

LASSN Leeds Asylum Seekers' Support Network

ANNUAL GENERAL MEETING

Thursday 3rd October 2019

[Sinai Synagogue](#), Roman Avenue, Leeds [LS8 2AN](#)

- 18:00** **1) Arrival and refreshments**
- 18:30** **2) Welcome & Apologies for absence**
- 18:35** **3) Minutes of AGM held 1st November 2018**
- 18:40** **4) Presentation of Trustees Report – Janice Gwilliam, *Chair***
- 18:45** **5) Presentation of Accounts – Peter Cummings, *Treasurer***
- 18:50** **6) Appointment of Independent Auditor**
- 18:55** **7) Elections of New Trustees**
- 19:05** **8) The year at LASSN**
- 19:25** **9) Results of Trustee Elections**
- 19:30** **10) AOB**
- 19:35** **11) Food is served**
- 20:30** **12) Close**

Item 3 – Draft Minutes - LASSN ANNUAL GENERAL MEETING

18:00 – 18:45, Thursday 1st November 2018

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

1. **Welcome & Apologies for absence** – Pippa Brook, Ruth Devaney (PAFRAS), Brian Flynn, Steven Keevash, David Randolph-Horn, Niccola Swan
2. **Minutes of AGM held 29th September 2017**– Agreed, no matters arising.
3. **Presentation of Trustees Report – Janice Gwilliam, *Chair***

Janice Gwilliam introduced the Annual Review 2017/18. She thanked all the volunteers for their work supporting asylum seekers over the last year. She stressed how much harder this had become since the 'hostile environment' had been introduced by the Government and in particular since the referendum in 2016. Janice said in her experience it was sometimes possible to open a few people's eyes to the reality of life as an asylum seeker and that we should not give up however hard it seemed.

Janice thanked all the staff for their continuing work supporting volunteers and pointed out that as a volunteer herself she knew how much we needed the staff for support and help. She welcomed Riley back from adoption leave and thanked Iona, who had left LASSN a few months ago, for all her work as Befriending Manager. She also thanked Fidelis who was moving onto a new job in a few weeks.

4. **Presentation of Accounts – Adrian Cudby, *Treasurer***

I'm Adrian Cudby. I'm one of the Trustees at LASSN and I'm also the Treasurer.

I'm going to give you an overview of our Annual Report (covering the 12 months to 31st March 2018) and also a sense of where the charity is now.

Annual Accounts

Copies of our annual accounts were sent out with an invite to this AGM (and you will also see that there are copies on your tables). You can also obtain a copy of them on our website.

I'm pleased to report on behalf of LASSN that we had a good year in the 12 months to 31 March 2018.

Annual Accounts are often described as being a photograph or a snapshot of the financial position of a charity at a particular point in time.

Statement of Financial Activities (Page 10 of the accounts)

Income

Our total income was £235k up from £190k in the previous year. In that period £38,000 of our income related to funds received from Leeds City Council for the Connecting Opportunities project.

Our income in this period was from a combination of Grants and Donations.

Expenditure

In the same period our overall Expenditure was £219k, up from £190k in the previous year. Our major costs are Salaries, pensions and National Insurance contributions and part of the increase in these costs was the salary costs for Connecting Opportunities.

Balance Sheet (Page 11 of the accounts)

This shows the net asset position of the charity- this is after any current liabilities are taken away from current assets.

The total funds for LASSN as at 31st March 2018, consisted of a combination of:

Unrestricted Funds - £55,633

Designated Funds - £14,000

Restricted Funds- £35, 283

This gave us a total amount of funds of £104,916.

The reason that we have to split our funds into Unrestricted and Restricted funds is because when we are given grants from a body such as the Big Lottery Fund or Leeds City Council then we are only able to use those funds for the activity that they were given.

For prudence we must keep a good level of reserves in order to keep to our policy of having at least 3 months running costs available at all times.

One of the internal risks that LASSN continues to deal with is the Pension fund deficit for our employees and the Trustees are putting funds aside each year. We hope in the next two or three years to be able to pay off this deficit.

I would like to note my thanks for the work of Andrew Crossley, our Finance Worker in looking after our finances and for the work of both Andrew and Jon Beech in supporting the Trustees.

Current Position

The current environment continues to be extremely challenging and finding financial support for our charity does not get any easier. The directors, staff and trustees continue to work hard

to ensure that we have access to the funding that is needed to continue to achieve the aims of LASSN.

We could not achieve the aims of LASSN without the support of those who give us Grants and donations, our volunteers, who are generous with their time, energy, and often also donate to us, and who in many cases open their homes to help.

You all provide vital support to those in great need.

My final thanks is to all the staff at LASSN who work so hard to support the volunteers and ultimately the asylum seekers, refugees and migrants LASSN seeks to help.

I'm happy to take any questions now or please come and talk to me later.

West Yorkshire Community Accounting Service – They continue to be our independent examiner, do a very good job for us and I recommend that they continue to provide this role for us.

5. **Appointment of Independent Examiner** - It was agreed unanimously that West Yorkshire Accounting Service would continue in this role.
6. **AGM ended at 18.45**

Item 5: Trustee Elections – Janice Gwilliam, Chair of Trustees

The Election Process

This year, we have a total of 5 empty spaces on the Board, and 6 LASSN members are standing for election.

Members of LASSN are asked to vote for 5 candidates on their ballot sheets, based on the short pen portraits below.

Once completed, please place the ballot sheets in the orange bucket provided.

Votes will be counted and the 5 candidates with the most votes will be elected as Trustees.

Current Trustees

- Dee Marshall – elected September 2017
- Noel Nowosielski – elected September 2017
- Peter Cummings (Acting Treasurer) – elected September 2017
- Jonathan Long – elected September 2017
- Bill Urry (Chair elect)- elected September 2016

Outgoing Trustees

- Janice Gwilliam (Chair) is standing down having served for 6 years
- Katherine Wyatt (Deputy Chair) is standing down having served for 6 years.

Trustees who resigned this year

- Raymond Castle resigned February 2019
- Guilaine Brutus resigned March 2019
- Adrian Cudby (Treasurer) resigned April 2019

Co-opted Trustees standing for election are:

Mahmoud el Sabouni – co-opted January 2019

I am a Syrian engineer and construction manager, living in Leeds with my family. I speak and write fluently in both Arabic and English

I used to get help from a LASSN volunteer, and am now a LASSN volunteer myself. I was co-opted by the Trustee Board in November 2018, and since then I have served on the Finance Sub Committee.

I am particularly keen for LASSN to consolidate its connections with the different migrant community organizations of Leeds and to tap into the skills, understanding and experiences of the different faith communities of Leeds, and the Muslim communities in particular.

I bring 30 years of project management and academic experience, that I gained managing mega construction projects in the Middle East. My work has been published in well-known scientific journals and international conference papers. I will ensure the organisation is run well, and that risks are adequately assessed and managed. I have a keen eye for detail and want to ensure that LASSN plans its activities well, and stays true to its mission and values.

LASSN Members Standing for election are

Ian Garforth

Having fully retired from work I became a volunteer with LASSN at the start of the 2019. I had always supported efforts to help and integrate refugees into our society and have welcomed the possibility of supporting the needs of refugees and asylum seekers in the practical way which LASSN provides.

I have long and varied experience as a trustee, director and chair of various charitable organisations in relation to education, young people and communities, as well as with UK and developing country governments and NGO's during my professional career.

I believe that the knowledge and experience I have gained professionally and from previous voluntary work would be of help to the LASSN Board of Trustees, particularly in helping to secure the financial and organisational basis on which LASSN can continue, and expand where appropriate, its essential and highly valued support services.

Nicolle Levine

I have volunteered with Grace Hosting for four years as a host and co-ordinator. Being part of a voluntary sector organisation, particularly one which is supporting asylum seekers, is close to my heart. My grandfather was granted asylum in the UK when he escaped the pogroms of Poland and I feel very upset about the hostile environment which is so unwelcoming and suspicious.

I am now keen to expand my role to that of Trustee. My professional background is in special needs teaching, then I moved into voluntary sector management and counselling. I founded a charity for children with special needs, managed the Leeds Women's Counselling and Therapy Service and still have a small counselling practice. So I feel I would bring organisational management skills including strategic planning, HR and finance but I hope I also bring the softer skills of listening, compromise and picking up on what is not being said as well as what is!

I still have a small private counselling practice, am a mental health act manager and an independent visitor to a child in care. My other passions are my two young adult children, playing the violin, racketball, yoga and chocolate.

Akhona Ndudane

I am South African biomedical scientist seeking refuge in the UK.

Since arriving the UK I have been keen to contribute to community life, and to support other people facing challenges in their lives. I am a volunteer with BHA Skyline and a recent volunteer to LASSN. I have learned a lot about people through my experiences of supporting and encouraging them.

I am passionate and enthusiastic about people being able to share their skills and understanding, as well as being able to get the help they need.

As a LASSN Trustee I will make sure that the views and experiences and interests of refugees and asylum seekers experiences are central to the way we make decisions, and that we make principled decisions which are also realistic

Ruth Saxton

I became a Grace Host last year; I love the unpredictable common ground you find with people.

I have volunteered in Calais/Dunkirk but struggle to stay for long now so LASSN helps me push against the 'hostile environment' in another way.

I would like to help raise the profile of this gem of a charity. I would also like to play a part in ensuring the vital work continues for as long as is necessary. As well as informing Loiners about what we do and why.

When I was a teacher, I was Chair of the National Association for the teaching of Drama so have experience of: enthusing and motivating a board of diverse people; managing budgets; organising events; dealing with government; and profile raising. In my day job as a project manager, I bring organisation, tenacity, calm, plate spinning, a logical brain and a sense of humour. I can wrangle social media, have a variety of contacts across the city and a can-do attitude.

I love my city and want everyone to feel welcome.

Yoshiko Stockoe

I have been a Grace Hosting volunteer since 2013.

After volunteering as a befriender with people seeking asylum in Newcastle, I moved to Leeds to do an MA specialising in asylum policy. I have held frontline, management, admin, infrastructure and research roles in the voluntary sector.

I worked at Refugee Council, and was an active board member at Leeds Refugee Forum for two years. I manage Leeds Mind's peer support service, in which we have all experienced mental health difficulties, and am passionate about the unique value of lived experience.

I fully support LASSN's vision and would love the opportunity to use my experience in a more strategic role.

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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 2019

Leeds Asylum Seekers Support Network

Annual Report and Financial Statements for the year ended 31 March 2019

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Prepared by West Yorkshire Community Accounting Service

Leeds Asylum Seekers Support Network

Trustees' report for the year ended 31 March 2019

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 | Resigned as Treasurer and trustee 29 April 2019 |
| Katherine Wyatt | | |
| William Urry | | |
| Dee Marshall | | |
| Noel Nowosielski | | |
| Raymond Castle | | Resigned 22 February 2019 |
| Peter Cummings | | |
| Jonathan Long | | |
| Guilaine Brutus | | Resigned 15 March 2019 |
| Mahmoud El Sabouni | | Appointed 28 January 2019 |
| Company secretary | Jon Beech | |
| Charity number | 1092647 | Registered in England and Wales |
| Company number | 04228876 | Registered in England and Wales |

Registered and principal address

Malmarc House
116 Dewsbury Road
Leeds
LS11 6XD

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

Simon Bostrom FCIE

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 2019

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 - 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. Befriending reduces isolation, improves well-being, and encourages integration and greater self-reliance among asylum seekers and refugees.

- 38 volunteers were matched with 52 asylum seekers and refugees, and provided one to one support.
- Befriending enabled refugees and befrienders to find out more about Leeds and make greater social connections by arranging a wide variety of trips and social activities – from trips to the seaside, to museums and galleries, sporting events, theatre and opera visits, and cultural events.
- LASSN employed two people with lived experience to help organise summer activities for families experiencing food poverty, and to help support the families to plan and run trips to green spaces.
- #musicwithoutborders – a collaboration with Open Source Arts, Leeds Refugee Forum and RETAS – got 150 people dancing, listening, playing and DJing music from all across the world.
- LASSN collaborated with RETAS to widen access to their Welcome to Leeds programme, which helps people who are new to Leeds to make friends and find their way around their new home.

Connecting Opportunities – offers new migrants who are thinking about work the chance to build their confidence, improve their English, make contacts and friends in their local community, and to find out about additional help and support available to them. LASSN's volunteers are matched with a refugee or migrant and meet up with them for a couple of hours each week, building a relationship with them, and encouraging them to try new things.

29 volunteers were matched with 30 people who wanted to move closer to work.

Leeds Asylum Seekers Support Network

Trustees' report (continued) for the year ended 31 March 2019

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

Objectives and activities (continued)

The charity's main activities (continued)

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

- 133 tutors spent over 3,685 hours teaching English to 181 people.
- 84 people experiencing an increase in confidence.
- LASSN tutors have helped 22 people to successfully take up college courses, and another 19 into other ESOL classes.

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.

- Overall, 61 hosts accommodated 89 guests over 5,375 nights - the equivalent of more than 14 years and 8 months.
- 79 guests were accommodated by emergency hosts, on 517 different occasions.
- 1,249 emergency nights were offered, and 1,115 nights were taken up.
- The average length of time spent in emergency accommodation was 15 nights for men and 11 nights for women.
- 21 guests were accommodated by longer term hosts over 4260 nights.
- The average length of time spent in longer stay was 203 nights, or 29 weeks.
- LASSN fundraised for and gave away 363 weekly bus passes to help people access accommodation, and to improve access to social and leisure opportunities.

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

- More than 16,000 people looked at lassn.org.uk - an increase of 10%.
- All of LASSN's policies, procedures and training materials remain online, free of charge, for anyone to use or adapt.
- The use of helpinleeds.com - LASSN's directory of groups and services offering help to asylum seekers and refugees in Leeds - more than doubled, with 14,500 users accessing it 29,000 times.
- LASSN's social media presence has increased by 20%, with 1,590 Facebook likes, 1,600 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.
- LASSN continues to run migrationpartnership.org.uk – a multi-author blog, focused on local asylum, refuge and other migration issues. The site posts about 35 articles a month. This year users of the website have grown by 60% to 12,000, website hits have gone up by 140% - to 60,000.
- LASSN launched transitionguide.org.uk – a guide to all aspects of life in Leeds for new refugees.

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 2018/19 a total of £7,060.00 was distributed to 90 households in 256 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 2018/19 LASSN had 97 members.

Volunteers are key to the success of everything LASSN achieves.

- In 2018/19 LASSN staff supported 303 volunteers in a variety of roles, with 133 volunteers recruited in the last year.

Leeds Asylum Seekers Support Network

Trustees' report (continued) for the year ended 31 March 2019

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

Objectives and activities (continued)

The charity's main activities (continued)

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

- After completing a GDPR compliance review, LASSN's mailing list of active supporters includes around 1,200 individuals and 400 organisations.

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

All of LASSN's activities and projects relate to the aims of the charity. All existing activities and new developments are clearly aimed at asylum seekers, refugees and other migrants at risk of harm or exploitation. LASSN's activities are organised in a way that makes them as accessible as possible – usually meeting asylum seekers and refugees in their own homes, or close to where they live.

Addressing the hardship and destitution experienced by many asylum seekers remains a key priority for LASSN, alongside integration support for people who have gained refugee status.

LASSN continues to have a good reputation and support within the local community, and seeks to partner with other agencies at every opportunity: seeking improvements and changes for individuals (eg by ensuring all Grace Guests receive destitution support from British Red Cross or PAFRAS) as well as influencing the development of local, regional and national strategy (through involvement with Leeds Migration Partnership, the West Yorkshire Destitution Network, The West Yorkshire Sub-regional Migration Group and No Accommodation Network).

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.

- 372 asylum seekers and refugees received one to one support from LASSN. If we count the total number of children 362 and other dependents in these households (35), LASSN supported a further 397 people - (an overall total of 769).
- 5,375 nights of accommodation were provided by Grace Hosts to 89 guests.
- 303 people volunteered with LASSN.
- £7,060 was distributed in hardship grants to 90 households.

Leeds Asylum Seekers Support Network

Trustees' report (continued) for the year ended 31 March 2019

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

Objectives and activities (continued)

Achievements and performance (continued)

2. Empowered

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

- By connecting asylum seekers, refugees and other migrants with mentors and befrienders, 82 people were able to improve their social connections and their overall health and well-being.
- 22 English at Home students successfully enrolled on a college ESOL course, and another 19 now attend weekly free classes outside their homes.
- 52 refugees and asylum seekers, and other people lived experience of migration volunteered with LASSN: assisting with recruitment and selection; training volunteers; representing LASSN at conferences and Strategic meetings; public speaking; interpreting and translating; organising trips and socials; making films; and publicising our work.
- The transitionguide.org.uk provides detailed summary of the rights and entitlements of new refugees living in Leeds as well as practical tips about how to secure these.

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.

- 263 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.
- 421 posts on migrationpartnership.org.uk helped keep 10,000 people abreast of the changing face of asylum services in Leeds and beyond.
- The lassn.org.uk website had more than 16,000 visitors, LASSN's Facebook page has over 1,500 likes and LASSN has 1,600 Twitter followers.

Financial review

The net income for the year, after transfers, was £58,942, including net income of £33,427 on unrestricted funds and net income of £25,515 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.

LASSN still benefits enormously from the generosity of individual donors and supporters, whose contributions to unrestricted funds which ensures the continued operation of LASSN projects when funding streams have come to an end.

Leeds Asylum Seekers Support Network

Trustees' report (continued) for the year ended 31 March 2019

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

Objectives and activities (continued)

Achievements and performance (continued)

Reserves policy

The charity's free reserves at the year end were £103,060. 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. The trustees also aim to build up reserves to meet unexpected costs like break down 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.

As at 31 March 2019 the trustees estimate £60,000 of unrestricted funds is needed to meet the requirements of the reserves policy.

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.

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. LASSN's policies and procedures around the safeguarding of adults and children. In addition have all been revised and updated, and LASSN continues to provide 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 and safeguarding; references for volunteers, and regular supervision.

Leeds Asylum Seekers Support Network

Trustees' report (continued) for the year ended 31 March 2019

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 2019, 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

Since the charitable company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act.

I confirm that I am qualified to undertake the examination because I am a member of ACIE which is one of the listed bodies.

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

- 1 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: Simon Bostrom

Relevant professional qualification or body: FCIE

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 2019

| | Notes | 2019 Unrestricted funds £ | 2019 Restricted funds £ | 2019 Total funds £ | 2018 Total funds £ |
|---|-------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Income from: | | | | | |
| Grants and donations | (2) | 50,945 | 256,239 | 307,184 | 234,301 |
| Membership subscriptions | | 20 | - | 20 | 10 |
| Other earned income | | 1,400 | - | 1,400 | 1,148 |
| Bank interest | | 548 | - | 548 | 36 |
| Total income | | 52,913 | 256,239 | 309,152 | 235,495 |
| Expenditure on: | | | | | |
| Salaries, pensions and NIC | (3) | 7,923 | 157,628 | 165,551 | 158,931 |
| Payroll charges | | 734 | 647 | 1,381 | 1,281 |
| Premises | | 2,403 | 6,141 | 8,544 | 8,153 |
| Office expenses | | 1,562 | 1,944 | 3,506 | 3,837 |
| Insurance | | (24) | 1,386 | 1,362 | 1,307 |
| Staff recruitment and training | | 172 | 982 | 1,154 | 563 |
| Publicity | | 160 | 342 | 502 | 591 |
| Staff expenses | | 1,419 | 1,942 | 3,361 | 2,044 |
| Equipment and ICT support | | 1,273 | 8,932 | 10,205 | 10,424 |
| Volunteer costs | | 1,515 | 16,177 | 17,692 | 10,994 |
| Professional fees | | 389 | 508 | 897 | 791 |
| Client involvement | | 230 | 32,421 | 32,651 | 13,497 |
| Grants distributed to other organisations | | - | - | - | 4,814 |
| Accountancy fees | | 496 | 1,059 | 1,555 | 1,348 |
| Trustee expenses | | 522 | - | 522 | 547 |
| AGM | | 712 | 615 | 1,327 | 854 |
| Total expenditure | | 19,486 | 230,724 | 250,210 | 219,976 |
| Net movement in funds | | 33,427 | 25,515 | 58,942 | 15,519 |
| Fund balances brought forward | | 69,633 | 35,283 | 104,916 | 89,397 |
| Fund balances carried forward | (4) | 103,060 | 60,798 | 163,858 | 104,916 |

All incoming resources and resources expended derive from continuing activities.

Leeds Asylum Seekers Support Network

Balance sheet

as at 31 March 2019

| | 2019 | 2019 | 2019 | 2018 |
|--|----------------|---------------|----------------|----------------|
| | Unrestricted | Restricted | Total | Total |
| | £ | £ | £ | £ |
| Current assets | | | | |
| Debtors and prepayments | (5) 3,729 | - | 3,729 | 3,205 |
| Cash at bank and in hand | (6) 102,495 | 66,860 | 169,355 | 133,638 |
| Total current assets | 106,224 | 66,860 | 173,084 | 136,843 |
| Current liabilities: | | | | |
| amounts falling due within one year | | | | |
| Creditors and accruals | (7) 3,164 | 6,062 | 9,226 | 31,927 |
| Total current liabilities | 3,164 | 6,062 | 9,226 | 31,927 |
| Net current assets | 103,060 | 60,798 | 163,858 | 104,916 |
| Total assets less current liabilities | 103,060 | 60,798 | 163,858 | 104,916 |
| Net assets | 103,060 | 60,798 | 163,858 | 104,916 |
| Funds | | | | |
| Unrestricted funds | 82,060 | - | 82,060 | 55,633 |
| Designated funds | (4) 21,000 | - | 21,000 | 14,000 |
| Restricted funds | - | 60,798 | 60,798 | 35,283 |
| Total funds | 103,060 | 60,798 | 163,858 | 104,916 |

For the year ending 31 March 2019 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 2019

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 2019

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 2019

| 2 Grants and donations | 2019 | 2019 | 2019 | 2018 |
|---|---------------|----------------|----------------|----------------|
| | Unrestricted | Restricted | Total | Total |
| | funds | funds | funds | funds |
| | £ | £ | £ | £ |
| Big Lottery Fund | - | 114,699 | 114,699 | 114,584 |
| Brelms Trust CIO | - | - | - | 5,000 |
| Hardship Fund | - | 3,955 | 3,955 | 2,764 |
| Leeds Community Foundation | - | 27,576 | 27,576 | 9,000 |
| Leeds City Council (LCC) Connecting Opportunities | - | 47,048 | 47,048 | 37,727 |
| Leeds City Council (LCC) Touchstone | - | 6,500 | 6,500 | 3,250 |
| Tudor Trust (1) | - | 20,000 | 20,000 | 15,000 |
| Tudor Trust (2) | - | - | - | 3,000 |
| NACCOM | - | 10,000 | 10,000 | - |
| NHS Animations | - | 22,760 | 22,760 | - |
| WYPCC Safer Communities | - | 3,690 | 3,690 | - |
| Advonet | 2,250 | - | 2,250 | - |
| Other grants | 10,000 | - | 10,000 | 10,000 |
| Donations | 38,695 | 11 | 38,706 | 33,976 |
| | <u>50,945</u> | <u>256,239</u> | <u>307,184</u> | <u>234,301</u> |

| 3 Staff costs and numbers | 2019 | 2018 |
|----------------------------------|----------------|----------------|
| | £ | £ |
| Gross salaries | 153,430 | 147,540 |
| Social security costs | 8,829 | 8,326 |
| Employment allowance | (3,000) | (3,000) |
| Pensions | 6,292 | 6,065 |
| | <u>165,551</u> | <u>158,931</u> |

The average number employees during the year was 8.3, being an average of 5.6 full time equivalent (2018: 7.3, 4.9 FTE).

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

| Defined benefit pension scheme | 2019 | 2018 |
|---|-------|-------|
| | £ | £ |
| Costs of the scheme to the charity for the year | 1,826 | 1,762 |
| Amount of any contributions outstanding at the year end | - | - |
| Amount of any contributions prepaid at the year end | - | - |

| Defined contribution pension scheme | 2019 | 2018 |
|---|-------|-------|
| | £ | £ |
| Costs of the scheme to the charity for the year | 4,466 | 4,303 |
| 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 2019

| 4 Restricted funds | Balance b/f £ | Incoming £ | Outgoing £ | Transfers £ | Balance c/f £ |
|--------------------------------|------------------|----------------|----------------|----------------|------------------|
| Big Lottery Fund (1) | 11,705 | 71,743 | 80,234 | - | 3,214 |
| Big Lottery Fund (2) | 10,465 | 42,956 | 49,748 | - | 3,673 |
| Hardship Fund | 124 | 3,966 | - | - | 4,090 |
| Leeds Community Foundation (1) | 1,200 | - | 1,200 | - | - |
| Leeds Community Foundation (2) | - | 2,500 | 2,500 | - | - |
| Leeds Community Foundation (3) | - | 12,500 | - | - | 12,500 |
| Leeds Community Foundation (4) | - | 2,500 | 2,269 | - | 231 |
| Leeds Community Foundation (5) | - | 2,816 | 2,816 | - | - |
| Leeds Community Foundation (6) | - | 7,260 | 7,260 | - | - |
| LCC Connecting Opportunities | 2,876 | 47,048 | 44,690 | - | 5,234 |
| LCC Touchstone | 204 | 6,500 | 6,704 | - | - |
| Tudor Trust (1) | 2,939 | 20,000 | 21,705 | - | 1,234 |
| Tudor Trust (2) | 1,444 | - | 1,444 | - | - |
| Yorkshire and Clydesdale Bank | 4,326 | - | - | - | 4,326 |
| NACCOM | - | 10,000 | 8,333 | - | 1,667 |
| NHS Animations | - | 22,760 | 1,821 | - | 20,939 |
| WYPCC Safer Communities | - | 3,690 | - | - | 3,690 |
| | <u>35,283</u> | <u>256,239</u> | <u>230,724</u> | <u>-</u> | <u>60,798</u> |

Fund name

Purpose of restriction

| | |
|--------------------------------|--|
| Big Lottery Fund (1) | Towards project costs of English at Home scheme commenced November 2016. Income of £6,062 relating to the next financial year has been deferred. |
| Big Lottery Fund (2) | Towards project costs of Befriending scheme commenced March 2016. |
| Hardship Fund | Grants paid to individuals through Leeds Refugee Forum. |
| Leeds Community Foundation (1) | New Beginnings fund: salary and volunteer costs for Grace Hosting project. |
| Leeds Community Foundation (2) | Towards costs of Healthy Holidays project. |
| Leeds Community Foundation (3) | Loneliness and Inclusion: Meet and Connect project. |
| Leeds Community Foundation (4) | Big Change #intouch project. |
| Leeds Community Foundation (5) | Towards costs of Winter Wellbeing 2018/19. |
| Leeds Community Foundation (6) | Time to Shine: Out and About 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. |
| NACCOM | Towards salary costs of the Grace Hosting Project. |
| NHS Animations | Refugee film project to increase awareness of NHS services. |
| WYPCC Safer Communities | Towards costs of the Children, Young People and the Law project. |

Leeds Asylum Seekers Support Network
Notes to the accounts continued
for the year ended 31 March 2019

4 Designated funds

| | Balance b/f £ | Incoming £ | Outgoing £ | Balance c/f £ |
|----------------------|------------------|---------------|---------------|------------------|
| Pension deficit fund | 14,000 | 7,000 | - | 21,000 |
| | <u>14,000</u> | <u>7,000</u> | <u>-</u> | <u>21,000</u> |

Fund name

Pension deficit fund

Purpose of designation

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.

5 Debtors and prepayments

| | 2019 £ | 2018 £ |
|-------------|--------------|--------------|
| Debtors | 2,400 | 1,900 |
| Prepayments | 1,329 | 1,305 |
| | <u>3,729</u> | <u>3,205</u> |

6 Cash at bank and in hand

| | 2019 £ | 2018 £ |
|-----------------------|----------------|----------------|
| Unity Reserve account | 32,670 | 32,561 |
| Unity Current account | 80,402 | 45,043 |
| Shawbrook account | 55,000 | 55,000 |
| FairFX prepay Cards | 1,221 | 972 |
| Petty cash | 62 | 62 |
| | <u>169,355</u> | <u>133,638</u> |

7 Creditors and accruals

| | 2019 £ | 2018 £ |
|-----------------|--------------|---------------|
| Creditors | - | 871 |
| Accruals | 3,164 | 2,972 |
| Deferred income | 6,062 | 28,084 |
| | <u>9,226</u> | <u>31,927</u> |

8 Trustee expenses

| | 2019 £ | 2018 £ |
|---|-----------|-----------|
| Total amount paid | 528 | 316 |
| Number of trustees who were paid expenses | 4 | 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 £38,348 (2018: £36,993).

Leeds Asylum Seekers Support Network
Notes to the accounts continued
for the year ended 31 March 2019

10 Grants payable

| | | |
|--|------------------------|--------------|
| Total value of grants | Grants to institutions | |
| | 2018 | 2017 |
| Purpose for which grants were made | £ | £ |
| 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 |
| Total | <u>-</u> | <u>4,814</u> |

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. Members 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 2.5% 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 2018 was £149.6m (2017 - £187.2m). 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 2018. As of this date the estimated employer debt for Leeds Asylum Seekers' Support Network was £10,926.

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 2019

| | 2019 Unrestricted funds £ | 2018 Unrestricted funds £ | 2019 Restricted funds £ | 2018 Restricted funds £ | 2019 Total funds £ | 2018 Total funds £ |
|--|------------------------------------|------------------------------------|----------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Income | | | | | | |
| Grants and donations | 50,945 | 43,976 | 256,239 | 190,325 | 307,184 | 234,301 |
| Membership subscriptions | 20 | 10 | - | - | 20 | 10 |
| Other earned income | 1,400 | 1,148 | - | - | 1,400 | 1,148 |
| Bank interest | 548 | 36 | - | - | 548 | 36 |
| Total income | 52,913 | 45,170 | 256,239 | 190,325 | 309,152 | 235,495 |
| Expenditure | | | | | | |
| Salaries, pensions and NIC | 7,923 | 17,189 | 157,628 | 141,742 | 165,551 | 158,931 |
| Payroll charges | 734 | 790 | 647 | 491 | 1,381 | 1,281 |
| Premises | 2,403 | 2,252 | 6,141 | 5,901 | 8,544 | 8,153 |
| Office expenses | 1,562 | 2,089 | 1,944 | 1,748 | 3,506 | 3,837 |
| Insurance | (24) | 27 | 1,386 | 1,280 | 1,362 | 1,307 |
| Staff recruitment and training | 172 | 59 | 982 | 504 | 1,154 | 563 |
| Publicity | 160 | 401 | 342 | 190 | 502 | 591 |
| Staff expenses | 1,419 | 463 | 1,942 | 1,581 | 3,361 | 2,044 |
| Equipment and ICT support | 1,273 | 1,385 | 8,932 | 9,039 | 10,205 | 10,424 |
| Volunteer costs | 1,515 | 217 | 16,177 | 10,777 | 17,692 | 10,994 |
| Professional fees | 389 | 351 | 508 | 440 | 897 | 791 |
| Client involvement | 230 | 3,718 | 32,421 | 9,779 | 32,651 | 13,497 |
| Grants distributed to other organisati | - | - | - | 4,814 | - | 4,814 |
| Accountancy fees | 496 | 124 | 1,059 | 1,224 | 1,555 | 1,348 |
| Trustee expenses | 522 | 547 | - | - | 522 | 547 |
| AGM | 712 | 199 | 615 | 655 | 1,327 | 854 |
| Total expenditure | 19,486 | 29,811 | 230,724 | 190,165 | 250,210 | 219,976 |
| Net income | 33,427 | 15,359 | 25,515 | 160 | 58,942 | 15,519 |
| Transfers between funds | - | - | - | - | - | - |
| Net movement in funds | 33,427 | 15,359 | 25,515 | 160 | 58,942 | 15,519 |
| Fund balances brought forward | 69,633 | 54,274 | 35,283 | 35,123 | 104,916 | 89,397 |
| Fund balances carried forward | 103,060 | 69,633 | 60,798 | 35,283 | 163,858 | 104,916 |