

# **LASSN** Leeds Asylum Seekers' Support Network

## **ANNUAL GENERAL MEETING**

**Thursday 1<sup>st</sup> November 2018**

St Matthias' Centre, St Matthias' St, Burley, Leeds LS4 2DZ

- 17:30**      **1) Arrival and refreshments**
- 18:00**      **2) Welcome & Apologies for absence**
- 18:05**      **3) Minutes of AGM held 30<sup>th</sup> September 2016**
- 18:10**      **4) Presentation of Trustees Report – Janice Gwilliam, *Chair***
- 18:15**      **5) Presentation of Accounts – Adrian Cudby, *Treasurer***
- 18:20**      **6) Appointment of Independent Auditor**
- 18:25**      **7) Any Other Business**
- 18:30**      **End of AGM/Presentations Begin**
- 19:15**      **Food is served**
- 20:30**      **Close**

### **Item 3 – Draft Minutes - LASSN ANNUAL GENERAL MEETING**

18:00 – 18:45, Friday 29<sup>th</sup> September 2017

All Hallows Church, Hyde Park, Leeds

1. **Welcome & Apologies for absence** – Pippa Brook, Ruth Devaney (PAFRAS), Brian Flynn, Steven Keevash, David Randolph-Horn, Nicola Swan
2. **Minutes of AGM held 30<sup>th</sup> September 2016** – Agreed, no matters arising.
3. **Presentation of Trustees Report – Janice Gwilliam, *Chair***

Janice Gwilliam thanked everyone for coming. She then thanked all the volunteers, LASSN existed because of the volunteers, she then thanked the volunteer managers, who were needed in order that the volunteers could be supported in all they did. Janice also thanked the Finance and Admin Officer and the Director, who were also necessary to support the other staff, raise money and ensure that the organisation ran legally and efficiently.

Janice then thanked the outgoing Trustees for all their work and support for LASSN, presents and cards were given to the outgoing Trustees

4. **Presentation of Accounts – Andrew Crossley, *Finance & Admin Officer***

Good evening everybody. My name is Andrew and I'm the Finance Worker for LASSN. Regrettably LASSN is without a Treasurer at the moment although, thankfully, as you will see from the Trustee Election papers handed out earlier that we have at least two good candidates for the role. Anyway, in the absence of a Treasurer it falls to me to present LASSN's accounts to you for the financial year 2016-17. Copies of our Annual Report & Accounts are available on the table at the back and I can see many people with copies of the more colourful Annual Review. Pages 9 & 10 of the accounts, or page 8 of the Annual Review give a financial summary and overview.

There can be no doubt that it continues to be a tough and highly competitive funding environment in which nothing can be taken for granted. LASSN has worked hard in recent years to avoid the twin dangers of funding gaps and low reserves - when both strike together, it can be fatal- and our financial planning is geared to ensure this does not happen again.

LASSN receives no regular Government funding and is entirely reliant on charitable Grants - 79% of our income this year - and on the huge generosity shown in donations from our loyal supporters (21%). You'll see on p8, a list of our major benefactors.

LASSN's income increased to £162k last year – largely due to the start of the new English at Home funding from Lottery, which means EaH is now nearly fully funded for five years with two members of staff. Continued grants from our other benefactors, together with our donor base has allowed our other projects and core work to continue unabated.

Our expenses have risen in line with our increased activity, and as we continue to make progress towards our goal of full-cost recovery, more of our core expenses are now covered by restricted grant income. We are still some way from fully achieving this goal, and obtaining grant funding for core activities continues to be extremely difficult so the generosity of our donors and other funders is extremely important.

Nevertheless, we have seen a good increase in our level of unrestricted reserves (up by 11k on last year), meaning that we are now meeting our Policy of having at least 3 months running costs available. We have also been able to make a provision of £7000 towards covering our historic pension scheme liabilities.

Although, as I've said, taking anything for granted is not a luxury LASSN will ever have and significant funding challenges lie ahead, I am pleased to say that we are in a stronger financial position than that of a year ago. At this halfway point in the new financial year, the indications are for another strong year, and that strength is giving us breathing space to plan better for the challenges that lie ahead.

5. **Appointment of Independent Examiner** - It was agreed unanimously that West Yorkshire Accounting Service would continue in this role.

## 6. **Trustee Elections – David Cundall, Trustee**

David Cundall outlined the current situation and explained the voting process for new trustee candidates – brief candidate statements formed part of the AGM Agenda pack given to all voting members on arrival at the AGM.

### **Outgoing Trustees**

- Andy Eyre is standing down having served for 2 terms of 3 years
- David Cundall is standing down having served for 2 terms of 3 years.
- Erika Trueman is standing down having served for 3 years.
- Paul Broughton stood down after 6 months in February 2017
- Ruchi Gulati is standing down having served for 1 year
- Shadia Hameed is standing down having served for 2 years

### **Current Trustees**

- Bill Urry – elected September 2016
- Dee Marshall – co-opted January 2017
- Janice Gwilliam (Chair) – elected October 2014
- Katherine Wyatt (Deputy Chair) – elected October 2014

### **Trustees are at the end of a 3 year term of office who are willing to continue:**

- Janice Gwilliam (Chair)
- Katherine Wyatt (Deputy Chair)

**Co-opted Trustees standing for election are:**

- Dee Marshall

**The Election Process**

**This year, a total of 10 people are standing for election to the 9 vacant places on the Board.**

- Members of LASSN were asked to vote for 9 candidates on their ballot sheets.
- Once completed, ballot sheets were folded and posted in the orange bucket provided.
- Votes were counted and the nine candidates with the most votes were duly elected to the Board.

**Successful Candidates**

- Tina Brocklebank
- Ray Castle
- Peter Cummings
- Adrian Cudby
- Janice Gwilliam (Chair)
- Jonathan Long
- Dee Marshall
- Noel Nowosielski
- Katherine Wyatt (Deputy Chair)

**7. AGM ended at 18.45**

# **Leeds Asylum Seekers Support Network**

Charity number 1092647

A company limited by guarantee number 04228876

## **Annual Report and Financial Statements for the year ended 31 March 2018**



West Yorkshire Community Accounting Service

# **Leeds Asylum Seekers Support Network**

## **Annual Report and Financial Statements for the year ended 31 March 2018**

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**Prepared by West Yorkshire Community Accounting Service**

# Leeds Asylum Seekers Support Network

## Trustees' report for the year ended 31 March 2018

### Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Janice Gwilliam	Chair	
Adrian Cudby	Treasurer	Appointed as trustee and Treasurer 29 September 2017
Katherine Wyatt		
William Urry		
Dee Marshall		
David Cundall		Resigned 29 September 2017
Andrew Eyre		Resigned 29 September 2017
Erika Trueman		Resigned 29 September 2017
Shadia Hameed		Resigned 29 September 2017
Ruchi Gulati		Resigned 29 September 2017
Tina Brocklebank		Appointed 29 September 2017, resigned 6 November 2017
Noel Nowosielski		Appointed 29 September 2017
Raymond Castle		Appointed 29 September 2017
Peter Cummings		Appointed 29 September 2017
Jonathan Long		Appointed 29 September 2017
Guilaine Brutus		Appointed 27 November 2017

**Company secretary** Jon Beech

**Charity number** 1092647 Registered in England and Wales

**Company number** 04228876 Registered in England and Wales

### Registered and principal address

4th Floor, Oak House  
Park Lane  
Leeds  
LS3 1EL

### Bankers

Unity Trust Bank plc	Shawbrook Bank Limited
Nine Brindleyplace	Lutea House
Birmingham	Warley Hill Business Park
B1 2HB	The Drive
	Great Warley
	Brentwood
	CM13 3BE

### Independent examiner

Susan Szamakowicz MAAT

### West Yorkshire Community Accounting Service

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

# **Leeds Asylum Seekers Support Network**

## **Trustees' report (continued) for the year ended 31 March 2018**

### **Reference and administrative details of the charity, its trustees and advisors (continued)**

#### **Structure, governance and management**

The charity is a company limited by guarantee and was formed on 5 June 2001. It is governed by a memorandum and articles of association incorporated 5 June 2001 as amended by special resolutions dated 28 May 2002 and 12 October 2012. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

The company was registered as a charity on 27 June 2002.

#### **Method of recruitment and appointment of trustees**

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM. Not more than five persons, who must be members of the Company, may be co-opted by the trustees.

- At every Annual General Meeting one third of the elected members of the Board of Trustees shall retire from office.
- The members to retire shall be those longest in office since their last election.
- A retiring member shall be eligible for re-election provided that no person shall serve for more than six consecutive years.
- Persons co-opted on the Board shall retire at the first Annual General Meeting following their appointment but shall be eligible for further co-option or election.

#### **Objectives and activities**

##### **The charity's objects**

To relieve asylum seekers and refugees and other migrants in the Leeds Metropolitan District (the area of benefit) who are in conditions of need, hardship and distress by reason of their social and economic circumstances by such charitable means as the trustees shall determine including the advancement of education, relief of poverty and the preservation and protection of good health.

##### **The charity's main activities**

**Befriending** - which reduces isolation, improves well-being, and encourages integration and greater self-reliance among asylum seekers and refugees. Befriending volunteers provide practical support to the refugees and asylum seekers they are matched with: helping people to access health and social care services, to make stronger connections with their communities and to make friends.

- 42 volunteers were matched with 49 asylum seekers and refugees, and provided one to one support.
- We've enabled refugees and befrienders to find out more about Leeds and make greater social connections by arranging a wide variety of trips and activities to places like Kirkstall Abbey, The Hepworth Gallery, Scarborough and Leeds Museum. We always ensure that the trips are replicable: accessible by public transport and free or cheap so that people can go again if they enjoyed it.
- We set up a social group where people can meet, even if they have not been matched with an individual befriender yet.
- All the people in befriending relationships have reported knowing more people and being able to speak up for themselves.

**English at Home** - which matches volunteer tutors with refugee and asylum seeker learners who are unable to attend mainstream English classes.

- 93 tutors spent over 2,000 hours teaching English to 121 people
- 88 new matches
- 2,023 hours spent teaching English
- 84 people experiencing an increase in confidence
- LASSN tutors have helped 13 people to successfully take up college courses, and another 40 into other ESOL classes



# **Leeds Asylum Seekers Support Network**

## **Trustees' report (continued) for the year ended 31 March 2018**

### **Reference and administrative details of the charity, its trustees and advisors (continued)**

#### **Objectives and activities (continued)**

##### **The charity's main activities (continued)**

**Grace Hosting** - links hosts with a spare room with guests (who are usually destitute asylum seekers) who have no other housing options. Hosts welcome guests into their homes with a hot meal, a bed for the night, and breakfast in the morning – as well as providing emotional and practical support.

- 54 guests spent a total of 1,339 nights staying in emergency accommodation, staying with 53 different hosting households.
- The average length of stay in emergency Hosting increased from 21 nights to 25 – reflecting the difficulties an increasing number of people experience accessing Home Office (Section 4) support.
- The number of longer stay guests rose from 18 in 2016/17 to 22.
- Longer stay guests stayed a total of 3,659 nights, the average length of stay rising from 22 to 24 weeks.
- Overall, in 2017/18 Grace hosts provided 4,991 nights of accommodation: the equivalent of more than 13 years and 8 months.

**Information and awareness raising** remains central to our mission, tackling prejudice, encouraging understanding, and fostering interaction and integration with the local community.

- More than 17,000 people looked at our main website [lassn.org.uk](http://lassn.org.uk) - an increase of about 15% from last year.
- All of LASSN's policies, procedures and training materials remain online, free of charge, for anyone to use or adapt.
- We updated [helpinleeds.com](http://helpinleeds.com), our online directory of groups and services offering help to asylum seekers and refugees in Leeds, and collaborated with other agencies attempting to produce similar platforms. In 2017/18 4,700 visitors used [helpinleeds.com](http://helpinleeds.com) more than 12,000 times.
- LASSN's social media presence has increased, with over 1,300 Facebook likes and 1,500 Twitter followers.
- LASSN staff have given talks to people in churches, schools, universities, on the radio, in national and regional newspaper articles and in the street.
- [leedsmultiagency.org.uk](http://leedsmultiagency.org.uk) became [migrationpartnership.org.uk](http://migrationpartnership.org.uk) – and remains focused on local asylum, refuge and other migration issues. We have more than doubled our audience from 8,500 to 19,500 users.
- We have run an extremely successful campaign to raise awareness of Grace Hosting, gaining coverage across a wide variety of local and regional media, as well as in the House of Commons <https://lassn.org.uk/grace-hosting-in-the-news/>.

**The Hardship Fund** provides cash payments to people experiencing homelessness and destitution during the winter months. LASSN works in partnership with six other refugee support organisations to raise and distribute funds to households with no other form of income.

- In 2017/18 a total of £6,510 was raised by the partnership (£4,814 by LASSN) and distributed to 77 households in 266 separate payments.

**Members** - Supporters of LASSN have the option of becoming members. Membership is free for unwaged people, asylum seekers and volunteers, and £5 a month for others.

- In 2017/18 LASSN had 97 members .

**Volunteers** are key to the success of everything LASSN achieves.

- In 2017/18 LASSN staff supported 271 volunteers in a variety of roles, with 132 volunteers recruited in the last year.

**Supporters** - LASSN benefits from a huge number of supporters and individual donors.

- Our mailing list of supporters includes around 900 individuals and 300 organisations.

# **Leeds Asylum Seekers Support Network**

## **Trustees' report (continued) for the year ended 31 March 2018**

### **Reference and administrative details of the charity, its trustees and advisors (continued)**

#### **Objectives and activities (continued)**

##### **Grant Making Policy**

LASSN works in partnership with other stakeholders within the refugee sector, in order to provide better services for asylum seekers and refugees. On some occasions this partnership working involves receipt of a grant for specific projects, where LASSN may agree to be responsible for receipt and distribution of the full grant award to partners, in accordance with funding agreements. The Hardship Fund is administered by Leeds Refugee Forum and is made up of donations for the restricted purpose of providing subsistence support to destitute asylum seekers. Grants are made to a third party or directly to individuals in exceptional circumstances, to this end.

##### **Related parties**

- LASSN works in close partnership with Leeds Refugee Forum. The Chair of Leeds Refugee Forum is invited to attend LASSN Trustees Meeting in an advisory capacity, and vice versa.
- LASSN works in partnership with Leeds Refugee Forum to raise donations for the Leeds Hardship Fund for destitute asylum seekers.
- LASSN works closely with Positive Action for Refugees and Asylum Seekers (PAFRAS) and the British Red Cross who both provide support and advice for clients staying with Grace Hosting.

##### **Public benefit statement**

In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit. We are clear that the benefits we are providing relate to the aims of the charity. We are also clear about who benefits from our activities, and that the activities are organised in a way that makes them as accessible as possible – by ensuring our services are delivered to people in their own homes.

The charity continues to have a good reputation and support within the local community. Work with asylum seekers suffering from hardship and destitution are LASSN's priorities, however, support for people who have gained refugee status continues. The charity continues to be an essential service that Social Services, NHS, Education and refugee agencies refer to, and which enhances their effectiveness.

##### **Achievements and performance**

LASSN has made significant progress in all three of its strategic objectives this year.

###### **1. Supported**

LASSN wants asylum seekers and refugees to be supported and relieved from hardship and distress. LASSN wants local people to support asylum seekers and refugees.

- 260 asylum seekers and refugees received one to one support from LASSN. If we count the total number of children and dependents in these households, LASSN supported a further 225 people (a total of 485).
- 4,991 nights of accommodation were provided by Grace Hosts to 70 guests.
- 271 people volunteered with LASSN.
- £4,814 was raised by LASSN and distributed in hardship grants to households.

###### **2. Empowered**

LASSN wants asylum seekers and refugees to be empowered to rebuild their lives and fulfil their potential. LASSN wants individuals and refugee communities to have a voice and influence.

- Befriending meant that this year, 49 people were able to improve their social connections and their overall health and well-being.
- 13 English at Home students successfully enrolled on a college ESOL course, and another 40 now attend weekly free classes outside their homes.
- 17 refugees and asylum seekers volunteered with LASSN in a variety of roles, from assisting with recruitment and selection, training volunteers, public speaking, translating, organising trips and socials and making films, and publicising our work.

# **Leeds Asylum Seekers Support Network**

## **Trustees' report (continued) for the year ended 31 March 2018**

**Reference and administrative details of the charity, its trustees and advisors (continued)**

**Objectives and activities (continued)**

**Achievements and performance (continued)**

### **3. Integrated**

LASSN wants asylum seekers and refugees to feel settled and safe in their new environment in Leeds and for Leeds to be a place of welcome and understanding for asylum seekers.

- 184 asylum seekers and refugees were supported to improve their confidence in speaking and writing English, through our befriending and English at Home projects.
- All of the people we work alongside were encouraged to find out more about life in the UK, as volunteers helped them to find their feet in Leeds, and to understand more about where they lived, and how Leeds works.
  
- 493 posts on migrationpartnership.org.uk helped keep 18,900 people abreast of the changing face of asylum services in Leeds and beyond.
- The lassn.org.uk website had more than 14,700 visitors, LASSN's Facebook page has over 1,300 likes and LASSN has 1,500 Twitter followers.

LASSN has been able to influence many thousands of local people to help them develop a greater understanding of asylum seekers and refugees.

### **Financial review**

The net income for the year was £15,519, including net income of £15,359 on unrestricted funds and net income of £160 on restricted funds.

The overall financial climate does not seem to be improving, and it is as difficult as ever to find grant income to replace ones which are coming to an end. It remains difficult to find funding to cover the costs of our core costs, and information and awareness. We were successful in being awarded funding from the Big Lottery to continue and to expand our English at Home project, although LASSN still benefits enormously from the financial support provided by individual donors and supporters, whose contributions to unrestricted funds has allowed us to continue providing services when funding streams have come to an end.

### **Reserves policy**

The charity's free reserves at the year end were £69,633.

The trustees have reviewed the reserves policy and aim to hold reserves equivalent to three months running costs or the cost of closing down the organisation in an orderly manner, whichever is higher.

As at 31 March 2018 the trustees estimate £56,000 of unrestricted funds is needed to meet the requirements of the reserves policy.

The trustees also aim to build up reserves to meet unexpected costs like breakdown of essential office machinery, staff cover for illness, maternity leave, parental leave, or unexpected gaps in funding. Currently reserves are sufficient to meet all obligations if it became necessary to close the organisation.

The Pensions Trust continues to advise regarding a deficit in our historic pension scheme arrangements (see notes 11 and 12 to the accounts). In view of this, the trustees have decided to setup a separate reserve with the intention of building up sufficient funds to pay off this deficit and exit from the fund. In this financial year, the trustees have elected to designate a further £7,000 to this reserve.

# **Leeds Asylum Seekers Support Network**

## **Trustees' report (continued) for the year ended 31 March 2018**

**Reference and administrative details of the charity, its trustees and advisors (continued)**

**Objectives and activities (continued)**

### **Risk management**

The trustees identify the major risks to which the charity is exposed as circumstances arise, prepare and update a strategic plan, in particular those related to the operations and finances of the charity. The trustees then review any major risks which have been identified and establish systems to mitigate these risks.

The charity is dependent on grants, gifts and donations and there is the risk that such items may not be received. There are particular risks of changes to government policy on asylum and immigration. In order to mitigate these risks, the Director prepares funding applications and senior representatives of other key agencies are called upon to give reference on our viability and effectiveness.

There are risks associated with working with children and adults at risk of harm or exploitation, as well as for volunteers working in the community and in asylum seekers' homes. This year, LASSN has completely revised its policies and procedures around the safeguarding of adults and children. In addition, LASSN has produced detailed policy and guidelines for volunteer roles; the disclosure of criminal records; health and safety; equal opportunities; disciplinary and grievance procedures for staff; appropriate insurance; training volunteers on personal safety; references for volunteers, and regular supervision.

**Leeds Asylum Seekers Support Network**  
**Trustees' report (continued) for the year ended 31 March 2018**

**Statement of trustees' responsibilities**

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts 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.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees:

Signed..... (Trustee)

Name.....

Date.....

**Leeds Asylum Seekers Support Network**  
**Independent examiner's report to the trustees of Leeds Asylum Seekers Support Network**

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2018, which are set out on pages 10 to 18.

**Responsibilities and basis of report**

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**Independent examiner's statement**

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

- 1 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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

Signed: ..... Name: Susan Szamakowicz

Relevant professional qualification or body: MAAT

Date: .....

**West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Leeds Asylum Seekers Support Network**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2018**

	Notes	2018 Unrestricted funds £	2018 Restricted funds £	2018 Total funds £	2017 Total funds £
<b>Income from:</b>					
Grants and donations	(2)	43,976	190,325	234,301	161,941
Membership subscriptions		10	-	10	20
Other earned income		1,148	-	1,148	153
Bank interest		36	-	36	30
<b>Total income</b>		<b>45,170</b>	<b>190,325</b>	<b>235,495</b>	<b>162,144</b>
<b>Expenditure on:</b>					
Salaries, pensions and NIC	(3)	17,189	141,742	158,931	102,291
Payroll charges		790	491	1,281	825
Premises		2,252	5,901	8,153	5,005
Office expenses		2,089	1,748	3,837	2,721
Insurance		27	1,280	1,307	1,297
Staff recruitment and training		59	504	563	855
Publicity		401	190	591	777
Staff expenses		463	1,581	2,044	996
Equipment and ICT support		1,385	9,039	10,424	9,875
Volunteer costs		217	10,777	10,994	12,463
Professional fees		351	440	791	1,130
Client involvement		3,718	9,779	13,497	-
Grants distributed to other organisations	(10)	-	4,814	4,814	570
Accountancy fees		124	1,224	1,348	1,605
Trustee expenses		547	-	547	292
Facilitation		-	-	-	585
AGM		199	655	854	-
Depreciation		-	-	-	284
<b>Total expenditure</b>		<b>29,811</b>	<b>190,165</b>	<b>219,976</b>	<b>141,571</b>
<b>Net movement in funds</b>		<b>15,359</b>	<b>160</b>	<b>15,519</b>	<b>20,573</b>
<b>Fund balances brought forward</b>		<b>54,274</b>	<b>35,123</b>	<b>89,397</b>	<b>68,824</b>
<b>Fund balances carried forward</b>	(4)	<b>69,633</b>	<b>35,283</b>	<b>104,916</b>	<b>89,397</b>

All incoming resources and resources expended derive from continuing activities.

# Leeds Asylum Seekers Support Network

## Balance sheet

as at 31 March 2018

		2018	2018	2018	2017
		Unrestricted	Restricted	Total	Total
		£	£	£	£
<b>Current assets</b>					
Debtors and prepayments	(5)	3,205	-	3,205	1,901
Cash at bank and in hand	(6)	80,271	53,367	133,638	103,980
<b>Total current assets</b>		<u>83,476</u>	<u>53,367</u>	<u>136,843</u>	<u>105,881</u>
<b>Current liabilities:</b>					
<b>amounts falling due within one year</b>					
Creditors and accruals	(7)	13,843	18,084	31,927	16,484
<b>Total current liabilities</b>		<u>13,843</u>	<u>18,084</u>	<u>31,927</u>	<u>16,484</u>
<b>Net current assets</b>		<u>69,633</u>	<u>35,283</u>	<u>104,916</u>	<u>89,397</u>
<b>Total assets less current liabilities</b>		<u>69,633</u>	<u>35,283</u>	<u>104,916</u>	<u>89,397</u>
<b>Net assets</b>		<u>69,633</u>	<u>35,283</u>	<u>104,916</u>	<u>89,397</u>
<b>Funds</b>					
Unrestricted funds		55,633	-	55,633	47,274
Designated funds	(4)	14,000	-	14,000	7,000
Restricted funds		-	35,283	35,283	35,123
<b>Total funds</b>		<u>69,633</u>	<u>35,283</u>	<u>104,916</u>	<u>89,397</u>

For the year ending 31 March 2018 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2015).

The financial statements were approved by the board of trustees on

Date: .....

Signed: .....

(Trustee)

Name .....



# **Leeds Asylum Seekers Support Network**

## **Notes to the accounts**

### **for the year ended 31 March 2018**

#### **1 Accounting policies**

##### **Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice:

Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

##### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

##### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

##### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Tangible fixed assets**

Tangible fixed assets costing more than £1,000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Office (including computer) equipment: over 4 years

# **Leeds Asylum Seekers Support Network**

## **Notes to the accounts**

### **for the year ended 31 March 2018**

#### **1 Accounting policies (continued)**

##### **Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

The charity also operates a defined benefit scheme. There is one active member of the scheme and no new memberships are offered to this scheme.

It is not possible in the normal course of events to identify on a reasonable and consistent basis the share of underlying assets and liabilities belonging to individual participating employers. The Plan is a multi-employer scheme, where the assets are co-mingled for investment purposes, and benefits are paid out of the Plan's total assets. Accordingly, due to the nature of the Plan, the accounting charge for the period under FRS102 represents the employer contribution payable.

Where a plan has been agreed to fund an identified deficit a liability is recognised for the present value of the contributions payable that arise from that agreement (to the extent that they relate to the deficit) and the resulting expense recognised in the Statement of Financial Activities.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

## Leeds Asylum Seekers Support Network

### Notes to the accounts continued

### for the year ended 31 March 2018

2 Grants and donations	2018	2018	2018	2017
	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Big Lottery Fund	-	114,584	114,584	74,514
Brelms Trust CIO	-	5,000	5,000	5,000
Evan Cornish Foundation	-	-	-	1,000
Hardship Fund	-	2,764	2,764	2,551
Henry Smith Charity	-	-	-	6,500
Hilden Charitable Trust	-	-	-	1,100
Leeds Community Foundation	-	9,000	9,000	3,221
Leeds City Council (LCC) Refugee Welfare Fund	-	-	-	8,675
Leeds City Council (LCC) Connecting Opportunities	-	37,727	37,727	-
Leeds City Council (LCC) Touchstone	-	3,250	3,250	-
Tudor Trust (1)	-	15,000	15,000	14,000
Tudor Trust (2)	-	3,000	3,000	5,000
Other grants	10,000	-	10,000	-
Donations	33,976	-	33,976	40,380
	<u>43,976</u>	<u>190,325</u>	<u>234,301</u>	<u>161,941</u>

3 Staff costs and numbers	2018 £	2017 £
Gross salaries	147,540	94,538
Social security costs	8,326	7,070
Employment allowance	(3,000)	(3,000)
Pensions	6,065	3,683
	<u>158,931</u>	<u>102,291</u>

The average number employees during the year was 7.3, being an average of 4.9 full time equivalent (2017: 5.4, 3.4 FTE).

There were no employees with emoluments above £60,000.

Defined benefit pension scheme	2018 £	2017 £
Costs of the scheme to the charity for the year	1,762	1,051
Amount of any contributions outstanding at the year end	-	-
Amount of any contributions prepaid at the year end	-	-

Defined contribution pension scheme	2018 £	2017 £
Costs of the scheme to the charity for the year	4,303	2,632
Amount of any contributions outstanding at the year end	-	-
Amount of any contributions prepaid at the year end	-	-

## Leeds Asylum Seekers Support Network

### Notes to the accounts continued

#### for the year ended 31 March 2018

<b>4 Restricted funds</b>	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Big Lottery Fund (1)	8,245	70,420	66,960	-	11,705
Big Lottery Fund (2)	13,525	44,164	47,224	-	10,465
Brelms Trust CIO	-	5,000	5,000	-	-
Hardship Fund	2,174	2,764	4,814	-	124
Leeds Community Foundation	-	9,000	7,800	-	1,200
LCC Connecting Opportunities	-	37,727	34,851	-	2,876
LCC Touchstone	-	3,250	3,046	-	204
Tudor Trust (1)	6,244	15,000	18,305	-	2,939
Tudor Trust (2)	609	3,000	2,165	-	1,444
Yorkshire and Clydesdale Bank	4,326	-	-	-	4,326
	<u>35,123</u>	<u>190,325</u>	<u>190,165</u>	<u>-</u>	<u>35,283</u>

#### Fund name

#### Purpose of restriction

Big Lottery Fund (1)	Towards project costs of English at Home scheme commenced November 2016. Income of 5,918 relating to the next financial year has been deferred.
Big Lottery Fund (2)	Towards project costs of Befriending scheme commenced March 2016. Income of £7,810 relating to the next financial year has been deferred.
Brelms Trust CIO	Towards costs of the Grace Hosting Project.
Hardship Fund	Grants paid to individuals through Leeds Refugee Forum.
Leeds Community Foundation	New Beginnings fund: salary and volunteer costs for Grace Hosting project.
LCC Connecting Opportunities	Towards costs of Connecting Opportunities Project.
LCC Touchstone	Towards costs of delivery of Migrant Access Project Plus.
Tudor Trust (1)	Towards costs of the Grace Hosting Project.
Tudor Trust (2)	Towards development of a new database.
Yorkshire and Clydesdale Bank	Towards financial literacy project costs.

#### Designated funds

	Balance b/f	Incoming	Outgoing	Balance c/f
	£	£	£	£
Pension deficit fund	<u>7,000</u>	<u>7,000</u>	<u>-</u>	<u>14,000</u>
	<u>7,000</u>	<u>7,000</u>	<u>-</u>	<u>14,000</u>

#### Fund name

#### Purpose of designation

Pension deficit fund	The trustees have setup a separate designated fund with the intention of building up sufficient funds to pay off the pension deficit and exit from the fund. See note 11 and 12.
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**Leeds Asylum Seekers Support Network**  
**Notes to the accounts continued**  
**for the year ended 31 March 2018**

<b>5 Debtors and prepayments</b>	2018	2017
	£	£
Debtors	1,900	650
Prepayments	1,305	1,251
	<u>3,205</u>	<u>1,901</u>

<b>6 Cash at bank and in hand</b>	2018	2017
	£	£
Unity Reserve account	32,561	32,525
Unity Current account	45,043	70,077
Shawbrook account	55,000	-
FairFX prepay Cards	972	1,316.00
Petty cash	62	62
	<u>133,638</u>	<u>103,980</u>

<b>7 Creditors and accruals</b>	2018	2017
	£	£
Creditors	871	1,297
Accruals	2,972	2,035
Deferred income	28,084	13,152
	<u>31,927</u>	<u>16,484</u>

<b>8 Trustee expenses</b>	2018	2017
	£	£
Total amount paid	316	265
Number of trustees who were paid expenses	3	3
Nature of the expenses	Travel	Travel

**9 Related party transactions**

There were no related party transactions during this or the previous financial year.

**Key management personnel**

The key management personnel of the charity comprises the Director only. The total employee benefits of the key management personnel of the charity were £36,993 (2017: £33,760).

**10 Grants payable**

<b>Total value of grants</b>	Grants to institutions	
	2018	2017
	£	£
<b>Purpose for which grants were made</b>		
Grants were awarded under the hardship fund to help asylum seekers in particular need of support. These grants were paid to individuals through Leeds Refugee Forum.	4,814	570
Total	<u>4,814</u>	<u>570</u>

# **Leeds Asylum Seekers Support Network**

## **Notes to the accounts continued**

### **for the year ended 31 March 2018**

#### **11 Defined benefit pension scheme**

The charity is a member of The Pensions Trust, a multi-employer defined benefit pension scheme.

It is not possible in the normal course of events to identify on a reasonable and consistent basis the share of underlying assets and liabilities belonging to individual participating employers. The Plan is a multi-employer scheme, where the assets are co-mingled for investment purposes, and benefits are paid out of the Plan's total assets. Accordingly, due to the nature of the Plan, the accounting charge for the period under FRS102 represents the employer contribution payable.

Leeds Asylum Seekers' Support Network paid contributions at the rate of 5% during the accounting period.

As at the balance sheet date there was one active member of the Plan employed by Leeds Asylum Seekers' Support Network and no new memberships are offered to this scheme.

#### **Defined contribution pension scheme**

All other employees are now part of the NEST scheme (under auto-enrolment requirements).

Leeds Asylum Seekers' Support Network paid contributions at a rate between 1% and 5% during the accounting period; members paid contributions at the same rate.

New employees are enrolled in the NEST scheme.

#### **12 Contingent liabilities**

The Pension Trust Scheme buy-out funding deficit at 30 September 2017 was £187.2m (2016 - £230.6m).

A revised recovery plan was implemented in April 2016 with new contributions. The charity has not been required to make any deficit contributions.

Leeds Asylum Seekers' Support Network has been notified by The Pensions Trust of the estimated employer debt on withdrawal from the Plan based on the financial position of the Plan as at 30 September 2017. As of this date the estimated employer debt for Leeds Asylum Seekers' Support Network was £16,864.

## Leeds Asylum Seekers Support Network

### Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2018

	2018 Unrestricted funds £	2017 Unrestricted funds £	2018 Restricted funds £	2017 Restricted funds £	2018 Total funds £	2017 Total funds £
<b>Income</b>						
Grants and donations	43,976	40,380	190,325	121,561	234,301	161,941
Membership subscriptions	10	20	-	-	10	20
Other earned income	1,148	153	-	-	1,148	153
Bank interest	36	30	-	-	36	30
<b>Total income</b>	<b>45,170</b>	<b>40,583</b>	<b>190,325</b>	<b>121,561</b>	<b>235,495</b>	<b>162,144</b>
<b>Expenditure</b>						
Salaries, pensions and NIC	17,189	17,383	141,742	84,908	158,931	102,291
Payroll charges	790	685	491	140	1,281	825
Premises	2,252	2,451	5,901	2,554	8,153	5,005
Office expenses	2,089	976	1,748	1,745	3,837	2,721
Insurance	27	384	1,280	913	1,307	1,297
Staff recruitment and training	59	561	504	294	563	855
Publicity	401	370	190	407	591	777
Staff expenses	463	329	1,581	667	2,044	996
Equipment and ICT support	1,385	3,094	9,039	6,781	10,424	9,875
Volunteer costs	217	1,403	10,777	11,060	10,994	12,463
Professional fees	351	193	440	937	791	1,130
Client involvement	3,718	-	9,779	-	13,497	-
Grants distributed to other organisations	-	-	4,814	570	4,814	570
Accountancy fees	124	758	1,224	847	1,348	1,605
Trustee expenses	547	292	-	-	547	292
Facilitation	-	289	-	296	-	585
AGM	199	-	655	-	854	-
Depreciation	-	284	-	-	-	284
<b>Total expenditure</b>	<b>29,811</b>	<b>29,452</b>	<b>190,165</b>	<b>112,119</b>	<b>219,976</b>	<b>141,571</b>
<b>Net movement in funds</b>	<b>15,359</b>	<b>11,131</b>	<b>160</b>	<b>9,442</b>	<b>15,519</b>	<b>20,573</b>
<b>Fund balances brought forward</b>	<b>54,274</b>	<b>43,143</b>	<b>35,123</b>	<b>25,681</b>	<b>89,397</b>	<b>68,824</b>
<b>Fund balances carried forward</b>	<b>69,633</b>	<b>54,274</b>	<b>35,283</b>	<b>35,123</b>	<b>104,916</b>	<b>89,397</b>