

**Company Number 06365085**  
**Registered Charity Number 1121330**

## **RETAS Leeds**

### **Financial Statements**

**For the year ended 31 March 2017**

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**RETAS Leeds**  
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## **RETAS Leeds**

### **Legal and administrative information**

#### **Registered Charity Number**

1121330

#### **Registered Company Number**

06365085

#### **Registered Address**

233-237 Roundhay Road

Leeds

West Yorkshire

LS8 4HS

#### **Directors**

John Callaghan

Nargis Akhtar

Pippa Brook

Liz Campbell

Matthew Thornfield

Tesfalem Habte (resigned 5 January 2017)

John McKenzie

Robert Gosling (appointed 6 September 2017)

#### **Company Secretary**

Roger Nyantou

#### **Independent Examiner**

Sarah Lightfoot, ACA, DChA

Voluntary Action Sheffield

Community Accounting Service

The Circle

33 Rockingham Lane

Sheffield

S1 4FW

#### **Bankers**

HSBC

PO Box 105

33 Park Row

Leeds

West Yorkshire

LS1 1LD

## **RETAS Leeds**

### **Directors' report (incorporating the report of the trustees')**

#### **For the year ended 31 March 2017**

The trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the financial statements for the year ended 31 March 2017.

#### **Structure, governance and management**

RETAS Leeds is a company limited by guarantee (company number 06365085), incorporated on 10 September 2007 (and amended on 8 October 2007) which is governed by Memorandum and articles of association. The company registered as a charity on 22 October 2007 (charity number 1121330).

#### **Recruitment and appointment of new trustees**

Trustees are recruited upon recommendation by another RETAS board of trustee member or staff member and are voted onto the board of trustees by other board members at board meetings. Once agreed onto the board of trustees a full induction process is carried out for each individual and any declaration of interests must be made aware.

#### **Wider network**

RETAS Leeds is an independent charity and company but has projects that require close partnership working with other agencies in the sector.

#### **Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

#### **Objectives and activities**

##### **Objectives and aims**

The charity's objects are to provide relief to refugees and asylum seekers in Yorkshire and Humberside who are in conditions of need, hardship or distress, by the provision of education assisting in the relief of unemployment and assisting their integration into society.

##### **Public benefit**

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

**RETAS Leeds**  
**Directors' report (continued)**  
**For the year ended 31 March 2017**

**Director's review of the year**

Looking over the year RETAS has continued to make a positive difference to the lives of refugees and asylum seekers in the region.

It was important for RETAS during this year of uncertainty to adapt to changing circumstances, seek out new opportunities and maintain hope for the future. This involved taking the risk of delivering our services in Wakefield and Bradford. However this has proved successful as it is working very well in Wakefield and attracting more funding.

RETAS had a number of significant activities and achievements during the 2016-2017 period, conducting the following activities:

**Steps to Settlement integration programmes:** (funded by Skills Funding Agency through Leeds City Council)

In 2016-17 RETAS saw an increase in funding from the Skills Funding Agency for its Steps to Settlement ESOL courses. This allowed us to increase the number and scope of the courses run, which have the overall aim of facilitating our clients' ability to settle and integrate into life in the UK.

We put on a range of ESOL courses for different levels, from pre-entry through to higher level learners. We also established a new range of courses entitled "Family Learning Syrian Project" aimed at our Syrian Resettlement clients and their families, with a focus on developing basic English and math skills. This also provided the Syrian families with the opportunity to socialise and meet other learners, which helps to reduce social isolation, particularly amongst women. We also held Job Seeking Workshops, which equip clients with the skills needed to find work, such as CV writing, cover letters and registering with recruitment agencies.

We have seen good levels of enrolments; retention and achievement for all our courses (please refer to the table below for figures for the period 5 April 2016 – 31 March 2017):

Course	Enrolment Count	Retention Count	Achievement
Family Learning Syrian Project	9	9	9
English for Settlement Entry 2	13	9	9
English for Settlement Entry 1	14	11	11
English for Settlement Entry	13	11	11
Higher Level	14	10	10
Entry Mon Tues	15	15	15
Job Seeking Workshop	8	8	8
Entry 1 PM	12	12	12
Entry 1 AM	11	9	9
Entry 2 AM	13	12	12
Entry 2 PM	13	12	12
Entry AM	12	12	11
Entry PM	13	10	9
Job Seeking Workshop 2	7	7	7
Feeling at Home in Leeds	7	7	7
Higher	15	12	11
Entry AM Term 2	12	12	12
Entry PM Term 2	6	5	5
Entry 1 AM Term 2	13	10	10
Entry 1 PM Term 2	12	9	9
Entry 2 AM Term 2	13	12	11

## **RETAS Leeds**

### **Directors' report (continued)**

### **For the year ended 31 March 2017**

#### **Job Placements and supported volunteering opportunities:**

Since April 2016 we have recruited 31 volunteers in various roles including: Reception, Volunteer Support Worker, Translation, Supporting Syrian families and Learning Support Assistant.

Of the 31 volunteers recruited 13 were still with us by March 2017. Reasons for volunteering ending included family commitments – 3, finding work - 6, College – 2, not the right role – 4, had a baby 1, re-located 1, placement student 1.

Volunteering at RETAS has enabled us to see more clients on a day to day basis. Our Volunteer Support Workers have been invaluable during our Friday drop-in's and on various days during the week to help see those who come in without an appointment.

The main difficulty with the volunteering roles has been recruiting people with the right skills for reception. With more people coming through our door this role is very demanding. The Volunteer Co-ordinator has spent more time training those on reception and going forward there is potential for this to be a paid role. In order to help reception run smoothly we introduced an appointment based systems.

3 training sessions were held during the year on the asylum process and signposting. Our volunteer support worker training has been provided by Advisors on a one to one basis. More formal training on this needs to be prepared.

We had a placement student from Bradford University for 3 month, working 3 days a week. This type of volunteering has proved to be useful as there is a regular commitment over a long period of time. The placement student supported one of our English classes, supported the Welcome project and our Friday drop in.

#### **Welcome to Leeds:**

On the Welcome project we have helped 46 people. This has halved since last year due to reduced funding and also Migrant Help stopped making referrals due to capacity. Of the 46 people we helped them with:

- All clients were seen at RETAS by a volunteer with follow up
- 6 were taken around the city/various support groups.
- We helped clients with the following:
  - GP registration: 3,
  - ESOL classes 15,
  - informed about groups – 14,
  - walk in the country 3,
  - library registration 5,
  - general signpost 5,
  - finding a solicitor 1,
  - HC2 form 1,
  - volunteering at RETAS 2,
  - Dentist 1,
  - leisure activities 4.

## **RETAS Leeds**

### **Directors' report (continued)**

### **For the year ended 31 March 2017**

Funding for the project was reduced with the Volunteer Co-ordinator working 5 hours a week during August to September. These hours were increased to 14 from October onwards to continue the Welcome project and focus on volunteers with in the office as well.

We recruited a further 7 volunteers to help with the Welcome project. Towards the end of March 2017 we started a drop in on a Wednesday morning where clients could be signposted to help with welcome in Leeds.

#### **Organisational Developments**

- Revised Vision, Mission and Values of RETAS
- Key Objectives agreed
- New Performance Management process introduced
- Policies revised and updated
- New database and Evaluation tool being implemented

#### **IELTS preparation courses: (International English Language Testing System):**

Due to staff sickness the IELTS course only ran from January-March 2017 in the 2016-17 financial year. During this period approximately fifteen refugees and asylum seekers attended the course, one of whom took the exam, achieved the necessary result, and is now doing an undergraduate degree in Pharmacy at Manchester University. Three of those fifteen are still studying on the course now. The remainder have decided not to pursue IELTS for the time being, either due to family or work reasons.

**Awareness raising work:** As a result of support from the Lloyds Bank Foundation, we have increased our Social media activity to further raise awareness of the services RETAS delivers, across the region i.e. via Facebook, Twitter and updating of our website. The CEO has also been asked to speak to various Partner organisations, across the country, to learn more about how RETAS support their clients.

**Security courses:** RETAS continued the working relationship with Dominion Employment Training Services, with over 75 clients achieving Level 2 Award for Working as a Door Supervision and CCTV certificates. RETAS has seen a notably high number of clients successfully applying and starting jobs in the security industry.

**Partnership work:** RETAS continued its strong relationship with the City of Sanctuary movement and supporting the movement's activities across the region. RETAS continued working closely and developing its relationships with Migration Work CIC, Job Centre Plus, Security Industry Authority through Refugee Licensing Initiative and Leeds Migration Partnership, in addition to developing new partnerships with Migration Yorkshire, Refugee Council, SOLACE, the Children's Society and LASSN. RETAS also developed new projects with Growing Points, called Hidden Talents and Flourishing Families. Hidden Talents project is an apprenticeship scheme to enable refugees to use their skills to work in the NHS and Flourishing Families aims to offer long-term loans with free interest to low income families with business projects of their own. Each apprentice/family is matched up with a guardian who supervises and supports them to become a Clinical Support Worker. We now have a number of clients who are involved in both programmes.

**Syrian Resettlement Programme:** In January 2016 RETAS became part of the Syrian Resettlement Programme and has since been working in partnership with other organisations supporting the arrivals on the programme. The Syrian Resettlement Programme (SRP) provides support for Syrian refugees who have been granted sanctuary in the UK. RETAS's role is to provide access to language support through ESOL classes and also provide pre-employment training and advice. Since RETAS became involved in the programme a total of 37 families, 140 individuals including 72 adults have been supported.

**RETAS Leeds**  
**Directors' report (continued)**  
**For the year ended 31 March 2017**

**Plans for the future**

As well as securing funding in order to increase our capacity to deliver services, and managed the increase in demand from refugees, particularly Syrian families settling in Leeds, we continue to offer targeted support for clients intended to facilitate successful experiences of entering the UK job market and are still the only service of its kind in the West Yorkshire region.

We are always looking for opportunities to further develop and widen the services we offer to provide successful, long term integration for our clients, as well as ensuring the sustainability of RETAS.

**Financial review**

Total income for 2017 was £208,973, of which £96,724 was restricted. This was a significant increase on 2016, reflecting the increased funding gained during the year for the projects being delivered. Total expenditure on charitable activities for this year was £136,987, (£99,458 restricted), resulting in a net surplus of £71,986. The restricted net deficit was £2,734 before transfers and unrestricted surplus was £74,720 before transfers.

**Reserves policy**

The Board of Trustees have considered the appropriate reserve policy in the light of the organisation's objectives and risks and have agreed that it is appropriate to hold reserves at a minimum level of three months of ongoing expenses. This enables RETAS to maintain its services to clients through short term funding short-falls. Based upon RETAS' budgeted expenditure levels following reductions in the cost base this implies a minimum reserves balance of no less than £35,000. This accounting period (2016/17) shows a level of reserves of £123,134 (2016: £41,343). The trustees expect that the coming financial year will see further significant growth, and so the additional reserves currently held are intended to be used to support the expansion of the organisation and the associated costs.

The Trustees continue to have the objective of maintaining reserves at a level needed to balance achieving the ongoing core objectives of the charity in respect of the delivery of services with the requirement to hold reserves to provide ongoing financial stability.

**Directors' responsibilities for the financial statements**

Company law requires the directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company at the end of the year and of the surplus or deficiency for the year then ended.

In preparing those financial statements, the trustees are required to: select suitable accounting policies and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The Trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The directors are responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the company, and enable them to ensure that the financial statements comply with the Companies Act 2006. The directors are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

**RETAS Leeds**  
**Directors' report (continued)**  
**For the year ended 31 March 2017**

**Small company provisions:**

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

The directors declare that they have approved the directors' report above on 19.12.2017

Signed on behalf of the board by:



(print name): JOHN CALLAGHAN  
Director

**Independent Examiners' Report to the trustees of  
RETAS Leeds  
For the year ended 31 March 2017**

I report to the trustees of RETAS Leeds ("the Company") on my examination of the accounts of the Company for the year ended 31 March 2017 which are set out on pages 6 to 11.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: \_\_\_\_\_



Sarah Lightfoot, ACA DChA

Voluntary Action Sheffield  
Community Accountancy Service  
The Circle  
33, Rockingham Lane  
Sheffield  
S1 4FW

Date: 21 December 2017

## Retas Leeds

### Statement of financial activities

(incorporating the income and expenditure account)

For the year ended 31 March 2017

	Notes	Unrestricted funds £	Restricted funds £	Total 2017 £	Unrestricted funds £	Restricted funds £	Total 2016 £
<b>Income from:</b>							
Donations	2	24,136	6,949	31,085	21,789	-	21,789
Charitable Activities	3	88,053	89,775	177,828	36,363	21,850	58,213
Investments	4	60	-	60	146	-	146
		<b>112,249</b>	<b>96,724</b>	<b>208,973</b>	<b>58,298</b>	<b>21,850</b>	<b>80,148</b>
<b>Expenditure on:</b>							
Charitable Activities	5	37,529	99,458	136,987	68,760	15,586	84,346
		<b>37,529</b>	<b>99,458</b>	<b>136,987</b>	<b>68,760</b>	<b>15,586</b>	<b>84,346</b>
<b>Net income/(expenditure)</b>		<b>74,720</b>	<b>(2,734)</b>	<b>71,986</b>	<b>(10,462)</b>	<b>6,264</b>	<b>(4,198)</b>
Transfers between funds	9	7,071	(7,071)	-	(943)	943	-
<b>Net movement in funds</b>		<b>81,791</b>	<b>(9,805)</b>	<b>71,986</b>	<b>(11,405)</b>	<b>7,207</b>	<b>(4,198)</b>
Total funds brought forward		41,343	14,828	56,171	52,748	7,621	60,369
<b>Total funds carried forward</b>		<b>123,134</b>	<b>5,023</b>	<b>128,157</b>	<b>41,343</b>	<b>14,828</b>	<b>56,171</b>

# Retas Leeds

## Balance Sheet As at 31 March 2017

	Notes	Total 2017 £	Total 2016 £
<b>Current assets</b>			
Debtors	7	25,394	1,150
Cash at bank and in hand		111,488	63,939
<b>Total current assets</b>		<u>136,882</u>	<u>65,089</u>
Creditors: amounts falling due within one year	8	(8,725)	(8,918)
<b>Net current assets</b>		<u>128,157</u>	<u>56,171</u>
Creditors: amounts falling due after more than one year		-	-
<b>Total net assets</b>		<u><u>128,157</u></u>	<u><u>56,171</u></u>
<b>Represented by:</b>			
<b>Funds of the Charity</b>			
Unrestricted funds		123,134	41,343
Restricted income funds	9	5,023	14,828
		<u><u>128,157</u></u>	<u><u>56,171</u></u>

For the year ended 31 March 2017 the 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 company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The director's acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies' regime.

Approved by the Board of Trustees on 19.12.2017

Signed on behalf of the board by:



(print name): JOHN CALLAGHAN

Director

## Notes to the Accounts

For the year ended 31 March 2017

## 1 Accounting Policies

## (a) General

The financial statements have been prepared in accordance with 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) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The financial statements have also adopted Charities SORP (FRS 102) Bulletin 1.

The organisation meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value.

## (b) Income

Income is recognised when the organisation has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Investment income is included when receivable.

## (c) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was

## (d) Funds

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

Restricted funds are to be used for specific purposes as laid down by the funder.

## 2 Donations

	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Unrestricted Funds £	Restricted Funds £	Total 2016 £
Otley churches together	900	-	900	-	-	-
Seedbed Christian Community Trust	-	5,000	5,000	10,000	-	10,000
New Life Christian Church	720	-	720	720	-	720
Lloyds bank foundation	15,000	-	15,000	-	-	-
Prisoners of conscience appeal fund	-	315	315	-	-	-
Sinai Synagogue	2,160	-	2,160	-	-	-
Other donations	5,356	1,634	6,990	1,261	-	1,261
The Evan Cornish Foundation	-	-	-	8,300	-	8,300
Charities Aid Foundation	-	-	-	950	-	950
Clarity social enterprise	-	-	-	106	-	106
St Edmonds Faith in Leeds	-	-	-	52	-	52
Leeds DEC	-	-	-	400	-	400
	<b>24,136</b>	<b>6,949</b>	<b>31,085</b>	<b>21,789</b>	<b>-</b>	<b>21,789</b>

## Notes to the Accounts

For the year ended 31 March 2017 (continued)

## 3 Income from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Unrestricted Funds £	Restricted Funds £	Total 2016 £
Leeds City Council - ALE	-	16,500	16,500	-	-	-
Leeds City Council - MESH	-	7,000	7,000	-	-	-
Leeds City Council - Steps 2 Settlement	85,133	-	85,133	35,213	-	35,213
Leeds City Council - Syrian Refugee Project	-	21,775	21,775	-	21,750	21,750
Leeds City Council - Syrian Refugee Project 2	-	41,250	41,250	-	-	-
City of Sanctuary	-	3,250	3,250	-	-	-
Services invoiced	2,920	-	2,920	1,150	100	1,250
	<b>88,053</b>	<b>89,775</b>	<b>177,828</b>	<b>36,363</b>	<b>21,850</b>	<b>58,213</b>

## 4 Income from investments

	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Unrestricted Funds £	Restricted Funds £	Total 2016 £
Bank interest	60	-	60	116	-	116
Bank compensation	-	-	-	30	-	30
	<b>60</b>	<b>-</b>	<b>60</b>	<b>146</b>	<b>-</b>	<b>146</b>

**Notes to the Accounts - continued**  
**For the year ended 31 March 2017 (continued)**

**5 Expenditure on charitable activities**

	Note	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Unrestricted Funds £	Restricted Funds £	Total 2016 £
Staff salaries	6	4,685	57,560	62,245	44,525	5,178	49,703
Consultancy		5,582	22,505	28,087	2,828	8,216	11,044
Events and trips		300	1,910	2,210	-	-	-
Insurance		974	-	974	917	-	917
Printing, stationery and publications		1,253	-	1,253	230	-	230
Telephone		657	73	730	1,422	137	1,559
Rent		18,699	1,221	19,920	15,701	629	16,330
Materials		-	-	-	-	-	-
Project Costs		-	-	-	115	330	445
Catering		289	326	615	-	-	-
Staff travel expenses		-	-	-	406	59	465
Travel expenses - advice/volunteers		-	983	983	775	819	1,594
Client Travel		-	-	-	-	200	200
Staff training/conferences		280	-	280	-	-	-
Equipment		142	555	697	-	-	-
Subscriptions		72	-	72	-	-	-
Professional fees		522	-	522	-	-	-
Website development		2,986	5,619	8,605	-	-	-
Bad debts		200	-	200	-	-	-
Sundry Expenses		(350)	-	(350)	781	18	799
Grants paid out to MESH	9	-	6,868	6,868	-	-	-
Grants paid out to individuals		-	1,709	1,709	-	-	-
<b>Support costs</b>							
Independent examiner's fee		900	-	900	975	-	975
Director's expenses	11	225	129	354	-	-	-
Bank Charges		113	-	113	85	-	85
<b>Total charitable expenditure</b>		<b>37,529</b>	<b>99,458</b>	<b>136,987</b>	<b>68,760</b>	<b>15,586</b>	<b>84,346</b>

**6 Staff salaries**

	2017 £	2016 £
Salaries	61,116	-
Employer's NI	1,129	-
	<b>62,245</b>	<b>49,703</b>

No employee received emoluments of more than £50,000. The average monthly number of employees during the year was 4 (2016: 3)

A split between Salary, National Insurance and Pension for 2016 was not available.

**Notes to the Accounts - continued**  
**For the year ended 31 March 2017**

**7 Debtors**

	2017 £	2016 £
Trade debtors	25,394	200
Prepayments and accrued income	-	950
	<u>25,394</u>	<u>1,150</u>

**8 Creditors: amounts falling due within one year**

	2017 £	2016 £
Trade creditors	400	593
Accruals	8,325	8,325
	<u>8,725</u>	<u>8,918</u>

**9 Restricted funds**

	Brought forward £	Income £	Expenditure £	Transfers £	Carried forward £
ALE	-	16,500	-	(16,500)	-
MESH	-	12,000	(15,305)	3,305	-
Leeds City Council - Syrian Refugee Project	14,828	21,775	(42,727)	6,124	-
Leeds City Council - Syrian Refugee Project 2	-	41,250	(34,942)	-	6,308
Welcome to Leeds	-	3,250	(4,775)	1,525	-
Grants for individuals	-	1,949	(1,709)	-	240
	<u>14,828</u>	<u>96,724</u>	<u>(99,458)</u>	<u>(5,546)</u>	<u>6,548</u>

**ALE**

In January 2016 RETAS agreed to support Afghans with education and employment advice for 4 months under the Afghan Locally Engaged Staff EX-GRATIA Scheme.

This work took place during the previous financial year, in which the costs were recorded as unrestricted expenditure. The total grant of £16,500 has therefore been transferred to unrestricted funds.

**MESH**

MESH, the Migrant English Support Hub, is a consortium of learning providers and other stakeholders set up to support adult migrants as they make a new life in Leeds. The Learning English in Leeds website is the first project coming under the umbrella of MESH. The initial website was launched in December 2014 and since then has been developed and redesigned, making it easier to use and more up to date. The aim of the website is to give a clear representation of all the English classes that are available in Leeds in the public, private and third sectors.

The consortium set up its own financial operations in January 2017 - the balance on the fund at that time of £6,868 was paid over to the consortium.

In previous financial years the balance of this funds was transferred to unrestricted funds. Now that the balance has paid over, £3,305 has been transferred back to the restricted fund so that there is no ongoing balance.

**Notes to the Accounts - continued**  
**For the year ended 31 March 2017**

**9 Restricted funds - continued**

**Leeds City Council Syrian Refugee Project**

Since January 2016 RETAS became part of the Syrian Resettlement Programme working in partnership with other organisations supporting the arrivals on the programme.

When beneficiaries of this funding are first seen by RETAS their learning needs are assessed and they are either offered English Language classes or are signposted to alternate provision with other partners such as Leeds City College or English @ Home.

Beneficiaries can also access one to one advice sessions on a range of topics that support their smooth transition into society. This can include volunteering opportunities, signposting to specialist mental health providers such as SOLACE and work experience information advice and guidance. They are also given the opportunity to register with Universal Job match, create a CV and undertake initial job search. Each learner enrolled with RETAS is offered a minimum of 60 hours of ESOL and skills for work

The funding for the first year has now finished, therefore £6,124 has been transferred from unrestricted funds to cover the deficit on this project.

**Leeds City Council Syrian Refugee Project 2**

From January 2016, RETAS was initially funded by Leeds City Council to provide year 1 support to Syrians adults coming through the SRP scheme for initial integration in the UK. This was extended to cover years 2-5 to provide an overall assessment of client needs.

**Welcome to Leeds**

Welcome to Leeds (WTL) is a project run by RETAS (Refugee Education, Training and Advice Service) and has established links with the City of Sanctuary network. Our aim is to create a culture of Welcome. WTL provides a welcome service to start an asylum seeker/refugee on their journey towards independence in Leeds aiming to reduce the isolation and anxieties often experienced. Over 3-4 visits our welcome volunteers introduce/refer service users to key services in Leeds. These include links to the city, markets, bus routes, GP's, dentists, schools, hobbies/activities, shopping information, library facilities, support groups, job seeking, career development and English classes etc. We also provide service users with volunteering opportunities including becoming a welcome volunteer, reception duties, advisor support and specific projects that can utilise an individual's skills gained in their country.

**Grants for individuals**

Grants and donations were given for specific individuals.

**10 Commitments under operating leases**

At 31 March 2017 the company had annual commitments under non-cancellable operating leases as follows:

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Equipment	<u>418</u>	<u>418</u>

**11 Directors Remuneration, benefits and expenses**

Two Directors were reimbursed for travel expenses totalling £354 during the year (2016: £nil). No director was remunerated for their work.

**12 Related party transactions**

There were no other related party transactions other than those detailed in note 11.