

Asylum Welcome
(A company limited by guarantee)

Report and Financial Statements
For the Year Ended March 31 2008

Charity no: 1092265
Company no: 4361627



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Legal and administrative information

Charity Name and Number

Asylum Welcome: Charity number: 1092265. Company number: 4361627.

Directors and trustees

Richard Taylor (Chair)
Diana Tickell (Vice Chair)
Chris Fenwick (Treasurer)
Tony Bradley (Retired July 2 2007)
Nicola van der Gaag
Mary Hardwick
Stephanie Kitchen
Heather Steele
Elizabeth Wincott (Died April 1 2008)
Carol Angier
Klaus Kaye (Retired July 2 2007)
Aliaksandr Patrusau
Lucy Vickers (Elected July 2 2007)

Secretary

Olive Gearing

Director

Matt Holman

Registered Office

276a Cowley Road, Oxford OX4 1UR

Reporting Accountant

Peter Stevenson FCA, 8 Harbord Road, Oxford OX2 8LJ

Bankers

The Co-operative Bank plc, PO Box 250, Skelmersdale WN8 6WT
CafCash Ltd, Kings Hill, West Malling, Kent ME19 4TA

Solicitors

Blake Lapthorn Linnell, Seacourt Tower, West Way, Oxford OX2 0FB

Report of the Trustees For the year ended March 31 2008

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended March 31 2008.

The legal and administrative information set out on pages 1 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles and the Statement of Recommended Practice – Accounting and Reporting by Charities.

Structure, Management and Governance

Asylum Welcome is a company limited by guarantee and a registered charity governed by its memorandum and articles of association and established on January 28 2002.

The directors of the charitable company (“the charity”) are its trustees for the purposes of charity law and throughout this report are collectively referred to as the trustees. As set out in the Articles of Association, the members of the charitable company who attend the Annual General Meeting elect the trustees annually. Trustees may co-opt up to 3 members. Trustees may serve for up to three years and one third of the elected members and all co-opted members retire and may offer themselves for re-election each year.

The Board of Trustees (Executive Committee) administers the charity and consists of between 6 and 12 members elected at the Annual General Meeting (“AGM”). In addition to these elected members the Executive Committee may co-opt up to three members between AGMs. At the AGM each year, one third of the trustees retires as well as those co-opted during the year and may offer themselves for re-election. The Executive Committee must hold at least three meetings each year, but in practice meets every two months.

A Director is appointed by the Executive Committee to manage the day-to-day operation of the charity. To facilitate effective operations the Director has delegated authority, within the terms of the delegation appointed by the Executive Committee, for operational matters including finance, employment and asylum and refugee related issues.

New trustees undergo an orientation to brief them on their legal obligations under charity and company law. During this induction they meet staff members and other trustees. Trustees are encouraged to attend appropriate training events where these will improve their skills as trustees. Refugees and those with knowledge of refugee matters are particularly welcome as trustees.

Objects and Activities

The charity's objects are to provide charitable assistance for the relief of poverty, sickness, and distress and for educational purposes, for the benefit of asylum seekers, refugees and those who are or have been or may be detained by the immigration authorities, principally for those living in or having a connection with Oxfordshire or detained at Campsfield House.

The charity achieves these objects through:

- An accessible and conveniently located office where a team of trained and experienced staff and volunteers welcome and support asylum seekers and refugees attending as far as is possible to their needs.
- With its Community Legal Services Quality Mark the charity provides, through its OISC accredited advice workers, much needed advice to refugees and asylum seekers newly arrived or of longer standing in the community of their rights and obligations.
- Education Advice provided twice weekly by experienced volunteers from its Cowley Road base and financial support for those seeking educational opportunities offered through the Ranger Fund.
- Home visiting, advice and befriending of refugee families by advice workers and a team of volunteers.
- Clubs, holidays and activities for children and young people organised by part-time youth workers and volunteers.
- A network of volunteers visiting detainees at Campsfield House, providing opportunities for bail and supporting former detainees if released into the community by visits, advice, general support and attending court hearings.
- An advocacy group who work with the media to present an accurate picture of asylum seekers and raise local awareness of their positive contributions and of the issues that adversely affect them.

Achievements and Performance

In the year ended March 31 2008 the charity has continued to pursue its objectives as stated above. For a full review of the company's activities and future plans the executive committee refer you to the Annual Report 2007/2008. This is available from the registered offices of the company.

Financial Review

The Statement of Financial Affairs on page 7 shows that there was an excess of income over expenditure for the year of £27,949 (2007 - £37,955). The Executive Committee is pleased with this result in a year at the beginning of which the financial outlook seemed bleak. This surplus will enable the Executive Committee to plan with more certainty for the year 2008/9 and beyond following this past year's organisational and operational changes.

Total reserves shown on the Balance Sheet on page 8 are shown as £162,399 (2007 - £134,450). Of these reserves, £2,059 (2007 - £5,567) comprise restricted funds and will be fully utilised in the next financial year.

The charity aims to hold its unrestricted reserves at a level of 35%, or just over 4 months worth, of its total expenditure budget. Unrestricted reserves now stand at £160,340 and this is more than 35% of expenditure budgeted for next year. Although the total reserves are above 35% of the expenditure budget for next year the executive committee anticipate expenditure to exceed income in 2008/9 and 2009/10 and that, as a result, the unrestricted reserves will be reduced to a level nearer to 35% of expenditure for future years.

Under the memorandum and articles of association, the charity has power to make any investment that they chose. The executive committee have chosen to keep any cash reserves not immediately needed for its operations in an instant access high interest deposit account. With greater reserves and more long term funding in place, the executive would review this policy.

Trustees' responsibilities in relation to the financial statements

Company law requires the trustees to prepare financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial period and of its surplus or deficit for the financial period. In doing so the trustees 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 and statements of recommended practice have been followed subject to any departures disclosed or explained in the financial statements; and
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its operations.

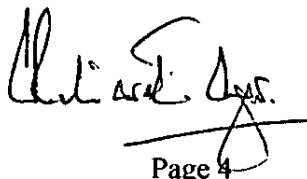
The trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 1985. The trustees are also responsible for safeguarding the assets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

Reporting Accountant

We have been delighted to have the services of Peter Stevenson as reporting accountant and would wish him to continue in this capacity in the future.

By order of the trustees

Richard Taylor
June 8th 2008



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Accountant's Report to the Members on the Unaudited Accounts of Asylum Welcome

I report on the accounts for the year ended March 31 2008 set out on pages 6 to 12.

Respective responsibilities of trustees and reporting accountants

As described on page 4 the company's trustees are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is my responsibility to carry out procedures to enable me to report my opinion.

Basis of opinion

My work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so my procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as I considered necessary for the purposes of this report. These procedures provide only the assurances expressed in my opinion.

Opinion

In my opinion:

- (a) the accounts are in agreement with the accounting records kept by the company under section 221 of the Companies Act 1985:
- (b) having regard only to, and on the basis of, the information contained in those accounting records:
 - (i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in section 249C(6) of the Act; and
 - (ii) the company satisfied the conditions for exemption from audit of the accounts for the period specified in section 249A(4) of the Act as modified by section 249A(5) and did not, at any time within that period, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1).

Peter Stevenson

Peter Stevenson FCA
Reporting Accountant

8 Harbord Road
Oxford OX2 8LJ

June 8th 2008

ASYLUM WELCOME

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED MARCH 31 2008

	Note	Unrestricted Funds	Restricted Funds	Total	2007
		£	£	£	£
INCOMING RESOURCES					
Incoming Resources from Generated Funds					
Voluntary Income	3	82,265	124,980	207,245	235,052
Activities for Generating Funds		1,408	-	1,408	2,913
Investment Income		8,466	-	8,466	6,066
Other Incoming Resources		3,074	-	3,074	1,722
Total Incoming Resources		<u>95,213</u>	<u>124,980</u>	<u>220,193</u>	<u>245,753</u>
RESOURCES EXPENDED					
Costs of Generating Funds					
Costs of Generating Voluntary Income		9,041	-	9,041	7,680
Charitable Activities		48,365	130,488	178,853	195,262
Governance Costs	5	4,350	-	4,350	4,856
Total Resources Expended	5	<u>61,756</u>	<u>130,488</u>	<u>192,244</u>	<u>207,798</u>
Net Incoming/(Outgoing) Resources		33,457	(5,508)	27,949	37,955
Transfer between Funds		(2,000)	2,000	-	-
Funds Brought Forward April 1 2007		128,883	5,567	134,450	96,495
Total Funds Carried Forward		<u>£160,340</u>	<u>£2,059</u>	<u>£162,399</u>	<u>£134,450</u>

The notes on pages 8 to 12 form part of these accounts.

ASYLUM WELCOME

BALANCE SHEET

AS AT MARCH 31 2008

			2007	2007
	Note	£	£	£
Fixed Assets				
Office Equipment	4		977	812
Current Assets				
Debtors	6	1,763	3,658	
Cash on Deposit		169,555	167,688	
Cash in Hand		483	320	
		<u>171,801</u>	<u>171,666</u>	
Current Liabilities				
Bank Overdraft		-	(3,354)	
Creditors: Falling due within one year	7	<u>(10,379)</u>	<u>(34,674)</u>	
		<u>(10,379)</u>	<u>(38,028)</u>	
Net Current Assets		161,422	133,638	
Total Assets		<u>£162,399</u>	<u>£134,450</u>	
Represented by:				
Unrestricted Income Funds		160,340	128,883	
Restricted Income Funds	8	<u>2,059</u>	<u>5,567</u>	
		<u>£162,399</u>	<u>£134,450</u>	

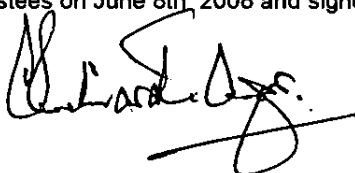
No member or members have deposited a notice requesting an audit of its financial statements for the year ended March 31 2008 under Section 249B(2) of the Companies Act 1985

The Trustees have:

- (1) taken advantage of the Companies Act 1985 by not having these accounts audited under section 249A(2) (partial exemption provisions)
- (2) acknowledged their responsibilities for preparing accounts that give a true and fair view of the company and of its surplus for the year ended March 31 2008 in accordance with the requirements of Section 226 of the Companies Act 1985 and which otherwise comply with the requirements of this Act relating to accounts, as far as they apply to this company
- (3) acknowledged their responsibilities for ensuring that the company keeps accounting records that comply with Section 221 of the Companies Act 1985

Approved by the Trustees on June 8th, 2008 and signed on their behalf by

Richard Taylor
Chair of Trustees



The notes on pages 8 to 12 form part of these accounts

ASYLUM WELCOME

NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31 2008

1 ACCOUNTING POLICIES

General

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005), applicable accounting standards and the Companies Act 1985.

Income

- (1) Donations and grants are recognised on a receivable basis in accordance with the restrictions or conditions placed on their use.
- (2) Interest income is included in the accounts when it is earned.
- (3) Tax recoverable in respect of Gift Aid donations is included in the accounts in the year of receipt of the donation.

Expenditure

All expenditure is included in the accounts in the year it falls due or is incurred.

Depreciation

Depreciation is provided on Office Equipment and Office Furniture at the rate of 25%(straight line basis), and is based on the estimated useful life of these fixed assets and their anticipated residual value.

Unrestricted Funds

Unrestricted funds are donations and other incoming resources received for the objects of the charity without a specified purpose and are available as general funds.
From time to time the Trustees may establish Designated Funds out of the Unrestricted Funds to meet contingencies.

Restricted Funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

2 LEGAL STATUS OF THE COMPANY

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of a winding up is limited to £1.

3 VOLUNTARY INCOME

	Unrestricted	Restricted	£	2007 £
Beatrice Laing Charitable Trust	-	3,000	3,000	-
Church Urban Fund	-	13,250	13,250	3,750
Eleanor Rathbone Charitable Trust	-	-	-	2,000
Garfield Weston Foundation	-	-	-	15,000
Henry Smith Charity	37,500	-	37,500	12,500
Individuals, Churches, Colleges and Schools	27,265	-	27,265	44,760
Lloyds TSB Foundation	-	7,900	7,900	-
McTaggart Third Fund	2,500	-	2,500	2,500
Milton Keynes YM06	-	-	-	2,520
National Lottery - Community Fund (2)	-	65,412	65,412	106,215
Odin Charitable Trust	-	2,000	2,000	1,000
Other Trusts	1,000	-	1,000	1,638
Oxfam	-	-	-	3,753
Oxford City Council	-	3,750	3,750	4,250
Woodward Charitable Trust	-	5,000	5,000	-
Oxford University Press	-	-	-	2,500
Oxpat	-	2,634	2,634	1,910
Paul Hamlyn Trust	-	15,000	15,000	15,000
Ranger Fund	-	2,034	2,034	2,256
Southall Trust	-	3,000	3,000	1,000
St Michael's and All Saints	-	-	-	2,500
Oxford Friends Action Against Poverty	-	2,000	2,000	-
The Leigh Trust	-	-	-	5,000
Tolkien Trust	14,000	-	14,000	5,000
	£82,265	£124,980	£207,245	£235,052

4 FIXED ASSETS

	Office Equipm't £	Office Furniture	Total
Cost			
Opening Balance April 1 2007	7,752	-	7,752
Additions in the year	353	-	353
Closing Balance March 31 2008	£8,105	-	£8,105
Accumulated Depreciation			
Opening Balance April 1 2007	6,941	-	6,941
Charge for year	187	-	187
Closing Balance March 31 2008	£7,128	-	£7,128
Net Book Value			
At March 31 2008	£977	-	£977
At March 31 2007	£811	-	£811

5 RESOURCES EXPENDED

Basis of Allocation	Costs of Generating funds	Co-ordination		Advice		Detainee Support		Youth Outreach		Education		Governance		2008		2007	
		£	£	£	£	£	£	£	£	£	£	£	£	Total	£	Total	£
Costs Directly Allocated to Activities																	
Staff and Recruitment Consultant	Direct	-	52,347	15,186	6,122	26,142	-	-	-	-	-	-	-	99,797	127,955		
Support to Refugees and Asylum Seekers	Direct	7,992	-	-	-	-	-	-	-	-	-	-	-	7,992	6,300		
Bank Charges	Direct	-	-	7,290	3,816	13,365	6,621	-	-	-	-	-	-	31,092	25,591		
Training	Direct	-	-	-	-	-	-	-	-	238	238	-	-	238	182		
Travel	Direct	-	1,773	-	152	270	-	-	-	-	-	-	-	2,195	1,156		
Accommodation	Direct	-	304	-	1,047	101	-	-	-	-	-	-	-	1,452	1,427		
Depreciation	Direct	-	25,811	-	-	-	-	-	-	-	-	-	-	25,811	21,885		
Support Costs Allocated to Activities														1,335	576		
Staff and Recruitment	Percentage	-	-	-	-	-	-	-	-	-	-	-	-	2,755	3,409		
Office Expenses	Percentage	-	5,562	2,530	-	2,530	-	-	-	-	-	479	-	11,101	10,299		
Accountancy	Percentage	-	2,980	-	-	-	-	-	-	-	-	500	-	3,480	-		
Annual Report and Newsletter	Percentage	1,049	726	-	-	-	-	-	-	-	-	-	-	1,775	1,476		
Insurance	Percentage	-	384	192	-	192	-	-	-	-	-	-	-	768	1,117		
Miscellaneous	Percentage	-	1,463	210	-	402	-	-	-	-	-	378	-	2,453	6,415		
		£9,041	£92,685	£25,408	£11,137	£43,002	£6,621	£4,350	£192,244	£207,798							

6 DEBTORS

	£	2007 £
Inland Revenue - Tax Recoverable on Gift Aid	568	498
Utilities Expenditure Recoverable	1,000	-
Training	-	2,800
Sundry Debtors and Prepayments	195	360
	<u>£1,763</u>	<u>£3,658</u>

7 CREDITORS : AMOUNTS FALLING DUE WITHIN ONE YEAR

	£	2007 £
Grants Received in Advance	6,115	21,914
Printing and Stationery	166	52
Telephone	170	254
Accountancy	900	1,200
Detainee Support	50	105
Miscellaneous Accrued Expenses	73	149
Utilities	1,120	-
Recruitment	1,115	-
Compensation in Transit	-	11,000
Youth Activities And Expenses	670	-
	<u>£10,379</u>	<u>£34,674</u>

8 RESTRICTED FUNDS

	Movement in Resources				
	Balance at 1.4.2007 £	Additions	Outgoings £	Transfers £	Balance at 31.3.2008 £
Advice Work	-	13,705	(13,705)	-	-
Co-ordination	-	72,746	(72,746)	-	-
Detainee Support	-	3,816	(3,816)	-	-
Education	614	5,034	(6,621)	2,000	1,027
Youth Work	4,953	29,679	(33,600)	-	1,032
	<u>£5,567</u>	<u>£124,980</u>	<u>(£130,488)</u>	<u>2,000</u>	<u>£2,059</u>

The Advice Work Fund was used to employ two part time workers for part of the year and to pay some of the costs of supporting asylum seekers and refugees living in the community.

The Co-ordinator Fund provides part of the salary costs of the Director and Volunteer Co-ordinator plus some central accommodation and office costs.

The Detainee Support Fund meets the cost of supporting detainees and meeting the costs of visiting detainees, attending bail hearings and other support.

The Education Fund is used to cover the cost of fees, books and travel of refugees furthering their education.

The Youth Work Fund is available to cover the cost of providing two part time youth workers and running clubs, outings and holidays for young refugees and asylum seekers.

9 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Fixed Assets	Net Current Assets	Total	2007 Total
	£	£	£	£
Restricted Funds				
Education	-	1,027	1,027	614
Youth Work	-	1,032	1,032	4,953
	-	2,059	2,059	5,567
Unrestricted funds	977	159,363	160,340	128,883
	<u>£977</u>	<u>161,422</u>	<u>£162,399</u>	<u>£134,450</u>

10 STAFF COSTS

	£	2007 £
Salaries	91,292	115,292
Social Security Costs	8,581	9,980
Pension Contributions	1,564	2,265
Total Pay, National Insurance and Pension Contributions	<u>£101,437</u>	<u>£127,537</u>

No employee earned more than £60,000 (2007 - Nil) and the average number of employees in the year was 2 full-time (2007 - 2) and 3 part-time (2007 - 4).

11 TRUSTEES' REMUNERATION AND EXPENSES

No remuneration, directly or indirectly, out of the funds of the charity was paid or was payable for the year to any Trustee or to any person known to be connected to any Trustee.

No amounts (2007 - £2,282) were reimbursed to any (nil) Trustees (2007 - 1) during the year.