

Asylum Welcome
(A company limited by guarantee)

Report and Financial Statements
for the Year Ended 31 March 2019

Charity no: 1092265

Company no: 4361627



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Legal and administrative information

Charity Name and Number

Asylum Welcome

Registered Charity number: 1092265

Registered as a Company limited by guarantee, number: 4361627

Trustees:

Marcus Thompson MBE (Chair)

Catherine Briddick

Tom Espley (Treasurer. Co-opted December 2019)

David Gibbons (Resigned, May 2019)

Valerie Johnson (Co-opted December 2019)

Dr Tina Leonard

Clare Miller (Co-opted December 2019)

Anthony Samuel

Matthew Sherrington

Chief Executive/ Director

Kate Smart

Registered Office

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

Auditors/ Independent Examiners

Critchleys Audit LLP, Beaver House, 23-28 Hythe Bridge St., Oxford OX1 2EP

Bankers

The Cooperative Bank plc, PO Box 250, Skelmersdale, WN8 6WT

CAF Bank Ltd., Kings Hill, West Malling, Kent ME19 4TA

Solicitors

Blake Morgan, Seacourt Tower, West Way, Oxford OX2 0FB

Report of the Trustees

For the year ended March 31 2019

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2019.

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.

Aims and Objects

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 living in, or having a connection with Oxford and Oxfordshire, and those who are, have been, or may be, detained by the immigration authorities at Campsfield House Immigration Removal Centre, in Kidlington.

The charity expresses its Vision and Values as follows:

Our vision:

Asylum seekers, refugees and detainees feel welcome, respected and understood as members of a caring community. They live in dignity with hope for the future: they can exercise their rights and have their cases fairly considered, they can access services to meet their needs, and they have opportunities to develop and share their talents.

Our values:

Common humanity: We are all one people, part of a local and a global community

Social justice: A fair and compassionate society provides rights and opportunities for all people

Voluntary action: Through enabling volunteers to give their time generously to help others, much can be achieved

Structure, Governance and Management

Asylum Welcome is a company limited by guarantee and a registered charity governed by its Memorandum and Articles of Association, established on 28 January 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.

The Board of Trustees (the Board) governs the charity, and consists of between 6 and 12 trustees, elected, each for a three year term, by the Members at the Annual General Meeting (“AGM”). In addition to the elected trustees, the Board may co-opt up to three more between AGMs. At the AGM each year, one third of the elected trustees retire as well as those co-opted during the year, and they may offer themselves for re-election. The Board must hold at least three meetings each year, but in practice the Board meets at least six times a year.

A Director is appointed by the Board to manage the day-to-day operation of the charity, and to lead the staff team and the volunteers. 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.

The Director lead a team of 12 staff falling to 9 by the year end, mostly part-time, who in turn work with volunteers (160 in '18/19) to deliver the services of the charity.

The Board of trustees welcomes enquiries from prospective trustees, and seeks appropriately experienced and skilled people. Board members meet prospective trustees and recommend them to the membership for election at the AGM. New trustees undergo an orientation to acquaint them with the activities of the charity, and 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, including induction sessions for other volunteers, training sessions for volunteers in the different services, to develop their understanding of asylum issues and Asylum Welcome’s response to them. An inventory of the trustees’ skills and experience is maintained, and guides the search for new trustees.

The Board appoints a Finance Committee of 3-4 trustees, chaired by the Treasurer, with the Director and Finance Manager in attendance. Other ‘ad hoc’ groups of trustees meet to advise the Board or Director on particular governance issues, depending on their skills and experience. These committees are generally delegated to deliberate and formulate proposals to be agreed by the Board. The Director normally attends Board meetings in an executive/advisory capacity.

The activities of the charity are guided by the Strategic Plan (2017-2020) agreed by trustees.

Asylum Welcome staff, volunteers and trustees attend and contribute to local and national events, and work with local people to organise events to publicise the charity’s work and seek support. Asylum Welcome works in cooperation with statutory services such as the Home Office, the local authorities, health services and voluntary organisations such as Sanctuary Hosting, Refugee Resource, Citizens Advice Bureau and the Red Cross to promote the well-being of refugees and asylum-seekers (a full list of partners is included later in this report).

Asylum Welcome is committed to enabling the voices of refugees to be heard and helping them make use of their talents. Asylum Welcome seeks to lead by example - helping refugees to participate in all aspects of running the charity, according to their

abilities. In 2018/19 with 4 refugees on our staff, we continued to increase the number of talented asylum seekers and refugees as volunteers and members of the organisation.

Asylum Welcome has continued to increase the participation of service-users and other refugees in the charity's planning processes. Notably, we have improved feedback mechanisms to gather individual views, we have included service users and other refugees in focus-group discussions, and maintain good relationships with refugee community leaders. These consultations with refugees, community leaders and groups have continued to guide Asylum Welcome's service plans.

2018/19 The year in perspective

This was a year of achievements, fulfilment and the cautious exploration of challenging new roles. AW welcomed and helped more asylum-seeking and refugee clients than ever, both those held in detention and those in the community. The Welcome Centre was as busy as ever with the day-to-day work of welcoming and giving advice and help to clients. They included a wide range of people needing help on an equally wide range of issues. At the heart of our work is assistance to those seeking asylum: help to understand their rights and the procedures of the asylum system, enabling them to secure lawyers and working closely with lawyers to give practical and emotional support. Our advice services also cover everyday issues of housing, health, education, employment, and beyond, to facing challenging situations of hardship and destitution.

Early in the year, at the conclusion of Refugee Week, we organised Oxford's first Refugee Assembly, bringing together refugees and the many refugee-related communities in Oxford to speak for themselves, on their experiences, their plans and their hopes for the development of their communities, and of services in Oxford.

We welcomed the closure in December of the Immigration Removal Centre at Campsfield House in Kidlington. Asylum Welcome was established at the same time as Campsfield. Staff and hundreds of volunteers have visited and assisted those detained there over the 25 years of its existence. We responded well to the speedy closure by starting to explore options for using our expertise built up over those 25 years to support others in immigration detention.

We welcomed and helped settle the last of the thirty families to have arrived in Oxford over the three years of the Government's Syrian Vulnerable Persons Resettlement Scheme.

The employment service that started last year went from strength to strength, including helping refugees to get their previous experience and qualifications recognised for employment in the UK. Though initial funding from the European Social Fund came to an end, the service has continued successfully with local support.

The uncertainties of Brexit, particularly for vulnerable European Community citizens in the UK, prompted AW to apply to the Government to become a designated agency to guide EU citizens through the forthcoming UK settlement process.

Fundraising was challenging in 2018-19, particularly with key staff changes, and increasing competition for limited resources. Despite this we attracted an income of £387k. This was £35k below our original income target.

The search for suitable larger premises for the Welcome Centre and office continued to be frustrating as no suitable and affordable properties came up in the East Oxford area most convenient for our clients. As a result we have reorganised space in the Welcome Centre to make better use of our current premises.

We have begun 2019/20 offering all our regular services to clients in the community – exploring new opportunities and initiatives, and working on a Strategic Plan for the next three years.

Members, Volunteers, Staff, Partners and Patrons

Membership

Asylum Welcome had 350 members at the end of the year.

Rather than pay an annual financial subscription, members are asked to subscribe to Asylum Welcome's vision, to sign up to this statement and contribute accordingly.

“As a member of Asylum Welcome I will do what I can to achieve this vision, to promote these values and to support Asylum Welcome's activities as a donor, volunteer, fundraiser or advocate.”

Members and supporters donate to Asylum Welcome according to their means, avoiding the administrative burden for us of accounting for membership subscriptions separately from donations. A number of clients and former clients are now members, some of them are also working as volunteers.

Volunteers

Asylum Welcome's services are delivered and sustained by a volunteer body that is a strong mix of long-standing, experienced volunteers, and fresh faces, including refugees, all supported by the small staff team. Over the year the number of volunteers contributing their skills and time rose to 180 but dropped back to 160 because not all of the Campsfield visitors chose to stay on as volunteers. Volunteer recruitment, training and induction are managed by our part-time Volunteer Coordinator. A steady stream of new volunteers are attracted by, and contact us through the website. General news and information for volunteers is shared in a weekly email newsletter. Regular induction training of new volunteers is complemented by more specialised training for those working in the different services. Safeguarding training is arranged for all volunteers whose roles involve dealing with clients. The participative '3 Rings' online rota system works well, streamlining the self-management of the complex volunteer rotas for the different services.

Staff.

In addition to the existing 2 full-time staff, the Director and the Front-line Services Manager, we decided to recruit an additional full-time staff member in the role of Fundraising Manager. AW also employed up to 9 part-time staff over the year, an average of 8.3 'full time equivalents' over the four quarters.

The Youth Service, Detainee Support Service and Adult and Family Advice Service staff all reported to the Frontline Services Manager. The Education, Volunteering and Employment Lead (who retired in April 2019) oversaw the Volunteer Co-ordinator's work. We continued to employ a qualified accountant on the staff as Finance and Contracts Manager who reported regularly to the Treasurer. An Office Manager works with them.

Oxford's intake of Syrian families has ended, and Asylum Welcome's Syrian Resettlement Coordinator left his post in December 2018. Similarly with the closure of Campsfield Immigration Removal Centre in December 2018 the post of Detainee Support Service Co-ordinator came to an end in February 2019.

The staff team have worked well together through another hectic year in a crowded office, endeavouring to meet the complex needs of people fleeing persecution, delivering an even larger range of high quality services, motivating and supporting the volunteers, working with partners and raising much-needed funding and donor support. Asylum Welcome benefits from the extraordinary commitment of its staff, working hard to help clients often in very stressful circumstances.

Partners

Asylum Welcome works constructively and in partnership with a very large number of organisations.

Local Organisations :

Oxford City Council

Oxfordshire Social Services

Key 2 Housing

Turpin and Miller Solicitors

Connection Support

Refugee Resource

Sanctuary Hosting

Aspire

EMBS (Ethnic Minority Business School)

City of Oxford College

WEA (Workers' Educational Association)

Open Door

OAAST (Oxford Advice Agencies Stronger Together)

Pitt Rivers Museum

Refugee Community Organisations representing refugee groups from Sudan, Somalia, Syria, East Timor, Uganda and elsewhere.

Faith groups in Oxford and other parts of Oxfordshire who, as always, are committed supporters.

Newly emerging refugee support groups/refugee welcome groups across Oxfordshire.

Refugee support and advice charities in neighbouring centres such as Coventry, Reading, Gloucester, Slough, and Swindon.

National Organisations:

The Refugee Council

Refugee Action

Migrant Help

Freedom from Torture

The British Red Cross

AVID (Association of Visitors of Immigration Detainees)

Detention Monitoring Group

Asylum Support Advice Network

Asylum Support Appeals Project

Coram Children's Legal Centre

City of Sanctuary

Medical Justice

BID (Bail for immigration Detainees)

Patrons

The Trustees are delighted to have the support of the Bishop of Oxford, Rt. Rev. Steven Croft as a Patron of Asylum Welcome. We greatly appreciate the interest and energetic commitment over many years of Uwe Kitzinger CBE, our longstanding Patron and supporter.

Activities, Achievements and Performance

The Trustees of the Charity have had due regard to the objectives and activities of the Charity as set out in its founding documents, and also to the guidance on public benefit published by the Charity Commission.

1. Consistent with Asylum Welcome's charitable objectives, the first objective of the current Strategic Plan is

'to provide a range of high quality, practical services to meet the priority needs of asylum seekers, refugees and detainees in Oxfordshire and promote their welcome, safety, respect, confidence and independence'

This has been undertaken through the following services:

1.1. The Detainee Support Service

For the first 9 months of the year, April to December 2018, staff and volunteers continued our long-standing practice of visiting and helping detainees at Campsfield Immigration Removal Centre in Kidlington, just outside Oxford. Our aim has been to reduce their isolation, give practical assistance and act as a bridge to the outside world, especially to doctors, solicitors and family members. Our well-established routine of visits continued almost daily and included meeting newly arrived detainees, allocating volunteer visitors to those who requested them and maintaining a weekly 'drop-in' advice service inside the centre.

The 60 or so volunteers in the Detainee Support teams made a total of 905 visits to the 410 detainees seen over the period. Besides the volunteer visitors, the support team of volunteers in the office were on hand to take phone calls from detainees and from their families. Detainees requested help on a range of matters, often requiring us to negotiate for them with the Campsfield authorities, the Home Office, solicitors, doctors and other service providers. The increased number of bilingual detainee support volunteers and visitors (with knowledge of Portuguese, Albanian, Farsi, French, Italian, Kurdish Sorani and Arabic) facilitated easier communication, and increased detainees confidence in and appreciation of their visitors.

Over recent years AW staff have raised concerns at the levels of health care available to detainees. Visitors have received frequent requests related to detainees' serious concerns about their health. In response we have built up an additional visitor team of health professionals. Dr Frank Arnold and Dr David Rhys Jones, experts in detainee health and torture issues, continued to provide expert support to this team. Of the 410 detainees visited this year, 60% had health problems, with 10% of them stating they were survivors of torture. The health professionals team made 135 visits to individual detainees providing targeted help, in liaison with the Campsfield Health Department. In some cases the health volunteers were able to give supportive statements in bail hearings contributing to detainees release. Our AGM this year featured a panel of David Rhys Jones, Dr Melanie Griffiths (trustee and researcher on detention), a volunteer visitor, and a one-time detainee answering questions and discussing detention issues.

In November 2018 the Home Office announced that Campsfield would close in May 2019 as the immigration detention estate was to be reduced. Asylum Welcome responded to the decision with a widely publicised statement:

...welcoming the government commits to reduce by 40% the number of people detained under immigration powers in the UK, and the decision to close Campsfield House Immigration Removal Centre.
Reducing the number of detention centres and those detained within them is an important step towards a fairer asylum and immigration system in the U.K. For almost 25 years, Asylum Welcome has seen first-hand the human impact of detention at Campsfield.

Our statement placed the ‘good news’ of Campsfield’s closure within the wider context of continued concerns about detention continuing elsewhere in the UK.

Asylum Welcome’s statement went on to pay tribute to many people:

- to people detained at Campsfield who have struggled to maintain their safety, dignity, health and family relationships
- to local volunteers who have been part of the Asylum Welcome detainee support service and Campsfield visiting group who have helped ensure that detainees have a daily visit and are able to communicate better with doctors, lawyers and their families
- to the networks of individuals and professional bodies who support our work and support the welfare of detainees, including the long-standing Close Campsfield Campaign
- and to those staff members at Campsfield who carried out their duties with respect and compassion.

Asylum Welcome staff and volunteers continued to work with the detainees at Campsfield. From the falling numbers of detainees it became evident that the closure was being brought forward from May 2019. In the event Campsfield closed in December 2018.

The history and mission of Asylum Welcome from its inception has been closely associated with the existence of Campsfield since its establishment as an Immigration Removal Centre. AW managed to combine overall opposition to immigration detention with practical support to those detained, through a respectful but assertive approach to the successive authorities running the Centre. This included setting up and running the multi-lingual volunteer visitor service, an office-based support team, the specialist health volunteer team, an advice service and referral routines, and the production in a dozen languages of information about rights in detention and after release. It also included, over many years, contributing to investigations and inquiries about conditions in Campsfield and arguing for improvements in conditions, not least blocking plans to double the size of the centre in 2014.

The volunteers in the two teams, the visitors and the office-based support team, were consulted on their redeployment in other AW services, and on possibilities for future detention support work. Stories and reminiscences of both visitors and detainees have been collected for a publication celebrating the legacy of AW’s Campsfield visitors.

Staff and trustees have been keen to retain and share the expertise gained over years of experience combining work with refugees and asylum-seekers in the community with those in detention at Campsfield. In the early months of 2019 the staff team were considering options for the future; consulting with detention visitor teams elsewhere in the country, exploring how AW might support them; exploring possible support to detainees in other detention centres in Oxfordshire. The outcomes of these consultations are being taken into account in strategic planning for the next three years.

1.2. The Welcome Centre

The Welcome Centre, the ground floor of our premises in Newtec Close, off Magdalen Road, has remained the hub of Asylum Welcome services – ‘open access’ three days of the week, plus Mondays and Thursdays for appointments. Beyond the main Reception desk there are 3 interview rooms used for advice appointments, the Food Bank, computers giving free access to clients, a refreshments corner, and books and toys for children - all making the small Welcome Centre a bustling place, which is the base and location for most of the services. We have seen over 900 people over the year coming in to the Welcome Centre for help of various sorts, described below.

Unable to find suitable, affordable, larger premises in the area most convenient to our clients, we decided to focus on alterations to maximize the use of our current premises. We reorganized the Welcome Centre to include two more small meeting/interview rooms, used mainly by the Adult and Family Advice Service.

The 3 computers have been well used by clients in communicating with family and friends, undertaking their own searches for information, accessing forms, making job applications, etc. A total of 66 people have made more than 350 visits just to use the computers.

Through the winter some long-term homeless clients spent longer in the Centre in office hours, keeping warm and fed. Volunteers and staff opened the office during Christmas break so that destitute clients received help.

The Welcome Centre was used, ‘out of hours’ and at the weekend, by refugee community groups including the Syrians, Somalis and Sudanese, as a venue for their meetings and social activities, particularly for women’s group activities such as singing and sewing together.

As every year sees an increase in the use of the Centre, and an increase in requests for advice and other help, efficiency in handling requests is a priority. Front Line Services, particularly advice and support to adults and young people, and detention support have been better integrated to streamline Reception volunteers giving the most appropriate and earliest appointments to ‘walk-in’ clients coming with enquiries to the Welcome Centre.

Linked to the Welcome Centre have been two other useful services. One is offering bicycles, donated then repaired, for both children and adults, to clients and their families who need them. A total of 79 recycled bicycles have been given out – with locks and helmets – to clients, most of whom are also using other AW services. Providing bicycles has been a way of helping to reduce the cost of public transport to clients, and of our outlay on ‘bus passes’ for students to get to classes.

We also continued to run an allotment which 12 clients have visited, and a few work on regularly.

1.3. The Adult and Family Advice Service (AFS)

The demand for advice on a wide range of issues continued to rise through the year. AW continued to provide expert and high quality advice, explaining and promoting

access to rights, building self-confidence and understanding, all aimed at enabling and supporting clients to navigate their own way through the various UK systems of asylum, health care, education, housing, and welfare. The AFS team has also seen an increasing number of visits by women visiting alone, without their husbands.

The AFS team of 21 volunteers, (17 women, 4 men) held a total of 2134 individual advice sessions, helping 315 individual clients, a small increase in numbers over the last year. While the range of issues covered has been very wide, advice requested is predominantly on aspects of clients' asylum claims and immigration issues, particularly finding solicitors, submitting asylum applications, submitting related applications for benefits (70 Asylum Support applications), facilitating family tracing, contact and reunion (23 cases), and applying for travel documents (180 cases).

AFS staff and volunteers are regulated immigration advisers at OISC Levels 1 and 2, (awarded by the Office of the Immigration Services Commission; one staff member at level 2; five staff and volunteers at level 1). Assistance offered at these levels includes help with applications for family reunion, travel and other key documents. Careful guidance in filling up lengthy technical forms has avoided costly delays to clients from misunderstandings and errors. Training by local solicitors and staff support for the AFS volunteers has enabled them to take on greater responsibilities for this work and keep themselves up to date on other changes in these official procedures.

Other frequent requests for advice and help were around problems with accommodation, relating to Social Services, and to the Health and Education services. The introduction of Universal Credit brought time-consuming problems for clients (80 cases recorded) arising from limited literacy and language skills, difficulties of registering on line, operating a bank account, complications of family members with different immigration status, all resulting in delayed payments. AFS volunteers have worked with clients to resolve these issues. AW with Red Cross support have helped a number of clients with hardship payments while waiting for UC payments. This work has been time-consuming and frustrating for clients and volunteers alike. An AFS volunteer gathered information on client experience and problems with UC, and met with 'Job Centre' staff to improve practice and reduce delays.

Beyond routine advice there have been a number of urgent complex cases needing prompt, expert attention, including accompanying clients to court appearances.

Over the year AW paid out £23,800 in hardship funds to clients, mostly for subsistence. We are grateful to the Red Cross for reimbursing a proportion of what we spend on these hardship payments. Small payments were also made for legal fees and travel costs to attend Home Office interviews,

Over the year 8 clients found themselves 'street homeless' and sought our help in finding accommodation. Better organised provision for Oxford's rough sleepers in cold weather meant that Asylum Welcome did not have as many rough sleeping clients as in some previous years. We have appreciated help from the local 'Sanctuary Hosting' scheme, now well established in Oxford, providing valuable short term accommodation, to whom we referred 9 clients .

While the quest for asylum, 'leave to remain' status, has been the first priority of all

asylum-seekers, that award brings its own challenges to the recipients. Although it is a great relief for clients to be granted 'leave to remain' in the UK, they face the challenges of making the transition to independent living, access to different welfare benefits, searching for employment and accommodation. The expensive and limited local housing market has made finding accommodation in Oxford very difficult. We have supported some 40 clients with 'status' to search for accommodation, to understand their options and to take their lives forward.

To comply with GDPR regulations the AFS team adopted a 'letter of authority', carefully drafted using simple language to convey the legal information and signed by clients giving AW permission to act for them. Client data is held securely, and AFS has further developed an improved system to record clients referred to and from other organisations so that such referrals are consistently monitored, followed up and outcomes recorded.

An electronic data-base, developed within Asylum Welcome, and now giving fast access to information and websites is routinely used by the AFS volunteers. The AFS Coordinator's briefing and feedback meetings with volunteer advisers before and after their sessions, has helped him to identify and respond more effectively to a number of complex cases. This has resulted in a better understanding and more consistent follow up of these cases.

1.4. The Service to Young People

The weekly 'Venda' youth club, run off-site in a well-equipped basement facility, has remained central to our services to young asylum-seekers. It offers an informal, welcoming, recreational space where the mostly teenage clients can relax, 'be themselves', enjoy games and music and the company of their friends. Crucially it also gives them opportunity to raise and discuss concerns and difficulties with the Youth Coordinator and the Venda volunteers; issues that the Coordinator can follow up on later. The Youth Coordinator met all unaccompanied asylum-seeking children arriving in Oxford (30 new arrivals over the year) through her regular part in the local authority's Orientation Programme, and invited them to Venda. The 35 weekly Venda club sessions saw an average of 22 young people attending from a client pool of about 65 young people.

While keen to maintain the club as the young clients' own 'space', this year the club has cautiously featured a richer range of activities. These included sessions at The Pegasus theatre; cooking together; hosting visitors from the Freewheeling project who ran a graffiti session where young people created their own t-shirts; a jazz trio visit and jam session, and an African drumming session. The Youth Coordinator has been careful to ensure that Venda is and does what it's young people want and consulted them on the options for additional activities. A small group suggested and developed a 'running group'. A Venda football team enjoyed participation in a local football tournament.

A 'girls group' was revived this year, meeting at the CFE, considered a more appropriate and acceptable venue than Venda, with an average of 10 young women at each of the 18 sessions.

As usual there was a series of trips and outdoor activities through the summer holiday period, attended by an average of 17 young people. Highlights included trips to play football and volleyball in University parks, ice-skating, a barbecue, swimming and a day at the coast.

The value of all these activities was seen in the increased confidence and self-possession of these very vulnerable, and often emotionally damaged, and anxious young people.

Over the year 106 young clients (94 young men, 12 young women) visited the office for advice and casework support for a total of 858 consultations, all of which have contributed to the overall improvement in the young peoples' understanding of their situation and rights, enabling them to move forward. The issues that they raised were very wide-ranging, headed by difficulties of getting legal advice on their asylum claims (96) – trying to resolve this in negotiation with solicitors has dominated the Youth Coordinators work (28 secured). Other casework help has related to confusion about the asylum process, young clients' rights within it, concerns and challenges over age assessments (29), health issues and accessing health care (20), securing the correct welfare benefits (13), problems of debt, homelessness (10) and destitution; help in contacting family, applying for travel documents (11), and getting into education and employment.

Through the year 9 young people were given Refugee Status, or 'leave to remain'. But they continued to face problems finding accommodation and accessing benefits. A vital casework role of Asylum Welcome's Youth Coordinator has been to reassure young clients and work with them to find solutions - explaining their rights and responsibilities, exploring options, accompanying them to hearings and appointments, linking them to other AW services, and beyond.

There have again been long waits for asylum decisions from the Home Office for young people at the early stages of the asylum process. This uncertainty has had a major impact on their mental health and well being – requiring additional time and support in case work.

The Youth Coordinator has worked closely with colleagues leading the other AW front-line services, with referrals to and from them. Beyond Asylum Welcome she has worked with partner organizations offering complementary services in Oxford, and has continued to take a leading role in the inter-agency meeting for professionals in Oxford working with Unaccompanied Asylum Seeking Children.

1.6. The Syrian Resettlement Programme

AW's participation in this programme was formally completed at the end of August 2018, with the last 10 of the 30 families welcomed by Oxford City Council under the governments Syrian Vulnerable Persons Resettlement Scheme, settled in their home in Oxford. AW is proud of it's performance over the three years of the programme, working on behalf of the City Council, liaising with the Housing Department to identify and rent accommodation, furnishing and fitting out the homes, welcoming the families at the airports, and settling them in, with a one month induction programme to introduce them to key aspects of life in Oxford.

Some of these families arrived with serious health problems or developed family problems requiring additional support that AW staff and volunteers provided. AW staff were also able to advise and help West Oxfordshire District Council with some difficulties they faced in the course of settling six refugee families in Witney.

From the close relationship developed with the Programme Coordinator and with AW in their first month, these families have continued as normal regular clients of AW. We are grateful to Oxford City Council for recognizing the ongoing costs of that support with a further discretionary grant to offset some of them. At the Council's request we also helped to set up a new element to the programme finding 'settlement volunteers' within local schools and communities offering ongoing support to the families.

AW was effective in mobilizing generous support for the refugee families beyond the Council's provision, with the 'Adopt a Room' campaign – asking churches and other community groups to sponsor a kitchen/bathroom/lounge/bedroom in the houses to provide soft furnishings and equipment beyond the basic furnishings. AW has similarly shared in a 'charm offensive' of media publicity in the city emphasizing the enrichment of the city by the culture and skills of the refugee families.

The whole project was an uplifting experience: from the mass demonstration in the streets of Oxford in September 2015, through Oxford City Council's generous response to resettle 30 families, their settling into their new homes, to become members both of the local community and of Oxford's Syrian community.

1.7. The Employment Service

Asylum Welcome set up an Employment Advice and Support Service for refugees who are given 'leave to remain', and have the right to work, but who often cannot easily find employment. Clients of the Employment Service are highly motivated to find work and employment, making the most of the service offered.

In its second year the service has helped 83 clients with a range of employment related skills including language, CV writing, IT skills, interviewing, vocational training options, and understanding the jobs market.

Of a total of 48 clients, judged to have significantly improved their awareness of job opportunities and their employability, 16 secured employment interviews, of whom 10 found employment. Others gained vocational qualifications (2), worked as volunteers (3) or on work placements (5). One client is now self-employed.

Supporting clients as they start work has been an important role of the Coordinator. Exploratory work developing a relationship with a major employer in the city has enabled clients to gain work experience there, increasing both their employment opportunities and their self-confidence.

1.8. The Education Service

The Education Service – a team of five experienced and qualified ESOL teachers continued to provide an advice and referral service one day a week helping a total of 57 clients, particularly to find and join appropriate courses to improve their written

and spoken English. The team also helped asylum seekers and refugees to find courses to resume their academic or vocational studies, often interrupted when they left their own country, and in one case to get a client's former qualifications recognized in the UK. Another client secured an unconditional offer of a university place.

While the priority is to help clients register in one of the many ESOL classes run by various colleges in Oxford (9 students enrolled), AW volunteer teachers gave 'one to one' lessons to a total of 31 individual students, particularly to women whose domestic and child-care responsibilities prevent them from attending courses.

The problems of getting to classes for some students have been eased by the provision of 'recycled' bicycles or by help with travel costs (15). Learning Support Grants, up to £50 per month have enabled students to choose what best suits them – a bus pass, day passes, books or an internet connection to help them study.

1.9 . The Food Bank, and Lunch Club

The Food Bank has continued to be a lifeline for a wide range of clients facing destitution and hunger, and who are authorised by the AFS team to draw from it. Over the year some 135 clients and their families have been helped with 921 bags of basic foodstuff and toiletries. Fresh fruit, vegetables and bread are available as well as packaged groceries and toiletries.

As usual these have been provided in kind by an army of supporters, including churches, schools, shops and offices, by deliveries from the Oxford Food Bank, and 'Fair Share', sometimes supplemented by purchases of those items most in demand. The Food Bank team has addressed the balance of supply and demand, by periodically revising the poster making clearer to donors the food items most in demand, and those that are not. Clear eligibility criteria for access to the Food Bank has ensured we help the most needy.

Alongside the rationed items in the Food Bank, freely available healthy refreshments, hot drinks, fruit and breakfast items have been available for all visitors to the Welcome Centre. These are especially valued by those clients who are rough sleeping from time to time.

The Wednesday Lunch Club, held in a local church building, has provided a wholesome lunch to an average of 12 clients each week (of a pool of about 20 regulars, serving 870 meals in total). Meals are either eaten together or taken away (especially during Ramadan), with the opportunity to enjoy the company of others, chatting and playing table games.

1.10. Support to Refugee Community Groups

AW has continued to encourage and support the development of 7 of the refugee community groups in Oxford, as recommended by the 2016 external evaluation. These included Syrian, Somali, Sudanese, East Timorese and a pan-African group.

Some groups were already well established, some were feeling their way and developing slowly. Modest financial support was provided for community activities early in the year, and the use of the Welcome Centre, out of office hours, was provided for their activities and meetings.

Refugee Community Groups are an invaluable source of support to members of their communities, as well as providing a voice to express the experience, needs and potential of refugees to the wider community. The Director has advised community leaders, and has involved them in meetings and consultations with the City Council and officials.

Consolidating earlier networking the Oxford-wide 'Refugee Assembly' in June 2018, organised with AW's support, brought together some 50 refugees to share their experience, concerns and ambitions. This has led to refugee communities contributing to the City Council's plans for the future. AW has continued to invite refugee community leaders to join us whenever there has been an opportunity to influence local officials or to publicly raise the experiences of refugees.

2. Speaking out... in advocacy

Asylum Welcome's second strategic aim is:

"to advocate for a better UK asylum system which safeguards the welfare of individuals and avoids the use of detention, and to advocate for a better UK response to international refugee crises"

Public Relations. AW has maintained a relatively high profile in the local Oxford media, raising the profile of a range of refugee issues, including the closure of Campsfield, the plight of young refugees, the success of Syrian refugees in finding employment, and our project to recycle bicycles. The Oxford Mail carried a full page article by the Director highlighting the contribution of Syrian refugees to the city.

Our website carries full details of our organization, and current activities, with links to the film made two years ago highlighting our services made. It also explains how people can volunteer or donate. Our Facebook page also alerts followers to news and events.

Advocacy on refugee rights. The Director has met with the Oxford City Council Project Officer, appointed under the 'Controlling Migration Fund' to contribute to her agenda – specifically to help progress plans for information videos on refugee rights and plans to help refugee parents navigate school procedures.

Access to legal advice has remained a priority concern. AW has worked with Turpin and Miller, the major law firm in Oxford dealing with asylum, to strengthen our capacity and expertise in supporting clients.

Work to safeguard the welfare of asylum- seeking children has been taken forward by the Youth Coordinator, in chairing the inter-agency forum on unaccompanied minors,

now expanded to include professionals from across the county. This has increased our capacity to spread good practice.

Contested age assessments of young asylum seekers have been a big challenge this year, though with some successes. We have worked with other agencies and solicitors to get improvements and more sympathetic practice in the local authority procedures.

AW has a long record of advocacy against the detention of asylum seekers, for ending indefinite detention and for improved healthcare for those in detention. We welcomed the closure of Campsfield in December 2018.

AW staff had gained respectful access to high level internal safeguarding meetings within Campsfield in which they helped to articulate detainees complaints. AW submitted concerns over the level of health care at Campsfield to the Shaw Review. The second Shaw Report, published in July, reflected these concerns, quoting our submission. AW staff responded quickly to an unannounced inspection of Campsfield in September with a written submission. As a well-established visitor group AW has contributed to campaign planning of London based networks opposing immigration detention.

Raising refugee voices. Support to asylum seekers and refugees to raise their voices in public and to make those voices heard has included arranging for refugees to be interviewed by BBC South and by the Oxford Mail. An excellent piece on BBC South featured our client Alaa, a Syrian pastry-chef now working in Oxford.

The increased number of refugees on the staff (4) gave opportunities for AW to be represented by refugees at meetings and working groups, further strengthening the profile of refugees locally. Refugee related events, like film screening, have been enlivened by AW staff presentations, increasing public awareness both of the issues, and of AW's services.

We have continued to encourage community leaders to attend meetings at the city council, and we have encouraged self-confident and articulate individual clients to take part in workshops and conferences to share their experience and perceptions for example with students, social workers and teachers.

3. Sustainability.

The third strategic aim is

“to safeguard and develop the sustainability of the organisation, to grow appropriately and be responsive to change, through effective use of resources, fundraising and partnerships.”

3.1. Fundraising.

Asylum Welcome's services were funded by a mixture of grants from Trusts and Foundations (36%) the continuing support of individuals and groups, including schools and faith groups (40%) and from local government and other partners (24%). We are proud of the level of local individual and community support for our activities, and we are hugely grateful for the support of several trust funds, some over

a number of years, without whom Asylum Welcome could not deliver its services. We are grateful for the hard and imaginative work of our fundraiser manager and a long-serving volunteer, who carry a substantial workload to ensure that funding applications, and in due course reports, are submitted throughout the year.

In a difficult national economic climate, with public service cuts, and increasing competition, we suffered additionally from the departure and subsequent difficulties in recruitment of a fundraising manager. Fundraising income picked up, but we finished the year raising £26,000 less income than we budgeted, and with a deficit of £34,500. Detailed figures are included elsewhere in this report. This figure reduces our reserves accordingly. We have made a series of cuts to expenditure for the year ahead, but we were able to maintain all the staff posts essential to running the services and back office functions.

3.2 Legal and Professional Responsibilities.

AW has taken seriously the increasing obligation of charities to conform to regulations and recommendations, of the Fundraising Regulator, the General Data Protection Regulator, the Charity Commission and Companies House. The security of our client and contacts databases has been strengthened, and we continue to work with experts to develop our effective use of the databases in a secure environment. The trustees have indemnity insurance, and routinely review a Risk Register for the organization.

For the first time we commissioned an audit in 2017/18 by Critchleys. This year they have undertaken an external examination, their conclusions recorded elsewhere in this report.

3.3. Consultation and Participation.

Staff meetings have been held weekly, and periodic 'awaydays' to review progress and address particular issues. We had a productive and enjoyable end-of-year staff planning session and concluded with a clear and agreed annual plan for the new year, 2019-20.

We have continued to ask for client feedback, both anonymously through feedback forms and face to face. It has often been given spontaneously, and our engagement with the different refugee community groups in their development, has also resulted in feedback from them on Asylum Welcome services. Although we welcome criticism in order to identify room for improvement, we find that feedback from clients indicates that they are overwhelmingly appreciative and satisfied with the services, which they would like to see continued and expanded.

Volunteers have been routinely consulted in the team meetings of the teams in which they work and in conversation with the staff responsible for that service.

3.4. Monitoring and Evaluation

In response to both the need to document and learn from our experience, and the request of donors for more details of outcomes from our services, we have recorded and documented more details of 'activities' (eg. advice issues) and the 'outcomes' of the services for clients. The services are now recording more information, more accurately on upgraded databases, with drop-down menus, making it easier for

volunteers to use to find the right categories for outcomes; ‘bring forward’ actions and the like. These figures are used (in brackets) in this report.

3.5 Partnerships

AW has continued to strengthen its links to prominent and influential UK refugee charities, benefitting from their advice and training, and sharing our experience of both detainee support and help to those living in the community.

National refugee agencies, like Refugee Action, Migrant Help and the Refugee Council have related to Asylum Welcome as a key regional partner. We’ve been pleased to host a number of visits of staff from refugee charities across the country, who were recommended to Asylum Welcome as an example of good practice.

The long list of ‘service’ partners, reflects links locally in Oxford and Oxfordshire, regionally in London and the Thames Valley, and nationally.

4. Financial Review

The Trustees report that income for 2018-19 was £387k (2018: £451k), a decrease of 14% on the previous year as against an expected reduction of 9%.

Principle sources of funding :	Year to Mar 19 £'000	Year to Mar 18 £'000	Change on prior year £'000	%
Trusts & foundations	141	156	(15)	(10%)
Statutory grants	79	112	(33)	(29%)
Individuals and legacies	120	136	(16)	(12%)
Faith, educational & other community organisations	46	47	(1)	(2%)
	386	451	(65)	(14%)

This not only reflects the anticipated fundraising challenges caused by the external environment, but also reflects the challenges Asylum Welcome faced through changes in fundraising personnel and the inevitable lead time that it takes new fundraisers to settle in to an organisation.

Expenditure was in line with our budget forecast for 2018-19 at £421k (2018: £447k), a reduction of 6% on the previous year. The reduction in spending is attributed to the closure of Campsfield House and the consequential hiatus in our Detention Support work. The overall deficit for 2018-19 of £35k results in a reduction of total unrestricted reserves to £184,450 as at 31 March 2019,

As indicated in last year’s accounts, the Trustees have set up a designated fund of £50,000 from the unrestricted reserves to cover the potential costs of moving premises, as our current lease expires in October 2020. The fund will remain unrestricted.

AW has a policy of holding reserves for the following reasons :

- To fund cash-flow in the short term, for example where a donor pay in arrears
- To buffer against the impact of negative events - such as a short term drop in income
- To allow investment and expenditure, when opportunities present which would further Asylum Welcome's work, such as new initiatives or investing in organisational capacity.
- To allow an orderly wind-down of the organisation, in the event it stopped operating.

The target reserves are set at between 3 and 4 months running costs, plus an estimate of closure costs. Based on Asylum Welcome's budget for the year to March 2020, this results in a target range of £119k to £148k.

After accounting for the designated funds, and a small investment in office equipment, Asylum Welcome has £132k in free reserves. This is within the target set by the board.

The Trustees have set a prudent, break-even budget for 2019-20 and whilst we are forecasting a reduction in income of 6.6% to reflect the economic climate and political uncertainty, we are quietly confident that our investment in fundraising will be fruitful and we will be able to maintain our level of reserves.

5. Plans for next year

Asylum Welcome is a highly responsive organization, in tune with the changing needs of individual clients, monitoring the changing political-legal-economic environment and assessing what this means for our services.

In the last year we have seen reductions in numbers held in detention across the UK leading to the closure of Campsfield, and also the maturing of the Syrian resettlement programme so that there has been less need to work with new arrivals. But we have also seen greater destitution and fewer safeguards for asylum seekers, and a more restrictive welfare state even for those with refugee status. There are already political upheavals related to Brexit with more forecast, and there is a greater acceptance of racist comment in public life. We also see changes in the funding streams available for our work. We are responding to all that through careful strategic planning for the years ahead and responding quickly to meet immediate challenges

While maintaining our established services to clients, in our annual plan for 2019/20, the last of a three-year strategic plan cycle, our overarching aims will be to adapt and develop specialist advice and casework services to respond to the changing external environment.

Our aims will include:

- the successful implementation of the EU Settlement Scheme contract
- exploring and piloting possibilities for new approaches to offering support to detainees

- strengthening our links with supporters, both individuals and groups, in Oxford and Oxfordshire
- attracting funding from a wider range of trusts and foundations
- partnering with likeminded organisations to positively influence public attitudes in Oxford to the circumstances of refugees and migrants.

To ensure that Asylum Welcome provides effective help where it is most needed we will improve focus and efficiency in the use of our existing resources (staff, volunteers, buildings, equipment), in securing new resources (fundraising) and in communicating our value to supporters, so that the organisation has an increasingly solid foundation from which to deliver services.

Trustees' responsibilities in relation to the financial statements

The trustees are responsible for preparing the Trustee's Report and the financial Statements in accordance with applicable law and regulations.

Company law requires Trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom generally Accepted Accounting practice (United Kingdom Accounting Standards and applicable law). Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and the incoming resources and application of resources, including the net income or expenditure of the charity for that period. In preparing these financial statement, the trustees are required to :

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
- State where applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- Prepare financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keep adequate accounting records that are sufficient to show and explain the charity's transactions and 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. They 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.

So far as the Trustees are aware, there is no relevant accounting information (needed by the company's independent examiners in connection with preparing their report) of which the charitable company's independent examiners are unaware and each Trustee has taken all steps that they ought to taken as a director in order to make themselves aware of relevant accounting information and to establish that the charitable company's independent examiners are aware of that information.

This report has been prepared in accordance with the small companies regime under Section 419 (2) of the Companies Act 2006.

This report approved by the Trustees on 25 July 2019 and signed on their behalf by



Marcus Thompson, Chair

25 July 19
date

Independent Examiner's report to the Trustees of Asylum Welcome

I report to the trustees on my examination of the accounts of Asylum Welcome (the trust) for the year ended 31st March 2019, which are set out on pages 26 to 33

Responsibilities and basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trustee's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commissioner under section 145 (5) (b) of the 2011 Act.

Independent Examiner's Statement

Since the company's gross income exceeded £250'000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect :

- 1) The accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
- 2) The accounts do not accord with those records; or
- 3) The accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Name of examiner : Robert Kirtland

Name of firm : Critchleys Audit LLP

Relevant professional body : Institute of Chartered Accountants in England and Wales.

Address : Beaver House, 22-38 Hythe Bridge Street, Oxford, OX1 2EP

Date :

16/08/2019

ASYLUM WELCOME

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2019

		2019				2018		
	Further details	Unrestricted Funds £	Restricted Funds £	Designated Funds £	Total £	Unrestricted Funds £	Restricted Funds £	Total £
Income								
Income from								
Donations & Legacies	3	257,084	129,360		386,444	247,930	202,692	450,622
Investment Income		86	-		86	80	-	80
Total		257,170	129,360		386,530	248,010	202,692	450,702
Expenditure on								
Raising funds		69,142	-		69,142	51,955	-	51,955
Charitable activities		204,380	147,724		352,104	207,569	187,062	394,631
Total	11	273,522	147,724		421,246	259,524	187,062	446,586
Net income/(expenditure)		(16,352)	(18,364)		(34,716)	(11,514)	15,630	4,116
Transfers between funds	10	(50,000)	-	50,000	-	21,202	(21,202)	-
Net movement in funds		(66,352)	(18,364)	50,000	(34,716)	9,688	(5,572)	4,116
Reconciliation of funds								
Total funds brought forward		200,802	18,364	-	219,166	191,114	23,936	215,050
Total funds carried forward		134,450	(0)	50,000	184,450	200,802	18,364	219,166

The notes on pages 28 to 33 form part of these accounts

ASYLUM WELCOME

BALANCE SHEET

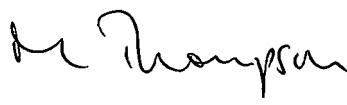
AT 31 MARCH 2019

		2019 /		2018	
	Further details	£	£	£	£
Fixed Assets					
Office Equipment, Furniture & Fittings	4		2,478		3,303
Current Assets					
Debtors	5	18,772		53,969	
Cash on Deposit		171,899		164,329	
Cash at bank and in hand		<u>4,445</u>		<u>12,305</u>	
			195,116		230,603
Current Liabilities					
Creditors: Falling due within one year	6	<u>13,144</u>		<u>14,740</u>	
			(13,144)		(14,740)
Net Current Assets			181,972		215,863
Creditors: Amounts falling due after more than one year			-		-
Total Assets			<u>184,450</u>		<u>219,166</u>
Represented by:					
Unrestricted Income Funds			134,450		200,802
Designated Funds			50,000		-
Restricted Income Funds	8		(0)		18,364
			<u>184,450</u>		<u>219,166</u>

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006. The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the Trustees on 25 July and signed on their behalf by Marcus Thompson, Chair

 25 July 2019

The notes on pages 28 to 33 form part of these accounts

ASYLUM WELCOME

NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

1 ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS102) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) – (Charities SORP (FRS102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. They have been prepared under the historical cost convention.

Income

All incoming resources are included in the Statement of Financial Activities once the charity has legal entitlement to the resources, it is probable that the resources will be received and the monetary value of the incoming resources can be measured with sufficient reliability.

- (1) Donations and grants are recognised on a receivable basis in accordance with the restrictions or conditions placed on their use and are deferred to the following period when their use is specified for future periods by the donor.
- (2) Restricted income that is unspent at the end of a financial year, will be carried forward within the Restricted Funds.
- (3) For Legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. At this point income is recognised. On occasion legacies will be notified to the charity where it is not possible to receive the amount expected to be distributed. On these occasions the legacy is treated as a contingent asset and disclosed in the Statement of Financial Activities.
- (4) Interest income is included in the accounts when it is earned.
- (5) Donated goods and services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over them. Fair value is determined on the basis of the value of the gift to the charity. A corresponding amount is recognised in expenditure.

Expenditure

Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis.

Direct costs are those that can be readily attributed to specific activities

Support costs are allocated according to the amount of direct salaries charged to activities and with regard to the level of activity created by our volunteers, to arrive at a reasonable statement of the cost of each activity.

Fixed Assets and depreciation

Tangible fixed assets are included at cost less 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.

Debtors and Creditors receivable/payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction value. Any losses arising from impairment are recognised in expenditure.

Cash at Bank

Cash at bank and in hand includes cash and bank accounts

Financial Instruments

The charity only has assets and liabilities of an ordinary kind that qualify as basic financial instruments.

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 are 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

Asylum Welcome is a company limited by guarantee, incorporated in the United Kingdom, with its registered office at Unit 7 Newtec Place, Magdalen Road, Oxford OX4 1RE

The liability of each member in the event of a winding up is limited to £1.

Asylum Welcome - Annual report for the year to 31 March 2019.

Company no: 4361627 / Charity no: 1092265

ASYLUM WELCOME

NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR

ENDED 31 MARCH 2019 (Continued)

3 DONATIONS

	Unrestricted £	Restricted £	2019 Total £	2018 Total £
Trusts and Foundations				
A B Charitable Trust	10,000		10,000	10,000
ARM Trust			-	
Beatrice Laing Trust	5,000		5,000	5,000
Bromley Charitable Trust	15,000		15,000	
Esmee Fairbairn			-	18,000
Figgess Trust			-	2,000
Hampshire & IoW Community Foundation			-	8,400
Henry Smith Charity		30,000	30,000	30,000
John Ackroyd Charitable Trust	1,000		1,000	
Leigh Trust		3,000	3,000	5,000
Mactaggart Third Fund		5,000	5,000	4,250
The Northwick Charitable Trust			-	
Odin Charitable Trust	2,000		2,000	2,000
Pursula Foundation		5,000	5,000	
St Michaels & All Saints Charity		10,000	10,000	10,000
Sebba Traust			-	2,500
Swan Mountain Trust			-	3,162
The Tolkien Trust	40,000		40,000	40,000
USA Grant	1,514		1,514	
29th May 1961 Trust	10,000		10,000	10,000
Small grants (amounts less than £1,000)	3,469		3,469	400
	87,983	53,000	140,983	155,429
Statutory Grants				
National Insurance Rebate	3,000		3,000	3,000
Oxford City Council - Open Bidding	10,000		10,000	7,500
Oxford City Council etc Employment		16,430	16,430	13,080
Oxford City Council Syrian Resettlement		45,510	45,510	67,452
Oxford City Council Youth Ambition		4,077	4,077	21,202
	13,000	66,017	79,017	112,234
Faith organisations				
Emmanuel Church Oxford	1,246		1,246	
Holy Trinity Church Headington Quarry PCC	1,000		1,000	1,000
Oxfordshire Quakers	978		978	2,039
Oxford Diocesan Board	2,000		2,000	
Other Faith Organisation Donations (amounts less than £1000)	11,887		11,887	8,347
	17,111		17,111	11,386
Colleges & Schools				
St Helens & St Katherines			-	11,487
Other College Donations (less than £1000)	2,536		2,536	2,705
	2,536		2,536	14,192
Individual donations & legacies				
Major donations (2 donors)	20,000		20,000	34,377
Legacy			-	2,000
Other Individual Donations (less than £1500)	87,137		87,137	86,304
Gift Aid	12,977		12,977	13,690
	120,114		120,114	136,371
Partnerships & other community organisations				
Key 2 Futures		4,800	4,800	4,800
Oxford Advice Agencies Stronger Together	1,921		1,921	1,902
Red Cross Destitution Fund		5,543	5,543	8,977
Pennington Manches	2,821		2,821	
Other Donations (less than £1000)	1,670		1,670	1,000
Community Organisations	9,928		9,928	4,331
	16,340	10,343	26,683	21,010
	257,084	129,360	386,444	450,622

ASYLUM WELCOME

NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31 2019 (Continued)

4 FIXED ASSETS

	Office Equipme Fixtures & Fitti £
Cost	
Opening Balance April 1 2018	13,713
Additions in the year	
Closing Balance March 31 2019	<u>13,713</u>
Accumulated Depreciation	
Opening Balance 1 April 2018	10,410
Charge for year	825
Closing Balance 31 March 2019	<u>11,235</u>
Net Book Value	
At 31 March 2019	<u>2,478</u>
At 31 March 2018	<u>3,303</u>

5 DEBTORS

	2019 £	2018 £
Prepayments	9,202	8,609
Debtors		
Trade Debtors	3,270	
Other Debtors	<u>500</u>	<u>45,360</u>
Accrued Income	5,800	
	<u>18,772</u>	<u>53,969</u>

Debtors at 31 March include £3,270 due from Oxford City Council in respect of the Employment Service Fund

6 CREDITORS : AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019 £	2018 £
Creditors & Accruals	3,882	9,042
PAYE & National Insurance	5,340	5,698
Pension Creditor	1,172	
Deferred Income	<u>2,750</u>	<u>14,740</u>
	<u>13,144</u>	<u>14,740</u>

7 DEFERRED INCOME

	Balance at 1.4.18	Released to SOFA	Deferred 31.3.19	Balance 31.3.19
OCC Syrian Settlement			1,250	1,250
Oxfordshire County Council				
EIF Grant			1,500	1,500
	<u>0</u>	<u>0</u>	<u>2,750</u>	<u>2,750</u>

This represents income received prior to 31 March 2019 but which relates to a grant period post 1 April 2019

Asylum Welcome - Annual report for the year to 31 March 2019.

Company no: 4361627 / Charity no: 1092265

ASYLUM WELCOME

NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019 (Continued)

8 RESTRICTED FUNDS

Services	Movement in Resources				Balance 31.3.2019 £
	Balance 1.4.2018 £	Additions £	Outgoings £	Transfers £	
Adult & Family Advice					
Allotment		5,000	5,000		
Youth		8,877	8,877		
Detainee Support		5,000	5,000		
Employment		16,430	16,430		
Food		3,000	3,000		
Hardship		15,542	15,542		
Syrian Resettlement – Oxford City	3,364	45,511	48,875		-
Core	15,000	30,000	45,000		-
	18,364	129,360	147,724		-
Transfers between Funds					
	18,364	129,360	147,724	-	-

Allotment funded a staff member for one half day per week until November 2018 plus volunteers to organise an allotment for our clients to grow their own fruit and vegetables.

The Youth Service covers the cost of providing part time youth workers and running clubs, and outings for young refugees and asylum seekers.

The Detainee Support Service funds meet some of the cost of supporting and visiting detainees, as well as attending bail hearings and other support.

The Employment Service meets the cost of one part time member of staff and 4 volunteers to assist our clients in finding employment, including job searches, CV and application writing and interview practise.

Food contributes to items for the food bank operated at our welcome centre.

Hardship funds small cash payments (usually under £30) to alleviate hardship or for essential travel to comply with Home Office reporting requirements.

Syrian Resettlement - Oxford City Council funds our work on their behalf to support the 30 Syrian families that Oxford pledged to accept.

9 DESIGNATED FUNDS

The current lease for the premises occupied by Asylum Welcome expires in October 2020 and the Trustees believe it is prudent to designate £50,000 to cover the costs of moving to new premises.

10 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Fixed Assets £	Net Current Assets £	2019 Total £	2018 Total £
Restricted Funds	-	0	0	18,364
Unrestricted funds	2,478	131,972	134,450	200,802
Designated Funds		50,000	50,000	
	2,478	181,972	184,450	219,166

ASYLUM WELCOME

NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019 (Continued)

11 STAFF COSTS

	2019 £	2018 £
Salaries	253,825	250,746
National Insurance and Pension Contributions	26,159	27,016
Total	279,984	277,762
Temporary Staff & Consultancy	279,984	277,762

Numbers

	2019	2018
Number of staff employed	14	14
Full time Equivalents	9.4	9.4

No employees received employee benefits (excluding employer pension costs) of more than £60,000

Employee benefits paid to key management personnel totalled £39,772 (2018 £39,376)

The evaluated value of our volunteers time, for the year under review, of 12,561 hours at rates provided by the European Social Fund, equates to a value of £215,820

The staff annual leave year is co-terminus with our year end and as an insignificant number of holidays are carried forward, we have not accounted for any liability in respect of holidays owed.

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 were reimbursed to any Trustees (2018 - NIL) during the year.

13 OBLIGATIONS UNDER LEASES

Operating leases

The total of future minimum lease payments is as follows:

	2019 £	2018 £
Not later than one year	33,000	33,000
Later than one year and not later than five years	19,250	52,250
	52,250	85,250

The amount of non-cancellable operating lease payments recognised as an expense during the year was £33,000.

14 RELATED PARTY TRANSACTIONS

The Trustees confirm that there have been no related party transactions that require disclosure in the accounting period

ASYLUM WELCOME

NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR
ENDED 31 MARCH 2019 (Continued)

15 EXPENDITURE ANALYSIS

	Total Year to 31.3.2019 £	Raising Funds £	Charitable Activities									
			Adult Advice £	Youth £	Detainee Support £	Refugee rights £	Food services £	Educational Services £	Volunteer recruitment & training £	Syrian Resettlemen t £	Advocacy £	Employment £
Direct Costs												
Direct Salaries	163,729		39,756	24,760	14,152	13,541	1,451	1,451	28,306	25,945		14,367
Asylum Seeker and Refugee Activities	13,072		4,351	2,725	585		1,305		1,083	2,162		861
Direct assistance to Asylum Seekers and Refugees	43,403		559	416	2,000	24,212	1,713	1,526		12,977		
Advocacy related costs	1,451										1,451	
Facilities and equipment	48,740		9,748	4,874	4,874	4,874	4,874	4,874	4,874	6,336		3,412
Costs directly attributable to activities	270,395											
Direct fundraising costs	53,640	53,640										
Support costs												
Senior Management	29,455	7,364	5007	1473	2356	2356	589	1178	2946	2356	2946	884
Facilities and finance staff	39,351	5,903	3345	3345	3345	3345	3345	3345	3345	3345	3345	3345
Premises costs	10,125	1,013	1013	1013	1013	1013	1012	1012	1012	1012	1012	0
Communications and computer support	2,060	412	206	206	206	206	206	206	206	206	0	0
Professional fees												0
General other	16,220	811	1622	1622	1622	1622	1622	1622	1622	1622	2433	
	97,211											
TOTAL EXPENDITURE	421,246	69,142	65,607	40,434	30,153	51,169	16,117	15,214	43,393	55,961	11,186	22,868

Direct costs have been allocated to the charity's activities when they can be identified. Support costs are allocated according to broad judgements of the amount of staff and volunteer time spent on each activity.