

Registered Charity Number: 1154862

ASSIST Sheffield

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

For the year ended 31 March 2018

ASSIST Sheffield

Contents

	Page
Administrative Information	1
Trustees' annual report	2 - 4
Independent Examiner's report	5
Statement of financial activities	6
Balance sheet	7
Notes to the accounts	8 - 13

ASSIST Sheffield

Administrative Information for the year ended 31 March 2018

Other names the charity is known by
ASSIST

Trustees

Richard Chessum	
Gina Clayton	
Anderson Moyo	
Philip Michael Wormald	
Paul Harvey	
Pia Kerridge	
Sonia Bielaszewska	
Allan Paul Redgrave	(resigned 25 May 2017)
Daniel De Arriba Fernandez	(appointed 25 January 2018)
Isabel Hemmings	(appointed 25 January 2018)
Jeremy Seymour	(appointed 25 January 2018)
Jill Alindayu	(appointed 25 January 2018)
Laura Mizzi	(appointed 25 January 2018)

Principal Address

c/o Victoria Hall Methodist Church
Norfolk Street
Sheffield S1 2JB

Charity number

1154862

Bankers

The Co-operative Bank	Charity Bank
PO Box 250	194 High Street
Skelmersdale	Tonbridge
WN8 6WT	Kent
	TN9 1BE

Independent Examiner

Sheryl Meakin, ACA

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

ASSIST Sheffield

Trustees' annual report For the year ended 31 March 2018

The trustees of the charity submit their annual report and the financial statements for the year ended 31 March 2018.

Structure, governance and management

The entity is a Charitable Incorporated Organisation (CIO) which was registered with the Charity Commission on December 2013, charity number 1154862.

Previously the entity operated as Asylum Seekers Support Initiative Short Term (ASSIST), which was an unincorporated charity, charity number 1100894. The assets and liabilities of Asylum Seekers Support Initiative Short Term were transferred into the CIO on 1 April 2014.

Overall management of the charity is the responsibility of the trustees who are elected and co-opted under the terms of the constitution. Day to day activity is managed and carried out by volunteers and paid staff.

Charitable Aims and objectives

The Trustees shall hold the trust fund and its income upon trust to apply them in the City of Sheffield and its environs for:

- The relief of those who are seeking refuge and are in conditions of need, hardship or distress.
- The advancement of the education of the public, and organisations (statutory or voluntary) to assist the inclusion of such inhabitants into the wider community.

Activities and achievements

The main activities undertaken for the public benefit during the year were the alleviation of destitution for asylum seekers and the education of the public about asylum and destitution.

In overseeing this work, the trustees have had regard to the guidance issued by the Charity Commission on public benefit.

The Charity produces an Annual Report each year which details the activities undertaken in the current year to show the public benefit and the achievement of their aims and objectives.

A copy of this report is available from the Charity at the address shown above.

ASSIST Sheffield

Trustees' report (continued) For the year ended 31 March 2018

Summary of the main achievements during the year

The summarised achievements of the year include the following:-

A major overhaul of our organisational structures and processes is delivering a more robust and flexible approach to our governance and leadership. Trustees have stepped back from operations to concentrate on governance and strategy and a new Leadership Team consisting of the three managers (Client Support, Accommodation and Resources) and two experienced volunteers is now responsible for ensuring day to day operational management and communications and works with Trustees on organisational issues and strategy. We are beginning to see real benefits from the new structure with more effective, timely decision making being evidenced.

Our **advocacy service** has developed significantly. We have re-engineered our front-line advocacy service to provide a much more systematic and client-led approach to advocacy and support. Clients attending our drop-in service are allocated to a Support and Advocacy Team (SAT) led and delivered by volunteers. Each SAT is allocated up to 25 clients who will remain with their specific team for the whole time they are supported by ASSIST Sheffield. This allows for the teams to build a more trusting, personalised and responsive relationship with each client. The model also facilitates more contact and additional time allocated for client support which has improved welfare checks for individuals. This, in turn, has resulted in issues, including safeguarding concerns, being identified and addressed much faster.

In the past year our SAT Teams supported 160 clients from 36 countries holding 1,442 Advocacy appointments. They helped to maintain and improve their wellbeing and find appropriate long-term solutions to their support needs and their immigration status in the UK. Our clients received weekly £20 welfare payments or £10 plus a bus pass. Additionally, our Helpdesk answered questions from 174 refugees and asylum seekers and our accompanying team accompanied 54 clients to 280 appointments over the year.

Our **accommodation service** has changed and expanded, with more shared housing stock being leased or owned by ASSIST. As at the end of March 2018 we directly managed 7 shared houses (one being refurbished), and we have a further new house in the pipeline for 2018. Our hosting network has also expanded.

ASSIST provided 74 people with long term accommodation whilst our Night Shelter provided emergency accommodation for 68 people (29 of which used both long term housing and Night Shelter during the year). At weekends when the Night Shelter is closed, people were offered hosted accommodation. Overall we provided well over 13,500 bed nights of accommodation.

Our **volunteer** body has increased from around 120 to 393 currently active volunteers across 15 different teams. Our volunteers are absolutely key to ASSIST achieving its objectives in helping and supporting destitute asylum seekers. Having a large number of volunteers demonstrates the support that ASSIST receives from the local community in Sheffield. Our volunteers are excellent at spreading the message of ASSIST and our activities, which has a positive impact on the number of our regular individual donors. We have recruited a Volunteering Coordinator responsible for recruiting, inducting and training our volunteers. This is an increasingly important role. Our volunteers contributed an amazing total of 3,080 volunteer hours over the year.

Future plans

ASSIST Sheffield would like to continue to improve its services and support to asylum seekers in Sheffield and respond to their needs in an effective and caring manner that shows our determination to challenge destitution. ASSIST Sheffield would like to broaden its donor support base so as to increase capacity to assist asylum seekers in Sheffield. Additionally, ASSIST Sheffield is seeking to work more closely with partners especially in regard to the provision of legal support.

ASSIST Sheffield

Trustees' report (continued) For the year ended 31 March 2018

Reserves policy

ASSIST has a reserves policy of retaining sufficient unrestricted funds to ensure the charity has adequate financial resources to meet its unfunded financial obligations for at least 4 months if no further income is received. The trustees have reviewed the policy and reflected that 4 months would be adequate time for the charity to adjust its charitable activity and expenditure, should this be necessary due to a decrease in fundraising, or a series of negative grant decisions. The current reserves target is £113,500.

The free reserves as at 31 March 2018 were £130,172.

In addition to the free reserves there was £20,000 held in designated funds (see note 12) and £180,166 held in restricted funds (see note 14), of which £152,267 is carried forward as the value of the ASSIST owned houses (see note 13).

The trustees declare that they have approved the trustees' report above on 01/11/18

Signed on behalf of the trustees:

Name: Sielauska
Position: Joint Chair

Name: Ally
Position: Treasurer

Independent Examiner's report to the trustees of Assist Sheffield ("the Charity")

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

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

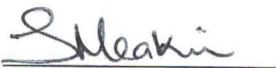
Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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:



Sheryl Meakin, ACA

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

Date:

7 NOVEMBER 2018

ASSIST Sheffield

Statement of Financial Activities For the year ended 31 March 2018

	Notes	Unrestricted funds £	Restricted funds £	Total 2018 £	Unrestricted funds £	Restricted funds £	Total 2017 £
Income from:							
Donations and grants	2	223,496	193,181	416,677	148,704	127,901	276,605
Investment income - bank interest		230	-	230	452	-	452
Other incoming resources		-	-	-	3,141	-	3,141
Total income		223,726	193,181	416,907	152,297	127,901	280,198
Expenditure from:							
Raising funds		3,162	2,200	5,362	9,568	1,745	11,313
Charitable activities	3	167,798	170,579	338,377	172,845	122,687	295,532
Total expenditure		170,960	172,779	343,739	182,413	124,432	306,845
Net income/(expenditure)		52,766	20,402	73,168	(30,116)	3,469	(26,647)
Funds brought forwards		97,406	159,764	257,170	127,522	156,295	283,817
Total funds carried forward		150,172	180,166	330,338	97,406	159,764	257,170

ASSIST Sheffield

Balance Sheet

As at 31 March 2018

	Notes	Total 2018 £	Total 2017 £
Tangible fixed assets	8	<u>152,267</u>	<u>152,267</u>
Current assets			
Debtors	9	6,766	5,699
Cash at bank and in hand		<u>226,486</u>	<u>157,751</u>
Total current assets		<u>233,252</u>	<u>163,450</u>
Creditors: amounts falling due within one year	10	(55,181)	(58,547)
Net current assets		<u>178,071</u>	<u>104,903</u>
Total assets less current liabilities		330,338	257,170
Creditors: amounts falling due after more than one year		-	-
Total net assets		<u><u>330,338</u></u>	<u><u>257,170</u></u>
Funds of the Charity			
General funds		130,172	77,406
Designated funds	12	<u>20,000</u>	<u>20,000</u>
Unrestricted funds		150,172	97,406
Restricted funds	13	180,166	159,764
Total funds	14	<u><u>330,338</u></u>	<u><u>257,170</u></u>

Approved by the Board on 01/11/18

Signed on behalf of the board by:

(sign): Bielaszewska
 (print name): SONIA BIELASZEWSKA
 Trustee

(sign): Anderson Moyo
 (print name): Treasurer
ANDERSON MOYO
 Trustee

ASSIST Sheffield

Notes to the Accounts

For the year ended 31 March 2018

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)) and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). The financial statements have adopted Charities SORP (FRS 102) Bulletin 1, giving exemption from preparing a cashflow statement.

The charity 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 charity 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.

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Contract income is included in the year in which the service took place.

Contract/grant income is deferred if the period the monies relate to is specified or indicated by the funder.

(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 incurred.

(d) Tangible fixed assets

All items of capital expenditure below £1,000 are written off as incurred.

Properties are held at cost, and depreciated over the life of the asset. However, changes in market prices may indicate that the residual value of the properties has stayed the same or increased. In this case, the depreciation charge for the year will be £nil for the year, being a change in the accounting estimate.

(e) Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

(f) Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the company will not be able to collect all amounts due according to the original terms of receivables.

Notes to the Accounts (continued)
For the year ended 31 March 2018

(g) Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the company does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

(h) Fund accounting

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 donor.

(i) Pension costs and other post-retirement benefits

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

2 Income from donations and grants

	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Unrestricted Funds £	Restricted Funds £	Total 2017 £
AB Charitable Trust	-	15,000	15,000	-	-	-
Big Lottery	-	55,764	55,764	-	-	-
Brelms Trust	-	-	-	-	5,000	5,000
Darnall Wellbeing (NRC project)	-	-	-	-	747	747
Henry Smith Trust	-	15,100	15,100	-	29,950	29,950
Hilden Charitable Trust	-	-	-	-	4,300	4,300
Lloyds Bank Foundation	-	17,032	17,032	-	18,498	18,498
Lush	-	3,500	3,500	-	-	-
Muslim Aid	-	-	-	-	6,000	6,000
Persula Foundation	-	-	-	1,000	-	1,000
Sam and Bella Sebba	-	15,000	15,000	-	-	-
Scurrah Wainwright Charity	-	-	-	-	2,000	2,000
Seedbed	-	-	-	6,200	-	6,200
Sheffield Central Quaker Meeting	-	-	-	-	3,000	3,000
Sheffield Church Burgesses Trust	-	-	-	-	2,000	2,000
Sheffield City Council Tackling Inequality	-	14,000	14,000	-	-	-
Sheffield Town Trust	-	1,924	1,924	-	2,000	2,000
Sheffield University	2,571	-	2,571	2,100	-	2,100
Sir Jules Thorn	-	-	-	750	-	750
Souter Charitable Trust	-	2,000	2,000	5,000	-	5,000
South Yorkshire's Community Foundation	-	9,861	9,861	-	2,250	2,250
Steel Charitable Trust	-	-	-	-	5,000	5,000
Swan Mountain Trust	-	2,000	2,000	-	-	-
The James Neill Trust Fund	-	-	-	500	-	500
The JG Graves Charitable Trust	-	-	-	-	1,000	1,000
Tudor Trust	-	12,500	12,500	-	25,000	25,000
	<u>2,571</u>	<u>163,681</u>	<u>166,252</u>	<u>15,550</u>	<u>106,745</u>	<u>122,295</u>
Donations from individuals and groups (including gift aid)	220,925	29,500	250,425	133,154	21,156	154,310
	<u>223,496</u>	<u>193,181</u>	<u>416,677</u>	<u>148,704</u>	<u>127,901</u>	<u>276,605</u>

ASSIST Sheffield

Notes to the Accounts (continued) For the year ended 31 March 2018

3 Expenditure on charitable activities

	Note	Unrestricted Funds £	Restricted Funds £	Total 2018 £	Unrestricted Funds £	Restricted Funds £	Total 2017 £
Staff costs	4	212	122,144	122,356	15,993	71,936	87,929
Accommodation costs		45,736	28,190	73,926	24,367	38,497	62,864
Welfare payments	5	106,577	-	106,577	101,777	1,430	103,207
Volunteering costs		52	3,283	3,335	487	1,518	2,005
Rent		6,377	8,943	15,320	11,875	3,220	15,095
Training costs		36	937	973	-	281	281
Office costs		-	5,413	5,413	10,191	2,469	12,660
Insurance		3,005	769	3,774	486	1,876	2,362
Information Technology costs		3,895	-	3,895	6,056	-	6,056
Payroll costs		717	-	717	249	260	509
Other costs		780	-	780	161	1,200	1,361
Independent examiner's fee	6	300	900	1,200	900	-	900
Independent examiner's fee - re previous year		(300)	-	(300)	(300)	-	(300)
Governance costs		344	-	344	535	-	535
Trustee expenses	7	67	-	67	68	-	68
		167,798	170,579	338,377	172,845	122,687	295,532

4 Staff Costs and Numbers

	2018 £	2017 £
Salaries	111,998	80,039
Employer's national insurance contributions	4,826	5,519
Employer's pension contributions	4,252	2,371
Redundancy costs	1,280	-
	122,356	87,929

No employee received emoluments of more than £60,000 (2017: nil). The average number of employees during the year was 7 (2017: 5)

5 Welfare payments

The charity makes weekly payments to asylum seekers and hosts.

	Total 2018 £	Total 2017 £
Weekly payments (includes security expenses)	67,111	70,929
Hosts payments	1,695	2,268
Emergency payments (includes ARCHER project vouchers)	2,766	1,959
Bus passes	34,353	27,387
Other travel costs	652	664
	106,577	103,207

ASSIST Sheffield

Notes to the Accounts (continued) For the year ended 31 March 2018

6 Independent examiner's fee and other payments

	Total 2018 £	Total 2017 £
Independent examiner's fee	1,200	900
Independent examiner's fee - re previous year	(300)	(300)
	<u>900</u>	<u>600</u>
Other costs paid to the independent examiner's organisation:		
Payroll costs	717	509
Training	465	-
Volunteer costs	6	54
	<u>1,188</u>	<u>563</u>

7 Trustees remuneration, benefits and expenses

One trustee received a mobile phone contribution totalling £60 during the year (2017: one trustee received a mobile phone contribution totalling £68).

8 Tangible fixed assets

	Freehold Buildings £	Total £
Cost or Valuation		
As at 1 April 2017	152,267	152,267
As at 31 March 2018	<u>152,267</u>	<u>152,267</u>
Net Book Value		
As at 31 March 2018	<u>152,267</u>	<u>152,267</u>
As at 31 March 2017	<u>152,267</u>	<u>152,267</u>

9 Debtors

	2018 £	2017 £
Trade debtors	28	2,110
Gift aid recoverable	3,758	-
Prepayments	2,980	3,589
	<u>6,766</u>	<u>5,699</u>

10 Creditors: amounts falling due within one year

	Note	2018 £	2017 £
Deferred income	11	41,184	43,934
Accruals		8,759	9,375
Funds held on behalf of a third party		5,238	5,238
		<u>55,181</u>	<u>58,547</u>

ASSIST Sheffield

Notes to the Accounts (continued) For the year ended 31 March 2018

11 Deferred income

	2018 £	2017 £
Deferred income brought forward	43,934	56,432
Income released in the year	(43,934)	(56,432)
Income deferred in the year	41,184	43,934
Deferred income carried forward	<u>41,184</u>	<u>43,934</u>

12 Designated funds

	Brought forward £	Income £	Expenditure £	Transfers £	Carried forward £
Major property repairs fund	20,000	-	-	-	20,000
	<u>20,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>20,000</u>

Major property repairs fund

£20,000 has been set aside to cover major repairs to the two properties owned by ASSIST, such as boiler or roof repairs.

13 Restricted funds

	Brought forward £	Income £	Expenditure £	Transfers £	Carried forward £
AB Charitable Trust	-	15,000	(14,763)	-	237
Darnall Wellbeing (NRC project)	34	-	-	-	34
Henry Smith Trust	2,906	15,100	(15,000)	-	3,006
Sam and Bella Sebba	-	15,000	(15,000)	-	-
Lloyds Bank	-	17,032	(17,032)	-	-
Lush	-	3,500	(100)	-	3,400
Scouter Charitable Trust	-	2,000	(2,000)	-	-
Sheffield City Council Tackling Inequality	-	14,000	(14,000)	-	-
Swan Mountain Trust	-	2,000	(2,000)	-	-
Big Lottery	-	55,764	(55,764)	-	-
Sheffield Town Trust	-	1,924	(1,924)	-	-
South Yorkshire Community Foundation	-	9,861	(8,751)	-	1,110
The Tudor Trust	-	12,500	(12,332)	-	168
Wharfedale Foundation	4,028	-	(4,028)	-	-
House sponsors	529	14,500	(10,085)	-	4,944
Housing project	152,267	-	-	-	152,267
Housing project - pending	-	15,000	-	-	15,000
	<u>159,764</u>	<u>193,181</u>	<u>(172,779)</u>	<u>-</u>	<u>180,166</u>

Big Lottery

This grant was provided to help improve quality of life through the drop in service and support pathways. It will also increase the resilience, confidence and understanding as people navigate their way through the asylum system by offering regular and targeted support.

ASSIST Sheffield

Notes to the Accounts (continued) For the year ended 31 March 2018

Housing project

The Housing project fund tracked monies given for the purchase of two properties. These properties are now owned by the charity therefore the balance of this fund represents the value of the properties as included in the accounts.

Housing project - pending

This fund has been given towards a new house purchase which will be made in the next financial year.

14 Analysis of net assets by fund

	General Funds £	Designated Funds £	Restricted Funds £	Total £
Fixed assets	-	-	152,267	152,267
Current assets	185,353	20,000	27,899	233,252
Current liabilities	(55,181)	-	-	(55,181)
	<u>130,172</u>	<u>20,000</u>	<u>180,166</u>	<u>330,338</u>

15 Related party transactions

Trustees and close family members donated £1,200 in total during the year (2017: £1,200).

