



Suffolk Refugee Support

Trustees' Report and Financial Statements
for the year ended 31 March 2020



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 (resigned as treasurer February 2020)

Gerry Toplis - treasurer (from February 2020) and secretary (from November 2019)

Lucy Kerry – secretary (resigned as secretary November 2019)

Maggie Barradell

Greg Dodds (elected October 2019)

Keith Faulk (elected October 2019)

Pauline Lane

Marian Lanyon

Danielle Waller

Alan Blackshaw – honorary trustee

Beteja Gravqevci – honorary trustee

Charity Manager

Rebecca Crerar

Independent examiner

Nicky Cordle FCA

Foreshore Accountancy LLP

Fairfield

Shotley Road

Chelmondiston

Ipswich

IP9 1EE

Bankers

Lloyd's Bank



Report of the trustees

In June 2019, we heard from the National Lottery that, after twelve years of funding, they would be unable to help us in the next round starting in March 2020. 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.

This loss of a major funder was very worrying and has meant intensive fundraising efforts to cover this gap for future years. The work in 2019-20 nevertheless remained our priority and we are pleased with our success in balancing income and expenditure.

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 700 individual refugees and asylum seekers with our activities of support. This number does not include the many spouses and children of clients who have also benefitted.

We celebrated 20 years of providing services for refugees in Suffolk with a party in June which was attended by over 200 supporters, former and current clients, former and current trustees, volunteers and staff. A refugee from Kosovo who is now an Ipswich Borough Councillor spoke warmly about the support he had received in his early days in Suffolk from SRS; a Sri Lankan girl whose family had fled when she was very young read a poem she had written; our International Women's Group members sang a song they had learnt with a local singing group and a Syrian family celebrated the second birthday of their son who had been born in Ipswich after the family fled from Syria.

This year we have continued to run all our services and have seen an increase in the numbers of young asylum seekers and refugees attending the specially designed homework, conversation and sports & health groups which we run each week with over 50 young people regularly supported.

We again exceeded the numbers of clients we supported in the drop-in Advice Service for a second year with 602 (last year 583) refugees and asylum seekers receiving 5,693 individual advice sessions. Of these, 238 were women and 174 clients came for help for the first time (last year we recorded 157 new clients). Clients this year came from 43 different countries with the largest numbers still from Iraq, Iran and Syria.

Once again, 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.

The clients arriving under the Vulnerable Person's/Children's Resettlement Programme are funded in full for the first year when they arrive; many have already passed that mark and are therefore continuing to receive much needed help via our core services and this programme has been extended for at least one more year with a commitment to receive at least four new families from the troubled zones from around the world (extending beyond the original remit of Syria and the Middle East & North Africa).

Our ESOL classes provide successful English language learning to 76 regular adult students this year with 54 exams passed.

The International Women's Group ran weekly during term time for 46 women from 13 nationalities, which included ESOL practice and learning about life in the UK. We have worked in partnership to deliver a variety of sessions with the police, health specialists and education providers this year.

Our Employment Service worked with 118 refugees and asylum seekers to prepare and build confidence with them for working. 48 clients attended at least one training course organised by us in partnership with local training providers; 21 secured paid employment; 14 started volunteering placements and 10 entered Higher and Further Education courses with our support.

Courses provided were: CSCS Health & Safety on the Workplace (3 attended); Introduction to Mentoring (7 attended); Level 1 Qualification in Interpreting (9 attended); IT – Progression Course (10 attended); IT for Beginners; Higher Education advice days with the University of Suffolk including a tour of the university (19 in total attended).

We also provided one-to-one and small group support for individuals with volunteers which covered GCSE English and HE Science; GCSE Science; Social Work; Photoshop; Level 1 English; Level 3 Childcare & Education; Paralegal qualification; IELTS Preparation (high level English language test for professionals).

The "Friends" support group continued to meet for 9 asylum seeking and refugee adults and 10 children to make friendships and improve their spoken English. This group also hosted 7 child development play sessions run by the local children's centre and encouraged parents to play with their children. They also participated in an art workshop, visited the local museum and had discussions/ talks on Women's health; Healthy eating; Healthy teeth; Sugar in drinks; Accessing health services; Diabetes; School readiness; On-line safety and Life in the UK.

Although it has been a tough year not being financially secure after February 2020 with a lot of talk of redundancies and down-sizing, the staff have achieved incredible outcomes and maintained a positive and welcoming atmosphere for clients.

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.

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. We have again set aside reserves for the continuing commitment to service them under the contract.

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.

Post year end events and circumstances

In the circumstances brought about by the COVID-19 pandemic the trustees have also considered whether there exist further risks to the ability of the Bureau to continue as a going concern. Given the levels of agreed funding from substantial trusts and local government it is the view of the trustees that the pandemic and its consequences as they are understood at present do not alter the trustees' view that the organisation continues to be a going concern.

Plans for future periods

Our clients' needs are not reduced because our funding is reduced. We held consultations with staff at the end of this funded year (2019-20) to determine a working staff structure for 2020-21 which accounted for a decrease in potential income. 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.

Two trustees resigned during the course of the year and two were elected at the AGM in 2019.

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".

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 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 [10th September 2020] and signed on its behalf by:

..... G.G. Toghiani

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 2020 which are set out on pages 7 to 15.

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

My examination was carried out in accordance with general Directions given by the Charity 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
Fairfield
Shotley Road
Chelmondiston
Ipswich
IP9 1EE



Statement of Financial Activities

Including Income and Expenditure Account



For the year ended 31 March 2020

	Notes	Unrestricted funds £	Restricted funds £	Total 2020 £	Total 2019 Note 6 £
Income and endowments from					
Donations and legacies		111,083	-	111,083	66,863
Charitable activities		121,156	357,845	479,001	417,104
Investments		-	-	-	-
Other		-	-	-	-
Total Income	2	<u>232,239</u>	<u>357,845</u>	<u>590,084</u>	<u>483,967</u>
Expenditure on					
Charitable activities: Refugee Support		181,498	274,522	456,020	532,961
Other		-	-	-	-
Total Expenditure	3	<u>181,498</u>	<u>274,522</u>	<u>456,020</u>	<u>532,961</u>
Net income / (expenditure)		50,741	83,323	134,064	(48,994)
Total Funds brought forward at 1 April 2019		169,350	61,900	231,250	280,244
Total Funds carried forward at 31 March 2020		<u>220,091</u>	<u>145,223</u>	<u>365,314</u>	<u>231,250</u>

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 2020

	Notes	2020 £	£	2019 £	£
Fixed assets					
Tangible assets	7		-		-
Current assets					
Debtors	8	-		72,413	
Cash at bank and in hand		<u>490,604</u>		<u>265,546</u>	
		490,604		337,959	
Creditors: amounts falling due within on year	9	<u>(125,290)</u>		<u>(106,709)</u>	
Net current assets		365,314		231,250	
Total net assets		<u>365,314</u>		<u>231,250</u>	
The funds of the charity					
Restricted funds	10	145,223		61,900	
Unrestricted funds:					
Other charitable funds	11	220,091		169,350	
		<u>365,314</u>		<u>231,250</u>	

For the year ending 31 March 2020 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
by:-

2020 and signed on its behalf



Cash flow statement

For the year ended 31 March 2020

	Notes	2020 £	2019 £
Cash flows from operating activities			
Net cash provided by operating activities	(see below)	<u>225,058</u>	<u>8,239</u>
Change in cash and cash equivalents in the year		<u>225,058</u>	<u>8,239</u>
Cash and cash equivalents at 1 April 2019		265,546	257,307
Cash and cash equivalents at 31 March 2020	13	<u>490,604</u>	<u>265,546</u>
Reconciliation of cash flows from operating activities			
Net income for the year (as per statement of financial activities)		134,064	(48,994)
(Increase)/decrease in debtors		72,413	8,674
Increase/(decrease) in creditors		<u>18,581</u>	<u>48,559</u>
Net cash provided by operating activities	(see above)	<u>225,058</u>	<u>8,239</u>

Notes to the financial statements

For the year ended 31 March 2020

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 write off the cost less estimated residual value of each asset over its expected useful life as follows:

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

	2020	2019
Donations		
Donations	37,305	22,723
Grants	73,778	44,140
	<u>111,083</u>	<u>66,863</u>
Charitable activities (see note 10)		
Grants	357,845	313,750
Delivery of Refugee Resettlement Programme project	121,156	103,354
	<u>479,001</u>	<u>417,104</u>

3 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2020 £	Total 2019 £
Charitable activities	360,587	-	83,433	444,020	530,361
Governance costs	<u>10,000</u>	<u>-</u>	<u>2,000</u>	<u>12,000</u>	<u>2,600</u>
	<u><u>370,587</u></u>	<u><u>-</u></u>	<u><u>85,433</u></u>	<u><u>456,020</u></u>	<u><u>532,961</u></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:

	2020 Number	2019 Number
Project staff	18	18
Management and administration	4	4
	<u>22</u>	<u>22</u>

Employment costs

	2020 £	2019 £
Wages and salaries	329,707	332,774
Social security costs	23,903	24,126
Other pension costs	14,118	14,589
Other costs	2,859	4,336
	<u>370,587</u>	<u>375,825</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 2019 is set out below

	Unrestricted funds £	Restricted funds £	Total 2019 £
Income and endowments from			
Donations and legacies	66,863	-	66,863
Charitable activities	103,354	313,750	417,104
Investments	-	-	-
Other	-	-	-
Total income	<u>170,217</u>	<u>313,750</u>	<u>483,967</u>
Expenditure on			
Charitable activities: Refugee Support	217,780	315,181	532,961
Governance costs	-	-	-
Total expenditure	<u>217,780</u>	<u>315,181</u>	<u>532,961</u>
Net income / (expenditure)	(47,563)	(1,432)	(48,994)
Total Funds brought forward at 1 April 2018	216,913	63,331	280,244
Total Funds carried forward at 31 March 2019	<u>169,350</u>	<u>61,900</u>	<u>231,250</u>

7 Tangible fixed assets

	Fixtures fittings & equipments £	Total £
Cost		
At 1 April 2019	16,788	16,788
Additions	-	-
At 31 March 2020	<u>16,788</u>	<u>16,788</u>
Depreciation		
At 1 April 2019	16,788	16,788
Charge for the year	-	-
At 31 March 2020	<u>16,788</u>	<u>16,788</u>
Net book value		
At 31 March 2020	<u>-</u>	<u>-</u>
At 31 March 2019	<u>-</u>	<u>-</u>

8 Debtors

	2020	2019
	£	£
Trade debtors	-	72,130
Taxes and social security costs	-	283
	<u>-</u>	<u>72,413</u>

9 Creditors: amounts falling due within one year

	2020	2019
	£	£
Bank overdraft	-	-
Trade creditors	30,640	33,269
Taxes and social security costs	20,419	-
Accruals and other creditors	960	960
Deferred income	73,272	72,480
	<u>125,290</u>	<u>106,709</u>

Deferred income represents amounts received by the company the benefit of which is intended for future periods. All deferred income at 31 March 2019 was recognised in the income and expenditure account in the year ended 31 March 2020.

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 2019	Incoming resources	Resources expended	Transfers	Balance at 31 March 2020
	£	£	£	£	£
Big Lottery	39,140	127,417	(166,557)	-	-
Nationwide	-	44,391	-	-	44,391
Lloyds Foundation	22,967	24,980	(24,994)	-	22,953
Other	(207)	161,057	(82,971)	-	77,879
	<u>61,900</u>	<u>357,845</u>	<u>(274,522)</u>	<u>-</u>	<u>145,223</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 2019 £	Net Income £	Transfers £	Balance at 31 March 2020
General charitable funds	169,350	50,741	-	220,091
	<u>169,350</u>	<u>50,741</u>	<u>-</u>	<u>220,091</u>

12 Analysis of net assets between funds

	Unrestricted funds £	Designated funds £	Restricted funds £	Total £
Fund balances at 31 March 2020 are represented by:				
Tangible fixed assets	-	-	-	-
Current assets	345,381	-	145,223	490,604
Creditors: amounts falling due within one year	(125,290)	-	-	(125,290)
	<u>220,091</u>	<u>-</u>	<u>145,223</u>	<u>365,314</u>

13 Analysis of cash and cash equivalents

	2020 £	2019
Bank current accounts	489,090	263,789
Petty cash	1,514	1,757
Total	<u>490,604</u>	<u>265,546</u>

14 Related parties

There have been no transactions with related parties.