

DETENTION ADVICE SERVICE

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(Company limited by guarantee no. 3289045
registered charity no. 1060145)

ANNUAL REPORT AND ACCOUNTS

YEAR ENDED MARCH 31, 2000



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DETENTION ADVICE SERVICE

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(Company limited by guarantee no. 3289045)

REPORT AND ACCOUNTS

YEAR ENDED MARCH 31, 2000

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LEGAL AND ADMINISTRATIVE DETAILS

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Detention Advice Service is registered as a company limited by guarantee (without share capital) no. 3289045 and as a charity no. 1060145; its governing instrument is its memorandum and articles of association. Every member of the Charity undertakes to contribute to its assets in the event of it being wound up while s/he is a member such amount as may be required not exceeding £1.

Details of the Charity's objects and Management Committee are given in the Management Committee Report respectively on pages 1 and 2.

Reg. office: 308 Seven Sisters Road, London, N4 2AG

Telephone: 020-8802-3422 Fax: 020-8802-0684

Co-ordinator: Ragnhild Witherow

Bankers: Unity Trust Bank PLC, 4 The Square,
111 Broad Street, Birmingham, B15 1AR

Solicitors: Bates Wells & Braithwaite, 61 Charterhouse Street,
London, EC1M 6HA

Auditors: Gotham Erskine, Friendly House,
52-58 Tabernacle Street, London, EC2A 4NJ

DETENTION ADVICE SERVICE

REPORT OF THE MANAGEMENT COMMITTEE

The Management Committee, which is the board of directors of the Charity for company law purposes and the board of trustees for charity law purposes, presents its report and accounts for the year ended to March 31, 2000.

OBJECTS

The Charity is established for the provision of relief for Immigration Act detainees who are in conditions of need, hardship or distress, in particular by the provision of information and advice.

REVIEW OF ACTIVITIES, ACHIEVEMENTS AND FUTURE DEVELOPMENTS

In support of its objects the Charity carried out the following activities during the year:

- o Advice surgeries were held at a number of prisons and detention centres and advice was given to detainees by telephone and letter.
- o The Charity liaised with a large number of community groups and other voluntary and statutory organisations, providing training to groups assisting detainees and giving talks and information sessions to other interested organisations.

Full details of the Charity's activities will be given in the Annual Review which will be available at the Annual General Meeting in December 2000.

POLICIES AND ORGANISATION OF THE CHARITY

The Detention Advice Service (DAS) provides an impartial, independent, confidential and free service to all its clients and recognises the importance of equal opportunities in all areas of its work.

The day to day management of the Charity is undertaken by the Co-ordinator who reports to the Management Committee which is responsible for the overall management of the Charity. The Committee is composed of representatives of refugee community groups and other organisations providing assistance and interested individuals. It meets six times a year. The Charity also has two other paid staff and a part-time volunteer.

FINANCIAL REVIEW

Full details of incoming resources and resources expended are shown in the Statement of Financial Activities on page 4. The Management Committee considers that the financial position shown by the accounts is satisfactory. The Charity has sufficient funds to meet all grant funding obligations.

The Management Committee considers that because of the size of the Charity and the nature of its operations and activities, no significant costs or major disruption will result from the Year 2000 date change so far as such matters are within its control.

MANAGEMENT COMMITTEE

The Committee members (and the organisations they represented), who served throughout the year except where otherwise stated, were as follows:

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DETENTION ADVICE SERVICE

REPORT OF THE MANAGEMENT COMMITTEE

(Continued)

Sandy Buchan (Chair to 7.12.99)	Refugee Action
Murad Azimi (Vice-Chair to 7.12.99)	Iranian Community Centre
Anwar Mohammed (Chair from 7.12.99)	Refugee Arrivals Project
Eileen Bye	Joint Council for the Welfare of Immigrants
Dr. Christina Pourgourides	Medical Foundation for the Care of Victims of Torture
Kofi Pratt/Yen Nyeya	Ghana Refugee Welfare Group
Francois Itangu Ngondo	Islington Zairean Community Group
Admasu Haile Selassie	Refugee Council
Jane Aspden /Emma Jane Davies	Refugee Legal Centre
Kwame Boateng	Individual member
Neritan Peshkepija	Individual member
Aniela Peshkepija (Treasurer from 7.12.99)	Individual member

All members of the Management Committee are elected by the members at the Annual General Meeting.

The Charity has no issued share capital or debentures, hence there are no directors' interests requiring disclosure.

AUDITORS

The auditors, Gotham Erskine, have indicated their willingness to accept re-appointment under Section 385(2) of the Companies Act 1985.

STATEMENT OF RESPONSIBILITY FOR THE PREPARATION OF THE ACCOUNTS

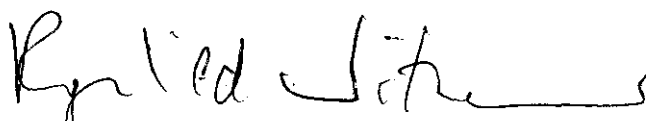
Company law requires the Management Committee to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Charity and of the income and expenditure of the Charity for that year. In preparing those accounts, the Management Committee is required to select suitable accounting policies and then apply them consistently, to make judgements and estimates that are reasonable and prudent, and to prepare the accounts on the going concern basis unless it is inappropriate to presume that the Charity will continue operating.

The Management Committee is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and which enable it to ensure that the accounts comply with the Companies Act 1985. It is 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.

PREPARATION OF THE REPORT

This report has been prepared in accordance with the provisions of Part VII of the Companies Act 1985 relating to small companies.

BY ORDER OF THE MANAGEMENT COMMITTEE


RAGNHILD WITHEROW
Secretary

August 2, 2000

AUDITORS' REPORT TO THE MEMBERS OF
DETENTION ADVICE SERVICE

We have audited the accounts on pages 4 to 9 which have been prepared under the historical cost convention and the accounting policies set out on page 6.

RESPECTIVE RESPONSIBILITIES OF MANAGEMENT COMMITTEE AND AUDITORS

As described on page 2 the Management Committee, which is the board of directors of the Charitable Company for company law purposes and the board of trustees for charity law purposes, is responsible for the preparation of the accounts. It is our responsibility to form an independent opinion, based on our audit, on those accounts and to report our opinion to you.

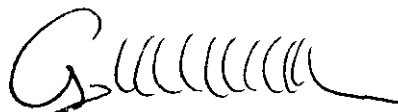
BASIS OF OPINION

We conducted our audit in accordance with 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 accounts. It also includes an assessment of the significant estimates and judgements made by the Management Committee in the preparation of the accounts, and of whether the accounting policies are appropriate to the Charitable 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 accounts 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 accounts.

OPINION

In our opinion the accounts give a true and fair view of the Charitable Company's state of affairs as at March 31, 2000 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended and have been properly prepared in accordance with the Companies Act 1985.



Gotham Erskine
Chartered Accountants
& Registered Auditors
Friendly House
52-58 Tabernacle Street
London EC2A 4NJ

Date: 7.8.00

DETENTION ADVICE SERVICE

 STATEMENT OF FINANCIAL ACTIVITIES
 (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
 FOR THE YEAR ENDED MARCH 31, 2000

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2000 £	Total 1999 £
INCOMING RESOURCES					
Grants and donations receivable	3	35,654	39,183	74,837	119,666
Less: deferred grant income move't	3	22,202	-	22,202	(14,796)
Mileage allowance from HM Prisons		1,451	-	1,451	1,470
Interest receivable		1,278	-	1,278	1,793
		-----	-----	-----	-----
TOTAL INCOMING RESOURCES		60,585	39,183	99,768	108,133
		-----	-----	-----	-----
RESOURCES EXPENDED					
Direct charitable expenditure (all for Advice Service):					
Staff costs	4	46,120	38,900	85,020	82,430
Staff travel		1,947	-	1,947	2,263
Staff training		446	283	729	164
Office rent and occupancy costs		8,565	-	8,565	7,799
Telephone and postage		2,171	-	2,171	2,291
Depreciation		194	-	194	644
Stationery and printing		857	-	857	1,065
Sundry expenses		681	-	681	887
Moving costs		-	-	-	758
Legal fee		-	-	-	470
Payroll service and book-keeping		600	-	600	216
Interpreting and translation		74	-	74	712
Insurance		289	-	289	260
Bank charges		-	-	-	77
		-----	-----	-----	-----
		61,944	39,183	101,127	100,036
Management and administration:					
Audit fee		1,739	-	1,739	1,692
Other fees payable to auditors		235	-	235	141
		-----	-----	-----	-----
TOTAL RESOURCES USED		63,918	39,183	103,101	101,869
		-----	-----	-----	-----
NET MOVEMENT IN FUNDS		(3,333)	-	(3,333)	6,264
BALANCES AT THE START OF THE YEAR		36,921	-	36,921	30,657
		-----	-----	-----	-----
BALANCES AT THE END OF THE YEAR		£33,588	£Nil	£33,588	£36,921
		=====	====	=====	=====

NOTE

All gains and losses arising in the year have been recognised in the Statement of Financial Activities and arise from continuing activities (1999 - the same).

The annexed notes form part of these accounts

DETENTION ADVICE SERVICE (Company limited by guarantee)

BALANCE SHEET AS AT MARCH 31, 2000

	<u>Notes</u>	<u>2000</u>	<u>1999</u>
		£	£
FIXED ASSETS - TANGIBLE ASSETS	2	445	639

CURRENT ASSETS			
Debtors:			
Expense advances to staff		600	600
Receivable from HM Prisons:			
Grant from HMP Wandsworth	2,500	-	-
Mileage allowance	307	250	250
Prepaid payroll costs	-	6,546	6,546
Other prepayments	-	1,875	1,875
Bank and cash	48,074	63,129	63,129
		51,481	72,400
		-----	-----
CREDITORS FALLING DUE IN ONE YEAR			
Deferred grant income	3	11,500	33,702
PAYE and national insurance		4,027	-
Accruals		2,811	2,416
		18,338	36,118
		-----	-----
NET CURRENT ASSETS		33,143	36,282
NET ASSETS/TOTAL ASSETS		-----	-----
LESS CURRENT LIABILITIES		£33,588	£36,921
		=====	=====
FUNDS			
Restricted funds	3	-	-
Unrestricted funds:			
Designated fund - Contingencies	5	22,000	19,000
General fund		11,588	17,921
		£33,588	£36,921
		=====	=====

The accounts have been prepared in accordance with the provisions of Part VII of the Companies Act 1985 relating to small companies and were approved by the Management Committee on August 2, 2000 and signed on its behalf by:-

..... ANWAR MOHAMMED Chair

..... ANIELA PESHKEPIJA Treasurer

The annexed notes form part of these accounts

DETENTION ADVICE SERVICE

NOTES TO THE ACCOUNTS AT MARCH 31, 2000

1. ACCOUNTING POLICIES

The principal accounting policies adopted in the preparation of the accounts are set out below, have remained unchanged from the previous year and have been consistently applied.

a. Basis of preparation of accounts

These accounts have been prepared under the historical cost convention and in accordance with the Companies Act 1985, as amended, the Charities SORP (Statement of Recommended Practice: "Accounting by Charities") and applicable accounting standards.

The effect of events relating to the year ended March 31, 2000 which occurred before the date of approval of the accounts by the Management Committee have been included in the accounts to the extent required to show a true and fair view of the state of affairs at March 31, 2000 and of the results for the year ended on that date.

b. Income recognition

All donations are included in full in the Statement of Financial Activities as they are received. Grants are accounted for in the period specified for their use by the donors provided that any conditions for receipt have been met. Bank interest is included in the Statement of Financial Activities as it is earned.

c. Depreciation

Depreciation has been computed so as to write off the cost of tangible fixed assets evenly over their expected useful lives of 5 years.

e. Expenditure

All expenditure is accounted for gross, and when incurred. Direct charitable expenditure includes the direct costs of the activities and depreciation on related assets. In the opinion of the Management Committee no significant part of the Charity's general running costs is incurred on its central organisation and hence the only costs shown under management and administration are fees payable to the auditors.

f. Restricted funds

Income given for specific purposes is treated as restricted. Income given for core operating costs is treated as unrestricted.

g. Pension costs

The Charity operates a defined contribution pension scheme the assets of which are held separately from those of the Company in an independently administered fund. Contributions payable for the year are charged in the Statement of Financial Activities.

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DETENTION ADVICE SERVICE

NOTES TO THE ACCOUNTS AT MARCH 31, 2000

(Continued)

2. TANGIBLE FIXED ASSETS - OFFICE EQUIPMENT

	<u>2000</u>	<u>1999</u>
	£	£
COST		
At the start of the year	7,724	6,986
Additions during the year	-	738
	-----	-----
At the end of the year	7,724	7,724
	-----	-----
DEPRECIATION		
At the start of the year	7,085	6,441
Charged during the year	194	644
	-----	-----
At the end of the year	7,279	7,085
	-----	-----
NET BOOK VALUE AT END OF THE YEAR	£445	£639
	=====	=====

3. GRANTS, DONATIONS AND RESTRICTED FUNDS

	<u>2000</u>	<u>1999</u>
	£	£
Restricted grants:		
London Boroughs Grants	20,683	20,400
The Barrow Cadbury Trust	16,000	16,000
HM Prison Wandsworth	2,500	-
	-----	-----
Total restricted grants	39,183	36,400
Unrestricted grants and donations:		
National Lottery Charities Board	15,304	60,766
The Tudor Trust	-	12,000
The Hilden Charitable Fund	7,500	7,500
Lloyds TSB	7,500	-
Comic Relief	5,000	-
The Allen Lane Foundation	-	3,000
Donations	350	-
	-----	-----
	£74,837	£119,666
	=====	=====

The grant of £20,683 from London Boroughs Grants comprised £20,400 (1999 - £20,400) as a contribution towards the salary and associated costs of the Co-ordinator and £283 (1999 - Nil) Learning Credit towards staff training costs. All these funds were fully expended for these purposes in the year.

The grant from The Barrow Cadbury Trust was part of a 3-year award to June 30, 2000, totalling £48,000, for the Advice and Information Worker. The grant for the year was fully expended for this purpose.

The grant from HMP Wandsworth was a contribution towards the salary of the advice worker and his related costs and was fully expended for these purposes.

(Continued...)

DETENTION ADVICE SERVICE

NOTES TO THE ACCOUNTS AT MARCH 31, 2000

(Continued)

The grant from the National Lottery Charities Board was part of a 3-year grant award to August 30, 1999, totalling £135,644, as a contribution towards core operating costs. The grant from Comic Relief was the first of 6 6-monthly grants of £5,000 totalling £30,000 over 3 years.

Grants for the year shown above include amounts receivable for the period after the year-end - included in the Balance Sheet as Deferred grant income. The amount of £22,202 shown in the Statement of Financial Activities as movement in deferred income is the difference between the deferred amounts at the end of the year and at the end of the previous year as follows:

	<u>2000</u>	<u>1999</u>
	£	£
National Lottery Charities Board	-	10,202
The Tudor Trust	-	12,000
The Barrow Cadbury Trust	4,000	4,000
The Hilden Charitable Fund	7,500	7,500
	-----	-----
	£11,500	£33,702
	=====	=====

Movements on restricted funds during the year were as follows:

	Balance	<u>Movements in year</u>		Balance
	<u>B/F</u>	<u>Incoming</u>	<u>Outgoing</u>	<u>C/F</u>
	£	£	£	£
Co-ordinator	-	20,400	(20,400)	-
Advice and Information Worker	-	18,500	(18,500)	-
Staff training	-	283	(283)	-
	----	-----	-----	----
	£Nil	£39,183	(£39,183)	£Nil
	===	=====	=====	===

4. STAFF COSTS AND MANAGEMENT COMMITTEE

	<u>2000</u>	<u>1999</u>
	£	£
Staff salaries	72,048	69,948
Social security costs (NI)	7,208	6,994
Pension costs	5,764	5,488
	-----	-----
	£85,020	£82,430
	=====	=====

The Charity operates a defined contribution pension scheme for its staff, the assets of which are held and administered independently by Abbey Life. The pension costs shown above represent 8% of gross salaries of staff. The Charity has no commitments beyond these regular contributions and there were no outstanding or prepaid contributions at the year end (1999 - £Nil).

No member of staff earned more than £40,000 p.a. The average number of employees was 3 (1999 - 3).

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DETENTION ADVICE SERVICE

NOTES TO THE ACCOUNTS AT MARCH 31, 2000

(Continued)

None of the Management Committee received any remuneration or reimbursed expenses during the year (1999 - the same).

5. DESIGNATED FUND - CONTINGENCIES

	<u>2000</u>	<u>1999</u>
	£	£
Balance at the start of the year	19,000	18,000
Designated in the year	3,000	1,000
	-----	-----
Balance at the end of the year	£22,000	£19,000
	=====	=====

The income funds of the Charity include the Contingencies Fund, which has been set aside from unrestricted funds by the Management Committee. The purpose of the Reserve is to ensure that the Charity will have sufficient funds, in the event of a funding short-fall, to enable services to detainees to be maintained while other options are explored, or, in the worst case, for arrangements to be made for an orderly wind-down of activities, involving the minimum distress to detainees. The Reserve is sufficient to meet the cost of redundancies among the Charity's staff and rent commitments under its office occupancy agreement in the event of a loss of funding. The Reserve is also sufficient to fund the cost to the Charity of one member of staff being absent on sick leave for twelve weeks.

6. COMMITMENTS

In July 1998 the Charity leased new office premises in 308 Seven Sisters Road, London N4 for a period of 3 years from July 6, 1998; the rent payable is £7,500 per annum.

7. YEAR 2000

The Management Committee considers that because of the size of the Charity and the nature of its operations and activities, no significant costs or major disruption will result from Year 2000 date change so far as such matters are within its control.

8. FUTURE FUNDING

In common with other grant-funded organisations, the Charity depends on annual grants. The Charity has not yet completed its fundraising for the year ended March 31, 2001. The Management Committee is hopeful, however, based on past experience, that sufficient funds will be raised for the foreseeable future to enable operations to be continued at the current level. If the Charity is unsuccessful in raising all funds needed it is anticipated that activities will be continued at a reduced level, if necessary on an entirely voluntary basis. Sufficient funds have already been raised to the end of March 2002 to meet overhead and other non-staff costs.