



# **Race Equality in Employment Project**

(a registered charity)

**Report and Financial Statements**

**For the Year Ended 30 June 2001**

**Charity Number 1087360**

## **Report and Financial Statements for the year ended 30 June 2001**

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## Legal and Administrative Details

**As at 30 June 2001**

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### Status

The Race Equality in Employment Project is a registered charity number 1087360. It has been operating since 1990 (initially as a project within the Ecumenical Council for Corporate Responsibility) and applied for charitable status in November 2000.

### Principal place of business

27 Blackfriars Road  
London, SE1 8NY  
Telephone 020 7928 3970

### Honorary officers

Bev Thomas	chair
Eugeniah Adoyo	vice chair
Neal Long	treasurer
Godfrey Ojo	acting secretary

### Principal Bankers

The Cooperative Bank plc  
13 New Road  
OXFORD OX1 1LG

### Auditor

John Anthem  
Chartered Accountant  
9 Abingdon Road  
OXFORD OX2 9QN

## Management Committee's Report

### For the year ended 30 June 2001

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The Management Committee presents its report and the audited financial statements for the year ended 30 June 2001.

#### REEP's aims are;

- 1) To become a lead group in tackling issues related to diversity and equality of opportunity for ethnic minority people in existing and emerging employment in the UK economy and in monitoring outcome
- 2) To encourage practical approaches to equality issues in employment by using Wood-Sheppard Principles (WSP).
- 3) To ensure that signed-up employers continue to develop good practice.

#### Review of activities and events held during the financial year

During the last year the Management Committee and Staff Team have concentrated on implementing the objectives for the second year of the 2 year development plan 1999-2001. The programme involves the introduction of key services REEP offers to client employers who have signed-up to the Wood-Sheppard Principles. The key services are;

#### Accreditation Process

##### *Overview*

This is a systematic review of activities carried-out by the employer that relate to their performance in relation to the Wood-Sheppard Principles. Development needs are worked through by the employer in partnership with REEP representatives. The process is being piloted at two employers with an anticipated completion date of September 2002.

Negotiations have also been ongoing with other employers and so the process will be carried-out at further locations as soon as staffing levels permit.

##### *Procedure Involved*

The process is in four stages.

- Appraisal
- Development
- Implementation
- Monitoring

The methods used combine systems audit procedures and provision of consultancy. This supports the REEP style which is that of a supportive agency and not an organisation set-up solely to identify deficiencies.

### *Resource Implications*

The process is designed to use around 25 days executive resource over an eighteen month period. The indications are showing this to be a realistic figure.

### *Business Arrangements*

Employers taking part in the accreditation trials are paying for these services. The rates are slightly discounted to take account of the fact that the process is new and so REEP are themselves going through a learning process. The rates are set at a realistic level to realise the business plan for expansion and reduced reliance on external funding.

## **'Health Check' Process**

Many smaller employers want to submit their performance against the Wood~Sheppard Principles to scrutiny by REEP but are unable to finance the full accreditation process. The health check process is a very much shortened process to identify priority areas for development and giving written feedback to the employer. This is designed to use around 2 days executive resource.

This fits very well with REEP's ethos of inclusion and enables employers of all sizes to benefit from REEP's services.

## **Promotional Events**

The main event was the launch of REEP North Kent. This was organised by a steering comprising representatives of the Kent Industrial Mission and employers in North Kent working in partnership. Five employers signed-up to the Wood~Sheppard Principles at the launch and much preparative work has been done which should result in a further five employers signing-up during the next financial year.

In September REEP hosted a larger AGM than had ever been done previously and the guest speaker was the director of Race for Opportunity.

## **Membership**

A three tier membership system was established and 24 members were recruited. The numbers for each category are;

Individual	17
Small organisation	8
Large corporate	6

## **Newsletter**

The first ever REEP newsletter was launched during the year and was distributed in October 2000. Sponsorship from Lloyds/TSB enabled REEP to use high quality professional printing. The sponsorship also enabled distribution to over 1,000 individuals and organisations.

## **Other Activities**

Mark Nicholson, REEP consultant, ran a workshop as part of an employment seminar in Lichfield.

Eugeniah Adoyo was one of the main speakers at a conference in Denmark about racism.

David Haslam, committee member, was a member of the team reviewing institutional racism in the Diocese of Southwark.

REEP established internet presence with an area of the South London Industrial Mission's website.

There were no new appointments to the office team during 2000/2001.

## **Review of the Accounts**

The income has changed very little over the past three years. Corporate sponsorship income increased and two new income streams were created. The two new streams of income were;

- 1) fees for accreditation services and
- 2) membership subscriptions.

## **Management Committee's Responsibilities**

The Management Committee is required to prepare financial statements for each financial year which give a true and fair view of REEP's financial activities and of its financial position at the end of the year. In preparing those financial statements, the Management Committee is required to:

- select suitable accounting policies and apply them consistently
- make judgements and estimates that are reasonable and prudent
- prepare the financial statements on a going concern basis, unless it is inappropriate to presume that REEP will continue in operation.

The Management Committee is responsible for keeping proper accounting records which disclose with reasonable accuracy REEP's financial position and which enable the Committee to ensure that the financial statements comply with the Charities Act 1993. The Committee is also responsible for safeguarding REEP's assets and hence for taking reasonable steps for the detection of fraud and other irregularities.

## **Members of the Management Committee**

The following served as charity trustees and committee members during the year and up to the date of this report:

Eugeniah Adoyo  
David Haslam  
Neal Long  
Su Morgan  
Bob Nind  
Godfrey Ojo  
Theresa Shiyambola  
Bev Thomas  
Arlington Trotman (resigned September 2001)  
Neil Tummon (resigned November 2000)

Management Committee members received no remuneration for their services during 2000/2001 and have no beneficial interest in REEP.

## **Auditor**

John Anthem has expressed willingness to continue as REEP's auditor.

This report was approved by the Management Committee on 26 September 2001 and signed on its behalf by

Godfrey Ojo, Secretary

# Income and Expenditure Account

(1.7.00 – 30.6.01)

Income		Expenditure	
<b>Grants</b>			
	£		£
Church urban fund <sup>1</sup>	3,675	Exec' officer	9,711
CC Racial Justice	6,000		
<b>Donations/Sponsorship</b>			
Littlewoods <sup>2</sup>	500	REEP North Kent	500
Lloyds/TSB <sup>3</sup>	2,000	Newsletter	1,065
Christ Church	1,387	Quality and Equality	1,500
Marathon sponsorship	74	Staff expenses	1,233
		Project expenses	393
<b>Fees Received</b>			
Medway Council	2,000		
Thames Valley Police	2,000	Fees due to KIM	1,000
		Lloyds/TSB deferred	935
<b>Credits</b>	199		
<b>Membership Subs</b>	355	Depreciation	170
<b>Interest received</b>	28	Bank charges	30
<b>Total income</b>	<b>18,019</b>	<b>Total expenditure</b>	<b>16,537</b>
Surplus to 30.06.01			1,482
Surplus Bfwd 1.7.00			2,729
Retained surplus			4,211

I have examined this account of receipts and payments and received from its officers such information as I have required. In my opinion the account correctly shows the income and expenditure for the stated period.

J. H. Anthem, FCIB, 8 September 2001

## Footnotes

<sup>1</sup> Includes an amount of £1,800 granted for an evaluation exercise carried-out by Quality and Equality

<sup>2</sup> This was for catering at the launch of REEP North Kent

<sup>3</sup> Sponsorship for two editions of the newsletter



**Race equality in employment project (REEP)**

**Balance Sheet**

**As at 30/06/01**

	£	£
<b>Fixed Assets</b>		
Computer equipment		170
<b>Current Assets</b>		
Cash at bank and in hand		5,976
<b>Current Liabilities</b>		
Kent Industrial Mission	1,000	
Lloyds/TSB deferred funding	<u>935</u>	
		1,935
		<u>4,211</u>
<b>Reserves</b>		
Surplus Brought Forward		2,729
Surplus of the year to 30/06/01		1,482
		<u>4,211</u>

**Notes to the financial statements**

1) Grants;

The Church Urban Fund grant was specifically to carry-out monitoring which is part of REEP's function.

2) Sponsorship;

£ 1,126 of the Lloyds/TSB sponsorship money had been used for the first edition of the newsletter and the balance of £874 is contained in the balance at 30.6.2001.

The Littlewoods sponsorship provided catering for the launch of REEP North Kent on 28 September 2000.

3) Executive officer;

These fees are for the services of Mark Nicholson who works part-time as a consultant. He has been consultant to REEP since 1995.

4) Project expenses;

These are mostly postage and telecommunications. The South London Industrial Mission (SLIM) and Christ Church have provided office space, stationery, computer resources and meeting room accommodation free of charge and so the £ 393 represents a small percentage of the true costs.