station Road, Egham, TW20 9LF
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	Lord Lieutenant Michael More-Molyneux

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 are as follows;

Keith McPherson	Chairman & Treasurer	Company Secretary	George Shackleton
Jo Josh		Principal Officers	Jason Gaskell
Simon Matthews			Chief Executive
Michael Cannon			Nick Bragger
Chris Stanton			Head of Communities and Development
Roger Taylor			George Shackleton
Janice Hutchins			Head of Finance
Elliot Kortenray			
Alison Keeley			
Jan Rogers			
John Skivington			

Contents

Chairman's statement	3
Chief Executive's report	4
Report of the Trustees - Objectives and Aims	5
Report of the Trustees - Achievements & Performance	6 - 9
Report of the Trustees - Fundraising Activities	9
Report of the Trustees - Financial Review & Future Developments	10
Report of the Trustees - Structure, Governance & Management	11
Statement of Trustees Responsibilities	12
Statement of Financial Activities	13
Balance Sheet	14
Statement of Cashflow	15
Notes to the Financial Statements	16 - 23
Report of the Independent Auditors	24
Detailed Statement of Financial Activities	25

Chairman's Statement

Continued coronavirus restrictions impacted a greater part of the year ended 31 March 2022, but Surrey Community Action (SCA) had become adept at operating under these conditions. The result were successful outcomes for stakeholders and clients, many of which are reported elsewhere in this document.

A further measure of SCA's success is its financial sustainability. The year under review saw the repeat of a modest surplus on unrestricted activities, contributing to reserves which had been diminishing for some years.

Working from home with online meetings has now become the accepted way for staff to fulfil their duties and our trustees' meetings continued by Zoom. This has been made possible by keeping current with IT developments, which has led to fitting out meeting rooms with hybrid equipment, and which is now offered as a service to clients.

Careful arrangements were made to ensure Astolat was ready for the return of staff and tenants alike but a return to the pre-pandemic working patterns is awaited.

Board meetings are dominated by the review of the charity's governance and activities, but focus has been applied to special Covid activities and potential issues emerging in Health Care, Gypsy, Roma & Traveller issues, Surrey VCSE Alliance and Ukraine, amongst others.

Of constant concern is Trustee recruitment, to ensure that the Board is able to maintain SCA's position as an important participator in the VCFS. I am looking for candidates to build a diverse team with essential skills and a blend of experience and fresh thinking, who want to make a difference.

The ensuing year is keenly anticipated with a challenging business plan and after an absence of 3 years the resumption of our annual conference.

During the year we sadly said goodbye to Simon Matthews and Jo Josh as Trustees, both of whom had made a significant contribution to SCA over a number of years. Our thanks and gratitude go with them. In August 2021 we welcomed Jan Rogers and John Skivington and since the year-end Alison Keeley, each of whom brings valued skills and experience that will add to the strength of our Board.

Finally, I most sincerely thank the staff and trustees of SCA for the hard work and loyalty they have shown during the year. It is their valued contribution that enables us to achieve the objectives we set ourselves.

Keith McPherson

Chairman



Finally, I most sincerely thank the staff and trustees of SCA for the hard work and loyalty they have shown during the year. It is their valued contribution that enables us to achieve the objectives we set ourselves.

Chief Executive's Report



2021-2022 was a year of contrasts for Surrey Community Action. Like the previous year, Covid-19 dominated a lot of our thinking and activities, but other work took over as the year progressed. The way we work as a staff team has changed slightly. Building on what we learned during the 2020 lockdown, we are now a far more flexible workforce and can work from the office, at home or on the road seamlessly, balancing the needs of the charity and the needs of the staff. Recognising that other charities were going through the same changes, we upgraded our conference room equipment to allow hosting of hybrid meetings, and introduced a virtual correspondence address service to help people to protect their privacy when running a charity or community organisation from home.

An enduring legacy of the pandemic will be in the Surrey Charities Forum. Originally set up as a way for statutory and VCFS partners to co-ordinate our pandemic response, it has evolved into a vital communication channel between sectors. We continue to support and co-chair this important group.

As well as our important services to the voluntary sector and Surrey's communities, we also supported a young person

into work through the Kickstarter scheme. We helped the Lucy Reyner Foundation register as a charity and prepare to take on their first staff. We also conducted a deep dive into the Charity Commission database to allow us to pull out data for peers and stakeholders to use, and as chair of the Surrey Compact Custodian Group we helped some of our peers through some convoluted commissioning challenges. Towards the end of the year, we started to work with peers to develop the Surrey VCSE Alliance, an important part of national efforts to integrate and improve health and care services, recognising the voluntary sector as a vital part of the health and care landscape.

None of our achievements, or the many I don't have space to mention, would have been possible without our dedicated team of staff and trustees. I thank them all for their hard work and perseverance in another challenging year, and I remain amazed by their effort and commitment to the people of Surrey.

Jason Gaskell
Chief Executive



None of our achievements, or the many I don't have space to mention, would have been possible without our dedicated team of staff and trustees. I thank them all for their hard work and perseverance in another challenging year, and I remain amazed by their effort and commitment to the people of Surrey.

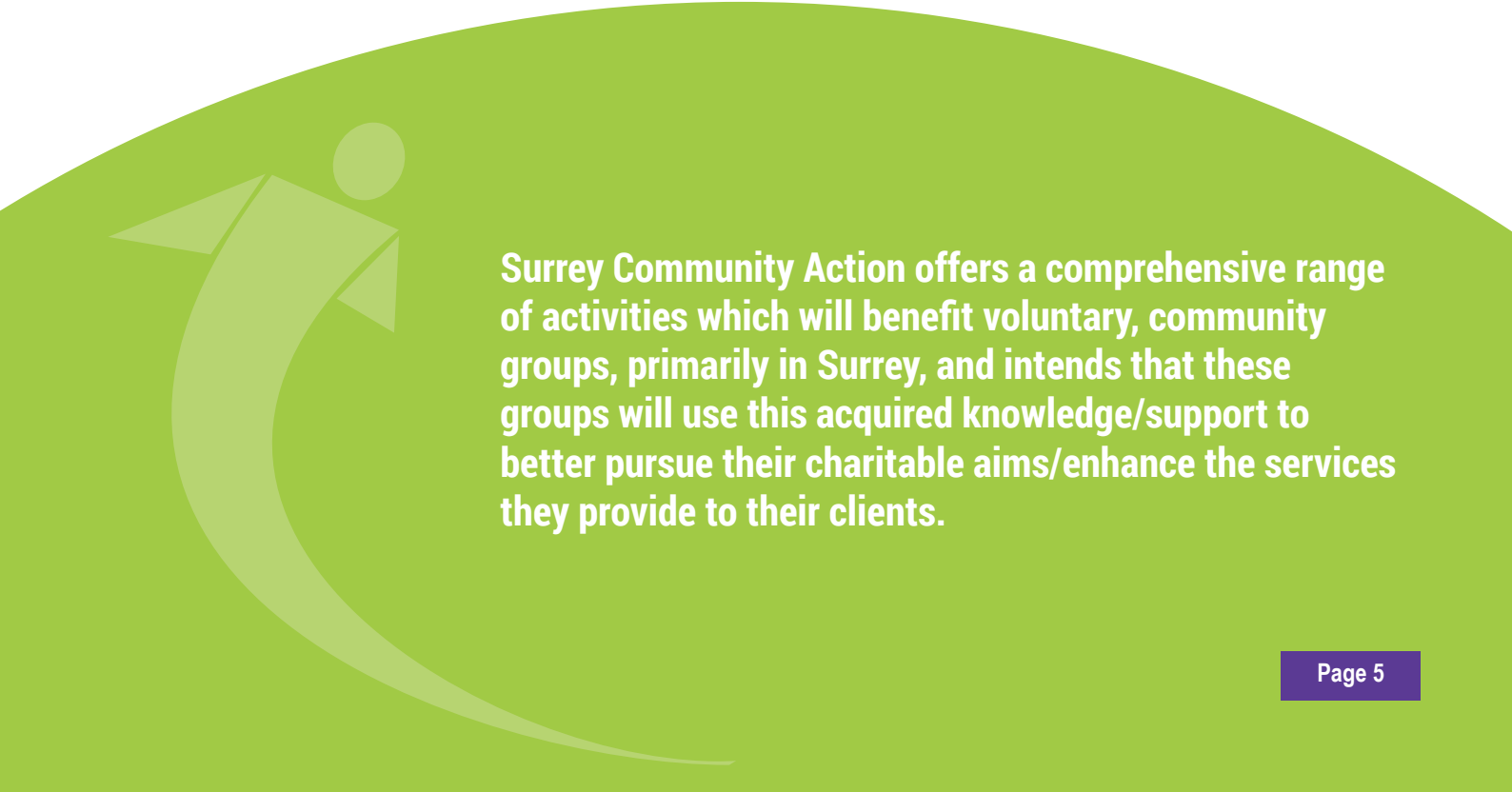
Objectives and Aims

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

- 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.
- 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.



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 & Performance

Sector Support

As the Covid restrictions eased, we began to see a slow return of staff and visitors to Astolat, and to facilitate the trend for hybrid meetings we updated our meeting rooms with all the equipment needed to run face-to-face-to-screen meetings.

Recognising that some organisations would no longer be office based as their needs had changed because of the pandemic, we introduced a virtual correspondence address service to help people to protect their privacy when running a charity or community organisation from home.

The second half of the year saw us take a leading role in the development of the Surrey VCSE Alliance, a new structure to help embed the voluntary sector as a strategic partner in the development of the Integrated Care Systems.

We continued to lead the Surrey Charity Chief Executives Group and this year introduced the Surrey Charities Forum to bring together organisations in the third and public sectors. We also continued to provide tailored advice and support to other voluntary and community organisations, such as helping the newly constituted Lucy Rayner Foundation to get their systems and processes in place ready to take on staff and move to the next level of their development.

We began a deep dive into the Charity Commission database to allow us to pull out data for peers and stakeholders to use and will continue to carry out research to help to support the sector.

We chair the Surrey Compact Custodian Group, helping ensure that our sector and local authorities continue to work together well, and we were able to help some of our peers navigate through some convoluted commissioning challenges.

Enabling Rural Housing

The pandemic lockdowns prompted people to re-evaluate their living space and seek homes with larger gardens and proximity to parks and beauty spots.

A surge in interest in properties in Surrey since then has pushed housing costs in the county, and especially in more rural parts, to their highest yet.

Surrey Community Action continues to work 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 and landowners 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 2021-22 our Rural Housing Enabler carried out housing and community needs surveys in Felbridge, Godalming, Compton, Ockley and Pirbright, working with parish councils and neighbourhood planning groups to assess local need. This year also saw the start of a development of 12 homes at social rent and five for affordable self build in Brockham and site preparation for an additional three homes to an existing site in Burstow.



“Louise has helped us enormously with some of the background work for the emerging Ockley Neighbourhood Development Plan. She wrote us a Character Appraisal which sets out in detail a description of the various areas of the village and conducted a survey of the parish in order to ascertain what the residents are looking for in the development of the parish over the next 15 years. Both these papers will form key documents in the final Plan.”

Community Led Housing

Our Community Led Housing project promotes and supports new ways of providing affordable housing in Surrey developed by local people for local people. We explain how community led housing can work and help interested people form groups, develop their ideas, engage their communities and navigate every step of the development process.

Last year we provided advice to Chobham CLT, Homes for Farnham, Puttenham PC and Ripley CLT, Horton ECO project and Haslemere CLT.

Community Buildings Support

The lockdowns took a toll on many of the community buildings we support with advice and training. Managers found that some of the businesses and organisations which used to book their venues continued to provide their classes and activities online, while others unfortunately had to close their businesses. As well as a drop in these regular bookings, social gatherings were also slow to resume to pre-pandemic levels. As a consequence, the committee members, volunteers and paid staff who manage these spaces reported that their income levels had dropped and there were concerns about their financial sustainability.

In response we offered training to help them to apply for grant funding and to market their buildings more effectively. We also connected our Tier 2 members to the Basecamp database, an online collaboration tool, which enables them to seek and share knowledge with community buildings teams nationwide. This year our Community Buildings Adviser also responded to 462 enquiries from village hall management committees.

Voluntary Car and Good Neighbour Schemes

Thousands of vulnerable and older 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, 80 of which are supported by Surrey Community Action's Voluntary Car Scheme Adviser who helps to develop new schemes and provides on-going advice and support to existing schemes as well as DBS checks for volunteers. This specialist support is a key element in maintaining the viability of these schemes, more than ever because of the pandemic which caused some schemes to consider closing as volunteers did not return to their roles. With our guidance, we helped two schemes to avoid closure by supporting their merger with neighbouring groups. We also played an integral role to the establishment and launch of two new schemes in Newdigate and East Horsley and are helping new groups to set up in Preston and Tadworth, Redhill, The Ashes, Laleham and Staines.

This year, our Voluntary Car Scheme Adviser dealt with 1,412 enquiries and distributed yellow high viz jackets, I.D. lanyards, car canes and Driver on Duty discs to volunteer drivers. We continue to promote vital volunteering opportunities and assist schemes with their recruitment, help which this year saw 74 new drivers, committee members and duty officers join their local groups.



“Cheryl just gets it. She has a lovely approach to GRT families and it is a relief for me to be able to refer GRT families to someone to support non-education issues. I have absolute confidence that she will do her best for the families and help them get to the best possible position to improve their situation. Cheryl is a safe pair of hands, frequently working above and beyond.”

GRT support worker

Gypsy and Traveller Support

Working in multi-agency partnerships to help communities with housing and financial issues, our Community Development Workers have supported 249 families across Surrey and Kingston upon Thames with a multitude of issues including school exclusion, debt, health and well-being and employment.

Families facing eviction, homelessness and poverty value the 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, and this year included working with health partners to boost Covid vaccination take-up and hosting school assemblies to help increase understanding of Gypsy, Roma and Traveller culture and heritage.

This year we launched our Skills Impact project, a pilot initiative funded by the Department of Levelling Up, Housing and Communities to help adults from the Gypsy, Roma and Traveller community aged 18 and over to improve their literacy and numeracy skills.

Our personal tutoring is provided at a time and place to suit the learner and includes SPAG (Spelling, Punctuation and Grammar), the driving theory test, reading, form filling, digital literacy, budgeting and supporting parents to teach their children. Tutoring is not only giving students the skills for everyday life but also helping with loneliness, access to services, building confidence and self-esteem.

Money Matters and Warmth Matters

Our Money Matters and Warmth Matters projects offer free, practical advice to help people on low incomes to save money, improve and manage their personal and family finances, reduce their fuel bills by saving energy and avoid the stress that comes with increasing debt.

We understand that people find it hard to acknowledge that they are struggling to make ends meet, so we run pop-up advice sessions in places that are accessible to people and enable them to drop-in to chat in an informal way.

Our service has prevented people from spiralling further into poverty and debt, helped people to budget better and save money on energy bills as well as raised awareness of other sources of support in the community.

Last year we gave advice and information to over 1,000 people - 80% of whom said that they would use this to take action to reduce their bills. We also distributed over £100,000 in fuel vouchers to low income households.

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.

The number of visitors to Astolat (which hosts ten charities and not for profit organisations) this year was still lower than



“

“Thank you so much for all you have done for us in the community, your support has been invaluable and a much needed help and kindness when everything else seems to be going awry. Just wanted to share my appreciation for your help, support and kindness.”

Warmth Matters client

pre-pandemic with 869 visitors to the building. Our DBS service has also been restricted because of the pandemic but we processed 324 checks during the year. Our payroll service is now contracted to provide outsourced support to 35 organisations.

Recognising that some organisations have made the switch to remote working, we introduced a virtual correspondence address service to help charity leaders to protect their privacy when running a charity or community organisation from home.

Funding

We continue to seek funds from a variety of sources in line with our funding strategy. As well as on-going funding from many of our long-term funders in 2021/22, we received new funding from Surrey County Council for a Gypsy, Roma & Traveller (GRT) Literacy project and the Royal Borough of Kingston for GRT Support work. We were also funded by Surrey County Council to write a report on Mutual Aid Groups.

We were pleased to receive emergency funding to cover the costs of running our building Astolat and the organisation's core costs in the form of the Business Support Fund from Guildford Borough Council. We were also funded to be a distributor of the Household Support Fund.

We continue to build relationships with local and national funders, Council leaders and local businesses in order to promote everything we do to serve communities in need across Surrey. If you would like find out more about our work or how your funding could help us run new services or extend existing services, please get in touch.

Funders and Partners

ACRE

Community Foundation for Surrey

DEFRA

The Department for Levelling Up, Housing and Communities (DLUHC)

English Rural Housing Association

Guildford Borough Council

Mole Valley District Council

National Lottery Community Fund

Reigate and Banstead Council

Scottish & Southern Electricity Networks (SSEN)

Surrey County Council

Tandridge District Council

The National Lottery Community Fund

The Royal Borough of Kingston Upon Thames

UK Power Networks

Waverley Borough Council



“This year saw us take a leading role in the development of the Surrey VCSE Alliance, a new structure to help embed the voluntary sector as a strategic partner in the development of the Integrated Care Systems and we also introduced the Surrey Charities Forum to bring together organisations in the third and public sectors.”

Financial Review

The total income for both Unrestricted and Restricted funds for the year amounted to £539,654 (2021: £698,736) with expenditure of £515,046 (2021: £653,437). This resulted in net surplus of £24,608 of which £6,160 came from Restricted Funds. The remaining amount of £18,448 (2021: £7,007) net surplus was from Unrestricted General Funds.

Surrey Community Action Funds now total £320,694 (2021: £296,087), of which £229,422 (2021: £210,975) represents Unrestricted Funds and £91,272 represents Restricted Funds (after transfers). 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.

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 Funds are Unrestricted Funds which are available for the above purposes.

They are reviewed regularly by the Board of Trustees and stood at £229,422 on 31st march 2022, which the Trustees regard as adequate.

Review of 2022 & Future Developments

The financial year was a positive period for the Charity.

Whilst total income has reduced compared to the previous year, the Charity is now consistently making small Surpluses in Unrestricted Funds.

We have weathered the economic challenges brought by COVID and delivered on all budgets across our Restricted Funds.

An internal Purchase Order system was implemented during the year giving the Charity, and it's stakeholders, more financial assurance and allowing for greater scrutiny in all budget areas.

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 £1 in the event of winding up.

Induction and training of new Trustees

All Trustees receive an induction pack which explains their role, the role of the Board, Charity Commission and Companies Act requirements, 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; Communities and Advice & Support.

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 is reviewed by the Board at its bi-monthly meetings and updated regularly.

The 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 maintains a system of financial controls, appropriate to the size and nature of the organisation.

The Trustees liaised with its external Examiners 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 and senior staff and Board meet annually to review and plan future developments.

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 Independent Examiners

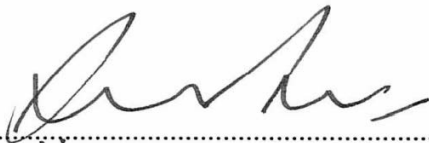
So far as the trustees are aware, there is no relevant information (as defined by Section 418 of the Companies Act 2006) of which the charitable company's auditors are unaware, and each trustee has taken all the steps that they ought to have taken as a trustee in order to make them aware of any audit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

Independent Examination

A resolution agreeing the charity to undertake an Independent Examination was agreed at the July 2022 board 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



K McPherson - Chair

Date: 7/12/22

Statement of Financial Activities

(Incorporating the Income and Expenditure Account)

Year Ended 31 March 2022

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
INCOME					
Income from generated funds					
Voluntary income	2	122,112	(1,796)	120,316	124,734
Activities for generating funds					
Investment income	3	65	-	65	163
Income from charitable activities					
Advice and support	4	105,920	129,961	235,881	320,930
Communities			108,462	108,462	199,221
Other		74,930	-	74,930	53,688
Total income		303,027	236,627	539,654	698,736
EXPENDITURE					
Charitable activities					
Advice and support	5 - 8	249,879	141,185	391,064	449,758
Communities		-	94,534	94,534	194,295
Other		110,339	-	110,339	108,811
Less: Project re-charges		(84,782)	-	(84,782)	(104,443)
Governance costs		3,891	-	3,891	5,016
Total expenditure		279,327	235,719	515,046	653,437
NET INCOME					
before transfers	9	23,700	908	24,608	45,299
Transfers between funds					
		(5,252)	5,252	-	-
Net income		18,448	6,160	24,608	45,299
RECONCILIATION OF FUNDS					
Total funds brought forward		210,974	85,112	296,086	250,788
TOTAL FUNDS CARRIED FORWARD		£229,422	£91,272	£320,694	£296,087

Balance Sheet

At 31 March 2022

	Notes	2022 £	2021 £
FIXED ASSETS	10 - 11		
Tangible assets		16,370	10,006
Investments		1	1
		16,371	10,007
CURRENT ASSETS	12		
Debtors: amounts falling due within one year		91,844	44,115
Cash at bank and in hand		471,589	388,730
		563,433	432,845
CREDITORS	13		
Amounts falling due within one year		(259,110)	(146,765)
		304,323	286,080
NET CURRENT ASSETS			
		320,694	296,087
TOTAL ASSETS LESS CURRENT LIABILITIES	15		
		320,694	296,087
NET ASSETS		320,694	296,087
FUNDS	16-17		
Unrestricted funds		229,422	210,975
Restricted funds		91,272	85,112
		320,694	296,087
TOTAL FUNDS		320,694	296,087

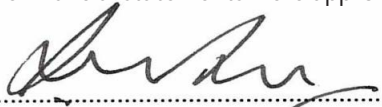
These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

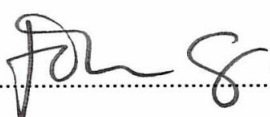
No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and or the preparation of accounts.

The financial statements were approved by the Trustees on the 7/12/22 and were signed on their behalf by:


.....

K McPherson - Chair


.....

J Skivington - Trustee

Company Registration Number: 03203003

Statement of Cashflow

Year Ended 31 March 2022

	2022 £	2021 £
Reconciliation of Net Movement in Funds to Net Cash Flow from Operating Activities		
Net movement in funds	24,608	45,299
Add back depreciation charge	5,292	8,183
Decrease (increase) in debtors	(47,729)	56,054
Increase (decrease) in creditors	112,345	(32,983)
Net cash used in operating activities	94,516	76,553
Cash flows from investing activities		
Purchase of tangible fixed assets	(11,657)	(4,136)
Cash provided by (used in) investing activities	(11,657)	(4,136)
Cash flows from financing activities		
Borrowing	-	-
Repayment of borrowing	-	-
Cash used in financing activities	-	-
Increase (decrease) in cash and cash equivalents in the year	82,859	72,417
Cash and cash equivalents at the beginning of the year	388,730	316,313
Total cash and cash equivalents at the end of the year	471,589	388,730

Notes to the Financial Statements

Year Ended 31 March 2022

1. Accounting Policies

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 £1 per member of the Charity. The Charity's registered office is disclosed on page 1 of the financial statements. The functional and presentational currency is £(GBP).

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 2019) - (Charities SORP (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.

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.

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, Independent Examiner's 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.

1. Accounting Policies - continued

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
Computer equipment	- Straight line over 5 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.

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

	2022	2021
	£	£
Gifts in kind	35,362	35,362
Donations	(1,546)	2,872
Grants	86,500	86,500
	120,316	124,734

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 8 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 6 as notional expenditure under premises costs.

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

	2022	2021
	£	£
Surrey County Council	86,500	86,500

3. Investment Income

	2022 £	2021 £
Deposit account interest	65	163

4. Income from Charitable Activities

	Grants £	Income from services £	Total 2022 £	Total 2021 £
Advice and support	129,961	105,920	235,881	320,930
Communities	108,462	-	108,462	199,221
Other	-	74,930	74,930	53,688
	238,423	180,850	419,273	573,839

5. Direct Costs of Charitable Activities

	2022 £	2021 £
Staff costs	356,015	491,961
Office costs	48,327	48,306
Travel and meetings	6,339	2,290
	410,681	542,557

Staff costs include the following:

	2022 £	2021 £
Wages and salaries	310,223	423,472
Social security costs	26,585	34,395
Other pension costs	15,212	20,509
Recruitment and temporary staff costs	3,995	13,585
	356,015	491,961

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

	2022	2021
Projects	7	11
Administration	7	6
	14	17

5. Direct Costs of Charitable Activities - continued

No employee was paid more than £60,000 in the year under review (2021: 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 £126,174 (prior year: £126,777 – 3 key personnel). The total amount of redundancy for the period was nil (2021: £10,031).

Defined pension contribution costs for the period were £16,172 (prior year: £20,509) and were allocated directly to the appropriate activity/fund in both Restricted and Unrestricted funds.

No volunteers were engaged by Surrey Community Action throughout the year.

6. Support Costs and Project Recharges

	Restricted Communities	Restricted Advice & Support	Unrestricted Other	Unrestricted Advice & Support	Governance	Total 2022
	£	£	£	£	£	£
Staff costs	70,429	79,193	-	206,393	-	356,015
Travel & meetings	2,844	1,859	-	1,636	-	6,339
Office costs	2,757	9,296	9,216	27,058	-	48,327
IT costs	173	173	-	8,849	-	9,195
Communications	131	2,029	-	1,887	-	4,047
Finance costs	-	-	-	882	-	882
Premises costs	-	-	80,422	636	-	81,058
Depreciation	-	-	2,754	2,538	-	5,292
Governance costs	-	-	-	-	3,891	3,891
Management costs	18,200	48,634	17,947	-	-	84,782
Recharges of management costs	-	-	-	(84,782)	-	(84,782)
	94,534	141,185	110,339	165,097	3,891	515,046

7. Governance Costs

	2022 £	2021 £
Independent Examiners remuneration	3,843	4,500
Legal and professional fees	48	541
Board expenses	-	(25)
	3,891	5,016

8. Trustees Remuneration and Benefits

No Trustee received remuneration in the period. No Trustee claimed expenses the in year under review (prior year - NIL)

9. Net Income

Net resources are stated after charging:

	2022	2021
	£	£
Independent Examiners remuneration	3,843	4,500
Depreciation - owned assets	5,292	8,183
	9,135	12,683

10. Fixed Assets

	Fixtures and fittings	Computer equipment	Totals
	£	£	£
COST			
At 1 April 2021	237,803	59,357	297,160
Additions	11,133	524	11,657
Disposals	-	-	-
At 31 March 2022	248,936	59,881	308,817
DEPRECIATION			
At 1 April 2021	232,820	54,334	287,155
Charge for year	3,800	1,492	5,292
Disposals	-	-	-
At 31 March 2022	236,620	55,827	292,447
NET BOOK VALUE			
At 31 March 2022	12,316	4,054	16,370
At 31 March 2021	4,983	5,023	10,006

11. 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 year ending 31st March 2022 and in the prior year. 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.

12. Debtors: amounts falling due within one year

	2022	2021
	£	£
Trade debtors	76,519	31,869
Prepayments and accrued income	15,325	12,246
	91,844	44,115

13. Creditors: amounts falling due within one year

	2022	2021
	£	£
Trade creditors	11,482	5,118
Social security and other taxes	7,939	7,145
VAT	9,916	591
Other creditors	113,742	89,515
Accruals and deferred income	116,031	44,396
	259,110	146,765

Other creditors includes £49,625 (2021: £49,625) Surrey County Council - Community Buildings Capital Scheme.

14. Operating Lease Commitments

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

	2022	2021
	£	£
Not later than one year	13,722	13,722
Later than one year and not later than five years	16,118	29,840
Later than five years	-	-
	29,840	43,562

15. Analysis of Net Assets Between Funds

	Unrestricted funds	Restricted funds	2022 Total funds	2021 Total funds
	£	£	£	£
Fixed assets	16,370	-	16,370	10,006
Investments	1	-	1	1
Current assets	327,485	235,948	563,433	432,845
Current liabilities	(114,434)	(144,676)	(259,110)	(146,765)
	229,422	91,272	320,694	296,087

16. Movement in Funds

	At 1st April 2021 £	Incoming Resources £	Resources Expended £	Transfers Between Funds £	At 31st March 2022 £
Unrestricted Funds					
General Fund	210,974	303,027	(279,327)	(5,252)	229,422
Total Unrestricted Funds	210,974	303,027	(279,327)	(5,252)	229,422
Restricted Funds					
Advice & Support					
Village & Community Halls Advisory Service	6,773	16,362	(15,682)	-	7,453
Rural Housing	(4,939)	32,867	(29,771)	-	(1,843)
Community Led Housing	64,447	8,000	(22,162)	-	50,285
Advice on the Run	9,656	31,635	(34,670)	-	6,621
Rural Community Action Network	-	38,735	(38,745)	-	-
Homes For Farnham	1,567	-	(165)	-	1,402
Total Advice & Support	77,504	127,599	(141,185)	-	63,918
Communities					
Rural Transport Car Schemes	13,382	44,463	(39,794)	-	18,051
Gypsy & Traveller Support Worker	(1,859)	32,013	(28,411)	-	1,743
GRT Kingston	-	15,564	(9,946)	-	5,618
GRT Literacy	-	16,988	(15,045)	-	1,943
Make It Click	(3,915)	-	(1,338)	5,252	-
Total Communities	7,608	109,028	(94,534)	5,252	27,354
Total Restricted Funds	85,112	236,627	(235,719)	5,252	91,272
TOTAL FUNDS	296,086	539,654	(515,046)	-	320,694

17. Purpose of Funds

Unrestricted Funds

General Fund

Purpose

Administration & management of SCA's operations, services, advocacy projects and other General Unrestricted function, including the management and maintenance of a large office building sublet to other VCFS organisations

Restricted Funds

Advice & Support

Village & Community Halls Advisory Service

Rural Housing

Community Led Housing

Advice on the Run

Rural Community Action Network

Homes for Farnham

Advice & Support service for local community buildings

Development of rural affordable housing

Support for local community housing initiatives

Advisory to vulnerable people on financial issues

Strategic and developmental support to benefit rural communities.

Holding & Distributing Funds on Behalf of a Local Community Housing Project

Communities

Rural Transport Car Schemes

Gypsy & Traveller Support Worker

Support and development of voluntary car schemes

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

GRT Kingston

Advice and support to individuals within the GRT community, specifically focused on the Kingston area.

GRT Literacy

Advice and support to individuals within the GRT community, specifically focusing on literacy & education

Make It Click

Helping adults with basic digital skills to improve their digital know-how and computer confidence

Independent Examiners Report to the Members of Surrey Community Action

I report to the Charity Trustees on my examination of the accounts of the Charity for the year ended 31 March 2022.

Responsibilities and basis of report

As the Charity's Trustees of the Company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Charity's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent Examiner's statement


Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in Section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I can confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Charity as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

DocuSigned by:

Signed: _____ Dated: 13-Dec-2022
634E24DE92A4471...

Janice Matthews FCA

Independent Examiner
Menzies LLP
Centrum House
36 Station Road
Egham
Surrey
TW20 9LF

Detailed Statement of Financial Activities for the Year Ended 31 March 2022

	2022 £	2021 £
INCOMING RESOURCES		
Voluntary income		
Gifts in kind	35,362	35,362
Donations	(1,546)	2,872
Grants	86,500	86,500
	120,316	124,734
Investment income		
Deposit account interest	65	163
Incoming resources from charitable activities		
Grants	238,422	435,476
Income from services provided	180,851	138,363
	419,273	573,839
Total	539,654	698,736
RESOURCES EXPENDED		
Charitable activities		
Staff costs	356,015	491,961
Office costs	48,327	48,306
Travel and meetings	6,339	2,290
	410,681	542,557
Governance costs		
Independent Examiners remuneration	3,843	4,500
Legal and professional fees	-	(25)
Board expenses	48	541
	3,891	5,016
Support costs		
Management costs	84,782	104,433
IT costs	9,195	8,557
Premises costs	81,058	79,666
Office costs	10,221	17,641
Project re-charges	(84,782)	(104,433)
	100,474	105,864
Total	515,046	653,437
Net income	24,608	45,299

This page does not form part of the statutory financial statements