

# **Asylum Welcome**

(A company limited by guarantee)

## **Report and Financial Statements**

**For the Year Ended March 31 2014**

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	9
Statement of financial activities	10
Balance sheet	11
Notes forming part of the financial statements	12

## Legal and administrative information

### **Charity Name and Number**

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

### **Directors and trustees:**

Bob Wilkes (Chair) (Coopted 19.3.14)  
Marcus Thompson MBE (Deputy Chair)  
Renee de Louw ACA (Treasurer) (Coopted 21.5.14)  
Judy Boon (Appointed 10.9.13)  
Belinda Coote (Appointed 10.9.13)  
Melanie Griffiths  
John Prangle (chair 1.4.13 to 21.5.14)  
Tamsin Smith  
Wyon Stansfeld (Appointed 10.9.13)  
Professor Lucy Vickers  
Professor Roger Zetter

Duncan Bain (Appointed 10.9.13)(Retired 9.3.14)  
Suzanne Bell (Coopted 17.7.13) (Retired 10.9.13)  
Nicola van der Gaag (Retired 10.9.13)  
Harry Ray Horne (Treasurer) (Retired 8.3.14)  
Stephanie Kitchen (Retired 10.9.13)  
Abdulqadeer Khan (Retired 10.9.13)  
James Souter (Retired 10.9.13)  
Heather Steele (Retired 10.9.13)  
Richard Taylor (Retired 22.2.14))

### **Secretary**

Olive Gearing

### **Chief Executive**

Kate Smart

### **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 2014**

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended March 31 2014.

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.

### **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 aims to achieve the following outcomes for asylum seekers and refugees in Oxfordshire and for their families, including detainees:

- they feel that they are welcome, respected and understood, that they are part of a sympathetic and caring community, and that they have hope for the future;
- they understand the asylum system and are able to present their cases properly and have these fairly considered;
- they are provided with support to meet their most essential needs, they understand and are able to exercise their rights, they are able to access services and have opportunities to use their talents and plan their future.

Asylum Welcome achieves these objectives by providing the following services:

The Information & Signposting Service gives advice and assistance on a range of issues and makes referrals to other local services. Asylum seekers and refugees (our clients) can either arrange an appointment with a volunteer or drop into our offices which is a welcome centre.

The Youth Service provides a social club and additional individual casework support for young people who have arrived in the UK without parents or guardians. Again we work together with local social services to support these clients.

Asylum Welcome also works with lawyers and supports asylum seekers to attend meetings with their lawyers and to present their asylum claim.

The Service for Detainees provides visitors for detainees in Campsfield Immigration Removal Centre. Our volunteers work with detainees to explore their options and with relevant organisations to meet their needs.

The Education Service gives advice on college courses, arranges access to other educational courses and provides one-to-one English lessons.

Asylum Welcome alleviates hardship through a food bank of free fresh and packaged food and the lunch club offers a hot meal to asylum seekers and refugees which is also a chance to socialize.

Through advocacy and holding events Asylum Welcome aims to promote understanding and increase awareness of the experiences of asylum seekers, refugees and detainees among local people, politicians and the media.

## **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. Our main activities to support asylum seekers, refugees and detainees are described above. They benefit from the charity's activities.

in the following ways:

- Users of our information and signposting service received advice and support because they often do not understand their rights and responsibilities in this country. Our clients require help communicating with their lawyers, registering with a GP, finding a school for their children, looking for accommodation and managing their benefits.
- Detainees at Campsfield rely on our volunteers to visit them and make sure they are getting treatment for health problems, that family and friends know where they are, and that they are receiving good quality legal advice.
- Our Food Bank clients are people who have insufficient income to properly feed themselves and their families. Some have no recourse to public funds and are destitute. They need donations of food simply to survive.
- Understanding the language and cultural expectations is critical for the integration of asylum seekers and refugees. Our Education and Youth Services provide a safe space to socialize with the local community and explore British cultural norms. Our service users follow English language tuition, can obtain bus passes for college, and help with their homework and job applications.

## **Achievements and Performance**

In the year ended March 31, 2014 the charity has continued to pursue its objectives and activities as stated above.

As reported in the Trustees Report last year a number of questionable payments were identified in the course of the 2012/3 financial year. The matter was referred to the Charity Commission, and investigated by the Crown Prosecution Service. The contract between Asylum Welcome and the individual concerned was terminated on 31<sup>st</sup> October 2012. Charges have since been brought against the individual who has been charged with 5 counts of fraud. The case is likely to be heard in the autumn 2014.

As a result of the above, a key priority for Asylum Welcome in 2013-2014 has been to increase the attention given to financial management, fundraising, and organisational development as well as continuing our services.

The recruitment of a new director, fundraiser and Treasurer in the spring of 2013 laid the foundations for the revitalised organisation. This combined with a successful fundraising appeal in the summer of 2013 led to more stability both organisationally as well as financially.

Regarding the financial management Asylum Welcome took steps to strengthen the Board with the appointment in March 2013 of an experienced Treasurer with accounting qualifications who has overseen the implementation of new financial procedures. This has led to a clearer structure of roles and responsibilities and greater control through improved procedures. The trustees have also created a Finance sub-committee to support the Treasurer in overseeing the financial management of the charity.

It was decided from the end of September 2013 to reduce the opening hours of our office by half a day to three days a week in order to ensure there was sufficient time available for organisational and matters above. Despite these reduced hours we were able to support a greater number of asylum seekers and refugees largely due to the efforts of over 120 volunteers as well as our staff. The core activities continued and were improved in the following ways:

- The Asylum welcome accommodation was made more attractive as a welcome centre and more useful for office purposes. The improvements were achieved in a simple and effective way on a small budget due to the combined efforts of all involved in Asylum Welcome including some clients.
- The advisory activities described above were continued despite a reduction in staff. At the same time the client database was redesigned after consultation with staff and volunteers. This database has been implemented in April 2014 and will strengthen Asylum Welcome's ability to provide data on the impact of its activities. In addition the advice manuals and documents for our volunteers were overhauled and a number of volunteer training sessions were held.
- The Youth Service continued its work with young asylum seekers and refugees to support them from the time of their arrival until they either lead fully independent lives in the UK or they have been removed. Young people are encouraged to attend our youth club Venda which is held once a week. Advice and support is also given to individuals during the youth club hours or in confidential sessions at other times. A range of agencies are involved in the support of these young people and Asylum Welcome contributed to a number of interagency meetings relating to young asylum seekers and refugees.
- The Educational Service succeeded in referring a number of clients to education providers in Oxford, such as Oxon adult education classes and Oxford Brookes University. At the same time we continued successfully to offer free, volunteer-run, one-to-one English lessons at our offices.
- In 2013-2014 Asylum welcome continued to co-ordinate and support a network of visitors to detainees. Half of the detainees supported asked to be assigned a regular visitor who normally visits once a week. We also offer advice over the telephone. Less than half of the detainees we saw had legal representation and even those who did find it difficult to keep in touch with their legal representative. As a result we spent a great deal of time in discussion with the legal representatives about individual cases. As well as supporting individual

- detainees, Asylum Welcome works with the authorities at the Campsfield detention centre to raise issues of concern to the detainees.
- Particular focus and significant time was given to further developing close working partnerships with a variety of voluntary organizations to enable to sustain our services, improve outcomes for our clients and to respond to political changes.
  - Due to the charity's experience, expertise and reputation Asylum Welcome has been able to participate actively in local and national debates about changes in policy and practice affecting asylum seekers, refugees and detainees.

## **Financial Review**

The Statement of Financial Affairs on page 10 shows that there was a surplus of income over expenditure for the year of £6,274 (2013 – deficit £25,561).

Total reserves shown on the Balance Sheet on page 11 amount to £56,091 (2013 £49,817). None of these reserves are classified as restricted (2013 - £9,090).

The charity aims to hold its unrestricted reserves at a level of at least 25%, or just over 3 months' worth of its expenditure budget. Unrestricted reserves as at 31<sup>st</sup> March 2014 amounted to £56,091 which represented 29% of expenditure for the year to 31<sup>st</sup> March 2014. It should be noted, however, that grants totalling £46,750 had been received in advance, for future expenditure, which are not included in reserves held at the Balance Sheet date, as they are specifically nominated by the donors for expenditure in 2014-5 and beyond. In addition further donations, which totalled in excess of £75,000, were received early in the next financial year. The trustees therefore feel that the Charity is now in a stronger and more secure financial position.

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

## **Plans for Future Periods**

After a year where priority has been given to strengthening financial management and the organisational development of the charity while continuing to provide its core services, in the coming financial year we plan to establish a 5 year strategy based on a reassessment of the environment we now operate in and impact this has on the needs of asylum seekers, refugees and detainees.

At the same time the charity plans to continue its core activities and has recruited two new members of staff after the year end: a Co-ordinator for volunteer-run adult advice services and a financial officer. staff recruited during the financial year have now had their contracts extended for longer periods. This will provide the necessary organisational stability to develop our activities further.

The fundraising activities will be focussed on securing multi-year grants to provide greater financial sustainability as a basis to implement the new 5 year strategy.

## **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 (the Board) 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 Board 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 Board must hold at least three meetings each year, but in practice meets every two months.

A Director is appointed by the Board 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 Board, for operational matters including finance, employment and asylum and refugee related issues. This delegation of authority has been reviewed again during the year and amended where necessary.

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. An inventory of the individual trustee's skills and experience is regularly updated.

The committee structure supporting the Board of Trustees was reviewed and revised. A Governance and Human Resources committee was established, as well as a Finance Committee. Sub-committees should generally be delegated to deliberate and formulate proposals to be agreed by trustee board. The director normally attends in an executive/advice support capacity. The Chair is member of both committees. Of the existing committees, the Planning committee was dismantled while the Campaigning and Advocacy sub-committee and Detention committee have been reframed as working groups.

Asylum Welcome will be taking steps in 2014-2015 to increase the participation of asylum seekers and refugees in the organisation and its management. Steps will be taken to encourage them to become members, volunteers, or staff and to enable them to contribute to the decision-making with the aim that they will also be able to take on trustees positions.



## **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.

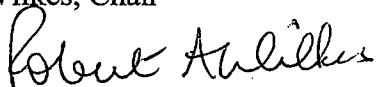
The trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets 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 Mr. Peter Stevenson as Independent Examiner and would wish him to continue in this capacity in the future.

By order of the Trustees  
Bob Wilkes, Chair

24 September 2014



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

I report on the accounts of the company for the year ended March 31 2014 which are set out on pages 10 to 16.

### **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

24th September 2014

# ASYLUM WELCOME

## STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED MARCH 31 2014

	Note	Unrestricted Funds	2014 Restricted Funds	Total	2013
		£	£	£	£
<b>INCOMING RESOURCES</b>					
<b>Incoming Resources from Generated Funds</b>					
Voluntary Income	3	148,237	47,523	195,760	189,964
Activities for Generating Funds		3,878	-	3,878	2,606
Investment Income		215	-	215	154
Other Incoming Resources		-	-	-	-
<b>Total Incoming Resources</b>		<b>152,330</b>	<b>47,523</b>	<b>199,853</b>	<b>192,724</b>
<b>RESOURCES EXPENDED</b>					
<b>Costs of Generating Funds</b>					
Costs of Generating Voluntary Income		16,937	-	16,937	1,447
Charitable Activities		113,607	56,613	170,220	214,201
Governance Costs		6,422	-	6,422	2,637
<b>Total Resources Expended</b>	12	<b>136,966</b>	<b>56,613</b>	<b>193,579</b>	<b>218,285</b>
<b>Net Incoming/ (Outgoing) Resources</b>		<b>15,364</b>	<b>(9,090)</b>	<b>6,274</b>	<b>(25,561)</b>
Transfer between Funds		-	-	-	-
Funds Brought Forward April 1 2013		40,727	9,090	49,817	75,378
<b>Total Funds Carried Forward 31 March 2014</b>		<b>£56,091</b>	<b>£0</b>	<b>£56,091</b>	<b>£49,817</b>

The notes on pages 12 to 16 form part of these accounts.

## BALANCE SHEET

AS AT MARCH 31 2014

		2014		2013	
	Note	£	£	£	£
<b>Fixed Assets</b>					
Office Equipment	4		4,504		6,053
<b>Current Assets</b>					
Debtors	5	9,245		7,999	
Cash on Deposit		87,557		86,521	
Cash at bank and in Hand		<u>8,309</u>		<u>5,494</u>	
			105,111		100,014
<b>Current Liabilities</b>					
Creditors: Falling due within one year	6	<u>47,274</u>		<u>25,000</u>	
			(47,274)		(25,000)
<b>Net Current Assets</b>			57,837		75,014
<b>Creditors: Amounts falling due after more than one year</b>	7		(6,250)		(31,250)
<b>Total Assets</b>			<u>£56,091</u>		<u>£49,817</u>
Represented by:					
<b>Unrestricted Income Funds</b>			56,091		49,817
<b>Restricted Income Funds</b>	8		-		-
			<u>£56,091</u>		<u>£49,817</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:

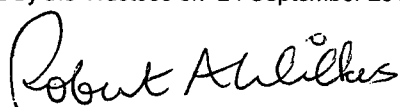
- select suitable accounting policies and apply them consistently
- make judgements and estimates that are reasonable and prudent
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue in business.

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 2014 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 24 September 2014 and signed on their behalf by Bob Wilkes, Chair



The notes on pages 12 to 16 form part of these accounts

## **ASYLUM WELCOME**

### **NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31 2014**

#### **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 2014 (Continued)

### 3 VOLUNTARY INCOME

	2014		2013
	Unrestricted	Restricted	
	£		£
Trusts and Foundations			
Advice Services Transition Fund		1,093	-
AWV.60 Charitable Trust		500	-
The Beatrice Laing Trust	2,500		4,000
Edith M Ellis Charitable Trust		-	500
Eleanor Rathbone Charitable Trust		-	2,000
Esmee Fairbairn		-	15,000
HLJ Brunner Settlement	2,000		
J Paul Getty Jnr Charitable Trust	25,000		18,750
Jill Franklin Trust			500
Lankelly Chase Foundation		5,000	10,000
Lloyds TSB Foundation for England and Wales		15,000	15,000
The McTaggart Third Fund	2,000		2,000
Norda Trust		-	5,000
Odin Charitable Trust	3,000		3,000
Oxfordshire Community Foundation		1,630	-
Pye Charitable Settlement	500		-
Ranger Fund		-	2,900
Souldern Charitable Trust		-	500
The 29th May 1961 Charity		-	10,000
The Leigh Trust	2,000		2,000
The Tolkien Trust		-	7,500
	<b>37,000</b>	<b>23,223</b>	<b>98,650</b>
Statutory Grants			
Lord Mayor's Charity	1,609		
Oxford City Council		8,000	10,000
Oxfordshire County Council (Big Society Fund)		2,000	2,500
Oxfordshire County Council (Chill Out Fund)		1,300	
	<b>1,609</b>	<b>11,300</b>	<b>12,500</b>
Faith organisations			
Holy Trinity Church Headington Quarry PCC	1,000		
Other Faith Organisation Donations	3,760		
Oxford Council of Faiths	311		
Oxford Friends Action on Poverty		-	500
Oxford Quakers	4,000		
Oxfordshire Diocesan Board of Finance	2,000		
St Michaels & All Saints Charity	-	-	15,000
(amounts less than £1000)	<b>11,071</b>	<b>-</b>	<b>15,500</b>
Colleges			
Lady Margaret Hall			671
All Souls College		1,000	
Other College Donations ( amounts less than £1000)	1,200		
	<b>1,200</b>	<b>1,000</b>	<b>671</b>
Other community organisations			
Red Cross	<b>1,031</b>	<b>1,031</b>	
Individual donations			
Central Office Supporters		1,800	
Mark Haddon		6,000	
Dr Iain McLean	2,000		
Eleanor Rathbone		-	2,000
Oxford Hazard Management	1,000		
Major Anonymous donations	44,419	1,000	56,461
Other Individual Donations (amounts less than £1000)	36,026	800	
Gift Aid recovered	11,847		2,911
	<b>95,292</b>	<b>9,600</b>	<b>61,372</b>
Partnerships			
Key 2 Futures		2,400	
Membership Subscriptions	1,034		1,271
	<b>148,237</b>	<b>47,523</b>	<b>189,964</b>

# ASYLUM WELCOME

## NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31 2014 (Continued)

### 4 FIXED ASSETS

	Office Equipm't £
<b>Cost</b>	
Opening Balance April 1 2013	18,970
Additions in the year	776
Closing Balance March 31 2014	<u>£19,746</u>
<b>Accumulated Depreciation</b>	
Opening Balance April 1 2013	12,917
Charge for year	2,325
Closing Balance March 31 2014	<u>£15,242</u>
<b>Net Book Value</b>	
At March 31 2014	<u>£4,504</u>
At March 31 2013	<u>£6,053</u>

### 5 DEBTORS

	2014 £	2013 £
HMRC - Tax Recoverable on Gift Aid	1,268	649
Prepaid Rent	7,350	7,350
Other Debtors & Prepayments	627	
	<u>£9,245</u>	<u>£7,999</u>

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

	2014 £	2013 £
Grants Received in Advance	40,500	25,000
PAYE & National Insurance	2,171	
Miscellaneous Accrued Expenses	4,603	-
	<u>£47,274</u>	<u>£25,000</u>

Grants received in advance represent an amounts received from the J Paul Getty Jnr Charitable Trust, the AB Charitable Trust and St Michael and All Saints Charity during the financial year to cover expenditure in the year to 31st March 2015

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

	2014 £	2013 £
Grants Received in Advance	<u>£6,250</u>	<u>£31,250</u>

Grants received in advance represent an amount received from the J Paul Getty Jnr Charitable Trust during the financial year to cover expenditure after 31st March 2015.

## ASYLUM WELCOME

### NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31 2014 (Continued)

#### 8 RESTRICTED FUNDS

	Movement in Resources				Balance at 31.3.2014 £
	Balance at 1.4.2013 £	Additions	Outgoings £	Transfers £	
Destitution	-	6,000	(6,000)	-	-
Detainee Support	9,090	7,300	(16,390)	-	-
Youth Work	-	14,330	(14,330)	-	-
Central Costs		19,393	(19,393)		-
Education		500	(500)		-
	<u>£9,090</u>	<u>£47,523</u>	<u>-£56,613</u>	<u>£0</u>	<u>£0</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.

#### 9 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Fixed Assets £	2014 Other Assets £	Total £	2013 Total £
<b>Restricted Funds</b>				
Co-ordination	-	-	-	-
Detainee Support	-	-	-	9,090
Education	-	-	-	-
Youth Work	-	-	-	-
	-	-	-	9,090
<b>Unrestricted funds</b>	4,504	51,587	56,091	40,727
	<u>£4,504</u>	<u>£51,587</u>	<u>£56,091</u>	<u>£49,817</u>

#### 10 STAFF COSTS

	2014 £	2013 £
Salaries	98,205	100,673
Social Security Costs	8,181	10,782
Total Pay, National Insurance and Pension Contributions	£106,386	£111,455
Temporary Staff & Consultancy	£5,457	4,545
	<u>£111,843</u>	<u>£116,000</u>

No employee earned more than £60,000 (2012 -2013: Nil) and the average number of full time employees in the year was equivalent to 3fte (2012-2013: 3 fte) and part-time employees equivalent to 2 fte (2012-2013: 2 fte)

#### 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 were reimbursed to any Trustees (2013 - NIL) during the year.



# ASYLUM WELCOME

## NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31 2014 (Continued)

### 12 EXPENDITURE ANALYSIS

	£	£	£	£	£	£	£	£	£	£	£
	Total 2013-2014	Costs of Generating Voluntary Income	Governance Costs	Adult Advice & Information	Youth	Detainee Support	Refugee rights	Food services	Educational Services	Volunteer recruitment & training	Other incl advocacy
<b>COSTS DIRECTLY ATTRIBUTED to activities</b>											
Staff & Recruitment	53,351			11,760	22,300	15,517				3,774	
Asylum Seeker and Refugee Activities	10,636				2,788	194	1,429	5,107	1,118		
Direct assistance to Asylum Seekers and	3,650			614	2,498	500					38
Advocacy related costs	1,439	466									973
Rent - youth club and lunch club premises	4,290				2,295			1,995			
Training	1,041			285	223					189	343
Annual Report	1,118		1,118								
<b>TOTAL DIRECT COSTS</b>	<b>£75,525</b>	<b>£466</b>	<b>£1,118</b>	<b>£12,659</b>	<b>£30,104</b>	<b>£16,211</b>	<b>£1,429</b>	<b>£7,102</b>	<b>£1,118</b>	<b>£3,963</b>	<b>£1,354</b>
<b>SUPPORT COSTS allocated to activities</b>											
General office and finance staff	59,868	14,967	2,993	8,980	5,987	5,987	2,993	5,987	2,993	5,987	2,993
Training and travel general office staff	503	126	25	75	50	50	25	50	25	50	25
Office premises and related costs	42,047	0	2,102	12,614	6,307	6,307	0	4,205	8,409	2,102	0
Computer and internet costs	5,352	535	0	1,605	1,070	1,070	535	0	0	535	0
Communication costs incl postage	5,826	583	0	1,165	583	583	583	583	0	583	1,165
Miscellaneous	1,016	254	51	254	102	102	51	51	51	51	51
Insurance	887	5	13	149	354	190	17	83	13	47	16
Bank Chgs	230	1	3	39	92	49	4	22	3	12	4
Depreciation	2,326	0	116	1,163	233	233	0	0	465	116	0
<b>TOTAL SUPPORT COSTS</b>	<b>£118,054</b>	<b>£16,471</b>	<b>£5,304</b>	<b>£26,044</b>	<b>£14,777</b>	<b>£14,571</b>	<b>£4,208</b>	<b>£10,980</b>	<b>£11,960</b>	<b>£9,483</b>	<b>£4,255</b>
	<b>£193,579</b>	<b>£16,937</b>	<b>£6,422</b>	<b>£38,703</b>	<b>£44,881</b>	<b>£30,782</b>	<b>£5,638</b>	<b>£18,082</b>	<b>£13,078</b>	<b>£13,446</b>	<b>£5,609</b>

Total expenditure has been allocated to the organisation's activities either directly or on an allocated basis as indicated above. In this financial year a central staff costs have also been allocated for the first time to governance and fundraising activities. Some small rounding differences may occur in the totals shown above.