

**SOUTHWARK REFUGEE COMMUNITIES FORUM  
(A company limited by guarantee)  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2016**

**COMPANY REGISTRATION NUMBER 4971853**

**CHARITY REGISTRATION NUMBER 1132229**

**LOCAL ACCOUNTANCY PROJECT  
SOJOURNER TRUTH CENTRE  
161 SUMNER ROAD  
LONDON SE15 6JL**

**SOUTHWARK REFUGEE COMMUNITIES FORUM**  
**(A Company Limited by Guarantee)**  
**ADMINISTRATIVE INFORMATION**  
**YEAR ENDED 31 MARCH 2016**

<b>CONTENTS</b>	<b>Page</b>
Administrative information	2
Report of the board of trustees	3-6
Independent Examiner's Report	7
Statement of Financial Activities	8
Balance Sheet	9-10
Notes to the Accounts	11-14

**SOUTHWARK REFUGEE COMMUNITIES FORUM**  
**(A Company Limited by Guarantee)**  
**ADMINISTRATIVE INFORMATION**  
**AS AT 31 MARCH 2016 (contd.)**

<b>GOVERNING DOCUMENT</b>	The organisation is governed by its Memorandum and Articles of Association and 2006 Companies Act. The company is registered as a company limited by guarantee with Companies House in England and Wales and with the Charity Commission.
<b>COMPANY REGISTRATION NUMBER</b>	<b>4971853</b>
<b>CHARITY REGISTRATION NUMBER</b>	<b>1132229</b>
<b>BOARD OF DIRECTORS</b>	Vejdan Efravi ..... Chair/Director Gladys Medina ..... Secretary/Director Amina Muhumed ..... Treasurer/Director Tatiana Garavito ..... Director Faisal Maramazi ..... Director
<b>COMPANY SECRETARY</b>	Gladys Medina
<b>FORMAL ADDRESS</b>	St. Giles Centre 81 Camberwell Church Street London SE5 8RB
<b>BANKERS</b>	Unity Trust Bank plc Nine Brindleyplace Birmingham B1 2HB
<b>INDEPENDENT EXAMINER</b>	LOCAL ACCOUNTANCY PROJECT SOJOURNER TRUTH CENTRE 161 SUMNER ROAD LONDON SE 15 6JL

**SOUTHWARK REFUGEE COMMUNITIES FORUM  
(A Company Limited by Guarantee)  
BOARD OF TRUSTEES' REPORT  
YEAR ENDED 31 MARCH 2016**

The Board of trustees is pleased to present its Annual Report and the financial statements for the year ended 31 March 2016.

**PRINCIPAL ACTIVITY**

The principal activity of the company continues to be the promotion of charitable purpose for the benefit of refugees and asylum seekers within the Borough of Southwark to relieve poverty, improve health, advance education and provide or assist in the provision of facilities for recreation or leisure time occupation with the object of improving the conditions of life of the said persons.

SRCF's overall aim is to enable the voices of refugees themselves to be heard. SRCF achieves its aim through:

- Promoting awareness of the role and skills that refugee community organisations have to offer.
- Facilitating collaboration between refugee community organisations and statutory and voluntary organisations.
- Enhancing the Integration of refugee community organisations into mainstream.
- Promoting of refugee participation at all levels.
- Identification of resources for refugee community organisations.
- And the development of its own capacity to meet the needs of the member agencies.

**REVIEW OF DEVELOPMENTS, ACTIVITIES AND ACHIEVEMENTS**

See SOUTHWARK REFUGEE COMMUNITIES FORUM LTD separate Annual Report.



**SOUTHWARK REFUGEE COMMUNITIES FORUM  
(A Company Limited by Guarantee)  
BOARD OF TRUSTEES' REPORT  
YEAR ENDED 31 MARCH 2016**

**FINANCIAL REVIEW**

The results of the year's operation are set out in the attached financial statements. The net movement in funds for the year amounted to £9,177, and £(435) in 2015. The retained reserves at 31 March 2016 amount to £11,403 and £2,226 in 2015 respectively.

**RESERVE POLICY**

The company is required to determine and explain its policy for free reserves. The trustees have reviewed its free reserve policy and have turned its entire unrestricted fund into an emergency reserve to enable SRCF to meet its obligations in the event of a shortfall in income or sudden upturn in expenditure. The organisation is aiming at reserves to cover at least 6 months expenditure, which amounts to around £11,912 this year.

In the light of the current funding level, it is expected to remain difficult in the short term to build up the free reserves of the company to the desired level.

**RISK MANAGEMENT**

The trustees have examined the major risks which SRCF faces and believe that the continued effort to bring back our free reserves to a reasonable level, combined with our annual review of the controls over key financial systems should in time provide sufficient resources in the event of adverse conditions. The trustees have also examined other operational and business risks which we face and confirm that they have established systems to mitigate significant risks.

**TANGIBLE FIXED ASSETS**

The organisation has no fixed assets

**FUNDS AVAILABLE**

The present level of funding is adequate to support the continuation of the company's operations for the medium term; however the trustees consider the financial position of the company to be unsatisfactory. To improve the financial position of the company, efforts are being made to raise more funds, which could lead to surpluses in coming years, in turn leading to improvement of the free reserves and of the financial position.

**SOUTHWARK REFUGEE COMMUNITIES FORUM  
(A Company Limited by Guarantee)  
BOARD OF TRUSTEES' REPORT  
YEAR ENDED 31 MARCH 2016**

**VOLUNTEERS**

SRCF recognises the significant contributions made by volunteers.

**SOUTHWARK REFUGEE COMMUNITIES FORUM**  
**(A Company Limited by Guarantee)**  
**BOARD OF TRUSTEES' REPORT**  
**YEAR ENDED 31 MARCH 2016**

**STATEMENT OF BOARD OF TRUSTEES RESPONSIBILITIES**

The Trustees who are also the directors are required under the Companies Act 1985 to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the organisation's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable standards and statement of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

The board of trustees is responsible for keeping proper records which disclose at any time the financial position of the company. They are also responsible for safe guarding the assets of the organisation and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**APPROVAL**

This report was approved by the board of trustees on

..... *23 February* ..... 2017

and signed on its behalf by

Sign..... *Gladys Medina* .....  
Gladys Medina

Director/Secretary



**SOUTHWARK REFUGEE COMMUNITIES FORUM**  
**(A Company Limited by Guarantee)**  
**INDEPENDENT EXAMINER'S REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2016**

**INDEPENDENT EXAMINER'S REPORT**

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

**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 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 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

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.

.....  
Ade Adebambo, MBA, ACIS, ACMA  
Local Accountancy Project  
161 Sumner Road  
London SE15 6JL

Date.....24/2/.....2017



**SOUTHWARK REFUGEE COMMUNITIES FORUM  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31st MARCH 2016**

	<b>Unrestricted Fund</b>	<b>Restricted Fund</b>	<b>2016 Total</b>	<b>2015 Total</b>
<b>Incoming Resources</b>	<b>£</b>	<b>£</b>	<b>£</b>	
<b>Incoming Resources from generated fund</b>				
Voluntary Income	9,452	23,545	32,997	44,687
Investment Income	3	0	3	3
<b>Total Incoming Resources</b>	<b><u>9,455</u></b>	<b><u>23,545</u></b>	<b><u>33,000</u></b>	<b><u>44,690</u></b>
<b>Charitable expenditure</b>	10,785	11,019	21,804	42,765
<b>Governance costs</b>	800	1,219	2,019	2,360
<b>Total Resources Expended</b>	<b><u>11,585</u></b>	<b><u>12,238</u></b>	<b><u>23,823</u></b>	<b><u>45,125</u></b>
<b>Net Incoming Resources</b>	-2,130	11,307	9,177	-435
<b>Fund balances brought forward</b>	2,226	0	2,226	2,661
<b>Fund balances carried forward</b>	<b><u>96</u></b>	<b><u>11,307</u></b>	<b><u>11,403</u></b>	<b><u>2,226</u></b>

**SOUTHWARK REFUGEE COMMUNITIES FORUM  
BALANCE SHEET  
AS AT 31st MARCH 2016**

		<b>2016</b>	<b>2015</b>
		<b>Total</b>	<b>Total</b>
	£	£	£
<b>CURRENT ASSETS</b>			
Prepayment	0		3,145
Cash at Bank	21,219		27,080
Cash at Hand	524		0
		<b>21,743</b>	<b>30,225</b>
<b>CURRENT LIABILITIES</b>			
Creditors and Accruals	2,840		4,205
Deferred Income	7,500		23,794
		<b>10,340</b>	<b>27,999</b>
		<b>11,403</b>	<b>2,226</b>
<b>REPRESENTED BY:</b>			
<b>FUNDS:</b>			
Unrestricted		96	2,226
Restricted		11,307	0
		<b>11,403</b>	<b>2,226</b>

Approved by the Board of Trustees on.....*23rd February*.....2017  
and signed on its behalf by:

Sign..........Director/Chair

Vejdane Efravi

Sign..........Director

Faisal Maramazi

**SOUTHWARK REFUGEE COMMUNITIES FORUM**  
**(A Company Limited by Guarantee)**  
**NOTES TO THE ACCOUNTS**  
**YEAR ENDED 31 MARCH 2016**

**BALANCE SHEET (Continued)**  
**as at 31 March 2016**

The directors who are also the trustees consider that for the period ended 31 March 2016 the Company was entitled to exemption under subsection 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain the audit of its accounts for the year in question in accordance with section 476,
- The directors 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 small companies' regime.

The financial statements on pages 8-10 were approved by the board of directors on

..... 23 February 2017 ..... and signed on its behalf by

Sign.....  ..... Director/ Chair  
Vejdan Efravi



**SOUTHWARK REFUGEE COMMUNITIES FORUM**  
**(A Company Limited by Guarantee)**  
**NOTES TO THE ACCOUNTS**  
**YEAR ENDED 31 MARCH 2016**

**1. ACCOUNTING POLICIES**

**1.1 Basis of preparation of Financial Statements**

The financial statements are prepared under the historic cost convention and include the results of the company's operations which are described in the Board of trustees' Report and all of which are continuing.

The accounts have been prepared in accordance with the Statements of Recommended Practice for company accounts.

The company has taken advantage of the exemption of Financial Reporting Standard No 1 from the requirements to produce a cash flow statement on the grounds that it qualifies as a small company.

**1.2 Incoming Resources**

**1.2.1** Revenue grants are credited to the Statement of Financial Activities on the earlier date of when they are received or when they are receivable, unless they relate to a specific future period, in which case they are included on the Balance Sheet as deferred income to be recognised in the future accounting period.

**1.2.2** Grants received for specific purposes are accounted for as restricted funds in the Statement of Financial Activities.

**1.3 Restricted Funds**

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund, together with a fair allocation of management and support costs.

**1.4 Unrestricted Funds**

Unrestricted funds are donations and other incomes received or generated for the objects of the organisation without further specified purpose and are available for general funds.

**1.5 Designated Funds**

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

**1.6 Tangible Fixed Assets**

All expenditure that related to equipment has been charged to the Statement of Financial Activities in the year of acquisition because they were of low value. A register of assets is maintained.

### 1.7 Resources Expended.

All expenditure is accounted for gross and when incurred.

The accounts are prepared under the Historic Cost Convention.

### 2.0 Creditors & Accruals

	2016	2015
	£	£
LAP – Accountancy fee 15/16	800	800
LAP – Accountancy Fee 14/15	800	26
LAP – Payroll fees	90	33
EDF Energy	200	270
MC expenses	200	300
Staff expenses claim	0	409
Provision for untaken annual leave	0	2,367
Companies House Penalties	750	0
	<b>2,840</b>	<b>4,205</b>
	=====	=====

### 4.0 Deferred Income

	2016	2015
	£	£
Trust For London	7500	0
LB Southwark, final grant	0	9249
Church Urban Fund/ Near Neighbours Fund	0	4945
Big Lottery Fund	0	9600
	<b>7,500</b>	<b>23,794</b>
	=====	=====

**SOUTHWARK REFUGEE COMMUNITIES FORUM**  
**(A Company Limited By Guarantee)**  
**DETAILED INCOME**  
**FOR THE YEAR ENDED 31st MARCH 2016**

<b>Incoming Resources</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2016</b>	<b>2015</b>
	<b>Fund</b>	<b>Fund</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Voluntary Income</b>				
LB Southwark - Grant Aid	9,249	0	9,249	37000
Church Urban Fund	0	8,745	8,745	0
Big Lottery Fund	0	9,600	9,600	0
Lewisham Refugee & Migrant Network	0	0	0	3,500
Southwark Citizens Advice Bureaux	0	5,200	5,200	4187
Other Income	203		203	0
	<u><b>9,452</b></u>	<u><b>23,545</b></u>	<u><b>32,997</b></u>	<u><b>44,687</b></u>
 <b>Investment Income</b>				
Bank Interest	3	0	3	3
	<u><b>3</b></u>	<u><b>0</b></u>	<u><b>3</b></u>	<u><b>3</b></u>
 <b>Total Incoming Resources</b>	<u><b>9,455</b></u>	<u><b>23,545</b></u>	<u><b>33,000</b></u>	<u><b>44,690</b></u>



**SOUTHWARK REFUGEE COMMUNITIES FORUM**  
**(A Company Limited By Guarantee)**  
**DETAILED EXPENDITURE**  
**FOR THE YEAR ENDED 31st MARCH 2016**

<b>Outgoing Resources</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>2016</b>	<b>2015</b>
	<b>Fund</b>	<b>Fund</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Charitable Expenditure</b>				
Salaries/ NI	0	0	0	29,108
Rent	7,446	0	7,446	9,639
Utilities	556	0	556	-549
Equipment & IT	0	4,027	4,027	129
Volunteer/Refreshment	0	1,346	1,346	989
Refugee week Celebration	0	2,191	2,191	1,170
Payroll Services	90	0	90	176
Telephone & Internet	1,130	0	1,130	1,026
Stationery, Books & Office Supplies	0	202	202	160
Church Urban Fund - Cycling Training	0	2,859	2,859	0
Refugee Crisis	0	246	246	0
Office Mobile	436	0	436	386
Office Cleaning	2	0	2	111
Membership fees & Subscriptions	0	0	0	80
Projects/Events	0	148	148	210
Sundry Expenses	1,125		1,125	130
	<b>10,785</b>	<b>11,019</b>	<b>21,804</b>	<b>42,765</b>
<b>Governance Cost</b>				
Accountancy Fee	800	0	800	800
MC Expenses	0	559	559	926
Insurance	0	660	660	634
	<b>800</b>	<b>1,219</b>	<b>2,019</b>	<b>2,360</b>
<b>Total Resources Expended</b>	<b>11,585</b>	<b>12,238</b>	<b>23,823</b>	<b>45,125</b>