

KENT REFUGEE ACTION NETWORK
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR TO 31 MARCH 2016

Kent Refugee Action Network
Report of the Trustees for the year ending March 31st 2016

Kent Refugee Action Network

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Kent Refugee Action Network
Report of the Trustees for the year ending March 31st 2016

Kent Refugee Action Network

Charity Information

Trustees

John Caruana
Warren Hickson
Shafi Khan
Ruth Matthews
Mike Pearson
Richard Warren
Ann Whitbourn

Management Committee Members

Ann Whitbourn	Chair
Shafi Khan	Treasurer
John Caruana	
Pat Edwards	Co-opted Trustee
Warren Hickson	
Jos Kerkvliet	Co-opted Trustee
Ruth Matthews	
Mike Pearson	
Richard Warren	

Charity Address

9 Priory Road
Dover
Kent
CT17 9RQ

Independent Examiners

Higson & Co
45 Queen Street
Deal
Kent
CT14 6EY

Bankers

Barclays Bank
Deal Branch
East Kent Area
4 Broad Street
Deal
Kent, CT14 6EP

Charity Number: 1097886

Company Number: 4738880

Kent Refugee Action Network
Report of the Trustees for the year ending March 31st 2016

The Trustees present their report along with the financial statements of the charity for the year ended 31 March 2016. The financial statements have been prepared in accordance with the accounting policies set out in our governing documents and applicable law.

Constitution and Objects

Kent Refugee Action Network is a charitable company limited by guarantee and is governed under the Companies Act of 1985 by a Memorandum of Association and Articles of Association agreed at an Extraordinary General Meeting held on December 19th 2002.

The objects of the charity are to promote the benefit of refugees, asylum seekers and ethnic minorities and to promote racial harmony in the wider community, particularly in Kent but elsewhere when appropriate, by supporting voluntary groups working with such persons and by liaising with statutory agencies, local authorities and other interested parties.

Organisation

The trustees named on page 1 served during the year, supported by a Management Committee. During the year the charity ran a Refugee Youth project, which was managed by 2 part-time Project Managers assisted by a full time Mentoring Support worker and a full time Drop In Caseworker. KRAN Education Projects were run in Canterbury and Folkestone which were managed by two part time project managers assisted by three other part time members of staff. A full time Development officer, supported by two part time assistants, set up and run a Youth Outreach project, which developed links with other organisations particularly those working with young people within the community as well as exploring other opportunities for extending our work. All projects are supported by a large number of volunteers. The part time Finance Manager and Administrative assistant is also a volunteer.

The Officers of KRAN are Trustees and were recommended by the Management Committee to the members of KRAN at the Annual General Meeting and their appointments together with the election of other members of the committee were approved then. During the year two people joined the Management Committee as co-opted Trustees and these will be presented at the AGM for ratification in December 2016

Review of the year to 31 March 2016

The year 2015 – 2016 has been a year when KRAN has worked hard to strengthen its Trustee Board and improve its governance as it embarked on a review of its aims and objectives as part of a restructuring process aimed at improving and expanding its work with the vulnerable young people who are our clients. Much has been achieved in all areas this year and much progress made but there have been difficulties as staff adjusted to new ways of working and the feelings of uncertainty this entailed. I would like to thank all our project managers, their staff and all our volunteers for their leadership, enthusiasm, passion and sheer hard work that has enabled us to work through this change process, placing as always, the young people with whom we work at the heart of what we do and so enable these young people to grow in confidence and understanding and to give them the opportunity to take their lives forward in a positive direction. We have very unfortunately lost the services of two valuable members of staff this year, Keri Lovell, who made a very important contribution to our work in 2015, first as a casework assistant and then as a youth worker

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for the Canterbury Education Project and Ieva Kajokaite who ran much appreciated Art sessions at the Drop In centre for 2 or 3 years. We also obtained funding during the year to appoint two new members of staff: Natalie Smith Ocabayes , Caseworker and Fergus Hendry Mentoring Support Assistant. They are already making a valuable contribution and bringing new ideas to our work.

During the year, continuing the work begun in 2014 the staff and Trustees have been discussing, the future direction that we wish KRAN to take. One of the points raised by staff and Trustees was the need for a director for KRAN in order to have someone to manage KRAN as a whole and to be to be the public face of KRAN. Following an unsuccessful bid last year we have submitted two new bids for funding for a CEO and hope to make an appointment in the coming months and are continuing to take our restructuring work forward. In October 2015 we moved offices so that the Mentoring and Drop In services could run from the same premises as the Canterbury Education project. The Folkestone Outreach project continues to work from the SHED in Folkestone and support classes are run from other venues in Folkestone and Ashford. It has been a year of change but the dedication to, enthusiasm for and belief in our work by the staff, volunteers, trustees and friends of KRAN gives me hope that we will succeed in our aims and that we will continue to serve the young people who so greatly need and rely on our support. We have been successful in recruiting four new trustees to the board which has been considerably strengthened by the professional expertise which they have brought to the work of the board

Funding

During 2015 to 2016 we have been in the second year of three year funding grants from the Tudor Trust, Comic relief and for the second time Children in Need and have benefited from substantial funding from a private Trust, KCC and private individuals that enabled our work to continue. We were also very grateful to the Henry Smith Trust for the generous three year grant given in September that enabled us to appoint a much needed caseworker to the Drop In project.

We would like to thank these major funders, together with the many smaller funders, organisations and individuals without whose generous support we could not continue to help our young people so effectively.

Reserves Policy

Sufficient amounts of unrestricted and restricted funds are maintained throughout the year to cover management and administration costs

Statement of Trustees' responsibilities.

The Trustees are required by law to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of its results for that period. In preparing those financial statements the trustees are required to:

- a) Select suitable accounting policies and apply them consistently;
- b) Make judgements and estimates that are reasonable and prudent;
- c) Observe the methods and principles in the Charity SORP;

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- d) Prepare financial statements on a going business concern basis unless it is inappropriate to assume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) regulations and the provisions of the Trust Deed. 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.

Signed on behalf of the Trustees,



Ann Whitbourn, Chair

Date 2nd December 2016

KENT REFUGEE ACTION NETWORK

Independent Examiner's Report to the Trustees of Kent Refugee Action Network
For the year ended 31 March 2016

I report on the financial statements of the Charity for the year ended 31 March 2016 which are set out on pages seven to twelve.

Respective responsibilities of the trustees and the examiner

The Charity's trustees are responsible for the preparation of the financial statements. The Charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is needed.

It is my responsibility to:

Examine the financial statements (under section 43(3)(a) of the 1993 Act);

To follow procedures laid down by the General Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act); and

To state whether particular matters have come to my attention.

Basis of independent examiner's report

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 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 I do not express an audit opinion on the view given by the accounts.

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 41 of the 1993 Act; and

to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act;

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.

Higson APS Limited
45 Queen Street
Deal
Kent
CT14 6EY

P. S. L. Higson
2nd December 2016

KENT REFUGEE ACTION NETWORK

Statement of Financial Activities
for the year to 31 March 2016

	Notes	Unrestricted Funds £	Restricted Funds £	Total £	2015
Incoming resources					
Donations and gifts	2	21,108	14,485	35,593	31,150
Grants	3	0	306,285	306,285	224,052
Bank interest received		69	0	69	52
Other income		30	1,305	1,335	1,027
Total Incoming Resources		21,207	322,075	343,282	256,281
Resources Expended					
Direct charitable expenditure	4	0	185,876	185,876	172,811
Other expenditure					
Management and administration	5	225	37,169	37,394	26,018
Total expenditure		225	223,045	223,270	198,829
Net movement in funds for the period	6	20,982	99,030	120,012	57,452
Total opening funds		18,702	112,016	130,718	73,266
Transfer between funds		-786	786	0	0
Total funds carried forward		38,898	211,832	250,730	130,718

The statement of financial activities includes all gains and losses recognised in the year.

KENT REFUGEE ACTION NETWORK

Balance Sheet as at 31 March 2016

	Notes	£	2016 £	£	2015 £
Fixed Assets					
Tangible assets	8		1,835		689
Current Assets					
Debtors	9	1,165		1,035	
Cash at bank and in hand		253,119		134,464	
		<u>254,284</u>		<u>135,499</u>	
Creditors: amounts falling due within one year	10	<u>5,389</u>		<u>5,470</u>	
Net current assets			248,895		130,029
Total assets less current liabilities			<u>250,730</u>		<u>130,718</u>
Unrestricted funds	14		38,898		18,702
Restricted funds	15		<u>211,832</u>		<u>112,016</u>
			<u>250,730</u>		<u>130,718</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2016.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2016 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of the company as at the end of each financial year and of its profit and loss account for each financial year in accordance with Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the trustees on 2/12/16 and signed on their behalf by

A. D. Whitbourn

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A Whitbourn - Trustee/Director

KENT REFUGEE ACTION NETWORK

Notes to the Accounts for the year to 31 March 2016

1 Accounting Policies

1.1 Basis of preparation of accounts

The accounts are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities (SORP 2005), applicable accounting standards and the Companies Act 2006.

The charity has taken advantage of the exemption in Financial Reporting Standard No. 1 from the requirement to produce a cashflow statement on the grounds that it qualifies as a small charity.

1.2 Tangible fixed assets for use by the charity and depreciation

Tangible fixed assets for use by the charity are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost of fixed assets over their useful lives as follows:

Fixtures and fittings	25% pa straight line
Computers	33% pa straight line

1.3 Income

This comprises donations and membership from individuals and grants received from various organisations.

1.4 Value Added Tax

Value added tax is not recoverable by the charity, and as such is included in the relevant costs in the Statement of Financial Activities.

2	Donations and Gifts	2016	2015
		£	£
	Gifts	0	0
	Membership	0	30
	Donations	35,593	31,150
		<u>35,593</u>	<u>31,180</u>
3	Grants		
	Local government	75,000	75,705
	Central government	0	19,509
	Private organisations	231,285	128,838
		<u>306,285</u>	<u>224,052</u>
4	Direct Charitable Expenses		
	Staff salaries	169,599	153,827
	Staff/volunteer expenses	1,282	3,259
	Staff/volunteer training	2,212	2,493
	Projects	7,341	8,013
	Recruitment	4,239	312
	Travel & Subsistence	1,203	4,907
		<u>185,876</u>	<u>172,811</u>

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**Notes to the Accounts
for the year to 31 March 2016**

5	Management and Administration	2016	2015
		£	£
	Office Rent	17,744	9,805
	Rates and water	1,561	1,313
	Accountancy	1,882	2,142
	Professional Fees	1,203	638
	Insurance	2,445	2,427
	Equipment supplies & maintenance	3,281	326
	Stationery & office expenses	5,436	3,894
	Postage	8	7
	Phone	2,289	3,768
	Sundry expenses	0	32
	Depreciation of equipment	1,545	1,666
		<u>37,394</u>	<u>26,018</u>

6 Net movement in Funds for the Period
The net movement of funds for the period is stated after charging:

Depreciation of tangible fixed assets	1,545	1,666
Accounting and payroll costs	1,882	2,142

7 Staff costs

No remuneration was paid to trustees in the period, nor were any trustees' expenses reimbursed.

The staff costs were:-

Staff salaries	169,599	153,827
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The average number of staff employed during the period was 2 (2015 - 0) full time and 10 (2015 - 8) part time. This equated to the equivalent of 6.8 (2015 - 5.7) full time employees. They were employed in direct charitable activities.

8 Tangible Fixed Assets for use by the Charity

Used for management and administration purposes.

	Fixture & Fittings	Computer	Total
Cost			
As at 1/4/15	4,684	15,859	20,543
Additions	497	2,194	2,691
As at 31/3/16	<u>5,181</u>	<u>18,053</u>	<u>23,234</u>
Depreciation			
As at 1/4/15	4,261	15,593	19,854
Charge for period	547	998	1,545
As at 31/3/16	<u>4,808</u>	<u>16,591</u>	<u>21,399</u>
Net Book Value			
As at 31/3/16	<u>373</u>	<u>1,462</u>	<u>1,835</u>
As at 31/3/15	<u>423</u>	<u>266</u>	<u>689</u>

KENT REFUGEE ACTION NETWORK

Notes to the Accounts
for the year to 31 March 2016

9	Debtors		2016 £	2015 £
	Other Debtors and Prepayments		<u>1,165</u>	<u>1,035</u>
10	Creditors: amounts falling due within one year			
	Accrued expenses		<u>5,389</u>	<u>5,470</u>

11 **Financial commitments**
As at 31 March 2016 the charity had no annual commitments

12 **Related Party Disclosures**
There were no related party transactions in the period

13 **Legal Status of the Charity**
The charity is a company limited by guarantee and has no share capital.
The liability of each member in the event of winding-up is limited to £1.

14	Unrestricted funds					
		At 1 April 2015	Incoming Resources	Outgoing Resources	Fund Transfer	At 31 March 2016
	General Account	18,702	21,207	225	-786	38,898
		<u>18,702</u>	<u>21,207</u>	<u>225</u>	<u>-786</u>	<u>38,898</u>

General account is used for the general overheads of KRAN.

15	Restricted funds					
	Friendship Project/Interfaith	217		217		0
	Riverside Project	13,479	77,133	49,167		41,445
	Woodward Trust	89				89
	AB Charitable Trust	3,098		2,431		667
	BLF Vulnerable	4,212		4,212		0
	Vodafone Grant	374		374		0
	Children In Need	0	31,065	31,851	786	0
	Awards for All	9,208	-4,490	1,907		2,811
	Mentoring (Caseworker) Fund	10,843	1,000	9,503		2,340
	Roger De Haan	6,810		261		6,549
	Peoples Trust	1,382	0	420		962
	Refugee Help	564	500	18		1,046
	Tudor Trust	22,275	10,000	23,404		8,871
	SRY Donation	16,000	4,000			20,000
	Garfield Weston	5,767		5,767		0
	Comic Relief	9,515	32,490	38,314		3,691
	Sebba Trust	8,183	30,750	25,585		13,348
	Kent Community		8,250	7,441		809
	ARMS Trust		5,000			5,000
	Henry Smith Trust		27,800	9,641		18,159
	Outreach General		8,157	421		7,736
	Hilden Trust		6,500	1,978		4,522
	Rita Lila Haywood Trust		20,000	6,056		13,944
	Seedbed Christian Trust		10,000	2,669		7,331
	Brook Trust		5,000			5,000
	U16 School Ready Project		48,920	1,408		47,512
		<u>112,016</u>	<u>322,075</u>	<u>223,045</u>	<u>786</u>	<u>211,832</u>

KENT REFUGEE ACTION NETWORK

Notes to the Accounts for the year to 31 March 2016

Friendship Project is a multi-agency project whose funds are managed by KRAN, which is largely involved in enabling integration between communities.

Riverside Project provides for education, training and activities of unaccompanied minors.

Woodward Trust was a grant given to contribute to the financial administration of the Charity.

Vodafone Grant is restricted for the purpose of setting up the KRAN website.

AB Charitable Trust is restricted to covering the Charity's core costs.

Big Lottery Supporting Vulnerable People grant (RC/4/010385727) is to support refugee youth through mentoring and other activities.

Children In Need - A three year grant to support the Outreach work done by Riverside in Folkestone and Ashford.

Awards For All - BLF grant for activity work with the young unaccompanied A/S children.

Roger De Haan - Restricted to the costs of running the Outreach programme in Folkestone including salary costs.

Peoples Trust - Restricted to educational work through the Riverside and Outreach projects.

Refugee Help - Donations made by people for direct help to refugees.

Tudor Trust - Mentoring & Befriending and Drop In Centre

SRV Donation - Private donation for Refugee Youth Project

Garfield Weston - Running costs - Drop In Centre

Comic Relief - Riverside Education and Life Skills

Sebba Trust - Mentoring and Befriending Project

Kent Community Trust - Appointment of staff member for Life Skills Folkestone

ARMS Trust - Drop In and Activity work, KRAN Hub

Henry Smith Trust - Caseworker salary and costs

Outreach General - Restricted to work in Folkestone

Hilden Trust - Core costs for Drop In Centre

Rita Lila Haywood Trust - Staffing and Core costs for Drop In and Caseworker

Seedbed Christian Trust - Staffing Costs Youth Work

Brook Trust - Premises Cost

U16 School Ready Costs - Works with schools to prepare young people under 16 to adapt to working in mainstream schools.