COMPANY REGISTRATION NUMBER 03883721

CHESHIRE HALTON & WARRINGTON RACE AND EQUALITY CENTRE

COMPANY LIMITED BY GUARANTEE

FINANCIAL STATEMENTS

31 MARCH 2016

Charity Number 1088019

FRIDAY
A5MX12OY
A11 30/12/2016 #453
COMPANIES HOUSE
A5LWX5XZ
A19 15/12/2016 #131
COMPANIES HOUSE

CHESHIRE HALTON & WARRINGTON RACE & EQUALITY CENTRE
COMPANY LIMITED BY GUARANTEE

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2016

CONTENTS	PAGE
Trustees annual report	1
Independent examiner's report to the members	7
Statement of financial activities (incorporating the income and expenditure account)	9
Balance sheet	10
Notes to the financial statements	12

CHESHIRE HALTON & WARRINGTON RACE & EQUALITY CENTRE
COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2016

The trustees, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the company for the year ended 31 March 2016.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name	Cheshire Halton & Warrington Race & Equality Centre
Charity registration number	1088019
Company registration number	03883721
Principal office	The Unity Centre 17 Cuppin Street Chester CH1 2BN
Registered office	17 Cuppin Street Chester CH1 2BN

The trustees
The trustees who served the company during the period were as follows:

Mrs B Virdee Lace
Mr A Noor
Mrs A Zhang
Mr B Watson
Mrs C Davies
D S Naidu
Mr E Bowers
Mrs E M Bott MBE
Ms H Brice
Mr J A Cummins
Mr G M Meredith
Mr P Gorasia

Ms H Brice was appointed as a member of the committee on 30 September 2015.
Mrs A Zhang retired as a member of the committee on 30 September 2015.
Mr B Watson retired as a member of the committee on 30 September 2015.
Mr J A Cummins passed away on 10 December 2015.
Mr P Gorasia retired as a member of the committee on 30 July 2015.
Mr J Morrow was appointed as a member of the committee on 29 June 2016.
Mrs C Davies retired as a member of the committee on 28 July 2016.

Bankers	Barclays St Werburgh Street Chester CH1 2DY

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2016

STRUCTURE, GOVERNANCE AND MANAGEMENT

The company is limited by guarantee, and registered as a charity. It is administered by the trustees, who are also directors of the company.

The principal activity of the company in the year under review was that of working towards the elimination of discrimination.

OBJECTIVES AND ACTIVITIES

Objectives

The company exists to eliminate discrimination and promote equality and good relations between persons of different groups. In setting these objectives the trustees have given due consideration to guidance published by the Charity Commission, on public benefit.

Activities

To achieve its objectives the company operates core services of discrimination casework, policy development, community development and public awareness. It also operates a number of specialist projects that are consistent with the aims of the company.

ACHIEVEMENTS AND PERFORMANCE

In order to progress the work, the company employed a total of 7 members of staff in this year under review - a chief of staff (director), a caseworker, a casework assistant, two part time administrators, a business and information officer (08.05.15) and one full time project officer (April 2015).

The business and information officer left in May 2015 and a decision was made, due to the financial constraints on the budget of not replacing his position and instead dividing his key tasks between the two administrators. Their job descriptions were revised to reflect this change as well as a new job title 'information assistants' which more adequately reflect the wide ranging duties they are required to perform.

We also lost our full time project worker in April 2015, who had been initially employed to work on the Big Lottery research project. We had managed to retain her for an additional year by securing small grants to run pieces of research, but when she left, again a decision was made not to replace her. That left us with only one full time member of staff (the director) and three part time staff.

Casework

The casework service continued to be very busy, with 294 cases of discrimination opened. Capacity remained a serious issue having only one part time caseworker and it was agreed that we would bring in a part time casework assistant in August 2015. However, the caseworker left employment and we therefore had to rethink the structure. We were lucky in that the casework assistant we took on was prepared to undertake more work than initially considered, to develop into a caseworker and we also took on a a temporary additional caseworker who had previously volunteered for us for 2 days a week to maintain the service.

The biggest issue with the casework has always been trying to make it sustainable after the withdrawal of the legal grants fund. This year there was an increase in the level of settlements secured and we drew in an income of £17,000 which was double the previous year's income. It still falls someway short of the amount needed to really make the service effective and sustainable but an increase is still welcomed. Our target for 2016-17 is £20,000.

We are also working closely with the University of Law and the University of Chester who are both providing much needed volunteer support to the service.

The Unity Centre

We continued to manage the Unity Centre as a focal point for BME communities. This involves the day to day running of the Centre as well as legal compliance.

The vision of the Unity Centre has always been for us to have the entire building for our exclusive use, but we had to share most of the useable space on the ground floor with Youth Service. However, in October 2015 Youth Service moved out of the building - just in time for us to host the Diwali festival at the Centre. This was the first year we had had the space to host the Diwali celebrations, which brought in around 400 people to the Centre for the day. Keen to retain the additional space we submitted a bid to the National Lottery Award for All programme to undertake a feasibility study with a view to community asset transfer.

We were successful in our bid, and it allowed us to work with local architects to look at the building and possible ways it could be changed to be more fit for purpose. A key part of the study was consultation with the various groups who use the Centre. There was a big wish list for people - more storage facilities,

changing rooms, kitchens, multi use spaces, crèche facilities to name a few. The architects did a great job at developing plans that reflected these wishes and we now have a report that we we can use to try and seek additional funding to make that wish list (or at least some of it) a reality. Our next step will be to develop bids to try and make those changes so that the Unity Centre can become more sustainable and more fit for the community's needs.

It has to be said that the Unity Centre has allowed the organisation to develop new services, such as the adult learning programme which has been extremely successful. One of the problems we have always had is trying to find a consistent tutor because of the part time nature of the work. We were extremely lucky this year to secure one of our long term supporters - Nicola Oldfield, a very experienced ESOL tutor to run our classes. Nicola runs Mondays and Fridays classes and has delivered our first accredited rolling programme - an Award in Employability and Development Skills. These classes are supported by some very dedicated volunteers and on a Tuesday night ran solely by volunteers. Over the year we had over 70 students enrol for courses from a diverse range of backgrounds.

We continue to undertake the publicity for the Centre - keeping the Unity Centre website up to date and sending out a monthly newsletter.

There has been wide ranging use of the Centre, by the BME community groups but also by other small organisations who require a good value city centre location. Many are organisations that share our core values.

Regular users during the year under review included Capoiera classes, Carers Association, Cheshire World Development Forum, Actors Lab, meditation classes, martial arts and youth training through Ingeus and Catch 22.

Policy and Partnerships
Partnerships remain of key importance to the REC, particularly given the limited resources that we currently have. Working with others ensures that we are still visible across the area and is a way in which we can increase our impact by influencing others with more resources than us.

We have played an active role in many partnerships this year including the Cheshire Gypsy Traveller Strategic Partnership, Cheshire Equality Leads Forum, Halton's Equality, Engagement and Cohesion Meetings and the Hate Crime Scrutiny Panel. We are also a partner on Healthwatch Cheshire West.

This year saw the end of a group of important partnerships -the Advice Services Transition Fund Partnerships. We were involved in three different ones across our area - East, West and Halton. These were funded by a government programme called ASTF and the money was to bring advice agencies together in order to come with new ways of working over an 18 month period which would make them more sustainable long term. All were led by the CABx in the relevant area. They ended in September 2015 and have made a a difference to how we deliver our casework service. One of the most important investments in the service we received was the introduction of Topaz, a computerised case management system which has revolutionised how the discrimination casework service operates. The REC continues to facilitate the BME Consultation Panel - which gives community members an opportunity to have a say in policy and practice. The panel is regularly used for postal consultations and for focus groups by public sector.

Community Development
We no longer have any dedicated staff to undertake work specifically with organisations, so most of our

community development role is support through the Unity Centre. All BME community organisations can utilise the Centre's rooms at a reduced rate (or free), they can have a post box, their own copier code(again at subsidised rates)and we assist with social media, publicity and administration as far as possible.

Although we are no longer funded in the East we were asked by OCEAN, a local African Carribean group to help with organising an event in Crewe for Black History Month, which took place in October 2015. We were involved in all of the planning meetings and attended on the day. We felt that it was important to have some presence in the East when possible.

Public awareness and campaigns
A lot of our public awareness work is now through our online presence - our websites and social media. We have a twitter and facebook page as well as websites for CHAWREC and the Unity Centre.

We also carry out training on an ad hoc basis - this year we undertook equality and diversity training for Just Drop In (A youth organisation in the East) and also the CAB in Crewe.

FINANCIAL REVIEW
Reserves Policy

The trustees have reviewed the charity's needs for reserves in line with the guidance issued by the Charity Commission. The charity has no endowments and is entirely dependant on grant income, allocated on an annual basis. This income is subject to fluctuation and the charity requires protection against the withdrawal of funding to enable is to continue to operate whilst alternative sources of income are found to meet its contractual liabilities.

At the end of the financial year 2015/16 the reserves stood at £24,867. The trustees believe that the level of total reserves needed to protect the charity should be the equivalent of 3 months running costs of meeting ongoing contractual liabilities that cannot be terminated within this period of time. The level of unrestricted reserves required is approximately £30,000.

The level of unrestricted reserves are well below the amount the trustees believe are required and efforts will be made to build up the reserves to the required level in accordance with the policy.

Risk Review

The Executive Committee has conducted its own review of the risks that the company is exposed to. The major risk identified by the committee was the continuing dependence of the company on short term grant funding. This has made it difficult to plan on a long term basis. The REC has developed a funding strategy to mitigate this risk

PLANS FOR FUTURE PERIODS
The REC is responding to changes in funding sources, and is constantly looking for ways to generate funds, and restrict costs.

INDEPENDENT EXAMINER

J A Hargreaves FCA has been re-appointed as independent examiner for the ensuing year.

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Registered office:
17 Cuppin Street
Chester
CH1 2BN

Signed on behalf of the trustees

E Bowers
Trustee

13 December 2016

CHESHIRE HALTON & WARRINGTON RACE & EQUALITY CENTRE
COMPANY LIMITED BY GUARANTEE

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF CHESHIRE HALTON & WARRINGTON RACE & EQUALITY CENTRE

YEAR ENDED 31 MARCH 2016

I report on the accounts of the company for the year ended 31 March 2016 which are set out on pages 9 to 17.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER
The trustees (who are also the directors of Cheshire Halton & Warrington Race & Equality Centre for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the company is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT
My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the company and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

INDEPENDENT EXAMINER'S STATEMENT
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF CHESHIRE HALTON & WARRINGTON RACE & EQUALITY CENTRE *(continued)*

YEAR ENDED 31 MARCH 2016

J A Hargreaves FCA
Independent examiner
Hargreaves & Woods
Cholmondeley House
Dee Hills Park
Chester
CH3 5AR

13 December 2016

CHESHIRE HALTON & WARRINGTON RACE & EQUALITY CENTRE
COMPANY LIMITED BY GUARANTEE

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)

YEAR ENDED 31 MARCH 2016

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
INCOME AND ENDOWMENTS					
Donations and legacies	2	49,510	43,614	93,124	91,104
Income from charitable activities	3	687	–	687	7,595
Other trading activities	4	35,254	–	35,254	31,310
Investment income	5	6	–	6	11
TOTAL INCOME		85,457	43,614	129,071	130,020
EXPENDITURE					
Expenditure on charitable activities	6/7	(81,383)	(24,216)	(105,599)	(179,891)
TOTAL EXPENDITURE		(81,383)	(24,216)	(105,599)	(179,891)
NET INCOME/(EXPENDITURE) BEFORE TRANSFER	8	4,074	19,398	23,472	(49,871)
Transfer between funds	9	2,106	(2,106)	–	–
NET INCOME/(EXPENDITURE) FOR THE YEAR		6,180	17,292	23,472	(49,871)
RECONCILIATION OF FUNDS					
Total funds brought forward		(4,089)	5,484	1,395	51,265
TOTAL FUNDS CARRIED FORWARD		2,091	22,776	24,867	1,394

The Statement of financial activities includes all gains and losses in the year.

All of the above amounts relate to continuing activities.

The notes on pages 12 to 17 form part of these financial statements.

CHESHIRE HALTON & WARRINGTON RACE & EQUALITY CENTRE
COMPANY LIMITED BY GUARANTEE

BALANCE SHEET

31 MARCH 2016

	Note	2016 £	2016 £	2015 £	2015 £
FIXED ASSETS					
Tangible assets	11		191		255
CURRENT ASSETS					
Debtors	12	3,291		5,421	
Cash at bank and in hand		31,845		16,633	
		35,136		22,054	
CREDITORS: Amounts falling due within one year	13	(10,460)		(20,914)	
NET CURRENT ASSETS			24,676		1,140
TOTAL ASSETS LESS CURRENT LIABILITIES			24,867		1,395
NET ASSETS			24,867		1,395
FUNDS OF THE CHARITY					
Restricted income funds	14		22,776		5,484
Unrestricted income funds	15		2,091		(4,089)
TOTAL CHARITY FUNDS			24,867		1,395

For the year ended 31 March 2016 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The Balance sheet continues on the following page.
The notes on pages 12 to 17 form part of these financial statements.

CHESHIRE HALTON & WARRINGTON RACE & EQUALITY CENTRE
COMPANY LIMITED BY GUARANTEE

BALANCE SHEET *(continued)*

31 MARCH 2016

These financial statements were approved by the members of the committee and authorised for issue on the 13 December 2016 and are signed on their behalf by:

Mr E Bowers

Mr G M Meredith

Company Registration Number: 03883721

The notes on pages 12 to 17 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2016

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain fixed assets and investments measured at market value. The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015), and the requirements of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015) (SORP 2015).

Fixed assets

All fixed assets are initially recorded at cost.

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:

Equipment	-	25% reducing balance
Fixtures & Fittings	-	25% reducing balance

2. DONATIONS AND LEGACIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £
Donations			
Donations General	**175**	**-**	**175**
Grants receivable			
Grants receivable General fund	**44,610**	**-**	**44,610**
Grants receivable Big lottery	**-**	**9,366**	**9,366**
Grants receivable Unity Centre Open Day	**1,000**	**-**	**1,000**
Grants receivable Community Learning	**-**	**17,994**	**17,994**
Grants receivable ASTF	**-**	**16,254**	**16,254**
Other income			
Other voluntary income General fund	**3,725**	**-**	**3,725**
	49,510	**43,614**	**93,124**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £
Donations			
Donations General	394	-	394
Balance carried forward	394		394

2. DONATIONS AND LEGACIES *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £
Balance brought forward	394		394
Grants receivable			
Grants receivable General fund	57,016	–	57,016
Grants receivable Big lottery	–	–	–
Grants receivable Unity Centre Open Day	1,500	–	1,500
Grants receivable Community Learning	–	2,796	2,796
Grants receivable ASTF	–	26,110	26,110
Other income			
Other voluntary income General fund	3,288	–	3,288
	62,198	28,906	91,104

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	**Total Funds 2016 £**	Unrestricted Funds £	Total Funds 2015 £
Other income from charitable activities				
General fund	**687**	**687**	7,595	7,595

4. OTHER TRADING ACTIVITIES

	Unrestricted Funds £	**Total Funds 2016 £**	Unrestricted Funds £	Total Funds 2015 £
Other activities for generating funds - General fund	**19,573**	**19,573**	22,136	22,136
Other activities for generating funds - Unity Centre	**15,681**	**15,681**	9,174	9,174
	35,254	**35,254**	31,310	31,310

5. INVESTMENT INCOME

	Unrestricted Funds £	**Total Funds 2016 £**	Unrestricted Funds £	Total Funds 2015 £
Bank interest receivable	**6**	**6**	11	11

6. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £
General Fund	78,084	–	78,084
Big Lottery	–	–	–
Unity Centre	2,253	–	2,253
Consultation Panel	937	–	938
Adult Learning	–	8,936	8,936
ASTF	–	15,280	15,279
S I B	–	–	–
Support costs	109	–	109
	81,383	24,216	105,599

	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £
General Fund	134,812	–	134,812
Big Lottery	–	865	865
Unity Centre	6,041	–	6,041
Consultation Panel	804	–	804
Adult Learning	–	3,310	3,310
ASTF	6	30,630	30,635
S I B	–	1,601	1,602
Support costs	1,822	–	1,822
	143,485	36,406	179,891

7. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Activities undertaken directly £	Support costs £	Total Funds 2016 £	Total Funds 2015 £
General Fund	78,084	109	78,193	136,634
Big Lottery	–	–	–	865
Unity Centre	2,253	–	2,253	6,041
Consultation Panel	938	–	938	804
Adult Learning	8,936	–	8,936	3,310
ASTF	15,279	–	15,279	30,635
S I B	–	–	–	1,602
	105,490	109	105,599	179,891

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2016

8. NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR

This is stated after charging:

	2016	2015
	£	£
Depreciation	64	86

9. FUND TRANSFERS

ASTF and SIB funds are now completed.Surplus balances of ASTF £1356 and SIB £750 were transferred to unrestricted funds to cover core costs expended on the funds.

10. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2016	2015
	£	£
Wages and salaries	82,794	131,384
Social security costs	-	-
	82,794	131,384

Particulars of employees:
The average number of employees during the year, was as follows:

	2016	2015
	No.	No.
Number of administrative staff	2	2
Number of other staff - Supporting charitable activities	5	5
	7	7

No employee received remuneration of more than £60,000 during the year (2015 - Nil).

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2016

11. TANGIBLE FIXED ASSETS

	Equipment £	Fixtures & Fittings £	Total £
COST			
At 1 April 2015 and 31 March 2016	**5,462**	**9,389**	**14,851**
DEPRECIATION			
At 1 April 2015	**5,303**	**9,293**	**14,596**
Charge for the year	**64**	**–**	**64**
At 31 March 2016	**5,367**	**9,293**	**14,660**
NET BOOK VALUE			
At 31 March 2016	**95**	**96**	**191**
At 31 March 2015	159	96	255

12. DEBTORS

	2016 £	2015 £
Trade debtors	**3,291**	5,421

13. CREDITORS: Amounts falling due within one year

	2016 £	2015 £
Trade creditors	**6,142**	1,258
PAYE and social security	**1,243**	2,597
Other creditors	**3,075**	17,059
	10,460	20,914

14. RESTRICTED INCOME FUNDS

	Balance at 1 Apr 2015 £	Income £	Expenditure £	Transfers £	Balance at 31 Mar 2016 £
Big Lottery	**–**	**9,366**	**–**	**–**	**9,366**
ASTF	**382**	**16,254**	**(15,280)**	**(1,356)**	**–**
SIB	**750**	**–**	**–**	**(750)**	**–**
Adult Learning	**992**	**17,994**	**(8,936)**	**–**	**10,050**
Restricted Future	**3,360**	**–**	**–**	**–**	**3,360**
	5,484	**43,614**	**(24,216)**	**(2,106)**	**22,776**

14. RESTRICTED INCOME FUNDS *(continued)*

15. UNRESTRICTED INCOME FUNDS

	Balance at 1 Apr 2015	Income	Expenditure	Transfers	Balance at 31 Mar 2016
	£	£	£	£	£
General Funds	(4,089)	89,682	(85,608)	2,106	2,091

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets	Net current assets	Total
	£	£	£
Restricted Income Funds:			
Big Lottery	-	9,366	9,366
Adult Learning	-	10,050	10,050
Restricted Future	-	3,360	3,360
	-	22,776	22,776
Unrestricted Income Funds	191	1,900	2,091
Total Funds	191	24,676	24,867

17. COMPANY LIMITED BY GUARANTEE

Cheshire Halton & Warrington Race & Equality Centre is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after she ceases to be a member.