



Diversity House Limited



# ANNUAL REPORT 2020/2021 – CEO STATEMENT

# TABLE OF CONTENTS

Diversity house equality, diversity & inclusion statement. \_\_\_\_\_ 3

The chairperson's statement \_\_\_\_\_ 5

Chief executive's introduction \_\_\_\_\_ 6

    Highlights from our Year \_\_\_\_\_ 7

    Looking Ahead \_\_\_\_\_ 8

COVID-19 Themed projects \_\_\_\_\_ 10

    BAME Women's Experiences of COVID-19 \_\_\_\_\_ 10

**Innovative Ways of Working during the Pandemic.** \_\_\_\_\_ 14

**COVID-19 VIRTUAL SERVICES** \_\_\_\_\_ 15

    Gender \_\_\_\_\_ 16

    Ethnicity \_\_\_\_\_ 17

    Religion \_\_\_\_\_ 17

    The primary language spoken at home \_\_\_\_\_ 17

    Immigration status \_\_\_\_\_ 18

    Marital status \_\_\_\_\_ 18

    Type(s) of mental health issue \_\_\_\_\_ 18

    Age Bracket \_\_\_\_\_ 19

# **DIVERSITY HOUSE EQUALITY, DIVERSITY & INCLUSION STATEMENT.**

Diversity House is committed to promoting equality, valuing diversity; being fair and inclusive in all our work as; a charity that tackles social inequalities; a service provider and as an employer; treating our stakeholders, service users and staff (paid and unpaid) with dignity and respect and therefore ensuring that the equality duties are being met. Our precise aim is to build equality, diversity, and inclusion (EDI) into everything we do.

Diversity House believes that EDI promotion is vital in combating injustice against those who share protected characteristics under the Equality Act 2010. It is illegal and unfair for a person to experience a disadvantage based on a protected characteristic; all our staff and stakeholders are entitled to expect that they will be treated fairly. Diversity House aims to be a more inclusive workplace because organisations free from discrimination can work more efficiently and achieve the most significant benefits.

We will continue to be a wholly inclusive service where differences are encouraged, respected, and valued. As an Equality and Human Rights Champion, we require all our partners and collaborators to comply with equalities legislation and actively promote Equality, Diversity, and Inclusion (EDI).

## **Aims**

- To ensure equality of opportunity and outcome
- To promote an inclusive culture
- To secure freedom from discrimination on the grounds of gender, sexual orientation, culture, race, faith, belief, physical, sensory, or learning disability, mental or physical health, age, social or marital status, gender reassignment, pregnancy and maternity.
- To ensure that no individuals or groups are denied access to services
- To promote diversity within a safe environment for all potential and current service users and staff, in both service delivery and employment practice
- To identify factors and barriers which may result in prospective or actual service users being disadvantaged either directly or indirectly
- To take measures to compensate for these factors and remove barriers

- To continue to tackle discrimination by providing accessible services and creating inclusive support environments
- To include assertive community outreach as part of our delivery approach, ensuring that those living in rural areas or unable to reach us are targeted and supported

# THE CHAIRPERSON'S STATEMENT

"I am pleased to confirm that Diversity House Limited supports the ten principles of the UN Compact concerning human rights, labour, environment, and anti-corruption. With this commitment, we express our intent to advance these principles within our sphere of influence and will make a clear statement of this commitment to our stakeholders and the public.

We also pledge to take part in the activities of the UN Global Compact where appropriate and feasible - through, for instance, participation in Local Networks involvement in specialised initiatives and workstreams; engagement in partnership projects; and reviewing and providing commentary to participating companies on their communication on progress".



Christine Locke  
CEO  
Diversity House signatory to the UN Global Compact



# CHIEF EXECUTIVE'S INTRODUCTION

## OUR ORGANISATION



The past year has been a period of turbulence and upheaval, a situation caused by the global pandemic. Covid-19 severely disrupted our plans for the year. At the height of the lockdown due to the COVID-19, We were forced by Kent County Council to vacate the premises that we called home since the inception of our Charity in 2007. Lockdown meant that most of our staff had to transition working from home.

Also, with no offices to operate from, we were forced to set up a makeshift office at my home studio whilst turning my conservatory into a food bank; it was business as usual.

Despite everything, we achieved some extraordinary results - many of which are documented in this report. For that, I want to pay tribute to our extraordinary people's professionalism, commitment, and resolve. They went way beyond the call of duty. The challenges presented by the pandemic have brought out the best in our colleagues, who are working to help vulnerable individuals and their families in their hour of need. This includes volunteers who have continued to support our services by delivering food parcels, home visits, counselling, and befriending. The board is incredibly proud of their response to the crisis and their enduring commitment to Charity's values.

## OUR CULTURE

Last year, we continued our journey on organisational culture. Diversity House is built on an unrelenting ambition for promoting community integration, reintegration, inclusion, and cohesion. Our vision is to live in an equitable society. However, this ambition must be harnessed to a culture of kindness, respect and support for staff and service users.

## Highlights from our Year

Find out about our resources and how we have engaged and supported people in 2020 21.

### Listening and supporting.

This year

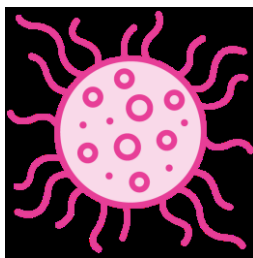


Information, advice, guidance, and advocacy = 1567

Virtual & in person socialization = 1379

Telephone & email contacts = 212

### Responding to the pandemic



We engaged with and supported

**2,783**

people during the COVID-19 pandemic this year  
spent 8, 752.06 people hours on service delivery

### Soldiers of love



**One hundred sixty-six volunteers**

helped us to carry out our work.

Weekly home visitations = 195

**We employed four new staff**

**To help ready the census support centre**

### Evidence-based knowledge



**191** BAME women were interviewed on their experiences of COVID-19

Three-country collaborative research with partners from Germany, Belgium, and the UK

## Operating Headquarters



December 2020, we moved to our new offices

*"I am confident that we are coming from a position of strength. We know the world will not go backwards, so instead of preparing for 'recovery', we are working towards a 'resurgence'".*

## Looking Ahead

Diversity House has weathered the stormy and choppy waters caused by the pandemic very well. The ability to adapt, be flexible, learn new things and apply your core strengths all go hand. Moreover, the different programs we have established to reinforce the resilience of our communities have already begun to bear fruit. We will pursue these to continue bolstering our Charity's ability to adapt and be resilient.

Moreover, we can see and feel the great opportunities that such a significant blow like the COVID-19 pandemic can have on our daily operation as a charity. Diversity House chooses to look and grab the opportunities offered by the global pandemic. Working behind the scenes, we have polished our consultancy skills, forging learning alliances with academic, business, health and social care services, NGOs, and individuals to upskill and upscale our Charity, making it ready for a 'centre for innovation, development and empowerment in Kent and outside of the county. In this year, we have become digitally savvy. The COVID-19 pandemic has accelerated this development.



We have certainly picked up the pace and will continue to power ahead - with digital topics, digital solutions, digital products, remote services, and web-based communication formats that will take Diversity House and our service users into the future. Furthermore, perhaps this has given us the push we needed to deploy digital methods in our Charity consistently. To this end, we announce to you that we are embarking on a digital inclusion journey and taking our whole community with us through our planned digital studios, which will be operational in the new year.

Stay safe.

Sincerely,

A handwritten signature in black ink, appearing to read 'Christine Locke', with a large, stylized initial 'C'.

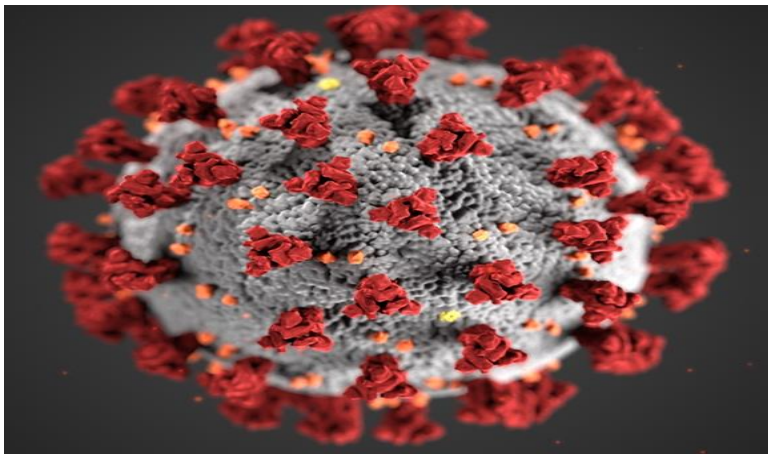
Christine Locke

CEO

02/12/2021

# COVID-19 THEMED PROJECTS

## BAME Women's Experiences of COVID-19



This year we understand that the COVID-19 pandemic has had a significant impact on the lives of everyone. However, research regarding the number of deaths from COVID-19 has identified that "People from all minority ethnic groups (apart from Chinese and mixed-race groups) are at greater risk of becoming very sick with COVID-19 than the white population in the UK. Black men and women are nearly twice as likely as white



people to die from COVID-19" (NRHI, 2020).

We realise that although BAME women have been impacted more by the pandemic, many have also demonstrated strength and courage during this time. Therefore, to support the BAME groups that have borne the brunt of the upsurge of the pandemic, we engaged with 191 BAME women across Kent and Medway to identify the experiences of these BAME women, portraying how they coped during the COVID-19 pandemic. The legacies from the participatory work with the BAME women were later shared with others in the communities, showing how one can gain inner strength and power to address social difficulties and learn from them.

## BAME Shake Your Body Project

A crucial outcome from the collaborative research project described above was setting up a health promotion project, based on improving the psychological and physiological lives of the BAME women by equipping them with their bicycles and teaching them how to ride their bicycles.

Diversity House chose to deliver the BAME Shake Your Body project because of the health inequalities among BAME communities. The COVID-19 highlighted the vast gulf in the health of these communities. Public Health England report of June 2020 published in the heat of the pandemic buttressed that the coronavirus disproportionately impacted BAME communities. It also highlighted the factors that lead to the health inequalities in these groups.

The health beliefs, living in houses without spaces for exercises, were primarily among the factors reported. Also, with local knowledge, Diversity House noted that the minority communities were struggling with isolation, anxiety, and loneliness during the lockdown; therefore, to mitigate these risk factors to quality of life, we decided to use cycling, walking, running, and befriending to promote the health of our BAME communities without leaving the mainstream community behind. In the height of the pandemic, Diversity House, through some funding from Kent Sport and the support from O3e, built and donated fifteen (15) bikes to fifteen women who had never ridden on a bicycle. Apart from these direct beneficiaries of the bike donation, 280 other people benefitted from the project's activities through joining us at our regular cycling at the Milton Creek Park, attending workshops or other social events (carried out following the social distancing directives at the time).

"The activities were enjoyable as it was flexible, building on everyone's strength while providing support to ensure that no one was left behind. Activities that were delivered were what the beneficiaries asked for, making it very interesting.

A total of 280 people from diverse backgrounds benefited from the project".

Evidence gathered from these beneficiaries showed that the project had positive impacts on their health and social wellbeing leading to:

Reduced anxieties & worries



Increased friendships



Increased skills



Reduced loneliness & isolation



Increased resilience

The project was a success, and this is because we used an innovative approach to gaining the buy-in of the participants by providing individual bikes and accessories to those that want to learn how to ride cycles. For those who want to run or walk, we also provide the facilities that will enable them to carry out these activities in a safe and contained environment.

Improving mental health and wellbeing during the lockdown

Over 2202 communities were engaged in regular walks at the scenic Milton Creek Country Park. The regular walks carried out whilst following the social distancing directives helped calm the anxieties of our service users.





## Innovative Ways of Working during the Pandemic.

Diversity House developed a hybrid way of operating to achieve its social responsibilities. These hybrid approaches incorporate both in-person and virtual support to our communities.

## COVID-19 VIRTUAL SERVICES

We set up a range of support services for our intergenerational service users and communities. These online virtual services range from health and wellbeing to drop-in one to one, advice and support, social and life skills training and can be accessed via video chats with our staff on Zoom video conferencing software. Each support session for individuals lasted between 30 to 60 minutes and could be accessed on phones, tablets, or computers.

## Door to Door Visitation

We combined the virtual support with door-to-door visitation this year, ensuring that our most vulnerable service users were well looked after. This year, due to the pandemic, we carried out weekly door visits to 195 vulnerable people, checking that they were well and running urgent errands for them.

## Data analysis of beneficiaries

Table of numbers served on different aspects of our services.

Type of service	Number of people	Number of sessions/items
One-to-one support	1,525	
Walking	2202 attendances. Weekly walker = 212	118 sessions
Running - Park run	1949 attendances. Regular weekly runners = 207	94 sessions
Weekly Cycling	280 different people. 15 bikes were built and given away.	106 sessions
Generic Food distribution	213 households	1960 food boxes
Cultural food distribution	212 households	2071 boxes

Babies' food, nappies, clothes, bath items, toys, prams, cots, etc.		2214 items
Home equipment - furniture, plates, cutlery sets, pots, etc.	210 people	
<b>Type of service</b>	<b>Number of people</b>	<b>Number of sessions/items</b>
Mentoring	172	94 sessions
Digital inclusion (cybersecurity workshops, one-to-one support primary IT, etc.)	208 people	
Digital devices gifted (iPad, internet connectivity)	10 people	10 iPad. 24 months internet access
Mental health support using creative Art and storytelling	178 people	
Brief motivational intervention	213 people	
Befriending	164 people	107 sessions
Referrals made in and out of Diversity House	1316	

## Some demographic data of our service beneficiaries.

### Gender

Gender	Number of attendances	Number of sessions
Female	1131	226
Male	169	59
No data	1483	102
Total	2783	387



## Ethnicity

<u>Ethnicity</u>	<u>Number of attendances</u>	<u>Number of sessions</u>
Any other Black/African/Caribbean background	61	39
Any other White background	18	18
Any other ethnic group	16	16
Asian - Asian British	22	10
Asian/Asian - Asian	15	14
Black/ Caribbean/ African - Black British	833	225
European	1	1
Mixed - White and Black African	106	52
Mixed- White and Black Caribbean	3	3
Mixed/Multiple ethnic groups - White and Asian	1	1
White - English/ Welsh/ Scottish/ Irish/ British	164	117
No data	1543	129
Total	2783	625

## Religion

<u>Religion</u>	<u>Number of attendances</u>	<u>Number of sessions</u>
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	1031	225
Hindu	10	9
Islam	22	22
Muslim	37	22
No data	1680	163
Prefer not to say	3	2
Total	2783	443

## The primary language spoken at home

<u>Main language spoken at home</u>	<u>Number of attendances</u>	<u>Number of sessions</u>
Arabic	1	1
Bengali	5	5
English	1168	225
French	4	4
Other language	1	1
Portuguese	1	1
Turkish	35	22
Urdu	1	1

Main language spoken at home	Number of attendances	Number of sessions
No data	1567	134
Total	2783	394

### Immigration status

Immigration status	Number of attendances	Number of sessions
Asylum seeker awaiting decision	5	5
Discretionary leave to remain	32	29
EEA National receiving welfare benefits	20	20
Husband/Wife sponsorship	26	26
Indefinite leave to remain	15	15
Refugee	6	6
UK National	726	190
No data	1953	253
Total	2783	544

### Marital status

Marital status	Number of attendances	Number of sessions
Cohabiting	8	8
Divorced	82	54
Married	348	109
Separated	113	106
Single	129	50
Widow	8	8
No data	2095	245
Total	2783	580

### Type(s) of mental health issue

Type(s) of mental health issue	Number of attendances	Number of sessions
Anxiety and panic attacks	59	59
Depression	56	53
Loneliness	22	22
Phobia	1	1
Self-esteem	70	68
No data	2703	226
Total	2911	429

### Age Bracket

Age Bracket	Number of attendances	Number of sessions
11-16	119	44
17-18	1	1
19-25	3	3
26-35	38	25
36-45	350	121
46-55	505	225
5-10	15	12
56-65	60	43
66 and over	115	100
No data	1577	126
Total	2783	700

Charity registration number: 1122960

# Diversity House Limited

Annual Report and Financial Statements

for the Year Ended 31 March 2021

# Diversity House Limited

## Contents

Reference and Administrative Details	1
Trustees' Report	2 to 5
Statement of Trustees' Responsibilities	6
Independent Examiner's Report	7
Statement of Financial Activities	8
Balance Sheet	9
Notes to the Financial Statements	10 to 18

# Diversity House Limited

## Reference and Administrative Details

### **Chief Executive Officer**

Christine Locke

### **Trustees**

Mr Tunde Jotham

Christine Locke

Patrick Locke

Mrs Gloria Blessing Opara

### **Senior Management Team**

Abtax CA Limited, Reporting Accountant

### **Principal Office**

ISP House  
Church Street  
Sittingbourne  
Kent  
ME10 3EG

### **Charity Registration Number**

1122960

### **Bankers**

HSBC  
Sittingbourne  
115 High Street  
Sittingbourne  
Kent  
ME10 4AL

### **Independent Examiner**

Lydens Accountant  
53 West Street  
Sittingbourne  
Kent  
ME10 1AN

### **Accountants**

Abtax CA Limited  
Accountant  
The Joiner shop  
The Historic Dockyard  
Main Gate Road  
Chatham  
England  
ME4 4TZ

# Diversity House Limited

## Trustees' Report

The trustees present the annual report together with the financial statements of the charity for the year ended 31 March 2021.

### **Objectives and activities**

#### *Objects and aims*

Our Charity's purposes as set out in the objects contained in the Company's memorandum of association - is established for the benefit of disadvantaged communities, particularly, those with a minority ethnic background in Kent but not excluding others. The Charity's objects are:

- to promote community integration, inclusion and cohesion in Swale and Kent, in particular.
- the advancement of education and training.
- the relief of need by the provision of advice, assistance, information and 'drop-in services; the promotion of equality and diversity

The aims of our Charity are to reduce the level of social inequalities in Kent as a result of the socially constructed factors of gender, race/ethnicity, disability, culture, religion and beliefs and others. This can be achieved by advancing education and raising awareness in equality and diversity; and promoting activities to foster cultural understanding between people from diverse backgrounds.

Ensuring our work delivers our aims, we review our aims, objectives, and activities each year. This review looks at what we achieved and the outcomes of our work in the previous 12 months. The review looks at the success of each key activity and the benefits they have brought to those groups of people we are set up to help. The review also helps us ensure our aims, objectives and activities remained focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

#### *Objectives, strategies, and activities*

##### **The focus of our work.**

Our main objectives for the year continued to be the promotion of equality and diversity and reduction of disadvantage. The strategies we used to meet these objectives included:

- Providing a range of services which are reflective of relevant quality standards and address the potential problems related to social inequalities.
- Focusing upon limiting lack of access and disengagement which comes with discrimination and people feeling that they are at the edge of their communities.
- Working towards applying the Equality Act of 2010 and the ten principles of the United Nations Global Compact with respect to human right, labour, environment, and anti-corruption.
- Working in partnership with other agencies to ensure that the widest ranges of services are available that best matches the needs of our service users.

# Diversity House Limited

## Trustees' Report

### *Fundraising disclosures*

During the period under review, time was spent on fund raising activities. To put in a good case to funding bodies why particular projects should be funded, the Project Lead who is the main bid writer spent approximately 817 hours in both desktop and primary research, gathering evidence of need and conducting gap analyses. During this period, a bid was put to the Heritage Lottery Fund for a grant through “our heritage” funding stream for a World War One project. This bid was successful, and the charity was granted some funding for a two-year project. Another proposal for a continuation funding for a previously BLF funded project - Swale Women Empowering Women project was put in after several months of consultation with women and girls in Swale. For instance, Diversity House invited all Swale based Women and Girls on Wednesday, 3rd August 2016 at our office in Phoenix House. The objective was to have a general discussion with all Women and Girls regarding the issues they are facing in their life at the moment and what are the factors which are obstructing them to move forward and chase their dreams, like, Career. This is because Diversity House believes that everyone has equal rights to chase their own dream and move ahead in life with full confidence and zeal.

Also, within this period, funding was sought and received from the following funders:

- Big Celebrate (Big Lottery Fund) - for implementing a community cohesion program in the school and with communities.
- Members grants
- Kent County Council
- Culture and heritage grants from Swale Borough Council

### *Public benefit*

Given the policies and objectives of the Charity, as stated above, the Trustees, report on the aspects of its activities which encapsulates ‘public benefit’. In order to actualise our vision as stipulated earlier, Diversity House offers the following services, summarised below:

- Information, Advice, and Guidance (IAG)
- Culture and heritage
- Mentoring and Coaching
- Education and Training
- Drop-in-services
- Diversity House Youth Club
- Gender specific project
- Community cohesion programs
- Health education
- Health promotion
- Community engagement
- Social networking events
- Volunteering
- Business briefing
- Employability program
- Knowledge exchange
- Cultural competency for practitioners
- Work placements



- Group session
- Consultancy
- Fundraising
- Support

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

# Diversity House Limited

## Trustees' Report

### **Financial review**

#### *Funds in deficit*

There was no deficit in the year.

#### *Principal funding sources*

The principal funding sources are Big Lottery Fund, Heritage Lottery Fund, other government agencies and local authorities

### **Structure, governance, and management**

#### *Nature of governing document*

The Charity is controlled by its governing documents, a deed of trust and constitutes a limited company, limited by guarantee as defined by the Companies Act 2006

#### *Recruitment and appointment of trustees*

When new or additional trustees are required then beneficiaries and client organisations are invited to submit nominations and subject to their compliance with the Memorandum and Articles of Association they are considered by the governing body of trustees for election.

#### *Induction and training of trustees*

We have instituted policy or procedure for the training of trustees and within the period under review had carried out trustee skills audit to identify what skills our trustees have and what additional skills that are required to run the charity successfully.

#### *Organisational structure*

The board of trustees meets regularly as a full board. There is also a standing committee comprised of the honorary officers. The Director / Manager of Diversity house make recommendations to the board of trustees and monitor operational activities. Staff and Volunteers of the charity have delegated authority to carry out day to day work within policies agreed by the board. Financial standing orders give necessary authorisation of different amounts.

#### *Major risks and management of those risks*

##### *Risk Management*

Assurance against Fraud and error

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

### **Financial instruments**

#### *Objectives and policies*

The charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk. The use of financial derivatives is governed by the charity's policies approved by the board of trustees, which provide written principles on the use of financial derivatives to manage these risks. The charity does not use derivative financial instruments for speculative purposes.

# Diversity House Limited

## Trustees' Report

### *Cash flow risk*

The charity's activities expose it primarily to the financial risks of changes in foreign currency exchange rates and interest rates. The charity uses foreign exchange forward contracts and interest rate swap contracts to hedge these exposures.

Interest bearing assets and liabilities are held at fixed rate to ensure certainty of cash flows.

### *Credit risk*

The charity's principal financial assets are bank balances and cash, trade and other receivables, and investments. The charity's credit risk is primarily attributable to its trade receivables. The amounts presented in the balance sheet are net of allowances for doubtful receivables. An allowance for impairment is made where there is an identified loss event which, based on previous experience, is evidence of a reduction in the recoverability of the cash flows.

The credit risk on liquid funds and derivative financial instruments is limited because the counterparties are banks with high credit-ratings assigned by international credit-rating agencies. The charity has no significant concentration of credit risk, with exposure spread over many counterparties and customers.

### *Liquidity risk*

To maintain liquidity and to ensure that sufficient funds are available for ongoing operations and future developments, the charity uses a mixture of long-term and short-term debt finance. Further details regarding liquidity risk can be found in the Statement of accounting policies in the financial statements.

The annual report was approved by the trustees of the charity on 30 September 2021 and signed on its behalf by:



.....  
Christine Locke  
Chief Executive Officer and Trustee

## Diversity House Limited

### Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities 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 incoming resources and application of resources 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 judgements and 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 keeping proper accounting records that 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 applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The trustees 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.

Approved by the trustees of the charity on 30 September 2021 and signed on its behalf by:



.....  
Christine Locke  
Chief Executive Officer and Trustee

## Diversity House Limited

### Independent Examiner's Report to the trustees of Diversity House Limited

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2021 which are set out on pages 8 to 18.

#### Respective responsibilities of trustees and examiner

As the charity's trustees of Diversity House Limited you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

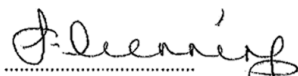
I report in respect of my examination of the Diversity House Limited's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### 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 Diversity House Limited as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of 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.



53 West Street  
Sittingbourne  
Kent  
ME10 1AN

30 September 2021

## Diversity House Limited

### Statement of Financial Activities for the Year Ended 31 March 2021

		Unrestricted funds £	Restricted funds £	Total 2021 £
<b>Income and Endowments from:</b>				
Donations and legacies		32,376	107,237	139,613
Investment income	3	98	-	98
Total income		32,474	107,237	139,711
<b>Expenditure on:</b>				
Raising funds		-	(46,602)	(46,602)
Charitable activities		(2,381)	(111,002)	(113,383)
Total expenditure		(2,381)	(157,604)	(159,985)
Net income/(expenditure)		30,093	(50,367)	(20,274)
Net movement in funds		30,093	(50,367)	(20,274)
<b>Reconciliation of funds</b>				
Total funds brought forward		23,680	100,788	124,468
Total funds carried forward	11	53,773	50,421	104,194
		Unrestricted funds £	Restricted funds £	Total 2020 £
<b>Income and Endowments from:</b>				
Donations and legacies		9,166	148,445	157,611
Investment income	3	195	-	195
Total income		9,361	148,445	157,806
<b>Expenditure on:</b>				
Charitable activities		(1,191)	(132,814)	(134,005)
Total expenditure		(1,191)	(132,814)	(134,005)
Net income		8,170	15,631	23,801
Net movement in funds		8,170	15,631	23,801
<b>Reconciliation of funds</b>				
Total funds brought forward		15,510	85,156	100,666
Total funds carried forward	11	23,680	100,787	124,467

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2020 is shown in note 11.

The notes on pages 10 to 18 form an integral part of these financial statements.

**Diversity House Limited**  
**(Registration number: 1122960)**  
**Balance Sheet as of 31 March 2021**

	Note	2021 £	2020 £
<b>Current assets</b>			
Cash at bank and in hand	9	116,102	140,305
<b>Creditors: Amounts falling due within one year</b>	10	(11,908)	(15,838)
<b>Net assets</b>		104,194	124,467
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds		50,421	100,787
<b>Unrestricted income funds</b>			
Unrestricted funds		53,773	23,680
<b>Total funds</b>	11	104,194	124,467

The financial statements on pages 8 to 18 were approved by the trustees, and authorised for issue on 30 September 2021 and signed on their behalf by:



.....  
Christine Locke  
Chief Executive Officer and Trustee

# Diversity House Limited

## Notes to the Financial Statements for the Year Ended 31 March 2021

### 1 Accounting policies

#### Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

#### Basis of preparation

Diversity House Limited meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

#### Exemption from preparing a cash flow statement

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

#### Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

#### Income and endowments

Voluntary income including donations, gifts, legacies, and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received, and the amount can be measured with sufficient reliability.

#### *Grant's receivable*

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

#### Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading those aggregate similar costs to that category. Where costs cannot be directly attributed to headings, they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### *Raising funds*

These are costs incurred in attracting voluntary income, the management of investments and those incurred in trading activities that raise funds.



## Diversity House Limited

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### *Charitable activities*

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

#### **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees' meetings and reimbursed expenses.

#### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

#### **Depreciation and amortisation**

<b>Asset class</b>	<b>Depreciation method and rate</b>
Plant and machinery	20% Straight line basis

#### **Cash and cash equivalents**

Cash and cash equivalents 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.

#### **Trade creditors**

are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

## Diversity House Limited

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### **Borrowings**

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

#### **Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

#### **Financial instruments**

##### *Classification*

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

##### *Recognition and measurement*

All financial assets and liabilities are initially measured at transaction price (including transaction costs), except for those financial assets classified as at fair value through profit or loss, which are initially measured at fair value (which is normally the transaction price excluding transaction costs), unless the arrangement constitutes a financing transaction. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks, and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

## Diversity House Limited

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### *Debt instruments*

Debt instruments which meet the following conditions are subsequently measured at amortised cost using the effective interest method:

- (a) The contractual return to the holder is (i) a fixed amount; (ii) a positive fixed rate or a positive variable rate; or (iii) a combination of a positive or a negative fixed rate and a positive variable rate.
- (b) The contract may provide for repayments of the principal or the return to the holder (but not both) to be linked to a single relevant observable index of general price inflation of the currency in which the debt instrument is denominated, provided such links are not leveraged.
- (c) The contract may provide for a determinable variation of the return to the holder during the life of the instrument, provided that (i) the new rate satisfies condition (a) and the variation is not contingent on future events other than (1) a change of a contractual variable rate; (2) to protect the holder against credit deterioration of the issuer; (3) changes in levies applied by a central bank or arising from changes in relevant taxation or law; or (ii) the new rate is a market rate of interest and satisfies condition (a).
- (d) There is no contractual provision that could, by its terms, result in the holder losing the principal amount or any interest attributable to the current period or prior periods.
- (e) Contractual provisions that permit the issuer to prepay a debt instrument or permit the holder to put it back to the issuer before maturity are not contingent on future events, other than to protect the holder against the credit deterioration of the issuer or a change in control of the issuer, or to protect the holder or issuer against changes in levies applied by a central bank or arising from changes in relevant taxation or law.
- (f) Contractual provisions may permit the extension of the term of the debt instrument, provided that the return to the holder and any other contractual provisions applicable during the extended term satisfy the conditions of paragraphs (a) to (c).

Debt instruments that are classified as payable or receivable within one year on initial recognition and which meet the above conditions are measured at the undiscounted amount of the cash or other consideration expected to be paid or received, net of impairment.

Except for some hedging instruments, other debt instruments not meeting these conditions are measured at fair value through profit or loss.

Commitments to make and receive loans which meet the conditions mentioned above are measured at cost (which may be nil) less impairment.

#### *Investments*

Investments in non-convertible preference shares and non-puttable ordinary or preference shares (where shares are publicly traded, or their fair value is reliably measurable) are measured at fair value through profit or loss. Where fair value cannot be measured reliably, investments are measured at cost less impairment.

Investments in subsidiaries and associates are measured at cost less impairment. For investments in subsidiaries acquired for consideration including the issue of shares qualifying for merger relief, cost is measured by reference to the nominal value of the shares issued plus fair value of other consideration. Any premium is ignored.

## Diversity House Limited

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### *Derivative financial instruments*

The charity uses derivative financial instruments to reduce exposure to foreign exchange risk and interest rate movements. The charity does not hold or issue derivative financial instruments for speculative purposes.

Derivatives are initially recognised at fair value at the date a derivative contract is entered into and are subsequently remeasured to their fair value at each reporting date. The resulting gain or loss is recognised in statement of financial activities immediately unless the derivative is designated and effective as a hedging instrument, in which event the timing of the recognition in statement of financial activities depends on the nature of the hedge relationship.

#### *Fair value measurement*

The best evidence of fair value is a quoted price for an identical asset in an active market. When quoted prices are unavailable, the price of a recent transaction for an identical asset provides evidence of fair value as long as there has not been a significant change in economic circumstances or a significant lapse of time since the transaction took place. If the market is not active and recent transactions of an identical asset on their own are not a good estimate of fair value, the fair value is estimated by using a valuation technique.

## 2 Income from donations and legacies

	<b>Unrestricted funds General £</b>	<b>Restricted funds £</b>	<b>Total funds £</b>
Grants, including capital grants;			
Grants from other charities	32,376	107,237	139,613
<b>Total for 2021</b>	<b>32,376</b>	<b>107,237</b>	<b>139,613</b>
<b>Total for 2020</b>	<b>9,166</b>	<b>148,445</b>	<b>157,611</b>

## 3 Investment income

	<b>Unrestricted funds General £</b>	<b>Total funds £</b>
Interest receivable and similar income;		
Interest receivable on bank deposits	98	98
<b>Total for 2021</b>	<b>98</b>	<b>98</b>
<b>Total for 2020</b>	<b>195</b>	<b>195</b>

## Diversity House Limited

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 4 Analysis of governance and support costs

##### Charitable activities expenditure

Basis of allocation	Unrestricted funds General £	Restricted funds £	Total funds £
Rent and Insurance	-	(22,821)	(22,821)
Office and General Expenses	(659)	(13,546)	(14,205)
Salaries NI & Pension	-	(52,262)	(52,262)
Consultancy & advice (incl, Evaluation)	(3,214)	(10,235)	(13,449)
General Running Expenses	1,692	(41,550)	(39,858)
Publicity and Promotion	-	(150)	(150)
Sessional Workers	(80)	(4,164)	(4,244)
Training (Staff)	-	(3,160)	(3,160)
Travel (Staff)	-	(7,417)	(7,417)
Volunteers Expenses	-	(2,300)	(2,300)
Independent Examiner	(120)	-	(120)
<b>Total for 2021</b>	<b>(2,381)</b>	<b>(157,605)</b>	<b>(159,986)</b>

#### 5 Trustees' remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

#### 6 Staff costs

The aggregate payroll costs were as follows:

	2021 £	2020 £
<b>Staff costs during the year were:</b>		
Wages and salaries	52,262	64,599

No employee received emoluments of more than £60,000 during the year

#### 7 Independent examiner's remuneration

## Diversity House Limited

### Notes to the Financial Statements for the Year Ended 31 March 2021

	2021 £	2020 £
<b>Other fees to examiners</b>		
The examining of accounts of any associate of the charity	120	120

#### 8 Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### 9 Cash and cash equivalents

	2021 £	2020 £
Cash on hand	116,102	140,305

## Diversity House Limited

### Notes to the Financial Statements for the Year Ended 31 March 2021

#### 10 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	9,538	15,717
Other creditors	-	1
Accruals	2,370	120
	11,908	15,838

#### 11 Funds

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Balance at 31 March 2021 £
<b>Unrestricted funds</b>				
General	23,680	32,474	(2,381)	53,773
<b>Restricted funds</b>	-	155,763	(105,342)	50,421
<b>Total funds</b>	23,680	188,237	(107,723)	104,194
	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Balance at 31 March 2021 £

#### Unrestricted funds

##### *General*

General Funds	23,680	32,474	(2,381)	53,773
---------------	--------	--------	---------	--------

#### Restricted funds

Swale BAME Legacy of Resilience	-	16,466	(8,774)	7,692
Swale BAME Shake your body	-	750	-	750
Covid Food - Winter Food Top Up	-	10,422	(3,741)	6,681
Swale Cultural Food Boxes	-	23,787	(788)	22,999
KCF Core Support	-	-	(73)	(73)
Good Things Foundation	-	6,537	(2,271)	4,266
SBC 1920's weekend	2,095	-	(872)	1,223
Other restricted donations	6,663	1,600	(3,130)	5,133
Big Lottery Fund (SWAG)	86,771	-	(84,871)	1,900
Boys2Men	190	-	(190)	-
Groundwork - Covid 19	-	500	(500)	-
Independent Age (BAME resilience)	-	14,920	(14,919)	1
KCF - Covid Resilience	-	12,000	(12,006)	(6)
KCC BAME Shake your Body	-	4,255	(4,333)	(78)

## Diversity House Limited

### Notes to the Financial Statements for the Year Ended 31 March 2021

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Balance at 31 March 2021 £
KCC Members Grant - Put Down The Knife	-	2,000	(2,000)	-
KCF - Covid Emergency Fund	-	3,000	(3,098)	(98)
KCF - Tampon Tax Community Fund	5,000	-	(5,000)	-
NLCF - Swale BAME Beyond Covid	-	10,000	(9,997)	3
SBC - Defra Emergency Fund	-	1,000	(971)	29
<b>Total restricted funds</b>	<b>100,719</b>	<b>107,237</b>	<b>(157,534)</b>	<b>50,422</b>
<b>Total funds</b>	<b>124,399</b>	<b>139,711</b>	<b>(159,915)</b>	<b>104,195</b>
	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Balance at 31 March 2020 £
<b>Unrestricted funds</b>				
General	15,510	9,361	(1,191)	23,680
<b>Restricted funds</b>	<b>85,156</b>	<b>148,445</b>	<b>(132,814)</b>	<b>100,787</b>
<b>Total funds</b>	<b>100,666</b>	<b>157,806</b>	<b>(134,005)</b>	<b>124,467</b>

#### 12 Analysis of net funds

	At 1 April 2020 £	At 31 March 2021 £
Cash at bank and in hand	140,305	140,305
Net debt	140,305	140,305



## Diversity House Limited

### Statement of Financial Activities by fund for the Year Ended 31 March 2021

	<b>Total Unrestricted Funds 2021 £</b>	<b>Total Unrestricted Funds 2020 £</b>
<b>Income and Endowments from:</b>		
Donations and legacies	32,376	9,166
Investment income	98	195
Total income	<u>32,474</u>	<u>9,361</u>
<b>Expenditure on:</b>		
Charitable activities	<u>(2,381)</u>	<u>(1,191)</u>
Total expenditure	<u>(2,381)</u>	<u>(1,191)</u>
Net income	<u>30,093</u>	<u>8,170</u>
Net movement in funds	30,093	8,170
<b>Reconciliation of funds</b>		
Total funds brought forward	<u>23,680</u>	<u>15,510</u>
Total funds carried forward	<u><u>53,773</u></u>	<u><u>23,680</u></u>

## Diversity House Limited

### Statement of Financial Activities by fund for the Year Ended 31 March 2021

	<b>Total Restricted Funds 2021 £</b>	<b>Total Restricted Funds 2020 £</b>
<b>Income and Endowments from:</b>		
Donations and legacies	107,237	148,445
Total income	<u>107,237</u>	<u>148,445</u>
<b>Expenditure on:</b>		
Raising funds	(46,602)	-
Charitable activities	(111,002)	(132,814)
Total expenditure	<u>(157,604)</u>	<u>(132,814)</u>
Net (expenditure)/income	<u>(50,367)</u>	<u>15,631</u>
Net movement in funds	(50,367)	15,631
<b>Reconciliation of funds</b>		
Total funds brought forward	<u>100,788</u>	<u>85,156</u>
Total funds carried forward	<u>50,421</u>	<u>100,787</u>

## Diversity House Limited

### Detailed Statement of Financial Activities for the Year Ended 31 March 2021

	<b>Total 2021 £</b>	<b>Total 2020 £</b>
<b>Income and Endowments from:</b>		
Donations and legacies (analysed below)	139,613	157,611
Investment income (analysed below)	98	195
Total income	139,711	157,806
<b>Expenditure on:</b>		
Raising funds (analysed below)	(46,602)	-
Charitable activities (analysed below)	(113,383)	(134,005)
Total expenditure	(159,985)	(134,005)
Net (expenditure)/income	(20,274)	23,801
Net movement in funds	(20,274)	23,801
<b>Reconciliation of funds</b>		
Total funds brought forward	124,468	100,666
Total funds carried forward	104,194	124,467
	<b>2021</b>	
	<b>Restricted funds £</b>	<b>Total £</b>
<b>Income and Endowments from:</b>		
Donations and legacies (analysed below)	107,237	139,613
Investment income (analysed below)	-	98
Total income	107,237	139,711
<b>Expenditure on:</b>		
Raising funds (analysed below)	(46,602)	(46,602)
Charitable activities (analysed below)	(111,002)	(113,383)
Total expenditure	(157,604)	(159,985)
Net expenditure	(50,367)	(20,274)
Net movement in funds	(50,367)	(20,274)
<b>Reconciliation of funds</b>		
Total funds brought forward	100,788	124,468
Total funds carried forward	50,421	104,194