



Trustees' Annual Report for the period

From 1st April 2019 to 31st March 2020

Charity name: Sevenoaks Welcomes Refugees

Charity registration number: 1184120

1. Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The objects of the CIO are:</p> <ol style="list-style-type: none">1. The relief of financial hardship amongst those granted and seeking refugee status and their dependents living (temporarily or permanently) in Sevenoaks and the surrounding area;2. To advance the education and training of those granted and seeking refugee status and their dependents in need thereof so as to advance them in life and assist them to adapt within a new community;3. To advance the education of the public in general, including landlords and local authorities, on the issues relating to refugees and those seeking asylum;4. The provision of facilities for recreation or other leisure time occupation with the object of improving the conditions of life of those persons who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances; and5. To develop the capacity and skills of the members of the socially and economically disadvantaged refugee community of Sevenoaks in such a way that they are better able to identify, and help meet, their needs and to participate more fully in society.

	SORP reference	
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>We are focused on four tasks:</p> <ol style="list-style-type: none"> 1. Providing local practical support to refugee families in our area (e.g. welcoming, help with learning English, finding jobs, providing lifts, sourcing necessary household items, making small grants); 2. Building public understanding of and support for the Syrian Vulnerable Persons Resettlement Scheme (SVPRS) and the Government's successor Resettlement Scheme; 3. Finding private landlords willing to take part in the government-funded rent payment scheme; and 4. Seeking to influence SDC & KCC policy in order to maximise support for refugee families in our area.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	All Trustees have had regard to the guidance issued by the Charity Commission on public benefit.

2. Achievements and Performance

	SORP reference	
<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<ol style="list-style-type: none"> 1. Through our network we identified a landlord willing to rent to the SVPRS scheme, allowing a 4th family to arrive in our area in September 2019; 2. Through our network we identified a local business able to employ one of the adult females; 3. Raised £22,528 funds (+150 % versus year before), of which £11,313 (+147 % versus year before) was spent on making grants to the 4 families. See highlights listed below. 4. Expanded our regular programme of English lessons/conversation classes for the refugees run by volunteers (including volunteers at Sevenoaks School) to supplement the official provision by KCC Adult Education; 5. Coordinated dedicated 'family teams' of volunteers to help support the 4 families; 6. Registered 79 DBS'd volunteers [+ 72 % versus year before] to provide direct contact support to the refugees; 7. Ran four well-attended 'full group' quarterly meetings of volunteers and supporters in June, September, December and March; 8. Achieved registration with the Charity Commission as CIO - FOUNDATION on 27 June 2019. For details see here. 9. Agreed goals for 2020/21.

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>On 10th March 2017 the group set a target of helping to get 5 refugee families housed in the SDC area within 3 years, i.e. by March 2020.</p> <p>With the arrival of one new family in September 2019 there are 4 families in the SDC area.</p>
Performance of fundraising activities against objectives set	Para 1.41	<p>For 2019/20 the fundraising target was £10,000. £22,528 was raised.</p> <p>Fundraising highlights: 2 nights of Ayman Jarjour's concert (again hosted by the Vine Baptist Church) in the Sevenoaks Summer Festival raised £6,245; a sponsored run organised by Tracey O'Brien raised £2,635; and the Syrian recipe cookbook produced by a team from Sevenoaks School working together with refugees and volunteers raised £5,029. Other funds came from a number of fundraising events, individual donations and standing orders. The Trustees are very appreciative of all donations – of time and donated items, as well as money – and work to ensure that the money is put to good use in support of refugees as they resettle and build new lives in our area.</p>
Investment performance against objectives	Para 1.41	<p>The charity made no investment in this year.</p>
Other		

3. Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	Income totaled £22,528 for the year and expenditure was £13,341 producing a surplus of £9,187. Funds brought forward were £6,576 so total funds are £16,718. Of this total £2,195 is a restricted fund for the purpose of supporting the cost of additional housing. All funds are held in cash at bank.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity has no employees and all its funds are utilised within the terms of the constitution of the charity. There are restricted funds for property procurement otherwise the funds held are free. There is an understanding that the landlords, subject to the availability of funds, may seek reimbursement of expenses of up to £1,500pa. The free funds for general use as a reserve should be £2,000. The funds available for general use should be the balance or the bank account, less the restricted funds, less £1,500 for landlords with a lower limit of £2,000.
Amount of reserves held	Para 1.22	See above
Reasons for holding zero reserves	Para 1.22	Not applicable
Details of fund materially in deficit	Para 1.24	Not applicable
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	The trustees are confident that the charity is a going concern.

Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	Fundraising from local supporters and businesses.
Investment policy and objectives including any social investment policy adopted	Para 1.46	The charity currently has no investment policy or social investment policy.

A description of the principal risks facing the charity	Para 1.46	A safeguarding incident affecting the welfare of refugees or volunteers or partner organisations, and damaging the reputation of the charity. Entering financial commitments beyond the charity's ability to raise funds sustainably.
Other		

4. Structure, Governance and Management

Description of charity's trusts:		Not applicable
Type of governing document	Para 1.25	Constitution.
How is the charity constituted?	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	When a trustee appointment is to be made, a notice is issued to volunteers and supporters inviting applications with a short personal profile. Candidates appear before a full group meeting of volunteers, with their name and profile circulated in advance and are elected by a show of hands.

Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Newly appointed trustees attend a briefing from the chair, the secretary and the finance lead as soon as possible after their appointment. They are provided with the Charity Commission guidance for Trustees.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	Nine trustees. Two main activity teams: a) language support programme, b) dedicated 'family teams' providing befriending and general support to the families. Plus a pool of volunteer drivers. We partner with Sevenoaks District Council and Kent County Council, and liaise and coordinate with other refugee support groups.
Relationship with any related parties	Para 1.51	We partner with Sevenoaks District Council and Kent County Council.

5. Reference and Administrative details

Charity name	Sevenoaks Welcomes Refugees
Other name the charity uses	Not applicable
Registered charity number	1184120
Charity's principal address	Sevenoaks Welcomes Refugees c/o Vine Evangelical Church Hitchen Hatch Lane Sevenoaks TN13 3AT

Names of the charity trustees who manage the charity

Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
Naida Haq		1 April-11 December 2019	SWR full group meeting
Chris Hix	Finance lead		SWR full group meeting
Patty Hunter		1 April-11 December 2019	SWR full group meeting
Guy Knight			SWR full group meeting
Humphrey Pring	Chair		SWR full group meeting
Heather Styles	Secretary		SWR full group meeting
Tracey O'Brien		13-31 March 2019	SWR full group meeting
Doug Elish			SWR full group meeting
David Hinks			SWR full group meeting
Jeanette Nunn		11 December 2019 - 31 March 2020	SWR full group meeting
Bob Sinclair		11 December 2019- 31 March 2020	SWR full group meeting

6. Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Humphrey Pring

Full name(s)

HUMPHREY PRING

Position (eg
Secretary, Chair, etc)

TRUSTEE

Date

15 JANUARY 2021



Annual accounts for the period

1 April 2019

To

31 March 2020

Section A

Statement of financial activities

	Unrestricted funds	Restricted income funds	Total funds	Prior year funds
	£	£	£	£
	F01	F02	F04	F05
Incoming resources (Note 3)				
Income and endowments from:				
Donations and legacies	6,356	1,795	8,151	4,273
Charitable activities	14,377		14,377	4,849
Total	20,733	1,795	22,528	9,122
Resources expended (Note 4)				
Expenditure on:				
Raising funds	1,636		1,636	1,007
Charitable activities	9,813	1,500	11,313	4,522
Insurance	283		283	203
Other	109		109	35
Total	11,841	1,500	13,341	5,767
Net income before investment gains/(losses)	8,892	295	9,187	3,355
Net gains/(losses) on stock	955	-	955	-
Net income	9,847	295	10,142	3,355
	-	-	-	-
Net movement in funds	9,847	295	10,142	3,355
Reconciliation of funds:				
Total funds brought forward	4,676	1,900	6,576	3,221
Total funds carried forward	14,523	2,195	16,718	6,576

Section B		Balance sheet				
		Unrestricted funds	Restricted income funds		Total this year	Total last year
		£	£		£	£
		F01	F02		F04	F05
Fixed assets						
Intangible assets		-	-		-	-
Tangible assets		-	-		-	-
Heritage assets		-	-		-	-
Investments		-	-		-	-
Total fixed assets		-	-		-	-
Current assets						
Stocks		955	-		955	-
Debtors		2,840	-		2,840	-
Investments		-	-		-	-
Cash at bank and in hand (Note 5)		12,923			12,923	6,576
Total current assets		16,718	-		16,718	6,576
Creditors: amounts falling due within one year						
		-	-		-	-
Net current assets		16,718	-		16,718	6,576
Total assets less current liabilities		16,718	-		16,718	6,576
Creditors: amounts falling due after one year						
		-	-		-	-
Provisions for liabilities		-	-		-	-
Total net assets		16,718	-		16,718	6,576
Funds of the Charity						
Restricted income funds		2,195			2,195	1,900
Unrestricted funds		14,523			14,523	4,676
					-	
Total funds		16,718	-		16,718	6,576
Signed by trustees on behalf of all the trustees		Signature		Print Name	Date of approval	
		Humphrey Pring		HUMPHREY PRING	15-Jan-21	

Section C

Notes to the accounts

Note 1 **Basis of preparation****1.1 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 accounts have been prepared in accordance with:

- and 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) issued on 16 July 2014

- and with

the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102)

- and with the Charities Act 2011.

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

1.2 Going concern

An explanation as to those factors that support the conclusion that the charity is a going concern;

The charity has no financial obligations and holds funds to allow it to continue with its work. The trustees intend to use the funds to achieve the objectives of the charity.

Disclosure of any uncertainties that make the going concern assumption doubtful;

Not applicable

Where accounts are not prepared on a going concern basis, please disclose this fact together with the basis on which the trustees prepared the accounts and the reason why the charity is not regarded as a going concern.

Not applicable

Section C		Notes to the accounts		(cont)		
Note 2		Accounting policies				
2.2 INCOME						
		This standard list of accounting policies has been applied by the charity except for those ticked "No" or "N/a".				
Recognition of income	These are included in the Statement of Financial Activities (SoFA) when:			Yes	No	N/a
	* the charity becomes entitled to the resources;					
	• it is more likely than not that the trustees will receive the resources; and					
	<input type="checkbox"/> ημε μονεταρω παλυε γαν βε μεασυρεδ ωιτη συφφγιεντ ρελιαβιλιτω.					
Offsetting	There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.			Yes	No	N/a
Grants and donations	Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).			Yes	No	N/a
	In the case of performance related grants, income must only be recognised to the extent that the charity has provided the specified goods or services as entitlement to the grant only occurs when the performance related conditions are met (5.16 FRS 102 SORP).			Yes	No	N/a
Legacies	Legacies are included in the SOFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.			Yes	No	N/a
Government grants	The charity has received government grants in the reporting period			Yes	No	N/a
Tax reclaims on donations and gifts	Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.			Yes	No	N/a
Contractual income and performance related grants	This is only included in the SoFA once the charity has provided the related goods or services or met the performance related conditions.			Yes	No	N/a
Donated goods	Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so.			Yes	No	N/a
	The cost of any stock of goods donated for distribution to beneficiaries is deemed to be the fair value of those gifts at the time of their receipt and they are recognised on receipt. In the reporting period in which the stocks are distributed, they are recognised as an expense at the carrying amount of the stocks at distribution.			Yes	No	N/a
	Donated goods for resale are measured at fair value on initial recognition, which is the expected proceeds from sale less the expected costs of sale, and recognised in 'Income from other trading activities' with the corresponding stock recognised in the balance sheet. On its sale the value of stock is charged against 'Income from other trading activities' and the proceeds from sale are also recognised as 'Income from other trading activities'.			Yes	No	N/a
	Goods donated for on-going use by the charity are recognised as tangible fixed assets and included in the SoFA as incoming resources when receivable.			Yes	No	N/a
	Gifts in kind for use by the charity are included in the SoFA as income from donations when receivable.			Yes	No	N/a
Donated services and facilities	Donated services and facilities are included in the SOFA when received at the value of the gift to the charity provided the value of the gift can be measured reliably.			Yes	No	N/a
	Donated services and facilities that are consumed immediately are recognised as income with an equivalent amount recognised as an expense under the appropriate heading in the SOFA.			Yes	No	N/a
Support costs	The charity has incurred expenditure on support costs.			Yes	No	N/a
Volunteer help	The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.			Yes	No	N/a
Income from interest, royalties and dividends	This is included in the accounts when receipt is probable and the amount receivable can be measured reliably.			Yes	No	N/a
Income from membership	Membership subscriptions received in the nature of a gift are recognised in Donations			Yes	No	N/a

Income from membership subscriptions	membership subscriptions received in the nature of a gift are recognised in Donations and Legacies.			
	Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities.	Yes	No	N/a
Settlement of insurance claims	Insurance claims are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP) and are included as an item of other income in the SoFA.	Yes	No	N/a
Investment gains and losses	This includes any realised or unrealised gains or losses on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.	Yes	No	N/a
2.3 EXPENDITURE AND LIABILITIES				
Liability recognition	Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.	Yes	No	N/a
Governance and support costs	Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.	Yes	No	N/a
	Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.	Yes	No	N/a
Grants with performance conditions	Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.	Yes	No	N/a
Grants payable without performance conditions	Where there are no conditions attaching to the grant that enables the donor charity to realistically avoid the commitment, a liability for the full funding obligation must be recognised.	Yes	No	N/a
Redundancy cost	The charity made no redundancy payments during the reporting period.	Yes	No	N/a
Deferred income	No material item of deferred income has been included in the accounts.	Yes	No	N/a
Creditors	The charity has creditors which are measured at settlement amounts less any trade discounts	Yes	No	N/a
Provisions for liabilities	A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date	Yes	No	N/a
Basic financial instruments	The charity accounts for basic financial instruments on initial recognition as per paragraph 10.7 FRS102 SORP. Subsequent measurement is as per paragraphs 11.17 to 11.19, FRS102 SORP.	Yes	No	N/a
2.4 ASSETS				
Tangible fixed assets for use by charity	These are capitalised if they can be used for more than one year, and cost at least £500.			
	They are valued at cost.	Yes	No	N/a
	The depreciation rates and methods used are disclosed in note 9.2.			
Intangible fixed assets	The charity has intangible fixed assets, that is, non-monetary assets that do not have physical substance but are identifiable and are controlled by the charity through custody or legal rights. The amortisation rates and methods used are disclosed in note 9.5	Yes	No	N/a
	They are valued at cost.	Yes	No	N/a
Heritage assets	The charity has heritage assets, that is, non-monetary assets with historic, artistic, scientific, technological, geophysical or environmental qualities that are held and maintained principally for their contribution to knowledge and culture. The depreciation rates and methods used as disclosed in note 9.6.1.4.	Yes	No	N/a
	They are valued at cost.	Yes	No	N/a
Investments	Fixed asset investments in quoted shares, traded bonds and similar investments are valued at initially at cost and subsequently at fair value (their market value) at the year end. The same treatment is applied to unlisted investments unless fair value cannot be measured reliably in which case it is measured at cost less impairment.	Yes	No	N/a
	Investments held for resale or pending their sale and cash and cash equivalents with a maturity date of less than 1 year are treated as current asset investments	Yes	No	N/a
Stocks and work in	Stocks held for sale as part of non-charitable trade are measured at the lower of cost or net	Yes	No	N/a

	Work in progress	Stocks held for sale as part of non-charitable trade are measured at the lower of cost or net realisable value.			
		Goods or services provided as part of a charitable activity are measured at net realisable value based on the service potential provided by items of stock.	Yes	No	N/a
		Work in progress is valued at cost less any foreseeable loss that is likely to occur on the contract.	Yes	No	N/a
	Debtors	Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.	Yes	No	N/a
	Current asset investments	The charity has investments which it holds for resale or pending their sale and cash and cash equivalents with a maturity date less than one year. These include cash on deposit and cash equivalents with a maturity date of less than one year held for investment purposes rather than to meet short term cash commitments as they fall due.	Yes	No	N/a
			Yes	No	N/a
		They are valued at fair value except where they qualify as basic financial instruments.			

Section C		Notes to the accounts			(cont)	
Note 3		Analysis of income				
	Analysis	Unrestricted funds	Restricted income funds		Total funds	Prior year
					£	£
Donations and legacies:	Donations and gifts	6,356	1,795		8,151	4,273
	Total	6,356	1,795		8,151	4,273
Charitable activities:	Fundraising	14,377	-		14,377	4,849
	Total	14,377	-		14,377	4,849
TOTAL INCOME		20,733	1,795		22,528	9,122
Other information:						
All income in the prior year was unrestricted.						

Section C		Notes to the accounts			(cont)	
Note 4		Analysis of expenditure				
	Analysis	Unrestricted funds	Restricted income funds		Total funds £	Prior year £
Expenditure on raising funds:	Incurring seeking donations	-	-	-	-	-
	Staging fundraising events	1,603			1,603	749
	Advertising, marketing, direct mail and publicity	33	-	-	33	258
	Total expenditure on raising funds	1,636	-	-	1,636	1,007
Expenditure on charitable activities	Education	1,542	-	-	1,542	762
	Household costs	6,097	-	-	6,097	3,269
	Social events	2,173	-	-	2,173	492
	Housing	-	1,500	-	1,500	-
	Total expenditure on charitable activities	9,813	1,500	-	11,313	4,522
Insurance		283	-	-	283	203
	Total	283	-	-	283	203
Other	Office/general	109			109	35
	Total other expenditure	109	-	-	109	35
TOTAL EXPENDITURE		11,841	1,500	-	13,341	5,767

Section C		Notes to the accounts		(cont)	
Note 5	Cash at bank and in hand				
				This year	Last year
				£	£
	Short term cash investments (less than 3 months maturity date)			-	-
	Short term deposits			-	-
	Cash at bank and on hand			12,923	6,576
	Other			-	-
	Total			12,923	6,576

Section C		Notes to the accounts		(cont)	
Note 6		Transactions with trustees			
6.1 Trustee remuneration and benefits					
None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity (True or False)					TRUE
6.2 Trustees' expenses					
<i>If the charity has paid trustees expenses for fulfilling their duties, details of such transactions should be provided in this note. If there are no transactions to report, please enter "True" in the box below. If there are transactions to report, please enter "False".</i>					
No trustee expenses have been incurred (True or False)					TRUE
Type of expenses reimbursed		This year		Last year	
		£		£	
Travel		Nil		Nil	
Subsistence		Nil		Nil	
Accommodation		Nil		Nil	
Other (please specify):		Nil		Nil	
TOTAL		Nil		Nil	
Please provide the number of trustees reimbursed for expenses or who had expenses paid by the charity			None		