
COMMUNITY ACTION FOR REFUGEES AND ASYLUM SEEKERS

(Company registered by guarantee no. 06462487,
registered charity no. 1124376)

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 AUGUST 2021

COMMUNITY ACTION FOR REFUGEES AND ASYLUM SEEKERS
(Company limited by guarantee no. 06462487, registered charity no. 1124376)

REPORT AND FINANCIAL STATEMENTS
For the year ended 31 August 2021

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COMMUNITY ACTION FOR REFUGEES AND ASYLUM SEEKERS

REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES AND ADVISERS

For the year ended 31 August 2021

Company reg. no.	06462487
Charity reg. no. (England)	1124376
Registered office	25 Blakenham Road London SW17 8NE
Trustees	<p>The trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:</p> <p>Rosie Spiegelhalter, Chair Katherine Heather Burgess Rishi Goenka Emily Caroline Grant Helen Maree Gribble Keith McGuinness Matthew Pepler Suhan Rajkumar Charles Edward Meirion Whitehead</p>
Senior Management	<p>Managing Director – Eleanor Brown Director of Operations and Development – Pete Target</p>
Bankers	<p>CAF Bank Ltd 25 Kings Hill Avenue Kent, ME19 4JQ</p>
Independent Examiner	<p>Charles Ssempijja, FCA NfP Accountants Ltd Chartered Accountants 3rd Floor, 86-90 Paul Street London, EC2A 4NE</p>

CHAIR'S STATEMENT

For the year ended 31 August 2021

In this year of adjusting to the circumstances and the rapidly changing needs of those that we are here to support, we are proud to have been able to run a thriving online offer that reached large numbers of people and offered stability throughout the entirety of the pandemic. Our support ranged from arts and wellbeing to workshops in employability, volunteering, finances and housing.

We are proud to have been able to run a thriving online offer that reached large numbers of people and offered stability throughout the entirety of the pandemic, offering support ranging from arts and wellbeing to workshops in employability, volunteering, finances and housing. Despite the move to online working we retained engagement in our programmes up to 80% of pre-lockdown levels. Our online ESOL provision has recently won the President's Award from the DfE Festival of Learning.

We ensured we catered to the most newly arrived and isolated with outdoor face-to-face activities whenever possible. We returned to in-person support for classes and casework. With rapidly changing needs of the pandemic, the need for one-to-one casework has soared with 314 individuals supported this year.

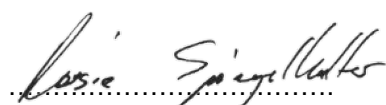
Last year we had planned to expand our income and successfully built our funding for our strategic programmes. This was then met by the decreased costs of running activities when they moved online, and with more emergency funding that recognized the vital work to support refugees during the pandemic. The result was that we carried over a substantial amount of money. To ensure the best use of this funding, we shifted the focus of our expenditure from activities to staff resourcing. To give stability to our programmes we always seek multi-year funding where possible. The restricted funds we hold at 31 August 2021 will be spent on planned activities in the coming year. We are hugely grateful for the flexibility and support of our funders across this time. We now need to secure additional long term grant funding to ensure we can maintain our services through our new strategic period.

I am very proud that this year we fully established our pathway to the board for people with experience of CARAS support. People of refugee background bring crucial perspective and experience to our decisions.

This year we completed our 2018-21 strategy and created a new one for 2021-2026, alongside a new theory of change. Every step was built with those that use our programmes and we are here to support, with 82 group members giving their views in discussion groups hosted within the regular timetable of activities. We built on our first independent evaluation, highlighting the success of our impact on communication skills, mental health and wellbeing and beneficiary strategic influence among other things.

This strategy will ensure that our direction and intentions for the next five years are underpinned by the needs and aspirations of the CARAS community. We will go into the year ahead with a newly committed ambition to our core holistic offer of ESOL and learning provision; casework; social groups; and routes to volunteering and leadership, and with a new commitment to employability, collaboration and inclusion.

This year highlighted again and again why CARAS is needed. We have a huge new area of need: hundreds of adult asylum seekers being housed in under-supported temporary accommodation in London, lacking basic necessities and at high risk of mental health crisis. The year ended with the capture of Kabul, the arrival of thousands of displaced people from Afghanistan, and the anticipation of more – an enduring reminder of the reason that we are here. Together, we will be here to offer the support needed and a welcoming community that offers safety, friendship and kindness.



Rosie Spiegelhalter

Chair

BOARD OF TRUSTEES' REPORT **For the year ended 31 August 2021**

The Trustees (who are the Directors of the charitable company for the purposes of the Companies Act), present their combined Directors' report and Trustees' annual report (as required by company and charity law), together with the financial statements of Community Action for Refugees and Asylum Seekers for year ended 31 August 2021. The Trustees confirm that the annual report and financial statements of the charity comply with current statutory requirements, the requirements of the charity's governing document, and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

The reference and administrative information set out on page 1 forms part of this report.

Structure, governance and management

Constitution and governing document

Community Action for Refugees and Asylum Seekers (referred to in this report as CARAS) is registered as a company limited by guarantee in England and Wales, incorporated on 3 January 2008. The Company Registration Number is 6462487.

The company is also a registered charity with the Charity Commission with registered number 1124376. CARAS is constituted under a Memorandum and Articles of Association for a charitable company dated 20 November 2007, last amended on 9 March 2016.

Organisational structure and decision making

The governance of CARAS is the responsibility of the Board of Trustees. The Board of Trustees are also the company's directors for the purposes of the Companies Act 2006. The Board of Trustees meets quarterly. CARAS is managed on a day-to-day basis by the Managing Director and Director of Operations and Development, who, during the period, supervised a permanent staff of 14 other employees as well as volunteers. The Managing Director and Director of Operations are supported by the Board of Trustees when needed.

Recruitment and appointment of the Trustees

CARAS advertises vacant Trustee positions publicly. Prospective Trustees are required to submit a CV and covering letter setting out how they meet the criteria for the role. Applicants are first invited to an informal meeting with the Chair of Trustees or the Managing Director to enable them to find out more about us. Following this meeting, applicants take part in an interview with representatives of the board, including a youth representative who is also a CARAS group member, and senior management representatives. Applicants are provided with an information pack on CARAS to review and are invited to present their thoughts on current strengths, risks and opportunities faced by CARAS at interview.

An alternative route to the board is reserved for people who have themselves used CARAS services. All CARAS group members are shown an advert detailing the role. Following an information session for interested group members interviews are conducted and a number are invited to join the board in an advisory role for two years, after which they may become a full trustee. Participants are supported throughout their journey to trusteeship and CARAS is committed to ensuring trustee meetings are accessible to all and facilitate meaningful participation from the whole board.

BOARD OF TRUSTEES' REPORT For the year ended 31 August 2021

A DBS (Disclosure and Barring Service) check is undertaken for new Trustees, along with two reference checks. New Trustees are then elected by the full Board. One third of Trustees are subject to re-election at each Annual General Meeting. These Trustees subject to re-election are those who have served longest on the board.

No other person or external body is entitled to appoint any Trustees. The Trustees who served during the period and after the year end are shown on page 1.

Policies adopted for the induction and training of Board of Trustees

New Trustees meet with senior management, the Chair of Trustees and other Board members. New Trustees are given the opportunity to attend an externally run Trustee induction course and are provided with an information pack including Charity Commission guidance on Trustee roles and responsibilities.

Remuneration policy for key management personnel

CARAS considers paying staff fairly and well to be an essential part of our identity, as well as necessary in creating and retaining strongly motivated and talented teams. Further details are in note 5. In 2020/21, the Board of Trustees and Senior Management conducted a review of our approach to pay and benefits. This included a review of the principles informing pay and a benchmarking exercise against organisations of comparable size and purpose. As a result of this review, we are implementing our new pay scale in 2021/22.

Related party transactions

CARAS has considered the disclosure requirements of the SORP for related party relationships. The Trustees consider the members of the Board of Trustees and their close family connections to be related parties of CARAS. All Trustees give their time voluntarily and have not been paid any remuneration or received any other benefits for services provided to the charity.

Any transactions with trustees and other related parties are disclosed at Note 6.

Objectives and activities

CARAS' overall charitable objectives are:

1. *To preserve and protect the physical and mental health of those seeking asylum and those granted refugee status and their descendants.*
2. *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.*
3. *To advance the education of those seeking asylum and those granted refugee status and their descendants in need thereof so as to advance them in life and assist them to adapt within a new community.*
4. *To advance the education of the public in general about the issues relating to refugees and those seeking asylum.*

BOARD OF TRUSTEES' REPORT For the year ended 31 August 2021

Accordingly, CARAS creates supportive relationships, networks and well-informed services that enable people to access what they need in order to increase their wellbeing and safety. We offer social support, ESOL, trips, sports, workshops, community volunteering, family days, into-school support, and one-to-one problem-solving casework. During the period we supported unaccompanied asylum-seeking children, women with young children, and adults living in temporary Home Office accommodation in advance of dispersal throughout the UK. During the period, 393 refugees and people seeking asylum were active CARAS community members, defined as attending three or more sessions of any activity, and many more who have attended fewer sessions.

During the period we delivered a very varied programme making use of all available resources and balancing the needs of working safely during a pandemic and responding to the human need for connection and face to face contact. We continued our successful adaptation to remote delivery, working entirely remotely during the first lockdown, and then moving to a blended model as soon as that became viable. We ran ESOL, computer and study groups online; provided outdoor sessions in a local community garden for those who were most isolated; and ran a very successful and diverse summer programme of outdoor activities and trips akin to our usual offer. We know that the entire sector faced similar challenges, and that most ran a skeleton service throughout the most stringent periods of lockdown. We are proud to have been able to run a thriving online offer that reached large numbers of people and offered stability throughout the entirety of the pandemic. Our online ESOL provision won the President's Award from the Festival of Learning (Learning and Work Institute). Our staff and volunteers deserve huge credit for adapting so successfully.

During this reporting period, we came to the end of a three-year strategy. During the period our focus was on these key strategic areas:

1. Alleviate the emotional trauma experienced by refugees and people seeking asylum through in-house mental health services and activities, and effective referrals.
2. Expand physical activities and promote good physical health for all CARAS group members.
3. Build communication skills needed to thrive in the UK.
4. Upgrade and expand our casework service to support more people through periods of crisis and towards independence.
5. Conduct the outreach needed to reach all individuals who can benefit from being part of the CARAS community.
6. Develop a robust program for the recruitment, retention and recognition of volunteers.
7. Be a leader on asylum seekers and refugees, and use our collective voice (staff, volunteers, group members) and expertise to advocate for our group members.

COMMUNITY ACTION FOR REFUGEES AND ASYLUM SEEKERS

BOARD OF TRUSTEES' REPORT

For the year ended 31 August 2021

In addition to programme activities we also undertook work to strengthen the organisation as a whole, most notably expanding our staff team to be able to run a professional and diverse service for our group members. We made use of covid-emergency grants and an underspend on project delivery to bring in an additional staff member in our youth team, in recognition of the extra time and complexity that working online brought; we also increased our casework team, hiring a full-time caseworker to support adult refugees and asylum-seekers. This role became an essential part of our support offer, responding to the sudden increase in need that came as a result of changes in Home Office accommodation policies and saw large numbers of newly arrived people placed in hotels in and around London. From our own attendance data, we know that our reach has grown. We have matched this with continued investment in all areas of the organisation and have now reached a point where we believe our size and provision is at a level that is both impactful and sustainable for the years ahead.

Declaration of public benefit

The Board of Trustees have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties.

The Board of Trustees regularly monitors and reviews the success of CARAS in meeting its key objectives. Having considered the public benefit guidance published by the Charity Commission, the Trustees confirm that these objectives fully meet the public benefit test and that all the activities of CARAS are undertaken in pursuit of these aims.

Achievements and Performance

- In the first year of this strategy, we supported 432 people.
- In 2019, we supported 450 people.
- In our final year of the strategy, we supported over 550 people.
- In total, throughout this three-year period, we have worked with 838 people.

These timetables show the changes in provision throughout the 2018-21 strategy:

2018: Total contact hours in scheduled activities: 19 hours, plus 1:1 casework: average 12 hours per week

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10.30-12.30 Adult ESOL	10.30-1.30 Women's Group + ESOL	10.30-1 Drop in advice			11-1 Youth ESOL
					1-5 Youth Club
		4-6pm Study Group			
		6-8pm Youth ESOL	6.30-8.30pm Youth Club		

COMMUNITY ACTION FOR REFUGEES AND ASYLUM SEEKERS

BOARD OF TRUSTEES' REPORT For the year ended 31 August 2021

2020 pre-pandemic: Total contact hours in scheduled activities: 27.5 hours, plus 1:1 casework: average 15 hours per week

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10.30-12.30 Adult ESOL	10.30-1.30 Women's Group + ESOL	10.30-1 Drop in advice	10.30-1 Women's yoga		11-1 Youth ESOL
					1-5 Youth Club
	4-6pm Computer group	4-6pm Study group	4.30-6.30 Workshops		
		6-8pm Youth ESOL	6.30-8.30pm Youth Club		
7-9pm Girls swimming					

2021 (current): Total scheduled hours: 31 hours, plus 1:1 casework (average per week): 60 hours

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	10-11 Women's ESOL (accredited)	11.15 -12.45 Adult ESOL (Entry 2)	10- 11 Women's ESOL (accredited)	10- 11 Women's yoga	
	11.30- 1 Adult ESOL (Entry 1)	11.30- 12.30 Adult ESOL Discussion Group (Entry 3+)	11.30- 12.30 Adult ESOL (pre-entry)		
			11.30-1.30 Women's Gardening Group (face to face)	2pm- 4pm Bike riding (face to face)	
5pm- 6pm Youth ESOL (Entry 1)			4pm- 5pm Arts		
5pm- 6pm Youth Discussion Group (higher levels)	11- 12.30- Women's Drama	4-5pm Men's Wellbeing (Arabic)	4.30- 5.30 Women's Creative writing group		
5pm- 6pm Youth workshops	5pm- 6.30pm Study group	4pm- 6pm Youth gardening group (face to face)	5pm- 6.30pm Youth club	3-4pm Single language group	
5.30pm- 7pm football (face to face)	5pm- 6.30pm- running group (face to face)	5pm -6pm- Youth ESOL (entry 1)			
		5pm- 6.30pm Computer class			
		6.30pm- 7.30 Youth ESOL (entry 2)			

BOARD OF TRUSTEES' REPORT For the year ended 31 August 2021

In April 2021 an independent evaluation was completed by Eido Research. Their findings were summarised as follows:

"Overall, it is clear that CARAS is having a defining impact in the lives of its beneficiaries, many of whom spend years engaging with the curriculum and inviting their families and friends to do the same. Beneficiaries often see CARAS as a second home where they can grow in a friendly and supportive environment. They feel like they can trust CARAS and feel comfortable because of the "friendly people" they find that are eager to help them. Together, the improved mental and physical state, the understanding of the language and social norms and feeling part of a group made CARAS beneficiaries feel like they belong more in the UK. There were no significant barriers to accessing CARAS, and both the women's groups and the option of online classes have provided even more opportunities for women and for families with childcare responsibilities."

Direct feedback from group members who contributed to focus groups for the evaluation included:

"Before starting CARAS, I couldn't leave the house because I couldn't speak English at all... My whole body used to shake, and I started sweating because I was scared, as I didn't know how to respond. Now, this doesn't happen, and I can comfortably respond. I feel more confident in social spaces, and I feel comfortable going out, and enjoy shopping or going to the park."

"When I talk to people [at CARAS] I feel good inside; it gives an emotional release, so there is a big impact".

We are particularly proud of our continued progress in centring our activities and decisions on the aspirations, wants and needs of group members themselves. New developments include a formalised calendar of consultation meetings where staff seek input on programmes and where we may also ask for feedback that impacts on campaigns and policy. Outcomes from this include:

- The evolution of new activities within our provision for adults, including a writing group that the women requested as a way to further their literacy and to embrace a wide range of cultures and literary traditions in a social context.
- Young people gaining training in 'peer research' and using these skills to help develop responses across London from the GLA, as well as turning these skills to support good programme design at CARAS.
- The election of a new trustee who progressed through our flagship 'Honorary Trustee' scheme.
- Input from young people sharing their experiences of living in local authority care and channelling this into advocacy work coordinated by the RMCC (Refugee and Migrant Children's Consortium, of which CARAS is an active member).

In speaking to one of partner organisations, a stakeholder stated:

"The ideas [for activities] have come from the [beneficiaries] themselves... You can tell they [CARAS] are listening. It's not a service where it's top-down; the [beneficiaries] are very much part of building the activities, and... that really shines through."

BOARD OF TRUSTEES' REPORT For the year ended 31 August 2021

Principal risks and uncertainties

The responsibility for organisational risk sits with the Board with the day-to-day tasks of managing it delegated to the members of staff. Major risks are updated to the Trustees regularly and the Board act as a source of expertise and support on key risk areas such as finance, income, HR and safeguarding.

Our risk appetite for the safety of our group members and for our financial sustainability is low, recognising that our income sources are varied and need to be sought on an ongoing basis. While it is never possible to entirely remove risk from our organisation, we organise and monitor risk in a way to mitigate it.

Key risks and their mitigations are:

Dependency on income sources

- Varied sources of income and focus on pursuing long term sources of funding
- Well managed relationships with supporters
- Commitment to new activity only when reasonable from projected income or where funding confirmed

Budget control

- Clear budget set at start of financial year with Board approval
- Mid-year check point for budget

Reserves

- Reserves policy in place and linked to business plans, activities and identified financial and operating risk
- Regular review of reserves policy and reserve levels

Service provision

- Structured feedback from CARAS group members on quality and appropriateness of service
- Agreed quality control procedures

Health and safety

- Staff and volunteers trained
- Health and safety issues and occurrences monitored

Strategic direction

- Strategic plan is created with input from Trustees, staff, group members, volunteers and partner organisations
- Used as a live document for staff; quarterly board updates on activity are framed against strategic plan

Safeguarding and protection of beneficiaries

- Training of all staff and volunteers in safeguarding
- Implement staff vetting and legal requirements (e.g. DBS (Disclosure and Barring Service) checks)

Limited space in our current project space

- Urgent search for new premises

BOARD OF TRUSTEES' REPORT For the year ended 31 August 2021

Financial review

Financial Position

Total income for the year amounted to £569,325 (2020 - £558,842), against which £582,904 (2020 - £385,684) was expended during the year, leaving net expenditure of £13,579 (2020 - net income of £173,158).

This deficit of £13,579 is made up of a £528 surplus in unrestricted funds, and net expenditure on restricted funds of £14,107 (which included application of our opening restricted fund balances).

Significant events affecting financial performance

CARAS saw a 51% increase in expenditure in 2020/21 compared to 2019/20 - this reflects our planned expansion of service provision which had been delayed from 2019/20 due to the Covid pandemic. CARAS ended 2019/20 with a £102,464 surplus in restricted funds and these fund balances were all spent down during 2020/21.

This expanded service provision in 2020/21 involved increased spend on both staffing and project costs. To ensure that CARAS' services were resilient to the uncertainties of the Covid pandemic, and to allow us to reach those who are digitally excluded, we needed to deliver a mix of face-to-face and online work.

New project roles added in 2020/21 included an additional caseworker and a youth worker. This additional staffing enabled teams to meet previously unaddressed needs of our group members, and to further develop CARAS' online offers. It also gave teams the capacity to plan carefully and safely and reduce the impact on services at times when self-isolation was necessary.

In order to support group members to be confident in using CARAS' digital offer, increased spending in 2020/21 included investment in IT infrastructure. Translation costs also increased as we needed to make more use of these services to successfully engage members in intake interviews and online casework.

Principal sources of funding

During the period, and as in previous periods, CARAS' largest source of funding was grants, which amounted to £444,254. This level of grant income was steady with 2019/20 (when grant income of £445,277 was received). A range of grants supported our youth work, educational provision, casework, and adult support services. In particular, in the first 6 months of 2020/21 CARAS secured several short term Covid-19 emergency grants which helped to fund casework provision. This helped to counterbalance the lapse of several of our long-term grants which ended in Spring 2021.

We now urgently need to secure new long-term grant funding to ensure that we can maintain our services through our new five-year strategic period which begins in 2021/22.

BOARD OF TRUSTEES' REPORT **For the year ended 31 August 2021**

Donations to CARAS in the period (including gift aid) totalled £113,862 (2019/20: £103,514) of which £12,027 were restricted and £101,835 were unrestricted. Most restricted donations were used to fund our adult support services. Growth in unrestricted donations from 2019/20 was driven by the instrumental support of our patron in response to the Covid pandemic, as well as a generous response to our public appeals. Throughout the period, unrestricted donations contributed to core and office costs such as unfunded staff time, rent, insurance and office equipment. Pressure increased on unrestricted income in the second half of 2020/21, when as a result of lapses in long term restricted funding, unrestricted income was required to fund an increased proportion of salary and project costs such as translation services.

Trading income totalled £9,970. This unrestricted income is earned through contracts with universities to offer social work student placements and training statutory workers on refugee experiences in the UK. We were pleased to be able to recommence this work online in 2020/21 since this work had been disrupted by the lockdown in 2019/20.

Statement on going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that CARAS has adequate resources to continue in operational existence for the foreseeable future. For this reason, the Trustees adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

Reserves position

CARAS' general funds or reserves are its unrestricted funds not designated by the Board for any other purpose. As at 31 August 2021, CARAS holds reserves of £173,692. Our current reserves policy states that CARAS' reserves must be sufficient to cover at least three months operating costs for potential recovery or resolution (either partial or full closure). Based on CARAS' expenditure in 2020/21, this reserves level is £145,726 (in 2019/20 this was £141,500). CARAS' reserves at 31 August 2021 therefore meet the policy level. Our budget for the next financial year (2021/22) will require us to end the year with £141,500 in reserve. This reflects a slightly leaner budget for a period of consolidation and stabilisation during the first year of our new five-year strategy.

The Trustees foresee that we may need to draw on our reserves as part of our new strategy. That is because, as at 31 August 2021, a significant portion of our budgeted income for 2021/22 is unconfirmed due to gaps in short term funding and lapses in our longer term funding. We may need to draw on our reserves to bridge these gaps.

Our ambition is that we will emerge from this period of stabilisation in the first 18 months of our new strategy with the resources we need to pursue new and exciting lines of work. As part of our growth, we plan to secure more versatile and accessible premises for project work and securing these new premises may require the build-up of a designated fund.

COMMUNITY ACTION FOR REFUGEES AND ASYLUM SEEKERS

BOARD OF TRUSTEES' REPORT

For the year ended 31 August 2021

Plan for future periods

We have no reason to believe that the need for our services will diminish in the coming years. We anticipate that the passing of the Borders and Nationalities Bill will negatively impact the ability of those we support to integrate smoothly into their new community, and add additional complexity to asylum process. We have invested well in our staff team and in order to focus on providing a stable and consistent offer.

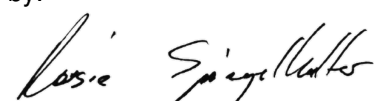
CARAS has a new five-year strategic plan that runs from September 2021 to August 2026. The core offer of holistic support covering ESOL provision, social and wellbeing groups, and casework and advice are all set to continue. In addition, we are bringing these areas into focus:

- a. **Employability and volunteering.** Pathways through CARAS and into the next stages of someone's life are valued. There is currently a borough wide initiative in Wandsworth on employability, and the GLA (Greater London Authority) is considering making employment a covid-recovery priority. CARAS will develop new work in employability, including volunteering pathways for those who as yet do not have the right to work.
- b. **Campaigns and leadership.** Making the experiences and voices of group members the central point of all campaigns work and external communications. We will further develop opportunities for leadership.
- c. **Generous collaboration.** Sharing of expertise/ honing of CARAS models is a way to influence wider change and there is appetite for this from partners/ referrers. We will create sharable models of all CARAS' work, making these publicly available and achieving wide reaching positive outcomes for people regardless of their location.
- d. **Digital.** Digital skills and digital access are essential to a full life in the UK. We will develop digital skills classes for all of our group members and will campaign for digital access to become a right for all.
- e. **Education.** Education is the priority of our group members. We will bridge the significant gaps that exist at key times in people's lives, most notably for young people who may wait up to 8 months to be offered formal education, and in supporting adults to achieve a level of English that allows them to enrol in mainstream classes.
- f. **Inclusion.** We need to make pro-active plans re greater/ better inclusion, especially for LGBTQ+ individuals and people with disabilities. This will allow safe access to a group of people who are currently unsupported in our work. Additionally, this will strengthen our staff team and create a better and more equal environment for all. We will also strive for greater diversity and representation within our staff team and board of trustees, developing leadership pathways for people of RAS (Refugees and Asylum Seekers) background.

We have also developed a new Theory of Change and accompanying monitoring framework.

Approval of the report

This report was approved by the Board of Trustees on 15.3.2022 and signed on their behalf by:



Rosie Spiegelhalter

Chair

INDEPENDENT EXAMINER'S REPORT TO THE BOARD OF TRUSTEES
For the year ended 31 August 2021

I report on the accounts of the charity for the year ended 31 August 2021 set out on pages 14 to 27.

Respective responsibilities of the Board of Trustees and examiner

As the 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'). You are satisfied that the accounts of the Company are not required by charity or company law to be audited and have chosen instead to have an independent examination.

Having satisfied myself that the accounts of the 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 the Company's accounts carried out under section 145 of the Charities Act 2011 ('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 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 can confirm that I am qualified to undertake the examination because I am a registered member of ICAEW which is one of the listed bodies.

I have completed my examination. I confirm that no 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 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.

Charles Ssempijja, FCA
NfP Accountants Ltd
Chartered Accountants
3rd Floor, 86-90 Paul Street
London
EC2A 4NE

Date: 1 5 . 3 . 2 0 2 2

COMMUNITY ACTION FOR REFUGEES AND ASYLUM SEEKERS

STATEMENT OF FINANCIAL ACTIVITIES

(incorporating Income and Expenditure Account & Statement of Total Realised Gains and Losses)

For the year ended 31 August 2021

	Note	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £
INCOME FROM							
Donations and legacies	2	102,345	455,771	558,116	102,992	445,799	548,791
Other trading income		9,970	-	9,970	9,470	-	9,470
Investment income: bank interest		1,151	-	1,151	400	-	400
Other income		88	-	88	181	-	181
TOTAL INCOME		113,554	455,771	569,325	113,043	445,799	558,842
EXPENDITURE ON:							
Raising funds	3	40,753	-	40,753	15,535	17,393	32,928
Charitable activities	3	72,273	469,878	542,151	26,814	325,942	352,756
TOTAL EXPENDITURE		113,026	469,878	582,904	42,349	343,335	385,684
NET INCOME/(EXPENDITURE) FOR THE YEAR		528	(14,107)	(13,579)	70,694	102,464	173,158
RECONCILIATION OF FUNDS							
TOTAL FUNDS AT 1 SEPTEMBER 2020		173,164	100,931	274,095	102,470	(1,533)	100,937
TOTAL FUNDS AT 31 AUGUST 2021		£ 173,692	£ 86,824	£ 260,516	£ 173,164	£ 100,931	£ 274,095

All income and expenditure has arisen from continuing activities

The annexed notes form part of these financial statements

COMMUNITY ACTION FOR REFUGEES AND ASYLUM SEEKERS
(company limited by guarantee number 06462487)

BALANCE SHEET
As at 31 August 2021

	Notes	£	2021 £	£	2020 £
FIXED ASSETS					
Tangible assets	11		-		1,716
CURRENT ASSETS					
Debtors	12	17,242		18,859	
Cash at bank and in hand		336,793		339,979	
		<u>354,035</u>		<u>358,838</u>	
CREDITORS: amounts falling due within one year	13	(93,519)		(86,459)	
Net current assets			<u>260,516</u>		<u>272,379</u>
NET ASSETS			<u>£ 260,516</u>		<u>£ 274,095</u>
FUNDS					
Restricted funds	14		86,824		100,931
Unrestricted funds:			173,692		173,164
			<u>£ 260,516</u>		<u>£ 274,095</u>

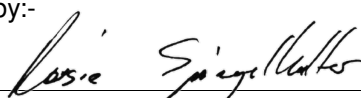
For the year ended 31 August 2021 the Company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- (i) The members have not required the Company to obtain an audit of its accounts for the year in question in accordance with section 476;
- (ii) The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: 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 2019) - (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

They were approved, and authorised for issue, by the Board of Trustees on 15.3.2022 and signed on their behalf by:-



Rosie Spiegelhalter, Chair

The annexed notes form part of these financial statements

COMMUNITY ACTION FOR REFUGEES AND ASYLUM SEEKERS

STATEMENT OF CASHFLOWS For the year ended 31 August 2021

	2021		2020	
	£	£	£	£
Cash flows from operating activities				
Net income / (expenditure) for the year	(13,579)		173,158	
Add back depreciation	1,716		1,873	
		(11,863)		175,031
Net cash provided by / (used in) operating activities				
(Increase)/decrease in stocks	-		-	
(Increase)/decrease in debtors	1,617		(1,351)	
Increase/(decrease) in creditors	7,060		(5,047)	
		8,677		(6,398)
Change in cash and cash equivalents in the year		(3,186)		168,633
Cash and cash equivalents at the beginning of the year		339,979		171,346
Cash and cash equivalents at the year end		336,793		339,979

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 August 2021

1. ACCOUNTING POLICIES

Basis of preparation of financial statements

The accounts have been prepared under the historical cost accounting rules, and in accordance with Accounting and Reporting by Charities: 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 2019) - (Charities SORP FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy or note.

Judgements and key sources of estimation uncertainty are detailed in the accounting policies where applicable.

Public benefit entity

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

Going concern

The Trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern. Key judgements that the charitable company has made which have a significant effect on the accounts include estimating income and expenditure for the next 12 months, in particular the economic impact of the Covid 19 pandemic.

Income

Income is recognised when the charity has entitlement to the funds: this is when any performance conditions attached to the income have been met, it is probable that the income will be received, and that the amount can be measured reliably.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Income is only deferred when: the donor specifies that the grant or donation must only be used in future accounting periods; or for performance related grants, where these are received in advance of the performances or specific event to which they relate.

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 August 2021

Donations of gifts, services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item or received the service, any conditions associated with the donation have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), volunteer time is not recognised so refer to the trustees' annual report for more information about their contribution.

On receipt, donated gifts, professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

Company status

Community Action for Refugees and Asylum Seekers is a company limited by guarantee. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity.

Fund accounting

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

Unrestricted funds are donations and other incoming resources received or generated for the charitable purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

Fundraising costs

Costs of raising funds relate to the costs incurred by the charitable company in inducing third parties to make voluntary contributions to it, as well as the cost of any activities with a fundraising purpose.

Charitable activities

Expenditure on charitable activities includes the costs of delivering services and reading activities undertaken to further the purposes of the charity and their associated support costs.

Other expenditure

Other expenditure represents those items not falling into any other heading.

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 August 2021

Allocation of support costs

Resources expended are allocated to the particular activity where the cost relates directly to that activity. Staff costs are stated on the basis of staff time. Support costs which cannot be directly attributed to charitable activities are allocated in proportion to staff costs.

Where information about the aims, objectives and projects of the charity is also provided to potential donors, activity costs are apportioned between fundraising and charitable activities on the basis of the area of literature occupied by each activity.

Operating leases

Rental charges are charged on a straight line basis over the term of the lease.

Tangible fixed assets and depreciation

Tangible fixed assets (excluding investments) are stated at cost less depreciation. The cost of minor additions or those costing less than £500 are not capitalised. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life. For equipment, this is 25% Straight Line Basis.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account. Cash balances exclude any funds held on behalf of service users.

Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

Pensions

The charity operates a defined contributions pension scheme, which is a Group Stakeholder Pension Scheme. All employees are auto-enrolled in this scheme but have the option to opt-out. The charity contributes 4% of gross pay to the pension of all staff. The contributions made during the year are treated as an expense and were £15,162 (2020 - £9,905).

COMMUNITY ACTION FOR REFUGEES AND ASYLUM SEEKERS

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 August 2021

2. DONATIONS AND LEGACIES

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Donations	99,872	10,802	110,674	99,295
Gift aid	1,963	1,225	3,188	4,219
Grants	510	443,744	444,254	445,277
	£ 102,345	£ 455,771	£ 558,116	£ 548,791
<i>2020</i>	<i>Unrestricted Funds 2020 £</i>	<i>Restricted Funds 2020 £</i>	<i>Total Funds 2020 £</i>	
<i>Donations</i>	<i>76,941</i>	<i>22,354</i>	<i>99,295</i>	
<i>Gift aid</i>	<i>1,952</i>	<i>2,267</i>	<i>4,219</i>	
<i>Grants</i>	<i>24,099</i>	<i>421,178</i>	<i>445,277</i>	
	£ 102,992	£ 445,799	£ 548,791	

3. ANALYSIS OF EXPENDITURE

	Staff costs £	Direct costs £	Support and Governance costs £	Total 2021 £	Total 2020 £
Charitable activities					
Youth Provision	90,487	20,980	61,438	172,905	149,024
Adult Provision	33,520	9,010	22,759	65,289	53,346
Learning	72,651	7,309	49,329	129,289	69,401
Casework	79,258	16,407	53,815	149,480	58,528
Volunteer Management	12,172	721	8,265	21,158	20,057
Trading	2,400	-	1,630	4,030	2,400
	290,488	54,427	197,236	542,151	352,756
Fundraising costs	23,644	1,055	16,054	40,753	32,928
Support and Governance costs	134,205	79,085	(213,290)	-	-
	£ 448,337	£ 134,567	£ Nil	£ 582,904	£ 385,684

COMMUNITY ACTION FOR REFUGEES AND ASYLUM SEEKERS

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 August 2021

Analysis of expenditure - 2020

	Staff costs £	Direct costs £	Support and Governance costs £	Total 2020 £
<i>Charitable activities</i>				
Youth provision	68,629	22,733	57,662	149,024
Adult provision	24,604	8,070	20,672	53,346
Learning	32,791	9,060	27,550	69,401
Casework	29,169	4,852	24,507	58,528
Volunteer coordination	10,604	544	8,909	20,057
Trading	1,304	-	1,096	2,400
	<u>167,101</u>	<u>45,259</u>	<u>140,396</u>	<u>352,756</u>
<i>Fundraising costs</i>	17,393	922	14,613	32,928
<i>Support and governance costs</i>	104,791	50,218	(155,009)	-
	<u>£ 289,285</u>	<u>£ 96,399</u>	<u>£ Nil</u>	<u>£ 385,684</u>

Of the total expenditure, £113,026 was unrestricted (2020 - £42,349) and £469,878 was restricted (2020 - £343,335).

4. NET INCOME / EXPENDITURE FOR THE YEAR

This is stated after charging / crediting:

	2021 £	2020 £
Independent auditor's / examiner's remuneration:	<u>1,800</u>	<u>1,920</u>

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 August 2021

5. STAFF COSTS AND NUMBERS

	Total Funds 2021 £	<i>Total Funds 2020 £</i>
Salary costs		
Wages and salaries	398,170	261,990
Social security costs	32,080	17,390
Pension costs	15,162	9,905
Other employment costs	2,924	-
	£ 448,336	<i>£ 289,285</i>

The average number of employees (head count based on number of staff employed) during the year was 16 (2020 - 11).

Total employee benefits, including pension contributions, of the key management personnel were £95,120 (2020 - £81,143).

No employee earned more than £60,000, including benefits (2020 - the same).

6. TRUSTEES' REMUNERATION AND EXPENSES

The charity trustees were not paid and did not receive any other benefits from association with the charity in the year (2020 - £nil). No charity trustee received payment for professional or other services supplied to the charity (2020 - £nil).

7. RELATED PARTY TRANSACTIONS

Other than trustees' expenses above, there are no reportable related party transactions to disclose for 2021 (2020 - none).

8. TAXATION

The charitable company is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

9. PENSION SCHEME

The charity operates a defined contributions pension scheme, which is a Group Stakeholder Pension Scheme, registered with HM Revenue & Customs in accordance with the Finance Act 2004. The fund manager invests in unitised funds, accumulating until the members chosen retirement age. The fund manager's charges are factored into the unit values.

COMMUNITY ACTION FOR REFUGEES AND ASYLUM SEEKERS

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 August 2021

10. SUPPORT & GOVERNANCE COSTS

	Total Funds 2021 £	<i>Total Funds 2020 £</i>
Beneficiary remuneration	260	-
Destitution Support	80	25
Fundraising	444	138
Other governance	163	373
Insurance	2,669	2,521
Office Costs	13,696	18,431
Professional Fees	10,852	3,484
Project costs	1,612	5,141
Rent and Rates	34,237	12,021
Utilities	7,211	4,291
Staff wellbeing	4,345	-
Depreciation	1,716	1,873
Independent examination	1,800	1,920
Support staff costs	134,205	104,791
	£ 213,290	£ 155,009

11. TANGIBLE FIXED ASSETS

	Office equipment £
Cost	
At 1 September 2020 and 31 August 2021	7,490
Depreciation	
At 1 September 2020	5,774
Charge for the year	1,716
At 31 August 2021	7,490
Net book value	
At 31 August 2020	£ 1,716

COMMUNITY ACTION FOR REFUGEES AND ASYLUM SEEKERS

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 August 2021

12. DEBTORS

	2021 £	2020 £
Due within one year		
Grant receivable	2,618	4,460
Accrued income	2,943	9,262
Prepayments	10,495	3,951
Other debtors	1,186	1,186
	<u>£ 17,242</u>	<u>£ 18,859</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade creditors	13,667	2,890
Deferred grant income	66,600	69,739
Social security and other taxes	9,917	10,355
Pensions payable	2,383	1,555
Accruals	952	1,920
	<u>£ 93,519</u>	<u>£ 86,459</u>
<u>Deferred income</u>		
Beginning balance	69,739	84,117
Amount released to incoming resources	(69,739)	(84,117)
Amount deferred in the year	66,600	69,739
	<u>£ 66,600</u>	<u>£ 69,739</u>
Balance at 31 August		

14. STATEMENT OF FUNDS

	Brought Forward £	Incoming Resources £	Resources Expended £	Transfers and investment gains/(losses) £	Carried Forward £
RESTRICTED FUNDS					
Youth Provision	19,639	107,196	(118,450)	-	8,385
Adult Provision	30,006	20,053	(36,550)	-	13,509
Learning	14,183	60,862	(69,619)	-	5,426
Casework	16,910	62,677	(73,364)	-	6,223
Volunteer Management	-	16,067	(16,067)	-	-
Core	20,193	188,916	(155,828)	-	53,281
	<u>£ 100,931</u>	<u>£ 455,771</u>	<u>£ (469,878)</u>	<u>£ Nil</u>	<u>£ 86,824</u>
SUMMARY OF FUNDS					
General Funds	173,164	113,554	(113,026)	-	173,692
Restricted Funds	100,931	455,771	(469,878)	-	86,824
	<u>£ 274,095</u>	<u>£ 569,325</u>	<u>£ (582,904)</u>	<u>£ Nil</u>	<u>£ 260,516</u>

COMMUNITY ACTION FOR REFUGEES AND ASYLUM SEEKERS

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 August 2021

Statement of funds 2020

	<i>Brought Forward</i>	<i>Incoming Resources</i>	<i>Resources Expended</i>	<i>Transfers and investment gains/(losses)</i>	<i>Carried Forward</i>
	£	£	£	£	£
RESTRICTED FUNDS					
Youth Provision	682	109,467	(90,510)	-	19,639
Adult Provision	505	59,160	(29,659)	-	30,006
Learning	(1,716)	55,528	(39,629)	-	14,183
Casework	211	50,706	(34,007)	-	16,910
Volunteer Management	-	11,148	(11,148)	-	-
Core	(1,215)	159,790	(138,382)	-	20,193
	<u>£ (1,533)</u>	<u>£ 445,799</u>	<u>£ (343,335)</u>	<u>£ Nil</u>	<u>£ 100,931</u>
SUMMARY OF FUNDS					
General Funds	102,470	113,043	(42,349)	-	173,164
Restricted Funds	(1,533)	445,799	(343,335)	-	100,931
	<u>£ 100,937</u>	<u>£ 558,842</u>	<u>£ (385,684)</u>	<u>£ Nil</u>	<u>£ 274,095</u>

Description of funds

Youth Provision

Service for young refugees and asylum seekers, mostly those who arrived in the UK as unaccompanied children. Social activities, study support, trips, residentials, and sports.

Adult Provision

Service for adults and their families, focusing on social activities, physical and mental health sessions, trips and outdoor activities such as gardening.

Learning

Support with the educational needs of all beneficiaries, especially through English language classes.

Casework

One-to-one support for those with a specific bureaucratic, legal or personal issue.

Volunteer Coordination

Recruitment, training, safeguarding and retention of the volunteers who support delivery of our projects.

Core

This fund tracks donor funds that are restricted for core costs rather than project costs.

COMMUNITY ACTION FOR REFUGEES AND ASYLUM SEEKERS

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 August 2021

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds		Restricted Funds	Total Funds
	Designated Funds	General Funds		
	£	£	£	£
Net current assets	-	173,692	86,824	260,516
	<u>£ Nil</u>	<u>£ 173,692</u>	<u>£ 86,824</u>	<u>£ 260,516</u>

16. OPERATING LEASE COMMITMENTS

The charity has a standing lease agreement where a month's notice is required by either party in the event of termination. This commitment, in the event of early termination by the charity, would attract a month's rent charge at £1,200 in relation to the office and £1,117 in relation to the project space.

17. OTHER COMPANY INFORMATION

Community Action for Refugees and Asylum Seekers is a charitable company limited by guarantee, registered in England with registration number 06462487. Its registered office address is 25 Blakenham Road, Tooting, London, SW17 8NE. The accounts are presented in GBP rounded to £1.