

Charity number: 1077004
Company number: 3733756

The Council Of Ethnic Minority Voluntary Sector Organisations

Trustees' report and financial statements

for the year ended 31 December 2004



The Council Of Ethnic Minority Voluntary Sector Organisations

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The Council Of Ethnic Minority Voluntary Sector Organisations

Legal and administrative information

Status

Trustees	Lord Bhatia OBE - Chairman B Maan S Shah Ms L Barrett
Secretary	Lord Bhatia OBE
Company number	3733756
Charity number	1077004
Registered office	Boardman House 64 Broadway Stratford London E15 1NG
Auditors	Lewis - Simler 15 Cochrane Mews St.John's Wood London NW8 6NY
Business address	Boardman House 64 Broadway Stratford London E15 1NG
Bankers	Investec 2 Gresham Street London EC2V 7QP National Westminster Bank Plc Liverpool Street Branch 216 Bishopsgate London EC2M 4JH

The Council Of Ethnic Minority Voluntary Sector Organisations

Legal and administrative information

Solicitors

Bates Wells & Braithwaite
Cheapside House
Cheapside
London
EC2V 6BB

The Council Of Ethnic Minority Voluntary Sector Organisations

Trustees' report for the year ended 31 December 2004

Trustees's report

The Trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the audited financial statements for the year ended 31 December 2004. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in October 2002 in preparing the annual report and financial statements of the charity.

Objects and principal activities

The Charity is a charitable company limited by guarantee and was set up on 12 March 1999. Memorandum and Articles of Association that were adopted at the date of registration govern it. Its objects are to carry out activities that relieve distress, advancement of education and promotion of health. In 2004 it revised its strategic plan and has set out four key areas of activities these are :

- * Capacity Building
- * Recruitment of professional volunteers and donors
- * Policy and Research
- * Deliver strategic programmes that are able to impact on the objects of the charity

The Company is a registered charity operating for the advancement of education, the relief of poverty and the promotion of health. The Company was incorporated on 12 March 1999 and commenced its activities immediately. It is a non-profit making organisation.

Principal activities

The charity's principal activity relates to building capacity and helping to develop the ethnic minority voluntary sector. The charity is a networked organisation. It uses the network to raise issues, seek feedback and gather intelligence on the make up of the minority ethnic voluntary sector. It has offices in London, Bristol, Manchester and Bradford. The charity is also connected to CEMVO Scotland and CEMVO Wales.

The charity has mapped the ethnic minority voluntary sector and created a database of some 9,800 ethnic minority organisations up and down the Country. Regional staff of the charity visit ethnic minority organisations within regions on a regular basis that enables needs to be identified, partnerships to be built and support and development activities undertaken.

It has a stakeholder structure of Regional Advisory Committees through which key activities are discussed and needs/issues identified. The Chairs of some of these Regional Advisory Committees sit as trustees. This stakeholder structure has been reviewed during 2004 as part of the ongoing review of the charity's external working relationships. This review has identified the need for a greater strategic role and to widen the stakeholder structure by including representatives from the other sectors.

In 2005 we shall put into place the new revised structures that enable the strategic role to be enhanced and wider partnerships to be developed.

Review of activities and future developments

The financial activities for the year are set out on pages 11 to 21 of the financial statements. A summary of the financial results and the work of the charity are set out below.

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Trustees' report for the year ended 31 December 2004

Income generation

The charity's total income for the year ended 31 December 2004 is £3,843,696 as opposed to £3,101,553 for the same period in the year 2003.

Sector development

With the growth in work and demand for our capacity building services we took a decision to make a clear split between activity that is directly related to our Capacity Building Programme and activity that is supporting, informing and developing the minority ethnic sector. The sector development activity had concentrated on providing information and knowledge on funding opportunities, training and development opportunities and how to access these services. As a result of this analysis two decisions were taken. Firstly, that we would focus our work on Capacity Building and that development activity in its current state would cease, unless a strong case for this form of activity was made by the Regional Advisory Committees. Secondly, informing, helping and assisting the sector could be better undertaken through the telephone helpline. As a prelude to setting up the Helpline it was agreed that a pilot be run so that the activity could be further scoped and appropriate management systems put in place. As a result of this in 2004 development activity connected to the sector was brought to a halt and resources available directed towards the Capacity Building Programme and the pilot helpline.

The results of the pilot have been fed into the planning process for the launch of the National Telephone Helpline for the Minority Ethnic Sector. It is intended that this service should begin in the autumn of 2005.

Community engagement and capacity building

London region - SRB 5

Funding for this programme came to an end in March 2004. Activity for three months of this year focused on capacity building support, post capacity building support, and assessment of groups for Certification.

Over the last 5 years of this programme we have delivered the following to the minority ethnic voluntary sector;

- * 13 MBA graduates from the minority ethnic communities - who can be future CEOs for the voluntary sector;
- * Over 600 minority ethnic organisations have undergone Capacity Building;
- * 17 Funding surgeries were run in partnership with funders;
- * 597 people from the minority ethnic voluntary sector attended the funding surgeries;
- * Organised over 45 skills development sessions at which more than 400 people attended;
- * Over £3million of new funds were raised for the minority ethnic sector by the Capacity Building Officers.

This is an impressive record of delivery to the minority ethnic sector a key charitable objective of the charity. Further details of this work can be obtained from the charity's offices in London. The website also provides further information on this activity.

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Trustees' report

for the year ended 31 December 2004

National capacity building programme

The success of the London programme has led to the charity developing the National Programme. As a result of this, capacity building work is being undertaken right across the English regions, Scotland and Wales. This has further enabled the charity to deliver much needed services across the Country. In 2004 substantial work has been undertaken and further details of this work will be set out in the annual report and the information can also be obtained from the charity.

Job centre plus programme

Work commenced in April 2003 and came to an end in December 2004. The objective was to provide support to organisations who were engaged in delivering the job centre plus programme. Support was designed to enable the following objectives to be achieved - widen the participation of hard to reach community and refugee organisations; improve knowledge and awareness of beneficiary organisations to opportunities, timescales and contractual requirements of the job centre plus funded schemes. Over the 21 months a total of 50 organisations were supported and the evaluation report is due for publication in autumn of 2005.

Health

Our contribution to tackling the health inequalities agenda has a number of strands one of these is the Health Advocacy Network with funding received from Kings Fund. The network currently has over 250 members. The network supports community health organisations and individual advocates to facilitate access to healthcare and health services for the minority communities. Further information on this activity can be obtained from our website.

The other major strand has been to play a role in the Patient and Public Involvement Forums. This had resulted in securing a contract in partnership with College of Health of £1.7million to set up and run 33 patient and public involvement forum networks across London. This has been a mixed experience and we shall be reviewing our role in 2005.

Policy and research

A key element of our work has been on building up the minority ethnic voluntary sector database. This will provide the evidence on the basis of which policy interventions can take place and the intelligent application of data and development of networks to strengthen our work on community engagement. The work on the database led to a chapter being contributed by the charity to the Voluntary sector Almanac for the very first time. There have been a number of other responses and submissions that the team has been involved in and these are available on our website.

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Trustees' report for the year ended 31 December 2004

Regulatory matters

The charity has undergone a regulatory visit in 2004. The charity has been in receipt of core funding from the Home Office. One of the conditions of that funding is that recipient organisations are required to undergo a review in the third year of that funding. The Home Office appointed Compass and OPM to undertake this review in the second year of CEMVO being a grant recipient and a report was produced for the Home Office by the consultants.

In April 2004 the Charity was informed by the Home Office that it had asked the NAO to undertake a review of the charity and that the Charity Commission had been asked to support the NAO in this review. Trustees welcomed the review but noted that unfair burden that had been placed on the charity to meet the costs associated with the review.

Between balancing the need to provide services to our beneficiaries, meeting the demands of the review and running the charity has proved to be a huge and challenging task. The impact of the review has been felt right across the organisation and impacted severely on our beneficiaries.

Without the financial support of the Ethnic Minority Foundation, the charity would have had to make drastic cuts in the level of services and reduce staffing considerably. We are grateful to a number of our partners who have expressed support for our work at this difficult time and assisted us in a number of ways.

Trustees have had to take appropriate decisions to ensure that they were able to discharge their statutory responsibilities.

Twelve months on the review report is being finalised and therefore it would be inappropriate to comment any further. At the appropriate time we shall set out our response.

Reserves

The trustees reviewed the reserves of the charity. This has encompassed the nature of the income and expenditure streams. The review concluded that to allow the charity to be managed efficiently and to provide a buffer for uninterrupted services, a general reserve of £200,000 should be maintained. The level of unrestricted reserves as at 31 December 2004 was £31,279.

Financial support

The Council of Ethnic Minority Voluntary Sector Organisations received an in kind grant of £105,000 from the Ethnic Minority Foundation, by way of rent free office space, as was the case in the previous year.

The Council Of Ethnic Minority Voluntary Sector Organisations

Trustees' report for the year ended 31 December 2004

Governance, internal control and risk management

There are currently four trustees of the charity. The trustees meet four times a year for normal business of the charity. An additional meeting takes place in December of each year to review strategy and performance and to agree the operating plans and budgets for the following year. A Finance and General Purposes Committee meets quarterly and has one non-executive Director. This Committee reports directly to the full board of the charity.

The systems of internal control were devised in 2000 when the majority of the work commenced. As a result of substantial growth there has been a comprehensive review of internal controls and financial procedures. These reviews commenced in late 2003 and were then suspended in the light of the NAO review.

The systems of internal controls have been designed to provide reasonable assurance against material misstatement or loss. They include;

- * Strategic Plan and an annual budget approved by the trustees
- * Regular consideration by the trustees of financial results, variances from budgets, non financial performance indicators and reviews
- * The creation of a Financial and General Purposes sub-committee that provides external scrutiny by the appointment of Non-Executive Directors who report directly to the Treasurer
- * Delegation of authority and segregation of duties
- * Identification and management of risks
- * Appointment of internal auditor to take place in 2005
- * Preparation and adoption of new financial procedures to comply with best practice. This builds on the work that was suspended

The Trustees are appointed through identifying the skills needed for the Board, and through the Regional Advisory Committees of the charity.

The Trustees of the charity are responsible for assessing and managing the risks throughout the organisation. They do this in three ways;

- * Through formal consideration of the risks associated with each contract or grant and the reserves needed to support this activity;
- * Through consideration of a business continuity plan; and
- * Through a formal risk assessment process leading to a document detailing all material risks to the charity. This is a process that involves the Finance and General Purposes Committee, the Trustees and staff at all levels.

The Trustees consider that the risk management system mitigates the risks which the organisation could face.

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Trustees' report for the year ended 31 December 2004

Related parties

The charity is related to Ethnic Minority Foundation and Diversity East London Limited (a subsidiary of EMF). This relationship includes the following:

- * Shares joint administrative functions
- * Shares the provision of ICT networks and accommodation, and
- * Shares some common trustees

It also linked to CEMVO Scotland through -:

- * Providing administrative and IT systems for the management of its resources.

We have this year reviewed the above arrangements and intend to bring about changes to the `relationships` in 2005 and will report further on this within the 2005 Trustees report.

Grant making policy

The charity makes grants along the lines of its primary objectives (as detailed above). The Trustees take decision in relation to the award of any grant.

No grants were made during 2004.

Taxation

The charitable status of the organisation has been confirmed by the Charity Commissioners.

Board of trustees

The trustees who served during the year and their interest in the company are stated as follows;

Lord Bhatia OBE - Chairman
B Maan
S Shah
Ms L Barrett

The liability of each of the trustees in the event of winding up is limited to £1. This liability applies to all trustees whilst they are trustees and for one year after they cease to be trustees.

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Trustees' report for the year ended 31 December 2004

Statement of trustees' responsibilities

Company law 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 company and of the income and expenditure of the company for that year. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed subject to any 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 company will continue in business.

The trustees have overall responsibility for ensuring that the charity has appropriate systems of controls, financial and otherwise. They are also responsible for keeping 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 Companies Act 1985. 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.

Auditors

A resolution proposing that Lewis - Simler be reappointed as auditors of the charity will be put to the Annual General Meeting.

This report was approved by the trustees on 27 July 2005 and signed on its behalf by



Lord Bhatia OBE
Chair

The Council Of Ethnic Minority Voluntary Sector Organisations

Independent auditors' report to the members of The Council Of Ethnic Minority Voluntary Sector Organisations

We have audited the financial statements of The Council Of Ethnic Minority Voluntary Sector Organisations for the year ended 31 December 2004 which comprise the statement of financial activities, the balance sheet and the related notes. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), under the historical cost convention and the accounting policies set out therein.

This report is made solely to the charity's Members, as a body, in accordance with Section 44 of the Charities Act 1993. 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 auditors' 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 Members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the trustees and auditors

As described in the statement of trustees' responsibilities the charity's trustees are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

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 if, in our opinion, the trustees report is not consistent with the financial statements, if the charitable company 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 with the charitable company is not disclosed.

We read the trustees 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 United Kingdom Auditing Standards issued by the Auditing 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 of whether the accounting policies are appropriate to the company'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 financial statements give a true and fair view of the state of the charitable company's affairs as at 31 December 2004 and of its gain for the year then ended and have been properly prepared in accordance with the Companies Act 1985.



Lewis - Simler
Chartered Accountants
& Registered Auditors
27 July 2005

15 Cochrane Mews
St. John's Wood
London
NW8 6NY

The Council Of Ethnic Minority Voluntary Sector Organisations

Statement of financial activities

For the year ended 31 December 2004

		Unrestricted funds	Restricted funds	2004 Total	2003 Total
	Notes	£	£	£	£
Incoming resources					
Grants	2	470,584	412,321	882,905	962,685
Activities in furtherance of the charity's objects	3	-	966,910	966,910	1,233,008
Contract and other income	4	1,876,402	114,626	1,991,028	893,615
Interest	5	2,853	-	2,853	12,245
Total incoming resources		<u>2,349,839</u>	<u>1,493,857</u>	<u>3,843,696</u>	<u>3,101,553</u>
Less: Cost of generating funds	6				
Other charitable work		(1,045,940)	-	(1,045,940)	(1,830,033)
		<u>(1,045,940)</u>	<u>-</u>	<u>(1,045,940)</u>	<u>(1,830,033)</u>
Net incoming resources available for charitable application		<u>1,303,899</u>	<u>1,493,857</u>	<u>2,797,756</u>	<u>1,271,520</u>
Charitable expenditure					
Cost of activities in furtherance of the charity's objects:					
Single Regeneration Budget Project	7	-	(166,746)	(166,746)	(1,201,112)
Millennium Awards Scheme Project	7	-	-	-	(126,060)
National Capacity Building Programme	7	-	(779,082)	(779,082)	-
Other charitable work	8	(1,422,755)	(275,465)	(1,698,220)	-
Management and administration	9	(115,100)	(5,000)	(120,100)	(119,168)
Total charitable expenditure		<u>(1,537,855)</u>	<u>(1,226,293)</u>	<u>(2,764,148)</u>	<u>(1,446,340)</u>
Total resources expended		<u>(2,583,795)</u>	<u>(1,226,293)</u>	<u>(3,810,088)</u>	<u>(3,276,373)</u>
Net movement in funds		<u>(233,956)</u>	<u>267,564</u>	<u>33,608</u>	<u>(174,820)</u>
Total funds brought forward		265,235	(11,670)	253,565	428,385
Total funds carried forward		<u>31,279</u>	<u>255,894</u>	<u>287,173</u>	<u>253,565</u>

The notes on pages 13 to 21 form an integral part of these financial statements.

The Council Of Ethnic Minority Voluntary Sector Organisations

Balance sheet as at 31 December 2004

	Notes	2004 £	2003 £
Fixed assets			
Tangible assets	13	52,788	110,358
Current assets			
Debtors	14	1,357,447	977,505
Cash at bank and in hand		42,127	93,153
		<u>1,399,574</u>	<u>1,070,658</u>
Creditors: amounts falling due within one year	15	<u>(1,165,189)</u>	<u>(927,452)</u>
Net current assets		<u>234,385</u>	<u>143,206</u>
Net assets		<u>287,173</u>	<u>253,564</u>
Funds			
Unrestricted funds	16	31,279	265,234
Restricted funds	17	255,894	(11,670)
		<u>287,173</u>	<u>253,564</u>

The financial statements are 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 March 2000).

The financial statements were approved by the Board on 27 July 2005 and signed on its behalf by


Lord Bhatia OBE - Chairman

The notes on pages 13 to 21 form an integral part of these financial statements.

The Council Of Ethnic Minority Voluntary Sector Organisations

Notes to the financial statements for the year ended 31 December 2004

1. Accounting policies

1.1. Accounting convention

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002) and follow the recommendations in 'Accounting and Reporting by Charities: Statement of Recommended Practice' issued in October 2000, applicable accounting standards and the Companies Act 1985. Accounts have been prepared consistent with the going concern and accruals basis. The 2002 financial statements have been restated as set out in note 14.

The Company has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement on the ground that it is a small company. The principal accounting policies adopted in the preparation of the financial statements are as follows:

1.2. Incoming resources

Donations and grants

Income from donations and grants is included in incoming resources when these are receivable, which is when the charity becomes entitled to the resource.

Interest receivable

Interest is included when receivable by the charity.

Fund accounting

Funds held by the charity are either:

(i) Unrestricted general funds

These are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

(ii) Designated funds

These are unrestricted funds which have been earmarked by the trustees for specific purposes as described within the charitable objects.

(III) Restricted funds

These are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

The Council Of Ethnic Minority Voluntary Sector Organisations

Notes to the financial statements for the year ended 31 December 2004

1.3. Resources expended

Resources expended are recognised in the year in which they are incurred.

Certain expenditure is directly attributable to specific activities and have been included in those cost categories. Certain other costs, which are attributable to more than one activity, are apportioned across cost categories on the basis of an estimate of the proportion of time spent by staff on those activities.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management.

Management and administration costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Grants and awards

Grants payable are charged in the year in which the offer is conveyed to the recipient except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled. Grants offered subject to conditions which have not been met at the year end are noted as a commitment, but not accrued as expenditure. In the course of its charitable activity CEMVO may choose to make grants in line with its Memorandum of Articles of Association. Grants given are recorded in the period when liability becomes due.

Contributions in Kind and Donated Facilities

Contributions in Kind are the value of staff time given to both the Millennium Awards Scheme and other grants. The figure is accounted for as a separately identifiable balance within grant income, and the corresponding expenditure is categorised and accounted for in resources expended.

Donated facilities where there is no financial cost to the donor are not included as incoming resources or resources expended but are disclosed in note 2.

1.4. Tangible fixed assets and depreciation

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Fixtures, fittings and equipment	- 25% straight line
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1.5. Long term contracts

Amounts recoverable on long term contracts, which are included in debtors are stated at the net sales value of the work done after provisions for contingencies and anticipated future losses on contracts, less amounts received as progress payments on account. Excess progress payments are included in creditors as payments received on account.

The Council Of Ethnic Minority Voluntary Sector Organisations

Notes to the financial statements for the year ended 31 December 2004

2. Grant, donations and other income

Grants:

	Unrestricted funds £	Restricted funds £	2004 £	2003 £
Home Office	200,584	-	200,584	512,793
Income from Local Authorities	-	-	-	75,196
Comic Relief	10,000	-	10,000	20,000
City Parochial Foundation	10,000	-	10,000	40,000
Baring Foundation	-	-	-	25,000
Kings Fund	-	42,500	42,500	60,000
Association of London Grant	-	120,000	120,000	90,000
Office of the Deputy Prime Minister	-	77,231	77,231	105,644
EMF grant	250,000	-	250,000	34,052
National Assembly of Wales	-	110,528	110,528	-
European Social Fund	-	62,062	62,062	-
	<u>470,584</u>	<u>412,321</u>	<u>882,905</u>	<u>962,685</u>

3. Activities in furtherance of the charity's objects

	Restricted funds £	2004 £	2003 £
Millennium Award Scheme	-	-	226,474
Single Regeneration Budget	132,150	132,150	745,020
National Capacity Building Programme			
- European social fund	453,271	453,271	117,959
- Esmee Fairbairn	112,500	112,500	75,000
- Community fund (Big lottery)	187,083	187,083	55,555
- Local Councils	81,906	81,906	13,000
	<u>966,910</u>	<u>966,910</u>	<u>1,233,008</u>

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Notes to the financial statements for the year ended 31 December 2004

4. Contract and Other Income

	Unrestricted funds £	Restricted funds £	2004 £	2003 £
Management fees	252,981	-	252,981	164,487
Projects income	2,400	-	2,400	194,343
College of Health income	248,677	-	248,677	30,251
Job Centre Plus	297,092	-	297,092	196,569
Learning and Skills Council	-	66,500	66,500	18,169
Other income	20,673	-	20,673	76,281
New Opportunities Fund	-	48,126	48,126	-
Capacity Building Training	1,645	-	1,645	-
Raising awareness of tax credits	111,592	-	111,592	-
Commission for Patient & Public involvement in Health	941,342	-	941,342	213,515
	<u>1,876,402</u>	<u>114,626</u>	<u>1,991,028</u>	<u>893,615</u>

5. Other incoming resources

	Unrestricted funds £	2004 £	2003 £
Interest receivable	2,853	2,853	12,245
	<u>2,853</u>	<u>2,853</u>	<u>12,245</u>

6. Cost of generating funds

	Other charitable work £	2004 £	2003 £
Employee costs	767,254	767,254	1,040,221
Premises costs	55,982	55,982	62,965
Insurance	-	-	(936)
Supplies and services costs	190,869	190,869	505,631
Support costs	16,270	16,270	137,111
Project expenses	-	-	39,607
Transport related costs	15,565	15,565	45,434
	<u>1,045,940</u>	<u>1,045,940</u>	<u>1,830,033</u>

The Council Of Ethnic Minority Voluntary Sector Organisations

Notes to the financial statements for the year ended 31 December 2004

7. Costs of activities in furtherance of the objects of the charity

	Single Regeneration Budget - Restricted	National Capacity Building Programme - Restricted	2004	2003
	£	£	£	£
Employee costs	97,467	576,736	674,203	598,140
Premises costs	1,001	27,654	28,655	494
Supplies and services costs	52,520	1,096	53,616	240,894
Supports costs	12,776	29,375	42,151	83,782
Transport related costs	2,982	4,361	7,343	2,142
Capacity Building Officers training & development costs	-	139,860	139,860	135,308
Award winners expenses	-	-	-	145,872
National Capacity Building	-	-	-	120,540
	<u>166,746</u>	<u>779,082</u>	<u>945,828</u>	<u>1,327,172</u>

8. Other charitable work

	Unrestricted	Restricted	2004	2003
	£	£	£	£
Employee costs	660,678	249,622	910,300	-
SRB salaries	233,958	-	233,958	-
Premises costs	74,383	5,454	79,837	-
Supplies and services costs	393,126	9,048	402,174	-
Support costs	24,502	8,589	33,091	-
Transport related costs	22,636	2,752	25,388	-
Bad debts	13,472	-	13,472	-
	<u>1,422,755</u>	<u>275,465</u>	<u>1,698,220</u>	<u>-</u>

The Council Of Ethnic Minority Voluntary Sector Organisations

Notes to the financial statements for the year ended 31 December 2004

9. Management and administration

	Unrestricted	Restricted	2004	2003
	£	£	£	£
Employee costs	-	-	-	27,579
Legal and professional fees	35,040	5,000	40,040	15,863
Consultancy fees	3,700	-	3,700	-
Auditors' remuneration for audit services	7,638	-	7,638	7,638
Depreciation and amortisation	68,722	-	68,722	68,089
	<u>115,100</u>	<u>5,000</u>	<u>120,100</u>	<u>119,169</u>

10. Operating gain/(deficit)

	2004	2003
	£	£
Operating gain/(deficit) is stated after charging:		
Depreciation and other amounts written off tangible assets	68,722	68,089
Auditors' remuneration	<u>7,638</u>	<u>7,638</u>

11. Employees

Number of employees (engaged in charitable work)

The average monthly numbers of employees
(including the trustees) during the year were:

	2004	2003
	Number	Number
Programmes of charitable work	75	46
Management and administration	<u>9</u>	<u>9</u>
	<u>84</u>	<u>55</u>

Employment costs

	Cost of generating funds £	Charitable expenditure £	2004 £	2003 £
By type of expenditure	767,254	1,584,503	2,351,757	1,665,940
	<u>767,254</u>	<u>1,584,503</u>	<u>2,351,757</u>	<u>1,665,940</u>

	Unrestricted £	Restricted £	2004 £	2003 £
By restriction classification	1,427,932	923,825	2,351,757	1,665,940
	<u>1,427,932</u>	<u>923,825</u>	<u>2,351,757</u>	<u>1,665,940</u>

The Council Of Ethnic Minority Voluntary Sector Organisations

Notes to the financial statements for the year ended 31 December 2004

12. Trustees' expenses

Trustees expenses reimbursed in respect of travel, entertaining,
postage and similar costs incurred

6,865	5,485
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13. Tangible fixed assets

Cost

At 1 January 2004

Additions

At 31 December 2004

Depreciation

At 1 January 2004

Charge for the year

At 31 December 2004

Net book values

At 31 December 2004

At 31 December 2003

Fixtures, fittings and equipment £	Total £
268,233	268,233
34,296	34,296
302,529	302,529
157,875	157,875
91,866	91,866
249,741	249,741
52,788	52,788
110,358	110,358

All fixed assets are at their historical costs.

14. Debtors

Trade debtors

Amounts due from grants

Amount due on contract

Amount owed by related companies

Other debtors

Prepayments and accrued income

2004 £	2003 £
5,603	24,178
446,319	325,531
283,072	149,081
610,150	470,052
2,106	-
10,197	8,663
1,357,447	977,505

The Council Of Ethnic Minority Voluntary Sector Organisations

Notes to the financial statements for the year ended 31 December 2004

15. Creditors: amounts falling due within one year

	2004 £	2003 £
Contract income received in advance	80,000	227,613
Trade creditors	178,947	128,070
Amounts payable on grants	359,732	350,000
Amounts owed to related companies	74,186	76,123
Other taxes and social security costs	360,458	49,088
Other creditors	96,265	88,920
Accruals and deferred income	15,601	7,638
	<u>1,165,189</u>	<u>927,452</u>

16. Unrestricted funds

	1 January 2004 £	Incoming £	Outgoing £	31 December 2004 £
General funds	265,235	2,349,839	(2,583,795)	31,279
	<u>265,235</u>	<u>2,349,839</u>	<u>(2,583,795)</u>	<u>31,279</u>

Purposes of unrestricted funds

The purposes for which the general funds are held are explained in the Trustees' Report.

17. Restricted funds

	1 January 2004 £	Incoming £	Outgoing £	31 December 2004 £
Single Regeneration Budget, National Capacity Building Programme and other restricted funds	(11,670)	1,493,857	(1,226,293)	255,894
	<u>(11,670)</u>	<u>1,493,857</u>	<u>(1,226,293)</u>	<u>255,894</u>

Purposes of restricted funds

The purposes for which the Single Regeneration Budget and National Capacity Building Programme are held are explained in the Trustee's Report.

The Council Of Ethnic Minority Voluntary Sector Organisations

Notes to the financial statements for the year ended 31 December 2004

18. Related parties

Ethnic Minority Foundation

The charity is a related party to the Ethnic Minority Foundation and provides administrative support to it. It also shares some trustees.

A debtor balance of £610,150 existed at the year end.

Diversity East London Limited

The charity is a related party to Diversity East London Limited and provides administrative support to it. In return it receives IT support from the company. During the year the charity made a charge of £193,200 (2003 : £70,437) to the company for administrative functions. In return the company made a charge of £175,257 (2003 : £26,199) for IT services.

A creditor balance of £74,186 existed at the year end.

CEMVO Scotland

The charity is a related party to CEMVO Scotland and provides administrative support to it at minimal cost.