

# **Asylum Welcome**

(A company limited by guarantee)

## **Report and Financial Statements**

### **For the Year Ended 31 March 2018**

Charity no: 1092265  
Company no: 4361627

WEDNESDAY



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26/09/2018  
COMPANIES HOUSE

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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 (co-opted February 2018)

Dr. Melanie Griffiths

Peter Kilgariff (Secretary)

Dr. Tina Leonard

Tess McCay (co-opted April 2018)

Anthony Samuel

Anthony Tomblin

Martin Wilkinson (Treasurer)

Prof. Roger Zetter

### **Chief Executive/ Director**

Kate Smart

### **Registered Office**

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

### **Auditors**

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

### **Bankers**

The Co-operative 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 2018**

The Trustees are pleased to present their report together with the financial statements of the charity for the year ended 31 March 2018.

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 Objectives**

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 leads a team of staff (12, through '17/18), mostly part-time, who in turn work with volunteers (180 in '17/18) 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. 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 last year ('17/18)

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 other groups in Oxford, including the Red Cross, Citizens Advice Bureau, Sanctuary Hosting and Refugee Resource 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. In 2017-18 with 3 refugees on our staff, we continued to increase the number of talented refugees as volunteers and members of the organisation. This extends to involving those asylum seekers and refugees who are recipients of our services in volunteering roles (where appropriate) and as members.

In 2017-18 Asylum Welcome has made strides in increasing the participation of service-users and other refugees in the charity's planning processes. Notably, we have improved feedback mechanisms to gather individual perspectives, we have included service users and other refugees in group discussions and we have built relationships with refugee community leaders. Activities planned for 2018-19 will take this further, holding regular advisory meetings with refugees to steer Asylum Welcome's work plans.

## **The year in perspective**

We have seen the impact in 2017/18 of what has become known as the 'hostile environment', the implementation of the 2016 Immigration Act and related regulations, which particularly disadvantages asylum seekers and refugees. Restrictions (especially for those who are refused asylum but who challenge this decision) in getting access to asylum support, to legal advice, to health care, and other services, plus long delays in decisions on asylum have contributed to an increase in destitution, debt, homelessness, and mental health problems among Asylum Welcome's clients.

Detainees are more likely to become homeless on leaving detention, as a result of new restrictions. Those who are granted leave to remain are finding it harder to secure rented accommodation and access benefits through the new system of 'Universal Credit'.

There has, in turn, been a corresponding rise in the need for Asylum Welcome's expert services; for example an increase in client advice sessions (from 2065 in 2016/17 to 3,245 in 2017/18). Asylum Welcome has continued to work hard to uphold the rights of asylum seekers, refugees and detainees. It has more closely integrated its services, streamlining information and referrals between its services to respond better to increasing client needs.

It has also made judicious decisions about where best to allocate resources – introducing new systems to target food parcels to those in greatest need, registering more personnel with OISC (Office of the Immigration Services Commissioner), investing in more staff to co-ordinate our support for detainees, recruiting more health professionals as detention visitors, and prioritising the development of a new service, tailored to help refugees with the right to work, to find employment.

With improved record keeping and data management, Asylum Welcome staff and volunteers increased their focus on achieving and recording positive outcomes for clients. In a challenging fundraising climate we are pleased to have raised the budgeted expenditure, and ended the year with a balanced budget.

In contrast to the challenging national climate, supportive 'Refugees Welcome' community groups have continued to grow and have been active in most population centres across Oxfordshire, many giving support to Asylum Welcome. A graphic example of our place in local affections – Asylum Welcome appears in a poem celebrating the city's iconic Cowley Road area which has recently been displayed in a large, colourful wall mural on that road.

Asylum Welcome has continued to reach out to link with other refugee organisations, and to speak out from our experience, developing our growing national profile.

The Director and staff made a priority of strengthening the self-help refugee community groups in Oxford, working with community leaders and offering practical support to increase their capacity to support their own members and contribute to the wider community.

Asylum Welcome has been as busy as ever, with work that we know is valued by our clients and is effective. Asylum Welcome continues to be a warm, cheerful and respectful place, though as we work in the field of human suffering, we see some people whose situations are truly awful. We have a pragmatic understanding of the limits of our help to clients, carefully balancing the use of our resources to meet our strategic objectives. We have focused on the delivery of services first, speaking out on the basis of our experience whenever opportunity arose, and enabling asylum seekers, refugees and detainees to make their voices heard.

## **Members, Volunteers, Staff, Partners and Patrons**

### **Membership**

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

Instead of an annual financial subscription, members are asked to subscribe to Asylum Welcome's vision, and sign up to this statement to promote it.

“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 are asked to support Asylum Welcome according to their means, avoiding the administrative burden of accounting for membership subscriptions separate from donations. The number of clients and former clients who are now members is increasing, with a number of them 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 has risen to 180 – all frequent contributors. Recruitment, training and induction are managed by the part-time Volunteer Coordinator who rounds up current information in a weekly email newsletter. Regular induction training of volunteers is complemented by more specialised training for those working in the different services. Safeguarding training was arranged for all volunteers whose roles involved dealing with clients. The participative '3 Rings' online rota system has worked well, streamlining the self-management of the complex volunteer rotas.

**Staff.**

We continued to have 2 full-time staff, the Director and the Front-line Services Manager, this year with 10 part-time staff, with some expansion and restructuring during the year. Two new staff were recruited to new positions which were created to support those in most urgent need: firstly, we received additional funding for youthwork and so were able to employ Caritas, a refugee from Rwanda, for 6 hours a week, to organise our youth club activities, allowing our Youth Service Co-ordinator to focus more on providing individual advice, casework and advocacy for unaccompanied asylum-seeking young people. Secondly, we created the position of Detainee Support Service Manager in order to strengthen the advice and co-ordination available to the large group of volunteers who visit and focus on the needs of Campsfield detainees.

The Youth Service, Detainee Support Service and Adult and Family Advice Service now all report to the Frontline Services Manager.

The creation of the new Employment Service for refugees meant that the Volunteer Co-ordinator Rachel, who has a long career in advising refugees on employment, moved into a senior role as Education, Volunteering and Employment Lead, and a new Volunteer Co-ordinator was recruited to report to her.

2017-8 was the first full year that we employed a Finance and Contracts Manager for four days a week. This has reduced the need for the Treasurer to volunteer time for financial tasks. The Syrian Resettlement Project Coordinator position was due to end within the year but has continued to be funded by Oxford City Council, when their very welcome commitment was made to resettle additional Syrian families in Oxford. With our experienced fundraiser on maternity leave, the fundraising team was increased to two part-time posts, with support from experienced volunteer fundraisers.

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 a greater 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, as witnessed in 2017/18 when two members of staff ran marathons to raise money for this charity.

**Partners.**

Asylum Welcome works constructively and in partnership with a number of organisations including:

*Local Organisations*

Oxford City Council

Oxfordshire Social Services

Key 2 Housing

Turpin and Miller Solicitors

Connection Support

Refugee Resource

Sanctuary Hosting

Aspire



The Oxford Food Bank  
 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 are our strong and regular 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, including,*  
 The Refugee Council  
 Refugee Action  
 Migrant Help  
 Education & Skills Funding Agency  
 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)  
*International Organisations*  
 European Union, European Social Fund

#### **Patrons**

The Trustees are delighted to have the support of the Bishop of Oxford, Rt. Rev. Steven Croft as a Patron of Asylum Welcome, and greatly appreciate the energetic commitment 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 and independence'**

This has been undertaken through the following services:

### 1.1. The Detainee Support Service

Staff and volunteers have made daily visits to detainees at Campsfield Immigration Removal Centre in Kidlington, just outside Oxford, to reduce their isolation, offer friendship, give practical assistance and act as a bridge to the outside world. We have a well-established weekly routine of visits to meet newly arrived detainees, allocating volunteer visitors to them and maintaining a 'drop-in' advice service inside Campsfield. Besides the individual volunteer visitors, a small support team of volunteers in the office take phone calls from detainees and from their families. Detainees request 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. We receive frequent requests related to serious concerns about their health and welfare in detention, their right to release from detention and consideration of claims to remain in the UK on grounds of asylum and human rights.

Over the year approximately 60 volunteers were involved in this service and arranged some 5,105 visits to individuals, including to 260 detainees who were seen only once (an indication of the quick turnover of detainees at the centre). Of the remainder an average of 8 contacts with each detainee delivered substantial help to some 510 detainees, on a range of issues including health matters, asylum advice, applying for bail, contacting lawyers, and phone credit.

Asylum Welcome produced a 'Rights and Responsibilities' briefing leaflet explaining detainees rights in detention, and their rights and responsibilities in the community if they are released. We have translated this into 11 languages, and it is given to detainees at their first meeting, alongside information about other service providers and departments within Campsfield. The Service team has recruited a wider range of bilingual volunteers in 15 languages, giving more confidence to detainees, who are now able to use their own language with visitors.

Changes to policies affecting bail made it more challenging for detainees to be released on bail. The Detainee Support team is continuing to explore ways to help with bail applications.

Addressing detainees' health concerns remains problematic and we continued to discuss this regularly with Campsfield managers. We continued to pioneer a visitor team of health professionals able to provide targeted help in cases of detainees who are sick, injured, disabled or survivors of torture, to support the regular 'lay' visitors, and communicate with the Campsfield Health Department.

### 1.2. The Welcome Centre

The Welcome Centre remains the hub of Asylum Welcome services – 'open access' three days of the week, plus Mondays and Thursdays for advice appointments. The Food Bank, computers, refreshments corner, the main Reception desk and interview rooms make the small Welcome Centre a bustling place. The 3 computers have been well used by clients undertaking their own searches for information, forms, etc. With the increase in the number of long-term homeless clients more of them spend 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.

Increased activity in the Centre has added to the keenly-felt pressure on space. In addition, the Welcome Centre is increasingly 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 such as singing and sewing.

As every year sees an increase in the use of the centre, and an increase in requests for advice and other help, efficiency is a priority. As already stated, the front-line services focused in the Welcome Centre have been closely coordinated and integrated, giving a more streamlined service to clients coming with enquiries to the Welcome Centre Reception. Increased accuracy, more advance information, better scheduling, means quicker appointments.

### 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 provided an expert and high quality service, explaining and enabling access to rights, building self-confidence and knowledge of various UK systems. The range of advice topics has been enormous, including helping clients understand and negotiate the asylum process, securing asylum support payments, welfare benefits, accommodation, finding solicitors, getting social services support, enabling family reunion, and making hardship payments. In total AFS had 2084 individual advice sessions, helping 299 clients.

Over the year we have upgraded our OISC (Office of the Immigration Services Commissioner) registration. At the end of 2017/18 we had 8 staff and volunteers registered at level 1, and 4 staff awaiting the results of their assessments on level 2. This will enable Asylum Welcome to be registered at OISC Level 2, and for staff and AFS volunteers to offer advice at that level.

As the numbers of destitute people seeking our help has risen, we are appreciative of help from the growing local 'Sanctuary Hosting' scheme, providing valuable short term accommodation to some destitute Asylum Welcome clients.

Even when a client has leave to remain and the right to rent housing, the expensive and limited local housing market has made finding accommodation very difficult. We support them to search for accommodation, to understand their options and to make representations to local authorities.

The need has continued to make small cash payments to relieve hardship, or for essential travel to comply with Home Office reporting requirements. These payments totalled several thousand pounds. Staff reviewed and updated the guidelines for these payments during the year to minimise this spending. We continue to be grateful to the Red Cross for reimbursing a proportion of what we spend on hardship payments.

To respond more effectively to the increasing number of complex cases, the AFS Coordinator has a briefing session with volunteer advisers before and after their sessions. This has resulted in a better understanding and more consistent follow up of these cases. An electronic data-base, developed within Asylum Welcome, giving fast access to information and websites has been well used by the AFS volunteers.

#### 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 young clients can 'be themselves', enjoy themselves and take the opportunity to raise and discuss concerns and difficulties with the Youth Coordinator and the volunteers. A Youth Activities Officer, appointed during the year for the youth club, has arranged additional structured activities. This has enabled the Coordinator to put additional time into the important case work side of her role - advising individuals, and setting up further appointments.

The Youth Coordinator met all unaccompanied asylum-seeking children (UASC) arriving in Oxford through her regular part in the local authority's Orientation Programme, and invited them to Venda. Over the year, Venda has an average weekly attendance of 25, from a pool of some 60 young clients. The Youth team supplemented Venda youth club meetings in the summer with a range of well-attended outdoor activities and visits further afield.

Over the year 78 young clients (68 male, 10 female) visited the office for advice for a total of 752 consultations. The issues that they raised include: confusion about the asylum process and access to legal advice and representation, challenging age assessments, health issues, debt, homelessness and destitution, contacting family, education and employment. Even for those granted leave to remain there are problems finding accommodation and accessing benefits, especially since the introduction of Universal Credit. Asylum Welcome's Youth Coordinator works with the young clients to relieve their situation and find solutions - through explaining their rights and responsibilities, exploring options, providing access to the food bank, hardship payments, bicycles, helping with accommodation searches, writing references and advocating on their behalf.

There have been long waits, of a year or more, for decisions from the Home Office for young people\*at the early stages of the asylum process. This uncertainty has had a major impact on mental their health and well being – requiring additional time and support in case work. Of the 78 clients worked with over the last year, 12 experienced severe mental health distress that led to safeguarding concerns about self-harm or suicide. We referred each young person on, as appropriate, to the GP, social worker (if they have one) or for other therapy and support. The Coordinator is available on the phone and in person if clients need to talk, or to be accompanied to the doctor or for mental health assessments, which can be intimidating or challenging for them. We advocate for our clients to get the care they need and, crucially, given that so much of the stress is bound up in immigration matters, we work with their solicitors and others to move things forward with their cases.

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

Given the urgent and essential needs that are presented to us by unaccompanied young people, they are more recipients of services than ‘co-producers’. We encourage them to make their own decisions, and to suggest service improvements. One suggestion was forming a running group, and the small group formed have enjoyed the exercise, the sense of wellbeing, and the opportunity to see new areas of Oxford.

### 1.5 Integration of the frontline services

Over this year the work of these four frontline services, described above, have been more closely integrated, with the creation of the new post of Frontline Manager, supervising and supporting the Coordinators of each of these services. Front-line service meetings of the staff responsible for these services include planning help for clients with complex cases, and for long-term clients who need a ‘case work’ approach and extra support to move on.

With improved coordination and improvements in data and information management, referrals between our services, and to the services of other agencies, are smoother and better documented. The many volunteers, in different services, on different shifts, are documenting their work more accurately, so staff and other volunteers are correspondingly better informed of clients’ situations.

### 1.6. The Syrian Resettlement Programme

Asylum Welcome has continued to run this programme on behalf of, and with the support of, Oxford City Council. Over the year we have welcomed ten new families (nearly completing the quota of 30 families that Oxford has pledged to accept) arriving under the government’s programme, helping to settle them in their new homes and surroundings. Working with the Oxford City Housing Dept to identify and rent accommodation, the Coordinator has developed the ‘Adopt a Room’ scheme, asking local community groups to agree to equip and provide soft furnishings for the different rooms in the houses.

The Coordinator has received and welcomed each of the families at the airport and transported them to their new homes. They have then participated in Asylum Welcome's month long 'induction programme', introducing them to the basics of life in Britain like shopping, public transport, basic English, and accompanying them to appointments with schools, banks, Job Centre, and GPs, etc.

While the families are then formally provided with long-term support by the specialist charity Connection Support, and by local community volunteers, the families continue to feel welcome at and familiar with Asylum Welcome and most continue to make use of the range of Asylum Welcome's other services. Notably, Syrian families have benefited from Asylum Welcome's OISC registered advisors who can help them to make applications for family reunion (bringing relatives left behind to the UK) and for travel documents (so they can visit relatives outside the UK). Some of the children attend our Venda youth club. Asylum Welcome works closely and supportively with Connection Support to provide a seamless service for the Syrian families and address emerging needs.

As these families have joined the growing Syrian community in Oxford, Asylum Welcome has been supporting Syrian community leaders to organise outings and socials, and discussing with them how best to address some of the emerging issues across the community, for example stresses within families due to changes in the relative roles of men and women, emphasised by male unemployment.

In 2017 Oxford has also welcomed one Syrian family under the new 'Community Sponsorship' scheme, whereby a church-based group are taking responsibility for their accommodation and care. Supporters from this group have met regularly with Asylum Welcome to seek our advice and learn from our experience.

### 1.7. The Employment Service

In response to the frustration of refugees who are given 'leave to remain' and the right to work, but who then cannot easily find employment, Asylum Welcome set up a new Employment Advice and Support Service. The first year of the service has seen it develop strongly, with a total of 48 clients enrolled over the year. Five participants found jobs, and others have significantly improved their skills and prospects. In offering help in finding employment the service includes job searches, CV writing, application writing, interview techniques and practice. Participants' skills have also been upgraded by volunteer placements and secondments. We were able to set up this service thanks to a one-year partnership led by local charity Aspire, funded by the Education and Skills Funding Agency and the European Social Fund. The partnership also includes English language lessons provided by the Ethnic Minority Business Service and the Workers' Educational Association.

Employment activities are split between Aspire and Asylum Welcome; refugees with manual and semi-skilled experience are routed to Aspire for help, while refugees who previously had careers in higher skilled fields are routed to Asylum Welcome. Although the service began thanks to this one-year partnership funding, Asylum Welcome is committed to continuing to run an Employment Service in future years, and is actively fundraising for its continuation.

### 1.8. The Education Service

The Education Service – a team of experienced and qualified ESOL teachers continued to provide an advice and referral service one day a week to meet the aspirations of those asylum seekers and refugees who want to resume their studies, interrupted when they left their own country, or who want to find a course to improve their standard of written and spoken English. 28 students found places at local colleges as a result of the advice and intervention of these volunteers.

For mothers unable to leave small children, and others for whom a college classroom is not appropriate, the education team continued to arrange ‘one-to-one’ lessons with qualified and experienced volunteer teachers, a total of 481 lessons for 47 clients over the year. The English lessons have also been a step in reducing the social isolation of such women. Shortage of appropriate teaching space on AW premises became an increasing issue as the building became busier.

We provided volunteer-run English teaching to groups/classes in various venues (120 in all). Always looking for ways to enable women clients to access education, AW volunteers began a ‘mothers and babies’ English class for Syrians at Rose Hill Community Centre.

In recent years we have successfully run classes with Ethnic Minority Business School (EMBS) using our volunteer teachers and their classrooms, to provide for refugees who would not otherwise access a class. This continued until EMBS was able to secure sufficient funds to pay for teachers.

### 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. The Food Bank includes fresh fruit, vegetables and bread, as well as packaged groceries and toiletries. Over the year some 118 clients have been supported with over 1250 bags of various food and toiletry items.

These have been provided in kind by an army of supporters, including churches, schools, shops and offices, by deliveries from the Oxford Food Bank, sometimes supplemented by purchases of those items most in demand. The Food Bank team has addressed the balance of supply and demand, by making clearer to donors the food items in constant demand, and those that are not, with tighter stock control, adjusting the distribution criteria when we have plentiful supplies to benefit the clients. Tighter eligibility criteria for access to the Food Bank has prioritised the most needy.

Alongside the rationed items in the Food Bank, there are freely available healthy refreshments, hot drinks, fruit and breakfast items for all visitors to the Welcome Centre. These are especially important for those who are rough sleeping.

The Wednesday Lunch Club, held in a local church building, has provided a wholesome lunch to an average of 15 clients each week, either eaten there or taken away (especially during Ramadan), with the opportunity to play table games and enjoy further social interaction.

### 1.10. Support to Refugee Community Groups

A new area of work over the last year, as a result of a recommendation by the 2016 external evaluation, has been the development of our links with, and support to, local refugee community organisations. Oxford has not seen the development of refugee community organisations (RCOs) in the way that larger cities have. There are informal community networks, but they struggle to survive with lack of structure and support. RCOs can be an invaluable source of support to their communities, as well as providing a voice to express the experience, needs and potential of refugees to the wider community.

We have contributed to the development of Syrian, Somali, Sudanese, East Timorese and pan-African community groups in the city, and our links with the refugee communities have gone from strength to strength over the last year. We continue to make the Welcome Centre available out of office hours for their meetings and activities, help them to rent rooms for meetings, cover small activity expenses, and contribute to the costs of outings and social events. An interesting point arising from discussions is that their organising activities for children has proved an effective way of involving reluctant/isolated adults and in turn strengthen the sense of community.

A significant development has been organising meetings between the leaders to build common goals. We were asked by the local authorities to reach out and offer support to the East Timor community, which has resulted in the leader of the East Timor community joining Asylum Welcome's community leaders' group.

The climax of this networking was the Oxford-wide 'Refugee Assembly' in June 2018. Meanwhile we have continued to invite refugee community leaders to join us whenever there is 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”**

### 2.1. ...to MPs and Oxford City Council

Asylum Welcome engaged with all Oxfordshire parliamentary candidates setting out key concerns, and were pleased to meet both of the newly elected MPs for Oxford to share our experience and observations of the situation faced by AW's clients.

The Director contributed to Oxford City Council's planning process, emphasising the place and role in it of migrants and refugees.

We were pleased to get agreement that refugee community leaders could attend the City Council's Refugee Coordination meetings, and acknowledgement that the City Council would take account of the outcome of discussions with refugees, in formulating their refugee action plan.



## 2.2 ... in the media

Asylum Welcome's profile as a leading player on asylum issues, has resulted in the Director being interviewed on regional television, local radio and quoted in the press on topical asylum issues. This higher local public profile is reflected in an increase in AW's Twitter following from 4,900 to 5,700, and the responses to AW's Facebook and other social media pages.

## 2.3 ... on detention

Despite our overall disapproval of the detention of asylum seekers, Asylum Welcome remains committed to engaging with the management of Campsfield House, and offering practical support to detainees there. Over the year relations with the management improved, with increased mutual understanding. We were pleased to welcome the General Manager of Campsfield to Asylum Welcome for discussion on a range of concerns. The AW Frontline Services Manager has been invited to the regular internal 'Safer Detention' meeting focussing on detainees' welfare. Additionally, we negotiated direct contact with the Campsfield Health Centre, and with a better mutual understanding of concerns we have worked cooperatively to improve the wellbeing of the detainees we visit.

Indicators that Asylum Welcome's views are respected include the Director and Frontline Services Manager being consulted by the Independent Monitoring Board for Campsfield, and reference made to concerns raised by Asylum Welcome in the second Shaw Review on the Home Office response to the earlier Review of Welfare in Detention of Vulnerable Persons. We highlighted serious failures and inconsistencies in healthcare for detainees.

Asylum Welcome continued through the year to contribute to the London based Detainees Monitoring Group, Detention Forum and the All Party Parliamentary Group on Refugees meeting on Immigration Detention.

## 2.4 ... on unaccompanied young people

The Youth Coordinator submitted detailed evidence to the Elder Rahimi/Public Law project on the effects on young people of delayed asylum decisions, and has contributed through the Refugee Support Network to research on UASCs of two UN agencies.

The Youth team contributed observations to the Oxford conference 'Becoming Adult' on the experience of UASC clients declined asylum, reaching the age of 18 and facing severe hardship, poor health, homelessness and destitution.

## 2.5 ... with other refugee agencies

More generally AW developed alliances and working contacts with a range of national bodies focussing on related issues, including Freedom from Torture, Medact and Refugee Action, benefitting from advice and training, and undertaking joint advocacy.

## 2.6... with universities, schools and museums

Asylum Welcome appreciates the mutual benefits of working closely with academics from Oxford University, Oxford Brookes University and other institutions researching asylum, human rights law and the experiences of refugees. Notably in 2017/18 Asylum Welcome shared a platform with academics interested in integration from Compas (Centre on Migration Policy and Society), with those researching the experiences of unaccompanied children from the Institute of Social Policy, as well as the Open University research on refugee employees mentioned below. We held awareness-raising sessions in various local schools, and were delighted that Asylum Welcome was 'charity of the year' at St Helen and St Katharine's School, Abingdon. We also continued our partnership with Pitt Rivers Museum, encouraging refugees to participate in activities to highlight museum objects from their country of origin.

## 2.7... raising the voices of refugees

At every opportunity, Asylum Welcome includes the voices of refugees in its advocacy work and encourages others to do so (always having regard to the sensitivities of permission, vulnerability and confidentiality). An example in 2017/8 was the continued work that our Frontline Services Manager Almas Farsi undertook in partnership with academic Dr Sara De Jong from the Open University as part of a pan-European project on the role of refugee staff working for refugee charities.

We were delighted that a Syrian child, from one of the families in the Resettlement Programme won the national Betjeman poetry prize with a poem about her homeland. In our support of refugee community groups, we have encouraged refugees to have the confidence to make their own voices heard.

## 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 balance between grants from Trusts and Foundations (34%) the continuing support of individuals and groups, including schools and faith groups (41%) and from local government (25%). We increased the number of mailed appeals to three over the year, targeting different interest groups. We are hugely grateful for the loyal support of several trust funds, without whom Asylum Welcome could not deliver its services. Much of our trust funding requires submission of a fresh application annually and we are grateful for the hard and imaginative work of the fundraising team who carry a substantial workload to ensure that funding applications and reports are submitted throughout the year.

In 2017/18 we began to give more attention to how to develop better relationships with our individual donors, and we will build on this in the year ahead. We are extremely grateful for the continuing generosity of our many local donors. We are pleased to have completed the year on budget – a more detailed financial report is included elsewhere in this report.

### 3.2 Programme teams

As our work increased, to respond to the demands and to alleviate increased work pressures on staff, we increased staffing as funds became available to afford it. In order to manage this growth efficiently we moved from a flat management structure where most staff report to the Director, to a small hierarchy of line management structured around programme teams: (i) Frontline services (ii) Education, volunteering and employment (iii) Finance and office management (iv) Fundraising. More details on staffing are elsewhere in this report.

### 3.3 Consultation and participation

Staff met for an awayday to review progress in achieving the year's plan and objectives. Similarly a well-attended volunteer 'awayday' was held to share experiences, and opinions on our programme and ways of working. The outputs of both meetings contributed to setting the annual plan for 2018/19.

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.

### 3.4. Monitoring and Evaluation

Service managers, with the advice of a consultant, refined the goals and target outcomes for each service, and established routines to monitor them, consistent with the increasing expectations of trust funds for documented outcomes.

The services are now recording more information, more accurately on upgraded databases. Improvements include: drop-down menus, making it easier for volunteers to use to find the right categories for outcomes; 'bring forward' actions can be abstracted; client documents and letters can be uploaded; referrals and communications with other organisations are easily recorded.

### 3.5 Partnerships

AW has strengthened its links to prominent and influential UK refugee charities, benefitting from their advice and training, and sharing our experience. National refugee agencies, like Refugee Action and the Refugee Council now see Asylum Welcome as a key regional partner. We have hosted visits by staff from small refugee charities across the country, who have been 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.

### 3.6 Feasibility study.

As neighbouring charities in the same field, and after discussion between trustees over several years, Asylum Welcome and Refugee Resource jointly commissioned a feasibility study

“to provide **a client-focused business case to inform the strategic decision-making of both Boards** by describing and assessing various scenarios for greater collaboration between the two organisations, up to and including full merger,...

The consultants' undertook an extensive review and reported in August 2017, outlining options, but without recommendations. On the basis of the report, the Boards of each organisation concluded that a merger was not appropriate at this stage, leaving each to develop its complementary specialist services. The Asylum Welcome Board decided against further joint organisation-wide initiatives, but endorsed continuing cooperation with Refugee Resource at the operational level in the best interests of clients.

### 3.7. Premises

Perhaps the biggest frustration for staff and volunteers over the last year, has been working in an overcrowded office. While we have constantly been on the lookout for property in the area of East Oxford most convenient to most clients, all the leads and possibilities have come to nothing. In response we rationalised space in the present office, rented some garage storage place for bicycles, tinned food, and also secure storage unit for archive files, etc. and using nearby cafes for meetings when necessary. We have soldiered on in our current office, with patience and forbearance to the great credit of staff, volunteers and clients. The search for larger premises continues.

## 4. Financial Review

Asylum Welcome succeeded in raising sufficient funds to sustain all services and activities during 2017-18, in line with the budget. Whereas in the previous year, 2016/17, income was generated in excess of expenditure, the balance between Asylum Welcome's income and expenditure has evened out in the current year, 2017/18, and income now closely matches expenditure, resulting in a modest surplus at the year end of £4,116. Income was £450,702 down from the exceptional total of £499,842 in the previous year 2016/17. Expenditure has risen to £446,586 during the year as spending on staff and activities has cautiously expanded to match income. This additional spending has allowed us to meet complex needs and develop our services as described elsewhere in this report and at the same time relieve pressure on our hardworking staff team by increasing their number.

Because income generation closely matched expenditure in 2017/18 we are able to maintain the healthy level of reserves achieved in the previous year. Unrestricted reserves are £200,802 at the year end, which is 45%, of annual expenditure. As stated in last year's report, this is a vital buffer against unforeseen circumstances for a charity that is heavily relied upon by people who are fleeing persecution.

Trustees are taking a responsible approach to financial planning for the year ahead. The budget for the year 2018/19 anticipates a small reduction in both income (8.5%) and expenditure (7.4%). This reflects trustees' caution in the light of public concern for refugees and asylum seekers diminishing since 2016/17, which we anticipate will make fundraising more challenging. It does not imply that we expect that there will be a reduction in the need for Asylum Welcome's services – we expect high levels of need to continue.

Trustees are mindful of the need for larger premises and have decided that from 1 April 2018 a designated fund will be created to cover the anticipated costs of leaving Unit 7 Newtec Place and moving to occupy new premises if and when a suitable alternative can be found. The fund will be set at £50,000, as dilapidations will need to be made good in the current premises as required by the lease and new premises are likely to need adapting for our use. This sum will remain an unrestricted fund and will be shown in next year's accounts.

Asylum Welcome has been most grateful to Peter Stevenson, FCA, for reviewing the charity's annual accounts as Independent Examiner over a number of years. Considering the increase in our activities and in income as Asylum Welcome has grown, the Finance Committee this year commissioned Critchleys to undertake an external audit, the conclusions of which are included elsewhere in this report. Responsible financial management and diligent fundraising in 2017/8 and a cautious approach to financial planning, mean that the charity is well positioned to meet the demands of the year ahead.

## 5. Plans for the next year

While maintaining our routine services to clients, our annual plan for 2018-19 focuses on further developing their efficient delivery, responding to the changes in the asylum system, and helping clients meet the new and complex challenges they face.

Underpinning the tasks set out in the plan is the conviction that Asylum Welcome is most effective when we are **well-informed, trusted, efficient and imaginative**.

Important themes for the year are:

- further 'joined up working' integrating the services, refining the collection and sharing of information between them to meet clients' needs more quickly and more appropriately,
- more involvement of clients and volunteers in planning and reviewing our activities, including the introduction of an annual in-depth client survey to supplement the usual client feedback forms, and establishing regular advisory meetings of refugees including service users that will inform our work.
- further improving our monitoring of outcomes against the objectives of the different services,
- expanding our links with partner agencies

- advocating in the interests of asylum seekers, and further raising our profile as experienced, well-informed and authoritative on asylum and refugee issues
- exploring funding for a post facilitating a greater level of legal advice to clients
- developing closer links with our supporters and donors and expanding our appeal to increase funds raised from individuals
- continuing the search for larger premises, and investing in equipment for greater reliability in office routines.

## STATEMENT OF TRUSTEES' RESPONSIBILITIES

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the 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 statements, 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 United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping 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 audit information (information needed by the company's auditors in connection with preparing their report) of which the charitable company's auditors are unaware; and each Trustee has taken all steps that they ought to have taken as a director in order to make themselves aware of relevant audit information and to establish that the charitable company's auditors 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.

Approved by the Trustees on 25 July 2018

and signed on its behalf by  Marcus Thompson

## **Independent auditor's report to the members of Asylum Welcome**

### **Opinion**

We have audited the financial statements of Asylum Welcome (the "Charity") for the year ended 31 March 2018 which comprise the Statement of Financial Activities, the Balance sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2018 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

### **Other information**

The trustees (who are also the directors) are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.



## **Independent auditor's report to the members of Asylum Welcome**

### **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the *[strategic report and the]* directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report (incorporating directors' report) have been prepared in accordance with applicable legal requirements.

### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- sufficient accounting records have not been kept;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

### **Responsibilities of the trustees**

As explained more fully in the trustees' responsibilities statement [set out on page 22], the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

## **Independent auditor's report to the members of Asylum Welcome**

### **Use of our report**

This report is made solely to the Charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity's members as a body, for our audit work, for this report, or for the opinions we have formed.



Robert Kirtland  
Senior Statutory Auditor  
For and on behalf of Critchleys Audit LLP  
Statutory Auditor

24/9/2018

Beaver House  
23-38 Hythe Bridge Street  
Oxford, OX1 2EP

# ASYLUM WELCOME

## STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2018

		2018			2017		
	Further details	Unrestricted Funds £	Restricted Funds £	Total £	Unrestricted Funds £	Restricted Funds £	Total £
<b>Income</b>							
<b>Income from</b>							
Donations & Legacies	3	247,930	202,692	450,622	286,527	213,087	499,614
Investment Income		80	-	80	228	-	228
<b>Total</b>		<b>248,010</b>	<b>202,692</b>	<b>450,702</b>	<b>286,755</b>	<b>213,087</b>	<b>499,842</b>
<b>Expenditure on</b>							
Raising funds		51,955	-	51,955	45,105	-	45,105
Charitable activities		207,569	187,062	394,631	151,437	204,151	355,588
<b>Total</b>	12	<b>259,524</b>	<b>187,062</b>	<b>446,586</b>	<b>196,542</b>	<b>204,151</b>	<b>400,693</b>
<b>Net income/(expenditure)</b>							
		(11,514)	15,630	4,116	90,213	8,936	99,149
<b>Transfers between funds</b>							
	7	21,202	(21,202)	-	-	-	-
<b>Net movement in funds</b>							
		9,688	(5,572)	4,116	90,213	8,936	99,149
<b>Reconciliation of funds</b>							
Total funds brought forward		191,114	23,936	215,050	100,901	15,000	115,901
<b>Total funds carried forward</b>		<b>200,802</b>	<b>18,364</b>	<b>219,166</b>	<b>191,114</b>	<b>23,936</b>	<b>215,050</b>

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

# ASYLUM WELCOME

## BALANCE SHEET

AT 31 MARCH 2018

		2018		2017	
	Further details	£	£	£	£
<b>Fixed Assets</b>					
Office Equipment, Furniture & Fittings	4		3,303		-
<b>Current Assets</b>					
Debtors	5	53,969		24,187	
Cash on Deposit		164,329		186,401	
Cash at bank and in hand		<u>12,305</u>		<u>12,484</u>	
			230,603		223,072
<b>Current Liabilities</b>					
Creditors: Falling due within one year	6	<u>14,740</u>		<u>8,022</u>	
			(14,740)		(8,022)
<b>Net Current Assets</b>			215,863		215,050
<b>Creditors:</b> Amounts falling due after more than one year			-		-
<b>Total Assets</b>			<u>219,166</u>		<u>215,050</u>
Represented by:					
<b>Unrestricted Income Funds</b>			200,802		191,114
<b>Restricted Income Funds</b>	7		18,364		23,936
			<u>219,166</u>		<u>215,050</u>

Approved by the Trustees on 25/7/18 and signed on their behalf by Marcus Thompson, Chair

*M Thompson*

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 2018**

#### **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**

- (1) Donations and grants are recognised on a receivable basis in accordance with the restrictions or conditions placed on their use.
- (2) Restricted income that is unspent at the end of a financial year, will be deferred in the accounts, and not taken as income in the year received.
- (3) Interest income is included in the accounts when it is earned.
- (4) Tax recoverable in respect of Gift Aid donations is included in the accounts in the year once the claim is made.

##### **Expenditure**

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**

Debtors are income that is due but not yet received, from grant funders and gift aid.  
Prepayments are rents for premises paid in advance.

##### **Cash at Bank**

Cash at bank and in hand includes cash and bank accounts

##### **Creditors**

Creditors are the amounts the charity owes at the year end

##### **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 Unit7 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

## NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR

ENDED 31 MARCH 2018 (Continued)

### 3 DONATIONS

	Unrestricted £	Restricted £	2018 Total £	2017 Total £
<b>Trusts and Foundations</b>				
Anonymous (2 donors)				35,000
A B Charitable Trust	10,000		10,000	10,000
ARM Trust				5,000
Beatrice Laing Trust	5,000		5,000	5,000
Esmee Fairbairn		18,000	18,000	18,000
Figgess Trust	2,000		2,000	
Hampshire & IoW Community Foundation		8,400	8,400	
Henry Smith Charity		30,000	30,000	30,000
John Ackroyd Charitable Trust				6,000
Leigh Trust		5,000	5,000	2,500
Mactaggart Third Fund	1,750	2,500	4,250	2,000
The Northwick Charitable Trust	-			10,000
Odin Charitable Trust	2,000		2,000	2,000
Oxford Community Foundation		4,717	4,717	
St Michaels & All Saints Charity		10,000	10,000	10,000
Sebba Trust		2,500	2,500	
Swan Mountain Trust		3,162	3,162	2,500
The Tolkien Trust	40,000		40,000	80,000
29th May 1961 Trust	10,000		10,000	10,000
Small grants (amounts less than £1,000)	400		400	2,350
	<b>71,150</b>	<b>84,279</b>	<b>155,429</b>	<b>230,350</b>
<b>Statutory Grants</b>				
National Insurance Rebate	3,000		3,000	
Oxford City Council - Open Bidding	7,500		7,500	10,000
Oxford City Council etc Employment		13,080	13,080	
Oxford City Council Syrian Resettlement		67,452	67,452	57,199
West Oxfordshire DC Syrian Resettlement		21,202	21,202	15,464
	<b>10,500</b>	<b>101,734</b>	<b>112,234</b>	<b>82,663</b>
<b>Faith organisations</b>				
Convent of the Assumption				10,000
Holy Trinity Church Headington Quarry PCC	1,000		1,000	1,326
Oxfordshire Quakers	2,039		2,039	1,282
Sisters of the Holy Child Jesus				7,000
Other Faith Organisation Donations (amounts less than £1000)	8,347		8,347	12,922
	<b>11,386</b>		<b>11,386</b>	<b>32,530</b>
<b>Colleges &amp; Schools</b>				
New College				1,000
St Helens & St Katherines	11,487		11,487	
Other College Donations (less than £1000)	2,705		2,705	3,084
	<b>14,192</b>		<b>14,192</b>	<b>4,084</b>
<b>Individual donations &amp; legacies</b>				
Major anonymous donations (5 donors)	34,377		34,377	27,564
Legacy	2,000		2,000	
Other Individual Donations (less than £1500)	86,304		86,304	105,702
Gift Aid	13,690		13,690	
	<b>136,371</b>		<b>136,371</b>	<b>133,266</b>
<b>Partnerships &amp; other community organisations</b>				
Key 2 Futures		4,800	4,800	4,800
Oxford Advice Agencies Stronger Together		1,902	1,902	1,902
Red Cross Destitution Fund		8,977	8,977	5,722
Other Donations (less than £1000)		1,000	1,000	
Community Organisations	4,331		4,331	4,297
	<b>4,331</b>	<b>16,679</b>	<b>21,010</b>	<b>16,721</b>
	<b>247,930</b>	<b>202,692</b>	<b>450,622</b>	<b>499,614</b>
			Unrestricted Total	<b>286,527</b>
			Restricted Total	<b>213,087</b>

## ASYLUM WELCOME

### NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31 2018 (Continued)

#### 4 FIXED ASSETS

	Office Equipment, Fixtures & Fittings £
<b>Cost</b>	
Opening Balance April 1 2017	10,410
Additions in the year	3,303
Closing Balance March 31 2018	<u>13,713</u>
<b>Accumulated Depreciation</b>	
Opening Balance 1 April 2017	10,410
Charge for year	-
Closing Balance 31 March 2018	<u>10,410</u>
<b>Net Book Value</b>	
At 31 March 2018	<u>3,303</u>
At 31 March 2017	<u>-</u>

#### 5 DEBTORS

	2018 £	2017 £
Prepayments	8,609	8,574
Debtors	45,360	15,613
	<u>53,969</u>	<u>24,187</u>

Debtors at 31 March include £21,903 due from Oxford City Council in respect of the Syrian Resettlement Scheme.

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

	2018 £	2017 £
Creditors & Accruals	3,564	
PAYE & National Insurance	5,698	5,063
Miscellaneous Accrued Expenses	5,478	2,959
	<u>14,740</u>	<u>8,022</u>

## ASYLUM WELCOME

### NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018 (Continued)

#### 7 RESTRICTED FUNDS

Services	Movement in Resources				Balance 31.3.2018 £
	Balance 1.4.2017 £	Additions £	Outgoings £	Transfers £	
Adult & Family Advice		10,879	10,879		
Allotment		2,500	2,500		
Youth		35,917	35,917		
Detainee Support		10,000	10,000		
Employment		13,080	13,080		
Food		5,000	5,000		
Women	6,000		6,000		
Syrian Resettlement – Oxford City	2,936	68,452	68,024		3,364
Core	15,000	35,662	35,662		15,000
	<u>23,936</u>	<u>181,490</u>	<u>187,062</u>		<u>18,364</u>
Syrian Resettlement – West Oxfordshire		21,202		21,202	
	<u>23,936</u>	<u>202,692</u>	<u>187,062</u>	<u>21,202</u>	<u>18,364</u>

The Adult & Family Advice funds covers part of the cost of a full time advisor who coordinates the services and volunteers.  
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.

Some restricted funds and donations cover salary costs of the fundraiser and the director.

The funding for Syrian Resettlement – West Oxfordshire, was received in the year.

Expenses for Syrian resettlement in West Oxfordshire were paid in the prior year, consequently the balance of the restricted fund was transferred to unrestricted funds during the year to 31.3.18.

#### 8 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Fixed Assets £	Net Current Assets £	2018 Total £	2017 Total £
Restricted Funds		18,364	18,364	23,936
Unrestricted funds	3,303	197,499	200,802	191,114
	<u>3,303</u>	<u>215,863</u>	<u>219,166</u>	<u>215,050</u>

#### 9 STAFF COSTS

	2018 £	2017 £
Salaries	250,746	166,366
National Insurance and Pension Contributions	27,016	13,376
Total	<u>277,762</u>	<u>179,742</u>
Temporary Staff & Consultancy		5,944
	<u>277,762</u>	<u>185,686</u>

Numbers	2018	2017
Number of staff employed	<u>14</u>	<u>10</u>
Full time Equivalents	<u>9.4</u>	<u>7.1</u>

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

Employee benefits paid to key management personnel totalled £39,376 (2017 £38,399)

The evaluated value of our volunteers time, for the year under review, of 17,479 hours at rates provided by the European Social Fund, equates to a value of £213,994.



## ASYLUM WELCOME

### NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018 (Continued)

#### 10 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 (2017 - NIL) during the year.

#### 11 OBLIGATIONS UNDER LEASES

##### Operating leases

The total of future minimum lease payments is as follows:

	2018	2017
	£	£
Not later than one year	33,000	33,000
Later than one year and not later than five years	52,250	85,250
	<u>85,250</u>	<u>118,250</u>

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

## ASYLUM WELCOME

NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR  
ENDED 31 MARCH 2018 (Continued)

### 12 EXPENDITURE ANALYSIS

		Raising Funds	Charitable Activities									
	Total Year to 31.3.2018 £	£	Adult Advice £	Youth £	Detainee Support £	Refugee rights £	Food services £	Educational Services £	Volunteer recruitment & training £	Syrian Resettlement £	Advocacy £	Employment £
<b>Direct Costs</b>												
Direct Salaries	156,553		34,120	27,720	34,121	1,320	1,320	1,320	13,786	28,929		13,917
Asylum Seeker and Refugee Activities	19,526		9,004	4,854		1,144	2,023		1,554			947
Direct assistance to Asylum Seekers and Refugees	60,026		1,004	1,561	3,527	32,843	2,978	2,575		15,538		
Advocacy related costs	2,219										2,219	
Facilities and equipment	56,037		11,208	3,922	5,604	5,604	5,604	4,482	5,604	10,087		3,922
Costs directly attributable to activities	294,361											
Direct fundraising costs	36,482	36,482										
<b>Support costs</b>												
Senior Management	29,033	7,258	1,452	726	1,452	726	726	726	726	1,452	13,063	726
Facilities and finance staff	55,413	6,650	4,710	4,710	4,710	8,866	4,710	4,710	4,710	8,866	1,385	1,386
Premises costs	10,433	522	1,460	1,252	1,043	1,043	835	835	1,043	1,460	940	
Communications and computer support	5,400	270	756	648	540	540	432	432	540	756	486	
Professional fees	5,478	274	767	657	548	548	438	438	548	767	493	
Auditors remuneration – audit services	3,000	150	420	360	300	300	240	240	300	420	270	
General other	6,986	349	978	838	699	699	559	559	699	977	629	
	115,743											
<b>TOTAL EXPENDITURE</b>	<b>446,586</b>	<b>51,955</b>	<b>65,879</b>	<b>47,248</b>	<b>52,544</b>	<b>53,633</b>	<b>19,865</b>	<b>16,317</b>	<b>29,510</b>	<b>69,252</b>	<b>19,485</b>	<b>20,898</b>

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.