

Asylum Welcome

(A company limited by guarantee)

Report and Financial Statements

For the Year Ended March 31 2011

Charity no: 1092265
Company no: 4361627

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Contents

	Page
Legal and administrative information	1
Report of the trustees	2
Certificate of the Independent Examiner	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)
Nicola van der Gaag
Stephanie Kitchen
Heather Steele
Carole Angier
Lucy Vickers
Fiona Morrison
Tim Farrell
Mercedes Cumberbatch
Marcus Thompson (appointed 8 9 10)

Secretary

Olive Gearing

Director

Matt Holman (until 31ST March 2011)
Saeeda Imaan (from 1st April 2011)

Registered Office

Unit 7 Newtec Place, Magdalen Road, Oxford, OX4 1RE

Independent Examiner

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 2011

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended March 31 2011

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 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 by experienced volunteers and financial support through its Discretionary 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

Public Benefit

The Trustees of the Charity have had due regard to its Objects and Activities as set out above, and also to the guidance on public benefit published by the Charity Commission, in exercising their powers and duties

Achievements and Performance

In the year ended March 31 2011 the charity has continued to pursue its objectives as stated above. During the year 262 immigration detainees were seen by volunteers, 211 of whom were seen in Campsfield. The Youth team assisted 230 client, the Education team helped 120 client and the Information and Signposting team worked with 208 clients.

For a full review of the company's activities and future plans the executive committee refer you to the Annual Report 2010/2011. This is available from the registered offices of the company

Financial Review

The Statement of Financial Affairs on page 6 shows that there was a deficit of income over expenditure for the year of £29,463 (2010 – deficit £42,000). 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 £71,763 (2010 £101,226). Of these reserves, £1,614 (2010 - £1,614) 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 £70,149 which is very close to the 35%.

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. In October 2010 Asylum Welcome left its offices in Cowley Road for new premises very close by. The new offices were leased at a commercial rent with VAT applied and this has meant a significant increase in the Charity's outgoings. However, the Trustees were of the view that this was the very best option in terms of more modern facilities for both clients and staff.

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

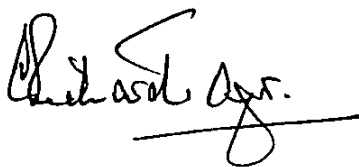
The trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent examiner

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

By order of the Trustees

Richard Taylor

A handwritten signature in black ink, appearing to read 'Richard Taylor', with a horizontal line drawn underneath it.

Independent examiner's report to the trustees of Asylum Welcome

I report on the accounts of the company for the year ended March 31 2011 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

9th December 2011

ASYLUM WELCOME

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED MARCH 31 2011

	Note	Unrestricted Funds	Restricted Funds	Total	2010
		£	£	£	£
INCOMING RESOURCES					
Incoming Resources from Generated Funds					
Voluntary Income	3	48 890	143,382	192,272	157,366
Activities for Generating Funds		6 644		6,644	1,762
Investment Income		173		173	347
Other Incoming Resources				-	-
Total Incoming Resources		<u>55 707</u>	<u>143 382</u>	<u>199,089</u>	<u>159 475</u>
RESOURCES EXPENDED					
Costs of Generating Funds					
Costs of Generating Voluntary Income		1 152		1 152	2 519
Charitable Activities		77 806	143,382	221 188	194 070
Governance Costs		6 212		6,212	4 886
Total Resources Expended	5	<u>85 170</u>	<u>143 382</u>	<u>228 552</u>	<u>201 475</u>
Net (Outgoing) Resources		(29,463)	0	(29 463)	(42,000)
Transfer between Funds					
				-	-
Funds Brought Forward April 1 2010		99 612	1 614	101 226	143,226
Total Funds Carried Forward		<u>£70 149</u>	<u>£1 614</u>	<u>£71,763</u>	<u>£101 226</u>

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

ASYLUM WELCOME

BALANCE SHEET

AS AT MARCH 31 2011

				2010	
	Note	£	£	£	£
Fixed Assets					
Office Equipment	4		1,214		1,251
Current Assets					
Debtors	6	9,984		2,345	
Cash on Deposit		80,915		115,303	
Cash in Hand		-		990	
			90,899		118,638
Current Liabilities					
Bank Overdraft		-		-	
Creditors Falling due within one year	7	20,350		18,663	
			(20,350)		(18,663)
Net Current Assets			70,549		99,975
Total Assets			<u>£71,763</u>		<u>£101,226</u>
Represented by					
Unrestricted Income Funds			70,149		99,612
Restricted Income Funds	8		<u>1,614</u>		<u>1,614</u>
			<u>£71,763</u>		<u>£101,226</u>

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the annual report and the accounts in accordance with applicable law and regulations. Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (UK Accounting Standards and applicable law). The accounts are required by law to give a true and fair view of the state of affairs of the company and of the Statement of Financial Activities of the company for that period. In preparing these accounts the directors are required to select suitable accounting policies and apply them consistently; make judgements and estimates that are reasonable and prudent; prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue in business.

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention of fraud and other irregularities.

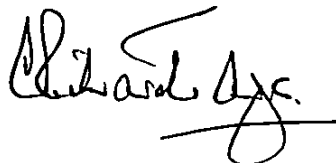
For the financial year ended 31 March 2011 the company was entitled to exemption from audit under section 477 Companies Act 2006 and no notice has been deposited under section 476(B).

The accounts have been prepared in accordance with the provisions of the Companies Act 2006 applicable to companies subject to the small companies regime, and in accordance with the *Financial Reporting Standard for Smaller Entities (effective April 2008)*.

Approved by the Trustees on _____ and signed on their behalf by

Richard Taylor

30.11.11



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 2011

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 2006

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	£	2010 £
Church Urban Fund				4 000
Eleanor EW 60		2 950	2 950	
Individuals, Churches Colleges and Schools	46 790	82 494	129 284	100 815
HSBC Bank trust		10 000	10,000	
McTaggart Third Fund	2 000		2 000	2 000
Norda Trust		5 000	5 000	
Odin Charitable Trust				2 000
OXFAP				2 000
Oxford City Council		8 000	8 000	14 000
Oxford Learning Network				7 500
The Westward Trust		200	200	
Princess Diana Memorial		17 959	17,959	16,459
Ranger Fund		979	979	1 592
St Andrews Church		800	800	
Tolkien Trust	100		100	7 000
Woodward Chantable Trust		15 000	15 000	
	48 890	143 382	192 272	157 366

4 FIXED ASSETS

	Office Equipm't £	Total
Cost		
Opening Balance April 1 2010	9 770	9,770
Additions in the year	673	673
Closing Balance March 31 2011	<u>£10 443</u>	<u>£10 443</u>
Accumulated Depreciation		
Opening Balance April 1 2010	8 519	8,519
Charge for year	710	710
Closing Balance March 31 2011	<u>£9 229</u>	<u>£9 229</u>
Net Book Value		
At March 31 2011	<u>£1 214</u>	<u>£1 214</u>
At March 31 2010	<u>£1 251</u>	<u>£1 251</u>

5 RESOURCES EXPENDED

	Basis of Allocation	Costs of Generating funds					2010				
		£	£	£	£	£	£	£	£	£	£
Costs Directly Allocated to Activities											
Staff and Recruitment	Direct		65,857				50,145			116,002	104,971
Consultant	Direct										840
Support to Refugees and Asylum Seekers											
Bank Charges	Direct			11,084	6,022	20,721	10,361	274	48,188	274	42,533
Training	Direct		997		32	331			1,360	1,360	409
Travel	Direct		477		608	98			1,183	1,183	1,274
Accommodation	Direct		26,633						26,633	26,633	508
Depreciation	Direct		710						710	710	25,380
Support Costs Allocated to Activities											
Staff and Recruitment	Percentage								3,216	3,216	3,247
Office Expenses	Percentage		8,091	3,723		3,723		647	16,184	16,184	14,868
Accountancy	Percentage		4,794					1,198	5,992	5,992	2,005
Annual Report and Newsletter	Percentage	1,152	768						1,920	1,920	2,798
Insurance	Percentage		410	205		206			821	821	270
Miscellaneous	Percentage		3,642	518		1,032		877	6,069	6,069	1,618
		1,152	112,379	15,530	6,662	76,256	10,361	6,212	228,552	228,552	201,475

6 DEBTORS

	£	2010 £
Inland Revenue - Tax Recoverable on Gift Aid	2 984	2 345
Prepaid Rent	7 000	-
	<u>£9 984</u>	<u>£2 345</u>

7 CREDITORS AMOUNTS FALLING DUE WITHIN ONE YEAR

	£	2010 £
Grants Received in Advance	20 000	18 313
Printing and Stationery	100	100
Telephone	150	150
Miscellaneous Accrued Expenses	100	100
	<u>20 350</u>	<u>18 663</u>

Grants received in advance represent amounts received in the financial year to cover future months' expenditure

8 LEASE COMMITMENT

Asylum Welcome is committed to a 10 year lease commencing October 2010 on which rent payments are to be made to Earl Estates

	£	2010 £
Operating lease which expires after 5 years	<u>29 400</u>	-

9 RESTRICTED FUNDS

	Balance at 1 4 2010 £	Movement in Resources			Balance at 31 3 2011 £
		Additions	Outgoings £	Transfers £	
Advice Work	-				-
Co-ordination	92	3 500	(3,500)		92
Detainee Support	1 250	15 087	(15 087)		1,250
Education	52	20 000	(20 000)		52
Youth Work	220	104,795	(104,795)		220
	<u>1 614</u>	<u>143 382</u>	<u>(143 382)</u>	<u>0</u>	<u>1 614</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 part time youth workers and running clubs outings and holidays for young refugees and asylum seekers

10 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Fixed Assets £	Net Current Assets £	Total £	2010 Total £
Restricted Funds				
Co-ordination	-	92	92	92
Detainee Support	-	1 250	1 250	1 250
Education	-	52	52	52
Youth Work	-	220	220	220
	-	1 614	1,614	1 614
Unrestricted funds	1 214	68 935	70 149	99 612
	<u>£1 214</u>	<u>70,549</u>	<u>£71,763</u>	<u>£101,226</u>

11 STAFF COSTS

	£	2010 £
Salaries	108,935	99,242
Social Security Costs	10 283	8 976
Pension Contributions	-	-
Total Pay National Insurance and Pension Contributions	<u>£119 218</u>	<u>£108 218</u>

No employee earned more than £60 000 (2010 - Nil) and the average number of employees in the year was 3 full-time (2010 - 3) and 2 part-time (2010 - 2)

12 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 (2010 - NIL) were reimbursed to any (nil) Trustees (2010 - NIL) during the year