

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 2021

LASSN

Leeds Asylum Seekers' Support Network



West Yorkshire Community Accounting Service

Leeds Asylum Seekers Support Network

Annual Report and Financial Statements for the year ended 31 March 2021

Contents	Page
Trustees' report	2 to 9
Examiner's report	10
Statement of financial activities	11
Balance sheet	12
Cashflow statement	13
Notes to the accounts	14 to 21

Prepared by West Yorkshire Community Accounting Service

Leeds Asylum Seekers Support Network

Trustees' report for the year ended 31 March 2021

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
William Urry	Chair	Resigned as Chair 25 January 2021
Janice Gwilliam	Chair	Appointed 11 November 2020, appointed Chair 21 January 2021
Peter Cummings	Treasurer	Resigned 9 November 2020
Dee Marshall		Resigned 11 November 2020
Noel Nowosielski		
Jonathan Long		
Mahmoud El Sabouni		
Nicolle Levine	Deputy Chair	Appointed as Deputy Chair 11 November 2020
Lindewe Akhona Ndudane		
Ruth Saxton		Resigned 11 November 2020
Yoshiko Stokoe		
Ian Garforth		Appointed 11 November 2020
John Ekblom		Appointed 22 March 2021
Deborah Murdoch-Eaton		Appointed 25 January 2021
Stephen Maw		Appointed 22 March 2021
Helen Radelaar		Appointed 25 January 2021

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
Nine Brindleyplace
Birmingham
B1 2HB

Shawbrook Bank Limited
Lutea House
Warley Hill Business Park
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 2021

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.

- 30 asylum seekers and refugees were matched with 20 volunteers, who provided one to one support.
- 37 asylum seekers and refugees took part (on and offline) in Meet and Connect Social groups, and were helped along by 6 volunteer group facilitators.
- Befriending enabled refugees and befrienders to find out more about Leeds and make greater social connections, despite the restrictions imposed because of the Pandemic. Through lockdown, support focused on practicalities like getting people food and medicines, providing accessible information and protective equipment, as well as providing emotional support through Zoom and phone calls.
- All befrienders and befriendees had phone and web access paid for, throughout the Pandemic – as well as access to mobile phones, tablets, laptops through our Digital Inclusion scheme.
- 272 food parcels were arranged for households that were struggling through the first 17 weeks of lockdown.
- The Meet and Connect Social Groups went virtual, providing a vital connection through lockdown to 37 people who were struggling to connect to their communities before the restrictions imposed by the pandemic.
- Bicycles and safety equipment were supplied to 10 participants, in order to help them stay fit, as well as to help them avoid public transport.

Leeds Asylum Seekers Support Network

Trustees' report (continued) for the year ended 31 March 2021

Objectives and activities (continued)

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.

- 39 volunteers supported 76 people who wanted to move closer to work or study
- 30% of all CO volunteers are themselves from migrant backgrounds
- Weekly Tea & Talk conversation groups met both online and offline, and were facilitated by 7 group facilitators, who lifted the spirits of 27 people during lockdown
- 1:1 Befriending took place primarily online and enabled refugees and migrants to: continue improving their English throughout lockdown, stay informed on restrictions and health related guidance, feel emotionally supported during a difficult period, and build their confidence by making plans for the future
- Women centred ways of working has led to various women's only spaces being created online. These include: the Tea & Talk Women's Group – a space for women to practice English and build confidence; wellbeing sessions such as Mindful Movement and Yoga; and creative activities such as Photography and Poetry sessions, which have helped women to connect with one another despite lockdown restrictions.
- 14 people have taken part in the Bike Buddies project, by attending Bike Ability training, attending a bike ride or receiving a bike and safety equipment
- Phone credit expenses were offered to all befrienders, befriendees and group attendees, and laptops were provided to volunteers who needed them.

English at Home -matches volunteer tutors with refugee and asylum seeker learners who are unable to attend mainstream English classes. The service helps learners to build their confidence to achieve the goals they set for themselves.

- 87 tutors spent 1,538 hours (64 days) teaching English to 108 people. Each of these sessions were carried out virtually.
- 26 support sessions were run to prepare tutors for teaching online. This change in the nature of the role was supported by formal training sessions for volunteers as well as more informal skill shares to discuss good practise with other volunteers.
- New online resources for tutors and learners were developed including a complete section on the website about teaching online as well as a practical guide for online teaching, covering top tips and useful resources
- Covid support included arranging 400 food parcels, 18 devices (phones, laptops) and providing 55 households with credit and data to make sure people could stay connected
- 95% learners reported increased confidence through speaking with their teacher
- LASSN tutors helped 26 people to successfully take up college courses, and mainstream 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, 19 hosts accommodated 22 guests over 2,678 nights - the equivalent of almost 7.5 years
- Emergency accommodation was suspended this year, as the Pandemic made night-to-night stays in other people's homes unlawful.
- 12 long stay hosts continued to offer long-term accommodation to their guests through lockdown.
- Access to Grace Hosting and Grace House was restricted to those 6 people willing to undergo quarantine. Specific arrangements were made to ensure the safety of both guests and hosts.
- Grace House completed its first year of operation, providing shared accommodation to 4 asylum seeking men. It remains resourced exclusively by the generosity of donors, volunteers and supporters.
- Increased financial support was offered to hosts and guests throughout the pandemic, to reflect the higher cost of being destitute during lockdown, and the increased cost of having someone living with you full-time. Laptops, computers and Netflix subscriptions were offered to all Guests to help them while away the time.

Leeds Asylum Seekers Support Network

Trustees' report (continued) for the year ended 31 March 2021

Objectives and activities (continued)

Grace Hosting (continued)

- Following the closure of all direct-access/emergency accommodation for people with No Recourse to Public Funds, LASSN supported Leeds City Council to provide emergency accommodation throughout lockdown, by providing evidence of unmet need, supporting other agencies to apply for and secure funds to run emergency accommodation (WYDAN), to lobby for greater local powers for local authorities, as well as support with hardship payments, free wifi to people living in Hotels, Hostels and B&Bs, and providing phones, laptops and phone credit/data to those without.

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

- 17,000 people looked at lassn.org.uk - where all of LASSN's policies, procedures and training materials
- 3,000 people used helpinleeds.com - LASSN's directory of groups and services offering help to asylum seekers and refugees in Leeds
- 19,000 people looked at migrationpartnership.org.uk
- LASSN's social media presence continued to grow with 2,300 Facebook likes, 2,100 Twitter followers
- LASSN continues to run **migrationpartnership.org.uk** – a multi-author blog, focused on local asylum, refuge and other migration issues. The site posts about 30 articles a month. This site has 19,000 regular users who visited 118,000 times.
- LASSN's presence in print and broadcast media has grown, as Leeds organisations successfully lobbied the Leeds City Council to provide emergency accommodation to everyone – regardless of immigration status – throughout the winter and spring of 2021.

Pandemic response – LASSN has continued to thrive during 2020, and received significant resources to help provide essential support. Here is a short summary of our key activities

- **Befriending, Connecting Opportunities and English at Home moved online** – developing new training and resources for online learning and online teaching
- **Emergency Grace Hosting ended** – Pandemic restrictions meant that hosts could no longer offer guests an overnight stay, although longer stay hosting remained possible for some Hosts. In summer we successfully piloted “Quarantine Hosting” as a way of helping people to isolate, before moving into a Host's home, or Grace House.
- **Greater practical support was offered** – to secure basic items like food and medicines, then face masks, hand sanitizer, and in some cases bicycles. We helped people access food parcels 680 times
- **New referrals and volunteers recruitment were suspended** at different times of the year – as projects worked out the best way to make new matches in a virtual space, as well as absorbing the impact of providing greater practical support.
- **Volunteers received regular information and guidance** on Pandemic-related issues, as well as training on providing telephone and video support.
- **Digital inclusion** – all LASSN clients were offered phone/data credit to help them stay in touch and access support, and received some of the 200 digital devices (phones, tablets, laptops, PCs, WIFI dongles) LASSN distributed to asylum seekers across Leeds. We also helped to kickstart a digital inclusion project in collaboration with Leeds Refugee Forum, who now provide LASSN clients with devices and training in how to use them. We also raised funds to enable 12 Refugee Community Organisations to get online, by providing them with free laptops, software and broadband connections.
- **Revised financial and business planning** - in Autumn, Trustees signed off a new Business Plan and revised Budget to support the growth in new work (digital inclusion, support to access food) and to reflect LASSN's success in securing Pandemic-related grant funding.

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 2020/21 a total of £5,950 was distributed to 93 households in 2,227 separate payments.

Leeds Asylum Seekers Support Network

Trustees' report (continued) for the year ended 31 March 2021

Objectives and activities (continued)

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 2020/21 LASSN had 104 members.

Volunteers are key to the success of everything LASSN achieves.

- In 2020/21 LASSN staff supported 326 volunteers in a variety of roles, with 150 volunteers recruited in the last year

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

- LASSN's mailing list of active supporters includes around 1,300 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.
- LASSN raises funds for the Leeds Hardship Fund for destitute asylum seekers, operated by Leeds Refugee Forum.
- 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 and Grace House.

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. In 2020-21 this has meant providing online support, and ensuring computers, phones and internet connections are available for households who do not have them.
- 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, Asylum Matters and the No Accommodation Network).

Leeds Asylum Seekers Support Network

Trustees' report (continued) for the year ended 31 March 2021

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.

- 250 asylum seekers and refugees received one to one support from LASSN. If we count the total number of children (275) and other dependents in these households (56), LASSN supported a further 331 people - an overall total of 606)
- 3,834 nights of accommodation were provided by Grace Hosts to 22 guests
- 209 people volunteered with LASSN
- £5,950 was distributed in hardship grants to 73 households

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, 143 people were able to improve their social connections and their overall health and well-being.
- 38 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
- Ownership of the transitionguide.org.uk was transferred to Leeds City Council, who have committed to updating this 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.

- 255 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 live and how Leeds works.
- 394 posts on migrationpartnership.org.uk helped keep 14,000 people abreast of the changing face of asylum services in Leeds and beyond
- The lassn.org.uk website had more than 17,000 visitors, LASSN's Facebook page has over 1,900 likes and LASSN has 1,700 Twitter followers.

Financial review

The net income for the year was £204,458, including net income of £166,756 on unrestricted funds and net income of £37,702 on restricted funds.

LASSN still benefits enormously from the generosity of individual donors and supporters, whose contributions are made 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 2021

Reserves policy

The trustees' reserves policy is to aim to hold reserves of between three and six months annual expenditure for the purpose of enabling the smooth running of the charity and to enable an orderly winding up should the charity have to close down. Based on budgeted expenditure of approximately £293,000 this would equate to a lower limit of £73,250 and an upper limit of £146,500.

The charity's free reserves, excluding fixed assets, at the year end were £287,707.

In August 2020, LASSN received a donation of £124,268 from the Estate of Eva Pinthus. The trustees have chosen to treat this legacy as a "designated reserve" which will be used to secure more suitable offices and training space – in line with the current LASSN Business Plan. The timescale for this project is dependent upon Leeds City Council's asset transfer process.

In addition, LASSN were approached by 2 individuals, wishing to make a house available to LASSN, for use by destitute asylum seekers. The trustees have decided to designate £15,000 of existing unrestricted funds to provide initial seed funding to get this additional property up and running.

Excluding the designated funds would leave £148,439 as the charity's free reserves.

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 2021

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 on 27/10/2021

John Ekblom (Trustee)

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 2021, which are set out on pages 11 to 21.

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.

Simon Bostrom FCIE

10/11/2021

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 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Income and endowments from:					
Donations and legacies	(2)	197,066	20,845	217,911	61,852
Charitable activities	(3)	22,420	298,322	320,742	213,327
Other trading activities		350	-	350	150
Investments	(4)	474	-	474	571
Total income		<u>220,310</u>	<u>319,167</u>	<u>539,477</u>	<u>275,900</u>
Expenditure on:					
Charitable activities	(5)	<u>53,554</u>	<u>281,465</u>	<u>335,019</u>	<u>286,394</u>
Total expenditure		<u>53,554</u>	<u>281,465</u>	<u>335,019</u>	<u>286,394</u>
Net income / (expenditure)		166,756	37,702	204,458	(10,494)
Fund balances brought forward		<u>120,951</u>	<u>32,413</u>	<u>153,364</u>	<u>163,858</u>
Fund balances carried forward	(8)	<u>287,707</u>	<u>70,115</u>	<u>357,822</u>	<u>153,364</u>

All incoming resources and resources expended derive from continuing activities.

Leeds Asylum Seekers Support Network

Balance sheet

as at 31 March 2021

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Current assets				
Debtors and prepayments	(9) 5,985	5,186	11,171	16,848
Cash at bank	283,320	74,464	357,784	156,223
Total current assets	<u>289,305</u>	<u>79,650</u>	<u>368,955</u>	<u>173,071</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(10) 1,598	9,535	11,133	19,707
Total current liabilities	<u>1,598</u>	<u>9,535</u>	<u>11,133</u>	<u>19,707</u>
Net current assets / (liabilities)	<u>287,707</u>	<u>70,115</u>	<u>357,822</u>	<u>153,364</u>
Net assets	<u>287,707</u>	<u>70,115</u>	<u>357,822</u>	<u>153,364</u>
Funds				
Unrestricted funds				
General unrestricted funds	148,439	-	148,439	120,951
Designated funds	139,268	-	139,268	-
Total unrestricted funds	<u>287,707</u>	<u>-</u>	<u>287,707</u>	<u>120,951</u>
Restricted funds	<u>-</u>	<u>70,115</u>	<u>70,115</u>	<u>32,413</u>
Total funds	<u>287,707</u>	<u>70,115</u>	<u>357,822</u>	<u>153,364</u>

For the year ending 31 March 2021 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 2019).

The financial statements were approved by the board of trustees on 27/10/2021

John Ekblom (Trustee)

Leeds Asylum Seekers Support Network
Statement of cash flows
for the year ended 31 March 2021

	2021 £	2020 £
Cash flows from operating activities:		
Net cash provided by (used in) operating activities	<u>201,087</u>	<u>(13,703)</u>
Cash flows from investing activities:		
Dividends and interest	<u>474</u>	<u>571</u>
Net cash provided by (used in) investing activities	<u>474</u>	<u>571</u>
Change in cash and cash equivalents in the reporting period	201,561	(13,132)
Cash and cash equivalents at the beginning of the reporting period	<u>156,223</u>	<u>169,355</u>
Cash and cash equivalents at the end of the reporting period	<u>357,784</u>	<u>156,223</u>

Reconciliation of net movement in funds to net cash flow from operating activities	2021 £	2020 £
Net movement in funds for the reporting period (as per the statement of financial activities)	204,458	(10,494)
Adjustments for:		
Dividends and interest from investments	(474)	(571)
(Increase) / decrease in debtors	5,677	(13,119)
Increase / (decrease) in creditors	<u>(8,574)</u>	<u>10,481</u>
Net cash provided by (used in) operating activities	<u>201,087</u>	<u>(13,703)</u>

Analysis of cash and cash equivalents	2021 £	2020 £
Cash in hand	302,784	101,223
Notice deposits (less than 3 months)	<u>55,000</u>	<u>55,000</u>
Total cash and cash equivalents	<u>357,784</u>	<u>156,223</u>

Leeds Asylum Seekers Support Network

Notes to the accounts

for the year ended 31 March 2021

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 2019) 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.

Donated assets, facilities or services are valued at their estimated value to the charity. This is the price that the charity estimates it would pay in the open market for equivalent items; or services and facilities of equivalent utility to the charity.

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.

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.

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 continued

for the year ended 31 March 2021

1 Accounting policies

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 operated a defined benefit scheme prior to terminating membership of the scheme in July 2020. There was one active member of the scheme during the financial year.

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.

2 Donations and legacies

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Hardship Fund	-	6,046	6,046	1,063
Donations	55,998	14,799	70,797	57,989
Legacy: Eva Pinthus	124,268	-	124,268	-
Donated services - use of property	16,800	-	16,800	2,800
	<u>197,066</u>	<u>20,845</u>	<u>217,911</u>	<u>61,852</u>

3 Charitable activities

	2021	2021	2021	2020
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Barrow Cadbury Trust	-	49,000	49,000	-
Big Lottery Fund	-	77,994	77,994	73,488
Brelms Trust CIO	-	5,000	5,000	5,000
HMRC	-	8,200	8,200	-
Leeds City Council (LCC)	10,000	52,078	62,078	52,566
Leeds Community Foundation (LCF)	10,000	42,345	52,345	17,704
NACCOM	-	30,000	30,000	-
The National Lottery Community Fund (NLCF)	-	9,705	9,705	-
Tudor Trust	-	24,000	24,000	20,000
AB Charitable Trust	-	-	-	10,000
Awards For All	-	-	-	10,000
Hilden Charitable Fund	-	-	-	7,500
Lankelly Chase Foundation	-	-	-	5,000
Other grants	-	-	-	8,548
Membership subscriptions	20	-	20	21
Earned income	2,400	-	2,400	3,500
	<u>22,420</u>	<u>298,322</u>	<u>320,742</u>	<u>213,327</u>

Leeds Asylum Seekers Support Network

Notes to the accounts continued

for the year ended 31 March 2021

4 Investments	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Interest receivable	474	-	474	571

5 Charitable activities	Activities undertaken directly £	Grant funding of activities £	Support costs £	Total £
Charitable activities	264,369	7,000	63,650	335,019
	264,369	7,000	63,650	335,019

6 Support costs	Charitable activity £	Total cost £
Support cost type		
Management and administration costs	36,259	36,259
Accountancy	1,705	1,705
Governance	1,172	1,172
IT support	1,440	1,440
Central office costs	23,074	23,074
	63,650	63,650

7 Staff costs and numbers	2021 £	2020 £
Gross salaries	182,212	165,134
Social security costs	14,714	13,235
Employment allowance	(4,000)	(3,000)
Pensions	8,099	7,821
Pension plan withdrawal costs	-	10,122
	201,025	193,312

The average number employees during the year was 7.8, being an average of 5.4 full time equivalent (2020: 8, 5.5 FTE). There were no employees with emoluments above £60,000.

Defined benefit pension scheme	2021 £	2020 £
Costs of the scheme to the charity for the year	473	1,893
Pension plan withdrawal costs outstanding at year end	-	10,122

Defined contribution pension scheme	2021 £	2020 £
Costs of the scheme to the charity for the year	7,626	5,928

Leeds Asylum Seekers Support Network

Notes to the accounts continued

for the year ended 31 March 2021

8 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Barrow Cadbury	-	49,000	48,892	-	108
Big Lottery Fund	1,825	77,994	68,706	-	11,113
Brelms Trust CIO	2,383	5,000	3,795	-	3,588
Grace House donations	6,080	14,799	16,037	-	4,842
Hardship Fund	1,128	6,046	7,000	-	174
CJRS	-	8,200	8,200	-	-
Lankelly Chase Foundation	1,250	-	1,250	-	-
LCC Connecting Opportunities	-	48,078	48,078	-	-
LCC 100% Digital	-	1,000	1,000	-	-
LCC DEFRA EAG	-	3,000	2,262	-	738
LCF (1)	4,367	12,500	12,649	-	4,218
LCF (2)	288	-	288	-	-
LCF (3)	141	5,000	3,013	-	2,128
LCF (4)	-	24,845	24,845	-	-
NACCOM Respond and Adapt	-	30,000	7,507	-	22,493
NHS Animations	5,746	-	186	-	5,560
NLCF	-	9,705	9,705	-	-
Tudor Trust	1,189	20,000	10,362	-	10,827
Tudor Trust Digital	-	2,000	2,000	-	-
Tudor Trust contribution	-	2,000	2,000	-	-
WYPCC Safer Communities	3,690	-	3,690	-	-
Yorkshire and Clydesdale Bank	4,326	-	-	-	4,326
	<u>32,413</u>	<u>319,167</u>	<u>281,465</u>	<u>-</u>	<u>70,115</u>

Fund name

Purpose of restriction

Barrow Cadbury	To assist with Core Costs and Digital Inclusion during Covid-19
Big Lottery Fund	Towards project costs of English at Home scheme.
Brelms Trust CIO	Towards costs of the Grace Hosting Project.
Grace House donations	Donations given specifically for Grace House costs.
Hardship Fund	Grants paid to individuals through Leeds Refugee Forum.
Coronavirus Job Retention Scheme (CJRS)	To fund costs of furloughed staff during Covid-19,
Lankelly Chase Foundation	Towards salary costs of Director's development work.
LCC Connecting Opportunities	Towards costs of Connecting Opportunities Project.
LCC 100% Digital	To assist with Digital Inclusion during Covid-19.
LCC DEFRA Emergency Assistance Grant (EAG)	To assist the destitute and homeless.
LCF (1)	Loneliness and Inclusion: Meet and Connect project.
LCF (2)	Towards costs of Big Change project.
LCF (3)	Towards costs of Winter Wellbeing 2020/2021.
LCF (4)	Strategic Infrastructure Grant to support the Leeds Migration Partnership, develop an online directory and provide IT infrastructure for 12 Refugee Community Organisations
NACCOM Respond and Adapt	To assist with core costs and Digital Inclusion during Covid-19.
NHS Animations	Refugee film project to increase awareness of NHS services.
NLCF	For Grace House remodelling
Tudor Trust	Towards costs of the Grace Hosting Project.
Tudor Trust Digital	To assist with Digital Inclusion during Covid-19.
Tudor Trust contribution	Contribution towards counselling / staff enhancement
WYPCC Safer Communities	Towards costs of the Children, Young People and the Law project.
Yorkshire and Clydesdale Bank	Towards financial literacy project costs.

Leeds Asylum Seekers Support Network

Notes to the accounts continued

for the year ended 31 March 2021

8 Designated Funds	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
New office reserve	-	-	-	124,268	124,268
New house reserve	-	-	-	15,000	15,000
	<u>-</u>	<u>-</u>	<u>-</u>	<u>139,268</u>	<u>139,268</u>

Fund name	Purpose of designation
New office reserve	Towards the costs of relocating, developing and refurbishing office space, subject to LCC transfer of assets provess.
New house reserve	LASSN were approached by 2 individuals, wishing to make a house available to LASSN, for use by destitute asylum seekers. The trustees have decided to designate £15,000 of existing unrestricted funds to provide initial seed funding to get this additional property up and running.

9 Debtors and prepayments	2021 £	2020 £
Debtors	8,369	15,065
Prepayments	2,802	1,783
	<u>11,171</u>	<u>16,848</u>

10 Creditors and accruals	2021 £	2020 £
Accruals	4,071	13,497
Deferred income	6,904	6,210
	<u>11,133</u>	<u>19,707</u>

11 Related party transactions

Trustee expenses

During the year 2 trustees were paid a total of £79 in respect of travel (previous year: 3 trustees and £387).

During the year 1 trustee was paid a total of £222 in respect of travel expenses incurred as volunteers (previous year: 3 trustees and £727).

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Remuneration and benefits received by key management personnel

The key management personnel of the charity include the trustees and Director. The total employee benefits received by the Director were £46,181 (previous year: £43,773).

No trustee received any remuneration or benefit in this capacity during this or the previous year.

Other related party transactions

Nicolle Levine (trustee) is part owner of a residential property which is gifted to LASSN at zero cost (£nil rent) for the purpose of housing destitute asylum seekers. Payments totalling £227.50 (previous year: £1,604) were made to reimburse client related payments relating to the property, made at the request of LASSN.

Leeds Asylum Seekers Support Network

Notes to the accounts continued

for the year ended 31 March 2021

12 Grants payable

Total value of grants

Grants to institutions

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.

2021

2020

£

£

7,000

4,000

7,000

4,000

13 Defined benefit pension scheme

The charity was a member of The Pensions Trust, a multi-employer defined benefit pension scheme until June 2020. Leeds Asylum Seekers' Support Network paid the withdrawal amount of £10,122 in August 2020 for which an accrual had been entered in the previous year's accounts.

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 2021

	2021 Unrestricted funds £	2020 Unrestricted funds £	2021 Restricted funds £	2020 Restricted funds £	2021 Total funds £	2020 Total funds £
Income and endowments from:						
Donations and legacies	197,066	46,345	20,845	15,507	217,911	61,852
Charitable activities	22,420	29,569	298,322	183,758	320,742	213,327
Other trading activities	350	150	-	-	350	150
Investments	474	571	-	-	474	571
Total income	220,310	76,635	319,167	199,265	539,477	275,900
Expenditure on:						
Charitable activities	53,554	58,744	281,465	227,650	335,019	286,394
Total expenditure	53,554	58,744	281,465	227,650	335,019	286,394
Net income / (expenditure)	166,756	17,891	37,702	(28,385)	204,458	(10,494)
Fund balances brought forward	120,951	103,060	32,413	60,798	153,364	163,858
Fund balances carried forward	287,707	120,951	70,115	32,413	357,822	153,364

Leeds Asylum Seekers Support Network

Statement of Financial Activities including comparatives for all funds using natural classification of income and expenditure for the year ended 31 March 2021

	2021 Unrestricted funds £	2020 Unrestricted funds £	2021 Restricted funds £	2020 Restricted funds £	2021 Total funds £	2020 Total funds £
Income and endowments from:						
Donations and legacies	180,266	44,608	20,845	14,444	201,111	59,052
Grants	20,000	24,985	298,322	184,821	318,322	209,806
Membership subscriptions	20	21	-	-	20	21
Other earned income	2,750	3,650	-	-	2,750	3,650
Bank interest	474	571	-	-	474	571
Donated services	16,800	2,800	-	-	16,800	2,800
Total income	220,310	76,635	319,167	199,265	539,477	275,900
Expenditure on:						
Salaries, pensions and NIC	12,303	28,269	188,722	165,043	201,025	193,312
Payroll charges	1,379	1,108	-	210	1,379	1,318
Premises	7,199	11,465	11,358	6,746	18,557	18,211
Office expenses	1,002	2,594	1,641	2,129	2,643	4,723
Insurance	1,836	1,405	38	-	1,874	1,405
Staff recruitment and training	409	648	934	465	1,343	1,113
Publicity	-	363	988	27	988	390
Staff expenses	(16)	986	459	4,499	443	5,485
Equipment and ICT support	3,884	1,615	2,644	3,685	6,528	5,300
Volunteer costs	990	-	4,691	18,376	5,681	18,376
Professional fees	-	-	810	780	810	780
Client involvement	6,409	3,683	54,363	20,286	60,772	23,969
Grants payable	-	-	7,000	4,000	7,000	4,000
Accountancy fees	421	557	1,284	1,034	1,705	1,591
Trustee expenses and AGM	245	582	131	-	376	582
Facilitation	693	2,669	103	370	796	3,039
Grace House operating expenses	-	-	6,299	-	6,299	-
Donated services	16,800	2,800	-	-	16,800	2,800
Total expenditure	53,554	58,744	281,465	227,650	335,019	286,394
Net income / (expenditure)	166,756	17,891	37,702	(28,385)	204,458	(10,494)
Fund balances brought forward	120,951	103,060	32,413	60,798	153,364	163,858
Fund balances carried forward	287,707	120,951	70,115	32,413	357,822	153,364