

**KENT REFUGEE ACTION NETWORK**  
**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR TO 31 MARCH 2017**

## Kent Refugee Action Network

### Contents

	Page
Charity information	1
Trustees Report	2- 4
Independent Examiners' Report	5
Statement of Financial Activities	6
Balance sheet	7
Notes to the Accounts	8-12

**Kent Refugee Action Network  
Year 2016 to 2017**

**Trustees/Directors**

Ruth Matthews	Re-elected 2 <sup>nd</sup> December 2016 AGM
Mike Pearson	
Richard Warren	
Ann Whitbourn	
Patricia Edwards	Co-opted January 2016, Ratified 2 <sup>nd</sup> December 2016 AGM
Joseph Kerkvliet	Co-opted January 2016, Ratified 2 <sup>nd</sup> December 2016 AGM
John Caruana	Resigned 2 <sup>nd</sup> December 2016 AGM
Warren Hickson	Resigned 2 <sup>nd</sup> December 2016 AGM
Shafi Khan	Resigned 2 <sup>nd</sup> December 2016 AGM

**Management Committee Members at March 2017**

Ann Whitbourn	Chair
Sally Caless	Co-opted Trustee Jan 2017
Nicola Deane	Co-opted Trustee Jan 2017
Pat Edwards	
Jos Kerkvliet	
Ruth Matthews	
Mike Pearson	
Barbara Scott	Co-opted Trustee Jan 2017
Richard Warren	
Razia Shariff	CEO

**Charity Address**

9 Priory Road  
Dover  
Kent  
CT17 9RQ

**Financial 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  
Year 2016 to 2017**

**Trustees Report for Year 2016 to 2017**

The Trustees present their report along with the financial statements of the charity for the year ended 31 March 2017. 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 19<sup>th</sup> 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 2 served during the year, supported by a Management Committee. During the year as part of KRAN's education work with UASC the charity ran Learning for Life, School Ready and College Ready projects together with a youth work service in the Canterbury and Folkestone areas. The various areas of UASC support work were consolidated into an Advocacy and Support project that continues to provide an established Mentoring service, a Drop In and a Casework and Advice service mainly in the Canterbury area but reaching into the Folkestone and Ashford areas as needed. The appointment of a CEO in July 2016 enabled the overall administration of KRAN to become more streamlined and effective and for the first time we were able to appoint a part time financial administrator in January 2017. KRAN employs 14 members of staff both full and part time and all the projects are supported by a large number of volunteers. The Officers of KRAN are Trustees and were recommended to supporters of KRAN by the Management Committee at the Annual General Meeting and their appointments, together with the election of other members of the committee, were approved by the meeting. Early in 2017 three people joined the Management Committee as co-opted Trustees and these will be presented at the AGM for ratification in December 2017.

**Review of the year to 31 March 2017**

The year 2016– 2017 has been a year when KRAN has continued to work hard to strengthen its Trustee Board and improve its governance as it took forward the review of its aims and objectives as part of the Strategic Plan for 2017 – 2020, and a restructuring process begun last year 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 significant progress made. However due to the recently introduced Dispersal Scheme we have had to adapt the ways in which we support the young people as the age profile of the UASC living in KENT has risen bringing with it a new and challenging range of problems. I would like to thank all our project managers, their staff and all our volunteers for their leadership, enthusiasm, passion and sheer hard work with which they faced the rapidly changing situation. They enabled us to

## **Kent Refugee Action Network Year 2016 to 2017**

work through this change process, placing as always, the young people with whom we work at the heart of what we do allowing them to grow in confidence and understanding and to give all the young people the opportunity to take their lives forward in a positive direction. Two longstanding members of staff left us during the first three months of the financial year and we would like to thank them for the invaluable contribution they had made over many years to the work of KRAN. A more recent recruit also decided to move on and we would like to thank her for the contribution and new ideas she brought to our work in the short time she was with us.

In the summer of 2016 we appointed two members of staff to replace those who had left and they have brought fresh ideas and new ways of working to us. At the start of the year we began working with Virtual Schools Kent on a new pilot project to help prepare Under 16 UASC to take up places in local schools. In order to do this we appointed two qualified teachers to work in the project with funding from VSK. However due to the fact that young people arriving are no longer being settled in Kent the project was ended early in October and the efforts were concentrated in working with UASC already living in the area on a College Ready project

Following successful fundraising bids aimed at obtaining the finance for a new Chief Executive Officer we were delighted to appoint Razia Shariff to the post in July. Taking this step has brought tremendous benefits in all areas of our work and enabled us to take forward our restructuring plan in a very positive and productive way.

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 three new trustees, and the board has been considerably strengthened by the professional expertise they have brought to its work. In December three trustees stood down. Two of them had been with KRAN almost from its beginning and I would like to thank them for their dedication and enthusiasm for the work we do. The third trustee resigned, after a two year stint, due to taking up an opportunity abroad. During his time with KRAN he brought much energy, expertise and thoughtfulness to his work and we thank him for his valuable contribution

### **Funding**

During 2016 to 2017 we have been in the last 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 private Trusts, KCC, organisations and individuals that enabled our work to continue. We were also very grateful to the Henry Smith Trust for the second year of generous three year grant given in 2015 that enabled us to continue to employ a much needed Caseworker to the Drop In project. We obtained a grant from the Lloyd's Foundation Invest scheme to part fund the salary and related costs of the CEO and this was matched by funding from a private Trust. Kent Community Foundation gave us a grant for our work with Wives and Children, which has developed significantly as a result.

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.

The financial position at the end of the year shows a small increase in the funds carried forward. However the fact that several of our major funding streams come to an end during

**Kent Refugee Action Network  
Year 2016 to 2017**

2017 to 2018 means, that although sufficient funds are available to fund a budget for this year, it will be essential to make a significant effort during 2017 to 2018 to obtain funding to enable us to continue successfully into 2018 to 2019.

**Reserves Policy**

Sufficient amounts of unrestricted and restricted funds are maintained throughout the year to cover management and administration costs for a three month period. This is done in order to provide time to seek new funding if possible or to ensure a smooth closure process if that was necessary.

**Trustees' Recruitment**

As the KRAN is a charity and a company limited by guarantee all trustees are directors of the company. The experience and skills of the existing trustees/directors are reviewed annually and an advert is placed in the local press and on our website in order to recruit new trustees with the relevant experience needed. Applicants are interviewed by a small sub group of the existing Board and if successful are then invited to join the Board as co-opted members until their appointment can be ratified at the next AGM. Trustees/ Directors have to stand for re-election after three years

**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) State whether the policies adopted are in accordance with the Charities Act 1993 and with applicable accounting standards, subject to any material departures disclosed and explained in the financial statements;
- 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 1993. 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 30<sup>th</sup> November 2017

## KENT REFUGEE ACTION NETWORK

### Independent Examiner's Report to the Trustees of Kent Refugee Action Network For the year ended 31 March 2017

I report on the financial statements of the Charity for the year ended 31 March 2017 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 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

Examine the financial statements under section 145 of the 2011 Act;

To follow procedures laid down by 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 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 130 of the 2011 Act; and

to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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  
Accountants, Tax and Business Advisors  
45 Queen Street  
Deal  
Kent  
CT14 6EY

*Higson APS Limited*

Dated

*30/11/17*

# KENT REFUGEE ACTION NETWORK

## Statement of Financial Activities for the year to 31 March 2017

	Notes	Unrestricted Funds £	Restricted Funds £	Total £	2016
<b><u>INCOME AND ENDOWMENTS FROM</u></b>					
Grants, donations and legacies	2	26,562	369,763	396,325	35,593
<b>Charitable Activities</b>				0	306,285
Other trading activities	3	2,064	0	2,064	1,335
Investment Income	4	93	0	93	69
<b>Total Income and Endowments</b>		<b>28,719</b>	<b>369,763</b>	<b>398,482</b>	<b>343,282</b>
<b><u>EXPENDITURE ON</u></b>					
<b>Resources Expended</b>	5	874	299,877	300,751	185,876
<b>Charitable Activities</b>					
Governance Costs	6	2,438	62,147	64,585	37,394
<b>Total Expenditure</b>		<b>3,312</b>	<b>362,024</b>	<b>365,336</b>	<b>223,270</b>
<b>Net movement in funds for the period</b>	7	<b>25,407</b>	<b>7,739</b>	<b>33,146</b>	<b>120,012</b>
<b><u>RECONCILIATION OF FUNDS</u></b>					
Total funds brought forwards		38,898	211,832	250,730	130,718
Transfer between funds		-453	453	0	0
<b>Total funds carried forward</b>		<b>63,852</b>	<b>220,024</b>	<b>283,876</b>	<b>250,730</b>

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



# KENT REFUGEE ACTION NETWORK

## Balance Sheet as at 31 March 2017

	Notes	£	2017 £	£	2016 £
<b>Fixed Assets</b>					
Tangible assets	9		1,949		1,835
<b>Current Assets</b>					
Debtors	10	415		1,165	
Cash at bank and in hand		290,139		253,119	
		<u>290,554</u>		<u>254,284</u>	
<b>Liabilities</b>					
Creditors: amounts falling due within one year	11	<u>8,626</u>		<u>5,389</u>	
<b>Net current assets</b>			281,928		248,895
<b>Total assets less current liabilities</b>			<u>283,877</u>		<u>250,730</u>
<b>The funds of the Charly:</b>					
Unrestricted funds	15	63,852		38,898	
Restricted funds	16	<u>220,024</u>		<u>211,832</u>	
		<u>283,876</u>		<u>250,730</u>	

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2017.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2017 in accordance with Section 476 of the Companies Act 2006.

- The directors acknowledge their responsibilities for:
- ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
  - 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 30/11/17 and signed on their behalf by

  
A Whitbourn - Trustee/Director

# KENT REFUGEE ACTION NETWORK

## Notes to the Accounts for the year to 31 March 2017

### 1 Accounting Policies

#### 1.1 Basis of preparation of accounts

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under historical cost convention, as modified by the revaluation of certain assets.

#### 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

All income is recognised in the Statement of financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

#### 1.4 Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to category. Where costs cannot be directly attributed

#### 1.5 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.

#### 1.6 Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees. Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

	2017	2016
	£	£
<b>2 Income and Endowments from</b>		
Donations and Legacies	49,188	35,593
Grants	347,138	306,285
	<u>396,326</u>	<u>341,878</u>
<b>3 Other Trading Activities</b>		
Memberships	30	0
Gifts	1,000	0
Other	1,034	1,335
	<u>2,064</u>	<u>1,335</u>
<b>4 Investment Income</b>		
Bank Interest received	93	69

# KENT REFUGEE ACTION NETWORK

## Notes to the Accounts for the year to 31 March 2017

		2017	2016
		£	£
5	<b>Raising Funds</b>		
	Staff Salaries	280,343	169,599
	Staff/volunteer expenses	1,959	1,282
	Staff/volunteer training	4,812	2,212
	Projects	5,975	7,341
	Recruitment	3,006	4,239
	Travel and Subsistence	4,656	1,203
		<u>300,751</u>	<u>185,876</u>
6	<b>Governance Costs</b>		
	Office Rent	24,550	17,744
	Rates and water	5,683	1,561
	Accountancy	1,882	1,882
	Professional Fees	14,428	1,203
	Insurance	2,650	2,445
	Equipment supplies & maintenance	3,939	3,281
	Stationery & office expenses	2,981	5,436
	Postage	1,212	8
	Phone & internet	2,809	2,289
	Sundry expenses	3,159	0
	Depreciation of equipment	1,293	1,545
		<u>64,586</u>	<u>37,394</u>
7	<b>Net movement In Funds for the Period</b>		
	The net movement of funds for the period is stated after charging:		
	Depreciation of tangible fixed assets	1,293	1,545
	Independent Examination	320	320
	Accounting and payroll costs	1,562	1,562
8	<b>Staff costs</b>		
	No remuneration was paid to trustees in the period, nor were any trustees' expenses reimbursed.		
	The staff costs were:-		
	Staff salaries	280,343	169,599
	The average number of staff employed during the period was 11 (2016 - 6).		

# KENT REFUGEE ACTION NETWORK

## Notes to the Accounts for the year to 31 March 2017

### 9 Tangible Fixed Assets for use by the Charity Used for management and administration purposes.

	Fixture & Fittings	Computer	Total
<b>Cost</b>			
As at 1/4/16	5,181	18,053	23,234
Additions	240	1,167	1,407
As at 31/3/17	<u>5,421</u>	<u>19,220</u>	<u>24,641</u>
<b>Depreciation</b>			
As at 1/4/16	4,808	16,591	21,399
Charge for period	184	1,109	1,293
As at 31/3/17	<u>4,992</u>	<u>17,700</u>	<u>22,692</u>
<b>Net Book Value</b>			
As at 31/3/17	<u>429</u>	<u>1,520</u>	<u>1,949</u>
As at 31/3/16	<u>373</u>	<u>1,462</u>	<u>1,835</u>

10	Debtors	2017 £	2016 £
	Other Debtors and Prepayments	<u>415</u>	<u>1,165</u>
11	<b>Creditors: amounts falling due within one year</b>		
	Accrued expenses	<u>8,626</u>	<u>5,389</u>
12	<b>Financial commitments</b>		
	As at 31 March 2017 the charity had no annual commitments		
13	<b>Related Party Disclosures</b>		
	There were no related party transactions in the period		
14	<b>Legal Status of the Charity</b>		
	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.		

# KENT REFUGEE ACTION NETWORK

## Notes to the Accounts for the year to 31 March 2017

### 15 Unrestricted funds

	At 1 April 2016	Incoming Resources	Outgoing Resources	Fund Transfer	At 31 March 2017
General Account	38,898	28,719	3,312	-453	63,852
	<u>38,898</u>	<u>28,719</u>	<u>3,312</u>	<u>-453</u>	<u>63,852</u>

General account is used for the general overheads of KRAN.

### 16 Restricted funds

Riverside Project	41,445	75,000	49,083		67,362
Woodward Trust	89	0	89		0
AB Charitable Trust	667	0	330		337
Awards for All	2,811	0	234		2,577
Mentoring (Caseworker) Fund	2,340	0	1,146		1,194
Roger De Haan	6,549	0	6,385		164
Peoples Trust	962	0	962		0
Refugee Help	1,046	213	683		576
Tudor Trust	8,871	30,000	24,145		14,726
SRY Donation	20,000	0	0		20,000
Comic Relief	3,691	33,233	32,205		4,719
Sebba Trust	13,348	30,750	29,160		14,938
Kent Community	809	5,000	761		5,048
ARMS Trust	5,000	5,000	2,184		7,816
Henry Smith Trust	18,159	27,800	26,563		19,396
Outreach General	7,736	2,912	1,308		9,340
Hilden Trust	4,522	0	4,325		197
Rita Lila Haywood Trust	13,944	0	9,720		4,224
Seedbed Christian Trust	7,331	0	5,169		2,162
Brook Trust	5,000	0	4,791		209
U16 School Ready Project	47,512	32,681	78,127		2,066
Lloyds Foundation	0	25,000	14,053		10,947
Children in Need	0	52,174	52,537	453	90
Arum Trust	0	30,000	18,004		11,996
Oak Foundation	0	20,000	60		19,940
	<u>211,832</u>	<u>369,763</u>	<u>362,024</u>	<u>453</u>	<u>220,024</u>

## KENT REFUGEE ACTION NETWORK

### Notes to the Accounts for the year to 31 March 2017

**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.  
**AB Charitable Trust** is restricted to covering the Charity's core costs.  
**Children In Need** - Learning For Life project for UASC  
**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  
**Comic Relief** - 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.  
**Lloyd's Foundation** - Investment Grant towards the salary of the CEO and Related core costs  
**Aurum Charitable Trust** - Grant towards the salary of the CEO and related core costs.  
**Oak Foundation** - Grant towards the governance core costs.