

# **Asylum Welcome**

(A company limited by guarantee)

## **Report and Financial Statements**

**For the Year Ended March 31 2009**

Charity no: 1092265  
Company no: 4361627



## **Contents**

	<b>Page</b>
Legal and administrative information	1
Report of the trustees	2
Certificate of the Reporting Accountant	5
Statement of financial activities	6
Balance sheet	7
Notes forming part of the financial statements	8

## **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)  
Robert Howard-Jones (Treasurer) (appointed 17.11.08)  
Chris Fenwick  
Nicola van der Gaag  
Mary Hardwick (retired 11.7.08)  
Stephanie Kitchen  
Heather Steele  
Carole Angier  
Aliaksandr Patrusau  
Lucy Vickers  
Tim Lusty (appointed 8.10.08)  
Fiona Morrison (appointed 14.7.08)  
John Tanner (appointed 8.10.08)  
Tim Farrell  
Mercedes Cumberbatch( appointed 11.7.08)

### **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 Laphorn Linnell, Seacourt Tower, West Way, Oxford OX2 0FB

## **Report of the Trustees For the year ended March 31 2009**

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended March 31 2009.

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 2009 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 2008/2009. This is available from the registered offices of the company.

## **Financial Review**

The Statement of Financial Affairs on page <sup>6</sup>7 shows that there was a deficit of income over expenditure for the year of £19,173 (2008 – surplus £27,949). Under the present economic climate this result was not unexpected and the Executive Committee were prepared to use Reserves to fund the deficit.

Total reserves shown on the Balance Sheet on page 7 are shown as £143,226 (2008 - £162,399). Of these reserves, £2,475 (2008 - £2,059) 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 expenditure budget. Unrestricted reserves now stand at £140,751 more than 35% of expenditure budgeted for next year but the Trustees believe that in the current economic climate this is a prudent level.

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:

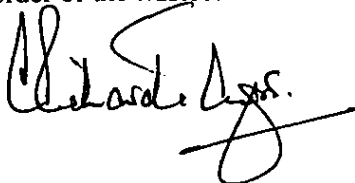
- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed or explained in the financial 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



## **Independent examiner's report to the trustees of Asylum Welcome**

I report on the accounts of the company for the year ended March 31 2009 which are set out on pages 6 to 12.

### **Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for the year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility:

- to examine the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- to state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was conducted in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with Section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities
- have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Peter J. Stevenson**  
Peter J. Stevenson FCA  
Chartered Accountant

8 Harbord Road  
Oxford OX2 8LJ

25/07/2009

ASYLUM WELCOME

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED MARCH 31 2009

	Note	Unrestricted Funds	Restricted Funds	Total	2008
		£	£	£	£
<b>INCOMING RESOURCES</b>					
<b>Incoming Resources from Generated Funds</b>					
Voluntary Income	3	70,437	74,474	144,911	207,245
Activities for Generating Funds		1,769		1,769	1,408
Investment Income		6,396		6,396	8,466
<b>Other Incoming Resources</b>				-	3,074
<b>Total Incoming Resources</b>		<u>78,602</u>	<u>74,474</u>	<u>153,076</u>	<u>220,193</u>
<b>RESOURCES EXPENDED</b>					
<b>Costs of Generating Funds</b>					
Costs of Generating Voluntary Income		5,142		5,142	9,041
<b>Charitable Activities</b>		55,397	107,058	162,455	178,853
<b>Governance Costs</b>		4,652		4,652	4,350
<b>Total Resources Expended</b>	5	<u>65,191</u>	<u>107,058</u>	<u>172,249</u>	<u>192,244</u>
<b>Net (Outgoing)/ Incoming/ Resources</b>		13,411	(32,584)	(19,173)	27,949
<b>Transfer between Funds</b>		(33,000)	33,000	-	-
<b>Funds Brought Forward April 1 2008</b>		160,340	2,059	162,399	134,450
<b>Total Funds Carried Forward</b>		<u>£140,751</u>	<u>£2,475</u>	<u>£143,226</u>	<u>£162,399</u>

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



# ASYLUM WELCOME

## BALANCE SHEET

AS AT MARCH 31 2009

				2008	2008
	Note	£	£	£	£
<b>Fixed Assets</b>					
Office Equipment	4		1,184		977
<b>Current Assets</b>					
Debtors	6	2,694		1,763	
Cash on Deposit		139,542		169,555	
Cash in Hand		<u>156</u>		<u>483</u>	
			142,392		171,801
<b>Current Liabilities</b>					
Bank Overdraft		-		-	
Creditors: Falling due within one year	7	<u>350</u>		<u>10,379</u>	
			(350)		(10,379)
<b>Net Current Assets</b>			142,042		161,422
<b>Total Assets</b>			<u>£143,226</u>		<u>£162,399</u>
Represented by:					
<b>Unrestricted Income Funds</b>			140,751		160,340
<b>Restricted Income Funds</b>	8	<u>2,475</u>		<u>2,059</u>	
		<u>£143,226</u>		<u>£162,399</u>	

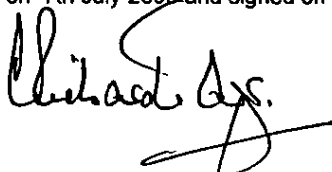
No member or members have deposited a notice requesting an audit of its financial statements for the year ended March 31 2009 under Section 249B(2) of the Companies Act 1985

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 2009 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 7th July 2009 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 2009**

#### **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	£	2008 £	Youth
Beatrice Laing Charitable Trust		3,000	3,000	3,000	3000
Bernard Morris Charitable Trust	1,500		1,500	-	
Church Urban Fund			-	13,250	
The Funding Network		3,000	3,000	-	
Henry Smith Charity			-	37,500	
Individuals, Churches, Colleges and Schools	48,437		48,437	27,265	
Lloyds TSB Foundation		5,500	5,500	7,900	
McTaggart Third Fund	2,500		2,500	2,500	
National Lottery - Community Fund (2)		30,575	30,575	65,412	
Network for Social Change		11,500	11,500	-	
Odin Charitable Trust		2,000	2,000	2,000	
Other Trusts		2,000	2,000	1,000	2000
Oxfam	3,000		3,000	-	
Oxford City Council		9,500	9,500	3,750	9500
Woodward Charitable Trust		5,000	5,000	5,000	5000
Oxpat		1,150	1,150	2,634	1150
Paul Hamlyn Trust			-	15,000	
Ranger Fund		1,249	1,249	2,034	
Southall Trust	3,000		3,000	3,000	
Oxford Friends Action Against Poverty			-	2,000	
The Leigh Trust	5,000		5,000	-	
Tolkien Trust	7,000		7,000	14,000	
	<b>70,437</b>	<b>74,474</b>	<b>144,911</b>	<b>£207,245</b>	<b>£20,650</b>

### 4 FIXED ASSETS

	Office Equipm't £	Office Furniture	Total
<b>Cost</b>			
Opening Balance April 1 2008	8,105	-	8,105
Additions in the year	844	-	844
Closing Balance March 31 2009	<b>£8,949</b>	-	<b>£8,949</b>
<b>Accumulated Depreciation</b>			
Opening Balance April 1 2008	7,128	-	7,128
Charge for year	637	-	637
Closing Balance March 31 2009	<b>£7,765</b>	-	<b>£7,765</b>
<b>Net Book Value</b>			
At March 31 2009	<b>£1,184</b>	-	<b>£1,184</b>
At March 31 2008	<b>£977</b>	-	<b>£977</b>

# 5 RESOURCES EXPENDED

	Basis of Allocation	Costs of Generating funds		Co-ordination		Advice		Detainee Support		Youth Outreach		Education		Governance		2009 Total		2008 Total	
		£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
<b>Costs Directly Allocated to Activities</b>																			
Staff and Recruitment	Direct		61,568							36,902				402		98,470		99,797	
Consultant	Direct	3,536														3,536		7,992	
Support to Refugees and Asylum Seekers	Direct			5,587	3,036	10,445	5,222									24,290		31,092	
Bank Charges	Direct							170	315							402		236	
Training	Direct		1,940					1,060	103							2,425		2,195	
Travel	Direct		308													1,472		1,452	
Accommodation	Direct		16,018													16,018		25,811	
Depreciation	Direct		637													637		1,335	
<b>Support Costs Allocated to Activities</b>																			
Staff and Recruitment	Percentage													2,950		2,950		2,755	
Office Expenses	Percentage		7,146	3,287					3,287					571		14,291		11,101	
Accountancy	Percentage		1,985											500		2,485		3,480	
Annual Report and Newsletter	Percentage	1,606	1,071													2,677		1,775	
Insurance	Percentage		509	254					255							1,018		768	
Miscellaneous	Percentage		947	134					268					229		1,578		2,453	
		5,142	92,130	9,262	4,268	51,575	5,222	4,652	172,249	192,244									

**6 DEBTORS**

	£	2008 £
Inland Revenue - Tax Recoverable on Gift Aid	2,694	568
Utilities Expenditure Recoverable		1,000
Training		-
Sundry Debtors and Prepayments		195
	<u>£2,694</u>	<u>£1,763</u>

**7 CREDITORS : AMOUNTS FALLING DUE WITHIN ONE YEAR**

	£	2008 £
Grants Received in Advance		6,115
Printing and Stationery	100	166
Telephone	150	170
Accountancy		900
Detainee Support		50
Miscellaneous Accrued Expenses	100	73
Utilities		1,120
Recruitment		1,115
Compensation in Transit		-
Youth Activities And Expenses		670
	<u>350</u>	<u>10,379</u>

**8 RESTRICTED FUNDS**

	Movement in Resources				
	Balance at 1.4.2008 £	Additions	Outgoings £	Transfers £	Balance at 31.3.2009 £
Advice Work	-	3,835	(11,244)	7,409	-
Co-ordination	-	38,654	(59,684)	21,030	-
Detainee Support	-	2,000	(3,131)	1,131	-
Education	1,027	9,335	(9,560)		802
Youth Work	1,032	20,650	(23,439)	3,430	1,673
	<u>2,059</u>	<u>74,474</u>	<u>(107,058)</u>	<u>33,000</u>	<u>2,475</u>

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	2008 Total
	£	£	£	£
<b>Restricted Funds</b>				
Education	-	802	802	1,027
Youth Work	-	1,673	1,673	1,032
	-	2,475	2,475	2,059
<b>Unrestricted funds</b>	1,184	139,567	140,751	160,340
	<u>£1,184</u>	<u>142,042</u>	<u>£143,226</u>	<u>£162,399</u>

Page 11

## 10 STAFF COSTS

	£	2008 £
Salaries	88,974	91,292
Social Security Costs	10,905	8,581
Pension Contributions	166	1,564
Total Pay, National Insurance and Pension Contributions	<u>£100,045</u>	<u>£101,437</u>

No employee earned more than £60,000 (2008 - Nil) and the average number of employees in the year was 3 full-time (2008 - 2) and 2 part-time (2008 - 3).

## 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 (2008 - NIL) were reimbursed to any (nil) Trustees (2008 - NIL) during the year.

Page 12