

Asylum Welcome
(A company limited by guarantee)

Report and Financial Statements

For the Period January 28 2002 to March 31 2003

Charity no: 1092265
Company no: 4361627



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Legal and administrative information

Constitution

Asylum Welcome is a company limited by guarantee and a registered charity governed by its memorandum and articles of association and established on January 28 2002. Charity number: 1092265. Company number: 4361627.

Directors and trustees

The directors of the charitable company ("the charity") are its trustees for the purposes of charity law and throughout this report are collectively referred to as the trustees. As set out in the Articles of Association, the members of the charitable company who attend the Annual General Meeting elect the trustees annually. Trustees may co-opt up to 3 members. Trustees may serve for up to three years and one third of the elected members and all co-opted members retire and may offer themselves for re-election each year.

The trustees who have served during the period and since the year-end were as follows:

Sam Clarke (Chair)
Diana Tickell (Vice Chair)
John Cammack (Treasurer)
Tony Bradley
Ionel Dumitrascu
Lippy Goyal (Co-opted – December 5 2002)
Mary Hardwick (Appointed – June 24 2002)
Sam Kamari
Christa Laird (Resigned – June 24 2002)
Anne Mobbs (Resigned – June 24 2002)
Filda Otunnu (Co-opted – October 3 2002)
Jan Penrose (Resigned July 23 2002 and Co-opted January 28 2003)
Bob Purdie
Terence Ranger (Appointed June 24 2002)
Elizabeth Wincott

Secretary

Olive Gearing

Director

Mercedes Cumberbatch

Registered Office

276a Cowley Road, Oxford OX4 1UR

Reporting Accountant

Peter Stevenson FCA, 8 Harbord Road, Oxford OX2 8LJ

Bankers

The Co-operative Bank plc, PO Box 250, Skelmersdale, WN8 6WT
CafCash Ltd, Kings Hill, West Malling, Kent ME19 4TA

Solicitors

Linnells, Greyfriars Court, Paradise Square, Oxford OX1 1BB

Report of the trustees for the period January 28 2002 to March 31 2003

The trustees are pleased to present their report together with the financial statements of the charity for the period January 28 2002 to March 31 2003.

Legal and administrative information set out on pages 1 and 2 forms part of this report. The financial statements comply with current statutory requirements, the memorandum and articles and the Statement of Recommended Practice – Accounting and Reporting by Charities.

Objects of the charity

The charity's objects are to provide charitable assistance for the relief of poverty, sickness, and distress and for educational purposes, for the benefit of asylum seekers, refugees and those who are or have been or may be detained by the immigration authorities, principally for those living in or having a connection with Oxfordshire or detained at Campsfield House.

The charity achieves these objects through:

- An accessible and conveniently located office where a team of trained and experienced staff and volunteers welcome and support asylum seekers and refugees attending as far as is possible to their needs.
- With its Community Legal Services Quality Mark the charity provides, through its OISC accredited advice workers, much needed advice to refugees and asylum seekers newly arrived or of longer standing in the community of *their rights and obligations*.
- Education Advice provided twice weekly by experienced volunteers from its Cowley Road base and financial support for those seeking educational opportunities offered through the Ranger Fund.
- Home visiting, advice and befriending of refugee families by advice workers and a team of volunteers.
- Clubs, holidays and activities for children and young people organised by a *full-time youth worker and volunteers*.
- A network of volunteers visiting detainees at Campsfield House, providing opportunities for bail and supporting former detainees if released into the community by visits, advice, general support and attending court hearings.

Organisation

The trustees meeting around 6 times a year as the Executive Committee, supervise the charity. Subcommittees cover detention, services, education, finance and fundraising, and publicity. The Trustees have appointed a director to manage the charity.

Investment powers

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

Review of the activities and future developments

The charity was incorporated on January 28 2002 and on April 1 2002 the former unincorporated charity Asylum Welcome (Charity No 1058630) ceased its activities and transferred its assets and liabilities to Asylum Welcome, a registered charity and company limited by guarantee. Since that time the charity has continued to pursue its objectives as stated above.

For a full review of the company's activities since it acquired the assets and liabilities of the former unincorporated charity, Asylum Welcome, the trustees refer you to the Annual Report 2002/2003. This is available from the registered offices of the company.

Reserves policy

The charity aims to hold its reserve at a level of 35%, or just over 4 months worth, of its expenditure budget. This it aims to achieve over the next two years' budget cycles, starting in 2003/4. This target should thus be attained by March 31 2005. The executive committee will then review this percentage annually, at the time when the budget is being set.

After the sound financial results for the period covered by this report the reserves stand at £86,456 as at March 31 2003. This means that the target set by the charity has already been achieved. The executive committee will continue to monitor reserves during the year to see that this level can be maintained as levels of expenditure increase.

Trustees' responsibilities in relation to the financial statements

Company law requires the trustees to prepare financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial period and of its surplus or deficit for the financial period. In doing so the trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed subject to any departures disclosed or explained in the financial statements; and
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its operations.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 1985. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Reporting Accountant

We have been delighted to have the services of Peter Stevenson as reporting accountant. It may be that the income of the charity will exceed £250,000 in future years requiring the appointment of a registered auditor. In such circumstances the appointment will be confirmed at the subsequent AGM.

By order of the trustees



Sam Clarke

May 22 2003

Accountant's Report to the Members on the Unaudited Accounts of Asylum Welcome

I report on the accounts for the period from January 28 2002 to March 31 2003 set out on pages 7 to 13.

Respective responsibilities of trustees and reporting accountants

As described on page 5 the company's trustees are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is my responsibility to carry out procedures to enable me to report my opinion.

Basis of opinion

My work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so my procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as I considered necessary for the purposes of this report. These procedures provide only the assurances expressed in my opinion.

Opinion

In my opinion:

- (a) the accounts are in agreement with the accounting records kept by the company under section 221 of the Companies Act 1985:
- (b) having regard only to, and on the basis of, the information contained in those accounting records:
 - (i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in section 249C(6) of the Act; and
 - (ii) the company satisfied the conditions for exemption from audit of the accounts for the period specified in section 249A(4) of the Act as modified by section 249A(5) and did not, at any time within that period, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1).

Peter J. Stevenson

Peter Stevenson FCA
Reporting Accountant

8 Harbord Road
Oxford OX2 8LJ

9 June 2003

ASYLUM WELCOME

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE PERIOD FROM JANUARY 28 2002 TO MARCH 31 2003

	Note	Unrestricted Funds	Restricted Funds	Total
		£	£	£
INCOMING RESOURCES				
Donations and Grants	3	74,113	148,433	222,546
Membership		1,296	-	1,296
Events and Sales		865	-	865
Bank Interest		2,440	-	2,440
Miscellaneous Income		122	-	122
Total Incoming Resources		<u>78,836</u>	<u>148,433</u>	<u>227,269</u>
RESOURCES EXPENDED				
Costs of Generating Funds				
Fundraising and Publicity	4	<u>6,205</u>	<u>-</u>	<u>6,205</u>
Net Incoming Resources Available for Charitable Application		<u>72,631</u>	<u>148,433</u>	<u>221,064</u>
Charitable Expenditure				
Co-ordination and Organisational Support		14,949	41,323	56,272
Project - Advice and Information		9,171	29,719	38,890
Detainee Support		3,735	8,770	12,505
Family Outreach		-	24,993	24,993
Youth Outreach		-	30,072	30,072
Education		-	5,218	5,218
Management and Administration	5	11,059	4,668	15,727
	6	<u>38,914</u>	<u>144,763</u>	<u>183,677</u>
Total Expenditure		<u>45,119</u>	<u>144,763</u>	<u>189,882</u>
Net Income (Expenditure) for the year		33,717	3,670	37,387
Transfer between Funds		(2,000)	2,000	-
Funds Transferred in at April 1 2002		47,063	2,006	49,069
Total Funds Carried Forward		<u>£78,780</u>	<u>£7,676</u>	<u>£86,456</u>

The notes on pages 9 to 13 form part of these accounts.

ASYLUM WELCOME

BALANCE SHEET

AS AT MARCH 31 2003

	Note	£	£
Fixed Assets			
Office Equipment	7	3,664	
Office Furniture	7	<u>348</u>	4,012
Current Assets			
Debtors	8	1,151	
Cash on Deposit		86,400	
Cash at Bank and in Hand		(2,960)	
		<u>84,591</u>	
Current Liabilities			
Creditors: Falling due within one year	9	<u>2,147</u>	
Net Current Assets			<u>82,444</u>
Total Assets			<u>£86,456</u>

Represented by:

Unrestricted Income Funds 78,780

Restricted Income Funds 10 7,676
£86,456

Approved by the Trustees on 21 May 2003 and signed on their behalf by


Sam Clarke
Chair of Trustees

The Trustees consider that:

- (a) For the period ended March 31 2003, the company was entitled to the exemption conferred by subsection (1) of Section 249 (a) of the Companies Act 1985; and
- (b) No member or members have deposited a notice requesting an audit for the current financial period under Section 249(b) of the Companies Act 1985.

The notes on pages 9 to 13 form part of these accounts

ASYLUM WELCOME

NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE PERIOD FROM JANUARY 28 2002 TO MARCH 31 2003

1 ACCOUNTING POLICIES

General

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2000) issued in October 2000, applicable accounting standards and the Companies Act 1985.

Income

- (1) Donations and grants are included in the accounts when they are receivable.
- (2) Interest income is included in the accounts when it is earned.
- (3) Tax recoverable in respect of Gift Aid donations is included in the accounts in the year of receipt of the donation.

Expenditure

All expenditure is included in the accounts in the year it falls due or is incurred.

Depreciation

Depreciation is provided on Office Equipment and Office Furniture at the rate of 25%(straight line basis), and is based on the estimated useful life of these fixed assets and their anticipated residual value.

Unrestricted Funds

Unrestricted funds are donations and other incoming resources received for the objects of the charity without a specified purpose and are available as general funds.

From time to time the Trustees may establish Designated Funds out of the Unrestricted Funds to meet contingencies.

Restricted Funds

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

2 LEGAL STATUS OF THE COMPANY

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of a winding up is limited to £1.

On April 1 2002 the assets and liabilities of the unincorporated charity Asylum Welcome were transferred at book value to the company.

3 DONATIONS AND GRANTS

	£
Individuals, Churches, Colleges and Schools	36,864
W F Southall Trust	2,000
Lankelly Trust	20,000
Other Trusts	4,461
Government and Local Authority Grants	6,011
Getty Foundation	20,000
Esmee Fairbairn Foundation	15,000
Tolkein Trust	2,000
Ranger Fund	6,599
Allen Lane Foundation	5,000
National Lottery - Community Fund	36,504
BBC Children in Need	19,441
The Tudor Trust	15,000
East Oxford Action - Community Chest	5,000
The Hilden Trust	5,000
Paul Hamlyn 1987 Foundation	4,666
Lyndhurst Trust	4,000
CHK Charities	5,000
Anonymous Trust	10,000
	<u>£222,546</u>

4 FUNDRAISING EXPENDITURE

	£
Newsletter	429
Public Education	848
Office Expenses	1,031
Staff Costs	3,897
	<u>£6,205</u>

5 MANAGEMENT AND ADMINISTRATION

	£
Staff Costs	12,449
Office Accommodation	1,360
Office Expenses	1,113
Depreciation	177
Professional Fees	284
Miscellaneous	344
	<u>£15,727</u>

6 CHARITABLE EXPENDITURE

	£
Staff Costs	106,908
Support for Detainees	5,062
Support for Asylum Seekers	22,935
Education	5,218
Training - Staff and Volunteers	1,229
Office Accommodation	12,241
Office Expenses	8,987
Depreciation	1,594
Miscellaneous	1,216
Professional Fees	2,560
Management and Administration	15,727

£183,677

7 FIXED ASSETS

	Office Equipm't £	Office Furniture	Total
Cost			
Assets Transferred In on April 1 2002	7,323	598	7,921
Additions	1,557	-	1,557
Closing Balance March 31 2003	<u>£8,880</u>	<u>£598</u>	<u>£9,478</u>
Accumulated Depreciation			
Assets Transferred in on April 1 2002	3,595	100	3,695
Charge for year	1,621	150	1,771
Closing Balance March 31 2003	<u>£5,216</u>	<u>£250</u>	<u>£5,466</u>
Net Book Value			
At March 31 2003	<u>£3,664</u>	<u>£348</u>	<u>£4,012</u>

8 DEBTORS

	£
Inland Revenue - Tax Recoverable on Gift Aid	300
Staff Loan	364
Sundry Debtor	487
	<u>£1,151</u>

9 CREDITORS : AMOUNTS FALLING DUE WITHIN ONE YEAR

	£
Stationery	96
Telephone	395
Accountancy	750
Detainee Support	9
Office Repairs	741
Miscellaneous Accrued Expenses	156
	<u>£2,147</u>

10 RESTRICTED FUNDS

	Balance Transferred In £	Additions £	Outgoings £	Allocations £	Transfers £	Balance 2003 £
Detainee Support	-	8,770	(8,770)	-	-	-
Education Funds	956	7,100	(5,218)	-	2,000	4,838
Computer Fund	-	500	-	-	-	500
Bail Fund	1,050	-	-	-	-	1,050
Youth Work Fund	-	34,045	(32,757)	-	-	1,288
Co-ordinator Fund	-	41,323	(41,323)	-	-	-
Advice Work	-	29,719	(29,719)	-	-	-
Family Outreach	-	26,976	(26,976)	-	-	-
	<u>£2,006</u>	<u>£148,433</u>	<u>(£144,763)</u>	<u>-</u>	<u>£2,000</u>	<u>£7,676</u>

The Detainee Support Fund meets the cost of providing office staff time to support detainees and meeting the costs of visiting detainees, attending bail hearings and other support.

The Education Fund is used to cover the cost of fees, books and travel of refugees furthering their education.

The Computer Fund is to purchase additional computer equipment.

The Bail Fund is to cover the cost of providing bail for detainees.

The Youth Work Fund is available to cover the cost of providing a youth worker and running clubs, outings and holidays for young refugees and asylum seekers.

The Co-ordinator Fund provides part of the salary costs of the Director and Administrator of the charity and some central accommodation and office costs.

The Advice Work Fund is used to employ two part-time advice workers and some costs of supporting asylum seekers and refugees living in the community.

The Family Outreach Fund pays the cost of the charity's family worker and the costs associated with supporting refugee families living in the community.

11 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Fixed Assets £	Net Current Assets £	Total £
Restricted Funds			
Education	-	4,838	4,838
Computer	-	500	500
Bail Fund	-	1,050	1,050
Youth Work Fund	-	1,288	1,288
	-	<u>7,676</u>	<u>7,676</u>
Unrestricted funds	<u>4,012</u>	<u>74,768</u>	<u>78,780</u>
	<u>£4,012</u>	<u>£82,444</u>	<u>£86,456</u>

12 STAFF COSTS

Salaries	103,978
Social Security Costs	8,778
Pension Contributions	3,083
Total Pay, National Insurance and Pension Contributions	<u>£115,839</u>

No employee earned more than £50,000 and the average number of employees in the year was 2 full-time and 4 part-time.

13 TRUSTEES' REMUNERATION AND EXPENSES

No remuneration directly or indirectly out of the funds of the charity was paid or was payable for the period to any Trustee or to any person known to be connected to any Trustee.

A total of £1,513 was reimbursed to 3 Trustees during the period. These payments relate to the use of private transport and telephone, expenditure on postage, stationery and travel, and support of detainees, refugees and asylum seekers. All such expenditure was incurred in pursuit of Asylum Welcome's charitable purposes.