

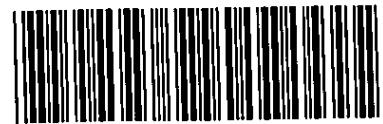
Company registered number 04228876
Registered charity number 1092647

Leeds Asylum Seekers Support Network

Financial Statements

for the year ended 31st March 2009

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Leeds Asylum Seekers Support Network
Report of the Management Committee for the year ended 31st March 2009

The Management Committee presents its report and financial statements for the year ended 31st March 2009.

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

Dr Mette Wigger		Chair
Simon Stokes		Treasurer
Christine Brett	(appointed 13 October 2008)	Company Secretary
Ali Mahgoub Ali	(appointed 13 October 2008)	
Andrew Rathbone	(appointed 18 March 2009)	
Dr Gillian Tober		
Jacqueline Friend		
Jeremy Pritlove		
Judith Weymont	(appointed 13 October 2008)	
Nigel Greenwood		
Peter Rosser	(appointed 13 October 2008)	
Rachel Westerby	(appointed 13 October 2008)	
Sina Hakiman	(appointed 13 October 2008)	
Cath Mahoney	(resigned 13 October 2008)	
Dr Jill Vogler	(resigned 13 October 2008)	
Victoria Sinclair	(resigned 13 October 2008)	
Zoran Greb	(resigned 13 October 2008)	

Company Secretary
Christine Brett

Principal staff
Peter Richardson

Independent Examiner
Paul Cowham ACA DChA
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 2009

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 works in partnership with Northern Refugee Centre (NRC) to deliver support to Refugee Fora and Refugee Community Organisations. This work is funded by Capacity Builders. LASSN delivers the service in Leeds and NRC undertakes regional work and service delivery in other areas across the region.

LASSN works in partnership with Leeds Refugee Forum. LASSN staff provides development and administrative support to Leeds Refugee Forum.

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 2009

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 227 volunteers in the year ended 31 March 2009 (2008: 190). At 31 March 2009 LASSN had 76 members (2008: 58).

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, although 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. Last year LASSN:

- supported 616 asylum seekers and refugees
- benefited from 227 volunteers working with us
- updated and published the Directory of Services in Leeds for Asylum Seekers and Refugees
- befriended 113 asylum seekers and refugees through the Befriending Project
- taught English to 59 asylum seekers and refugees through the English at Home scheme
- provided a bed for a homeless asylum seeker or refugee on 942 nights through the Short Stop project
- supported 19 Refugee Community Organisations through Leeds Refugee Forum
- enabled 25 community and voluntary organisations to exchange information at the One Community Centre
- saw more than 6,000 community members using One Community Centre
- provided hardship fund support to 164 destitute asylum seekers (141 recipients, 4 partners and 19 children)
- gave 31 talks and presentations to churches, colleges, councillors, health professionals, humanists, media students, private sector workers and statutory agencies.

Financial review

Reserves policy

The trustees have resolved to continue building up reserves over the next two years to reach an amount equivalent to three months running costs or the cost of closing down the organisation in an orderly manner. The target is to have £49,000 by April 2011. The current level of reserves is £36,000

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, Henry Smith Foundation, Joseph Rowntree Charitable Trust, Lankelly Foundation, Lloyds TSB, Leeds Primary Care Trust, and the Steel Trust. The Hardship Fund and general reserves were raised through donations from over 93 individuals and groups (2008: 114).

Leeds Asylum Seekers Support Network

Report of the Management Committee for the year ended 31 March 2009

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 guarantees at 31st March 2009 was 47.

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:

 Dr Mette Wigger (chair)

16/9/09 Date

**Independent examiner's Report to the Trustees of
Leeds Asylum Seekers Support Network**

I report on the accounts of the company for the year ended 31 March 2009 which are set out on pages 6 to 14.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1 which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records in accordance with section 221 of the Companies Act 1985; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 226(a) of the Companies Act 1985 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Paul Cowham ACA DChA
Slade & Cooper Limited
Accountants
6 Mount Street
Manchester M2 5NS

Date 30.9.09

Leeds Asylum Seekers Support Network

Statement of financial activities (including income and expenditure account) for the year ended 31 March 2009

	Note	Unrestricted funds £	Restricted funds £	2009 £	2008 £
Incoming resources	2				
Donations		17,801	17,237	35,038	30,540
<i>Activities to further the charity's objects</i>					
Grants		3,350	320,396	323,746	170,968
Fees and other income		939	-	939	3,300
Bank interest		1,633	-	1,633	1,385
Total incoming resources		23,723	337,633	361,356	206,193
Resources expended					
Salaries	5	678	167,902	168,580	165,126
Premises		-	10,058	10,058	7,895
Office expenses		-	6,943	6,943	10,034
Insurance		-	1,605	1,605	1,442
Recruitment and training		109	2,818	2,927	1,370
Publicity		1,322	1,925	3,247	3,025
Staff expenses		-	2,382	2,382	1,523
Equipment and ICT support		1,937	1,285	3,222	-
Volunteer Costs		-	5,074	5,074	3,633
Professional fees		-	2,167	2,167	2,249
Audit and accountancy		-	2,027	2,027	1,763
Grants payable		12,543	125,147	137,690	38,249
Depreciation		-	-	-	1,410
Total resources expended		16,589	329,333	345,922	237,719
Net incoming/(outgoing) resources for the year	3	7,134	8,300	15,434	(31,526)
Transfer between funds		189	(189)	-	-
Net movement in funds		7,323	8,111	15,434	(31,526)
Funds at 31 March 2008		28,679	26,882	55,561	87,087
Funds at 31 March 2009		£ 36,002	£ 34,993	£ 70,995	£ 55,561

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 2009

	Note	2009	2008
		£	£
Fixed assets			
Tangible assets	1(f), 8	-	1,937
Current assets			
Debtors	9	1,500	2,386
Cash at bank and in hand		71,752	54,957
		<u>73,252</u>	<u>57,343</u>
Creditors: amounts falling due in less than one year	10	<u>(2,257)</u>	<u>(3,719)</u>
Net current assets		70,995	53,624
Total assets less current liabilities		<u>£ 70,995</u>	<u>£ 55,561</u>
Reserves			
Unrestricted funds		36,002	28,679
Restricted funds	11	34,993	26,882
		<u>£ 70,995</u>	<u>£ 55,561</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:

Dr Mette Wigger (chair)



Simon Stokes (Treasurer)



Date

24/09/09

Leeds Asylum Seekers Support Network

Notes to the accounts for the year ended 31 March 2009

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 2007).

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.
- 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.

Leeds Asylum Seekers Support Network
Notes to the accounts
for the year ended 31 March 2009 (continued)

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 £1,000 or more are capitalized at cost. In previous periods the capitalisation threshold was £100. The effect of this change in policy during the period was that fixed assets with a net book value of £1,937 were written off through Resources Expended.

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.

Leeds Asylum Seekers Support Network

Notes to the accounts for the year ended 31 March 2009 (continued)

2 Incoming resources

	Unrestricted	Restricted	Total 2009	Total 2008
	£	£	£	£
Grants				
Big Lottery Fund	-	76,651	76,651	75,227
Joseph Rowntree Charitable Trust	-	7,500	7,500	10,000
Church Urban Fund	-	2,500	2,500	7,000
Lankellychase Foundation	-	12,000	12,000	-
Leeds Primary Care Trust	-	12,000	12,000	-
Network for Social Change	-	-	-	16,195
Lloyds TSB	-	9,600	9,600	-
Henry Smith Charity	-	25,000	25,000	18,750
Home Office Capacity Builders	-	145,605	145,605	24,056
Esmée Fairbairn Foundation	-	26,540	26,540	-
Sir Halley Stewart Trust	-	-	-	19,740
Steel Trust	-	3,000	3,000	-
Other small grants	3,350	-	3,350	-
	<u>3,350</u>	<u>320,396</u>	<u>323,746</u>	<u>170,968</u>
Donations	<u>17,801</u>	<u>17,237</u>	<u>35,038</u>	<u>30,540</u>
Fees and other income				
Membership subscriptions	290	-	290	740
Other Income	649	-	649	2,560
	<u>939</u>	<u>-</u>	<u>939</u>	<u>3,300</u>
Bank interest	<u>1,633</u>	<u>-</u>	<u>1,633</u>	<u>1,385</u>
Total incoming resources	<u>£ 23,723</u>	<u>£ 337,633</u>	<u>£ 361,356</u>	<u>£ 206,193</u>

Leeds Asylum Seekers Support Network
Notes to the accounts
for the year ended 31 March 2009 (continued)

3 Net incoming/(outgoing) resources

This is stated after charging/(crediting) the following:

	2009 £	2008 £
Accountant's remuneration - Independent Examination		
Accountant's report and accounts preparation	-	1,763
Accounts preparation	862	-
Independent examination	863	-
Depreciation	1,207	1,410
	<u>1,207</u>	<u>1,410</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:

	2009 £	2008 £
Wages and salaries	149,966	145,836
Social security costs	12,936	13,460
Pension costs	5,678	5,830
	<u>£ 168,580</u>	<u>£ 165,126</u>

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

Manager	0.8	1.0
Administration	1.7	1.4
Project workers	2.7	2.9
Development workers	0.6	0.6
Total	<u>5.8</u>	<u>5.9</u>

The number of employees earning over £60,000 per annum excluding pension contributions was nil (2008: nil).

Leeds Asylum Seekers Support Network
Notes to the accounts
for the year ended 31 March 2009 (continued)

6 Grants payable

Grants were awarded under the hardship fund to help asylum seekers in particular need of support. These grants were paid to individuals and institutions as listed below. Grants were also paid to partner organisations working on the Capacity Builders Refugee Forum project.

	2009 £	2008 £
Grants to partners working on the Capacity Builders Refugee Forum project:		
Northern Refugee Centre	103,431	-
Leeds Refugee Forum	4,479	11,250
Hardship Fund Grants:		
St. Vincents Support Centre	24,000	21,605
PAFRAS	2,600	2,600
Refugee Council	2,400	1,634
Other small grants	780	1,160
	<u>£ 137,690</u>	<u>£ 38,249</u>

7 Trustees' remuneration and expenses

Neither the trustees nor any persons connected with them received any remuneration during the year.
Two trustees received expenses totalling £213 in the year (2008: £Nil).

8 Fixed assets: tangible assets

	Office equipment £
Cost brought forward 1 April 2008	12,898
Disposals	(12,898)
	<u>£ -</u>
Cost carried forward 31 March 2009	<u>£ -</u>
Depreciation brought forward 1 April 2008	10,961
Disposals	(10,961)
	<u>£ -</u>
Depreciation carried forward 31 March 2009	<u>£ -</u>
Net book value at 31 March 2009	<u>£ -</u>
Net book value at 31 March 2008	<u>£ 1,937</u>

The threshold for capitalization was raised to £1,000, and as a result fixed assets with a net book value of £1,937 were written off to expenditure.

Leeds Asylum Seekers Support Network
Notes to the accounts
for the year ended 31 March 2009 (continued)

9 Debtors

	2009 £	2008 £
Prepayments	£ 1,500	£ 2,386

10 Creditors: amounts falling due in less than one year

	2009 £	2008 £
Creditors	230	1,956
Accruals	2,027	1,763
	<u>£ 2,257</u>	<u>£ 3,719</u>

11 Restricted funds

	At 1 April 2008 £	Incoming resources £	Outgoing resources £	Transfers £	As at 31 March 2009 £
Allen Lane Foundation	1,055	-	(1,055)	-	-
Big Lottery Fund	1,396	76,651	(78,047)	-	-
Church Urban Fund	3,018	2,500	(2,373)	-	3,145
Esmée Fairbairn Foundation	1,437	26,540	(27,977)	-	-
Henry Smith Charity	2,536	25,000	(10,694)	-	16,842
Home Office Capacitybuilders	-	145,605	(145,605)	-	-
Joseph Rowntree Charitable Trust	2,442	7,500	(9,942)	-	-
Lankellychase Foundation	-	12,000	(12,000)	-	-
Leeds Primary Care Trust	-	12,000	(7,873)	-	4,127
Legal Fund	227	-	(38)	(189)	-
Lloyds TSB	-	9,600	(5,246)	-	4,354
Network for Social Change	4,066	-	(541)	-	3,525
Hardship Fund	-	17,237	(17,237)	-	-
Sir Halley Stewart Trust	10,705	-	(10,705)	-	-
Steel Trust - Short Stop	-	3,000	-	-	3,000
	<u>£ 26,882</u>	<u>£ 337,633</u>	<u>£ (329,333)</u>	<u>£ (189)</u>	<u>£ 34,993</u>

Leeds Asylum Seekers Support Network
Notes to the accounts
for the year ended 31 March 2009 (continued)

11 Restricted funds (continued)

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

Allen Lane Foundation - to fund the charity's newsletter.
 Big Lottery Fund - Core costs, Befriending and English at Home projects.
 Church Urban Fund - to fund befriending project.
 Esmee Fairburn Foundation - to fund the English at home project and core costs.
 Henry Smith Charity - Administration and core costs.

Home Office Capacitybuilders - Leeds Refugee Forum development, administration and regional management.
 Joseph Rowntree Charitable Trust - management and core costs.
 Lankellychase Foundation - to fund the Short Stop project.
 Leeds Primary Care Trust - staff and volunteer training.
 Lloyds TSB - management and training.
 Network for Social Change - management and core costs.
 Hardship fund - subsistence payments to destitute asylum seekers in Leeds.
 Sir Halley Stewart Trust - Short Stop project.
 Steel Trust - Short stop project.

12 Analysis of net assets between funds

Fund balances at 31 March 2009 are represented by:

	Unrestricted funds £	Restricted funds £	Total £
Fixed assets	-	-	-
Current assets	38,259	34,993	73,252
Creditors: amounts falling due in less than one year	(2,257)	-	(2,257)
Total net assets	£ 36,002	£ 34,993	£ 70,995

13 Lease commitments

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

	Land and buildings 2009 £	2008 £
Leases expiring in:		
One year	-	5,269

14 Related party transactions

Ali Mahgoub Ali is a director and trustee of the charity and is also an executive committee member of Leeds Refugee Forum. During the year the charity paid a Capacitybuilders grant of £4,479 to Leeds Refugee Forum.

Seven other trustees or their partners made donations or raised funds for the charity during the year. The total thus donated to the charity by trustees was £2,340.