

Asylum Welcome

(A company limited by guarantee)

Report and Financial Statements

For the Year Ended March 31 2010

Charity no: 1092265
Company no: 4361627



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)
Chris Fenwick (retired 7 10 09)
Nicola van der Gaag
Stephanie Kitchen
Heather Steele
Carole Angier
Aliaksandr Patrusau (retired 20 01 10)
Lucy Vickers
Tim Lusty (retired 22 7 09)
Fiona Morrison
John Tanner (retired 22 7 09)
Tim Farrell
Mercedes Cumberbatch

Secretary

Olive Gearing

Director

Matt Holman

Registered Office

276a Cowley Road, Oxford OX4 1UR

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 2010

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended March 31 2010.

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 2010 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 2009/2010. 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 £42,000 (2009 – deficit £19,173). 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 £101,226 (2009 £143,226). Of these reserves, £1,614 (2009 - £2,475) 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 £99,612 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.

In August 2010 the Trustees received Notice from the Landlord of our premises that Asylum Welcome would have to vacate its offices in Cowley Road. The Trustees are now seeking alternative accommodation in the vicinity of the Cowley Road. Whilst offices of a similar size are considered adequate there is no doubt that the annual rental will be more than that presently being paid. The Trustees are confident that the additional rental will be found from further fund raising but if necessary the Charity's reserves may have to be used.

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

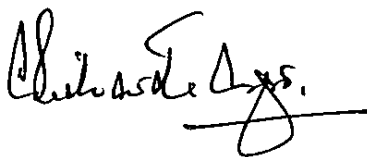
- Select suitable accounting policies and then apply them consistently,
- Make judgements and estimates that are reasonable and prudent,
- State whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed or explained in the financial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

Independent examiner's report to the trustees of Asylum Welcome

I report on the accounts of the company for the year ended March 31 2010 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

04/12/ 2010

ASYLUM WELCOME

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED MARCH 31 2010

Note	Unrestricted Funds	Restricted Funds	Total	2009
	£	£	£	£
INCOMING RESOURCES				
Incoming Resources from Generated Funds				
Voluntary 3	77,477	79,889	157,366	144,911
Activities for Generated	1,762		1,762	1,769
Investment Income	347		347	6,396
Other Incoming Resources			-	-
Resources	<u>79,586</u>	<u>79,889</u>	<u>159,475</u>	<u>153,076</u>
RESOURCES EXPENDED				
Costs of Generating Funds				
Costs of Generating	2,519		2,519	5,142
Charitable Activities	113,320	80,750	194,070	162,455
Governance Costs	4,886		4,886	4,652
Expended 5	<u>120,725</u>	<u>80,750</u>	<u>201,475</u>	<u>172,249</u>
Resources	(41,139)	(861)	(42,000)	(19,173)
Transfer between Funds				
Funds Brought Forw	140,751	2,475	143,226	162,399
Total Funds Carried	<u>£99,612</u>	<u>£1,614</u>	<u>£101,226</u>	<u>£143,226</u>

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

cpASYLUM WELCOME

BALANCE SHEET

AS AT MARCH 31 2010

			2009	2009
	Note	£	£	£
Fixed Assets				
Office Equipment	4		1,251	1,184
Current Assets				
Debtors	6	2,345	2,694	
Cash on Deposit		115,303	139,542	
Cash in Hand		990	156	
		118,638		142,392
Current Liabilities				
Bank Overdraft		-	-	
Creditors Falling due within one year	7	18,663	350	
		(18,663)		(350)
Net Current Assets		99,975		142,042
Total Assets		<u>£101,226</u>		<u>£143,226</u>
Represented by				
Unrestricted Income Funds		99,612		140,751
Restricted Income Funds	8	1,614		2,475
		<u>£101,226</u>		<u>£143,226</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 2010 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 8.4.10 and signed on their behalf by **RICHARD TAYLOR**
 Chair of Trustees
 Richard Taylor

The notes on pages 8 to 12 form part of these accounts
 Page 7

ASYLUM WELCOME

NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31 2010

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	2008	Youth	Coord	I & S	Adv	Det
	£	£	£					
Beatrice Laing Charitable Trust	-	-	3,000					
Bernard Morris Charitable Trust	-	-	1,500					
Church Urban Fund	4,000	4,000	-					4,000
The Funding Network	68,477	32,338	100,815	48,437	32,338			
Individuals, Churches, Colleges and Schools	2,000	2,000	-	5,500				
Lloyds TSB Foundation	-	-	2,500					
McTeargart Third Fund	-	-	30,575					
National Lottery - Community Fund (2)	-	-	11,500					
Network for Social Change	2,000	2,000	2,000					2,000
Odin Charitable Trust	-	-	2,000					
Other Trusts	-	-	3,000					
Oxfam	-	-	-					
OXFAP	2,000	2,000	-					2,000
Oxford City Council	14,000	14,000	9,500		14,000			
Oxford Learning Network	7,500	7,500	-		7,500			
Woodward Charitable Trust	-	-	5,000					
Oxpat	-	-	1,150					
Princess Diana Memorial	16,459	16,459	-		16,459			
Ranger Fund	1,592	1,592	1,249		1,592			
Southall Trust	-	-	3,000					
The Leigh Trust	-	-	5,000					
Tolken Trust	7,000	7,000	7,000					
	77,477	79,889	157,366	144,911	70,287	1,592	-	8,000

4 FIXED ASSETS

	Office Equipm't	Office Furniture	Total
£	£	£	£
Cost			
Opening Balance April 1 2009	8,949	-	8,949
Additions in the year	821	-	821
Closing Balance March 31 2010	£9,770	-	£9,770
Accumulated Depreciation			
Opening Balance April 1 2009	7,765	-	7,765
Charge for year	754	-	754
Closing Balance March 31 2010	£8,519	-	£8,519
Net Book Value			
At March 31 2010	£1,251	-	£1,251
At March 31 2009	£1,184	-	£977

5 RESOURCES EXPENDED

	Basis of Allocation	Costs of Generating funds		Co-ordination		Advice		Detainee Support		Youth Outreach		Education		Governance		2010	2009
		£	£	£	£	£	£	£	£	£	£	£	£	£	£	Total	Total
Costs Directly Allocated to Activities																	
Staff and Recruitment	Direct		59,560							45,411						104,971	98,470
Consultant	Direct	840														840	3,536
Support to Refugees and Asylum Seekers	Direct			9,783	5,316	18,289	9,145									42,533	24,290
Bank Charges	Direct					30	310							409		409	402
Training	Direct		934													1,274	2,425
Travel	Direct		205			261	42									508	1,472
Accommodation	Direct		25,380													25,380	16,018
Depreciation	Direct		754													754	637
Support Costs Allocated to Activities																	
Staff and Recruitment	Percentage															3,247	2,950
Office Expenses	Percentage		7,433	3,420												595	14,291
Accountancy	Percentage		1,604													401	2,485
Annual Report and Newsletter	Percentage	1,679	1,119													2,798	2,677
Insurance	Percentage		135	67												270	1,018
Miscellaneous	Percentage		971	138												234	1,578
		2,519	98,095	13,408	5,607	67,815	9,145	4,886	201,475	172,249							

6 DEBTORS

	£	2009 £
Inland Revenue - Tax Recoverable on Gift Aid	2,345	2,694
	<u>£2,345</u>	<u>£2,694</u>

7 CREDITORS AMOUNTS FALLING DUE WITHIN ONE YEAR

	£	2009 £
Grants Received in Advance	18,313	-
Printing and Stationery	100	100
Telephone	150	150
Miscellaneous Accrued Expenses	100	100
	<u>18,663</u>	<u>350</u>

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

8 RESTRICTED FUNDS

	Balance at 1 4 2009 £	Movement in Resources			Balance at 31 3 2010 £
		Additions	Outgoings	Transfers	
Advice Work	-				-
Co-ordination	-	1,592	(1,500)		92
Detainee Support	-	8,000	(6,750)		1,250
Education	802		(750)		52
Youth Work	1,673	70,279	(71,750)		202
	<u>2,475</u>	<u>79,871</u>	<u>(80,750)</u>	<u>0</u>	<u>1,596</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

9 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Fixed Assets £	Net Current Assets £	Total £	2009 Total £
Restricted Funds				
Co-ordination	-	92	92	-
Detainee Support	-	1,250	1,250	-
Education	-	52	52	802
Youth Work	-	220	220	1,673
	-	1,614	1,614	2,475
Unrestricted funds	1,184	98,428	99,612	140,751
	<u>£1,184</u>	<u>100,042</u>	<u>£101,226</u>	<u>£143,226</u>

10 STAFF COSTS

	£	2009 £
Salaries	99,242	88,974
Social Security Costs	8,976	10,905
Pension Contributions	-	166
Total Pay, National Insurance and Pension Contributions	<u>£108,218</u>	<u>£100,045</u>

No employee earned more than £60,000 (2009 - Nil) and the average number of employees in the year was 3 full-time (2009 - 3) and 2 part-time (2009 - 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 (2009 - NIL) were reimbursed to any (nil) Trustees (2009 - NIL) during the year