

Registered Charity Number
1064266

Registered Company Number
03370871

Refugee Advice Centre

Report and Accounts

31 March 2008

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Refugee Advice Centre
Report and accounts
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**Refugee Advice Centre
Company Information**

Trustees

M U Ahmed
Q Baksh
A G Davies
E Hakki
F M Hussain Somali
R F Manso
J S Mudhir
J Noel
S R Pasupathy
Dr. M A Shekhy
Dr. N L Win

Secretary

A Mirza

Auditors

S Asghar & Co
Chartered Accountants & Registered Auditors
93-95 Commercial Road
London
E1 1RD

Bankers

The Cooperative Bank PLC
P O Box 101
1 Balloon St.
Manchester M60 4EP

Registered office

340 High Road
London
E10 5PW

Registered Charity number

1064266

Refugee Advice Centre
The report of the trustees

The trustees present their report and accounts for the year ended 31 March 2008.

Name, registered office and constitution of the charity

The Full name of the charity is Refugee Advice Centre.

The company was incorporated under the Companies Act 1985 with company number 03370871. The registered office is 702 High Road Leyton, London E10 6JP. The telephone number is 0208 558 1865.

The Objects of the Charity and how it is attempting to achieve the objectives

The objects of the charity continue to provide relief to the asylum seekers, refugees and migrants through the provision of quality services immigration, debt, housing, welfare, education, training and employment.

Achievement of objectives and review of activities

This year under a commissioning programme we became an umbrella for 12 local multilingual advice agencies termed as Multilingual Advice Services Consortium. We were successful in a competitive bidding in leasing Queen Elizabeth Jubilee Centre Leytonstone based in South of the Borough and close to the Olympic area. This Centre needs developing to meet the needs of the communities which will provide greater opportunities to volunteers to develop these e.g. cookery courses, health and fitness programmes, welfare benefit advice, etc. We were also successful in bidding for local hate crime and domestic violence contract commencing April 2008 under a commissioning programme by the London Council for services 38 for access to advice to BAMER communities we will be providing advice services in 7 North East London Boroughs. These are great challenges and we have recruited two qualified Solicitors to meet them in performance and quality.

Refugees continue to face difficulties in getting work. To meet their need and we are planning to establish an enterprise development and job brokerage services at our premises. Here we will develop their skills and confidence in starting up businesses or searching for jobs. We are currently looking for a volunteer coordinator to realize this program to improve the quality of life of our clients and make our services sustainable.

Transactions and Financial position

During the year, the charity's funds have been applied in furtherance of its objects and day to day running of the charity.

During the year ended 31 March 2008 incoming resources amounted to £202,736 and resources expended amount to £199,562.

At 31 March 2007, charity had total incoming resources of £71,141. Resources expended amounted £87,032

Share Capital

The company is limited by guarantee and therefore has no share capital.

The major risks to which the charity is exposed and reviews and systems to mitigate risks The trustees identify the major risks to which the charity is exposed each financial year when preparing and updating 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 those risks. The charity is satisfied that the systems are in place to mitigate

Refugee Advice Centre

The report of the trustees

systems to mitigate those risks. The charity is satisfied that the systems are in place to mitigate their exposure to the major risks which have been so identified and reviewed.

1. Financial

The charity is exposed to the usual financial risks of any organisation, and the charity has introduced controls to minimise these risks, such as two signatures being required for payments from the bank account. In addition, the accounts are regularly explained to members of the charity and are open for member's inspection at any time.

2. Other

Work with children and vulnerable adults is open to risks . The policy is that client's visits and counselling is done in pairs, as is children's' work and transport.

New workers are vetted and any problems discussed .

The members of the Board of Trustees of the Charity during the year ended 31st March 2006 were :-

All the directors of the company are also trustees of the charity, and their responsibilities include all the responsibilities of directors under the Companies Acts and of trustees under the Charities Act.

The members of the Board of Trustees of the Charity at the date the report and accounts were approved were:-

Please refer page 1.

Refugee Advice Centre
The report of the trustees

Auditors

S Asghar & Co
Chartered Accountants & Registered Auditors
93-95 Commercial Road
London
E1 1RD

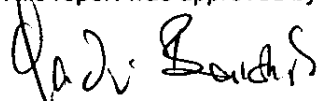
Statement of Directors' and Trustees' Responsibilities

Charity Law and the Companies Acts require the Board to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of the surplus or deficit of the charity. In preparing those financial statements the Board is required to :-

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements;

The trustees are also responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which are sufficient to show and explain the charity's transactions and enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the board of trustees on 14 November 2008.


Director and Trustee
QADIR BAKHSH
CHAIRMAN

Refugee Advice Centre Independent Auditors' Report

Independent auditors' report to the shareholders of Refugee Advice Centre

We have audited the financial statements of Refugee Advice Centre for the year ended 31 March 2008 which comprise pages 5 to 12. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities, effective June 2002, and in accordance with the requirements of the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, effective October 2000, under the historical cost convention and in accordance with the accounting policies set out in the notes to the financial statements.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume liability to anyone other than the company and the company's members as a body, for our audit work, for this report or for the opinions we have formed.

Respective responsibilities of directors and auditors

As described in the Statement of Directors' Responsibilities the company's directors are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards in order to form an independent opinion, based on our audit, on those financial statements and to report our opinion to you.

In making our report, we must state our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985 and all applicable UK Accounting Standards. We also report to you if, in our opinion, the Report of the Trustees is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and transactions with the company is not disclosed.

We read the Report of the Trustees and consider the implications for our report if we become aware of any apparent misstatements within it.

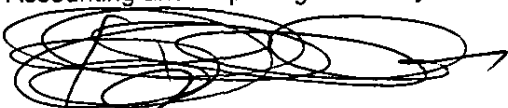
Basis of Audit Opinion

We conducted our audit in accordance with UK Auditing Standards issued by the Auditing Practices Board and in accordance with the Practice Note 'The Audit of Charities in the United Kingdom', revised in April 2002. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the charity's affairs as at 31 March 2008 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended, and have been properly prepared in accordance with the Companies Act 1985 applicable to small companies and all applicable UK Accounting Standards and in accordance with the requirements of the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales.



S Asghar & Co
Chartered Accountants and Registered Auditors

14 November 2008

Refugee Advice Centre
Statement of Financial Activities
for the year ended 31 March 2008

		Unrestricted Funds	Restricted Funds	Total Funds	Last Year Total Funds
	Notes	2008 £	2008 £	2008 £	2007 £
Incoming Resources					
Incoming resources Grant receivable		-	199,880	199,880	49,509
Other incoming resources		2,856	-	2,856	21,632
Total Incoming Resources		2,856	199,880	202,736	71,141
Costs of raising and generating funds		-	-	-	-
Net Incoming Resources available for charitable applications	A	2,856	199,880	202,736	71,141
Charitable Expenditure					
Grants payable in furtherance of the charity's objects		-	14,940	14,940	15,200
Support costs of activities		-	-	-	612
Management and Administration of the Charity		-	184,622	184,622	71,220
Total Resources expended	B		199,562	199,562	87,032
Net Incoming Resources before Transfers (ie Total A minus Total B)	2	2,856	318	3,174	(15,891)
Gross Transfers between funds					
Transfer (to) /from Fixed asset funds		-	-	-	-
Net Incoming Resources before revaluations and investment asset disposals		2,856	318	3,174	(15,891)
Unrealised Gains on revaluation of fixed assets		-	-	-	-
Net Movement in Revenue funds		2,856	318	3,174	(15,891)
Total Revenue funds brought forward			117,990	117,990	133,881
Total Revenue funds carried forward		2,856	118,308	121,164	117,990
Fixed asset funds brought forward		-	-	-	-
Total Funds carried forward		2,856	118,308	121,164	117,990

The net movement in funds referred to above is the net incoming resources as defined in the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commission for England & Wales and is reconciled to the total funds as shown in the Balance Sheet on page 9 as required by the said statement.

**Refugee Advice Centre
Balance Sheet
as at 31 March 2008**

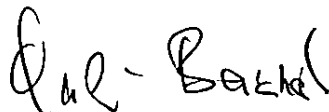
	Notes	2008 £	2007 £
Fixed assets			
Tangible assets	6	108,536	112,680
Current assets			
Debtors	7	-	1,695
Cash at bank and in hand		16,770	3,915
		<u>16,770</u>	<u>5,610</u>
Creditors:- amounts due within one year	8	(4,142)	(300)
Net current assets		<u>12,628</u>	<u>5,310</u>
Net assets		<u>121,164</u>	<u>117,990</u>
Capital and reserves			
Designated funds		-	-
Unrestricted revenue reserves		117,990	133,881
Prior Year Adjustment		-	-
Resources freely available		<u>117,990</u>	<u>133,881</u>
Restricted revenue reserves		<u>3,174</u>	<u>(15,891)</u>
Accumulated Funds		<u>121,164</u>	<u>117,990</u>

The directors acknowledge their responsibility for :-

- (i) ensuring that the company keeps proper accounting records which comply with the requirements of Section 221 of the Companies Act 1985 and of the Charities Act; and
- (ii) 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 the Companies Act and the Charities Act relating to accounts, so far as applicable to the charity.

The accounts have been prepared in accordance with the special provisions relating to small companies under s246 of the Companies Act 1985 and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002)

Trustee



Trustee



Approved by the trustees on 14 November 2008

QADIR BAKHSH
CHAIRMAN

ALEX G. DAVIES
TREASURER

**Refugee Advice Centre
Notes to the Accounts
for the year ended 31 March 2008**

1 Accounting policies

Basis of preparation of the accounts

The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE), effective June 2002, and all other applicable accounting standards, as modified by the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales effective October 2000. The accounts have been drawn up in accordance with the provisions of the Charities Act and the Companies Act.

The financial statements have been prepared in accordance with all applicable accounting standards, as modified by the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales effective October 2000. The accounts have been drawn up in accordance with the provisions of the Charities Act and the Companies Act.

Advantage has been taken of paragraph 3(3) of Schedule 4 of the Companies Act 1985 to allow the format of the financial statements to be adapted to reflect the special nature of the company's operation.

The company has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement.

The charity is entirely dependent on continuing grant aid and as a consequence the going concern basis is also dependent on the continuing grant aid.

The particular accounting policies adopted are set out below.

Accounting convention

The financial statements are prepared on a going concern basis, under the historical cost convention as modified by the revaluation of freehold land and buildings and fixed asset investments.

Incoming Resources

Incoming resources are accounted for on a receivable basis deferred as described below where appropriate. Rental income is included in the income and expenditure account net of collection charges on a receivable basis

Recognition of liabilities

Liabilities are recognised on the accruals basis in accordance with normal accounting principles, modified where necessary in accordance with the guidance given in the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales.

Charitable expenditure

Charitable expenditure includes all expenditure directly related to the objects of the charity and comprises the following :-

Grants payable in furtherance of the charity's objectives

The Charity receives grant applications from a number of client organisations, and every application is considered by the board of trustees in relation to pre agreed parameters. The board may accept or reject the application or accept the application subject to conditions.

**Refugee Advice Centre
Notes to the Accounts
for the year ended 31 March 2008**

Grants payable in furtherance of the charity's objectives

The Charity receives grant applications from a number of client organisations, and every application is considered by the board of trustees in relation to pre agreed parameters. The board may accept or reject the application or accept the application subject to conditions.

Although there is no legal liability to pay any grant to any organisation, and after approval, it is open to the board to withdraw an approval already granted, either before or after payment of a grant, the accounting treatment is to create a creditor for grants relating specifically to the client's activities in the current financial year of the trustees immediately upon approval, and to include grants relating to activities in subsequent financial years as financial commitments shown in note to these accounts.

Activities in furtherance of the charity's objectives

The costs of activities in furtherance of the charity's objectives represents the cost of goods and services and ancillary trading costs that have been incurred in charitable activities.

Support costs of activities

Support costs of activities for charitable purposes comprises the salary costs of the Manager and the Associate Manager as they are involved with project development and other project costs. There are a number of costs, including staffing costs, where it is impracticable to allocate these costs between administration and charitable expenditure and the trustees have allocated such costs to management and administration costs.

The Manager and Associate Manager are involved with project development and therefore the relevant salary costs are treated as direct charitable expenditure.

Management and administration of the charity

Management and administration costs represent expenditure incurred in the management of the charity's assets, organisational administration and compliance with charitable and statutory requirements.

Allocation of costs within types of resources expended

The charity's operating costs include staff costs, rent and other related costs. Such costs are allocated between types of resources expended and between charitable expenditure and management and administration on the basis of estimates made by the directors.

Administration expenditure includes all expenditure not directly related to charitable activity. In respect of certain items of expenditure it is a matter of judgement as to whether such items are direct charitable expenditure or are administrative, and the directors have applied what they consider to be reasonable judgements in apportioning such costs

Refugee Advice Centre
Notes to the Accounts
for the year ended 31 March 2008

Capital grants

The board of trustees consider that, in order to comply with the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales (effective October 2000), grants of a capital nature given for specific purposes and fully utilised in the furtherance of the objects of the charity should be credited to the fixed asset funds after the sums have been properly expended on the restricted purpose. The related asset is shown in the balance sheet at the cost of acquisition or subsequent revaluation.

The related assets are subject to restrictions by the grant making organisation on their use and disposal, and these restrictions are noted in the fixed asset section of these accounts. The fixed asset fund so created is treated as a restricted fund.

Insofar as this policy relates to Government grants then this is a departure from the Statement of Standard Accounting Practice Number 4 in order to comply with the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales.

Taxation

As a registered charity, the company is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only.

2 Net Incoming Resources before Transfers	2008	2007
	£	£
This is stated after crediting		
Revenue Turnover from ordinary activities	202,736	71,141
and after charging:-		
Depreciation of Fixed Assets	4,144	14,630
Rentals under operating leases	30,682	28,759
Auditors' Remuneration	-	300
Other professional fees paid to auditors	1,447	217
These funds are classified as follows:-	2008	2007
	£	£
Restricted	118,308	117,990
Unrestricted	2,856	
Total as above	121,164	117,990

Refugee Advice Centre
Notes to the Accounts
for the year ended 31 March 2008

3 Staff Costs and Emoluments

	2008	2007
	£	£
Gross Salaries	58,371	29,891
	2008	2007
	4	2

Numbers of full time employees or full time equivalents

There were no fees or other remuneration paid to the trustees

There were no employees with emoluments in excess of £50,000 per annum

4 Auditor's Remuneration and other accounting services

	2008	2007
	£	£
Auditors' Remuneration		300
Other professional fees paid to auditors	1,447	217
Other accountancy fees	-	-
	<u>1,447</u>	<u>517</u>

5 Changes in resources applied for Fixed Assets

	2008	2007
	£	£
Net movement in funds from Statement of Financial Activities	3174	(15,891)
Resources applied on Fixed Assets for charitable use		
Add Grants Received to fund fixed assets	(14,940)	
Net movement in funds available for future activities	<u>(11,766)</u>	<u>(15,891)</u>

6 Tangible functional fixed assets

	Land and Buildings	Plant Equip Ment, Fixture and Fittings	Office Equipments	Totals
Cost				
At 1 April 2007	110,000	-	44,568	154,568
At 31 March 2008	<u>110,000</u>	-	<u>44,568</u>	<u>154,568</u>
Depreciation				
At 1 April 2007	7,040	-	34,848	41,888
Charge for the year	2,200	-	1,944	4,144
At 31 March 2008	<u>9,240</u>	-	<u>36,792</u>	<u>46,032</u>
Net book value				
At 31 March 2008	<u>100,760</u>	-	<u>7,776</u>	<u>108,536</u>
At 31 March 2007	<u>102,960</u>	-	<u>9,720</u>	<u>112,680</u>

Refugee Advice Centre
Notes to the Accounts
for the year ended 31 March 2008

7 Debtors	2008	2007
	£	£
Other Debtors	-	1,695

8 Creditors: amounts falling due within one year

VAT	3,692	-
Accrued expenses	400	300
Amounts due to associated or subsidiary undertakings	-	-
	<u>4,142</u>	<u>300</u>

9 funds	2008	2007
	£	£
At 1 April funds balance brought forward	117,990	133,881
Excess income over expenditure	3,174	(15,891)
At 31 March closing fund balance	<u>121,164</u>	<u>117,990</u>

10 Share Capital

The charity is incorporated under the Companies Act 1985 and is limited by guarantee, each member having undertaken to contribute such amounts not exceeding one pound as may be required in the event of the company being wound up whilst he or she is still a member or within one year thereafter

Refugee Advice Centre
Schedule to the Statement of Financial Activities
for the year ended 31 March 2008

Incoming Resources

London Borough of Waltham Forest	50,000	50,000	29,879
MASC(Multilingual Advice Service Consortium)	90,000	90,000	16,100
Charitable letting of none investment property	54,880	54,880	-
LBWF disability Access	5,000	5,000	-
NRF (Training)	-	-	3,200
Ancillary trading to benefit beneficiaries	-	-	-
Members' Subscriptions	-	-	-
Other incoming resources	2,856	2,856	21,632
	<u>202,736</u>	<u>202,736</u>	<u>70,811</u>

Interest

0 0 330

Total Incoming Resources

202,736 202,736 71,141

Charitable expenditure

Grants payable in furtherance of the charity's objectives 14,940 14,940 15,200

Support costs of charitable activities

Salaries, pensions & NI recharged to other organisations - - -
Seminars & events - - 612

Management and Administration of the Charity

Employee costs:

Wages and salaries- administration	58,371	58,371	29,891
National insurance on trustees' remuneration	-	-	-
Indemnity insurance for trustees	-	-	-
Trustees' expenses	-	-	-
Pensions contributions- Trustees	-	-	-
Training and welfare	615	615	93
Travel and subsistence	38	38	-
Recruitment expenses	4,956	4,956	-
	<u>63,980</u>	<u>63,980</u>	<u>29,984</u>

Refugee Advice Centre
Schedule to the Statement of Financial Activities
for the year ended 31 March 2008

Premises Costs

Rent	-	30,682	30,682	28,759
Rates & water & Service charge	-	2,679	2,679	263
Distribution to MASC Partners	-	61,651	61,651	-
Light and heat	-	4,422	4,422	3,268
Repairs and maintenance	-	4,606	4,606	6,104
Alarm maintenance	-	1,227	1,227	707
	-	105,267	105,267	39,101

General administrative expenses:

Telephone and fax	-	1,503	1,503	990
Stationery and printing	-	1,992	1,992	1,665
Subscriptions	-	1,636	1,636	689
Depreciation	-	4,144	4,144	(4,630)
Prisoners Of Conscience Payments	-	1,768	1,768	-
Bank Charges	-	32	32	12
Admin costs	-	662	662	184
	-	11,737	11,737	(1,090)

Legal and professional costs:

Reporting Accountant's Fees	-	-	-	-
Auditor's Remuneration	-	-	-	300
Other professional fees paid to auditors	-	1,447	1,447	217
Other accountancy fees	-	-	-	-
Solicitors fees	-	-	-	708
Insurance	-	2,191	2,191	2,000
Interest payable	-	-	-	-
	-	3,638	3,638	3,225

Total spent on administration	-	184,622	184,622	71,220
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