

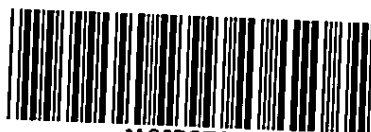
Company registered number 04228876
Registered charity number 1092647

Leeds Asylum Seekers Support Network

Financial Statements

for the year ended 31st March 2007

FRIDAY



ASSPOTQ3

A24

12/10/2007

371

COMPANIES HOUSE

Leeds Asylum Seekers Support Network
Report of the Management Committee for the year ended 31st March 2007

The Management Committee presents its report and financial statements for the year ended 31st March 2007

Reference and Administrative Information

Charity name	Leeds Asylum Seekers Support Network
Charity Registration Number	1092647
Company Registration Number	4228876
Registered Office	233-237 Roundhay Road Leeds West Yorkshire LS8 4HS

Management Committee

Hilary Willmer	(chair)
Anthony Beswick	
Guillaume Shungu	
Jacqueline Friend	(treasurer)
Dr Mette Wigger	
Shelagh Fawcett	
Zoran Greb	
Jeremy Pritlove	(appointed 3rd November 2006)
David Young	
Cath Mahoney	(appointed 3 rd November 2006)
Mary Chinnetty	(resigned 3 rd November 2006)
Sara Shokai	
Guillaume Shungu	
Dr Jill Vogler	

Company Secretary
Shelagh Fawcett

Principal staff

Peter Richardson	(from May 2007)
Gill Gibbons	(to May 2007)

Accountants

Slade & Cooper Limited
6 Mount Street
Manchester
M2 5NS

Bankers

Unity Trust Bank
Nine Brindleyplace
Birmingham
B1 2HB

Leeds Asylum Seekers Support Network
Report of the Management Committee
for the year ended 31 March 2007

Structure, governance and management

Governing document

Leeds Asylum Seekers Support Network is a company limited by guarantee and a registered charity. It is governed by its memorandum and articles of association.

Recruitment and appointment of trustees

Not more than ten persons elected by and from the membership at the Annual General Meeting, not more than five persons, who must be members of the Company, co-opted by the Management Committee.

At every Annual General Meeting one third of the elected members of the Management Committee shall retire from office. The members to retire shall be those longest in office since their last election. A retiring member shall be eligible for re-election provided that no person shall serve for more than six consecutive years.

Persons co-opted on the Board shall retire at the first Annual General Meeting following their appointment but shall be eligible for further co-option or election.

Under no circumstances shall employees of the Company, persons aged under eighteen years, persons who are bankrupt, persons who have an unspent conviction involving dishonesty, or persons otherwise disqualified by law from serving as charity trustees, serve as Management Committee members.

Relationship with related parties

LASSN is represented on the steering group of the Volunteering and Asylum Project, on the Board of Directors of SOLACE Surviving Exile and Persecution and on the committee of Jantella, a regional umbrella organisation for those working with asylum seekers and refugees. Hardship Fund payments are made through St Vincent's Support Centre and The Refugee Council.

Grants shown in the accounts are payments made from funds given to LASSN for the specific purpose of onward transmission to the recipients and are not grants in the generally accepted sense.

Risk review

The trustees identify the major risks to which the charity is exposed as circumstances arise, prepare and update a strategic plan, in particular those related to the operations and finances of the charity. The trustees then review any major risks which have been identified and establish systems to mitigate these risks.

The charity is dependent on grants, gifts and donations and there is the risk that such items may not be received. There are particular risks of changes to government policy on asylum and immigration. In order to mitigate these risks, the Manager prepares funding applications and senior representatives of other key agencies are called upon to give reference on our viability and effectiveness.

There are risks associated with working with children and vulnerable adults and for volunteers working in the community and in asylum seekers' homes. To mitigate these risks, LASSN has policies on Volunteer Guidelines, Health and Safety, Equal Opportunities, Child Protection, Disciplinary and Grievance Procedures for staff, appropriate insurance, training volunteers on personal safety, references for volunteers, appropriate CRB checks and regular supervision.

Leeds Asylum Seekers Support Network

Report of the Management Committee for the year ended 31 March 2007

Objectives and activities

Objects

To relieve asylum seekers and refugees in the Leeds Metropolitan District who are in conditions of need, hardship and distress by reasons of their social and economic circumstances by such charitable means as the trustees shall determine including the advancement of education, relief of poverty and the preservation and protection of good health

Activities

The objects of the charity are met through one to one volunteer Befriending, English at Home tuition for those who can not access English classes, organising community initiatives and supporting refugee community organisations, providing short-term emergency accommodation and evening meals by volunteer ShortStop hosts, raising a Hardship Fund through donations for destitute asylum seekers, giving formal talks, contributing to training on asylum to agencies in Leeds, organising seminars, training LASSN volunteers, a quarterly newsletter and networking with other refugee agencies

Use of volunteers

Volunteers are key to the success of the charity LASSN and its clients have benefited from the commitment and effort of 141 volunteers in the last year In 2006 LASSN had 52 members

Achievements and performance

The charity continues to have a good reputation and support within the local community Work with asylum seekers suffering from hardship and destitution are LASSN's priorities, however, support for people who have gained refugee status continues The charity continues to be an essential service that Social Services, NHS, Education and refugee agencies refer to and benefit from its

- 231 destitute asylum seekers and refugees benefited from the ShortStop project
- 91 asylum seekers and refugees were befriended last year through the Befriending project
- 46 asylum seekers and refugees received tuition, many of whom are illiterate in their native language
- 16 refugee community organisations have been assisted through the Leeds Refugee Forum which is the key means by which this community is enabled a voice within the city of Leeds
- 204 asylum seekers and refugees received Hardship Fund payments for subsistence and travel to Immigration offices
- 15 seminars and training sessions on asylum issues were delivered
- Produced the second edition of the Directory of Services in Leeds for Refugees and Asylum Seekers
- About 1,000 enquiries for advice and information were received
- Almost 650 copies of each of the LASSN newsletters were circulated to individuals and organisations

LASSN continued to work in partnership with St Vincent's Support Centre, St George's Crypt, PAFRAS, RETAS, Leeds No Borders, No Fixed Abode team, the Refugee Council, Health Access Team and NHS, by facilitating the Leeds Destitution and Asylum Steering group and liaising with local MP's and the Yorkshire and Humberside Regional Consortium

Leeds Asylum Seekers Support Network

Report of the Management Committee for the year ended 31 March 2007

Financial review

Reserves policy

The trustees have resolved to aim to establish reserves of £40,000 by December 2007, to provide for future activities which would enable LASSN to meet its financial commitments for three months. The current level of reserves are £21,592.

Principal sources of funding

Funding from the Big Lottery was secured for three years from 1 April 2006 to pay for one third of the charity's running costs. Other grant giving bodies include The Allen Lane Foundation, Capacity Builders, Church Urban Fund, Community Chest, Department of Health, Joseph Rowntree Charitable Trust, Lankelly Foundation, Lloyds TSB, Network for Social Change, Sir Halley Stewart Trust and West Yorkshire Local Development Agencies. The Hardship Fund and general reserves were raised through donations from over 223 individuals and groups.

Leeds Asylum Seekers Support Network

Report of the Management Committee for the year ended 31 March 2007

Statement of Management Committee responsibilities

Company Law requires the Management Committee to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and the income and expenditure of the charitable company for that period. In preparing the accounts the Management Committee 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 have been followed, subject to any material departures disclosed and explained in the financial statements,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business

The Management Committee is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable it to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charitable company and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the Management Committee, who are directors for the purposes of company law, and trustees for the purposes of charity law, who served during the year and up to the date of this report are set out on page 1.

Company status

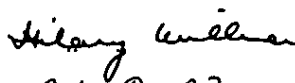
The company is limited by guarantee and all members have agreed to contribute a sum not exceeding £1 in the event of a winding-up. The number of guarantors at 31st March 2007 was 13.

Accountants

Slade & Cooper Limited were appointed as the charitable company's accountants during the year and have expressed their willingness to continue in that capacity.

This report has been prepared in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the Management Committee and signed on its behalf by

 Hilary Willmer (chair)
21 9 07 Date

**Accountants' Report
to the members on the unaudited accounts of
Leeds Asylum Seekers Support Network
for the year ended 31 March 2007**

We report on the accounts for the year ended 31st March 2007 set out on pages 7 to 15

Respective responsibilities of management committee and reporting accountant

As described on page 5 the management committee is responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

Basis of Opinion

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

Opinion

In our opinion:

- (a) the accounts are in agreement with the accounting records kept by the company under section 221 of the Companies Act 1985,
- (b) having regard only to, and on the basis of, the information contained in those accounting records,
 - (i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in section 249C(6) of the Act, and
 - (ii) the company satisfied the conditions for exemption from an audit of the accounts for the period specified in section 249A(4) of the Act and did not, at any time within that period, fall within any of the categories of the companies not entitled to the exemption specified in section 249B(1).

Slade & Cooper Ltd

Slade & Cooper Limited
Accountants
6 Mount Street
Manchester M2 5NS

8.10.07

Leeds Asylum Seekers Support Network

Statement of financial activities (including income and expenditure account) for the year ended 31 March 2007

	Note	Unrestricted funds £	Restricted funds £	2007 £	2006 as restated £
Incoming resources	2				
Donations		12,729	13,363	26,092	28,649
<i>Activities to further the charity's objects</i>					
Grants		-	220,025	220,025	216,488
Fees and other income		250	1,882	2,132	2,836
Bank interest		665	-	665	84
Total incoming resources		13,644	235,270	248,914	248,057
Resources expended					
Salaries	5	6,286	146,795	153,081	140,289
Premises		156	7,322	7,478	12,583
Office Expenses		1,197	10,501	11,698	10,444
Insurance		-	1,317	1,317	539
Recruitment and training		428	1,998	2,426	2,351
Publicity		519	1,593	2,112	555
Staff expenses		271	1,971	2,242	1,026
Sundries		560	-	560	995
Volunteer Costs		-	4,222	4,222	6,111
Professional fees		600	1,574	2,174	4,137
Audit and accountancy		1,353	409	1,762	2,291
Project costs		-	2,850	2,850	-
Grants payable		679	28,480	29,159	25,580
Trustee Expenses		-	-	-	29
Depreciation		874	153	1,027	1,738
Total resources expended		12,923	209,185	222,108	208,668
Net incoming/(outgoing) resources for the year	3	721	26,085	26,806	39,389
Transfer between funds		5,507	(5,507)	-	-
Net movement in funds		6,228	20,578	26,806	39,389
Funds at 31 March 2006 as originally stated		15,364	507	15,871	20,892
Prior year adjustment		-	44,410	44,410	-
Funds at 31 March 2006		15,364	44,917	60,281	60,281
Funds at 31 March 2007		£ 21,592	£ 65,495	£ 87,087	£ 60,281

All of the charity's operations are classed as continuing
Movements on reserves and all recognised surpluses or deficits are shown above

Leeds Asylum Seekers Support Network

Balance Sheet as at 31 March 2007

	Note	2007 £	2006 as restated £
Fixed assets			
Tangible assets	7	1,965	2,325
Current assets			
Debtors	8	5,113	1,858
Cash at bank and in hand		84,891	60,899
		<u>90,004</u>	<u>62,757</u>
Creditors' amounts falling due in less than one year	9	(4,882)	(4,801)
		<u></u>	<u></u>
Net current assets		85,122	57,956
		<u></u>	<u></u>
Total assets less current liabilities		<u>£ 87,087</u>	<u>£ 60,281</u>
		<u></u>	<u></u>
Reserves			
Unrestricted funds			
General funds		21,592	15,364
		<u></u>	<u></u>
Subtotal		21,592	15,364
Restricted funds	10	65,495	44,917
		<u></u>	<u></u>
		<u>£ 87,087</u>	<u>£ 60,281</u>

For the year in question, the company was entitled to exemption from an audit under section 249A(2) of the Companies Act 1985. No notice has been deposited under section 249B(2) of the Act in relation to the accounts for the financial year. The directors acknowledge their responsibility for

- ensuring that the company keeps accounting records which comply with section 221 of the Companies Act 1985, and
- preparing accounts which give a true and fair view of the state of affairs of the company, as at the end of the financial year, and of its surplus or deficit for the financial year in accordance with the requirements of section 226 of the Companies Act 1985, and which otherwise comply with the requirements of that Act relating to accounts, so far as applicable to the company

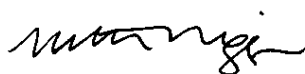
The accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 applicable to small companies

Approved by the Management Committee and signed on their behalf by

Hilary Willmer (chair)



Mette Wiggen



Date

21 9 07

Leeds Asylum Seekers Support Network

Notes to the accounts for the year ended 31 March 2007

1 Accounting policies

The principal accounting policies adopted in the preparation of the financial statements are set out below. They have been applied consistently during the year, and in the preceding year.

a Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Companies Act 1985 and the Statement of Recommended Practice - Accounting and Reporting by Charities (issued in March 2005), and the Financial Reporting Standard for Smaller Entities (effective January 2005).

b Fund accounting

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

c Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Investment income is included when receivable.
- Incoming resources from charitable trading activity are accounted for when earned.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

d Resources expended

Expenditure is recognised on an accrual basis when a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is included as part of the expenditure to which it relates.

- Costs of generating funds are those costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Leeds Asylum Seekers Support Network
Notes to the accounts
for the year ended 31 March 2007 (continued)

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both the direct costs and support costs relating to such activities.

- e Operating leases**
Rentals payable under operating leases, where substantially all the risks and rewards of ownership remains with the lessor, are charged to the Statement of Financial Activities in the year in which they fall due.

- f Tangible fixed assets**
Fixed assets are stated at cost less accumulated depreciation. Individual fixed assets costing £100 or more are capitalised at cost.

Tangible fixed assets are depreciated on a straight line basis over their estimated useful lives as follows:

Asset Category	Annual rate
Office equipment	25%

- g Pensions**
The charitable company contributes to defined contribution pension schemes on behalf of its employees. The assets of these schemes are entirely separate to those of the charity. The pension cost shown represents contributions payable by the charity on behalf of the employees.

- h Cash flow statement**
The charity has taken advantage of the exemption in Financial Reporting Standard 1 from preparing a Cash Flow Statement on the grounds that it is a small charitable company.

- i Prior year adjustment**
The prior year adjustment is in respect of grants that had been deferred at 31 March 2006. The charity was entitled to these grants at 31 March 2006 and consequently they should not have been deferred as per SORP (2005).

Leeds Asylum Seekers Support Network
Notes to the accounts
for the year ended 31 March 2007 (continued)

2 Incoming resources

	Unrestricted	Restricted	Total 2007	Total 2006 as restated
	£	£	£	£
Grants				
Big Lottery Fund	-	74,841	74,841	86,540
Allen Lane Foundation	-	3,660	3,660	5,559
Joseph Rowntree Charitable Trust	-	10,000	10,000	20,060
Church Urban Fund	-	9,000	9,000	2,500
Lankellychase Foundation	-	15,000	15,000	14,000
Leeds City Council	-	100	100	22,127
Network for Social Change	-	-	-	4,130
Leeds Adult & Community Learning				
Theme Chest	-	-	-	33,539
Leeds Refugee Week	-	-	-	8,000
Radley Charitable	-	-	-	250
W F Southall Trust	-	-	-	2,000
Per Pro Duchesne Trust	-	-	-	1,000
Friends Action on Poverty	-	-	-	1,000
Community Chest	-	-	-	2,783
Lloyds TSB	-	-	-	10,000
Leeds Christian Community Trust	-	-	-	3,000
Home Office Capacity Builders	-	29,402	29,402	-
Department of Health	-	28,000	28,000	-
Esmée Fairbairn Foundation	-	25,960	25,960	-
Sir Halley Stewart Trust	-	10,212	10,212	-
West Yorkshire Local Development				
Agencies (WYLDA)	-	11,000	11,000	-
Arts Council England	-	2,850	2,850	-
	-	220,025	220,025	216,488
Donations	12,729	13,363	26,092	28,649
Fees and other income				
Sales of materials	-	1,782	1,782	305
Membership subscriptions	-	100	100	235
Other Income	250	-	250	2,296
	250	1,882	2,132	2,836
Bank interest	665	-	665	84
Total incoming resources	£ 13,644	£ 235,270	£ 248,914	£ 248,057

Leeds Asylum Seekers Support Network
Notes to the accounts
for the year ended 31 March 2007 (continued)

3 Net incoming/(outgoing) resources

This is stated after charging/(crediting) the following

	2007 £	2006 £
Accountant's remuneration		
- accountancy	1,763	2,291
Depreciation	1,027	1,738
	<u> </u>	<u> </u>

4 Corporation tax

The charity is exempt from tax on income and gains falling within section 505 of the Taxes act 1988 or s252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

5 Staff costs

Staff costs during the year were as follows

	2007 £	2006 £
Wages and salaries	135,168	125,653
Social security costs	12,742	11,051
Pension costs	5,171	3,585
	<u> </u>	<u> </u>
	£ 153,081	£ 140,289
	<u> </u>	<u> </u>

The average weekly number of employees during the year calculated on the basis of full-time equivalents was as follows

Manager	1 0	1 0
Administration	1 0	1 0
Project workers	3 0	2 0
Development workers	5	1 0
	<u> </u>	<u> </u>
Total	5 5	5 0
	<u> </u>	<u> </u>

The number of employees earning over £60,000 per annum excluding pension contributions was nil (2006 nil)

6 Trustees' remuneration and expenses

Neither the trustees nor any persons connected with them received any remuneration during the year.

One trustee received £36 travel expenses in the year (2006 £29)

Leeds Asylum Seekers Support Network
Notes to the accounts
for the year ended 31 March 2007 (continued)

7 Fixed assets: tangible assets

	Office equipment £
Cost brought forward 1 April 2006	10,849
Additions	667
	<hr/>
Cost carried forward 31 March 2007	£ 11,516
	<hr/>
Depreciation brought forward 1 April 2006	8,524
Charge for the year	1,027
	<hr/>
Depreciation carried forward 31 March 2007	£ 9,551
	<hr/>
Net book value at 31 March 2007	£ 1,965
	<hr/>
<i>Net book value at 31 March 2006</i>	<i>£ 2,325</i>
	<hr/>

8 Debtors

	2007 £	2006 £
Grants receivable	3,099	-
Prepayments	2,014	1,858
	<hr/>	<hr/>
	£ 5,113	£ 1,858
	<hr/>	<hr/>

9 Creditors: amounts falling due in less than one year

	2007 £	2006 as restated £
Creditors	3,120	2,980
Accruals	1,762	1,821
	<hr/>	<hr/>
	£ 4,882	£ 4,801
	<hr/>	<hr/>

Leeds Asylum Seekers Support Network
Notes to the accounts
for the year ended 31 March 2007 (continued)

10 Restricted funds

	At 1 April 2006 as restated	Incoming resources	Outgoing resources	Transfers	As at 31 March 2007
	£	£	£	£	£
Capital Fund	507	-	-	(507)	-
Allen Lane Foundation	4,667	3,660	(4,967)	-	3,360
Joseph Rowntree Charitable Trust	4,590	10,000	(14,590)	-	-
Leeds City Council Social Services	1,098	-	(1,098)	-	-
Network for social change	1,025	-	(1,025)	-	-
Community Chest	1,578	-	(1,078)	-	500
Lloyds TSB	10,000	-	(10,000)	-	-
Lankellychase Foundation	6,015	15,000	(10,751)	-	10,264
ShortStop	398	-	(398)	-	-
Legal Fund	764	-	(210)	-	554
Hardship Fund	11,275	15,344	(26,619)	-	-
Leeds Chrstion Community Trust	3,000	-	(3,000)	-	-
Big Lottery	-	74,841	(74,841)	-	-
Church Urban Fund	-	9,000	(7,497)	-	1,503
Home Office Capacity Building	-	29,402	(9,812)	-	19,590
Arts Council	-	2,850	(2,850)	-	-
Sir Halley Stewart Trust	-	10,212	(9,143)	-	1,069
WYLDA	-	11,000	(8,305)	-	2,695
Esmee Fairburn Foundation	-	25,960	-	-	25,960
Department of Health	-	28,000	(23,000)	(5,000)	-
	<u>£ 44,917</u>	<u>£ 235,269</u>	<u>£ (209,184)</u>	<u>£ (5,507)</u>	<u>£ 65,495</u>

Restricted funds represent monies to be used for the following specific purposes

Allen Lane Foundation - to fund a newsletter and office manager salary

Community Chest - community development

Lankellychase Foundation - to fund the Short Stop project

Church Urban Fund - to fund befriending salaries

Department of Health - to fund the English at home salary

WYLDA - to fund Leeds Refugee Forum, the Refugee Forum Co-ordinator salary and LASSN management costs

Esmee Fairburn Foundation - to fund the English at home project

Network for Social Change - to help fund manager and office manager salaries and LASSN training and running costs

Leeds Chrstion Community Trust - to fund the short stop salary

Lloyds TSB - to fund the office manager salary

Leeds City Council & Social Services - hardship payments to destitute asylum seekers and counselling

The transfer on the capital fund was made as the capital assets are not restricted

The transfer on the Department of Health grant was made as it was agreed with the funder that this money could be retained by the charity

Leeds Asylum Seekers Support Network
Notes to the accounts
for the year ended 31 March 2007 (continued)

11 Analysis of net assets between funds

Fund balances at 31 March 2007 are represented by	Unrestricted funds £	Restricted funds £	Total £
Fixed assets	1,965	-	1,965
Current assets	19,627	77,323	90,004
Creditors amounts falling due in less than one year	-	(4,882)	(4,882)
	<hr/>	<hr/>	<hr/>
Total net assets	£ 21,592	£ 72,441	£ 87,087
	<hr/>	<hr/>	<hr/>

12 Lease commitments

The charity had the following annual commitments under non-cancellable operating leases

	Land and buildings	
	2007	2006
	£	£
Leases expiring in		
One year	-	-
Two to five years	5,067	5,067
	<hr/>	<hr/>