

# **Race Equality in Employment Programme**

**(a registered charity)**

## **Trustees' Report and Accounts**

**For the Year Ended 30 June 2003**

### **REEP's Value Statement**

The values that shape the Race Equality in Employment Programme derive from the understanding of human relationships within God's creation.

There is one race, the human race.

This means that each person, group and organisation must treat others with respect and transparency. Each is responsible for including others in life's benefits and opportunities. Inequalities and disadvantages are to be addressed and redressed.

Whoever comes to hold a position of authority in any organisation / field is accountable to their stakeholders for what they do or do not do to make just and equal treatment a reality.

**Charity Number 1087360**

## **Report and Financial Statements for the year ended 30 June 2003**

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## **Legal and Administrative Details**

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### **Status**

The Race Equality in Employment Programme 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**

Eugeniah Adoyo	chair
Neal Long	vice chair
Godfrey Ojo	secretary
Robert Nind	treasurer

### **Principal Bankers**

The Cooperative Bank plc  
13 New Road  
OXFORD OX1 1LG

### **Examiner**

Obi Madubuobi FCCA  
Obi and Company  
8A Spray Street, Woolwich  
SE18 6AD.

## **Trustees' Report**

### **For the year ended 30 June 2003**

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The trustees present their report and accounts for the year ended 30 June 2003.

#### **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**

One highlight of the year was the AGM in September. This was held at Tate Modern and the key-note speaker, Angela Sarkis, set new challenges for REEP and ethnic minority communities to continue to make real progress towards economic justice.

The first REEP Accreditations were awarded to Medway Council and the Slough Area of the Thames Valley Police. Representatives from both of these organisations spoke at the REEP AGM about the progress they have made through working with REEP.

REEP's capacity building programme has remained in-track and two key appointments were made towards the end of the financial year; a marketing consultant and a fund-raising consultant. The results of their work will be reported next year. A further 3 practitioners have received REEP training and they will be used together with the existing 3 practitioners work with new clients.

REEP has continued to work with the British Army who hope to receive REEP accreditation at the 2003 REEP AGM on 16 September at Tate Modern. This work included visits to the Prince of Wales Regiment, 143 Regiment, the training centre at Lichfield who are all linked to the West Midlands 143 Brigade.

#### **Promotional Events**

Mark Nicholson was the key note speaker at a major conference in the Midlands and many major employers were represented there, several of whom have asked to be involved with REEP.

David Clarke & Qais Hamza have attended and spoken at events in Slough and NW Kent. There was a REEP stand at the Southwark Minority Ethnic conference and also at a major Thames Valley conference.

## **Newsletter**

A further newsletter was published in summer 2002 a few weeks before the AGM. The 2003 newsletter will be published after the AGM in order that a summary of the key-note speech may be included. Around 100 Racial Equality Councils have been added to the REEP mailing list and many of these will receive their first REEP newsletter in the winter of 2003-4.

## **Equal Opportunities**

An equal opportunities and diversity policy was adopted by the Management Committee on 8 October 2001 and covers employees, volunteers, seconded staff, consultants, Management Committee members and Trustees.

## **Other Activities**

There have been 4 REEP training workshops in London and Kent. The Wood~Sheppard Principles were re-worded at one of these events and the new wording is being used on a trial basis (the new wording has since been adopted by the REEP Trustees for continued use).

## **Review of the Accounts**

The accounts continue to show a healthy financial situation. These accounts do not show the level of resources received in kind from Christ Church, Southwark and the Trustees. Christ Church has continued to allow free use of office space and meeting rooms. The Trustees have given a huge amount of time using their specialist skills and a very hands-on management involvement.

If these resources in kind were translated into cash values the income would show an additional £12,000.

## **Statement of Trustees' Responsibilities**

The trustees are required by law to prepare financial statements for each financial year which give a true and fair view of the state of affairs of as at the end of the financial year and of its income and expenditure for the year then ended. In preparing those financial statements, trustees are 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 assume that REEP will continue in operation.

The trustees are 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	
Qais Hamza	Treasurer until 31 December 2002
Neville Jayawardane	
Neal Long	
Su Morgan	
Bob Nind	Treasurer from 1 January 2003
Godfrey Ojo	
Theresa Shiyambola	

Management Committee members received no remuneration for their services during 2002/2003 and have no beneficial interest in REEP.

## **Examiner**

Mr Obi Madubuobi of Obi & Company has continued his role as independent examiner. A resolution for his re-appointment will be proposed at the forthcoming annual general meeting.

This report was approved by the Management Committee on 3 September 2003 and signed on its behalf by

Neal Long, Chair

Godfrey Ojo, Secretary

**RACE EQUALITY IN EMPLOYMENT PROGRAMME (REEP)  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 30 JUNE 2003**

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		2003	2002	2003	2002	Total	Total
<b>INCOMING RESOURCES</b>	<b>NOTES</b>	<b>Unrestricted</b>		<b>Restricted</b>		<b>2003</b>	<b>2002</b>
		£	£	£	£	£	£
Grants	3	9,000	7,000	9,000	1,700	18,000	8,700
Donations	4	1,455	3,019			1,455	3,019
Fees receivable	5	7,600	5,388			7,600	5,388
Membership subscriptions		324	633			324	633
Investment income		26	14			26	14
<b>TOTAL INCOME</b>		<b>18,405</b>	<b>16,054</b>	<b>9,000</b>	<b>1,700</b>	<b>27,405</b>	<b>17,754</b>
 <b>Resources Expended</b>							
Direct Charitable Expenditure	6	11,468	7,832	1,617	935	13,085	8,767
Administration expenditure	7	1,868	863			1,868	863
<b>Total expenditure</b>		<b>13,336</b>	<b>8,695</b>	<b>1,617</b>	<b>935</b>	<b>14,953</b>	<b>9,630</b>
<b>Net movements in funds for the year</b>		5,069	7,359	7,383	765	12,452	8,124
<b>Total funds brought forward</b>		10,635	3,276	1,700	935	12,335	4,211
<b>Total funds carried forward</b>		<b>15,704</b>	<b>10,635</b>	<b>9,083</b>	<b>1,700</b>	<b>24,787</b>	<b>12,335</b>

There were no recognised gains or losses for 2003 other than those included in the Statement of Financial Activities.




**RACE EQUALITY IN EMPLOYMENT PROGRAMME (REEP)  
BALANCE SHEET AS AT 30 JUNE 2003**

	Notes	£	2003 £	2002 £
<b>Fixed Assets</b>				
Tangible Assets	1 (c)		-	-
<b>Current Assets</b>				
Cash at Bank and in Hand		25,128		12,687
		25,128		12,687
<b>Creditors: amount due within one year</b>				
Accruals		341		352
		341		352
Net Current Assets			24,787	12,335
<b>Total assets less current liabilities</b>			<b>24,787</b>	<b>12,335</b>

**REPRESENTED BY:**

Restricted Funds	9,083	1,700
Unrestricted funds	15,704	10,635
	24,787	12,335

The financial statements were approved by the Management Committee on 3 September 2003 and signed on their behalf by:

  
 Trustee .....  
  
 Trustee .....

**RACE EQUALITY IN EMPLOYMENT PROGRAMME (REEP)  
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2003**

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**1 ACCOUNTING POLICIES**

**(a) Basis of Accounting**

The accounts are prepared under the historical cost convention and include the results of the charity's operations which are described in the Trustees' Report and all of which are continuing.

The accounts have been prepared in compliance with Statement of Recommended Practice on Charity Accounts.

The charity has taken advantage of the exemption in Financial Reporting Standard No. 1 from the requirement to produce a cashflow statement.

**(b) Incoming resources**

Incoming resources are reported gross.

All income is accounted for as received by the charity.

**(c) Fixed Assets and Depreciation**

There were no tangible fixed assets at all during the financial year.  
The laptop computer has been written down to zero book value.

**(d) Value added tax**

Value added tax is not recoverable by the charity, and as such is included in the relevant costs in the Statement of Financial Activities.

**2 SURPLUS FOR THE YEAR**

	<b>2003</b>	<b>2002</b>
This is stated after charging:	<b>£</b>	
Remuneration Management Committee	-	-
Depreciation	Nil	170
	Nil	170

**3 GRANTS**

	<b>2003</b>	<b>2002</b>
	<b>£</b>	<b>£</b>
Churches' Commission for Racial Justice	5,750	6,000
The Methodist Church	2,250	1,000
Allan Lane Foundation	9,000	
Other	1,000	1,700
	18,000	8,700

<b>4</b>	<b>DONATIONS</b>	<b>2003</b>	<i>2002</i>
		£	£
	Christ Church	1,450	1,084
	Other	5	935
	SLIM	Nil	1,000
		<u>1,455</u>	<u>3,019</u>

<b>5</b>	<b>FEES RECEIVED</b>	<b>2003</b>	<i>2002</i>
		£	£
	British Army	5,000	3,000
	Thames Valley Police	2,000	2,000
	Other	600	388
		<u>7,600</u>	<u>5,388</u>

<b>6</b>	<b>DIRECT CHARITABLE EXPENDITURE</b>	<b>2003</b>	<i>2002</i>
		£	£
	Consultants' fees	11,077	7,051
	Staff & trustee expenses	29	429
	Kent REEP	-	150
	Project expenses	363	121
	AGM and newsletter	1,616	1,016
		<u>13,085</u>	<u>8,767</u>

<b>7</b>	<b>Administration expenditure</b>	<b>2003</b>	<i>2002</i>
		£	£
	Accountancy fees	341	341
	Fundraising consultancy	1,000	-
	Sundry expenses	527	352
	Depreciation of fixed asset	-	170
		<u>1,868</u>	<u>863</u>

**8 TRUSTEES & MANAGEMENT COMMITTEE**

No remuneration was paid to the trustees and other members of the management committee during the year, other than reimbursed expenses amounting to £29.

**9 CONSULTANTS' FEES AND EXPENSES**

These fees and expenses are for the services of Mark Nicholson & David Clarke each working part-time as REEP consultants.

**10 SUNDRY EXPENSES**

These include postage and telecommunications.  
Christ Church has provided office space, stationery, computer resources and meeting room accommodation free of charge and so the £527 represents a small percentage of the costs of running the office.

**RACE EQUALITY IN EMPLOYMENT PROGRAMME (REEP)  
DETAILED INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 30 JUNE 2003**

<b>INCOME</b>	<b>NOTES</b>	<b>2003</b> £	<b>2002</b> £
Grants	3	18,000	8,700
Donations	4	1,455	3,019
Fees received	5	7,600	5,388
Membership subscription		324	633
Interest received		26	14
<b>TOTAL INCOME</b>		<b>27,405</b>	<b>17,754</b>
<b>EXPENDITURE</b>			
Consultants' fees and expenses		11,440	7,172
Trustee expenses		29	429
Kent REEP		-	150
AGM expenses and newsletter costs		1,616	1,016
Admin expenses including fundraising costs		1,868	863
<b>TOTAL EXPENDITURE</b>		<b>14,953</b>	<b>9,630</b>
<b>SURPLUS FOR THE YEAR</b>		<b>12,452</b>	<b>8,124</b>

**RACE EQUALITY IN EMPLOYMENT PROGRAMME (REEP)**  
**INDEPENDENT EXAMINER'S REPORT**

**TO THE TRUSTEES OF**  
**RACE EQUALITY IN EMPLOYMENT PROGRAMME (REEP)**

I report on the accounts of REEP for the year ended 30 June 2003, which are set out on pages 8 to 12.

**Respective Responsibilities of the trustees and examiner**

As REEP trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43 (7) (b) of the Act, 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 Commissioners. An examination includes a review of the accounting records kept by the charity 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 I do not express an audit opinion on the view given by the accounts.

**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 41 of the Act; and
  - ❖ to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act

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.

Obi Madubuobi FCCA  
Obi & Company  
8a Spray Street  
Woolwich  
London SE18 6AD

12 September 2003

## **The Wood~Sheppard Principles**

1. Adopt and value ethnic diversity as a cornerstone of human resource policies which is reflected in the workforce.
2. Declare a clear intention to reflect at all levels in the workforce the ethnic diversity found within the local community.
3. Create and implement an effective and practical race equality policy incorporated within the overall business plan and owned by the entire organisation.
4. Monitor EOP performance against targets and improve over time.
5. Use fair and transparent recruitment and selection processes.
6. Make access to comprehensive training opportunities available to all employees irrespective of the level of entry and/or the qualifications held at the time of entry into the organisation.
7. Assign a Senior Management E.O. champion to enable all line managers to design and maintain their own E.O. action plans in line with the overall business plan.
8. Building on a base of compliance with statutory regulations on discrimination, develop a culture and processes that make racial and religious harassment or discrimination a serious offence within the organisation.
9. Publish an annual profile by ethnic origin, gender and grade within the organisation in relation to the Annual Report.
10. Make one Board member responsible for overseeing EOP monitoring and actively seek an appropriately qualified ethnic minority Board member.