

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 2016**

Leeds Asylum Seekers Support Network

Annual Report and Financial Statements for the year ended 31 March 2016

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Prepared by West Yorkshire Community Accounting Service

Leeds Asylum Seekers Support Network

Trustees' report for the year ended 31 March 2016

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 |
|-------------------|-----------|--------------------------|
| David Cundall | Chair | |
| Katherine Wyatt | Treasurer | |
| Judy Kessler | | Resigned 9 October 2015 |
| Andrew Eyre | | |
| Ruth Woodhead | | |
| Solomon Kidane | | |
| Erika Trueman | | |
| Janice Gwilliam | | |
| Alexandra Huddart | | Resigned 21 January 2016 |
| Shadia Hameed | | Appointed 9 October 2015 |

Company secretary Jon Beech

Charity number 1092647 Registered in England and Wales

Company number 04228876 Registered in England and Wales

| | |
|---|----------------------|
| Registered and principal address | Bankers |
| Ebor Court | Unity Trust Bank plc |
| Westgate | Nine Brindleyplace |
| Leeds | Birmingham |
| LS1 4ND | B1 2HB |

Independent examiner

Susan Szamakowicz MAAT

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

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. 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.

Leeds Asylum Seekers Support Network

Trustees' report (continued) for the year ended 31 March 2016

Objectives and activities

The charity's objects

To relieve asylum seekers and refugees 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 - which reduces isolation, improves well-being, and encourages integration and greater self-reliance among asylum seekers and refugees. We continue to recruit, train and match volunteer befrienders with clients on a one to one basis – in 2015/16 this meant matching 51 volunteers with 54 asylum seekers and refugees. Most referrals for befriending come from health and children's services, who recognise the significant impact that loneliness can have on both physical and mental health. Volunteers provide support for about 9 months, although some matches can continue for several years. Volunteers also provide practical support to the people they are matched with: helping people to access health and social care services, to make stronger connections with community organisations and to make friends.

English at Home - which matches volunteer tutors with refugee and asylum seeker learners who are unable to attend mainstream English classes. In 2015/16 we offered tailored English lessons to 140 people from who would otherwise be excluded from learning English because of caring responsibilities and/or health problems. 113 volunteer tutors delivered over 1,655 hours of teaching. Our 6 month reviews with learners found that in all cases there had been an increase in the level of confidence, with nearly all clients reporting that they now used English much more outside the home. By building people's confidence, we have supported 11 people to successfully take up college courses (9 more were accepted, but cuts meant they were unable to allocated places) and 15 to move on to weekly classes outside the home.

Grace Hosting - which links households with a spare room ("Hosts") with destitute asylum seekers ("Guests").. 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. In 2015/16, 84 guests spent a total of 1,289 nights staying in emergency accommodation. Although this is the same number of Guests as 14/15, their average stay with Grace Hosts increased from 5 nights to 15 – reflecting the difficulties an increasing number of people experience accessing Home Office (Section 4) support. The number of people able to stay with Longer Term Hosts more than halved, from 12 Guests in 14/15 to 5 Guests in 15/16. Longer Stay guests stayed a total of 1,587 nights, with the average length of stay rising from 40 to 45 weeks. Many of the people who stay with Hosts long-term are at the end of the asylum process and cannot return to their home country. Overall, in 2015/16 Grace Hosts provided 2,876 nights of accommodation: more than 410 weeks, or over 7 years. On Autumn 2015, we had an unprecedented number of new hosts step forwards, doubling the number of Hosting Volunteers from 60 to 120 in less than 2 months.

Information and awareness raising remains central to our mission, tackling prejudice, encouraging understanding, and fostering interaction and integration with the local community. Our main website lassn.org.uk increased its unique users 140% to over 12,000 unique users. oneworldleeds.org - our multi-platform blog doubled its audience to over 5,000 unique users and our Facebook posts reached an average of 385 people each time. We have given talks to people in churches, schools, universities, on the radio and in the street, and trained refugees and asylum seekers in the effective use of social media. We have grown the audience of leedsmultiagency.org.uk a website for Leeds Multi-Agency Meeting – with more than 165 posts reaching 5,000 unique users.

The Hardship fund provides cash payments to people experiencing homelessness and destitution during the winter months. We work in partnership with six other refugee support organisations to raise and distribute funds to households with no other form of income. In 2015/16 a total of £5,600 was distributed to 63 households in 218 separate payments. £25 is paid to single people for up to 4 weeks, and can mean the difference between a hot meal and nothing to eat.

Members - Supporters of LASSN have the option of becoming members. LASSN had 26 members in 2015/16. Membership is free for unwaged people, asylum seekers and volunteers.

Leeds Asylum Seekers Support Network

Trustees' report (continued) for the year ended 31 March 2016

Objectives and activities

The charity's main activities (continued)

Volunteers are key to the success of everything LASSN achieves. This year, we supported 303 volunteers in a variety of roles - with more than a quarter of these volunteers recruited and inducted in the last year alone.

Supporters - LASSN benefits from a huge number of supporters and individual donors. Our mailing list of supporters includes around 500 individuals and 300 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. A representative from Leeds Refugee Forum is invited to attend LASSN Trustees Meeting in an advisory capacity, and vice versa.

LASSN works in partnership with Leeds Refugee Forum to raise donations for the Leeds Hardship Fund for destitute asylum seekers.

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.

Public benefit statement

In planning our activities for the year we kept in mind the Charity Commission's guidance on public benefit. We are clear that the benefits we are providing relate to the aims of the charity. We are also clear about who benefits from our activities, and that the activities are organised in a way that makes them as accessible as possible – by ensuring our services are delivered to people in their own homes.

The charity continues to have a good reputation and support within the local community. Work with asylum seekers suffering from hardship and destitution are LASSN's priorities, however, support for people who have gained refugee status continues. The charity continues to be an essential service that Social Services, NHS, Education and refugee agencies refer to, and which enhances their effectiveness.

Achievements and performance

LASSN has made significant progress in all three of our 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.

- 288 asylum seekers and refugees received one to one support from LASSN. If we count the total number of children and dependents in these households, LASSN supported a further 366 people (a total of 654)
- 2,876 nights of accommodation were provided by Grace Hosts to 89 guests
- 303 people volunteered with LASSN
- £5,600 was distributed in hardship grants to 63 households

2. Empowered

LASSN wants asylum seekers and refugees to be empowered to rebuild their lives and fulfil their potential. LASSN wants individuals and refugee communities to have a voice and influence.

- 1,655 hours of lessons were delivered to English at Home students
- Befriending meant that this year, 54 people reported a significant increase in their emotional wellbeing, and 45 people reported stronger social networks
- 11 English at Home students successfully enrolled on a college ESOL course, and 15 now attend weekly free classes outside their homes

Leeds Asylum Seekers Support Network

Trustees' report (continued) for the year ended 31 March 2016

Objectives and activities

Achievements and performance (continued)

3. Integrated

LASSN wants asylum seekers and refugees to feel settled and safe in their new environment in Leeds. LASSN wants Leeds to be a place of welcome and understanding for asylum seekers. LASSN wants the general public, organisations, politicians and policy makers to understand the needs of asylum seekers.

- 54 people developed a sense of belonging and being cared for through befriending
- 165 posts on leedsmultiagency.org.uk helped keep people abreast of the changing face of asylum services in Leeds and beyond

The lassn.org.uk website gets more than 1,400 visits per month, LASSN's Facebook page has over 720 likes and LASSN has 1,000 Twitter followers.

LASSN has been able to influence many thousands of local people to help them develop a greater understanding of asylum seekers and refugees.

Financial review

The net income for the year, after transfers, was £16,635, including net income of £21,746 on unrestricted funds and net expenditure of £5,111 on restricted funds.

However, the financial climate has continued to be challenging and we have faced difficulties in finding grant income to replace ones which are coming to an end – leading to two posts being made redundant and the loss of two valued members of staff. Competition remains fierce for an ever decreasing number of grants. LASSN has maintained its services by using unrestricted reserves that have been built up, largely through the ongoing generosity of our individual donors and supporters. Although two Volunteer Managers posts were made redundant (Grace Hosting and Befriending) - new grant funding eventually enabled us to re-employ to both roles.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £42,859.

The trustees have reviewed the reserves policy and aim to hold reserves equivalent to three months running costs or the cost of closing down the organisation in an orderly manner, whichever is higher.

The trustees also aim to build up reserves to meet unexpected costs like break down of essential office machinery, staff cover for illness, maternity leave, parental leave, or unexpected gaps in funding. Currently reserves are sufficient to meet all obligations if it became necessary to close the organisation.

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 vulnerable adults and for volunteers working in the community and in asylum seekers' homes. To mitigate these risks, LASSN has policies on: Volunteer Guidelines; Health and Safety; Equal Opportunities; Child Protection; Vulnerable Adults, Confidentiality and Data Protection, Disciplinary and Grievance Procedures for staff; appropriate insurance; training volunteers on personal safety; references for volunteers, appropriate DBS (Disclosure and Barring Service) checks and regular supervision.

Leeds Asylum Seekers Support Network

Trustees' report (continued) for the year ended 31 March 2016

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 (FRSSE)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees:

Signed.......... (Trustee)

Name : David Cundall

Date.....12/7/16.....

Leeds Asylum Seekers Support Network

Independent examiner's report to the trustees of Leeds Asylum Seekers Support Network

I report on the accounts of the charitable company for the year ended 31 March 2016, which are set out on pages 8 to 14.

Respective responsibilities of the trustees and the examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to examine the accounts under section 145 of the 2011 Act, follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act and state whether particular matters have come to my attention.

Basis of independent examiner's statement

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

Independent examiner's statement

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

1) which gives me reasonable cause to believe that in any material respect the requirements:

to keep accounting records in accordance with section 386 of the Companies Act 2006; and

to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRSSE)).

have not been met; or

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

Name: Susan Szamakowicz

Relevant professional qualification or body: MAAT

Date: 26 July 2016.

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 2016

| | Notes | 2016 Unrestricted funds £ | 2016 Restricted funds £ | 2016 Total funds £ | 2015 Total funds £ |
|--|-------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Incoming resources | | | | | |
| Grants and donations | (2) | 44,101 | 104,500 | 148,601 | 149,644 |
| Membership subscriptions | | 10 | - | 10 | 65 |
| Other earned income | | 1,500 | - | 1,500 | 5,092 |
| Bank interest | | 57 | - | 57 | 60 |
| Total incoming resources | | 45,668 | 104,500 | 150,168 | 154,861 |
| Resources expended | | | | | |
| Salaries and NIC | (3) | 690 | 87,024 | 87,714 | 117,981 |
| Redundancy costs | | 9,210 | - | 9,210 | 7,893 |
| Freelance staff | | 3,440 | - | 3,440 | 2,050 |
| Premises | | 3,035 | 1,585 | 4,620 | 3,300 |
| Office expenses | | 2,405 | 747 | 3,152 | 3,309 |
| Insurance | | 933 | 324 | 1,257 | 1,202 |
| Staff recruitment and training | | - | 420 | 420 | 884 |
| Publicity | | 405 | - | 405 | (292) |
| Staff expenses | | 396 | 301 | 697 | 1,231 |
| Equipment and ICT support | | 1,470 | 461 | 1,931 | 2,619 |
| Volunteer costs | | - | 7,908 | 7,908 | 7,131 |
| Professional fees | | 663 | 1,168 | 1,831 | 2,982 |
| Grants distributed to other organisations | | - | 8,825 | 8,825 | 3,392 |
| Grants payable | | - | - | - | 1,848 |
| Accountancy fees | | 1,080 | - | 1,080 | 1,140 |
| Trustee expenses | | 313 | - | 313 | 221 |
| Facilitation | | 345 | - | 345 | (1,195) |
| Conference | | 90 | - | 90 | 175 |
| AGM | | 10 | - | 10 | 210 |
| Depreciation | | 285 | - | 285 | 285 |
| Total resources expended | | 24,770 | 108,763 | 133,533 | 156,366 |
| Net income / (expenditure) before transfers | | 20,898 | (4,263) | 16,635 | (1,505) |
| Transfers between funds | | 848 | (848) | - | - |
| Net movement in funds | | 21,746 | (5,111) | 16,635 | (1,505) |
| Fund balances brought forward | | 21,397 | 30,792 | 52,189 | 53,694 |
| Fund balances carried forward | (4) | 43,143 | 25,681 | 68,824 | 52,189 |

All incoming resources and resources expended derive from continuing activities.

Leeds Asylum Seekers Support Network

Balance sheet

as at 31 March 2016

| | | 2016 | 2016 | 2016 | 2015 |
|--|-----|---------------|---------------|---------------|---------------|
| | | Unrestricted | Restricted | Total | Total |
| | | £ | £ | £ | £ |
| Fixed assets | | | | | |
| Tangible assets | (5) | 284 | - | 284 | 569 |
| Total fixed assets | | <u>284</u> | <u>-</u> | <u>284</u> | <u>569</u> |
| Current assets | | | | | |
| Debtors and prepayments | (6) | 3,624 | 875 | 4,499 | 3,540 |
| Cash at bank and in hand | (7) | 42,533 | 37,217 | 79,750 | 54,182 |
| Total current assets | | <u>46,157</u> | <u>38,092</u> | <u>84,249</u> | <u>57,722</u> |
| Current liabilities: | | | | | |
| amounts falling due within one year | | | | | |
| Creditors and accruals | (8) | 3,298 | 12,411 | 15,709 | 6,102 |
| Total current liabilities | | <u>3,298</u> | <u>12,411</u> | <u>15,709</u> | <u>6,102</u> |
| Net current assets | | <u>42,859</u> | <u>25,681</u> | <u>68,540</u> | <u>51,620</u> |
| Total assets less current liabilities | | <u>43,143</u> | <u>25,681</u> | <u>68,824</u> | <u>52,189</u> |
| Net assets | | <u>43,143</u> | <u>25,681</u> | <u>68,824</u> | <u>52,189</u> |
| Funds | | | | | |
| Unrestricted funds | | 43,143 | - | 43,143 | 21,397 |
| Restricted funds | | <u>-</u> | <u>25,681</u> | <u>25,681</u> | <u>30,792</u> |
| Total funds | | <u>43,143</u> | <u>25,681</u> | <u>68,824</u> | <u>52,189</u> |

For the year ending 31 March 2016 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 the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the board of trustees on 19/07/16

Signed: BBM

(Trustee)

Name JB CUNDALL

Leeds Asylum Seekers Support Network

Notes to the accounts

for the year ended 31 March 2016

1 Accounting policies

Basis of accounting

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRSSE)) the Companies Act 2006 and Financial Reporting Standard for Smaller Entities (effective January 2015).

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, the trustees are virtually certain they 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.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out the resources.

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

Pensions

The charity operates a defined benefit scheme. It is not possible in the normal course of events to identify on a reasonable and consistent basis the share of underlying assets and liabilities belonging to individual participating employers. The Plan is a multi-employer scheme, where the assets are co-mingled for investment purposes, and benefits are paid out of the Plan's total assets. Accordingly, due to the nature of the Plan, the accounting charge for the period under FRS102 represents the employer contribution payable.

Where a plan has been agreed to fund an identified deficit a liability is recognised for the present value of the contributions payable that arise from that agreement (to the extent that they relate to the deficit) and the resulting expense recognised in the Statement of Financial Activities.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

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.

Leeds Asylum Seekers Support Network

Notes to the accounts continued for the year ended 31 March 2016

| 2 Grants and donations | 2016 | 2016 | 2016 | 2015 |
|--|---------------|----------------|----------------|----------------|
| | Unrestricted | Restricted | Total | Total |
| | funds | funds | funds | funds |
| | £ | £ | £ | £ |
| ABC Charitable Foundation | 10,000 | - | 10,000 | - |
| Allen Lane Foundation | - | 4,500 | 4,500 | - |
| Big Lottery Fund (1) | - | 21,159 | 21,159 | 57,708 |
| Brelms Trust | - | 5,000 | 5,000 | - |
| Comic Relief | - | - | - | 9,000 |
| Esmee Fairbairn Foundation (1) | - | 10,000 | 10,000 | 10,000 |
| Esmee Fairbairn Foundation (2) | - | 10,000 | 10,000 | - |
| European Integration Fund | - | 2,626 | 2,626 | 1,799 |
| Grants received on behalf of other organisations | - | - | - | 7,500 |
| Hardship Fund | - | 880 | 880 | - |
| Henry Smith Charity | - | 26,000 | 26,000 | 25,750 |
| Indigo Trust | 2,000 | - | 2,000 | - |
| Jill Franklin Trust | - | - | - | - |
| Lankellychase Foundation | - | - | - | - |
| Leeds Christian Community Trust | - | - | - | - |
| Leeds City Council | - | - | - | 2,000 |
| Leeds Community Foundation | - | 3,960 | 3,960 | 2,500 |
| Leeds Refugee Welfare Fund | - | 875 | 875 | - |
| Leigh Trust | - | 1,500 | 1,500 | - |
| Seedbed Christian Communities Trust | - | 5,000 | 5,000 | - |
| Tudor Trust | - | 13,000 | 13,000 | - |
| University of Leeds | - | - | - | 300 |
| Yorkshire and Clydesdale Bank | - | - | - | 5,000 |
| Donations | 32,101 | - | 32,101 | 28,087 |
| | <u>44,101</u> | <u>104,500</u> | <u>148,601</u> | <u>149,644</u> |

| 3 Staff costs and numbers | 2016 | 2015 |
|-------------------------------|---------------|----------------|
| | £ | £ |
| Gross salaries | 82,411 | 105,160 |
| Social security costs | 6,624 | 8,863 |
| Employment Allowance claimed | (2,000) | (2,000) |
| Pensions | 2,713 | 5,958 |
| Pensions adjusted (see below) | (2,034) | - |
| | <u>87,714</u> | <u>117,981</u> |

The average number employees during the year was 4.2, being an average of 2.9 full time equivalent (2015: 5.2, 4 FTE).

There were no employees with emoluments above £60,000.

| Defined benefit pension scheme | 2016 | 2015 |
|---|-------|-------|
| | £ | £ |
| Costs of the scheme to the charity for the year | 2,713 | 5,958 |
| Amount of any contributions outstanding at the year end | 905 | 2,265 |
| Amount of any contributions prepaid at the year end | - | - |

The negative pension expenditure (£2,034) on these accounts is due to previous year over accruals, in the expectation that the charges would be higher than they eventually were.

Leeds Asylum Seekers Support Network

Notes to the accounts continued

for the year ended 31 March 2016

| 4 Restricted funds | Balance b/f £ | Incoming £ | Outgoing £ | Transfers £ | Balance c/f £ |
|-------------------------------------|------------------|----------------|----------------|----------------|------------------|
| Allen Lane Foundation | - | 4,500 | 4,500 | - | - |
| Big Lottery Fund (1) | 5,066 | 1,768 | 6,834 | - | - |
| Big Lottery Fund (2) | - | 19,391 | 19,391 | - | - |
| Brelms Trust | - | 5,000 | 5,000 | - | - |
| Bright Ideas Fund | 7,500 | - | 7,500 | - | - |
| Comic Relief | 4,661 | - | 4,661 | - | - |
| Esmee Fairbairn Foundation (1) | 5,362 | 10,000 | 12,005 | - | 3,357 |
| Esmee Fairbairn Foundation (2) | - | 10,000 | 26 | - | 9,974 |
| European Integration Fund | 18 | 2,626 | 1,796 | (848) | - |
| Hardship Fund | 638 | 880 | 1,325 | - | 193 |
| Henry Smith Charity | 880 | 26,000 | 24,797 | - | 2,083 |
| Jill Franklin Trust | 500 | - | 500 | - | - |
| Leeds Community Foundation | 1,167 | 3,960 | 4,120 | - | 1,007 |
| Leeds Refugee Welfare Fund | - | 875 | 875 | - | - |
| Leigh Trust | - | 1,500 | 1,500 | - | - |
| Seedbed Christian Communities Trust | - | 5,000 | 5,000 | - | - |
| Tudor Trust | - | 13,000 | 8,704 | - | 4,296 |
| Yorkshire and Clydesdale Bank | 5,000 | - | 229 | - | 4,771 |
| | <u>30,792</u> | <u>104,500</u> | <u>108,763</u> | <u>(848)</u> | <u>25,681</u> |

Fund name

Purpose of restriction

Allen Lane Foundation

Towards volunteer costs for Grace Hosting project.

Big Lottery Fund (1)

Towards costs of the Befriending project. Income of £7,993 relating to the next financial year has been deferred.

Big Lottery Fund (2)

Salary costs of English at Home project. Income of £4,418 relating to the next financial year has been deferred.

Brelms Trust

Towards costs of the Befriending project.

Bright Ideas Fund

Funds to be awarded to migrant community networkers and refugee community organisations to help develop community ideas.

Comic Relief

Salary, volunteer costs and overheads for Grace Hosting project.

Esmee Fairbairn Foundation (1)

Towards costs of providing information and raising awareness.

Esmee Fairbairn Foundation (2)

English at Home project.

European Integration Fund

English at Home project. The transfer to unrestricted funds has been agreed with the funder.

Hardship Fund

Grants paid to individuals through Leeds Refugee Forum.

Henry Smith Charity

Management and administration costs.

Jill Franklin Trust

Supporting trafficked women refugees to learn English.

Leeds Community Foundation

Winter wellbeing fund: salary and volunteer costs for Grace Hosting project.

Leeds Refugee Welfare Fund

To support English at Home project including director costs. The balance includes a debtor of £875 received after the year end.

Leigh Trust

Towards volunteer travel and expenses for the Befriending project.

Seedbed Christian Communities Trust

Towards staff and volunteer costs for the Befriending project.

Tudor Trust

Towards costs for Grace Hosting project.

Yorkshire and Clydesdale Bank

Financial literacy project costs.

Leeds Asylum Seekers Support Network
Notes to the accounts continued
for the year ended 31 March 2016

5 Tangible assets

| | Office equipment £ | Total £ |
|-----------------------|--------------------------|--------------|
| <u>Cost</u> | | |
| At 1 April 2015 | 1,139 | 1,139 |
| Additions | - | - |
| At 31 March 2016 | <u>1,139</u> | <u>1,139</u> |
| <u>Depreciation</u> | | |
| At 1 April 2015 | 570 | 570 |
| Charge for year | <u>285</u> | <u>285</u> |
| At 31 March 2016 | <u>855</u> | <u>855</u> |
| <u>Net book value</u> | | |
| At 31 March 2016 | <u>284</u> | <u>284</u> |
| At 31 March 2015 | <u>569</u> | <u>569</u> |

6 Debtors and prepayments

| | 2016 £ | 2015 £ |
|-------------|--------------|--------------|
| Debtors | 2,345 | 2,336 |
| Prepayments | <u>2,154</u> | <u>1,204</u> |
| | <u>4,499</u> | <u>3,540</u> |

7 Cash at bank and in hand

| | 2016 £ | 2015 £ |
|-----------------------|---------------|---------------|
| Unity Reserve account | 32,495 | 32,438 |
| Unity Current account | 46,888 | 21,682 |
| Alto Prepay Cards | 305 | - |
| Petty cash | <u>62</u> | <u>62</u> |
| | <u>79,750</u> | <u>54,182</u> |

8 Creditors and accruals

| | 2016 £ | 2015 £ |
|-----------------|---------------|--------------|
| Creditors | 649 | 605 |
| Accruals | 2,649 | 4,997 |
| Deferred income | <u>12,411</u> | <u>500</u> |
| | <u>15,709</u> | <u>6,102</u> |

9 Trustee expenses

| | 2016 £ | 2015 £ |
|---|-----------|-----------|
| Total amount paid | 313 | 221 |
| Number of trustees who were paid expenses | 2 | 3 |
| Nature of the expenses | Travel | Travel |

10 Related party transactions

There were no related party transactions during this or the previous financial year.

Leeds Asylum Seekers Support Network

Notes to the accounts continued

for the year ended 31 March 2016

11 Grants payable

| Total value of grants | Grants to institutions | |
|--|------------------------|--------------|
| | 2016 | 2015 |
| 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. | 1,325 | 1,848 |
| Total | <u>1,325</u> | <u>1,848</u> |

12 Defined benefit pension scheme

The charity is a member of The Pensions Trust, a multi employer defined benefit pension scheme.

It is not possible in the normal course of events to identify on a reasonable and consistent basis the share of underlying assets and liabilities belonging to individual participating employers. The Plan is a multi-employer scheme, where the assets are co-mingled for investment purposes, and benefits are paid out of the Plan's total assets. Accordingly, due to the nature of the Plan, the accounting charge for the period under FRS102 represents the employer contribution payable.

Leeds Asylum Seekers' Support Network paid contributions at the rate of 5% during the accounting period. Members paid contributions at the rate of 3% during the accounting period.

As at the balance sheet date there was one active member of the Plan employed by Leeds Asylum Seekers' Support Network. Leeds Asylum Seekers' Support Network continues to offer membership of the Plan to its employees.

13 Contingent liabilities

The Scheme deficit at 30 September 2015 was £206.9m representing a funding level of 81% (2014 - £255.4m - 76%). A revised recovery plan was implemented in April 2016 with new contributions. The charity has not been required to make any deficit contributions.

Leeds Asylum Seekers' Support Network has been notified by The Pensions Trust of the estimated employer debt on withdrawal from the Plan based on the financial position of the Plan as at 30 September 2015. As of this date the estimated employer debt for Leeds Asylum Seekers' Support Network was £15,635.