

RETAS Leeds

Charity number 1121330

A company limited by guarantee number 06365085

Annual Report and Financial Statements for the year ended 31 March 2018

**Annual Report and Financial Statements
for the year ended 31 March 2018**

Contents	Page
Trustees' report	2 to 7
Examiner's report	8
Statement of financial activities	9
Balance sheet	10
Notes to the accounts	11 to 16

Prepared by West Yorkshire Community Accounting Service

RETAS Leeds

Trustees' report for the year ended 31 March 2018

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
John Callaghan	Chair	
Matthew Thornfield	Treasurer	
Nargis Akhtar		Resigned 18 Oct 2016
Pippa Brook		
Liz Campbell		
John McKenzie		
Robert Gosling		Appointed 6 Jul 2017
Michael John Baynham		Appointed 3 Mar 2018
Helen Dunn		Appointed 13 May 2018
Charity number	1121330	Registered in England and Wales
Company number	06365085	Registered in England and Wales
Registered and principal address	Bankers	
233-237 Roundhay Road	HSBC	Epworth Investments
Leeds	PO Box 105	9 Bonhill Street
West Yorkshire	33 Park Row	London
LS8 4HS	Leeds. LS1 1LD	EC2A 4PE

Independent examiner

Simon Bostrom FCIE

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 10 Sep 2007. It is governed by a memorandum and articles of association amended on 8 Oct 2007. The company registered as a charity 22 Oct 2007. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £10.

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed 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.

RETAS Leeds

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

Objectives and activities

The charity's objects

The relief of 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 their unemployment and assisting their integration into society.

The charity's main activities

We believe that every refugee and asylum seeker can reach their potential here in the UK. We work closely with refugees and asylum seekers as well as the wider community in West Yorkshire to make this a reality.

We work to integrate refugees and asylum seekers by assisting with access to education, requalification, training and employment and strive to build confidence and hope in our clients.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular how planned activities will contribute to the aims and objectives they have set.

Directors' report (Incorporating the report of the trustees)

During the year RETAS has seen a significant increase in activity through the impact of the its main projects.

28-Day Transition Project: (funded by the Big Lottery Fund)

In October 2017, RETAS commenced the '28 Days Transition Project', covering Leeds, Bradford and Wakefield. The project, funded by the Big Lottery, offered a timely intervention in helping newly granted refugees and family reunion arrivals avoid destitution by helping them access statutory services, mainstream benefits, accommodation and bank accounts. The project also aims to help family reunion arrivals to negotiate a smooth transition into a new life in the United Kingdom and contribute towards positive socio-economic and cultural integration.

As of April 2018, a total of 158 service users have benefited and are still benefiting from the Transition Project. A total of 88 service users have successfully exited the project and joined RETAS long-term support services or moved to different cities for better opportunities and/or local connections.

Leeds		Bradford		Wakefield	
Newly Recognized Refugees	Family Reunion Arrivals	Newly Recognized Refugees	Family Reunion Arrivals	Newly Recognized Refugees	Family Reunion Arrivals
78	26	45	3	2	4

Steps to Settlement (S2S) integration programmes: (funded by Skills Funding Agency through Leeds City Council).

In 2017-18 RETAS received an increase in its funding from the Skills Funding Agency. This allowed us to increase the number and scope of ESOL classes run as part of the Steps to Settlement programme, which aims to equip refugees and asylum seekers with a range of skills essential for integration such as English language skills, numeracy and IT.

As a requirement of this additional funding, the target number of new student enrolments was increased to 270 for the period September 2017-July 2018. RETAS are on track with meeting this target, with a total number of new student enrolments currently standing at 245. Both retention and achievements rates for classes running in the year 2017-18 are good, with retention rates consistently between 75% - 100%, and achievements rates between 85 – 100%.

RETAS Leeds

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

Directors' report (incorporating the report of the trustees) continued

In the period running from April 2017 - March 2018 RETAS offered a range of ESOL classes, from pre-entry through to Level 1 (higher level learners). The Family Learning courses that were established the previous year also continued, offering the chance for clients with young children to also benefit from tuition in English communication and life skills, in addition to reducing social isolation and facilitating integration. Building on this, an ESOL with Childcare class was also introduced in order to enable parents (particularly women) with young children to access ESOL provision. This class is held at the Refugee Council offices in Oak House, where a crèche is provided. In addition, RETAS also introduced a Women's Conversation Class and a Men's Conversation Class, as a response to client feedback requesting more focus on speaking in classes; both classes proved successful.

The table below provides details of the different classes run by RETAS for the period 5th April 2017 – 31st March 2018:

Course	Number of enrolments
Intensive Steps to Settlement pilot course	8
S2S Entry Plus	13
S2S Entry	106
S2S Entry 1/2	36
ESOL Higher Level	24
Pre-entry ESOL	87
First Steps for New Arrivals	42
Men's English Conversation Class	13
Women's English Conversation Class	17
ESOL Entry 1	36
ESOL Entry 2	33
ESOL Entry 3	37
ESOL for Job Seeking	16
S2S Intensive Course	15
Family English Activities	11
ESOL for IT	14
ESOL Level 1	10
ESOL with Childcare	10

Syrian Resettlement Programme:

In January 2016 RETAS became part of the Syrian Resettlement Programme and we currently deliver both the Vulnerable Persons Resettlement Scheme (VPRS) and Vulnerable Children's Resettlement Scheme (VCRS). We provide a holistic support to each individual through ESOL (English for Speakers of Other Languages) and IELTS (International English Language Testing System) classes, pre-employment training and also family learning activities. We currently support the integration needs of approximately 55 families in Leeds and Wakefield.

Welcome to Leeds (WTL) project: (funded by Leeds Community Foundation)

The project aim was to create a culture of welcome which would provide a start for asylum seekers/refugees on their journey towards independence in Leeds by reducing isolation and anxiety. Over 3-4 visits our welcome volunteers introduced/referred service users to key services in Leeds. These included 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. We also provided service users with volunteering opportunities which included becoming a welcome volunteer, reception duties, advisor support and specific projects that could utilise an individual's skills gained in their own country.

RETAS Leeds

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

Directors' report (incorporating the report of the trustees) continued

Welcome to Leeds (WTL) project: (funded by Leeds Community Foundation) continued

The primary aim was to reduce isolation – 86 clients accessed the services provided by this project. 67 clients were new to RETAS (46 were seen at our Harehills drop in and 21 in South Leeds). 52 clients joined and participated in social and community activities

A secondary aim was to improve access to volunteering – 21 volunteers assisted with drop in sessions, with interpreting and with ESOL conversation support; 14 of which were new to the organisation as a direct result of the funding.

This grant has allowed RETAS to establish a network in the South Leeds area, where previously our main focus had been around LS7, LS8 and LS9. With the South Leeds drop in we have been able to provide services in an area where a high percentage of asylum seekers are housed.

Welcome to Wakefield project, in partnership with Wakefield District City of Sanctuary (WDCoS): (funded by Leeds Community Foundation)

The funding enabled the set up of three separate drop-ins in Wakefield - the Asylum Seekers and Refugees Signposting Drop-in at the Quaker Meeting House, the Conversation Café at St Johns Church and St Michaels Welcome Café. At WDCoS's request, RETAS ran outreach sessions at the weekly Asylum Seekers and Refugee Signposting Drop-in. From the established befriending practice at the drop-ins the partnership aimed to develop a peer support programme which could run sessions independently of the Signposting Drop-in and also become part of the weekly 'Conversation Café'. Many of the asylum seekers and refugees could take part in both drop-ins. The aim of the project was to enable asylum seekers, and particularly new refugees, to gain essential skills which will help them to gain employment, access education and integrate into society.

The project has successfully enabled people to work together and to share information. People have become confident in their ability to converse in English and to translate for each other

Partnership Work: Thanks to all of the above projects, RETAS continued its strong relationship with Leeds City Council, PAFRAS, LASSN, the British Red Cross, the British Refugee Council, DWP, the Children's Society, Asylum Matters, City of Sanctuary, Bradford Council, Solace, Wakefield Council, St Vincent's, Migration Yorkshire, PATH Yorkshire, Leeds Refugee Forum, Bradford Refugee Action, Growing Points and Dominion Training.

RETAS also developed new partnership with Reed in Partnership and with other organisations in South Leeds.

Job Placements and Supported Volunteering Opportunities: RETAS was able to expand its intake of volunteers and had the potential to deliver more of its services through willing volunteers both from our existing client base and the host community. As a result of this, we recruited 35 volunteers including placement students.

Security courses: RETAS continued the working relationship with Dominion Employment Training Services, with 67 clients achieving Level 2 Award for Working in Door Supervision and CCTV certificates.

Awareness Raising: During this period we increased our social media activity to further raise awareness of the services RETAS provides, via Facebook, Twitter and by updating our website.

All of the above projects, activities and outcomes were delivered in line with the charities objectives of supporting refugees and asylum seekers in their education, employment, training and integration needs. Over 160 refugees gained employment throughout the year as a result of accessing the above services. Jobs included positions in Warehouse Operatives, security, cleaners, housing support worker, adviser and admin.

RETAS Leeds

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

Directors' report (incorporating the report of the trustees) continued

Plans for the future

RETAS is aiming to continue to maintain its service delivery at the same capacity for the forthcoming year through seeking funding to increase capacity on our 28 Day Transition Project. New project activities and plans for the year ahead include starting a pilot Women's Group, financial inclusion project for refugees, developing our volunteering training and system.

Financial review

The net income for the year was £102,073, including net income of £48,248 on unrestricted funds and net income of £54,725 on restricted funds, after transfers between funds..

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £169,540.

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 of between three and six months of ongoing expenses. This level would allow RETAS to maintain its services to clients through short term funding short-falls.

Although this accounting period shows a level of reserves which is higher than the level stated in the policy, 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.

Funds in deficit

Wakefield ESOL £108 in deficit at year end. The expenditure is usually reimbursed after costs are incurred, but there is no formal agreement.

RETAS Leeds

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

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts 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 the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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 accounts comply with the Companies Act 2006. 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.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees:

Signed.....  (Trustee)

Name..... J. CALLAGHAN

Date..... 31.12.2018

RETAS Leeds

Independent examiner's report to the trustees of RETAS Leeds

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2018, which are set out on pages 9 to 16.

Responsibilities and basis of report

As the charity's trustees of the charitable 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 charitable 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 ('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 the charitable company'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 ACIE 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 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: 

Name: Simon Bostrom

Relevant professional qualification or body: FCIE

Date: 21/12/18

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

RETAS Leeds

Statement of Financial Activities

(including summary income and expenditure account)

for the year ended 31 March 2018

	Notes	2018 Unrestricted funds £	2018 Restricted funds £	2018 Total funds £	2017 Total funds £
Income from:					
Donations	(2)	8,208	-	8,208	31,085
Grants and service level agreements	(3)	86,420	224,738	311,158	174,908
Other income		800	-	800	2,920
Bank interest		42	-	42	60
Total income		95,470	224,738	320,208	208,973
Expenditure on:					
Salaries and NI	(4)	8,774	144,557	153,331	62,245
Freelance staff		2,341	17,505	19,846	-
Consultancy		5,500	2,278	7,778	28,087
Events and trips		-	3,430	3,430	2,210
Insurance		215	-	215	974
Printing, stationery and publications		2,434	425	2,859	1,253
Telephone		378	-	378	730
Rent		19,850	-	19,850	19,920
Catering		247	410	657	615
Travel expenses		1,011	1,350	2,361	983
Staff training/conferences		-	-	-	280
Equipment		2,062	-	2,062	697
Subscriptions		-	96	96	72
Professional fees		2,566	-	2,566	522
Website development and IT support		52	1,383	1,435	8,605
Bad debts		-	-	-	200
Sundry expenses		-	104	104	(350)
Grants paid out to MESH		-	-	-	6,868
Grants paid out to individuals		-	-	-	1,709
Independent examiner's fee		885	-	885	900
Directors' expenses		-	-	-	354
Bank charges		-	-	-	113
Marketing and publicity		101	-	101	-
Depreciation		281	-	281	-
Total expenditure		46,697	171,538	218,235	136,987
Net income / (expenditure)		48,773	53,200	101,973	71,986
Prior year transfer		(1,525)	1,525	-	-
Net movement in funds		47,248	54,725	101,973	71,986
Fund balances brought forward		123,134	5,023	128,157	56,171
Fund balances carried forward	(5)	170,382	59,748	230,130	128,157

All incoming resources and resources expended derive from continuing activities.

RETAS Leeds

Balance sheet

as at 31 March 2018

	2018	2018	2018	2017
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	(5) 842	-	842	-
Total fixed assets	<u>842</u>	<u>-</u>	<u>842</u>	<u>-</u>
Current assets				
Debtors and prepayments	(6) 36,860	99,000	135,860	25,394
Cash at bank and in hand	(7) 137,103	(39,252)	97,851	111,488
Total current assets	<u>173,963</u>	<u>59,748</u>	<u>233,711</u>	<u>136,882</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(8) 4,423	-	4,423	8,725
Total current liabilities	<u>4,423</u>	<u>-</u>	<u>4,423</u>	<u>8,725</u>
Net current assets / (liabilities)	<u>169,540</u>	<u>59,748</u>	<u>229,288</u>	<u>128,157</u>
Total assets less current liabilities	<u>170,382</u>	<u>59,748</u>	<u>230,130</u>	<u>128,157</u>
Net assets	<u>170,382</u>	<u>59,748</u>	<u>230,130</u>	<u>128,157</u>
Funds				
Unrestricted funds	170,382	-	170,382	123,134
Restricted funds	-	59,748	59,748	5,023
Total funds	<u>170,382</u>	<u>59,748</u>	<u>230,130</u>	<u>128,157</u>

For the year ending 31 March 2018 the charitable 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 charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2015).

The financial statements were approved by the board of trustees on

Date: 21.12.2018

Signed: 

(Trustee)

Name J. CALLAGHAN

RETAS Leeds

Notes to the accounts

for the year ended 31 March 2018

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice:

Accounting and Reporting by 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)

The charity constitutes a public benefit entity as defined by FRS 102.

There have been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Computer equipment: over 4 years

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

RETAS Leeds

Notes to the accounts continued for the year ended 31 March 2018

1 Accounting policies (continued)

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Leases

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

2 Donations

	2018 Unrestricted funds £	2018 Restricted funds £	2018 Total funds £	2017 Total funds £
Otley churches together	-	-	-	900
Seedbed Christian Community Trust	-	-	-	5,000
New Life Christian Church	720	-	720	720
Lloyds bank foundation	-	-	-	15,000
Prisoners of conscience appeal fund	-	-	-	315
Sinai Synagogue	-	-	-	2,160
University of Leeds	200	-	200	-
Leeds Beckett University	918	-	918	-
Other donations	6,370	-	6,370	6,990
	<u>8,208</u>	<u>-</u>	<u>8,208</u>	<u>31,085</u>

3 Grants and service level agreements

	2018 Unrestricted funds £	2018 Restricted funds £	2018 Total funds £	2017 Total funds £
Leeds City Council (LCC) Afghan Locally Engaged Staff (ALE)	-	-	-	16,500
LCC Migrant English Support Hub (MESH)	-	-	-	7,000
LCC Steps 2 Settlement	-	-	-	85,133
LCC Syrian Refugee Programme	-	155,250	155,250	63,025
City of Sanctuary	-	-	-	3,250
Leeds Community Foundation	-	19,605	19,605	-
Big Lottery Fund	-	47,183	47,183	-
Action Synergy	1,782	-	1,782	-
LCC Adult education	69,638	-	69,638	-
Seedbed	15,000	-	15,000	-
Leeds Asylum Seekers	-	2,700	2,700	-
	<u>86,420</u>	<u>224,738</u>	<u>311,158</u>	<u>174,908</u>

RETAS Leeds

Notes to the accounts continued for the year ended 31 March 2018

4 Staff costs and numbers	2018	2017
	£	£
Gross salaries	140,759	61,116
Social security costs	7,087	1,129
Childcare vouchers	2,800	-
Pensions	1,089	-
Payroll administration fees	1,596	-
	<u>153,331</u>	<u>62,245</u>

The average number employees during the year was 9.7, being an average of 7.0 full time equivalent (2016: 4).

There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2018	2017
	£	£
Costs of the scheme to the charity for the year	1,089	not stated

5 Restricted funds	Balance b/f	Incoming	Outgoing	Balance c/f
	£	£	£	£
Syrian Refugee Programme	6,308	155,250	126,195	35,363
Grants for individuals	240	-	240	-
New Beginning projects	-	19,605	8,076	11,529
Big Lottery Fund	-	47,183	36,919	10,264
Wakefield Council	-	-	108	(108)
Welcome to Leeds	-	2,700	-	2,700
	<u>6,548</u>	<u>224,738</u>	<u>171,538</u>	<u>59,748</u>

Fund name	Purpose of restriction
Syrian Refugee Programme	Full package of support for Syrian refugees arriving in the UK
Grants for individuals	Grants and donations given for specific individuals
New Beginning projects	Providing a welcoming service to newly arrived asylum seekers / refugees in Leeds and Wakefield aiming to reduce isolation and anxiety
Big Lottery Fund	28 day transition project: 3 year project delivering a tailored programme of practical support to refugees with newly acquired status
Wakefield Council	Delivery of family learning activities including ESOL @ Home and social activities to Syrians in Wakefield
Welcome to Leeds	Befriendee activity project

A transfer of £1,525 was made in the 2016/17 year from unrestricted funds, in order that the opening balance on the Welcome to Leeds fund was zero.

RETAS Leeds

Notes to the accounts continued for the year ended 31 March 2018

5 Tangible assets

	Computer equipment £	Total £
Cost		
At 1 April 2017	-	-
Additions	1,123	1,123
At 31 March 2018	1,123	1,123
Depreciation		
At 1 April 2017	-	-
Charge for year	281	281
At 31 March 2018	281	281
Net book value		
At 31 March 2018	842	842
At 31 March 2017	-	-

6 Debtors and prepayments

	2018 £	2017 £
Debtors	135,167	25,394
Prepayments	693	-
	135,860	25,394

7 Cash at bank and in hand

	2018 £	2017 £
Current account	85,137	98,798
Deposit account	12,714	12,672
Cash in hand	-	18
	97,851	111,488

8 Creditors and accruals

	2018 £	2017 £
Creditors	-	400
Accruals	4,423	8,325
	4,423	8,725

9 Trustee expenses

No trustee received any expenses during this year or the previous year.

In the previous year two directors were reimbursed for travel expenses totalling £354.

10 Related party transactions

Key management personnel

The key management personnel of the charity comprises the Chief Officer only. The total employee benefits of the key management personnel of the charity were £36,715.

There were no other related party transactions during this year or the previous year.

RETAS Leeds

Notes to the accounts continued for the year ended 31 March 2018

11 Operating leases

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:

Within one year

In the second to fifth years inclusive

Over five years from the balance sheet date

Photocopier

£

979

212

-

1,191

RETAS Leeds

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2018

	2018 Unrestricted funds £	2017 Unrestricted funds £	2018 Restricted funds £	2017 Restricted funds £	2018 Total funds £	2017 Total funds £
Income						
Donations	8,208	24,136	-	6,949	8,208	31,085
Grants and service level agreements	86,420	85,133	224,738	89,775	311,158	174,908
Other income	800	2,920	-	-	800	2,920
Bank interest	42	60	-	-	42	60
Total income	95,470	112,249	224,738	96,724	320,208	208,973
Expenditure						
Salaries and NI	8,774	4,685	144,557	57,560	153,331	62,245
Freelance staff	2,341	-	17,505	-	19,846	-
Consultancy	5,500	5,582	2,278	22,505	7,778	28,087
Events and trips	-	300	3,430	1,910	3,430	2,210
Insurance	215	974	-	-	215	974
Printing, stationery and publications	2,434	1,253	425	-	2,859	1,253
Telephone	378	657	-	73	378	730
Rent	19,850	18,699	-	1,221	19,850	19,920
Catering	247	289	410	326	657	615
Travel expenses	1,011	-	1,350	983	2,361	983
Staff training/conferences	-	280	-	-	-	280
Equipment	2,062	142	-	555	2,062	697
Subscriptions	-	72	96	-	96	72
Professional fees	2,566	522	-	-	2,566	522
Website development and IT support	52	2,986	1,383	5,619	1,435	8,605
Bad debts	-	200	-	-	-	200
Sundry expenses	-	(350)	104	-	104	(350)
Grants paid out to MESH	-	-	-	6,868	-	6,868
Grants paid out to individuals	-	-	-	1,709	-	1,709
Independent examiner's fee	885	900	-	-	885	900
Directors' expenses	-	225	-	129	-	354
Bank charges	-	113	-	-	-	113
Marketing and publicity	101	-	-	-	101	-
Depreciation	281	-	-	-	281	-
Total expenditure	46,697	37,529	171,538	99,458	218,235	136,987
Net income / (expenditure)	48,773	74,720	53,200	(2,734)	101,973	71,986
Transfers between funds	(1,525)	7,071	1,525	(7,071)	-	-
Net movement in funds	47,248	81,791	54,725	(9,805)	101,973	71,986
Fund balances brought forward	123,134	41,343	5,023	14,828	128,157	56,171
Fund balances carried forward	170,382	123,134	59,748	5,023	230,130	128,157