

Company registered number 4228876
Registered charity number 1092647

Leeds Asylum Seekers Support Network

Financial Statements

for the year ended 31st March 2013

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Leeds Asylum Seekers Support Network
Report of the Board of Trustees for the year ended 31st March 2013

The Board of Trustees present their report and unaudited financial statements for the year ended 31st March 2013

Reference and Administrative Information

| | |
|-----------------------------|--|
| Charity name | Leeds Asylum Seekers Support Network |
| Charity Registration Number | 04228876 |
| Company Registration Number | 1092647 |
| Registered Office | Ebor Court, Westgate Leeds West Yorkshire LS1 4ND |

Board of Trustees

| | |
|--|------------------------------|
| Christine Brett | Chair |
| Andrew Rathbone | Company Secretary, Treasurer |
| Jacqueline Friend (resigned 12 October 2012) | |
| Kirsty Lambert (resigned 12 October 2012) | |
| Andrew Wasike (resigned 12 October 2012) | |
| Ruth Woodhead | |
| Simon Andukwa (resigned 15 May 2013) | |
| Grace Phiri | |
| David Cundall | |
| Kentigern Milmine | |
| Judy Kessler | |
| Andrew Eyre (elected 12 October 2012) | |
| Mette Wiggen (elected 12 October 2012) | Vice Chair |

Company Secretary

Andrew Rathbone

Principal staff

Peter Richardson

Independent Examiner

Paul Cowham MA ACA DChA
Green Fish Resource Centre
46 – 50 Oldham Street
Manchester
M4 1LE

Bankers

Unity Trust Bank
9 Brindleyplace
Birmingham
B1 2HB

Leeds Asylum Seekers Support Network

Report of the Board of Trustees for the year ended 31 March 2013

Structure, governance and management

Governing document and how constituted

Leeds Asylum Seekers Support Network is a company limited by guarantee and a registered charity. All members have agreed to contribute a sum not exceeding £1 in the event of a winding-up. The number of members in 2013 was 30. The governing document is the memorandum and articles of association.

Trustee selection methods

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 Trustees.

At every Annual General Meeting one third of the elected members of the Board of Trustees 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 Trustees.

Risk management

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 Director 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, Vulnerable Adults, Confidentiality and Data Protection, Disciplinary and Grievance Procedures for staff, appropriate insurance, training volunteers on personal safety, references for volunteers, appropriate CRB checks and regular supervision.

Related parties

LASSN works in close partnership with Leeds Refugee Forum. A representative from Leeds Refugee Forum attends LASSN trustees meeting in an advisory capacity and vice-versa.

LASSN co-ordinates the Press Gang that brings together organisations, refugee journalists and media students. This includes Abigail Housing, Leeds City of Sanctuary, Leeds Refugee Forum, Manuel Bravo Project, Refugee Action Leeds, Refugee Council Leeds, RETAS and Solace.

LASSN works in partnership with Solace, PAFRAS, Leeds Refugee Forum, RETAS, Refugee Council, York Street Practice and Refugee Action to raise donations for the Leeds Hardship Fund for destitute asylum seekers. LASSN additionally works closely with PAFRAS who provide support and advice to LASSN clients in Grace Hosting.

Leeds Asylum Seekers Support Network

Report of the Board of Trustees for the year ended 31 March 2013

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 undertaken for public benefit in relation to objects

In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit. We are clear that the benefits we are providing relate to the aims of the charity. We are also clear about who benefits from our activities and that the activities are organised in a way that makes them as accessible as possible.

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.

Main activities are

- **Befriending** project reduces isolation, improves well being, and encourages integration and greater self reliance among asylum seekers and refugees. We recruit, train and match volunteers on a one to one basis with asylum seekers and refugees. The volunteers provide vital support to asylum seekers and refugees for about 9 months, although some matches continue for several years. The project is highly regarded by statutory and voluntary agencies. Almost 40% of referrals are from mainstream health services who see the befriending project as a vital service for asylum seekers with mental health issues. Our volunteers have also assisted in the well-being of children, helped with asylum applications, and made 207 referrals to other services such as language support, children & young people services, advice services, legal services and health services.
- **English at Home** project matches volunteer tutors with refugee and asylum seeker learners who are unable to attend mainstream English classes because of caring responsibilities and/or health problems. The scheme offers tailored English lessons to people who would otherwise be excluded from learning English. In the year to March 2013 our volunteers delivered a total of 827 teaching sessions which equates to almost 1,000 recorded hours of teaching. During the year we undertook 6 month reviews with learners and in all cases there had been an increase in the level of confidence, with nearly all clients reporting that they now used English much more outside the home. We also saw significant improvement in at least one of listening, speaking, reading and writing at each review. Listening/understanding and speaking abilities had increased particularly impressively. Another significant achievement is the effect of volunteering on our tutors. Through volunteering they develop their own skills and confidence, learn about migration and other cultures and often discover a passion for teaching.
- **Grace Hosting** (formerly known as Short Stay) volunteers open their hearts and their homes. Grace Hosting provides homeless, destitute asylum seekers an emergency hot meal, bed and breakfast in our volunteers' own homes. Over the past few years we have seen significant changes in the needs of the guests we have hosted. We increasingly had many more guests who needed mid to long term accommodation. The main reason for this is that while they may be at the end of the asylum process they are unable to return to their home country. Our volunteers were also aware of this and more and more our volunteers were 'adopting' a Short Stay guest and hosting mid to long term, up to a year in some cases. It was obvious that there was a need to formalise these arrangements and to support our volunteers who were providing the longer term support. A working group was brought together to research plan and implement long stay and the result was to change the project to provide both short stay and long stay. We have also benefited from working with PAFRAS who support guests in long stay with their asylum claim. Last year a bed and a meal were provided on 3,259 occasions (485 nights in Short Stay and 2,774 nights in long stay).

Leeds Asylum Seekers Support Network

Report of the Board of Trustees for the year ended 31 March 2013

- **Information and awareness raising project** is to tackle prejudice and encourage understanding, and to foster interaction and integration with the local community. Our Press Gang project has successfully brought together exiled journalists, media students and organisations supporting asylum seekers to report positive stories about refugees in the UK. We have worked in partnership with eight charities to publish a joint magazine. This meant we were able to extend the reach of the newsletter to well over 1,000 people and it is likely to be read by more than twice that number. Our website has continued to see an increased number of visits with over 600 visits per month throughout the year. We have also extended our online presence through Twitter and Facebook. We gave talks to people in churches, mosques, charities and other organisations.
- **Hardship fund** is an essential service to ease the situation of people experiencing homelessness and destitution. We work in partnership with six other refugee support organisations to support destitute asylum seekers in Leeds over the winter months. The £25 donation for up to four weeks provides a vital lifeline for those in desperate situations and can mean the difference between a hot meal and nothing to eat.
- **Members** Supporters of LASSN have the option of becoming members. LASSN has 30 members in 2013. Membership is free for unwaged people, asylum seekers and volunteers.
- **Volunteers** are key to the success of all the projects in the charity. LASSN and its clients have benefited from the commitment and effort of 252 volunteers during the year ended 31 March 2013.
- **Supporters** LASSN benefits from a huge number of supporters and individual donors. Our supporters mailing list includes around 500 individuals and 300 organisations.

Grant Making Policy

LASSN works in partnership with other stakeholders within the refugee sector, in order to provide better services for asylum seekers and refugees. On some occasions this partnership working involves receipt of a grant for specific projects, where LASSN may agree to be responsible for receipt and distribution of the full grant award to partners, in accordance with funding agreements.

The Hardship Fund is administered by Leeds Refugee Forum and is made up of donations for the restricted purpose of providing subsistence support to destitute asylum seekers. Grants are made to a third party or directly to individuals in exceptional circumstances, to this end.

Achievements and performance

LASSN has made significant progress in all three of our strategic objectives this year.

1 Supported - LASSN wants asylum seekers and refugees to be supported and relieved from hardship and distress. LASSN wants local people to support asylum seekers and refugees.

- 628 asylum seekers and refugees were supported by LASSN
- 252 people worked as volunteers with LASSN
- 3,259 nights of accommodation were provided by Grace Hosting
- 92 adults and 2 children were supported by Grace Hosting (most more than once)
- 67 people benefited from hardship payments
- 162 grants were made through the hardship fund, with most people receiving a grant of £25 per week for four weeks and those with dependants receiving slightly more.

Once again we have continued to see pressure on some services with increasing levels of need amongst the most vulnerable and destitute. This year we provided over twice as many nights of accommodation to homeless asylum seekers. This was mostly because of people needing emergency accommodation for longer periods to prevent long-term homelessness.

Leeds Asylum Seekers Support Network

Report of the Board of Trustees for the year ended 31 March 2013

2 Empowered - LASSN wants asylum seekers and refugees to be empowered to rebuild their lives and fulfil their potential LASSN wants individuals and refugee communities to have a voice and influence

- 207 referrals were made by Befrienders to help asylum seekers and refugees access other services
- 966 hours of lessons with delivered to English at Home students
- English at Home students improved their English reading, writing, speaking, understanding and confidence
- Exiled journalist involved in Press Gang wrote articles, interviewed writers, produced radio programmes and wrote for the One Planet Leeds magazine

A major achievement this year has been involvement in activity surrounding the Refugee Boy play at West Yorkshire Playhouse One example, was enabling an exiled journalist from Ethiopia to interview Lemn Sissay and Benjamin Zephaniah about the play, which features an asylum seeking boy from Ethiopia

3. Integrated - LASSN wants asylum seekers and refugees to feel settled and safe in their new environment in Leeds LASSN wants Leeds to be a place of welcome and understanding for asylum seekers LASSN wants the general public, organisations, politicians and policy makers to understand the needs of asylum seekers

- 98 people have developed a sense of belonging and being cared for through befriending
- Press Gang worked with 6 exiled journalists, 10 organisations and 12 students/activists It has enabled blogs, television programmes, radio interviews, newsletters, campaigning and exhibitions
- LASSN's published a new edition of the Directory of Services for Asylum Seekers and Refugees in Leeds
- The LASSN website receives over 600 visits per month, LASSN Facebook has over 100 likes and LASSN twitter has 450 followers

LASSN has been able to influence many thousands of local people to help them develop a greater understanding of asylum seekers and refugees

Financial review

The financial climate in past three years has been difficult with reduced opportunities for statutory grants and many Trust funds reporting reduced income and increasing competition for funds LASSN has managed to maintain all the vital services we provide to asylum seekers and refugees by using some unrestricted reserves previously built up for this purpose Levels of reserves have therefore reduced and at the end of the year reached the minimum level specified in LASSN reserves policy Trustees therefore planned and implemented increased fund-raising and careful management of expenditure This has been successful and means that in the coming year all services can be maintained, and in some cases expanded and that current levels of reserves can be maintained or increased

Income over the previous three years has greatly reduced despite no reduction in service provision This was mostly because two major projects with regional and local partners came to an end LASSN had responsibility for receipt of the full grant for each of these projects, which was then distributed to regional and local partners During this time LASSN was also successful in enabling Leeds Refugee Forum to take on direct provision of services, which resulted in a reduction of staff at LASSN with increased staff at the Forum

Reserves policy

The trustees have reviewed the reserves policy and aim to hold reserves equivalent to three months running costs or the cost of closing down the organisation in an orderly manner, whichever is higher They also aim to build up reserves to meet unexpected costs like break down of essential office machinery, staff cover for illness, maternity leave, parental leave, or unexpected gaps in funding Currently reserves are sufficient to meet all obligations if it became necessary to close the organisation

Leeds Asylum Seekers Support Network

Report of the Board of Trustees for the year ended 31 March 2013

Statement of trustees responsibilities

The Board of Trustees are responsible for preparing the trustees annual report and the financial statements in accordance with applicable law and regulations

Company law requires the Board of Trustees to prepare financial statements for each financial year. Under that law the Board of Trustees have elected to prepare the financial statements in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities). Under company law the Board of Trustees must not approve the financial statements unless they are satisfied that they 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 these financial statements the Board of Trustees are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP,
- make judgements and accounting estimates that are reasonable and prudent,
- state whether applicable UK 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

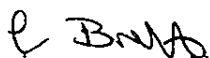
The Board of Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose at any time the financial position of the charitable company and to enable it to ensure that the financial statements comply with the Companies Act 2006. 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 Board of Trustees, 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.

The Board of Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

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 provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

Approved by the Board of Trustees and signed on their behalf by



Christine Brett (Chair of the Board of Trustees)

11 September 2013 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 2013 which are set out on pages 8 to 15

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 2011 (the 2011 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 145 of the 2011 Act,
- to follow the procedure laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act, and
- to state whether particular matters have come to my attention


Basis of independent examiner's report

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 the course of 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 386 of the Companies Act 2006, and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 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 MA ACA DChA
Green Fish Resource Centre
46 – 50 Oldham Street
Manchester
M4 1LE

24.9.2013 ^{Date}

Leeds Asylum Seekers Support Network
Statement of Financial Activities
(including Income and Expenditure account)
for the year ended 31 March 2013

| | Note | Unrestricted funds £ | Restricted funds £ | 2013 £ | 2012 £ |
|---|------|----------------------------|--------------------------|-----------------|-----------------|
| Incoming resources | 2 | | | | |
| Donations | | 28,950 | 2,962 | 31,912 | 85,450 |
| Grants | | - | 96,067 | 96,067 | 90,756 |
| Fees and other income | | 1,990 | - | 1,990 | 2,072 |
| Bank interest | | 71 | - | 71 | 101 |
| Total incoming resources | | 31,011 | 99,029 | 130,040 | 178,379 |
| Resources expended | | | | | |
| Charitable activities | 3 | 54,844 | 86,406 | 141,250 | 185,368 |
| Governance costs | | 1,105 | 745 | 1,850 | 1,786 |
| Total resources expended | | 55,949 | 87,151 | 143,100 | 187,154 |
| Net incoming/(outgoing) resources for the year | 5 | (24,938) | 11,878 | (13,060) | (8,775) |
| Transfer between funds | | - | - | - | - |
| Net movement in funds | | (24,938) | 11,878 | (13,060) | (8,775) |
| Funds at 31 March 2012 | | 45,781 | 21,018 | 66,799 | 75,574 |
| Funds at 31 March 2013 | | £ 20,843 | £ 32,896 | £ 53,739 | £ 66,799 |

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
Company no. 4228876

Balance Sheet
as at 31 March 2013

| | Note | 2013 | 2012 |
|---|------|---------------|---------------|
| | | £ | £ |
| Current assets | | | |
| Debtors | 9 | 1,246 | 1,947 |
| Cash at bank and in hand | | 58,237 | 67,065 |
| | | <u>59,483</u> | <u>69,012</u> |
| Creditors, amounts falling due in less than one year | 10 | (5,744) | (2,213) |
| | | <u></u> | <u></u> |
| Net current assets | | 53,739 | 66,799 |
| | | <u></u> | <u></u> |
| Total assets less current liabilities | | £ 53,739 | £ 66,799 |
| | | <u></u> | <u></u> |
| Funds | | | |
| Unrestricted funds | | 20,843 | 45,781 |
| Restricted funds | 11 | 32,896 | 21,018 |
| | | <u></u> | <u></u> |
| | | £ 53,739 | £ 66,799 |
| | | <u></u> | <u></u> |

For the year in question, the company was entitled to exemption from an audit under section 477 of the Companies Act 2006 relating to small companies

Directors' responsibilities

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime (of the Companies Act 2006)

Approved by the Trustees and signed on their behalf by

Christine Brett (chair)

Andrew Rathbone (treasurer)

C. Brett
A. Rathbone

Date 11 September 2013

Leeds Asylum Seekers Support Network

Notes to the accounts for the year ended 31 March 2013

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 historic cost convention and in accordance with the Companies Act 2006, the Statement of Recommended Practice - Accounting and Reporting by Charities (issued in March 2005) and the Financial Reporting Standard for Smaller Entities (effective April 2008).

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.

- 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 Tangible fixed assets

Fixed assets are stated at cost less accumulated depreciation. Individual items costing less than £1,000 are not capitalised. The charity currently owns no fixed assets.

f 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.

There were contributions outstanding / (prepaid) at the balance sheet date of £353 (2012: Nil).

Leeds Asylum Seekers Support Network

Notes to the accounts for the year ended 31 March 2013

1 Accounting policies (continued)

g 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

2 Incoming resources

| | Unrestricted £ | Restricted £ | Total 2013 £ | Total 2012 £ |
|---|-------------------|-----------------|-----------------|-----------------|
| Grants | | | | |
| Allan & Nesta Ferguson Charitable Trust | - | 5,000 | 5,000 | - |
| Big Lottery | - | 23,017 | 23,017 | - |
| The Brelms Trust | - | 5,000 | 5,000 | 5,000 |
| Community Foundation Leeds | - | 5,000 | 5,000 | - |
| Evan Cornish Foundation Total | - | 3,500 | 3,500 | - |
| Hilden Charitable Fund Total | - | 7,300 | 7,300 | - |
| Jill Franklin Trust | - | 500 | 500 | - |
| Holbeck Charitable Trust | - | 2,000 | 2,000 | - |
| Lankellychase Foundation | - | 10,000 | 10,000 | 10,000 |
| Porticus | - | 15,000 | 15,000 | 17,994 |
| Lloyds TSB | - | 15,000 | 15,000 | 20,000 |
| Links Foundation | - | - | - | 7,000 |
| The Odin Charitable Trust | - | - | - | 1,500 |
| Sovereign Health Care Charitable trust | - | 250 | 250 | - |
| The Scurrah Wainwright Charity | - | 2,500 | 2,500 | - |
| Santander UK plc | - | - | - | 2,262 |
| The Tudor Trust | - | - | - | 27,000 |
| Wade's Charity | - | 2,000 | 2,000 | - |
| | - | 96,067 | 96,067 | 90,756 |
| Donations | 28,950 | 2,962 | 31,912 | 85,450 |
| Fees and other income | | | | |
| Membership subscriptions | 150 | - | 150 | 50 |
| Other earned income | 1,840 | - | 1,840 | 2,022 |
| | 1,990 | - | 1,990 | 2,072 |
| Interest received | 71 | - | 71 | 101 |
| Total incoming resources | £ 31,011 | £ 99,029 | £ 130,040 | £ 178,379 |

Leeds Asylum Seekers Support Network
Notes to the accounts
for the year ended 31 March 2013 (continued)

3 Resources expended

| | Unrestricted £ | Restricted £ | Total 2013 £ | Total 2012 £ |
|---|-------------------|-----------------|-----------------|-----------------|
| <i>Charitable activities</i> | | | | |
| Salaries | 48,416 | 73,349 | 121,765 | 149,608 |
| Premises | 1,060 | 680 | 1,740 | 7,820 |
| Office expenses | 2,048 | 1,617 | 3,665 | 5,630 |
| Insurance | 835 | - | 835 | 845 |
| Staff recruitment and training | 98 | 448 | 546 | 404 |
| Publicity | 1,064 | 111 | 1,175 | 708 |
| Staff expenses | 60 | 397 | 457 | 1,982 |
| Equipment and ICT support | 1,159 | 199 | 1,358 | 909 |
| Volunteer Costs | 90 | 5,745 | 5,835 | 3,905 |
| Professional fees | 14 | - | 14 | 14 |
| Grants payable | - | 3,860 | 3,860 | 13,543 |
| | 54,844 | 86,406 | 141,250 | 185,368 |
| <i>Governance costs</i> | | | | |
| Accountancy and independent examination | 1,105 | 745 | 1,850 | 1,786 |
| Total resources expended | £ 55,949 | £ 87,151 | £ 143,100 | £ 187,154 |

4 Corporation tax

The charity is exempt from tax on income and gains falling within S505 of the Income & Corporation Taxes Act

5 Net incoming/(outgoing) resources

This is stated after charging/(crediting) the following

| | 2013 £ | 2012 £ |
|---|-----------|-----------|
| Independent Examiner's remuneration | 2,050 | 1,786 |
| Independent Examiner's remuneration comprised | | |
| Independent examination | 900 | 900 |
| Accountancy | 900 | 886 |
| Training | 250 | - |
| | £ 2,050 | £ 1,786 |

Leeds Asylum Seekers Support Network
Notes to the accounts
for the year ended 31 March 2013 (continued)

6 Staff costs

Staff costs during the year were as follows

| | 2013 £ | 2012 £ |
|-----------------------|------------------|------------------|
| Wages and salaries | 107,696 | 132,901 |
| Social security costs | 9,258 | 11,495 |
| Pension costs | 4,810 | 5,264 |
| | <u>£ 121,764</u> | <u>£ 149,660</u> |

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

| | | |
|---------------------|------------|------------|
| Director | 0.7 | 0.6 |
| Administration | 0.6 | 0.4 |
| Project managers | 2.6 | 3.4 |
| Development workers | 0.0 | 0.4 |
| | <u>3.9</u> | <u>4.8</u> |

The number of employees earning over £60,000 per annum excluding pension contributions was nil (2012 nil)

7 Trustees' remuneration and expenses, and related party transactions

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

One trustee received travel and subsistence expenses during the year of £88 (2012 £22)

No other trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity, including guarantees, during the year (2012 nil)

8 Grants Payable

Grants were awarded under the hardship fund to help asylum seekers in particular need of support. These grants were paid to individuals either directly or through Leeds Refugee Forum

| | 2013 £ | 2012 £ |
|----------------------|----------------|-----------------|
| Unrestricted grants | | |
| Leeds Refugee Forum | 960 | 9,043 |
| Hardship Fund Grants | | |
| Leeds Refugee Forum | 2,900 | 4,500 |
| | <u>£ 3,860</u> | <u>£ 13,543</u> |

Leeds Asylum Seekers Support Network
Notes to the accounts
for the year ended 31 March 2013 (continued)

9 Debtors

| | 2013 £ | 2012 £ |
|---------------|---------------|---------------|
| | - | - |
| Other debtors | 746 | 1,447 |
| Prepayments | 500 | 500 |
| | <hr/> £ 1,246 | <hr/> £ 1,947 |
| | <hr/> <hr/> | <hr/> <hr/> |

10 Creditors amounts falling due in less than one year

| | 2013 £ | 2012 £ |
|----------|---------------|---------------|
| Accruals | 5,744 | 2,213 |
| | <hr/> £ 5,744 | <hr/> £ 2,213 |
| | <hr/> <hr/> | <hr/> <hr/> |

11 Restricted funds

| | <i>As at 1 April 2012</i> £ | Incoming resources £ | Outgoing resources £ | Transfers £ | <i>As at 31 March 2013</i> £ |
|----------------------------|------------------------------------|----------------------------|----------------------------|----------------|-------------------------------------|
| Allan & Nesta | - | 5,000 | (2,500) | - | 2,500 |
| Anonumous donation | - | 960 | (960) | - | - |
| Big Lottery Fund | - | 23,017 | (21,018) | - | 1,999 |
| The Brelms Trust | 2,500 | 5,000 | (4,583) | - | 2,917 |
| Evan Cornish | - | 3,500 | (1,460) | - | 2,040 |
| Hardship Fund | 1,110 | 2,002 | (2,900) | - | 212 |
| Hilden Charitable Trust | - | 7,300 | (5,475) | - | 1,825 |
| Holbeck Charitable Trust | - | 2,000 | (1,291) | - | 709 |
| Jill Franklin | - | 500 | (500) | - | - |
| Lankellychase Foundation | 7,500 | 10,000 | (10,333) | - | 7,167 |
| Leeds Community Foundation | - | 5,000 | - | - | 5,000 |
| Lloyds TSB Foundation | 1,667 | 15,000 | (15,419) | - | 1,248 |
| Porticus | - | 15,000 | (8,750) | - | 6,250 |
| Santander UK plc | 1,491 | - | (1,491) | - | - |
| Scurrah Wainwright | - | 2,500 | (1,875) | - | 625 |
| Sovereign Health Care | - | 250 | (250) | - | - |
| The Tudor Trust | 6,750 | - | (6,750) | - | - |
| Wades Charity | - | 2,000 | (1,596) | - | 404 |
| | <hr/> £ 21,018 | <hr/> £ 99,029 | <hr/> £ (87,151) | <hr/> £ - | <hr/> £ 32,896 |
| | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> | <hr/> <hr/> |

Leeds Asylum Seekers Support Network
Notes to the accounts
for the year ended 31 March 2013 (continued)

11 Restricted funds (continued)

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

Allan & Nesta Ferguson Charitable Trust – English at Home

Big Lottery Fund - Befriending

The Brelms Trust – Grace Hosting

The Evan Cornish Foundation – English at Home

Hardship Fund for destitute asylum seekers in Leeds

The Hilden Charitable Fund - Befriending

Jill Franklin Charitable Trust – for destitute asylum seekers

The Lankellychase Foundation – Grace Hosting

Leeds Community Foundation – Grace Hosting

Lloyds TSB Foundation – Befriending

Porticus – English at Home

Santander Foundation – English at Home volunteer expenses

The Scurrah Wainwright Chanty – Core costs

Sovereign Health Care Charitable Trust - Befriending

Wade's Chanty – Befriending

12 Analysis of net assets between funds

Fund balances at 31 March 2013 are represented by

| | Unrestricted funds £ | Restricted funds £ | Total £ |
|--------------------|----------------------------|--------------------------|------------|
| Fixed assets | - | - | - |
| Net current assets | 20,843 | 32,896 | 53,739 |
| | <hr/> | <hr/> | <hr/> |
| Total net assets | £ 20,843 | £ 32,896 | £ 53,739 |
| | <hr/> | <hr/> | <hr/> |