

**JUSTICE FIRST LIMITED**  
**TRUSTEES' REPORT AND**  
**STATEMENT OF ACCOUNTS**  
**YEAR ENDED 30<sup>TH</sup> APRIL 2016**

**REGISTERED CHARITY : 1116388**

**COMPANY NUMBER : 5762730**



**JUSTICE FIRST LIMITED  
REPORT OF THE TRUSTEES FOR  
THE YEAR ENDED 30<sup>TH</sup> APRIL 2016**

The trustees present their annual report and the unaudited accounts for the year ended 30<sup>th</sup> April 2016. This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies, the Charities Act 2011 and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities

**REFERENCE AND ADMINISTRATIVE DETAILS**

Charity Name                      Justice First Limited

Company Number              5762730

Charity Number                1116388

***DIRECTORS AND TRUSTEES***

The directors (who are trustees of the charity) who served during the year were:-

Mrs. B Hungin	Chair
Mrs. F Cuthill	Vice-Chair
Mr. M Tomlin	Treasurer (resigned as Treasurer: 21 <sup>st</sup> November 2015)
Mr. W Suthers	Treasurer (appointed as Treasurer: 1 <sup>st</sup> May 2016)
Mr. J Fletcher	
Canon W Broad	
Mrs. C Ramos	
Mr. T Bukasa	
Councillor Linda Hughes	
Mr. Bini Araia	

***COMPANY SECRETARY***

Mr J Fletcher

***EXECUTIVE MANAGER***

Pete Widlinski

***SENIOR CASE WORKER***

Kath Sainsbury

***ADMINISTRATOR/CASE WORKER***

Solafa Eltom

***ADMINISTRATOR***

Lucie Fleming

***REGISTERED OFFICE***

135 Norton Road  
Stockton on Tees  
TS18 2BG

***INDEPENDENT EXAMINER***

Mrs E Hamilton FCA  
S V Bye Chartered Accountants  
New Garth House  
Upper Garth Gardens  
Guisborough  
TS14 6HA

***BANKERS***

Unity Trust Bank plc  
Nine Brindleyplace  
Birmingham  
B1 2HB

**JUSTICE FIRST LIMITED**  
**REPORT OF THE TRUSTEES (continued)**  
**THE YEAR ENDED 30<sup>TH</sup> APRIL 2016**

## **STRUCTURE GOVERNANCE AND MANAGEMENT**

The organisation is a charitable company limited by guarantee, incorporated on 30<sup>th</sup> March 2006 and registered as a charity on 16<sup>th</sup> October 2006.

The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. Under those articles, one third of the trustees, who are directors of the company shall retire by rotation at each AGM but may stand for re-election. Those who retire at each AGM will be the trustees who have been longest in office since their last appointment or reappointment.

## **OBJECTIVES AND ACTIVITIES**

The company is a registered charity whose principal object is to relieve poverty, sickness and distress among asylum seekers in the Tees Valley, particularly but not exclusively, by the provision of food and support including the provision of guidance, advice and assistance on health, employment and welfare matters. The trustees have had due regard to the guidance published by the Charity Commission in relation to Public benefit.

## **ACHIEVEMENTS AND PERFORMANCE**

### **Report by the Chair**

It gives me great pleasure to write my report this year - the year in which we celebrate our tenth anniversary. Looking back ten years has enabled me to reflect on our development from an organisation with two employees based in a shared building in Middlesbrough to the unique and respected Charity that has become a vital resource for so many in the Tees Valley and beyond. Our core purpose remains the same – we specialise in finding solutions for people who are in the final stages of the asylum process. We support people to build resilience in often the harshest of circumstances. We are working at a time when the UK seems caught between an open hearted response to an image of a tiny body washed up on a shoreline, and complicated cycles of fear about the arrival of strangers. The recent EU Referendum has also produced more negative and ill-informed media coverage which is not helpful to refugees and those seeking asylum.

The priority for our clients remains that of becoming re-engaged with the legal system and to have their financial support re-instated. As well as the casework this involves, we offer a range of services, advice and signposting to those who find themselves homeless and destitute with no recourse to public funds. We provide emergency support and work closely with local organisations and charities who provide shelter, food and clothing to those in need.

These include the Red Cross, Freedom from Torture, Open Door, the Methodist Asylum project, Tees Valley of Sanctuary, The Mary Thompson Fund, NERS and Migrant Help.

This has also been the second year of the NE Refugee Law Project - our partnership with the Newcastle Law Centre - which has offered one to one support and group workshops to enable clients who are not eligible for legal aid to appeal their asylum decisions.

*(continued)*

**JUSTICE FIRST LIMITED**  
**REPORT OF THE TRUSTEES (continued)**  
**THE YEAR ENDED 30<sup>TH</sup> APRIL 2016**

**Report by the Chair (continued)**

Unfortunately, due to an absence of further funding, we have not been able to continue with the project but the legacy for both organisations has been significant and the relationship between us is still strong. Independent Evaluation of the project provided clear evidence of its benefits. To quote: "The positive effect of the project on clients is clear: free advice they trust and, whilst not always leading to a positive case outcome, it enabled clients to make decisions and have access to justice, which would have otherwise been denied to them.

The impact on their mental wellbeing was also evident. All of the clients had experienced stress in the course of their claim for asylum and all had found the Project's help had reduced that stress as well as giving them more confidence in their understanding of the asylum system and helping them to feel more in control of their case."

Client numbers have been constant throughout the year. Appointments for the Thursday Client Days in Stockton and the Outreach sessions in Middlesbrough have been taken up. Our staff team continue to demonstrate the commitment, dedication and expertise which are the essence of Justice First. We are indeed fortunate to have such a team. Pete's role in communications and management has developed this year and he is constantly in demand to give workshops/training events and media interviews concerning refugee and asylum issues. He continues to liaise with local authorities, police and health organisations as well as schools and other voluntary bodies. He has been involved in consultation meetings with all the neighbouring local authorities taking part in the Syrian Resettlement Programme.

Kath continues to make casework and client welfare her priority. An increase in the complexity of the case work for some clients has had an impact on time commitment needed to address the issues. This provides an extra challenge in an already busy service. She is ably assisted by Lucie – our caseworker/administrator who was initially employed through funding for the North East Refugee Law Project and who has become an invaluable member of the Justice First Team. Solafa, our office manager, provides calm, efficient organisational skills to a very busy service. The team are supported by truly committed volunteers who give so much and without whom we could not meet the needs of our clients.

Our tenth anniversary was the catalyst for in-depth consultations with the Directors and Staff members concerning the structure of Justice First and future planning. This has enabled team re-structuring and the instigation of a training programme for OISC accreditation for Solafa and Lucie.

We have again been encouraged by support from a number of Foundations and Trusts the details of which are elsewhere in the report. These include, the Lloyds Foundation, the Esmée Fairbairn Trust, Lempriere Pringle Trust, the Holbeck Trust and the Jill Franklin Trust.

I would like to express my thanks to all those who work so hard for Justice First. Our staff team are supported by our Board of Directors who make a significant contribution to the running of the organisation. Mike Tomlin stepped down as treasurer at the last AGM and we are delighted to welcome Bill Suthers who has taken on that role.

Justice First continues to provide a unique and vital service to those seeking asylum. One client recently told me of the deep pain of losing her family back home and of the realisation that Justice First had become her family giving her hope for the future

Barbara Hungin  
Chair.

**JUSTICE FIRST LIMITED**  
**REPORT OF THE TRUSTEES (continued)**  
**YEAR ENDED 30<sup>TH</sup> APRIL 2016**

**FINANCIAL REVIEW**

*RESERVES*

The trustees have determined that free reserves equivalent to 6 months running costs (£50,000) at present levels will be required to allow the charity to continue its activities and seek alternative sources of funding, should there be a downturn in funding from current sources. At 30<sup>th</sup> April 2016 free reserves (i.e. those unrestricted reserves not tied up in fixed assets) amounted to £62,353. The trustees continue to look for alternative funding sources.

*RISK REVIEW*

The trustees have considered the charity's exposure to risk and have put in place policies to mitigate those risks. The main risk identified by the trustees is being unable to secure sufficient funding to continue its activities. The reserves policy described above is designed to mitigate the adverse effects of this.

**STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees (who are also directors of Justice First Limited for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the 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 that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees on 26<sup>th</sup> October 2016 and signed on their behalf by:

Barbara Hungin  
Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
JUSTICE FIRST LIMITED**

I report on the accounts of the company for the year ended 30<sup>th</sup> April 2016 which are set out on pages 6 to 11.

**Respective responsibilities of trustees and 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 audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2013 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2013 Act; and
- state whether particular matters have come to my attention.

**Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as 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 Charitieshave 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.

Mrs E Hamilton FCA  
S V Bye  
Chartered Accountants  
GUISBOROUGH  
26<sup>th</sup> October 2016

New Garth House  
Upper Garth Gardens  
TS14 6HA

**JUSTICE FIRST LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT)**

**YEAR ENDED 30<sup>TH</sup> APRIL 2016**

	<b>Note</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>2016 Total Funds £</b>	<b>2015 Total Funds £</b>
<b>INCOME</b>					
Fund raising & donations		17,666	-	17,666	13,834
Gift aid tax		1,024	-	1,024	1,302
<i>Income from charitable activities</i>					
Grants receivable	2	73,600	22,000	95,600	99,856
Bank interest		110	-	110	70
<b>TOTAL INCOMING RESOURCES</b>		<u>92,400</u>	<u>22,000</u>	<u>114,400</u>	<u>115,062</u>
<b>EXPENDITURE</b>					
Cost of raising funds	3	3,584	-	3,584	764
<i>Expenditure on charitable activities</i>					
Cost of main activity	3	40,746	61,381	102,127	87,504
Governance costs	3	8,983	-	8,983	8,297
		<u>53,313</u>	<u>61,381</u>	<u>114,694</u>	<u>96,565</u>
<b>Net income/(expenditure) and net movement in funds for the year</b>		39,087	(39,381)	(294)	18,497
Fund balances brought forward		<u>25,343</u>	<u>40,037</u>	<u>65,380</u>	<u>46,883</u>
<b>FUND BALANCES CARRIED FORWARD</b>	10	<u>64,430</u>	<u>656</u>	<u>65,086</u>	<u>65,380</u>

The notes on pages 8 to 11 form part of these accounts

# JUSTICE FIRST LIMITED

## BALANCE SHEET

AS AT 30<sup>TH</sup> APRIL 2016

	Note	£	2016	£	£	2015	£
<b>FIXED ASSETS</b>							
Tangible assets	6			2,077			2,770
<b>CURRENT ASSETS</b>							
Cash at Bank and in Hand		64,160			63,616		
Debtors and prepayments	7	1,161			1,300		
		<u>65,321</u>			<u>64,915</u>		
<b>CREDITORS:AMOUNTS FALLING DUE WITHIN ONE YEAR</b>	8	<u>2,312</u>			<u>2,306</u>		
<b>NET CURRENT ASSETS</b>				63,009			62,610
<b>NET ASSETS</b>				<u>65,086</u>			<u>65,380</u>
<b>UNRESTRICTED FUNDS</b>							
General Fund				64,430			25,343
<b>RESTRICTED FUNDS</b>				656			40,037
<b>TOTAL FUNDS</b>	9			<u>65,086</u>			<u>65,380</u>

The directors are satisfied that the company was entitled to exemption from audit under section 477 of the Companies Act 2006 and that members have not required an audit in accordance with section 476.

The directors acknowledge their responsibilities for:

- i ensuring that the company keeps accounting records which comply with section 386; and
- ii preparing accounts which give a true and fair view of the state of affairs of the charitable company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 396 and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the charitable company.

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and The Financial Reporting Standard for Smaller Entities (effective January 2015).

Approved by the Trustees on 26<sup>th</sup> October 2016 and signed on their behalf by:

Barbara Hungin.....Trustee/director

The notes on pages 8 to 11 form part of these accounts



# JUSTICE FIRST LIMITED

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30<sup>TH</sup> APRIL 2016

### 1. ACCOUNTING POLICIES

- a) The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015), the Companies Act 2006 and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities, published on 16<sup>th</sup> July 2014. Assets and liabilities are initially recognized at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.
- b) Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included.
- c) Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable.
- d) Incoming resources from investments are included when receivable.
- e) Resources expended are recognised in the period in which they are incurred.
- f) Resources expended are allocated to the particular activity where the cost relates directly to that activity. Support costs are allocated between activities in relation to their usage, which has been estimated at 90% charitable and 10% governance.
- g) Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life. The rates used are:  
Fixtures and fittings 25% per annum
- h) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.
- i) 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, together with a fair allocation of management and support costs.

### 2. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted £	Restricted £	2016 Total £	2015 Total £
<b>Grants receivable</b>				
Northern Rock Foundation	-	-	-	20,000
Esmee Fairbairn Trust	30,000	-	30,000	10,000
Northern Rock Foundation (via Newcastle Law Centre)	-	6,000	6,000	47,856
Jill Franklin Trust	1,000	-	1,000	1,000
Estate of C Sakhar dec'd	-	-	-	5,000
Holbeck Trust	8,000	-	8,000	8,000
Lampriere Pringle Trust	20,000	-	20,000	5,000
Hospital of God at Greatham	-	-	-	1,000
PCC funding	900	-	900	-
Seedbed Community Grant	3,500	-	3,500	-
Hungin	10,000	-	10,000	-
Samuel Storey	200	-	200	-
W Broad	-	-	-	2,000
Lloyds Bank Foundation	-	16,000	16,000	-
	<hr/>	<hr/>	<hr/>	<hr/>
	73,600	22,000	95,600	99,856
	<hr/>	<hr/>	<hr/>	<hr/>

# JUSTICE FIRST LIMITED

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30<sup>TH</sup> APRIL 2016

### 3. TOTAL RESOURCES EXPENDED

	Cost of Raising Funds	Cost of Charitable Activities	Governance Costs	2016 Total	2015 Total
	£	£	£	£	£
<b>Directly Allocated Costs</b>					
Staff travel	-	319	-	319	325
Translation & interpreter costs	-	1,725	-	1,725	1415
Computers and desks	-	-	-	-	-
Volunteer expenses	-	1,401	-	1,401	1858
Telephones & internet	-	4,839	-	4,839	2470
Postage & stationery	-	4,060	-	4,060	4973
Other building expenses	-	3,042	-	3,042	2342
Sundries	-	2,345	-	2,345	2366
Independent examiner's fee	-	-	665	665	610
Depreciation	-	693	-	693	923
Staff Training	-	568	-	568	225
Mythbusters	-	5,273	-	5,273	-
Fundraising	3,584	-	-	3,584	764
Management Travel	-	-	-	-	128
Discretionary support	-	1,251	-	1,251	900
Legal Fund	-	1,750	-	1,750	400
<b>Support Costs allocated on the basis of usage</b>					
Salaries	-	65,250	7,250	72,500	65601
Rent	-	9,611	1,068	10,679	11265
<b>TOTAL RESOURCES EXPENDED</b>	<b>3,584</b>	<b>102,127</b>	<b>8,983</b>	<b>114,694</b>	<b>96565</b>

### 4. NET INCOMING RESOURCES FOR THE YEAR

This is stated after charging:	<b>2016</b>	<b>2015</b>
	£	£
Depreciation	693	923
Trustees' expenses to two trustees	-	128
Independent Examiner's Fee	665	610

### 5. EMPLOYEE EMOLUMENTS

There were no employees whose remuneration defined for taxation purposes amounted to greater than £60000.

	<b>2016</b>	<b>2015</b>
	£	£
Wages and Salaries	68,855	62,808
Social Security costs and pensions	3,645	2,793
	<b>72,500</b>	<b>65,601</b>

The average number of employees during the year was 4. (2015: 3)

# JUSTICE FIRST LIMITED

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30<sup>TH</sup> APRIL 2016

### 6. FIXED ASSETS

	Equipment £
<b>COST</b>	
At 30 <sup>th</sup> April 2015	9,641
Additions	-
At 30 <sup>th</sup> April 2016	<u>9,641</u>
<b>DEPRECIATION</b>	
At 30 <sup>th</sup> April 2015	6,871
Charge for the period	693
At 30 <sup>th</sup> April 2016	<u>7,564</u>
<b>NET BOOK VALUE</b>	
At 30 <sup>th</sup> April 2016	<u>2,077</u>
At 30 <sup>th</sup> April 2015	<u>2,770</u>

There were no commitments to capital expenditure at 30th April 2016.

### 7. DEBTORS

	2016 £	2015 £
Prepayments and other debtors	<u>1,161</u>	<u>1,300</u>

### 8. CREDITORS: Amounts falling due within one year

	2016 £	2015 £
Trade creditors	1,007	-
Accruals	1,305	1,386
Social security and other taxes	-	920
	<u>2,312</u>	<u>2,306</u>

# JUSTICE FIRST LIMITED

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30<sup>TH</sup> APRIL 2016

### 9. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	General Funds £	Restricted Funds £	2016 Total Funds £	2015 Total Funds £
Tangible Fixed Assets	2,077	-	2,077	2770
Current Assets	64,665	656	65,321	64916
Current Liabilities	(2,312)	-	(2,312)	(2306)
	<u>64,430</u>	<u>656</u>	<u>65,086</u>	<u>65380</u>

### 10. MOVEMENTS IN FUNDS

	Opening balance £	Incoming Resources £	Resources Expended £	Transfers £	Closing Balance £
<b>Restricted Funds</b>					
Legal Fund	2,406	-	(1,750)	-	656
Asylum Seekers' Fund	151	-	(151)	-	-
Northern Rock Foundation	15,000	-	(15,000)	-	-
Northern Rock Foundation (via Newcastle Law Centre)	22,480	6,000	(28,480)	-	-
Lloyds Bank Foundation	-	16,000	(16,000)	-	-
	<u>40,037</u>	<u>22,000</u>	<u>(61,381)</u>	<u>-</u>	<u>656</u>
<b>Total Restricted Funds</b>	40,037	22,000	(61,381)	-	656
<b>Unrestricted Funds</b>	25,343	92,400	(53,313)	-	64,430
	<u>65,380</u>	<u>114,400</u>	<u>(114,694)</u>	<u>-</u>	<u>65,086</u>
<b>Total Funds</b>	<u>65,380</u>	<u>114,400</u>	<u>(114,694)</u>	<u>-</u>	<u>65,086</u>

The Legal Fund relates to donations received to fund legal expenses and disbursements.  
The Asylum Seekers' Fund relates to funds raised to support the costs of specific individuals.  
The Northern Rock Foundation grants are towards the salary of the project manager, the part-time administrator and core funding.  
Lloyds Bank Foundation was towards salaries in the year.

### 11. LIMITED BY GUARANTEE

The company is limited by guarantee. Every member of the company guarantees to contribute an amount not exceeding £10 towards the debts and liabilities of the charity in the event of its being wound up while they are a member or within twelve months of their ceasing to be a member.