

Suffolk Refugee Support

Trustees' Report and Financial Statements
for the year ended 31 March 2019



Suffolk Refugee Support

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Company Registration Number 03894990



Legal and administrative details

Suffolk Refugee Support is a company limited by guarantee and a charity

Charity number 1078794

Company number 03894990

Registered office and operational address:

38 St Matthew's Street

Ipswich

IP1 3EP

Trustees

Ian Stewart – chair

Nick Feldman – vice-chair and treasurer

Maggie Barradell (elected October 2018)

Lucy Kerry

Dr Pauline Lane

Marian Lanyon

Kate O'Driscoll – (resigned October 2018)

Gerry Toplis (elected October 2018)

Danielle Waller

Alan Blackshaw – honorary trustee (from October 2018)

Beteja Gravqevci Dovoja – honorary trustee

Greg Dodds (co-opted November 2018)

Keith Faulk (co-opted January 2019)

Charity Manager

Rebecca Crerar

Independent examiner

Nicky Cordle FCA

Foreshore Accountancy LLP

Bethany

Shotley Road

Chelmondiston

Ipswich

IP9 1EE

Bankers

Lloyd's Bank



Report of the trustees

This report covers the year ending 31 March 2019, but in June we heard from the National Lottery that, after twelve years of funding, they will be unable to help us in the next round. We were reassured to know that it was not through any inadequacy in the quality or content of our fresh expression of interest, and we are grateful for their wonderful support over the years. We will be able to deliver our planned activities until March 2020 and, because of prudent reserve management in the past, will remain a going concern. However, we are now working out how our priorities must be adjusted, and talking to existing and potential new funders (all of whom, in the aggregate, are most unlikely to be able to replace the National Lottery) so that we enter the following year with a coherent and viable plan of action.

Our aims and achievements

Our charitable objectives require us to provide services to asylum seekers and refugees in achieving the legal status to which they are entitled and in enjoying the same life opportunities as other people living in the UK. Our activities taken as a whole deliver public benefit by integrating vulnerable new arrivals into our community in Suffolk so that they can make a positive contribution, be welcomed, and lead a life they consider worthwhile.

We estimate that there are some 2,500 asylum seekers, refugees and former refugees and their families living in Suffolk and we helped around 1,000 of them, from 35 original countries, during the year. They included around 150 seen for the first time.

We provided advice on the asylum and immigration process to almost 300 clients. This included finding access to a legal aid solicitor, a particular problem for clients in our county since there is only one legal aid solicitor firm in the whole of East Anglia, and they often have an extended waiting time.

Our drop-in service continued to operate on three days a week. We had contacts with almost 600 clients. There was a very significant increase in the number of pieces of advice around employment and health and, although the numbers were smaller in absolute terms, around housing and family issues. This is a reflection of our perception of the increased needs in these areas, and we have allocated specialist advice workers to some of them. There has been an increase of 50% in the number of female clients we have seen compared with five years ago. This is the result of, we believe, among other things, the growing confidence and empowerment of this group.

Our focus on helping clients into the work place continued, with 125 clients consulting our employment service; we helped many of them create and update their CVs and make job applications. We secured training courses for 50 individuals; two thirds of them had either a paid or a voluntary job by the end of the year.

A key element in accessing the workplace, and in empowerment generally, is increasing fluency in English. We provided English classes through our own tutors to 50 regular clients, and helped others to access third-party organisations.

We run an International Women's Group, with associated crèche, English teaching, acculturation and general conversation. This was used by 50 women during the year. We also run a sports group for young men and facilitate and moderate a self-help group for asylum seekers.

There has been a continued emphasis on health, ranging from understanding the UK systems to sharing health care knowledge and information not readily accessible otherwise. Subjects covered have included smoking cessation; cervical screening; Vitamin D and anaemia; consumption of sugar (especially in drinks) and healthy diets.

Our weekly youth homework, football and conversation groups provided a vital support to 50 young refugees, most of whom are seeking asylum in the UK without their parents.

We worked with over 80 clients to raise their awareness and safeguard against harmful practices such as on-line exploitation; hate crime; domestic abuse; Female Genital Mutilation (FGM) and personal safety. Some of this work was carried out with the local Police Community Support Officer to encourage clients to report crimes and to engender trust in the police in the UK.

An ad hoc sub-committee of the board has been looking at co-production during the year. We employed a Trainee Advice Worker from Syria in our Advice Service and a Crèche Leader from Kosovo in the Women's Group. We have recruited two Trainee Advice Workers with refugee experience. Fifteen clients volunteered with us. We get formal and informal feedback from our clients and are looking to embed client involvement in more of our decision-making and to facilitate inter-client service delivery. This will be particularly important as we re-orientate ourselves in light of our new financial situation.

We continue to be Suffolk County Council's partner for the Refugee (formerly Syrian) Vulnerable Persons' Resettlement programme and the Vulnerable Children's Resettlement Programme. This is a contract separately funded from, though integrated as appropriate with, our other activities. We fit out rented accommodation, provide induction to the newly-arriving families, ensure that their (often complex) physical and mental health needs are dealt with, organise schooling for their children and English-language classes for them, and prepare them for employment as soon as they are ready for it. By the end of the year under review, 26 families, comprising 112 individuals, had been accommodated in Suffolk under the programme. This contract expires in March 2020 and we are in discussion with Suffolk County Council on future plans.

Through the generosity of our supporters, we have been able to provide cash and benefits in kind to the most vulnerable of our clients, and to help others with essential travel costs – particularly to meetings with officialdom – and occasionally with lifestyle expenditure which will improve their physical or mental well-being. We funded, for example, some clients to join a gym and to go swimming.

We are lucky that the community in Suffolk is generally tolerant and welcoming, but we have continued our ambassadorial role, giving talks to schools and other groups aimed at giving facts and dispelling myths about refugees and asylum seekers. We have frequent presence on social media and have been regularly featured in the local press and given interviews on local radio.

During the year we completed the fitting out of our extended premises, which now provide a better experience for our clients and a better working environment. In embarking on this project, we were aware of the fragility of funding for all organisations like ours but satisfied ourselves that, even in the circumstances in which we now find ourselves, it would be a responsible thing to do. The overall cost was within budget, the additional rent commitment will be only a small call on our reserves, and even if the scope of our activities is reduced, the space will still be well used.

Financial review

In the year under review our income was sufficient to enable us to deliver the entire range of services we had planned, and within budget. We continued our contract with Suffolk County Council; we provided the services required within budgeted expenditure. The number of clients who have arrived (the basis on which we budget and are paid) was only a little below plan but the timing of their arrival, and the prospect of fewer arrivals in the current year, has required us to set aside reserves for the continuing commitment to service them under the contract.

We expect to be able to meet our commitments in the current year without calling further on our reserves.

Reserves policy

Our commitment to finding ways to building up reserves, even though (in common with most organisations funded by grants) we are expected to spend what we receive, will next year bear dividends, either in providing insurance against shortfalls, or in meeting them. Our aim has been to have reserves that will enable us to continue to deliver our services at their current level for six months, leaving a balance for the orderly and full winding down of some or all commitments if necessary. It will become clearer over the course of the current year to what extent we need to use them.

Plans for future periods

Our clients' needs are not reduced because our funding is reduced. We will have to make choices, in consultation with them and all our other stakeholders. But we are also using this change in circumstances to rethink more generally what services an organisation like ours should be delivering and in what form. To that extent, we are excited at the prospects. We are committed to remaining a going concern and the trustees will ensure that we are always able to meet all our obligations.

Structure, governance and management

Governing document

The organisation is a charitable company limited by guarantee, incorporated in 1999 and registered as a charity in 2000. The company was established under a Memorandum of Association and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute up to £1.

Recruitment and appointment of trustees

The directors of the company are also charity trustees for the purposes of charity law. The trustees are elected to serve for three years after which they must be re-elected at the next Annual General Meeting.

The trustees received no benefits from the charity.

One trustee resigned during the course of the year and two were elected at the AGM in 2018, and two more have been co-opted, subject to election at the 2019 AGM.

Trustee induction and training

Potential trustees are interviewed by the chair and the charity manager, to ensure that they have a clear understanding of the ethos and activities of the charity and their responsibilities as trustees, and that the charity is comfortable with their likely contribution. They attend a board meeting and, if the other trustees feel it appropriate, and they themselves remain willing, they are co-opted until the next AGM, at which their first three-year election takes place. They are given a formal induction and receive a Trustees Handbook, which gives a history of the charity, its funding arrangements, its activities, and the responsibilities of trustees, as well as a copy of the Memorandum and Articles. They are sign-posted to the Charity Commission's "The essential trustee".

We were very pleased to welcome a young person as a shadow trustee, participating in a scheme to encourage young people to explore a different aspect of the voluntary sector. She made a valuable contribution to our discussions.

Many of the trustees are already, or become, volunteers with the charity, meeting and helping the service users and staff.

Responsibilities of the trustees

The trustees (who are also directors of Suffolk Refugee Support Ltd for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and UK GAAP.

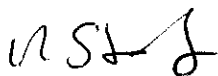
Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for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

- select suitable accounting policies and then 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006, They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees have adopted the provisions of the Statement of Recommended Practice applicable to 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)

Approved by the board on [10/10/19] and signed on its behalf by:

A handwritten signature in black ink, appearing to read 'I S Stewart', written in a cursive style.

Ian Stewart
Chair

Independent Examiner's Report to the Trustees of Suffolk Refugee Support

I report on the financial statements of the charity for the year ended 31 March 2019 which are set out on pages 8 to 16.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the financial statements. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

examine the financial statements under section 145 of the Charities Act;

follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and

state whether particular matters have come to my attention.

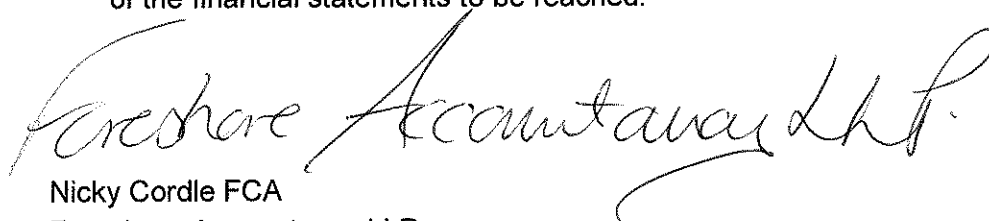
Basis of independent examiner's statement

Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
to keep accounting records in accordance with section 130 of the Charities Act;
to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



Nicky Cordle FCA
Foreshore Accountancy LLP
Balmoral
Shotley Road
Chelmondiston
Ipswich
IP9 1EE

Statement of Financial Activities

Including Income and Expenditure Account



For the year ended 31 March 2019

	Notes	Unrestricted funds £	Restricted funds £	Total 2019 £	Total 2018 Note 6 £
Income and endowments from					
Donations and legacies		66,863	-	66,863	91,649
Charitable activities		103,354	313,750	417,104	436,579
Investments		-	-	-	-
Other		-	-	-	-
Total Income	2	<u>170,217</u>	<u>313,750</u>	<u>483,967</u>	<u>528,228</u>
Expenditure on					
Charitable activities: Refugee Support		217,780	315,181	532,961	509,303
Other		-	-	-	-
Total Expenditure	3	<u>217,780</u>	<u>315,181</u>	<u>532,961</u>	<u>509,303</u>
Net income / (expenditure)		<u>(47,563)</u>	<u>(1,431)</u>	<u>(48,994)</u>	18,925
Total Funds brought forward at 1 April 2018		<u>216,913</u>	<u>63,331</u>	<u>280,244</u>	261,319
Total Funds carried forward at 31 March 2019		<u>169,350</u>	<u>61,900</u>	<u>231,250</u>	280,244

During the year there were no recognised gains or losses other than those included above.

All activities included within this statement are continuing.

Balance Sheet

As at 31 March 2019

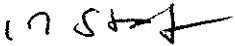
	Notes	2019 £	£	2018 £	£
Fixed assets					
Tangible assets	7		-		-
Current assets					
Debtors	8	72,413		81,087	
Cash at bank and in hand		<u>265,546</u>		<u>257,307</u>	
		337,959		338,394	
Creditors: amounts falling due within on year	9	<u>(106,709)</u>		<u>(58,150)</u>	
Net current assets		231,250		280,244	
Total net assets		<u>231,250</u>		<u>280,244</u>	
The funds of the charity					
Restricted funds	10	61,900		63,331	
Unrestricted funds:					
Other charitable funds		169,350		216,913	
		<u>231,250</u>		<u>280,244</u>	

For the year ending 31 March 2019 the 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 company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime

Approved by the Board at its meeting on 10 October 2019 and signed on its behalf by:- 



Cash flow statement

For the year ended 31 March 2019

	Notes	2019 £	2018 £
Cash flows from operating activities			
Net cash provided by operating activities	(see below)	<u>8,239</u>	<u>8,848</u>
Change in cash and cash equivalents in the year		<u>8,239</u>	<u>8,848</u>
Cash and cash equivalents at 1 April 2018		257,307	248,459
Cash and cash equivalents at 31 March 2019	13	<u>265,546</u>	<u>257,307</u>
Reconciliation of cash flows from operating activities			
Net income for the year (as per statement of financial activities)		(48,994)	18,925
(Increase)/decrease in debtors		8,674	(30,795)
Increase/(decrease) in creditors		<u>48,559</u>	<u>20,718</u>
Net cash provided by operating activities	(see above)	<u>8,239</u>	<u>8,848</u>

Notes to the financial statements

For the year ended 31 March 2019

1 Accounting policies

(i) Basis of preparation

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice, effective 1 January 2015, in accordance with Financial Reporting Standard 102, applicable UK Accounting Standards and the Companies Act 2006. The financial statements have been prepared on the going concern basis. The principal accounting policies adopted in the preparation of the financial statements are set out below.

The charity meets the definition of a public benefit entity under FRS 102.

Key judgements and assumptions

The nature of the company's affairs is such that the directors believe that there are no areas of significant judgement and no significant assumptions that are required in the preparation of the financial statements other than those relating to going concern. Going concern rests on the availability of future funding and uncertainty over such income is mitigated by the reserves held by the company, see below.

(ii) Income

Grants are recognised when these are certain as being receivable.

Grant income is deferred, even where the income is receivable, when this income is given for expenditure in the following year.

Membership subscriptions and donations are recognised in the period to which they relate.

Income from the provision of services is recognised in accordance with the contractual agreement under which the services are provided.

(iii) Expenditure

Expenditure is recognised in the period to which it relates.
Irrecoverable VAT is included with the relevant expenditure.

Costs are allocated directly to the activities wherever possible. Support costs are then attributed based on estimated staff time.

Grants payable are recognised when committed.

(iv) Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to

Fixtures, fittings and equipment 20% on a straight line basis

(v) **Debtors**

Trade debtors, relating to amounts due under contracts for the provision of services, are measured at the amounts receivable under the contracts. Prepayments, relating to expenditure incurred which has economic benefit in future accounting periods, and accrued income, relating to income due and receivable but outstanding at the balance sheet date, are measured at their recoverable amount being the sum that will be received after the balance sheet date.

(vi) **Creditors: Amounts falling due within one year**

Trade creditors and accruals, relating to expenditure not paid until after the balance sheet date which confers economic benefit on the current accounting period, is recognised at the amount of that economic benefit. Deferred income, relating to income received in the current accounting period but which relates to future periods, is recognised as the whole of the income in question. Restricted fund income received in the current accounting period which relates to the current and future periods is recognised within restricted funds, see below.

(vii) **Pensions**

The charity makes contributions to the Personal Pension Plans of employees where these are in existence or to a workplace pension scheme in accordance with the regulations governing the scheme.

(viii) **Accumulated funds**

Funds fall into two categories, restricted, where their use is governed by the wishes of the entity providing the funds or the contractual terms under which the funds are earned, and unrestricted, where there are no pre-conditions to the use of the funds other than the charitable objectives of the organisation.

Funds are transferred from restricted to unrestricted funds as they become free from the relevant restrictions.

It is the aim of the charity to maintain the balance of unrestricted reserves at a level equivalent to six months expenditure, in order that the charity can reasonably withstand unforeseen reductions in funding, plus an amount to cover adverse variations occurring in contracts for the provision of services.

2 Total income

	2019	2018
Donations		
Donations	22,723	27,894
Grants	44,140	63,755
	<u>66,863</u>	<u>91,649</u>
Charitable activities (see note 10)		
Grants	313,750	288,019
Delivery of Refugee Resettlement Programme project	103,354	148,560
	<u>417,104</u>	<u>436,579</u>

3 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2019 £	Total 2018 £
Charitable activities	375,825	-	154,536	530,361	506,803
Governance costs	-	-	2,600	2,600	2,500
	<u>375,825</u>	<u>-</u>	<u>157,136</u>	<u>532,961</u>	<u>509,303</u>

4 Trustees

None of the trustees (or any persons connected with them) received any remuneration or expenses during the year.

5 Employees

Number of employees

The average number of employees during the year was:

	2019 Number	2018 Number
Project staff	18	19
Management and administration	4	4
	<u>22</u>	<u>23</u>

Employment costs

	2019 £	2018 £
Wages and salaries	332,774	333,385
Social security costs	24,126	24,170
Other pension costs	14,589	12,520
Other costs	4,336	6,532
	<u>375,825</u>	<u>376,607</u>

There were no employees whose annual emoluments were £60,000 or more.

6 Comparative Statement of Financial Activities

The detailed Statement of Financial Affairs for the year ended 31 March 2018 is set out below

	Unrestricted funds £	Restricted funds £	Total 2018 £
Income and endowments from			
Donations and legacies	91,649	-	91,649
Charitable activities	148,560	288,019	436,579
Investments	-	-	-
Other	-	-	-
Total income	<u>240,209</u>	<u>288,019</u>	<u>528,228</u>
Expenditure on			
Charitable activities: Refugee Support	213,342	295,961	509,303
Governance costs	-	-	-
Total expenditure	<u>213,342</u>	<u>295,961</u>	<u>509,303</u>
Net income / (expenditure)	26,867	(7,942)	18,925
Total Funds brought forward at 1 April 2017	190,046	71,273	261,319
Total Funds carried forward at 31 March 2018	<u><u>216,913</u></u>	<u><u>63,331</u></u>	<u><u>280,244</u></u>

7 Tangible fixed assets

	Fixtures fittings & equipments £	Total £
Cost		
At 1 April 2018	16,788	16,788
Additions	-	-
At 31 March 2019	<u>16,788</u>	<u>16,788</u>
Depreciation		
At 1 April 2018	16,788	16,788
Charge for the year	-	-
At 31 March 2019	<u>16,788</u>	<u>16,788</u>
Net book value		
At 31 March 2019	<u><u>-</u></u>	<u><u>-</u></u>
At 31 March 2018	<u><u>-</u></u>	<u><u>-</u></u>

8 Debtors

	2019 £	2018 £
Trade debtors	72,130	81,087
Taxes and social security costs	283	-
	<u>72,413</u>	<u>81,087</u>

9 Creditors: amounts falling due within one year

	2019 £	2018 £
Trade creditors	33,269	44,554
Taxes and social security costs	-	636
Accruals and other creditors	960	960
Deferred income	72,480	12,000
	<u>106,709</u>	<u>58,150</u>

Deferred income represents amounts received by the company the benefit of which is intended for future periods. All deferred income at 31 March 2018 was recognised in the income and expenditure account in the year ended 31 March 2019.

10 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2018 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2019 £
Big Lottery	32,245	179,275	(172,380)	-	39,140
Lloyds Foundation	-	24,845	(1,878)	-	22,967
Other	31,086	109,630	(140,923)	-	(207)
	<u>63,331</u>	<u>313,750</u>	<u>(315,181)</u>	<u>-</u>	<u>61,900</u>

All above funds support the project operated by Suffolk Refugee Support to provide services to asylum seekers and refugees in achieving the legal status to which they are entitled and in enjoying the same life opportunities as other people living in the UK.

11 Unrestricted funds

	Balance at 1 April 2018 £	Net Income £	Transfers £	Balance at 31 March 2019
General charitable funds	216,913	(47,563)	-	169,350
	<u>216,913</u>	<u>(47,563)</u>	<u>-</u>	<u>169,350</u>

12 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31 March 2019 are represented by:			
Tangible fixed assets	-	-	-
Current assets	276,058	61,900	337,959
Creditors: amounts falling due within one year	(106,709)	-	(106,709)
	<u>169,349</u>	<u>61,900</u>	<u>231,250</u>

13 Analysis of cash and cash equivalents

	2019 £	2018
Bank current accounts	263,789	256,127
Petty cash	1,757	1,180
Total	<u>265,546</u>	<u>257,307</u>

14 Related parties

There have been no transactions with related parties.