

# **Asylum Welcome**

(A company limited by guarantee)

## **Report and Financial Statements**

**For the Year Ended March 31 2013**

Charity no: 1092265  
Company no: 4361627



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## **Contents**

	<b>Page</b>
Legal and administrative information	2
Report of the trustees	3
Certificate of the Independent Examiner	6
Statement of financial activities	7
Balance sheet	8
Notes forming part of the financial statements	9-12

## Legal and administrative information

### **Charity Name and Number**

Asylum Welcome Charity number 1092265 Company number 4361627

### **Directors and trustees:**

Richard Taylor (Retired as Chair 20 3 13)  
John Prangle (Appointed 11 9 12 , Acting Chair from 20 3 13 )  
Diana Tickell (Vice-Chair) (Retired 11 9 12)  
Robert Howard-Jones (Treasurer) (Retired 12 12 12)  
H Raymond Horne (Treasurer) (Co-opted 30 3 13)  
Nicola van der Gaag  
Melanie Griffiths  
Stephanie Kitchen  
Heather Steele  
Carole Angier (Retired 11 9 12)  
Lucy Vickers  
Tamsin Smith  
James Souter  
Marcus Thompson  
Roger Zetter (Appointed 11 9 12)  
Abdulqadeer Khan (Co-opted 19 9 12)

### **Secretary**

Olive Gearing

### **Director**

Saeeda Imaan (Contract terminated 31 10 12)  
Kate Smart (Appointed 13 3 13)

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

## **Report of the Trustees For the year ended March 31 2013**

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended March 31 2013

The legal and administrative information set out on page 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 retire 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

## **Achievements and Performance**

In the year ended March 31 2013 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 2012/2013 This is available from the registered offices of the company

During the financial year a number of questionable payments were identified The matter has been referred to the Charity Commission, and is currently being investigated by the Crown Prosecution Service, with a view to instigating legal proceedings In view of the ongoing legal issues involved, it would be inappropriate to comment further at this stage, other than to state that the contract between Asylum Welcome and the then Director was terminated on 31<sup>st</sup> October 2012

## **Public Benefit**

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

## Financial Review

The Statement of Financial Affairs on page 6 shows that there was a deficit of expenditure over income for the year of £25,561 (2012 – surplus £3,615)

Total reserves shown on the Balance Sheet on page 7 amount to £49,817 (2012 £75,378) Of these reserves, £9,090 (2012 - Nil) comprise restricted funds

The charity aims to hold its unrestricted reserves at a level of at least 35%, or just over 4 months worth, of its expenditure budget Unrestricted reserves now stand at only £40,727 which is only 24% It should be noted, however, that an amount of £56,250 has been received in advance, for future expenditure, which has not been included in reserves held at the Balance Sheet date In addition further donations, which totalled in excess of £45,000, were received early on the next financial year

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

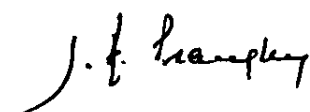
- Select suitable accounting policies and then apply them consistently,
- Make judgements and estimates that are reasonable and prudent,
- State whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed or explained in the financial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

  
J. F. Humphrey  
5  
ACTING CHAIR

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

I report on the accounts of the company for the year ended March 31 2013 which are set out on pages 7 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. They consider that the audit requirement of section 144 of the Charities Act 2011 (the Act) does not apply, 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 145 of the 2011 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 154 of the 2011 Act, and
- to state whether particular matters have come to my attention

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

My 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 explanation 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 and to 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  
Chartered Accountant

8 Harbord Road  
Oxford OX2 8LJ

25<sup>th</sup> September 2013

# ASYLUM WELCOME

## STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED MARCH 31 2013

	Note	Unrestricted Funds	2013 Restricted Funds	Total	2012
		£	£	£	£
<b>INCOMING RESOURCES</b>					
<b>Incoming Resources from Generated Funds</b>					
Voluntary Income	3	133,894	56,070	189,964	226,067
Activities for Generating Funds		2,606	-	2,606	6,820
Investment Income		154	-	154	12
<b>Other Incoming Resources</b>		-	-	-	-
<b>Total Incoming Resources</b>		<u>136,654</u>	<u>56,070</u>	<u>192,724</u>	<u>232,899</u>
<b>RESOURCES EXPENDED</b>					
<b>Costs of Generating Funds</b>					
Costs of Generating Voluntary Income		1,447	-	1,447	982
Charitable Activities		167,221	46,980	214,201	224,513
Governance Costs		2,637	-	2,637	3,789
<b>Total Resources Expended</b>		<u>171,305</u>	<u>46,980</u>	<u>218,285</u>	<u>229,284</u>
<b>Net Incoming/ (Outgoing) Resources</b>		(34,651)	9,090	(25,561)	3,615
<b>Transfer between Funds</b>		-	-	-	-
<b>Funds Brought Forward April 1 2012</b>		75,378	-	75,378	71,763
<b>Total Funds Carried Forward 31 March 2013</b>		<u>£40,727</u>	<u>£9,090</u>	<u>£49,817</u>	<u>£75,378</u>

The notes on pages 9 to 12 form part of these accounts



## BALANCE SHEET

AS AT MARCH 31 2013

		2013		2012	
	Note	£	£	£	£
<b>Fixed Assets</b>					
Office Equipment	4		6,053		6,571
<b>Current Assets</b>					
Debtors	5	7,999		2,625	
Cash on Deposit		91,605		66,451	
Cash in Hand		410		81	
			100,014		69,157
<b>Current Liabilities</b>					
Creditors Falling due within one year	6	25,000		350	
			(25,000)		(350)
<b>Net Current Assets</b>			75,014		68,807
<b>Creditors' Amounts falling due after more than one year</b>	7		(31,250)		-
<b>Total Assets</b>			<u>£49,817</u>		<u>£75,378</u>
Represented by					
<b>Unrestricted Income Funds</b>			40,727		75,378
<b>Restricted Income Funds</b>	8		9,090		-
			<u>£49,817</u>		<u>£75,378</u>

## STATEMENT OF DIRECTORS' RESPONSIBILITIES

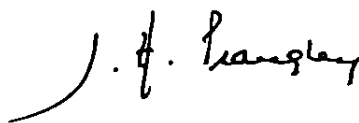
The directors are responsible for preparing the annual report and the accounts in accordance with applicable law and regulations. Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the accounts in accordance 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 2013 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 25/09/2013 and signed on their behalf by

  
ACTING CHAIR

The notes on pages 9 to 12 form part of these accounts

## **ASYLUM WELCOME**

### **NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31 2013**

#### **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), from the date of acquisition of the asset

##### **Unrestricted Funds**

Unrestricted funds represent donations, grants 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 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

## ASYLUM WELCOME

### NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31 2013 (Continued)

#### 3 VOLUNTARY INCOME

	Unrestricted	2013 Restricted	£	2012 £
The 29th May 1961	-	10,000	10,000	10,000
The A B Charitable Fund	-	-	-	7,500
Advice Services	-	-	-	50,000
Eleanor Rathbone Charitable Trust	-	2,000	2,000	-
Eleanor Rathbone	-	2,000	2,000	-
Esmee Fairburn	-	15,000	15,000	15,000
Edith Ellis Charitable Trust	500	-	500	-
Garfield Weston Foundation	-	-	-	5,000
Individuals, Churches, Colleges and Schools	61,573	550	62,123	72,458
The Leigh Trust	2,000	-	2,000	-
Lankelly Chase	-	10,000	10,000	15,000
McTaggart Third Fund	2,000	-	2,000	2,500
Lloyds TSB Foundation	15,000	-	15,000	-
Norda Trust	-	5,000	5,000	-
Oxford City Council	-	10,000	10,000	8,000
Odin Charitable Trust	3,000	-	3,000	-
J Paul Getty Charitable Trust	18,750	-	18,750	-
Princess Diana Memorial	-	-	-	19,459
Sarah Lazenby	-	1,020	1,020	-
Oxford Friends Action on Poverty	500	-	500	-
Jill Franklin Trust	-	500	500	-
Lady Margaret Hall	671	-	671	-
Ranger Fund	2,900	-	2,900	-
St Andrews Church	-	-	-	400
St Michaels & All Saints	15,000	-	15,000	7,500
St Michaels at Northgate	-	-	-	5,000
Southern Charitable Trust	500	-	500	250
Tolkien Trust	7,500	-	7,500	8,000
Beatrice Lang Trust	4,000	-	4,000	-
	<u>133,894</u>	<u>56,070</u>	<u>189,964</u>	<u>226,067</u>

#### 4 FIXED ASSETS

	Office Equipm't £
<b>Cost</b>	
Opening Balance April 1 2012	17,657
Additions in the year	<u>1,313</u>
Closing Balance March 31 2013	<u><u>£18,970</u></u>
<b>Accumulated Depreciation</b>	
Opening Balance April 1 2012	11,086
Charge for year	<u>1,831</u>
Closing Balance March 31 2013	<u><u>£12,917</u></u>
<b>Net Book Value</b>	
At March 31 2013	<u><u>£6,053</u></u>
At March 31 2012	<u><u>£6,571</u></u>

## ASYLUM WELCOME

### NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31 2013 (Continued)

#### 5 DEBTORS

	2013 £	2012 £
HMRC - Tax Recoverable on Gift Aid	649	2,625
Prepaid Rent	7,350	-
	<u>£7,999</u>	<u>£2,625</u>

#### 6 CREDITORS AMOUNTS FALLING DUE WITHIN ONE YEAR

	2013 £	2012 £
Grants Received in Advance	25,000	-
Printing and Stationery	-	100
Telephone	-	150
Miscellaneous Accrued Expenses	-	100
	<u>25,000</u>	<u>350</u>

Grants received in advance represent an amount received from the J Paul Getty Trust during the financial year to cover expenditure in the year to 31st March 2014

#### 7 CREDITORS AMOUNTS FALLING AFTER MORE THAN ONE YEAR

	2013 £	2012 £
Grants Received in Advance	<u>31,250</u>	-

Grants received in advance represent an amount received from the J Paul Getty Trust during the financial year to cover expenditure after 31st March 2014

#### 8 RESTRICTED FUNDS

	Movement in Resources				
	Balance at 1 4 2012 £	Additions	Outgoings	Transfers	Balance at 31 3 2013 £
Destitution	-	1,770	(1,770)	-	-
Detainee Support	-	29,300	(20,210)	-	9,090
Youth Work	-	25,000	(25,000)	-	-
	-	<u>56,070</u>	<u>(46,980)</u>	-	<u>9,090</u>

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

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

## ASYLUM WELCOME

### NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31 2013 (Continued)

#### 9 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Fixed Assets £	2013 Other Assets £	Total £	2012 Total £
<b>Restricted Funds</b>				
Co-ordination	-	-	-	-
Detainee Support	-	9,090	9,090	-
Education	-	-	-	-
Youth Work	-	-	-	-
	-	9,090	9,090	-
<b>Unrestricted funds</b>	6,053	34,674	40,727	75,378
	<u>£6,053</u>	<u>43,764</u>	<u>£49,817</u>	<u>£75,378</u>

#### 10 STAFF COSTS

	2013 £	2012 £
Salaries	100,673	105,534
Social Security Costs	10,782	10,334
Total Pay, National Insurance and Pension Contributions	<u>£111,455</u>	<u>£115,868</u>
Consultancy	£4,545	-
	<u><u>£116,000</u></u>	<u><u>£115,868</u></u>

No employee earned more than £60,000 (2012 - Nil) and the average number of employees in the year was 3 full-time (2012-3) and 2 part-time (2012-2)

#### 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 (2012 - NIL) were reimbursed to any (nil) Trustees (2012 - NIL) during the year

#### 12 EXPENDITURE ANALYSIS

	<u>Cost of Generating Funds</u>	<u>Co-Ordination</u>	<u>Youth</u>	<u>Other</u>	<u>Detainee Support</u>	<u>Governance</u>	<u>Total</u>
Summary							
Staff & Recruitment	-	78,485	18,382	-	19,169	564	116,600
Accommodation	-	19,331	9,666	-	9,666	-	38,662
Travel	-	3,419	1,275	3,595	310	-	8,599
Support to Refugees & Asylum Seekers	-	6,653	14,227	16,148	2,084	-	39,113
Publicity	1,447	4,883	-	-	-	-	6,330
Miscellaneous	-	3,641	-	-	-	-	3,641
Annual Report -	-	-	-	-	-	2,073	2,073
Insurance	-	1,379	-	-	-	-	1,379
Bank Charges	-	58	-	-	-	-	58
Depreciation	-	1,831	-	-	-	-	1,831
Total	1,447	119,680	43,550	19,743	31,228	2,637	218,285

#### 13 ONGOING LEGAL ISSUE

As mentioned in the Trustees Report, a number of questionable payments were made during the year, and the matter has been referred to the Charity Commission. This is currently under investigation by the Crown Prosecution Service. The payments in question are recorded under the heading "Support to Refugees and Asylum Seekers"