

**DONCASTER CONVERSATION CLUB (A registered Charitable Incorporated Organisation number 1159775)**

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Charity number: 1159775

**DONCASTER CONVERSATION CLUB**

(A registered Charitable Incorporated Organisation)

**Financial Statements**

**For the year ended 31 March 2018**

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## LEGAL AND ADMINISTRATIVE INFORMATION

### Governing Document

Doncaster Conversation Club is a charitable incorporated organisation ("CIO") registered as a charity on 5 January 2015. The charity was established under a Foundation Model CIO constitution by which it is governed.

### Trustees

The trustees of the CIO are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees. The trustees serving during the year were as follows:

<b>Chair</b>	Abraham Mdlongwa
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<b>Other trustees</b>	Nic Burne
	Jan Foster

### Principal office

Quaker Meeting House  
Shotton Walk  
Doncaster  
South Yorkshire DN1 3RH

### Bankers

Co-operative Bank Limited

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## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 March 2018

### Structure, Governance and Management

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

The trustees have adopted the provisions of the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005) issued in March 2005 in preparing the annual report and financial statements of the charity.

### Trustees

The trustees who served during the year and up to the date of this report are set out on page 3. With effect from 1<sup>st</sup> August 2018, Mr A Mdlongwa resigned as Chair and as a trustee, and five new trustees were appointed:-

Ann Hindley  
Akeela Mohammed  
Basil Nadeem  
Simon Phailly  
Alan Robinson

### Trustees' Induction and Training

Trustees are provided with a handbook containing key documents. The trustees are encouraged to attend and participate in appropriate training activities that will help them in their role.

The charity has recruited new board members in order to ensure that the organisation maintains its integrity as a community-led organisation. A skills analysis has been carried out annually in order to identify gaps that may have arisen.

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## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 March 2018 (continued)

### Organisation Structure and Decision Making

The trustees manage the charity. The full Board of Trustees meets a minimum of 5 times a year, including general meetings. The full board is mainly concerned with policy matters and the strategic direction of the organisation whilst more detailed trustee management issues are dealt with through sub committees.

It is normally the case that sub committees can have delegated responsibility for:

- Finance, dealing with financial decisions and monitoring of income and expenditure;
- HR-related matters;
- Audit, including local and regional government and external audits;
- Governance matters such as AGM arrangements and the appointment of trustees.

Individual members of the board also have input to the work of the charity by way of their individual skills and knowledge, which frequently leads them to take on projects to improve the work of the charity. If important matters arise in between meetings the Chair and the officers of the board communicate via email and telephone in order to reach a decision.

During the year the Secretary and Treasurer had delegated responsibility for day to day management of the charity, as agreed by the board.

### Related parties

The charity rents the use of premises from the Balby (Doncaster) Local Meeting of the Religious Society of Friends (Quakers) ("the Meeting"). The Meeting forms part of the Sheffield and Balby Area Meeting of the Religious Society of Friends ("the Area Meeting") (Registered Charity number 1134536). The following trustee of Doncaster Conversation Club was also trustee of the Area Meeting



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during the year:-

Nic Burne

Mr Burne received no payment for his trusteeship with either charity.

## **Risk Management**

The trustees have examined the major risks to which the group and charity are exposed and are satisfied that systems are in place to mitigate those risks. Areas reviewed included: governance and management, operational, financial, data protection, environmental and compliance. A regular structure of risk reviews is in the process of being put into place.

## **Objectives**

The objects of the charity are (a) to advance education and relieve financial hardship amongst those seeking asylum and those granted refugee status, particularly by the provision of advice and information, so as to advance them in life and assist them to adapt within a new community; and (b) to preserve and protect the physical and mental health of those granted refugee status, those seeking asylum and their dependents.

## **How our activities deliver public benefit**

Our main activities and who we try to help are described below. All our charitable activities focus on work with refugees and asylum seekers and are undertaken to further our charitable purposes for the public benefit.

## **Activities**

Our access to refugees and asylum seekers comes principally through our weekly drop-in session on a Thursday. Up to 150 people, plus children, attend these sessions. Some come simply for company and to socialise, but many require help at some level with their asylum applications or with navigating their way through the complexities of living in our society.

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**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 March 2018  
(continued)**

There is an average of 335 supported asylum seekers living in the dispersal town of Doncaster. Numbers attending the Conversation Club have remained static over the 12-month period.

We have been able to maintain an excellent working relationship with the G4S housing managers, who are responsible for housing asylum seekers, for the benefit of all. Migrant Help have been able to maintain a reduced attendance at our weekly drop-ins providing advice and assistance for asylum seekers. The Red Cross, although no longer able to attend our drop-in service, are nevertheless able to provide support, and we are fortunately able to send complicated cases to their casework team in Sheffield.

4 volunteers from DCC attended the local job centre for basic Universal Credit training, which was rolled out in Doncaster in October 2017. Despite adverse media coverage, for new refugees this has not been a major problem. Complications appear to be when changing from one benefit to another, and thus affect existing rather than new claimants.

DCC also works closely with YMCA and M25 housing services to provide accommodation for new refugees and are able to prepare them for life in rented accommodation.

Our regular social activities have continued. These include monthly health walks/outings, swimming, football and bowling, and we continue to take parties to the local theatre, CAST, where, due to their excellent social seats programme, minority groups who would otherwise be excluded from the theatre due to the cost, are able to see productions and take part in various workshops.

DCC continues to work alongside the Minster's Literacy Project and we have also been involved in Doncaster Museum's 1914-18 At Home At War Project. Doncaster was welcoming refugees even then!

Doncaster is still welcoming refugees, and many of our asylum seekers who gain refugee status choose to stay in the area and make Doncaster their home.



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**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 March 2018  
(continued)**

DCC is very conscious about the health needs of asylum seekers and refugees. Service users are assessed on arrival for any medical/dental needs and signposted accordingly. The Health Bus continues to attend regularly to test new arrivals for TB and other diseases, and we continue to provide regular stress sessions via the IAPT (Improving Access to Psychological Problems) team.

Our aim is to stand alongside asylum seekers in our town and keep them focused and occupied. The biggest problem is boredom. With less than £38 per week living expenses, boredom is a huge problem.

For those whose asylum claim has been positive, we are able to take in donations of furniture and other household items to help with setting up a home from scratch and guide them through the complex issue of utility bills.

We also continue to run our annual \*Adapting to Life in the UK course\* which covers the numerous differences in cultures and customs.

### **Contribution of volunteers**

DCC is run entirely by volunteers and we rely on grants and donations to keep going. We are extremely grateful to Doncaster Quakers for their continued support and for the use of their Meeting House for our Thursday drop-in.

### **Achievements & Performance**

The charity continues to work for the benefit of refugees and asylum seekers in the area. Large numbers of individuals and families have been helped by our activities. As a side effect, many volunteers have acquired skills which they are able to use for the benefit of the community in all kinds of activities.

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**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 March 2018  
(continued)**

**Funding**

The charity continues to rely on grants and donations, and is grateful to those who have contributed.

**Trustees' responsibilities in relation to the financial statements**

Charity 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 charity and the incoming resources and application of resources, including the net income or expenditure, of the group for the year. In preparing those financial statements the trustees are required to:

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

The trustees have overall responsibility for ensuring that the charity has appropriate systems of control, financial and otherwise. They are also responsible for maintaining proper accounting records, which disclose with reasonable accuracy at any time the financial position of the group and charity, and which enable them to ensure that the financial statements comply with the Charities Act 2011 and with the Charities SORP. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



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In accordance with charity law, we as the charity's trustees certify that so far as we are aware, there is no relevant information which we have failed to disclose by means of the attached accounts.

Approved by the board on 13th December 2018 and signed on its behalf by



Alan Robinson  
Chair

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## Receipts and payments accounts

For the period from	Period start date	To	Period end date
	01/04/2017		31/03/2018

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Interest, Donations	3,343	-	-	3,343	4,597
Wharfedale, Southall Grants	-	1,755	-	1,755	4,000
New Beginnings	-	8,740	-	8,740	-
Pass through funds		-	-	-	1,200
Cheques not yet paid in	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>3,343</b>	<b>10,495</b>	<b>-</b>	<b>13,838</b>	<b>9,797</b>
<b>A2 Asset and investment sales, (see table).</b>					
None	-	-	-	-	
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>3,343</b>	<b>10,495</b>	<b>-</b>	<b>13,838</b>	<b>9,797</b>

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**A3 Payments**

Misc, Petty Cash, Food bank	1,994	-	-	1,994	5,219
Wharfedale, Allen Lane, Foyle, Appeal	-	2,435	-	2,435	5,085
New Beginnings	-	7,035	-	7,035	-
Pass through funds	-	-	-	-	1,200
Uncashed cheques from 2016-17	156	-	-	156	-
Drawn, not in statement 2017-18	80	-	-	80	156
<b>Sub total</b>	<b>2,230</b>	<b>9,470</b>	<b>-</b>	<b>11,700</b>	<b>11,660</b>

**Total payments**

<b>2,230</b>	<b>9,470</b>	<b>-</b>	<b>11,700</b>	<b>11,660</b>
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**Net of receipts/(payments)**

<b>1,113</b>	<b>1,025</b>	<b>-</b>	<b>2,138</b>	<b>-</b>
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**A5 Transfers between funds**

-	-	-	-	-
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**A6 Cash funds last year end**

<b>5,830</b>	<b>5,811</b>	<b>-</b>	<b>11,641</b>	<b>13,504</b>
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**Cash funds this year end**

<b>6,943</b>	<b>6,836</b>	<b>-</b>	<b>13,779</b>	<b>11,641</b>
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**Section B Statement of assets and liabilities at the end of the period**

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	DCC general fund	6,943	-	-
	Restricted funds	-	6,836	-
		-	-	-
	<b>Total cash funds</b>	6,943	6,836	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	none	-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	none		-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	none		-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Four laptop computers		-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)

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B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
Insurance	300	-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
A. Robinson	Arian Robinson	13.12.18