

Company Number: 3760299

Oxfordshire Racial Equality Council

A company limited by Guarantee

Registered Charity Number : 1062840

Accounts
for the year ended
31st March 2007

Wenn Townsend
Chartered Accountants
Oxford

Oxfordshire Racial Equality Council

Directors: Sanjay Bhandari
Liz Brighthouse
Mark Collins
Margaret Ferriman
Alfred Fullah
Zohra Fatima Jenkinson
Chinta Kallie
Alison Lewis
Ben Lloyd-Shogbesan
Jawaid Malik
Barbara Shaw
Maggie Wang

(Acting) **Chair** (to 28th June 2007): Ben Lloyd-Shogbesan

Company Secretary: Ritu Kapoor

Registered Office: The Old Courthouse
Floyds Row
Oxford

Registered Number: 3760299

Charity Number: 1062840

Auditors: Wenn Townsend
Oxford

Bankers: Co-operative Bank plc
Oxford

Oxfordshire Racial Equality Council

Report of the Executive Committee

31st March 2007

The directors present their report and the audited financial statements for the year ended 31st March 2007.

Reference and Administrative Information

See front page.

Structure, Governance and Management

Constitution

The charity is a company limited by guarantee and is governed by its Memorandum and Articles of Association dated 30th March 1999.

Directors

The directors of the charity who are also the Trustees, now and during the year were as follows:

| | |
|---|--|
| Sanjay Bhandari - Co-opted 21st August 2006 | Chinta Kallie |
| Liz Brighthouse | Alison Lewis - Co-opted 21st August 2006 |
| Mark Collins | Ben Lloyd-Shogbesan |
| Margaret Ferriman | Jawaid Malik |
| Alfred Fullah | Barbara Shaw - Co-opted 21st August 2006 |
| Zohra Jenkinson - Co-opted 21st August 2006 | Maggie Wang |

The Executive Committee meets at least six times a year and is comprised of the Directors and two observers, one from Oxfordshire County Council and the other from Oxford City Council.

New Trustees

The directors are recruited from amongst the membership. There is a membership Panel, elected at the Annual General Meeting in line with the Articles of Association, to review candidates. The candidates provide a profile and are interviewed by the membership panel.

Risk management

The Directors have assessed the major risks faced by the Charity and believe that controls are in place to mitigate these.

Objectives and Activities

Principal activity

The principal activity of the charity is to promote racial equality and eliminate discrimination especially in Oxfordshire.

The Objects

The objects are:

- To enrol towards the elimination of racial discrimination; and
- to promote equality of opportunity, and good relations, between persons of different racial groups; especially in the county of Oxfordshire.

Oxfordshire Racial Equality Council
Report of the Executive Committee (continued)

31st March 2007

Objectives and Activities (continued)

The Mission

Lead independent body in Oxfordshire promoting racial equality/tackling racial discrimination and harassment and working in partnership to promote community cohesion and acceptance of difference and diversity in the wider community.

Achievements and Performance

Review of Activities

In keeping with our principal aims to promote racial equality, eliminate racial discrimination and foster good community relations, our activities have focussed on the following main points:

- Providing advocacy, support and representation to victims of racial discrimination in the fields of housing, education, goods and services, employment and police complaints.
- Working in partnership with the County and five district councils in developing race equality schemes and working towards the CRE's Core standards.
- Developing and strengthening our work with the eight racial equality councils in the Thames Valley area in conjunction with the TVP Chief Constable.
- Supporting the work of the Oxfordshire Employers Race Equality Network.

Financial Review

Reserves policy

The company aims to hold reserves of between 25% and 60% of annual income in order to ensure continuing viability and the provision of reliable services.

The use of reserves will be prioritised to fund the maintenance of an office and running costs and to meet the salaries and associated costs of employing permanent members of staff.

Auditors

Wenn Townsend have agreed to offer themselves for re-appointment.

Small company exemptions

Advantage has been taken in the preparation of this report of exemptions applicable to small companies.

On behalf of the board

B Lloyd-Shogbesan

M Collins

23rd May 2007

Oxfordshire Racial Equality Council

Statement of Executive Committee's Responsibilities

Company law requires the executive committee to prepare financial accounts for each financial period which give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing those financial accounts, the executive committee is required to:

- select suitable accounting policies and apply them consistently;
- make reasonable and prudent judgements and estimates;
- prepare the financial accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The executive committee is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable it to ensure that the financial accounts comply with the Companies Act 1985. It is also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Oxfordshire Racial Equality Council

Independent Auditors' Report to the members of Oxfordshire Racial Equality Council

We have audited the financial statements of Oxfordshire Racial Equality Council for the year ended 31st March 2007 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the charity's trustees, as a body, in accordance with your instructions. Our audit work has been undertaken so that we might state to the charity'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 charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Trustees and auditors

As described in the Statement of Trustees Responsibilities the trustees are responsible for the preparation of the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards. (United Kingdom Generally Accepted Accounting Practices)

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you whether, in our opinion, the information given in the Trustees Report is consistent with the financial statements, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions is not disclosed.

We read the Trustees Annual Report, and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Audit Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion:

- the information given in the Trustees' Report for the year ended 31st March 2007 is consistent with the financial statements;
- the financial statements give a true and fair view in accordance with the United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities of the state of the charity's affairs as at 31st March 2007 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended, and;
- the financial statements have been properly prepared in accordance with the Companies Act 1985.

We are satisfied that the funds provided by the Commission for Racial Equality have been properly discharged in accordance with the terms and conditions of the grant.

Wenn Townsend

Chartered Accountants and Registered Auditors
Oxford

23rd May 2007

Oxfordshire Racial Equality Council

Statement of Financial Activities for the year ended 31st March 2007

| | Note | <u>Restricted</u> <u>Funds</u> | <u>Unrestricted</u> <u>Funds</u> | <u>Total</u> <u>2007</u> | <u>Total</u> <u>2006</u> |
|--|------|-----------------------------------|-------------------------------------|-----------------------------|-----------------------------|
| Incoming resources | | | | | |
| Grants | | | | | |
| Commission for Racial Equality | | - | 30,000 | 30,000 | 30,000 |
| Oxfordshire County Council | | - | 22,000 | 22,000 | 22,000 |
| Oxford City Council | | - | 24,720 | 24,720 | 24,200 |
| Comic Relief | | 30,350 | - | 30,350 | 29,597 |
| Oxfordshire Voluntary Infrastructure Development | | 4,187 | - | 4,187 | 55,000 |
| Cherwell District Council | | - | - | - | 4,161 |
| Thames Valley Police | | - | - | - | 5,000 |
| Capital Grant | 7 | - | 101 | 101 | 188 |
| | | 34,537 | 76,821 | 111,358 | 170,146 |
| Charitable activities | | | | | |
| Membership fees and donations | | - | 361 | 361 | 260 |
| Training | | - | 4,695 | 4,695 | - |
| Repayments/refunds | | - | 290 | 290 | 30 |
| Sundry | | - | 6,520 | 6,520 | 3,085 |
| Bank interest | | - | 227 | 227 | 375 |
| | | 34,537 | £ 88,914 | £ 123,451 | £ 173,896 |
| Total incoming resources | | | | | |
| Resources expended | | | | | |
| Charitable activities | | | | | |
| Staff costs (including training) | 3 | 34,537 | 52,179 | 86,716 | 105,399 |
| Recruitment and advertising | | - | 7,243 | 7,243 | 7,366 |
| Accommodation | | - | 6,071 | 6,071 | 6,061 |
| Office costs | | - | 13,476 | 13,476 | 13,880 |
| Other | | - | 4,153 | 4,153 | 3,997 |
| Grants | | - | - | - | 15,000 |
| Professional fees | | - | 5,000 | 5,000 | - |
| Governance costs | | - | 1,134 | 1,134 | 1,087 |
| | | 34,537 | £ 90,256 | £ 124,793 | £ 152,790 |
| Total resources expended | | | | | |
| Net (outgoing)/incoming resources | 2 | - | (1,342) | (1,342) | 21,106 |
| Fund balance brought forward | | - | 21,088 | 21,088 | (18) |
| Fund balance carried forward | 8 | £ - | £ 19,746 | £ 19,746 | £ 21,088 |

There are no recognised gains and losses in 2006 or 2007 other than the net incoming/(outgoing) resources for the year.

Oxfordshire Racial Equality Council

Balance Sheet
31st March 2007

| | Note | | 2006 |
|---|------|----------|-------------|
| Fixed assets | | | |
| Tangible assets | 4 | 9,173 | 12,231 |
| Current assets | | | |
| Cash at bank and in hand | | 17,397 | 15,340 |
| Debtors` | 5 | 8,147 | 26,720 |
| | | 25,544 | 42,060 |
| Creditors: Amounts falling due within one year | 6 | (14,671) | (32,802) |
| Net current (liabilities) assets | | 10,873 | 9,258 |
| Total assets less current liabilities | | 20,046 | 21,489 |
| Deferred income | 7 | (300) | (401) |
| Net (liabilities) assets | | £ 19,746 | £ 21,088 |
| Represented by:- | | | |
| Unrestricted Funds | 8 | | |
| Income and expenditure account | | £ 19,746 | £ 21,088 |

The financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2005).

Approved by the executive committee on 23rd May 2007

B Lloyd-Shogbesan

M Collins

Oxfordshire Racial Equality Council

Notes to the Accounts for the year ended 31st March 2007

1 Accounting policies

Basis of accounting

The financial statements have been prepared under the historical cost accounting rules and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2005). The recommendations of the Statement of Recommended Practice "Accounting by Charities" have also been followed in the preparation of the accounts.

Income

Capital grants are credited to the Statement of Financial Activities over the estimated life of the assets for which the grants were received.

Other income is credited to the Statement of Financial Activities when receivable.

Expenditure

Expenditure is recognised on an accruals basis as a liability is incurred and includes any related VAT. Governance costs are these costs associated with meeting the constitutional and statutory requirements of the charity.

Depreciation

Depreciation of fixed assets is calculated to write off their cost or valuation less any residual value over their estimated useful lives as follows:

| | |
|------------------|----------------------|
| Office equipment | 25% reducing balance |
|------------------|----------------------|

2 Net incoming resources

| Net incoming resources is stated after charging | 2006 | |
|---|-------------------|-------------------|
| Depreciation of tangible fixed assets | £ 3,058 | £ 4,077 |
| Auditors remuneration | £ 1,134 | £ 1,087 |
| | <u> </u> | <u> </u> |

3 Executive Committee and employees

| | | |
|---|-------------------|-------------------|
| Executive committee remuneration | £ - | £ - |
| Employees remuneration | £ 78,566 | £ 95,718 |
| National insurance | £ 7,105 | £ 9,430 |
| Executive committee - expenses reimbursed | £ 1,383 | £ 294 |
| Average number of employees (excluding executive committee) | 4 | 5 |
| No employee earned over £60,000 | <u> </u> | <u> </u> |

Oxfordshire Racial Equality Council

Notes to the Accounts
for the year ended 31st March 2007

4 Tangible fixed assets

**Office
Equipment**

Cost or valuation

| | | |
|--------------------|--|-----------------|
| At 1st April 2006 | | 27,900 |
| at 31st March 2007 | | <u>£ 27,900</u> |

Depreciation

| | | |
|--------------------|--|-----------------|
| At 1st April 2006 | | 15,669 |
| Charge for period | | 3,058 |
| At 31st March 2007 | | <u>£ 18,727</u> |

Net book value

| | | |
|--------------------|--|-----------------|
| At 31st March 2007 | | <u>£ 9,173</u> |
| At 1st April 2006 | | <u>£ 12,231</u> |

2006

5 Debtors

| | | |
|---------------|----------------|-----------------|
| Other debtors | 6,000 | 22,984 |
| Prepayments | 2,147 | 3,736 |
| | <u>£ 8,147</u> | <u>£ 26,720</u> |

6 Creditors: amounts falling due within one year

| | | |
|-----------------|-----------------|-----------------|
| Trade creditors | 13,585 | 29,894 |
| Accruals | 1,086 | 2,908 |
| | <u>£ 14,671</u> | <u>£ 32,802</u> |

7 Deferred income:

Capital grant

| | | |
|------------------------|--------------|--------------|
| At 1st April 2006 | 401 | 589 |
| Income taken in period | (101) | (188) |
| At 31st March 2007 | <u>£ 300</u> | <u>£ 401</u> |

Oxfordshire Racial Equality Council

Notes to the Accounts for the year ended 31st March 2007

8 Unrestricted fund

| Income and expenditure account | 2006 | |
|---------------------------------------|-------------|---------|
| At 1st April 2006 | 21,088 | (18) |
| (Deficit)/surplus for the period | (1,342) | 21,106 |
| | <hr/> | <hr/> |
| At 31st March 2007 | £ 19,746 | £21,088 |
| | <hr/> | <hr/> |

9 Charitable status

Oxfordshire Racial Equality Council is a registered Charity and its income is not subject to corporation tax (Inland Revenue reference: XR 30957).

10 Limited liability

The company is a private company limited by Guarantee without share capital. Every member of the company undertakes to contribute to the assets of the company, in the event of the company being wound up while he is a member, or within one year after he ceases to be a member, such amount as may be required, not exceeding one pound.

Oxfordshire Racial Equality Council

Detailed Income and Expenditure Account for the year ended 31st March 2007

| | 2006 | |
|--|------------------|-----------------|
| Grants | | |
| CRE – Salary grant aid | 30,000 | 30,000 |
| Oxfordshire County Council | 22,000 | 22,000 |
| Oxford City Council | 24,720 | 24,200 |
| Comic Relief | 30,350 | 29,597 |
| Oxfordshire Voluntary Infrastructure Development | 4,187 | 55,000 |
| Cherwell District Council | - | 4,161 |
| Thames Valley Police | - | 5,000 |
| Capital grant | 101 | 188 |
| Membership fees and donations | 361 | 260 |
| Training | 4,695 | - |
| Repayments/refunds | 290 | 30 |
| Sundry | 6,520 | 3,085 |
| | 123,224 | 173,521 |
| Administrative expenses: | | |
| Postage | 253 | 514 |
| Printing, stationery and reproduction | 2,019 | 4,005 |
| Publication and newspapers | 106 | 304 |
| Insurance | 2,336 | 1,863 |
| Meeting expenses and hospitality | 119 | 301 |
| Subscriptions | 190 | (218) |
| Training | 1,045 | 251 |
| Sundries | 513 | 420 |
| Auditors remuneration | 1,134 | 1,087 |
| Service charges | 6,071 | 6,061 |
| Equipment hire and repair | 199 | - |
| Salaries, and NIC | 85,671 | 105,148 |
| Recruitment and advertising | 7,243 | 7,366 |
| Travel expenses | 1,564 | 2,229 |
| Telephone expenses | 1,585 | 1,555 |
| Depreciation plant and machinery | 3,058 | 4,077 |
| Computer running costs | 4,026 | 1,780 |
| Projects | 1,961 | 16,047 |
| Professional fees | 5,700 | - |
| | 124,793 | 152,790 |
| Other operating income: | | |
| Bank deposit interest | (227) | (375) |
| | 124,566 | 152,415 |
| Net (Deficit)/surplus | £ (1,342) | £ 21,106 |

This page does not form part of the statutory accounts.