

Company registered number 04228876
Registered charity number 1092647

Leeds Asylum Seekers Support Network

Financial Statements

for the year ended 31st March 2008

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Leeds Asylum Seekers Support Network
Report of the Management Committee for the year ended 31st March 2008

The Management Committee presents its report and financial statements for the year ended 31st March 2008

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

Cath Mahoney	chair
Dr Gillian Tober (appointed 19 October 2007)	
Dr Jill Vogler	
Dr Mette Wigger	
Jacqueline Friend	
Jeremy Pritlove	
Nigel Greenwood (appointed 12 November 2007)	
Simon Stokes (appointed 14 January 2008)	treasurer
Victoria Sinclair (appointed 19 October 2007)	
Zoran Greb	
Anthony Beswick (resigned 19 October 2007)	
David Young (resigned 6 June 2007)	
Guillaume Shungu (resigned 19 October 2007)	
Hilary Willmer (resigned 19 October 2007)	
Sara Shokai (resigned 19 October 2007)	
Shelagh Fawcett (resigned 19 October 2007)	

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 2008

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 Leeds multi-agency task group, Abigail Housing committee, RETAS and on the committee of Jantela a regional umbrella organisation for those working with asylum seekers and refugees. Hardship fund distribution is made through St Vincent's support centre, the Refugee Council and PAFRAS with referrals to the fund coming from RETAS, Refugee Action, the Health Access Team, East Leeds Health for All, Refugee Council and PAFRAS.

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 2008

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 190 volunteers in the last year In 2007 LASSN had 58 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

- 394 destitute asylum seekers and refugees benefited from the ShortStop project
- 112 asylum seekers and refugees were befriended last year through the Befriending project
- 45 asylum seekers and refugees received tuition, many of whom are illiterate in their native language
- 24 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
- 132 asylum seekers and refugees received Hardship Fund payments for subsistence and travel to Immigration offices
- 16 seminars, talks and training sessions on asylum issues were delivered
- About 700 enquiries for advice and information were received
- Over 700 copies of the LASSN newsletters were circulated to individuals and organisations
- One Community Centre opened for refugee community organisations with 1,446 people using for meetings, workshops, socialising, events, elections and training in the first three months of 2008

LASSN continued to work in partnership with St Vincent's Support Centre, St George's Crypt, PAFRAS, RETAS, Solace, Leeds No Borders, the Refugee Council, Refugee Action, Health Access Team and other teams within the NHS

We have also continued to be active with our campaigning and awareness raising through talks, events and networking with other organisations This year we were on the steering group of the Joseph Rowntree Charitable trust inquiry into destitution and had one of the commissioners to our AGM and conference We have continued to chair the Destitution Steering Group and have been instrumental in bringing together agencies and individuals into the Leeds Asylum Campaign Alliance

Leeds Asylum Seekers Support Network

Report of the Management Committee for the year ended 31 March 2008

Financial review

Reserves policy

The trustees have resolved to aim to build up reserves over the next three 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 £38,000 by 31 March 2009. The current level of reserves are £28,679.

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, Network for Social Change and the Sir Halley Stewart Trust. The Hardship Fund and general reserves were raised through donations from over 114 individuals and groups.

Leeds Asylum Seekers Support Network

Report of the Management Committee for the year ended 31 March 2008

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 2008 was 11.

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


Cath Mahoney (chair)
15 Sept 08
Date

**Accountants' Report
to the members on the unaudited accounts of
Leeds Asylum Seekers Support Network
for the year ended 31 March 2008**

We report on the accounts for the year ended 31st March 2008 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 Limited
Accountants
6 Mount Street
Manchester M2 5NS

Leeds Asylum Seekers Support Network

Statement of financial activities (including income and expenditure account) for the year ended 31 March 2008

	Note	Unrestricted funds £	Restricted funds £	2008 £	2007 £
Incoming resources	2				
Donations		11,399	19,141	30,540	26,092
<i>Activities to further the charity's objects</i>					
Grants		-	170,968	170,968	220,025
Fees and other income		3,300	-	3,300	2,132
Bank interest		1,385	-	1,385	665
Total incoming resources		16,084	190,109	206,193	248,914
Resources expended					
Salaries	5	-	165,126	165,126	153,081
Premises		-	7,895	7,895	7,478
Office Expenses		612	9,422	10,034	11,698
Insurance		-	1,442	1,442	1,317
Recruitment and training		-	1,370	1,370	2,426
Publicity		-	3,025	3,025	2,112
Staff expenses		-	1,523	1,523	2,242
Sundries		-	-	-	560
Volunteer Costs		-	3,633	3,633	4,222
Professional fees		490	1,759	2,249	2,174
Audit and accountancy		-	1,763	1,763	1,762
Project costs		-	-	-	2,850
Grants payable		7,867	30,382	38,249	29,159
Trustee Expenses		-	-	-	-
Depreciation		1,410	-	1,410	1,027
Total resources expended		10,379	227,340	237,719	222,108
Net incoming/(outgoing) resources for the year	3	5,705	(37,231)	(31,526)	26,806
Transfer between funds		1,382	(1,382)	-	-
Net movement in funds		7,087	(38,613)	(31,526)	26,806
Funds at 31 March 2007		21,592	65,495	87,087	60,281
Funds at 31 March 2008		£ 28,679	£ 26,882	£ 55,561	£ 87,087

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 2008

	Note	2008	2007
		£	£
Fixed assets			
Tangible assets	8	1,937	1,965
Current assets			
Debtors	9	2,386	5,113
Cash at bank and in hand		54,957	84,891
		<u>57,343</u>	<u>90,004</u>
Creditors amounts falling due in less than one year	10	(3,719)	(4,882)
		<u></u>	<u></u>
Net current assets		53,624	85,122
Total assets less current liabilities		<u>£ 55,561</u>	<u>£ 87,087</u>
Reserves			
Unrestricted funds			
General funds		28,679	21,592
		<u></u>	<u></u>
Subtotal		28,679	21,592
Restricted funds	11	26,882	65,495
		<u>£ 55,561</u>	<u>£ 87,087</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

Cath Mahoney (chair)

C. J. Mahoney

Simon Stokes (Treasurer)

Simon Stokes

Date

15/02/08

Leeds Asylum Seekers Support Network

Notes to the accounts for the year ended 31 March 2008

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.

Leeds Asylum Seekers Support Network
Notes to the accounts
for the year ended 31 March 2008 (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.

Leeds Asylum Seekers Support Network

Notes to the accounts for the year ended 31 March 2008 (continued)

2 Incoming resources

	Unrestricted	Restricted	Total 2008	Total 2007
	£	£	£	£
Grants				
Big Lottery Fund	-	75,227	75,227	74,841
Allen Lane Foundation	-	-	-	3,660
Joseph Rowntree Charitable Trust	-	10,000	10,000	10,000
Church Urban Fund	-	7,000	7,000	9,000
Lankellychase Foundation	-	-	-	15,000
Leeds City Council	-	-	-	100
Network for Social Change	-	16,195	16,195	-
Henry Smith Charity	-	18,750	18,750	-
Home Office Capacity Builders	-	24,056	24,056	29,402
Department of Health	-	-	-	28,000
Esmée Fairbairn Foundation	-	-	-	25,960
Sir Halley Stewart Trust	-	19,740	19,740	10,212
West Yorkshire Local Development Agencies (WYLDA)	-	-	-	11,000
Arts Council England	-	-	-	2,850
	-	170,968	170,968	220,025
Donations	11,399	19,141	30,540	26,092
Fees and other income				
Sales of materials	-	-	-	1,782
Membership subscriptions	740	-	740	100
Other Income	2,560	-	2,560	250
	3,300	-	3,300	2,132
Bank interest	1,385	-	1,385	665
Total incoming resources	£ 16,084	£ 190,109	£ 206,193	£ 248,914

Leeds Asylum Seekers Support Network

Notes to the accounts for the year ended 31 March 2008 (continued)

3 Net incoming/(outgoing) resources

This is stated after charging/(crediting) the following

	2008 £	2007 £
Accountant's remuneration - accountancy	1,763	1,763
Depreciation	1,410	1,027
	<u>3,173</u>	<u>2,790</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

	2008 £	2007 £
Wages and salaries	145,836	135,168
Social security costs	13,460	12,742
Pension costs	5,830	5,171
	<u>165,126</u>	<u>153,081</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	1.4	1.0
Project workers	2.9	3.0
Development workers	6	5
Total	<u>5.9</u>	<u>5.5</u>

The number of employees earning over £60,000 per annum excluding pension contributions was nil (2007 nil)

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, the largest grants awarded to institutions are

	£
St Vincents Support Centre	21,605
PAFRAS	2,600
Refugee Council	1,634
	<u>25,839</u>

Leeds Asylum Seekers Support Network

Notes to the accounts for the year ended 31 March 2008 (continued)

7 Trustees' remuneration and expenses

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

No trustees received expenses in the year (2007 £36)

8 Fixed assets: tangible assets

	Office equipment £
Cost brought forward 1 April 2007	11,516
Additions	1,382
	<hr/>
Cost carried forward 31 March 2008	£ 12,898
	<hr/>
Depreciation brought forward 1 April 2007	9,551
Charge for the year	1,410
	<hr/>
Depreciation carried forward 31 March 2008	£ 10,961
	<hr/>
Net book value at 31 March 2008	£ 1,937
	<hr/>
<i>Net book value at 31 March 2007</i>	<i>£ 1,965</i>
	<hr/>

9 Debtors

	2008 £	2007 £
Grants receivable	-	3,099
Prepayments	2,386	2,014
	<hr/>	<hr/>
	£ 2,386	£ 5,113
	<hr/>	<hr/>

10 Creditors: amounts falling due in less than one year

	2008 £	2007 £
Creditors	1,956	3,120
Accruals	1,763	1,762
	<hr/>	<hr/>
	£ 3,719	£ 4,882
	<hr/>	<hr/>

Leeds Asylum Seekers Support Network
Notes to the accounts
for the year ended 31 March 2008 (continued)

11 Restricted funds

	At 1 April 2007	Incoming resources	Outgoing resources	Transfers	As at 31 March 2008
	£	£	£	£	£
Allen Lane Foundation	3,360	-	(2,305)	-	1,055
Joseph Rowntree Charitable Trust	-	10,000	(7,558)	-	2,442
Henry Smith Charity	-	18,750	(16,214)	-	2,536
Network for Social Change	-	16,195	(11,994)	(135)	4,066
Community Chest	500	-	(500)	-	-
Lankellychase Foundation	10,264	-	(10,264)	-	-
Legal Fund	554	9	(336)	-	227
Hardship Fund	-	19,132	(19,132)	-	-
Big Lottery Fund	-	75,227	(73,831)	-	1,396
Church Urban Fund	1,503	7,000	(5,485)	-	3,018
Home Office Capacitybuilders	19,590	24,056	(42,853)	(793)	-
Sir Halley Stewart Trust	1,069	19,740	(10,104)	-	10,705
WYLDA	2,695	-	(2,695)	-	-
Esmée Fairbairn Foundation	25,960	-	(24,069)	(454)	1,437
	<u>£ 65,495</u>	<u>£ 190,109</u>	<u>£ (227,340)</u>	<u>£ (1,382)</u>	<u>£ 26,882</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

Henry Smith Charity - Administration Assistant salary and core costs

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

Big Lottery Fund - Core costs, Befriending and English at Home projects

Home Office Capacitybuilders - Refugee Involvement Worker and Administration

Joseph Rowntree Charitable Trust - Office Manager salary

Sir Halley Stewart Trust - Short Stop salary and associated costs

The transfers represent capital assets transferred from Restricted to Unrestricted Funds

Leeds Asylum Seekers Support Network

Notes to the accounts for the year ended 31 March 2008 (continued)

12 Analysis of net assets between funds

Fund balances at 31 March 2008 are represented by	Unrestricted funds £	Restricted funds £	Total £
Fixed assets	1,937	-	1,937
Current assets	26,742	29,895	57,343
Creditors amounts falling due in less than one year	-	(3,719)	(3,719)
	<hr/>	<hr/>	<hr/>
Total net assets	£ 28,679	£ 26,176	£ 55,561
	<hr/>	<hr/>	<hr/>

13 Lease commitments

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

	Land and buildings	
	2008	2007
	£	£
Leases expiring in		
One year	5,269	-
Two to five years	-	5,067
	<hr/>	<hr/>