

**STAR**  
**(Student Action For Refugees)**  
(A company limited by guarantee)

**Report and Financial Statements**

Year ended: 30 June 2001

Charity no: 1079042

Registered number: 3902118



## Contents

## Page

Legal and administrative information

1

Report of the Management Committee

2 - 3

Report of Independent examiner

4

Statement of financial activities

5

Balance sheet

6

Notes forming part of the financial statements

7 - 9

## Legal and Administrative information

### Status

The organisation is a charitable company limited by guarantee, incorporated on 27 December 1999 and registered as a charity on 20 January 2000 (Charity Registered Number 1079042).

The charity received at that date the assets and liabilities of the unincorporated association of the same name. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under the Articles of Association. Under those articles, the members of the Management Committee are elected to serve a period of 3 years, subject to ratification at the AGM.

### Management Committee

Concetta Perot	Chair	
Tim Jones	Treasurer	(Appointed September 2000)
Stella Cridge	Treasurer	(Resigned December 2000)
Micky Willmott	Member	
Greg Foister	Member	(Resigned December 2000)
Imran Hussain	Member	(Appointed December 2000)
Edwin Ambe	Member	(Appointed December 2000)
Ruth Davey	Partnership Representative	
Nicola Witcombe	Secretary	

### Staff

Ruth Pryce	National Co-ordinator/Fundraiser
------------	----------------------------------

Registered office and operation address: 3/9 Bondway  
London SW8 1SJ

Bankers: The Cooperative Bank plc  
P. O. Box 101  
1 Balloon Street  
Manchester M60 4EP

## **Management committee report**

For the eighteen months ended 30 June 2001

The Management committee have pleasure in presenting their report and financial statements for the financial year ended 30 June 2001.

### **Principal activities, review of the business**

The object of STAR is to facilitate students to promote awareness of refugee issues, support refugees in the local and international community by setting up a community initiative or working with existing local refugee communities, and campaign for the rights of refugees. The STAR National Office provides groups with resources and training in order to support them in their activities. In addition the National Office organises an Annual National Conference, the only student conference dedicated to refugee and asylum issues. STAR produces a National Newsletter and services the Friends of STAR scheme for non students and organisations wishing to keep up to date with STAR activities.

### **Financial Review and future development**

Our financial position is getting stronger thanks to the support of our funders, partners and Friends of STAR. The surplus carried forward will be fully utilised in the next financial year on a full operational basis.

STAR groups have maintained a constant and growing presence in universities across the UK over the last year. We have consolidated our organisational structure, Management Committee (Trustees) and strategic plans. We currently have 22 groups in universities around the UK and are working to manage this growth in line with our second business plan (July 2001-June 2004). Beyond Words 2000, STAR's Annual National Conference and the biggest event of our year, was once again a great success. The event attracted over 100 students to Nottingham for a weekend of workshops and action sessions on the latest refugee and asylum issues.

In the next year, STAR will once again continue to support existing groups as well as expanding into new areas, establishing new groups (taking the total to 30) and developing the STAR Youth Programme working with 16-18 year olds. In addition STAR will continue to formalise and develop its organisational structure. This work will be funded by a three-year grant from the Community Fund and will begin in January 2002. The funding from the Community Fund will allow STAR to consolidate its existing university network as well as build new links with the 16-18 year old age group. STAR is continuing to establish its reputation as a credible network supporting refugees and asylum seekers in new and innovative ways.

### **Responsibilities of management committee**

Charity and Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements, the members are required to :

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

## Management committee report (continued)

The Members are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to 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.

### **Members of the management committee**

The company is a membership organisation. Groups and individuals become members by payment of a subscription. All members are liable up to a maximum of £5 for the debts of the company in the event of insolvency.

STAR has taken out Employers Liability Insurance.

This report has been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

This report was approved by the management committee on 27 October 2001 and signed on its behalf by:



**Nicola Witcombe**  
Secretary

## Independent Examiner's report

To the Members of STAR

We report on the inquiry on the accounts STAR for the eighteen months ended 30 June 2001, which are set out on pages 5 to 9.

### Respective responsibilities of members and examiner

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of Charities Act 1993 (the Act) does not apply. It is our responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commission under section 43 (7)(b) of the Act, whether particular matters have come to our attention.

### Basis of independent examiner's report

Our examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matter. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### Independent examiner's statement

In connection with our examination. No matter has come to our attention:  
which gives us reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 41 of the Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act have been met.



XN Associates  
ACCOUNTANTS  
59E Highbury New Park  
Highbury  
London  
N5 2ET

27 October 2001

# Statement of Financial Activities

For the eighteen months ended 30 June 2001

## Incorporating the income and expenditure statement

	<u>Notes</u>	Unrestricted Funds £	Restricted Funds £	<u>2001</u> £
<b>Incoming Resources</b>				
<i>Voluntary income:</i>				
Gifts in kind	2	-	30,597	30,597
Trust	2	-	59,500	59,500
Donations	2	3,848	-	3,848
Total Voluntary income		3,848	90,097	93,945
Other income	3	4,880	-	4,880
<b>Total Incoming Resources</b>		<u>8,728</u>	<u>90,097</u>	<u>98,825</u>
<b>Resources Expended</b>				
Charitable expenditure		2,256	59,505	61,761
Management and administration		780	2,301	3,081
<b>Total Resources Expended</b>	4	<u>3,036</u>	<u>61,806</u>	<u>64,842</u>
<b>Net Incoming Resources</b>		5,692	28,291	33,983
<b>Opening Fund Balances at 1 January</b>		-	-	-
<b>Closing Fund Balances at 30 June</b>	11	<u>5,692</u>	<u>28,291</u>	<u>33,983</u>

There were no recognised gains or losses other than those passing through the statement of financial activities.

The accompanying notes form an integral part of this statement of financial activities.

## Balance Sheet

30 June 2001

	Notes	2001 £
<b>Fixed assets</b>		
Tangible assets	6	<u>1,177</u>
		<u>1,177</u>
<b>Current assets</b>		
Debtors	7	180
Cash at bank and in hand	8	<u>33,276</u>
<b>Total current assets</b>		33,456
<b>Creditors: amounts falling due within one year</b>	9	<u>(650)</u>
<b>Net current assets</b>		<u>32,806</u>
<b>Total assets less current liabilities</b>		33,983
<b>Net assets</b>		<u>33,983</u>
<b>Funds</b>		
Unrestricted funds		
-General		5,692
Restricted funds		28,291
<b>Total funds</b>	11	<u>33,983</u>

The company is entitled to the exemption from audit under Section 249A(1) of the companies Act 1985 for the eighteen months ended 30 June 2001.

The members have not required the company to obtain an audit of its financial statements for the eighteen months ended 30 June 2001 in accordance with Section 249B(2) of the Companies Act 1985.

The Management Committee acknowledges his responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year in accordance with the requirements of Section 226 and which otherwise comply with the requirement of the Companies Act 1985 relating to financial statements, so far as applicable to the company.

The accounts has been prepared in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

The financial statements on pages 2 to 6 were approved by the organisation on 27 October 2001 and signed on its behalf

Concetta Perot



Nicola Witcombe



The accompanying notes form an integral part of this balance sheet.



## Notes to the financial statements

For the eighteen months ended 30 June 2001

### 1 Accounting policies

#### a) Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial reporting Standard for Smaller Entities (effective March 2000), the Companies Act 1985 and the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice issued in October 2000.

#### b) Incoming resources

Voluntary income is received by way of donations, trust grants and gifts and this is included in full in the Statement of Financial Activities in the year in which they are receivable. Gifts in kind are included in income at their market value. Other income is included when received.

#### c) Fund accounting

Income, which is subject to donor imposed restrictions as to their use and related expenditure are accounted for as restricted funds. All other income and expenditure is accounted for as unrestricted. Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

#### d) Resources expended

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

#### e) Depreciation

Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which in the case of computers is 3 years. Assets are capitalised where the purchase price exceed £500.

### 2. Voluntary income

	Unrestricted funds £	Restricted funds £	Total 2001 £
Gift in kind			
-Refugee Council	-	20,406	20,406
Grants from charitable trusts			
-Allen Lane	-	7,000	7,000
-Barrow Cadbury	-	5,000	5,000
-Fund for Human Need	-	1,500	1,500
-Leigh Trust	-	5,000	5,000
-Lyndhurst	-	2,000	2,000
-National Lottery Charitable Board	-	4,050	4,050
-Polden Puckham	-	10,000	10,000
-Servite Sisters	-	3,000	3,000
-Sainsbury's Fund	-	10,000	10,000
-UNHCR	-	1,500	1,500
-Other trust	-	5,450	5,450
Total trust	-	54,500	54,500
Donations	3,848	-	3,848

### 3. Other Income

	Unrestricted funds £	Restricted funds £	Total 2001 £
Interest receivable	369	-	369
Conference fees and sales	2,651	-	2,651
Membership	990	-	990
Others	870	-	870
	4,880	-	4,880

## Notes to the financial statements

For the eighteen months ended 30 June 2001

### 4. Total resources expended

	Unrestricted funds £	Restricted funds £	Total 2001 £
<i>Charitable expenditure</i>			
Staff cost	-	49,976	49,976
Equipment	-	750	750
Printing and publicity	529	4,938	5,467
Conference and meetings	1,335	2,104	3,439
General expense	-	403	403
Depreciation	-	235	235
Groups costs	172	1,099	1,271
Subscriptions	220	-	220
	<u>2,256</u>	<u>59,505</u>	<u>61,761</u>
<i>Management and administration</i>			
Committee meetings and expenses	-	1,373	1,373
Stationery	530	-	530
Professional charges	250	928	1,178
	<u>780</u>	<u>2,301</u>	<u>3,081</u>
<b>Total Resources Expended</b>	<u>3,036</u>	<u>61,806</u>	<u>64,842</u>

### Staff cost comprised:

Wages and salaries	-	44,108	44,108
Social security costs	-	3,984	3,984
Aggregate remuneration	-	48,092	48,092
Other staff cost	-	1,884	1,884
	-	<u>49,976</u>	<u>49,976</u>

### 5. Management committee's remuneration

No emoluments were paid to any member of the management committee.

Expenses reimbursed to 6 management committee members for the eighteen months was £846.

### 6. Tangible fixed assets

	Computer Equipment £	Total £
<b>Cost</b>		
At 1 January 2000	-	-
Additions	1,412	1,412
At 30 June 2001	<u>1,412</u>	<u>1,412</u>
<b>Depreciation</b>		
At 1 January 2000	-	-
Charge for the year	235	235
At 30 June 2001	<u>235</u>	<u>235</u>
<b>Net book value</b>		
At 1 January 2000	-	-
At 30 June 2001	<u>1,177</u>	<u>1,177</u>

## Notes to the financial statements

For the eighteen months ended 30 June 2001

### 7. Debtors

	2001 £
Prepaid expenditure	-
Accrued income	180
	<u>180</u>

### 8. Cash and Bank Balance

	2001 £
Cash in hand	19
Current account	7,465
Deposit account	25,792
	<u>33,276</u>

### 9. Creditors

	2001 £
Amounts falling due within one year:	
Accrued expense	<u>650</u>

### 10. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total funds £
<b>Funds balances at 30 June 2001 are represented by:</b>			
Fixed assets	-	1,177	1,177
Current assets	5,692	27,764	33,456
Current liabilities	-	(650)	(650)
<b>Total net assets</b>	<u>5,692</u>	<u>28,291</u>	<u>33,983</u>

### 11. Movement of funds

	Balance at 1 January 2000 £000	Incoming resources £000	Outgoing resources £000	Balance at 30 June 2001 £000
<b>Unrestricted funds</b>				
General	-	8,728	(3,036)	5,692
<b>Restricted funds</b>				
Gift in kind	-	30,597	(30,597)	-
Trust	-	59,500	(31,209)	28,291
<b>Total unrestricted funds</b>	<u>-</u>	<u>98,825</u>	<u>(64,842)</u>	<u>33,983</u>