

**REGISTERED COMPANY NUMBER: 3643622 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1091200**

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018  
FOR**

**THE NORTH OF ENGLAND REFUGEE SERVICE  
LIMITED**

Read, Milburn & Co  
71 Howard Street  
North Shields  
Tyne and Wear  
NE30 1AF

**THE NORTH OF ENGLAND REFUGEE SERVICE  
LIMITED**

**CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2018**

	Page
Report of the Trustees	1 to 6
Independent Examiner's Report	7
Statement of Financial Activities	8
Balance Sheet	9 to 10
Cash Flow Statement	11
Notes to the Financial Statements	12 to 24
Detailed Statement of Financial Activities	25 to 26

# **THE NORTH OF ENGLAND REFUGEE SERVICE LIMITED**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2018. The trustees have adopted the provisions of 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).

### **OBJECTIVES AND ACTIVITIES**

Throughout the year NERS continued on working with and for the immediate and long term needs of the community of refugees across the North East region, focusing at the most vulnerable stages of the journey to integration. This year the Board and Staff continued reshaping a strong organisation capable of achieving success in meeting its objectives.

#### **Centres of Operation**

NERS works from 3 centres and runs outreach from 1 site

- |                  |   |
|------------------|---|
| 1. Newcastle     | 2 Friars Street, Newcastle upon Tyne, NE1 4XA                       |
| 2. Middlesbrough | 49 Granger Road, Middlesbrough, TS1 5AU                             |
| 3. Sunderland    | Suite 12, Eagle Building, 201 High Street East, Sunderland, SR1 2XA |
| 4. Stockton      | The Arrival Practice, Stockton-On-Tees, TS18 2EP                    |

Newcastle and Middlesbrough offices are open full time and Sunderland 3 days and Stockton outreach one day per week.

#### **Asylum Advice Service**

This service is partly funded by Comic Relief and Newcastle City Council. We provide advice and support to people at all stages of their asylum process. This means from the pre-asylum application stage, through the time they are in the asylum process, and if they are given refugee status or leave to remain, during the transition into mainstream society. We also provide information and advice for those whose support is terminated.

We provide impartial and independent advice to people whose application for Asylum has been refused. We will advise clients on the possibility of applying for 'Section 4' or 'Section 95' support and where appropriate, we work jointly with client and immigration and asylum lawyers in exploring further steps that can be taken. For some clients the option of Assisted Voluntary Return (AVR) to their home country may be appropriate in which case referrals for such specific advice will be made. Our AVR service assists people who have 'No Recourse to Public Funds' to return to their country of origin with dignity if they wish.

In the period between 1 April 2017 and 31 March 2018 we provided advice and support on asylum issues to 3,675 clients, 1,529 from our Newcastle office, 1,061 from our Middlesbrough office, 951 from Sunderland and 134 as outreach in Stockton.

#### **Health Access for Refugee Programme (HARP)**

This was a two and a half year project funded by the national Health and Social Care Volunteering Fund (HSCVF). It started in September 2015 and concluded in December 2017. The programme was delivered in partnership with the Refugee Council. The essence of the project was to train volunteers to support newly arriving asylum seekers and refugees to be able to make better use of health services and to work with health service staff to help them to understand the specific needs of new arrivals. In the period between 1 January 2017 and 31 December 2017, 178 clients took part in the project activities.

#### **Integration and Employment Service**

This service is funded by Henry Smith Foundation for three years initially followed by another 3 years which started in January 2016.

# **THE NORTH OF ENGLAND REFUGEE SERVICE LIMITED**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018**

### **OBJECTIVES AND ACTIVITIES**

This service provides support to those granted refugee status and leave to remain to enable them to "take hold" of life in this country. We look both to immediate needs, such as housing and finance, and also to the longer term, as they seek to make their home in the community, find education and use their skills in work. This service is vitally important in preventing destitution among those who receive Leave to Remain and are required to find accommodation and financial support within 28 days. This strand also provides conversation classes for those who speak little or no English.

In the period 1 April 2017 to 31 March 2018 the project helped 1,380 clients.

### **Supported Housing**

This is a partnership with Your Homes Newcastle (YHN is the arm's length management organisation for Newcastle City Council housing) - and Home Group (HG is a large housing association). We manage 20 properties in Newcastle, on lease from YHN and HG.

We house asylum seekers given leave to remain, who are also vulnerable and in need of further support. For example they may suffer from mental health or addiction issues and from having been homeless. The service provides short term housing and appropriate individualised support for up to two years and until clients can move on from supported housing to independent living. The support can include claiming housing benefit, other welfare benefits, advice with council tax, accessing health and social care services, accessing ESOL and other relevant education services, accessing employment and training services, budgeting and financial advice. We also provide support with involvement in community activities and linking with refugee community organisations, counselling and help with problem solving. Our support continues after clients leave our accommodation up to the point where they can cope with independent living.

Over the year, 21 clients were successfully supported to move into their own independent housing, 8 of whom have gained employment and one went into full-time education. The service has also provided housing advice to over 50 clients other clients.

### **Interpreting and Translation Service**

We assist refugees and other migrants to train and employ them as sessional interpreters to provide interpreting and translation services. We provide these services for NERS clients and as well as other organisations such as NHS, social services, schools, solicitors, local authorities, housing associations and care homes.

The service continued to grow and the turnover for last year was £121,806. The service continued to support the organisation in meeting its objective by providing interpreting and translation services at a reasonable cost and support individual refugees to gain interpreting qualifications.

### **Advocacy and policy influence**

NERS advocates for its clients right to access information and services to which they are entitled and provide an independent 'Voice' in meetings and fora about their needs. We use the evidence gathered from our clients to also work regionally and nationally to influence and advocate on matters of policy. We usually do this in partnership with other organisations; nationally with our key partner, the Refugee Council, but also with other agencies such as Refugee Action and the Welsh and Scottish Refugee Councils, Red Cross, Freedom from Torture and Migrant Help. We are also members of the National Asylum Stakeholders Forum and the Asylum Support Forum. Locally we work with partner agencies such as the Regional Refugee Forum and work through structures and processes such as the Regional Migration Partnership, hosted by Middlesbrough Council.

# **THE NORTH OF ENGLAND REFUGEE SERVICE LIMITED**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018**

### **OBJECTIVES AND ACTIVITIES**

We work in partnership with local charities, such as the Red Cross, West End Refugee Service, Newcastle Law Centre, Friends of the Drop-In, Open Doors, Justice First and Action Foundation, to address destitution. We provide face-to-face advice on accessing the Asylum Support to clients that they are supporting. We also assist with coordination of destitution referrals which helps in maximising use of limited resources. When needed, we deliver awareness raising sessions across the Region that aim to improve the wider community's understanding of issues affecting asylum seekers.

#### **Student Placements**

Social work students from the universities of Durham, Teesside, Northumbria and Cumbria are hosted on placement within NERS. This enables NERS to work with and engage future social workers in the issues affecting our client group. On average we provide about 800 days per annum of placements for social work students.

#### **Public Benefit**

The trustees have considered the Charity Commission's guidance on public benefit with regard to its objectives and activities.

### **FINANCIAL REVIEW**

#### **Financial position**

At the balance sheet date, the charity held funds amounting to £58,494 (2017 - £48,583) of which £1,100 (2017 - £2,200) were restricted, a further amount of £14,018 (2017 - £14,851) is not represented by liquid assets and therefore not freely available to the charity. Total free reserves amounted to £43,376 (2017 - £31,532).

#### **Principal funding sources**

The charity's principal sources of funding are grants and income from the provision of interpreting services. Full details can be found in note 4 to the financial statements. Details on the application of funds can be found under Objective and Activities.

#### **Reserves policy**

The trustees agree to retain those amounts generated by interpreting and venue hire each financial year, within the reserves of the charity.

The trustees are committed to maintaining at all times at least the equivalent of three months running costs as advised by the Charity Commission and, whenever we fall below that level, to make it a business plan priority to regain the three month position.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The company is governed by its Memorandum of Articles of Association which state the objects as: "(a) to provide relief for refugees (including convention refugees, refugee communities, people with exceptional leave to remain, asylum seekers and ex-detainees) and migrants who are in conditions of need, hardship, sickness or distress, without distinction of age, sex, race, nationality, political or religious or other opinions, and in addition: (b) to advance the education and the protection of health of such people, and (c) to provide them with facilities for recreation and leisure-time occupation in the interests of social welfare."

# **THE NORTH OF ENGLAND REFUGEE SERVICE LIMITED**

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018**

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Board of Trustees (The Board)**

The Company Board of Trustees has at least three persons. At every Annual General Meeting one-third of the Trustees shall retire from office. In the event that the number is not divisible by three, then the proportion to retire shall be that which is nearest to one-third. The Trustees to retire shall be those longest in office since they were last appointed or re-appointed. Where there are Trustees who have been in office for the same length of time then, in the absence of agreement, those to retire shall be selected by lot. A retiring Trustee is eligible for re-appointment provided that no-one may serve as a Trustee for more than nine consecutive years.

#### **Operational Management**

The day to day management of the Company is through the Director who reports to the Board. The staff team includes a senior finance officer, a finance officer, an administrator, four service leads and three service specialists working alongside more than 40 volunteers.

#### **Policies**

The North of England Refugee Service (NERS) holds a full range of policies regulating all aspects of its business. These are regularly updated and a list of current policies is given below:

- Complaints Procedure
- Confidentiality
- Dignity at Work
- Equal Opportunity
- Health and Safety
- Internal Audit Procedure for Finance
- Safeguarding Children
- Safeguarding Vulnerable Adults
- Investment and Reserves Policy

#### **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.

### **REFERENCE AND ADMINISTRATIVE DETAILS**

#### **Registered Company number**

3643622 (England and Wales)

#### **Registered Charity number**

1091200

#### **Registered office**

2 Friars Street  
Newcastle upon Tyne  
NE1 4XA

**THE NORTH OF ENGLAND REFUGEE SERVICE  
LIMITED**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2018**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Trustees**

Simon Underwood - Chair

Gareth Edmunds - Treasurer

(retired 29 November 2017)

Shamiso Machaya - Treasurer from 29 November 2017

Benjamin Hopkinson

(retired 26 April 2018)

Valerie Apted

Graham Taylor O.B.E.

Cllr Ann Schofield

Shamiso Machaya

Mavreen Ncube

Larry Amadi-Emina

Ibrahim Diallo

David Glendinning

(appointed 21 February 2018))

**Company Secretary and Director**

Dr Mohamed Nasreldin

**Independent examiner**

Read, Milburn & Co

71 Howard Street

North Shields

Tyne and Wear

NE30 1AF

**Bankers**

Yorkshire Bank

12 The Interchange

West Street

Gateshead

NE8 1BA

**Solicitors**

Muckle LLP

32 Gallowgate

Newcastle upon Tyne

NE1 4BF

**THE NORTH OF ENGLAND REFUGEE SERVICE  
LIMITED**

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2018**

**STATEMENT OF TRUSTEES RESPONSIBILITIES**

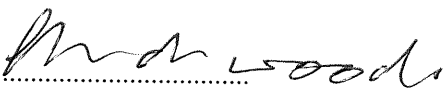
The trustees (who are also the directors of The North Of England Refugee Service Limited for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally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

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company 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 charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the board of trustees on 18th July 2018 and signed on its behalf by:

  
.....  
S Underwood - Trustee



**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
THE NORTH OF ENGLAND REFUGEE SERVICE  
LIMITED**

**Independent examiner's report to the trustees of The North Of England Refugee Service Limited ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2018.

**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.

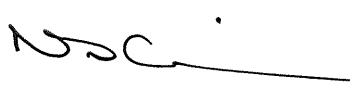
**Independent examiner's statement**

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of Institute of Chartered Accountants in England & Wales which is one of the listed bodies

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

  
Nicholas Liley FCA  
Institute of Chartered Accountants in England & Wales  
Read, Milburn & Co  
71 Howard Street  
North Shields

Date: 24th October 2018

**THE NORTH OF ENGLAND REFUGEE SERVICE  
LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES  
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 MARCH 2018**

	Notes	Unrestricted funds £	Restricted funds £	2018 Total funds £	2017 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	5,137	-	5,137	31,984
<b>Charitable activities</b>	4				
Housing		6,353	188,690	195,043	176,715
Asylum advice		-	78,473	78,473	35,000
Integration advice		-	45,000	45,000	117,638
Interpreting		121,806	-	121,806	107,622
Core		8,000	84,000	92,000	71,800
Investment income	3	114	-	114	50
Other income		25,106	-	25,106	14,066
<b>Total</b>		166,516	396,163	562,679	554,875
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>	5				
Housing		-	195,043	195,043	207,265
Asylum advice		-	78,740	78,740	89,307
Integration advice		-	45,000	45,000	46,408
Interpreting		121,806	-	121,806	107,622
Core		33,699	78,480	112,179	77,422
<b>Total</b>		155,505	397,263	552,768	528,024
<b>NET INCOME/(EXPENDITURE)</b>		11,011	(1,100)	9,911	26,851
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		46,383	2,200	48,583	21,732
<b>TOTAL FUNDS CARRIED FORWARD</b>		57,394	1,100	58,494	48,583

The notes form part of these financial statements

**THE NORTH OF ENGLAND REFUGEE SERVICE  
LIMITED (REGISTERED NUMBER: 3643622)**

**BALANCE SHEET  
AT 31 MARCH 2018**

	Notes	2018 £	2017 £
<b>FIXED ASSETS</b>			
Tangible assets	12	3,561	5,480
Investments	13	11,557	11,571
		<hr/>	<hr/>
		15,118	17,051
<b>CURRENT ASSETS</b>			
Debtors	14	56,140	55,187
Cash at bank and in hand		88,592	78,422
		<hr/>	<hr/>
		144,732	133,609
<b>CREDITORS</b>			
Amounts falling due within one year	15	(101,356)	(102,077)
		<hr/>	<hr/>
<b>NET CURRENT ASSETS</b>		43,376	31,532
		<hr/>	<hr/>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		58,494	48,583
		<hr/>	<hr/>
<b>NET ASSETS</b>		58,494	48,583
		<hr/>	<hr/>
<b>FUNDS</b>	18		
Unrestricted funds		57,394	46,383
Restricted funds		1,100	2,200
		<hr/>	<hr/>
<b>TOTAL FUNDS</b>		58,494	48,583
		<hr/>	<hr/>

The notes form part of these financial statements

**THE NORTH OF ENGLAND REFUGEE SERVICE  
LIMITED (REGISTERED NUMBER: 3643622)**

**BALANCE SHEET - CONTINUED  
AT 31 MARCH 2018**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2018.

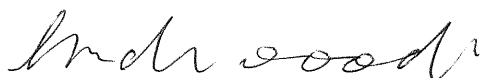
The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2018 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that 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 affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of 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 charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on 18th July 2018 and were signed on its behalf by:



.....  
S Underwood -Trustee

The notes form part of these financial statements

**THE NORTH OF ENGLAND REFUGEE SERVICE  
LIMITED**

**CASH FLOW STATEMENT  
FOR THE YEAR ENDED 31 MARCH 2018**

	Notes	2018 £	2017 £
<b>Cash flows from operating activities:</b>			
Cash generated from operations	21	<u>10,154</u>	<u>60,682</u>
<b>Net cash provided by (used in) operating activities</b>		<u>10,154</u>	<u>60,682</u>
 <b>Cash flows from investing activities:</b>			
Purchase of tangible fixed assets		-	(3,300)
Purchase of fixed asset investments		(24)	(18)
Sale of fixed asset investments		<u>40</u>	<u>14</u>
<b>Net cash provided by (used in) investing activities</b>		<u>16</u>	<u>(3,304)</u>
 <b>Change in cash and cash equivalents in the reporting period</b>		<u>10,170</u>	<u>57,378</u>
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u>78,422</u>	<u>21,044</u>
<b>Cash and cash equivalents at the end of the reporting period</b>		<u><u>88,592</u></u>	<u><u>78,422</u></u>

The notes form part of these financial statements

# **THE NORTH OF ENGLAND REFUGEE SERVICE LIMITED**

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018**

### **1. ACCOUNTING POLICIES**

#### **Basis of preparing the financial statements**

The financial statements of the charitable company, 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 Companies Act 2006. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

#### **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. Income subject to VAT is stated nett of output tax at the applicable flat rate.

#### **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 the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. All expenditure is shown inclusive of VAT where applicable.

#### **Allocation and apportionment of costs**

Costs are allocated to the charity's activities on the basis of fair usage of staff and facilities.

#### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery	- 25% on reducing balance
Computer equipment	- 33% on cost

#### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

#### **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.

**THE NORTH OF ENGLAND REFUGEE SERVICE  
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2018**

**1. ACCOUNTING POLICIES - continued**

**Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**Investments**

In accordance with recommended practice, listed investments are included at market value. Realised and unrealised gains and losses are shown separately on the Statement of Financial Activities.

**Debtors**

Trade and other debtors (including prepayments) are recognised at the settlement amount due or amount prepaid) nett of any trade discounts.

**Cash at bank and in hand**

Cash at bank and in hand includes cash and short term highly liquid investments.

**Creditors**

Creditors (including accruals) are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and accruals are recognised at their settlement amount nett of any trade discounts.

**Financial instruments**

All financial assets and financial liabilities of the charity qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**2. DONATIONS AND LEGACIES**

	2018	2017
	£	£
Donations	5,137	31,984

**3. INVESTMENT INCOME**

	2018	2017
	£	£
Bank interest receivable	88	31
Investment income	26	19
	<u>114</u>	<u>50</u>

**THE NORTH OF ENGLAND REFUGEE SERVICE  
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2018**

**4. INCOME FROM CHARITABLE ACTIVITIES**

	Housing £	Asylum advice £	Integration advice £
Contract income	6,353	-	-
Newcastle City Council	188,690	-	-
Grants	-	78,473	45,000
Interpreting services	-	-	-
	<u>195,043</u>	<u>78,473</u>	<u>45,000</u>

	Interpreting £	Core £	2018 Total activities £	2017 Total activities £
Contract income	-	-	6,353	32,958
Newcastle City Council	-	-	188,690	176,715
Grants	-	92,000	215,473	191,480
Interpreting services	121,806	-	121,806	107,622
	<u>121,806</u>	<u>92,000</u>	<u>532,322</u>	<u>508,775</u>

Contract income, included in the above, was received from the following sources:

	2018 £	2017 £
Home Group	6,353	30,550
Learning Alliance	-	2,408
	<u>6,353</u>	<u>32,958</u>



**THE NORTH OF ENGLAND REFUGEE SERVICE  
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2018**

**4. INCOME FROM CHARITABLE ACTIVITIES - continued**

Grants received, included in the above, are as follows:

	2018	2017
	£	£
Comic Relief	42,010	40,680
The Henry Smith Charity	45,000	44,000
Tudor Trust	40,000	40,000
The Lloyds Bank Foundation	23,000	22,000
The 1989 Willan Charitable Trust	1,900	3,300
The AB Charitable Trust	5,000	-
HCD Memorial Trust	13,334	20,000
Refugee Council	11,229	15,000
Newcastle Wellbeing Fund	21,000	-
Other grants	13,000	6,500
	<u>215,473</u>	<u>191,480</u>

**5. CHARITABLE ACTIVITIES COSTS**

	Direct costs (See note 6)	Support costs (See note 7)	Totals
	£	£	£
Housing	128,336	66,707	195,043
Asylum advice	52,627	26,113	78,740
Integration advice	23,840	21,160	45,000
Interpreting	65,968	55,838	121,806
Core	92,938	19,241	112,179
	<u>363,709</u>	<u>189,059</u>	<u>552,768</u>

**6. DIRECT COSTS OF CHARITABLE ACTIVITIES**

	2018	2017
	£	£
Staff costs	136,241	97,406
Client costs	128,936	126,207
Project costs	555	1,589
Volunteer costs	17,756	14,709
Other staffing costs	14,253	11,801
Interpreter costs	65,629	54,826
Bad debts	339	3,163
	<u>363,709</u>	<u>309,701</u>

**THE NORTH OF ENGLAND REFUGEE SERVICE  
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2018**

**7. SUPPORT COSTS**

	General support £	Governance costs £	Totals £
Housing	66,707	-	66,707
Asylum advice	26,113	-	26,113
Integration advice	21,160	-	21,160
Interpreting	55,838	-	55,838
Core	16,181	3,060	19,241
	<u>185,999</u>	<u>3,060</u>	<u>189,059</u>

<b>Cost</b>	<b>Basis of allocation</b>
General support	Fair usage of staff and facilities
Governance costs	Fair usage of staff and facilities

**8. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	2018 £	2017 £
Depreciation - owned assets	1,919	2,313
Independent Examiner's remuneration	3,060	3,000
Payments under operating leases	<u>7,803</u>	<u>-</u>

**9. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2018 nor for the year ended 31 March 2017.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2018 nor for the year ended 31 March 2017.

**THE NORTH OF ENGLAND REFUGEE SERVICE  
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2018**

**10. STAFF COSTS**

	2018	2017
	£	£
Wages and salaries	222,483	227,431
Social security costs	13,999	9,326
Other pension costs	3,616	3,686
	<u>240,098</u>	<u>240,443</u>

The key management personnel, including the trustees, are listed under Reference and Administrative Details. The total employee benefits of the key management personnel were £30,709 (2017 - £31,062).

The average monthly number of employees during the year was as follows:

	2018	2017
	11	12
Management & administration	<u>11</u>	<u>12</u>

No employees received emoluments in excess of £60,000.

**11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	31,984	-	31,984
<b>Charitable activities</b>			
Housing	-	176,715	176,715
Asylum advice	-	35,000	35,000
Integration advice	30,550	87,088	117,638
Interpreting	107,622	-	107,622
Core	6,500	65,300	71,800
Investment income	50	-	50
Other income	14,066	-	14,066
<b>Total</b>	<u>190,772</u>	<u>364,103</u>	<u>554,875</u>

**THE NORTH OF ENGLAND REFUGEE SERVICE  
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2018**

**11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

	Unrestricted funds £	Restricted funds £	Total funds £
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Housing	30,550	176,715	207,265
Asylum advice	11,890	77,417	89,307
Integration advice	-	46,408	46,408
Interpreting	107,622	-	107,622
Core	14,322	63,100	77,422
<b>Total</b>	164,384	363,640	528,024
<b>NET INCOME/(EXPENDITURE)</b>	26,388	463	26,851
<b>Transfers between funds</b>	(1,737)	1,737	-
<b>Net movement in funds</b>	24,651	2,200	26,851
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	21,732	-	21,732
<b>TOTAL FUNDS CARRIED FORWARD</b>	46,383	2,200	48,583

**THE NORTH OF ENGLAND REFUGEE SERVICE  
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2018**

**12. TANGIBLE FIXED ASSETS**

	Plant and machinery £	Computer equipment £	Totals £
<b>COST</b>			
At 1 April 2017 and 31 March 2018	17,473	11,155	28,628
<b>DEPRECIATION</b>			
At 1 April 2017	14,193	8,955	23,148
Charge for year	819	1,100	1,919
At 31 March 2018	15,012	10,055	25,067
<b>NET BOOK VALUE</b>			
At 31 March 2018	2,461	1,100	3,561
At 31 March 2017	3,280	2,200	5,480

**13. FIXED ASSET INVESTMENTS**

	Listed investments £
<b>MARKET VALUE</b>	
At 1 April 2017	11,571
Additions	24
Disposals	(40)
Revaluations	2
At 31 March 2018	11,557
<b>NET BOOK VALUE</b>	
At 31 March 2018	11,557
At 31 March 2017	11,571

There were no investment assets outside the UK. The portfolio continued to be managed by Fidelity Worldwide Investment during the financial year.

**THE NORTH OF ENGLAND REFUGEE SERVICE  
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2018**

**14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2018	2017
	£	£
Trade debtors	24,175	30,237
Other debtors	-	2,368
Prepayments and accrued income	31,965	22,582
	<u>56,140</u>	<u>55,187</u>

**15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2018	2017
	£	£
Trade creditors	5,317	5,176
Social security and other taxes	4,316	-
VAT	3,951	4,409
Other creditors	3,331	10,000
Accruals and deferred income	84,441	82,492
	<u>101,356</u>	<u>102,077</u>

**Deferred income**

Included in other creditors are the following provisions for deferred income:

	1 April 2017	Received	Released	31 March 2018
	£	£	£	£
The Henry Smith Charity	11,500	45,650	45,000	12,150
Tudor Trust	13,334	40,000	40,000	13,334
Lloyds Bank Foundation	17,998	5,750	23,000	748
The 1989 Willan Charitable Trust	-	7,500	1,900	5,600
AB Charitable Trust	-	20,000	5,000	15,000
Garfield Weston	-	20,000	5,000	15,000
HCD Memorial Trust	13,334	-	13,334	-
Evans Cornish	-	5,000	-	5,000
	<u>56,166</u>	<u>143,900</u>	<u>133,234</u>	<u>66,832</u>

**THE NORTH OF ENGLAND REFUGEE SERVICE  
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2018**

**16. LEASING AGREEMENTS**

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2018 £	2017 £
Within one year	23,408	7,803
Between one and five years	15,605	39,013
	<u>39,013</u>	<u>46,816</u>

**17. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted funds £	Restricted funds £	2018 Total funds £	2017 Total funds £
Fixed assets	2,461	1,100	3,561	5,480
Investments	11,557	-	11,557	11,571
Current assets	77,900	66,832	144,732	133,609
Current liabilities	(34,524)	(66,832)	(101,356)	(102,077)
	<u>57,394</u>	<u>1,100</u>	<u>58,494</u>	<u>48,583</u>

**18. MOVEMENT IN FUNDS**

	At 1/4/17 £	Net movement in funds £	At 31/3/18 £
<b>Unrestricted funds</b>			
General fund	46,383	11,011	57,394
<b>Restricted funds</b>			
The 1989 Willan Charitable Trust	2,200	(1,100)	1,100
<b>TOTAL FUNDS</b>	<u>48,583</u>	<u>9,911</u>	<u>58,494</u>

**THE NORTH OF ENGLAND REFUGEE SERVICE  
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2018**

**18. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	166,516	(155,505)	11,011
<b>Restricted funds</b>			
Refugee Council (HARP)	11,229	(11,229)	-
The Henry Smith Charity	45,000	(45,000)	-
Tudor Trust	40,000	(40,000)	-
Lloyds Bank Foundation	23,000	(23,000)	-
Newcastle City Council	209,690	(209,690)	-
Comic Relief	42,010	(42,010)	-
The 1989 Willan Charitable Trust	1,900	(3,000)	(1,100)
The HCD Memorial Trust	13,334	(13,334)	-
AB Charitable Trust	5,000	(5,000)	-
Garfield Weston	5,000	(5,000)	-
	<u>396,163</u>	<u>(397,263)</u>	<u>(1,100)</u>
<b>TOTAL FUNDS</b>	<u><u>562,679</u></u>	<u><u>(552,768)</u></u>	<u><u>9,911</u></u>

**Comparatives for movement in funds**

	At 1/4/16 £	Net movement in funds £	Transfers between funds £	At 31/3/17 £
<b>Unrestricted Funds</b>				
General fund	21,732	26,388	(1,737)	46,383
<b>Restricted Funds</b>				
Comic Relief	-	(1,737)	1,737	-
The 1989 Willan Charitable Trust	-	2,200	-	2,200
	<u>-</u>	<u>463</u>	<u>1,737</u>	<u>2,200</u>
<b>TOTAL FUNDS</b>	<u><u>21,732</u></u>	<u><u>26,851</u></u>	<u><u>-</u></u>	<u><u>48,583</u></u>



**THE NORTH OF ENGLAND REFUGEE SERVICE  
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2018**

**18. MOVEMENT IN FUNDS - continued**

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	83,150	(56,762)	26,388
Designated funds	107,622	(107,622)	-
	<u>190,772</u>	<u>(164,384)</u>	<u>26,388</u>
<b>Restricted funds</b>			
Wallsend Language Class	2,408	(2,408)	-
The Henry Smith Charity	44,000	(44,000)	-
Tudor Trust	40,000	(40,000)	-
Lloyds Bank Foundation	22,000	(22,000)	-
Newcastle City Council	176,715	(176,715)	-
Comic Relief	40,680	(42,417)	(1,737)
The 1989 Willan Charitable Trust	3,300	(1,100)	2,200
The HCD Memorial Trust	20,000	(20,000)	-
Refugee Council (HARP)	15,000	(15,000)	-
	<u>364,103</u>	<u>(363,640)</u>	<u>463</u>
<b>TOTAL FUNDS</b>	<u><u>554,875</u></u>	<u><u>(528,024)</u></u>	<u><u>26,851</u></u>

The Henry Smith Charity fund is a grant received towards the appointment of an advice worker to support service users in Tyne & Wear.

The Tudor Trust fund is a grant received towards the post of Director.

The Lloyds Bank Foundation fund is towards the post of Operations Manager.

The HCD Memorial Trust grant provided part funding for a refugee worker's salary.

Income received and resources expended under the Newcastle City Council fund comprise housing benefit and related costs; and the Refugee Wellbeing Programme.

The Comic Relief fund relates to grant funding of advisors.

The other restricted funds relate to various projects run by the charity to support its primary objectives as noted in the Trustees report.

**THE NORTH OF ENGLAND REFUGEE SERVICE  
LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31 MARCH 2018**

**19. RELATED PARTY DISCLOSURES**

At the balance sheet date, the charity owed £nil (2017 - £10,000) to Simon Underwood, a trustee. The amount is interest free and repayable in full on 31 December 2017.

**20. LEGAL STATUS**

North of England Refugee Service is a company limited by guarantee, registered in England and Wales and has no share capital. The company's registered number and registered office address can be found within Reference and Administrative Details.

The liability of the members is limited. Every member of the charitable company undertakes to contribute such amount as may be required (not exceeding £1) to the charitable company's assets if it should be wound up while s/he is a member or within one year after s/he ceases to be a member, for payment of the charitable company's debts and liabilities contracted before s/he ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories themselves.

**21. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	2018 £	2017 £
<b>Net income/(expenditure) for the reporting period (as per the statement of financial activities)</b>	9,911	26,851
<b>Adjustments for:</b>		
Depreciation charges	1,919	2,313
Recognised gains on investments	(2)	(1)
(Increase)/decrease in debtors	(953)	35,773
Decrease in creditors	(721)	(4,254)
	<hr/>	<hr/>
<b>Net cash provided by (used in) operating activities</b>	<u>10,154</u>	<u>60,682</u>

**THE NORTH OF ENGLAND REFUGEE SERVICE  
LIMITED**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2018**

	2018 £	2017 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	5,137	31,984
<b>Investment income</b>		
Bank interest receivable	88	31
Investment income	26	19
	<hr/>	<hr/>
	114	50
<b>Charitable activities</b>		
Interpreting services	121,806	107,622
Contract income	6,353	32,958
Newcastle City Council	188,690	176,715
Grants	215,473	191,480
	<hr/>	<hr/>
	532,322	508,775
<b>Other income</b>		
Rental income	12,883	4,044
Student placement income	9,800	8,980
Other income	2,423	1,042
	<hr/>	<hr/>
	25,106	14,066
<b>Total incoming resources</b>	<hr/>	<hr/>
	562,679	554,875
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	128,289	98,063
Social security	6,042	(1,752)
Pensions	1,910	1,095
Client costs	128,936	126,207
Project costs	555	1,589
Volunteer costs	17,756	14,709
Other staffing costs	14,253	11,801
Interpreter costs	65,629	54,826
Carried forward	363,370	306,538

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**THE NORTH OF ENGLAND REFUGEE SERVICE  
LIMITED**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2018**

	2018 £	2017 £
<b>Charitable activities</b>		
Brought forward	363,370	306,538
Bad debts	339	3,163
	<hr/>	<hr/>
	363,709	309,701
<b>Support costs</b>		
<b>General support</b>		
Wages	94,194	129,368
Social security	7,957	11,078
Pensions	1,706	2,591
Rent and rates	18,792	8,935
Insurance	4,587	4,589
Light and heat	1,286	1,781
Telephone	15,728	14,140
Postage and stationery	7,654	7,456
Sundries	4,589	6,798
Cleaning	5,753	5,390
Repairs and renewals	2,657	1,944
IT costs	10,697	7,897
Professional fees	8,380	10,685
Bank charges	100	238
Depreciation of tangible fixed assets	1,919	2,313
	<hr/>	<hr/>
	185,999	215,203
<b>Governance costs</b>		
Accountancy and legal fees	3,060	3,120
	<hr/>	<hr/>
<b>Total resources expended</b>	552,768	528,024
	<hr/>	<hr/>
<b>Net income</b>	<u>9,911</u>	<u>26,851</u>

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