



**DIVERSITY
VOICE**

**UNAUDITED ANNUAL REPORT AND FINANCIAL
STATEMENTS**

FOR THE YEAR ENDED 31 MARCH 2020

Charity registered in England and Wales: 1162019

ALBERT GOODMAN LLP

Chartered Accountants
Goodwood House
Blackbrook Park Avenue
Taunton
TA1 2PX

**DIVERSITY VOICE
FINANCIAL STATEMENTS - YEAR ENDED 31 MARCH 2020**

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Reference and Administrative Information

Charity Name	DIVERSITY VOICE
Charity Registration Number	1162019
Registered address	Victoria Park Community Centre Victoria Park Drive Bridgwater Somerset TA6 7AS

Trustees

Adrian Fawden	Chair of Board of Trustees
Louise Russ	Treasurer & Acting CEO
Sarah Payne	Secretary
Elizabeth Leavy	Appointed 16 January 2020
Michael Lerry	Appointed 16 January 2020

Key Staff

Rafal Skarbek	CEO – Resigned 21 June 2019
Tanya Lawler	CEO – Appointed 13 July 2020
Anita Mosedale	Operations Manager – Appointed 1 November 2019

Independent Examiner

Michelle Ferris FCA
Albert Goodman LLP
Chartered Accountants
Goodwood House
Blackbrook Park Avenue
Taunton TA1 2PX

Bankers

Barclays Bank Ltd
Taunton Branch

Email

admin@diversityvoice.org.uk

Website

www.diversityvoice.org.uk

Report of the Trustees

The Trustees present their annual report and financial statements for the year ended 31 March 2020.

Structure, Governance and Management

Governing Document

Diversity Voice was registered with the Charity Commission on 5th June 2015 and is constituted as a Charitable Incorporated Organisation (CIO). It has been operating since 1 August 2015.

History

Until 31 July 2015 services were provided by the Midwest European Communities Association (MECA) an unincorporated Association that was governed by its constitution.

Mission

The mission of Diversity Voice is to promote social inclusion for the public benefit by preventing people from becoming socially excluded as a result of race or ethnic origin, by relieving the needs of those people who are socially excluded and by assisting them to integrate into society.

We fulfill our mission by organising social and cultural events and initiatives to broaden cultural awareness and social integration, by offering a welfare rights, employment and housing advisory service in the Polish language, by providing translation and interpretation services and community English classes, not only via our “Link Worker” project but also direct to organisations that employ migrant workers, and by offering support to Polish children in schools via our “Early Years” project.

Recruitment and Appointment of Trustees

Adrian Fawden, Sarah Payne and Louise Russ have been members of the Board of Trustees throughout the period. Elizabeth Leavy and Michael Lerry were both appointed to the Board of Trustees on 16th January 2020.

Organisational Structure

The Board of Trustees meets on a quarterly basis and is responsible for the strategic direction and policy of the charity. A scheme of delegation is in place and the day to day responsibility for the charitable activities lies with the CEO. Rafal Skarbek resigned as CEO on 21 June 2019 and Louise Russ acted as CEO in a voluntary capacity until such time as a new CEO could be recruited. Tanya Lawler was appointed to the position on 13th July 2020.

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Objectives and Activities

In planning our objectives each year we have regard to the Charities Commission general guidance on public benefit.

The main objectives of Diversity Voice for the year ended 31 March 2020 were to deliver the services contracted by Somerset County Council (SCC), to further develop our offering of services to EU citizens affected by the building of a new nuclear power station at Hinkley Point (HPC) and their families, and to bid for new funding from the Home Office for the delivery of support around the EU Settlement Scheme. We were able to achieve all our main objectives.

Other objectives included initiatives to develop collaborative working with other local agencies, and particularly Citizens Advice and the Community Council for Somerset, to share skills and provide further opportunities for service users. We have made considerable progress towards achieving these objectives.

Financial review

The year ended 31 March 2020 was a financially challenging one for the charity. The charity was successful in its Tender to continue to provide the Linkworker contract to Somerset County Council, but the actual delivery of services under the Tender agreement continued the decrease that started during the previous year, not only due to SCC's changes in budget priorities but also due to changes in the delivery parameters exercised by SCC and the decrease in school rolls. However Diversity Voice was successful in securing continuation funding of its HCF delivery, and also was successful in its application for Home Office funding to provide support to vulnerable EU citizens wishing to apply for Settled Status. As at the year end Diversity Voice remained in a strong financial position to meet its future financial objectives.

The charity has received total income of £230,426 of which £87,855 was unrestricted, and of which £ 84,207 was received from Somerset County Council for the delivery of services under the Tender Agreement. This represents a drop of 18 % from the previous year. The charity has had total expenditure of £191,403 and recognised a total net surplus of £39,023. This surplus, however, was after recognising £60,000 of future income under the HCF delivery, and incurring one-off staff costs and professional fees totalling £24,592 in relation to the departure of a member of staff. The reserves available to the charity at the end of the year are £192,535, £75,298 of which are unrestricted.

Achievements and Performance of the charity

We offer a support and advisory service in Polish and other languages for the European, Black and Minority Ethnic (BME) communities. We provide the following:

- Language support of EAL children in early years and school settings
- Interpretation and translation services,
- English classes,
- Advice on benefits, employment, Right to Reside (R2R) and Habitual Residency Test (HRT)

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- Support with form-filling,
- Information on local services (e.g. doctors, dentists, trade unions, police),
- Advice on Early Years and School issues
- Support with integration into the local community,
- Support for other BME groups
- Support for members of migrant communities who have moved to Somerset in order to work on the Hinkley Point C development
- Support for EU citizens applying for EU Settled Status

Plans For Future Periods

Sadly the plans for future periods are currently severely impacted by the measures put in place in order to manage the current COVID-19 pandemic, and the Trustees recognise that delivery models will need to be flexible in order to respond to client needs during these uncertain and unprecedented times.

COVID-19 has already severely impacted the income received from Somerset County Council under the Linkworker project, because of the difficulty in continuing the delivery of language support to Polish EAL children in schools and preschools at the present time, but the Trustees have sought to mitigate the effects of this by furloughing bilingual support staff with effect from 1st April 2020, by applying for a small business grant and an additional support grant from Somerset County Council, and by developing new methods of working to ensure that Polish EAL children continue to be supported.

Subject to COVID-19 measures, however, the charity plans to continue the activities outlined above in the forthcoming year. Funding for the Hinkley Community Fund project has already been secured for the next financial year, and the charity has been granted Home Office continuation funding for the period until 30 September 2020, albeit at reduced levels, and has applied for Home Office continuation funding in order to continue to deliver EU Settled Status support after 30th September 2020.

Principal Funding Sources

Our main source of Funding is a Contract for services from Somerset County Council. The funding is provided under a successful Tender for services. The funding provided is not required to be restricted, and funding has been secured until 31 August 2022. £30,485 income received under the contract has been deferred at the yearend.

Diversity Voice has also received restricted funding from the Hinkley Community Fund (managed by Somerset Community Foundation) in order to support EU citizens working or seeking work within the supply chain at the Hinkley Point C development and funding from the Home Office to provide support to EU citizens applying to the EU Settlement Scheme.

Investment Policy

Aside from retaining a prudent amount in reserves each year most of the charity's funds are to be spent on the charitable objects in the short term so there are few funds available for long term investment.

Reserve Policy

The Trustees have examined the charity's requirements for reserves in light of the main risks to the organisation, and its plans for future growth. It has established a policy whereby the unrestricted funds should be approximately equivalent to 6 months core expenditure plus committed future expenditure.

Trustees are confident that at this level they would be able to continue the current activities of the charity in the event of a significant drop in funding, such as is currently the case due to COVID-19. The charity's average 6 monthly ongoing core cost of running the organisation is currently some £55,000. The present level of free resources available to the charity of £72,955 is therefore above the target level.

Trustees' responsibilities in relation to the financial statements

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with 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).

The law applicable to charities in England & Wales 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 charity and of the income and expenditure of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed/constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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FINANCIAL STATEMENTS – YEAR ENDED 31 MARCH 2020

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP FRS 102 – effective 1 January 2019)

Approved by the Trustees on 15 October 2020 and signed on their behalf by:

Adrian Fawden
Chair and Trustee

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF DIVERSITY VOICE – YEAR ENDED 31 MARCH 2020

I report to the trustees on my examination of the accounts for Diversity Voice (“the charity”) for the year ended 31 March 2020.

Responsibilities and basis of report

As the charity trustees of the charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 (“the 2011 Act”).

I report in respect of my examination of the charity’s accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner’s statement

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

1. accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or
2. the accounts do not comply with these records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.

Michelle Ferris FCA
Albert Goodman LLP
Chartered Accountants
Goodwood House
Blackbrook Park Avenue
Taunton TA1 2PX

Date: 28 January 2020

**DIVERSITY VOICE
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2020**

		Total Funds						
		2020		2020		2019		
		UNRESTRICTED	RESTRICTED	TOTAL	UNRESTRICTED	RESTRICTED	TOTAL	
Note		£	£	£	£	£	£	
INCOME FROM								
	CHARITABLE ACTIVITIES	2	86,906	142,571	229,477	106,004	65,000	171,004
	INVESTMENT INCOME	3	949	0	949	3	0	3
TOTAL INCOME			87,855	142,571	230,426	106,007	65,000	171,007
EXPENDITURE								
	CHARITABLE ACTIVITIES	4	125,057	66,346	191,403	132,987	23,988	156,975
TOTAL EXPENDITURE			125,057	66,346	191,403	132,987	23,988	156,975
NET INCOME / (DEFICIT) FOR YEAR & NET MOVEMENT IN FUNDS			(37,202)	76,225	39,023	(26,980)	41,012	14,032
TOTAL FUNDS BROUGHT FORWARD			112,500	41,012	153,512	139,480	0	139,480
	TOTAL FUNDS CARRIED FORWARD	11	75,298	117,237	192,535	112,500	41,012	153,512

**DIVERSITY VOICE
BALANCE SHEET – AS AT 31 MARCH 2020
CHARITY REGISTRATION NUMBER 1162019**

		31 March 2020	31 March 2019
	Note	£	£
FIXED ASSETS			
Tangible Assets	6	3,664	2,879
CURRENT ASSETS			
Debtors	7	64,745	1,767
Cash at bank and in hand	8	163,049	71,088
Investments	9	0	100,000
TOTAL CURRENT ASSETS		227,794	172,855
CREDITORS: Amounts falling due within one year	10	(38,923)	(22,222)
NET CURRENT ASSETS		<u>188,871</u>	<u>150,633</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>192,535</u>	<u>153,512</u>
NET ASSETS		<u>192,535</u>	<u>153,512</u>
FUNDS			
Restricted Funds		<u>117,237</u>	<u>41,012</u>
Unrestricted Funds		<u>75,298</u>	<u>112,500</u>
TOTAL FUNDS	11	<u>192,535</u>	<u>153,512</u>

The notes on pages 10 to 17 form part of these accounts.

Approved by the Trustees on 15 October 2020 and signed on their behalf by:

Adrian Fawden
Chair and Trustee

1. ACCOUNTING POLICIES

General information and basis of accounting

These accounts have been prepared on the basis of historic cost in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP FRS 102), effective 1 January 2019, and the 2011 Charities Act and applicable UK Accounting Standards and the principal accounting policies adopted in the preparation of the financial statements are set out below.

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

Income

Recognition of income

These are included in the Statement of Financial Activities (SoFA) when:

- the charity becomes entitled to the resources;
- the Trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Income with related expenditure

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resources and related expenditure are reported gross in the SoFA.

Grants and Donations

Grants and donations are included in the SoFA once they have been received, or once any conditions to which a grant is subject have been fulfilled.

Volunteer Help

The value of any voluntary help received is not included in the accounts.

Investment Income

This is included in the accounts when received.

Expenditure and Liabilities

Liability Recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Assets

Tangible Fixed Assets for use by the Charity

These are capitalised if they can be used for more than one year, and cost at least £200. They are valued at cost or, if gifted, at the value to the Charity on receipt

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

IT Equipment – 3 years straight line

Office Equipment – 4 years straight line

Debtors

Trade and other debtors are recognised at the settlement amount due and prepayments are valued at the amount prepaid.

Cash at bank and in hand

Cash at bank and in hand comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are recognised at their settlement amount.

Irrecoverable VAT

All resources expended are classified under activity headings that aggregate all costs related to the category. The charity is not VAT registered and therefore VAT on expenses is charged against the category of resources expended for which it was incurred.

Fund accounting

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Amounts received for restricted purposes are treated as separate funds in the financial statements.

DIVERSITY VOICE
NOTES TO THE FINANCIAL STATEMENTS – YEAR ENDED 31 MARCH 2020

Financial Instruments

The charity only holds basic financial instruments as defined in FRS 102. The financial assets and financial liabilities of the charity and their measurement basis are as follows:

Financial assets – trade and other debtors are basic financial instruments and are debt instruments measured at amortised cost as detailed in note 13. Prepayments are not financial instruments.

Cash at bank – is classified as a basic financial instrument and is measured at face value.

Financial liabilities – trade creditors, accruals and other creditors are financial instruments, and are measured at amortised cost as detailed in note 13. Taxation and social security are not included in the financial instruments disclosure definition. Deferred income is not deemed to be a financial liability, as the cash settlement has already taken place and there is an obligation to deliver services rather than cash or another financial instrument.

2. INCOME FROM CHARITABLE ACTIVITIES

	2020	2020	2020	2019	2019	2019
	UNRESTRICTED	RESTRICTED	TOTAL	UNRESTRICTED	RESTRICTED	TOTAL
	£	£	£	£	£	£
SCC - Linkworker Project	84,207	0	84,207	95,622	0	95,622
SCF - Hinkley Point Community Fund	0	115,000	115,000	0	65,000	65,000
Home Office - EUSS Support	0	27,571	27,571	0	0	0
Other Translation Services	1,199	0	1,199	1,737	0	1,737
NHS - Community Engagement	1,500	0	1,500	0	0	0
Community English Classes	0	0	0	8,350	0	8,350
Other	0	0	0	295	0	295
	86,906	142,571	229,477	106,004	65,000	171,004

DIVERSITY VOICE
NOTES TO THE FINANCIAL STATEMENTS – YEAR ENDED 31 MARCH 2020

3. INVESTMENT INCOME

	2020	2020	2020	2019	2019	2019
	UNRESTRICTED	RESTRICTED	TOTAL	UNRESTRICTED	RESTRICTED	TOTAL
	£	£	£	£	£	£
Bank Interest	949	0	949	3	0	3
Receivable						
	<u>949</u>	<u>0</u>	<u>949</u>	<u>3</u>	<u>0</u>	<u>3</u>

4. CHARITABLE ACTIVITIES EXPENDITURE

	2020	2020	2020	2019	2,019	2019
	UNRESTRICTED	RESTRICTED	TOTAL	UNRESTRICTED	RESTRICTED	TOTAL
	£	£	£	£	£	£
Payroll Costs	94,188	55,733	149,921	102,780	15,373	118,153
Other Staff Costs	10,404	2,299	12,703	7,829	1,614	9,443
Office Expenses	6,153	2,726	8,879	8,514	3,807	12,321
Premises Costs	2,678	2,948	5,626	5,125	917	6,042
Professional Fees	10,592	0	10,592	8,066	0	8,066
Cultural Events	0	2,640	2,640	0	2,277	2,277
Independent						
Examiners Fee	876	0	876	600	0	600
Other	166	0	166	73	0	73
	<u>125,057</u>	<u>66,346</u>	<u>191,403</u>	<u>132,987</u>	<u>23,988</u>	<u>156,975</u>

5. STAFF COSTS

The aggregate payroll costs were:

	2020	2020	2020	2019	2019	2019
	UNRESTRICTED	RESTRICTED	TOTAL	UNRESTRICTED	RESTRICTED	TOTAL
	£	£	£	£	£	£
Wages and Salaries	76,346	44,255	120,601	86,867	11,862	98,729
Social Security Costs	1,532	2,703	4,235	3,462	898	4,360
Pension Costs	1,628	1,043	2,671	1,672	193	1,865
Freelance Workers	14,682	7,732	22,414	10,779	2,420	13,199
	94,188	55,733	149,921	102,780	15,373	118,153

Staff costs include an ex-gratia payment of £14,000 made under a Settlement Agreement to a former employee in full and final settlement. No amounts were owing at the year end.

The average number of staff employed during the year was 7 (2019: 6 staff), and no employees received employee benefits of more than £60,000 (2018: none) The Trustees consider the Chief Executive Officer and Operations Manager to be key management of the charity. The total costs to the charity of employee benefits for key management personnel were £54,386 (2019: £59,028).

Throughout the year one of the Trustees, Louise Russ, carried out the CEO role on a voluntary basis and was unpaid.

During the year two Trustees were paid out of pocket expenses totalling £1,545 (2019 £542 to two Trustees).

There have been no related party transactions during the year (2019: none).

6. TANGIBLE FIXED ASSETS

	Office Equipment £	IT Equipment £	Total £
COST			
At 1 April 2019	354	5,633	5,987
Additions	459	2,253	2,712
At 31 March 2020	<u>813</u>	<u>7,886</u>	<u>8,699</u>
DEPRECIATION			
At 1 April 2019	199	2,909	3,108
Charge for the year	190	1,737	1,927
	<u>389</u>	<u>4,646</u>	<u>5,035</u>
NET BOOK VALUE			
At 31 March 2020	<u>424</u>	<u>3,240</u>	<u>3,664</u>
At 31 March 2019	<u>155</u>	<u>2,724</u>	<u>2,879</u>

7. DEBTORS

	2020 £	2019 £
Hinkley Point Community Fund	60,000	0
Prepayments	2,060	1,674
Other debtors	2,685	93
	<u>64,745</u>	<u>1,767</u>

Debtors include £60,000 payable for year 3 delivery under the Hinkley Community Fund.

8. CASH AT BANK AND IN HAND

	2020 £	2019 £
Barclays Current Account	163,049	70,867
Cash in hand	0	221
	<u>163,049</u>	<u>71,088</u>

9. INVESTMENTS

	2020 £	2019 £
Barclays 1 Year Treasury Deposit	0	100,000

DIVERSITY VOICE

NOTES TO THE FINANCIAL STATEMENTS – YEAR ENDED 31 MARCH 2020

10. CREDITORS: Amounts falling due within one year

	2020	2019
	£	£
Accruals	1,335	1,560
HMRC	421	658
Deferred Income	34,582	17,086
Other Creditors	2,585	2,918
	<u>38,923</u>	<u>22,222</u>

£30,485 (2019: £17,086) was received from Somerset County Council but has been deferred at the year end, because Diversity Voice does not become entitled to the funding until the contracted service has been provided.

11. FUNDS

	Movement in Resources			
	Balance at 1 Apr 2019	Incoming	Outgoing	
	£	£	£	£
Restricted Funds				
Hinkey Point Community Fund	41,012	115,000	(39,465)	116,547
Home Office - EUSS	0	27,571	(26,881)	690
	<u>41,012</u>	<u>142,571</u>	<u>(66,346)</u>	<u>117,237</u>
Total Restricted Funds	41,012	142,571	(66,346)	117,237
Unrestricted Funds				
General Fund	112,500	87,855	(125,057)	75,298
	<u>153,512</u>	<u>230,426</u>	<u>(191,403)</u>	<u>192,535</u>
PREVIOUS YEAR FUNDS				
	Movement in Resources			
	Balance at 1 Apr 2018	Incoming	Outgoing	
	£	£	£	£
Restricted Funds				
Hinkey Point Community Fund	0	65,000	(23,988)	41,012
Unrestricted Funds				
General Fund	139,480	106,007	(132,987)	112,500
	<u>139,480</u>	<u>171,007</u>	<u>(156,975)</u>	<u>153,512</u>

DIVERSITY VOICE
NOTES TO THE FINANCIAL STATEMENTS – YEAR ENDED 31 MARCH 2020

11. FUNDS (continued)

HINKLEY POINT COMMUNITY FUND

Diversity Voice has received restricted funding from the Hinkley Point C Community Fund in order to support EU citizens working within the supply chain at the Hinkley Point C development, and their families.

HOME OFFICE – EUSS

Diversity Voice has received restricted funding from the Home Office in order to provide support to vulnerable EU citizens to apply to the EU Settlement Scheme.

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	2020	2020	2020	2019	2019	2019
	UNRESTRICTED	RESTRICTED	TOTAL	UNRESTRICTED	RESTRICTED	TOTAL
	£	£	£	£	£	£
Tangible Assets	2,343	1,321	3,664	2,151	728	2,879
Net Current Assets	72,955	115,916	188,871	110,349	40,284	150,633
Total Funds	75,298	117,237	192,535	112,500	41,012	153,512

13 FINANCIAL INSTRUMENTS

Categorisation of financial instruments

	2020	2019
	£	£
Financial assets that are debt instruments measured at amortised cost	325,734	71,181
	<u>325,734</u>	<u>71,181</u>
Financial liabilities measured at amortised cost	8,017	4,478
	<u>8,017</u>	<u>4,478</u>