

Registered Charity Number 1064266

Registered Company Number 3370871

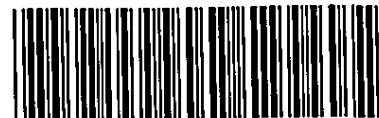
## **REFUGEE ADVICE CENTRE**

### **Report and Accounts**

**31 March 2009**

Report and Accounts

WEDNESDAY



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COMPANIES HOUSE

**REFUGEE ADVICE CENTRE**  
**Report and accounts**  
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**REFUGEE ADVICE CENTRE**  
**Company Information**

**Trustees of the company**

|  |                         |
|--|-------------------------|
| Dr. Qadir Bakhsh (Chair)               |                         |
| Mr. Robert Frimpong Manso (Vice Chair) | Resigned 24 March 2009  |
| Mr. Alex Davies (Treasurer)            |                         |
| Mr. S.R. Pasupathy                     | Resigned 24 March 2009  |
| Mr Scott Jones                         |                         |
| Dr. Mohamed Abukar Shekhey             | Resigned 24 March 2009  |
| M U Ahmed                              |                         |
| Sharif Sufi Sharif Ali                 |                         |
| Mr. Aadem Haxhia                       | Resigned 24 March 2009  |
| Ms. Indira Kartallozi                  | Appointed 24 March 2009 |
| Mr. Abdi Hassan                        | Appointed 24 March 2009 |
| Mr. Prince John Anyanwu                | Co-opted 18 May 2009    |

**Secretary and Chief Executive**

A Mirza

**Auditors**

S Asghar & Co  
Chartered Accountant & Registered Auditors  
69 Headstone Road  
Harrow  
HA1 1PQ

**Bankers**

The Cooperative Bank Plc  
PO Box 101  
1 Ballon St.  
Manchester M60 4EP

**Registered office**

Dahir Community House  
702 High Road Leyton  
London E10 6JP

**Registered Charity number**

1064266

**Company number**

3370871

**REFUGEE ADVICE CENTRE**  
**The report of the trustees**  
**for the year ended 31 March 2009**

**Introduction**

The trustees present their annual report and accounts for the year ended 31 March 2009. The board of trustees are satisfied with the performance of the charity during the year and the position at 31 March 2009 and consider that the charity is in a strong position to continue its activities during the coming year, and that the charity's assets are adequate to fulfil its obligations.

**Name, registered office and constitution of the charity**

*The Registered Office is* Dahir Community House 702 High Road, Leyton, London E10 6JP  
*Charity Registration Number* 1064266

**Constitution, Objects and Policies**

The charitable Trust is constituted by the Memorandum and Articles and its objects are to provide or assist in the provision of special legal services for vulnerable members of the community in the Greater London area. This year Refugee Advice Centre was successful in getting a contract from the London Borough of Waltham Forest for providing specialist legal help for victims of hate crime and domestic violence.

By the third quarter of the year Refugee Advice Centre have made a four year agreement with the London council for administering an advice service for members of black and ethnic Minority and Refugee communities in 7 North East London Boroughs.

In this respect, Refugee Advice Services will be leading a group of 9-12 other community groups. This is currently a local group of organisations called Waltham Forest Multilingual Advice Services Consortium. Other similar organisations in adjacent Boroughs have seen the advantages of working in strategic partnership for providing quality and integrated services to their clients. The partnership is likely to grow in the coming year.

The administration of the charitable activities and the majority of activities themselves have been provided on the charity's premises.

The Charity's volunteers including the management committee have invested a total of 1,610 hours of their own time without receiving any pay for their efforts. All funds raised have been spent on charitable purposes.

**Transactions and Financial position**

The financial statements are set out. The financial statements have been prepared implementing the 2005 Revision of the Statement of Recommended Practice for Accounting and Reporting by Charities issued by the Charity Commission for England and Wales (revised in June 2008) and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). As stated in the introduction to this report, the trustees consider the financial performance by the charity during the year to have been satisfactory.

**Auditors**

**S Asghar & Co**  
**Chartered Accountants & Registered Auditors**  
69 Headstone Road HA 1 1 PQ  
Harrow  
HA1 1PQ

### **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.

The trustees are also responsible for the contents of the trustees' report, and the responsibility of the auditors in relation to the trustees' report is limited to examining the report and ensuring that, on the face of the report, there are no inconsistencies with the figures disclosed in the financial statements.

This report was approved by the board of trustees on 14 December 2009.

**Director and Trustee**



**Dr 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 2009 which comprise pages 6 to 14. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities, effective June 2002, and in accordance 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 2009 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 Accounts and Registered Auditors  
69, Headstone Road,  
Harrow  
HA1 1PQ

14 December 2009

**REFUGEE ADVICE CENTRE**  
**Statement of Financial**  
**Activities for the year ended 31**  
**March 2009**

**Income and Expenditure**  
**Account for the year ended 31**  
**March 2009**

|  | 2009<br>£      | 2008<br>£      |
|--|----------------|----------------|
| <b>Turnover</b>                                  | <b>278,499</b> | <b>202,413</b> |
| Direct costs of turnover                         |                | 14,940         |
| <b>Gross surplus</b>                             | <b>278,499</b> | <b>187,473</b> |
| Governance costs                                 | 248,634        | 184,622        |
| <b>Operating surplus</b>                         | <b>29,865</b>  | <b>2,851</b>   |
| Interest receivable                              | 182            | 323            |
| <b>Surplus on ordinary activities before tax</b> | <b>30,047</b>  | <b>3,174</b>   |
| <b>Surplus for the financial year</b>            | <b>30,047</b>  | <b>3,174</b>   |
| <b>Retained surplus for the financial year</b>   | <b>30,047</b>  | <b>3,174</b>   |



**REFUGEE ADVICE CENTRE**  
**Income and Expenditure Account**  
**The report of the trustees**  
**for the year ended 31 March 2009**

|   | Unrestricted  | Restricted     | Total          | Last Year      |
|---|---------------|----------------|----------------|----------------|
|   | Funds         | Funds          | Funds          | Total Funds    |
| Notes   | 2009          | 2009           | 2009           | 2008           |
|   | £             | £              | £              | £              |
| <b>Incoming resources</b>                           |               |                |                |                |
| <i>Incoming resources from generated funds</i>      |               |                |                |                |
| Income resources Grant Receivable                   | 50,437        | 186,218        | 236,655        | 144,677        |
| Activities for generating funds                     | 780           |                | 780            | 2,856          |
| Investment Income                                   | 182           |                | 182            | 323            |
| Income generated from activities                    | 41,064        |                | 41,064         | 54,880         |
| <b>Total income resources</b>                       | <b>92,463</b> | <b>186,218</b> | <b>278,681</b> | <b>202,736</b> |
| <b>Charitable Activities Expenditure</b>            |               |                |                |                |
| Grants payable furtherance of the charity's objects |               |                |                | 14,940         |
| Management & Administration of the Charity          | 89,023        | 159,611        | 248,634        | 184,622        |
| <b>Total resources expended</b>                     | <b>89,023</b> | <b>159,611</b> | <b>248,634</b> | <b>199,562</b> |
| <b>Net Incoming Resources</b>                       | <b>3,440</b>  | <b>26,607</b>  | <b>30,047</b>  | <b>3,174</b>   |
| <br><i>Total funds brought forward</i>              | <br>2,856     | <br>118,308    | <br>121,164    | <br>117,990    |
| <b>Total Funds carried forward</b>                  | <b>6,296</b>  | <b>144,915</b> | <b>151,211</b> | <b>121,164</b> |

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 reconciled to the total funds as shown in the Balance Sheet on page 9 as required by the said statement.

All activities derive from continuing operations

**REFUGEE ADVICE CENTRE**  
**Statement of Financial Activities for**  
**the year ended 31 March 2009**

**Statement of Total Recognised Gains and Losses for the year ended 31 March 2009**

|   | 2009          | 2008         |
|---|---------------|--------------|
| Excess of Expenditure over income before realisation of assets Profit per Profit and Loss account | 30,047        | 3,174        |
| Grants for the acquisition of fixed assets  | 30,047        | 3,174        |
| Net Movement in funds before taxation   | <u>30,047</u> | <u>3,174</u> |

**Movements in revenue and capital funds for the year ended 31 March 2009**

**Revenue accumulated funds**

|  | Unrestricted Funds | Restricted Funds | Total Funds | Last year Total Funds |
|--|--------------------|------------------|-------------|-----------------------|
|  | 2009               | 2009             | 2009        | 2008                  |
|  | £                  | £                | £           | £                     |
| Accumulated funds brought forward            | 2,856              | 118,308          | 121,164     | 117,990               |
| Recognised gains and losses before transfers | 3,440              | 26,607           | 30,047      | 3,174                 |
| Closing revenue accumulated funds            | 6,296              | 144,915          | 151,211     | 121,164               |


| Summary of funds          | Designated Funds | Unrestricted Funds | Restricted Funds | Total Funds | Last Year Total Funds |
|---------------------------|------------------|--------------------|------------------|-------------|-----------------------|
|                           |                  | 2009               | 2009             | 2009        | 2008                  |
| Revenue accumulated funds |                  | 6,296              | 144,915          | 151,211     | 121,164               |

**REFUGEE ADVICE CENTRE**  
**Balance Sheet**  
**as at 31 March 2009**

|   | Notes | 2009<br>£      | 2008<br>£      |
|---|-------|----------------|----------------|
| <b>The assets and liabilities of the charity:</b>     |       |                |                |
| Tangible assets                                       | 5     | 114,948        | 108,536        |
| <b>Current assets</b>                                 |       |                |                |
| Cash at bank and in hand                              |       | 53,049         | 16,770         |
| amounts due within one year                           | 6     | (16,786)       | (4,142)        |
| <b>Net current assets</b>                             |       | <u>36,263</u>  | <u>12,628</u>  |
| <b>Total assets less current liabilities</b>          |       | <u>36,263</u>  | <u>12,628</u>  |
| <b>Creditors:-</b>                                    |       |                |                |
| amounts due after more than one year                  |       |                |                |
| <b>Net assets including pension asset / liability</b> |       | <u>151,211</u> | <u>121,164</u> |
| <b>The funds of the charity:</b>                      |       |                |                |
| <b>Unrestricted income funds</b>                      |       |                |                |
| Unrestricted revenue accumulated                      | 6,296 |                | 2,856          |
| Designated revenue funds                              |       |                |                |
| <b>Unrestricted capital funds</b>                     |       |                |                |
| <b>Total unrestricted funds</b>                       |       | <u>6,296</u>   | <u>2,856</u>   |
| <b>Restricted income funds</b>                        |       |                |                |
| Restricted revenue accumulated funds                  |       |                | 118,308        |
| <b>Total restricted funds</b>                         |       | <u>144,915</u> | <u>188,308</u> |
| <b>Total charity funds</b>                            |       | <u>151,211</u> | <u>121,164</u> |

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

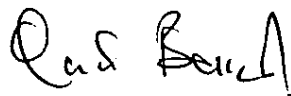
Trustee



Alex G Davies

Approved by the trustees on 14 December 2009

Trustee



Dr. Qadir Bakhsh

## REFUGEE ADVICE CENTRE

### Notes to the Accounts

for the year ended 31 March 2009

#### 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 April 2008, 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, (revised June 2008), adapted to meet the needs of unincorporated organisations. The accounts have been drawn up in accordance with the provisions of the Charities Acts, and include the results of the charity's operations which are described in the Trustees' Report, all of which are continuing.

Insofar as the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commissioners for England & Wales, (revised in June 2008) requires compliance with specific Financial Reporting Standards other than the FRSSE then the specific Financial Reporting Standards have been followed where their requirements differ from those of the FRSSE.

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.

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.

##### *Incoming Resources*

Incoming resources are accounted for on a receivable basis deferred as described below where appropriate.

##### *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

|  |                |                |
|--|----------------|----------------|
| <b>2 Surplus for the financial year</b>          | <b>2009</b>    | <b>2008</b>    |
|  | <b>£</b>       | <b>£</b>       |
| <b>This is stated after crediting :-</b>         |                |                |
| <b>Revenue Turnover from ordinary activities</b> |                |                |
| <b>Include:</b>                                  | <b>278,499</b> |                |
| • <b>Income generated from activities</b>        | <b>41,064</b>  | <b>202,736</b> |
|  |                | <b>0</b>       |
| <b>and after charging:-</b>                      |                |                |
| Depreciation of owned fixed assets               | 9,462          | 4,144          |
| Rentals under operating leases                   | 20,750         | 32,450         |
| Independent Examiner's Fees                      |                |                |
| Auditors' Remuneration                           | 560            | 400            |

**REFUGEE ADVICE CENTRE**  
**Notes to the Accounts**  
**for the year ended 31 March 2009**

**3 Statement that no expenses were paid to trustees or connected persons**

|   | <b>2009</b> | <b>2008</b> |
|---|-------------|-------------|
|   | <b>£</b>    | <b>£</b>    |
| <b>4 Investment Incomes</b>   |             |             |
| Other bank deposit interest received  | 182         |             |
| <u>See the exemptions available to small charities not subject to audit</u> |             |             |
| <i>Rent Receivable</i>  |             |             |

**5 Tangible functional fixed assets**

|   | Free hold<br>Land and<br>buildings<br>£ | Leasehold land<br>and building<br>Equipments<br>£ | Total<br>£     |
|---|---|---|----------------|
| <b>Asset cost, valuation or revalue amount</b>            |   |   |                |
| <i>At 1 April 2008</i>                                    | 110,000                                 | 44,568  | 154,568        |
| Additions   |   | 18,045  | 18,045         |
| Disposals   | -                                       | (2,171)   | (2,171)        |
| <i>At 31 March 2009</i>                                   | <u>110,000</u>                          | <u>60,442</u>                                     | <u>170,442</u> |
| <b>Accumulated depreciation and impairment provisions</b> |   |   |                |
| <i>At 1 April 2008</i>                                    | 9,240                                   | 36,792  | 46,032         |
| Depreciation on revaluation                               |   |   |                |
| Charge for the year                                       | 2,200                                   | 7,262   | 9,462          |
| <i>At 31 March 2009</i>                                   | <u>11,440</u>                           | <u>44,054</u>                                     | <u>55,494</u>  |
| <b>Net assets</b>   |   |   |                |
| <b>At 1 April 2008</b>                                    | <b>100,760</b>                          | <b>7,776</b>                                      | <b>108,536</b> |
| <b>At 31 March 2009</b>                                   | <b>98,560</b>                           | <b>16,388</b>                                     | <b>114,948</b> |

REFUGEE ADVICE CENTRE  
Notes to the Accounts  
for the year ended 31 March 2009

|  |             |             |
|--|-------------|-------------|
| <b>6 Creditors: amounts falling due within one year</b>      | <b>2009</b> | <b>2008</b> |
|  | £           | £           |
|  | 9,911.12    | 450         |
| Accrued expenses   | 6,874.8     | 3,692       |
| VAT  | 16,786      | 4,142       |
|  | <b>2009</b> | <b>2008</b> |
|  | £           | £           |
|  | 30,047      | 3,174       |
| Net movement in funds from Statement of Financial Activities | (20,216)    |             |
| Net resources applied on functional fixed assets             | 9,831       | 3,174       |
| <b>Net movement in funds available for future activities</b> |             |             |

|  |                     |                   |                   |                |
|--|---------------------|-------------------|-------------------|----------------|
| <b>8 Particulars of Individual Funds and analysis of assets and liabilities representing funds</b> |                     |                   |                   |                |
| <b>At 31 March 2009</b>  | <b>Unrestricted</b> | <b>Designated</b> | <b>Restricted</b> | <b>Total</b>   |
|  | <b>funds</b>        | <b>funds</b>      | <b>funds</b>      | <b>Funds</b>   |
|  | £                   | £                 | £                 | £              |
| Heritage Assets  |                     |                   |                   |                |
| Tangible Fixed Assets  |                     |                   | 114,948           | 114,948        |
| Investments at valuation   |                     |                   |                   |                |
| Fixed asset investments  |                     |                   |                   |                |
| Current Assets   |                     |                   | 53,049            | 53,049         |
| Current Liabilities  |                     |                   | (16,786)          | (16,786)       |
|  | <b>6,296</b>        |                   | <b>144,915</b>    | <b>151,211</b> |
|  | £                   | £                 | £                 | £              |
| <b>At 1 April 2008</b>   | <b>Unrestricted</b> | <b>Designated</b> | <b>Restricted</b> | <b>Total</b>   |
|  | <b>funds</b>        | <b>funds</b>      | <b>funds</b>      | <b>Funds</b>   |
| Heritage Assets  |                     |                   |                   |                |
| Tangible Fixed Assets  |                     |                   | 108,536           | 108,536        |
| Investments at valuation   |                     |                   |                   |                |
| Fixed asset investments  |                     |                   |                   |                |
| Current Assets   |                     |                   | 16,770            | 16,770         |
| Current Liabilities  |                     |                   | (4,142)           | (4,142)        |
|  | <b>3,174</b>        |                   | <b>117,990</b>    | <b>121,164</b> |

The individual funds included above are :-

|                 |                  |                  |                 |
|-----------------|------------------|------------------|-----------------|
| <b>Funds at</b> | <b>Movements</b> | <b>Transfers</b> | <b>Funds at</b> |
| <b>2008</b>     | <b>in</b>        | <b>Between</b>   | <b>2009</b>     |
|                 | <b>Funds</b>     | <b>funds</b>     |                 |
| £               | £                | £                | £               |
| 121,164         | 30,047           |                  | 151,211         |

**REFUGEE ADVICE CENTRE Notes  
to the Accounts  
for the year ended 31 March 2009**

**Analysis of movements in funds as shown in the table  
above**

| Incoming<br>Resources<br>£ | Outgoing<br>Resources<br>£ | Gains &<br>Losses<br>£ | Movement<br>in funds<br>£ |
|----------------------------|----------------------------|------------------------|---------------------------|
| <u>278,681</u>             | <u>248,634</u>             |                        | <u>30,047</u>             |

**9 Status of this schedule to the Statement of Financial Activities**

|                               | 2009           | 2009           | 2008           |
|-------------------------------|----------------|----------------|----------------|
| Grant, Legacies and Donations | <u>236,655</u> | <u>236,655</u> | <u>144,677</u> |
|                               | <u>236,655</u> | <u>236,655</u> | <u>144,677</u> |

**Voluntary Income**

Activities for generating funds

Other incoming resources

**Total of activities for generating funds**

**Investment Income**

**Bank deposit interest received**

**Total Investment Income**

**Total Incoming Resources**

**Costs of generating funds**

**Fundraising Trading**

**Charitable expenditure**

|                |                |                |
|----------------|----------------|----------------|
| 780            | 780            | <u>2,856</u>   |
| <u>780</u>     | <u>780</u>     | <u>2,856</u>   |
| 182            | 182            | 323            |
| <u>41,064</u>  | <u>41,064</u>  | <u>54,880</u>  |
| <u>41,246</u>  | <u>41,246</u>  | <u>55,203</u>  |
| <u>278,681</u> | <u>278,681</u> | <u>202,736</u> |

The London Council and the London Borough of Waltham Forest funding were spent in accordance with the approved purposes.

**REFUGEE ADVICE CENTRE**  
**Schedule to the Statement of Financial Activities for the**  
**year ended 31 March 2009**

***Governance costs that are not direct management functions inherent in generating funds, service delivery and programme or project work***

***(including management and administration costs)***

| <b><i>Specific governance costs</i></b>                                | <b><i>Unrestricted</i></b> | <b><i>Restricted</i></b> | <b><i>Total</i></b> | <b><i>2008</i></b> |
|--|----------------------------|--------------------------|---------------------|--------------------|
| Salaries - Administrative staff  | 37,133                     | 71,995                   | 109,128             | 58,371             |
| Auditors' remuneration   |                            | 560                      | 560                 | 400                |
| Other accountancy fees   |                            |                          |                     | 1,047              |
| Legal and professional spare (1)                                       |                            | 5,028                    | 5,028               |                    |
| Depreciation of fixed assets used for governance                       | 7,262                      | 2,200                    | 9,462               | 4,144              |
| <b><i>Management and administration costs</i></b>                      |                            |                          |                     |                    |
| <b><i>Employee costs:</i></b>  |                            |                          |                     |                    |
| Training and welfare   |                            | 2,443                    | 2,443               | 615                |
| Travel and subsistence   |                            | 371                      | 371                 | 38                 |
| Recruitment expenses   |                            | 2,100                    | 2,100               | 4,956              |
| <b><i>Premises Costs</i></b>   |                            |                          |                     |                    |
| Rent payable   | 20,750                     |                          | 20,750              | 30,682             |
| Rates, water and service charges                                       |                            | 2,203                    | 2,203               | 2,679              |
| Distribution to MASC Partners  |                            | 55,200                   | 55,200              | 61,651             |
| Light and heat   | 9,308                      |                          | 9,308               | 4,422              |
| Cleaning   | 1,623                      |                          | 1,623               |                    |
| Premises repairs and renewals  | 7,194                      | 7,706                    | 14,900              | 4,606              |
| Alarm maintenance  |                            | 372                      | 372                 | 1,227              |
| <b><i>General administrative expenses:</i></b>                         |                            |                          |                     |                    |
| Telephone and fax  | 3,698                      |                          | 3,698               | 1,503              |
| Stationery and printing  |                            | 3,465                    | 3,465               | 1,992              |
| Subscriptions  | 2,055                      | 697                      | 2,752               | 1,636              |
| Prisoners of Conscience Payments                                       |                            |                          |                     | 1,768              |
| Running Expenses   |                            |                          |                     | 2,191              |
| Admin costs spare (2)  |                            | 5,271                    | 5,271               | 662                |
| Bank charges   |                            |                          |                     | 32                 |
| <b><i>Less Governance costs reallocated to specific activities</i></b> |                            |                          |                     |                    |
| <b>Total governance costs after reallocation</b>                       | <b>89,023</b>              | <b>159,611</b>           | <b>248,634</b>      | <b>184,622</b>     |



## Appendix 1

**Analysis of Total Incoming & Outing Resources by Activity**  
**For The Year Ended 31 March 2009**

|   | Fundraising<br>Other<br>Activities | Activity2      | Activity3     | Activity4  | Activity5 | Total<br>2009<br>£ | Total<br>2008<br>£ |
|---|------------------------------------|----------------|---------------|------------|-----------|--------------------|--------------------|
|   |                                    | £              | £             | £          | £         |                    |                    |
| <b>Incoming Resources from generated funds</b>            |                                    |                |               |            |           |                    |                    |
| Grants, Lagacies & Donations                              | -                                  | 236,655        | -             | -          | -         | 236,655            | 144,677            |
| Activities for generating funds                           | 780                                | -              | -             | -          | -         | 780                | 2,856              |
| Rental Income   | -                                  | -              | 41,064        | -          | -         | 41,064             | 54,880             |
| Interest Received   | -                                  | -              | -             | 182        | -         | 182                | 323                |
| <b>Total Incoming Resources</b>                           | <b>780</b>                         | <b>236,655</b> | <b>41,064</b> | <b>182</b> |           | <b>278,681</b>     | <b>202,736</b>     |
| <b>Costs of generating funds</b>                          |                                    |                |               |            |           |                    |                    |
| Grants payable to furtherance of the<br>charity's objects | -                                  | -              | -             | -          | -         | -                  | 14,940             |
| Cost of charitable activities                             | -                                  | -              | -             | -          | -         | 248,074            | 184,222            |
| Goverance Costs   | -                                  | -              | -             | -          | -         | 560                | 400                |
| <b>Total Resources expended</b>                           | <b>-</b>                           | <b>-</b>       | <b>-</b>      | <b>-</b>   | <b>-</b>  | <b>248,634</b>     | <b>199,562</b>     |
| <b>Net Incoming Resources by activity</b>                 | <b>-</b>                           | <b>-</b>       | <b>-</b>      | <b>-</b>   | <b>-</b>  | <b>30,047</b>      | <b>3,174</b>       |

**2009**  
**£**

**2008**  
**£**

**The above amounts are shown in the accounts as**

|   |       |       |
|---|-------|-------|
| Support costs for charitable activities | 7,262 | 4,144 |
|---|-------|-------|