

Annual report August 2019

Introduction

South Yorkshire Refugee Law and Justice was formed in May 2010 following a public meeting which highlighted the need for a free service for refused asylum seekers who cannot obtain a legally aided solicitor and who want advice about the possibility of a fresh asylum claim. The service began in May 2011 and since that time we have been providing a free research and legal advice service for refused asylum seekers.

We became registered as a charity in February 2012 and were regulated with the Office of Service Commissioners in 2012 to provide immigration advice.

Our aims are:

To improve access to justice for individual asylum seekers;

To improve the quality of decision-making in the asylum system by the provision of well-researched objective evidence and rigorously prepared legal submissions and referrals to solicitors;

To demystify the asylum process and to provide a holistic and sensitive service

2018 – 2019: a period of change and expansion for SYRLJ

The last year has seen a great deal of change for SYRLJ, with the appointment of 3 part time paid staff and other key changes in personnel.

At the time of the last AGM in June 2018 we had been based in the Sanctuary, the new city centre based centre for asylum seekers and refugees, for just over 3 months, and were benefitting hugely from being in an office much more suited to our needs, with more adequate private interviewing rooms and co-location with partner agencies. However, we were still an almost exclusively volunteer led charity, and were struggling to meet the demand for our services.

In June 2018 we received confirmation that we would benefit from a grant of £90,000 (over 3 years) from the Red Cross as part of a large Big Lottery grant, and we also received a grant of £21,000 over 18 months from NACCOM (via Assist), both aimed at increasing the capacity to provide legal advice to destitute asylum seekers.

The two grants together have been used to recruit two part time legal advisors, and a part time administrative assistant.

Following a successful recruitment drive during the summer of 2018 we employed the following staff:

Lisa Bradley as a legal advisor, OISC level 3, 2 days a week from October 2018;

Méline Buschmann, as a level 1 OISC caseworker, started in post September 2018 and subsequently qualified at OISC level 2: 3 days a week;

Andrew Jeffrey as an admin assistant, working 14 hours spread over a 3 day working week, from September 2018.

Volunteers

Casework volunteers

We continue to be heavily reliant on volunteers to carry out legal casework, including research, preparation of fresh claims and other submissions, and referrals to solicitors.

We have experienced quite a lot of change in respect of our OISC volunteers. 3 very experienced volunteers who, prior to the appointment of our paid staff were carrying out the vast majority of our legal advice work as well as supervision of other volunteers have had to cease volunteering with us for the foreseeable future either due to ill health or the commitments of fulltime employment. In addition, Méline had previously been an experienced volunteer two days a week. We have one other long-term volunteer who is qualified at level 1 and working towards level 2 and another volunteer qualified at level 2. Overall therefore, we have had to adjust to a reduction in the numbers of experienced OISC volunteers during this year.

We have also benefitted once again from the recruitment of volunteer law students for us by the School of Law at the University of Sheffield. This year we have benefitted from the hard work and commitment of six law students, all of

whom have been very positive about the huge amount that they have learned during their experience while volunteering.

Admin volunteers

We have benefitted throughout the year from two very conscientious and reliable admin and general volunteers, who have cheerfully undertaken whatever task they get asked to do, including vacuuming, shopping for volunteer lunches, photocopying and endless amounts of scanning of documents.

Meet and greet volunteers on reception

The Sanctuary manager recruits and supports an ever growing team of volunteers to staff the reception desk and they provide an invaluable service to us by running up and down stairs to tell us about appointments, and skilfully extracting information from confused service users who understandably do not know which of five or six different organisations they have come to see!

Volunteer interpreters

We continue to use volunteer interpreters (mainly recruited and supported by Assist) for most of our initial appointments with clients and for ad hoc brief appointments, although for legal interviews we now use paid professional interpreters. During the year we were a partner organisation for a funding application made by Assist to improve support, training and progression for volunteer interpreters but unfortunately this was not successful.

How we work

We assist refused asylum seekers who are generally destitute and who are living in long term limbo in the UK without any legal status but who in many cases cannot be removed or voluntarily return home. We research the legal basis for fresh asylum applications. Where possible we will submit fresh asylum applications or identify possible alternative legal routes to gaining legal status in the UK. People refused asylum have no right to benefits, to work or to rent and so are restricted in taking a meaningful role in British society. Without legal advice they have no way of resolving their situation and many remain marginalised, stigmatised, isolated and at high risk of exploitation and abuse.

We receive referrals from a range of organisations in the refugee sector in South Yorkshire, and also from statutory sector services. Asylum seekers can

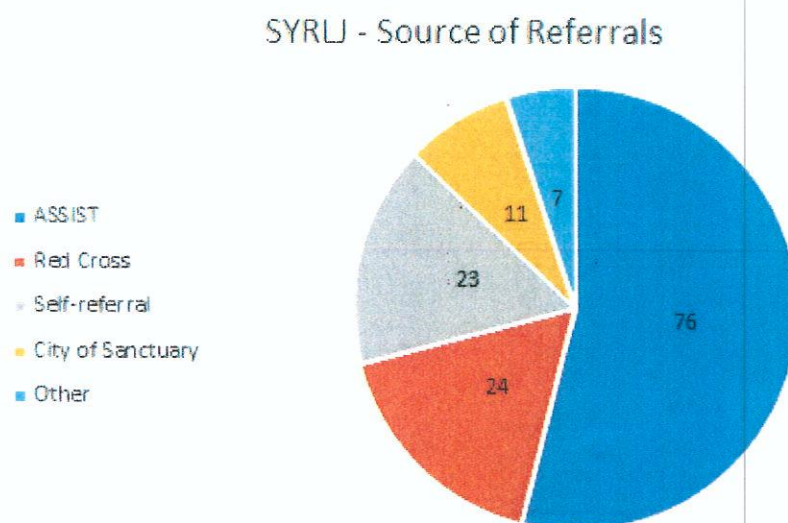
also self-refer and word of mouth and our location at the Sanctuary means that the number of people self-referring has increased markedly this year. Our service is currently restricted to people refused asylum ('appeal rights exhausted') who want help in exploring whether they can gather evidence for a fresh asylum claim (further submissions) or find any other route to gaining legal status in the UK.

Figures

Between 1st August 2018 and 1st August 2019 we received 154 referrals. This is a big increase over last year when we received 69 referrals.

Note that the figures for August 2018 - 2019 include a short period before staff were in post.

Our referral sources are:



Demographics of clients coming to us for help

We continue to see people in a very wide variety of situations, including those who have just come to the end of the appeals process and are dealing with the shock of becoming destitute, through to those who have been here many years and have been living in destitution and instability, in some cases, for over a decade.

We also see adults of all ages, including young adults who entered the country and were granted leave as unaccompanied minors, but whose leave expired when they reached the age of 18.



As can be seen, over 50% of people referred to us are from Iraq or Iran. The majority of these are Kurdish. Over the last 6 months Kurdish people from Iraq or Iran have made up at least 60% of our new referrals.

In total people from 26 different countries were referred to us last year, meaning that our legal advisors have to become familiar with complex material from a very wide spectrum of countries.

Although men far outnumber women in referral rates (by a factor of 3 to 1), the work involved in women's cases can be more complex. Also the issues we deal with are more wide-ranging where women have dependent children.

Although we do not currently gather quantitative data on health (it does of course form a key part of our assessment in many cases) we can say with confidence that many of our clients have complex health needs and their current vulnerable situation without legal rights in the UK inevitably exacerbates existing health problems.

Stage one: Accepting referrals and information gathering

We undertake initial appointments with people referred to us to check that they want our help, and to clarify that they do not already have a solicitor. We explain in general terms how we may be able to help and obtain the client's informed consent to our involvement. We also check whether they have a complete set of their legal documents and if not, we begin the process of acquiring them, either from previous solicitors or via a subject access request to the Home Office. We regularly find that clients do not have a complete set of their documents, especially if they have been in the UK for many years and have had no stable accommodation for protracted periods of time. This

information gathering can itself be an extremely lengthy process since the Home Office regularly exceeds the deadlines for responding to requests and sometimes rejects the proof of identity included in the request.

Stage two: Legal screening process

Once we have a complete set of documents one of our legal advisors or an OISC accredited volunteer will read all the previous documents on the case in order to gain an understanding of why the person was refused refugee status, and to form an initial view about what evidence may be needed to prepare a fresh claim, or to identify whether they may be any alternative legal route to follow (eg. a private or family life claim, or a statelessness claim). An appointment will be arranged with the client to discuss this initial view, to explore with the client any fresh information they may have to assist with a claim and to identify any change of circumstances since they were refused asylum.

Stage three: research and building a legal case

- The legal advice to the client at this stage may be that there is no identifiable route to gain legal status in the UK. In these cases this will be explained to the client verbally and confirmed in a letter, which always includes the information that if in the future new information comes to light then the client is welcome to come back to SYRLJ. The letter is confidential to the client and it is a matter for the client whether they choose to share the contents of the letter with Assist or with any other agency offering them support. SYRLJ will then close the case. Depending on the individual circumstances, the legal advisor at this stage may also ask the client whether they would like confidential advice about Assisted Voluntary Return (AVR). For the majority of our clients AVR is not a viable option: the Home office is unable to provide AVR to many of the countries from which our clients originate, and the vast majority of our clients continue to express fear of persecution. A growing number of clients have been in the UK for many years, and, in spite of the difficulties of their lives here, cannot envisage returning to their country of origin, which may be a country they hardly know.
- Alternatively, the legal advisor will identify an action plan for the client's case, including additional research, possible compiling of witness statements, and other work to identify whether a fresh asylum claim is possible. At this stage the client will be provided with a client care letter

outlining the above, and in most cases outlining tasks for the client to undertake.

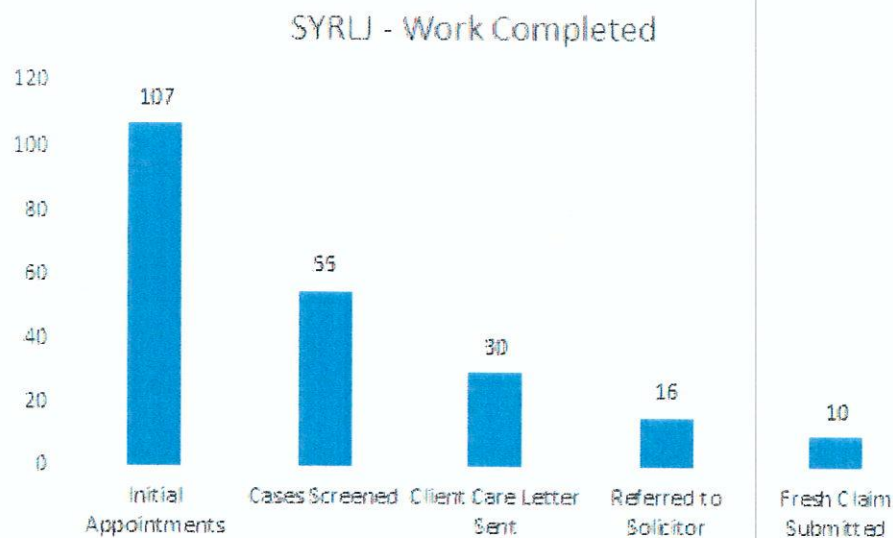
Stage four: submitting applications or closing cases

- If the research culminates in the view that there is sufficient evidence for a fresh claim or alternative legal application, SYRLJ will either attempt to refer the case to a legal aid solicitor or will undertake the application ourselves.
- The research and related work may culminate in the view that there is not sufficient evidence to prepare a fresh claim or other legal application. In this case the client is told this verbally and by letter, and if they wish they are provided with a copy of any research which has been undertaken.

Stage five: pre and post decision advice

- Pre decision advice and signposting. Where an application has been submitted, and the person currently has no income, we ensure that the client is signposted (normally to the Red Cross) for help to get back into the asylum support system. We also frequently have further contact with clients during the period when they are waiting for a decision. This may be because they have additional evidence that needs submitting, or it may be to respond to queries from the client about how long they have to wait, or other concerns.
- Post decision advice. In cases where we have submitted the application we will see the client following a decision. In cases where the client has received some form of leave we will refer them directly to the Spring Project (a collaboration of 6 organisations, based at the Sanctuary, offering support to refugees in the 'move on' period following getting some form of leave to remain in the UK). In cases where clients have received a refusal we will investigate any further legal routes, and meet with the client to discuss and ensure they understand the consequences of a refusal and any further steps that may be possible.

Outputs and outcomes – 1st August 2018 – 1st August 2019



Current challenges and developments

Increase in referrals and workload

The net effect of personnel changes is that although we are benefitting hugely from the stability, continuity and skills of employing legal advisors for the first time, the loss of highly experienced OISC regulated volunteers has also had a substantial impact on our capacity.

At the same time, the grants from Red Cross and NACCOM (via Assist Sheffield), which have made the employment of paid staff possible, have resulted in a significant increase in the expectations on our organisation. The rate of referrals has increased dramatically.

The increase in referrals is also affected by reopening our waiting list, having closed it for a number of months last year due to lack of capacity. More significantly, it is also because we are more visible as an organisation now that we are based in the Sanctuary and as use of the Sanctuary by people seeking asylum has steadily grown, so too has awareness of and demand for our services. The increase in self referrals also indicates growing trust in our service in the asylum seeking community. We notice that people seeking asylum frequently recommend their friends to ask us for help, even in cases where we have not actually enabled the person in question to gain their legal status. We can only interpret this as a degree of trust that we will do our best for individuals and, even where we cannot help, we listen to people's stories and treat them with dignity and respect.

Shortage of legal aid solicitors in the South Yorkshire region.

We continue to work hard to develop good working relationships with legal aid practices locally, and believe we have developed a good reputation with individual solicitors for our research and case preparation. However, there is a shortage locally and we experience great difficulty in referring on cases even where we believe they would meet the merits test for legal aid funding. Local legal aid solicitors tell us that they can hardly keep up with demand for representation on initial asylum claims and appeals and most are simply unable to consider fresh claims work. This causes further delay and in some cases is detrimental to the case outcome, particularly where funding is needed to pay for specialist expert or medico-legal reports. We do not have the resources to pay for such reports. Similarly, we are keen to refer on statelessness cases to organisations with specialist knowledge and experience in this area, but our experience is also that such organisations are very over stretched and cannot take new referrals.

Waiting list

For all the above reasons, people referred to our service are typically having to wait approximately 5 months before their case can be screened by a legal advisor. During this waiting period we ensure that we have all the paperwork which relates to the case, and if this necessitates a subject access request to the Home Office this may take up to 5 months to achieve (or sometimes longer).

Interpreters

The majority of clients referred to us require interpreters and in the past we have been almost exclusively reliant on volunteer interpreters, mainly volunteers from Assist. In summer 2018 we benefitted from a very generous legacy and have been able since then to use that donation to pay for professional interpreters for all legal advice interviews. This often means that the work is more effective and faster once we are that stage. We continue to use volunteer interpreters for initial contacts with clients and often for unplanned situations where clients call in to the Sanctuary. The majority of these volunteers are themselves refugees or asylum seekers and we are very grateful for their help. Resourcing interpretation and translation at our current level will continue to be a challenge.

Funding and local support

This year was an exceptional one. Firstly we were awarded two significant grants, as reported above, which has fundamentally changed our situation by enabling us to recruit a staff team. Secondly we received a large unexpected legacy. This has had a major impact on our financial security, including enabling us to use professional interpreters as mentioned above. We have had superb support from Banner Cross church, who took us on as their designated charity for a two year period. They committed to raise £5,000 for us in that time, but in fact exceeded that. They ran a wide range of events which not only raised substantial funds but also awareness of our work and why it is needed. Finally we were inspired by being present at the send-off for the University of Sheffield students Bummit event, when they hitched across Europe, sponsored, to benefit three charities including us! We received £6,000 from their enterprise and good will and are very grateful for their support and the exposure that this gives to the situation of people refused asylum. We have received support again from other local churches which we appreciate very much, including St Mark's Broomhill and St Andrew's Psalter Lane.

Development

Despite the challenges of the year, the energy and potential for sustainability brought by our new staff team has galvanised us. We are reviewing the work we do, how we do it, the choices we make, and how we can build on the strength we now have. We have recruited new trustees who bring skills, experience and energy. We are losing long-serving and very experienced trustees whose commitments have multiplied, so there is a time of further change and adjustment now and ahead. Nevertheless, the solidity of having a staff team and the confidence shown in us by funders, fundraisers and by people who seek our help is giving us confidence. In June 2019 we had an away day for staff, long-standing volunteers and trustees, and this has given us the basis of a plan to go forward.

We are aware of legal work that is needed by people refused asylum and which we, by and large, do not have the resources to carry out. We will be examining whether we could or should expand our remit (and necessarily our resources) to step into any of these gaps. Examples would be:

- Assistance to people who cannot get a legally aided representative for their first appeal against refusal of asylum
- Advice on the possibility of a further appeal
- Appeals against the refusal of legal aid

- Applications for exceptional case funding from the Legal Aid Agency.

We are already doing more applications based on family life for existing clients.

We are keen to find valid and viable ways of getting feedback from the people we work with and to look at how we can more effectively meet the legal needs of people refused asylum. Discussion of this will form the substance of our AGM this year.

Thank you to all those who have supported the work of SYRLJ over the last year, and to our clients for their dignity and resilience.

South Yorkshire Refugee Law and Justice, The Sanctuary, 37 – 39 Chapel Walk, S1 2P

South Yorkshire Refugee Law and Justice is a charity registered in England and Wales (1146748)

OISC Registration No: N201200046



South Yorkshire Refugee Law & Justice

(Registered Charity number 1146748)

Financial statements

for the period ended 31 March 2019

Contents	Page
Trustee report	2-4
Examiner's report	5
Receipts and payments account	6
Statement of assets and liabilities	7
Notes to the accounts	8

Trustee Report

Gary Bell	
Gina Clayton	Chair
John Donkersley	
Carita Thomas	
Jan Thompson	
Julie Elshaw	
Mustafa Wake	
Phil Moore	

The Sanctuary
37 to 39 Chapel Walk
Sheffield
S1 2PD

Craig Williamson
White Rose Accounting for Charities
The Ghyll
Threapland
Aspatria
Cumbria
CA7 2EL

Co-operative Bank
PO Box 250
Skelmersdale
WN8 6WT

South Yorkshire Refugee Law & Justice

Trustee report continued

The Trustees present their report and financial statements for the period ended 31 March 2019. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005 in preparing the annual report and financial statements of the charity.

Structure, governance and management

The charity was established by a Constitution adopted on 15 February 2011 and amended on 19 March 2012 and was entered on the Register of Charities effective from 2 April 2012.

Staff employed are one part time co-ordinator, two part time legal advisors, one part time administrator.

The trustees who served during the year are listed on page 2 on the report.

New trustees are recruited at the General Meeting.

Financial review

Income for the year is shown at £75,662 (2018: £26,383)

Expenditure is shown at £37,068 (2018: £16,507) with a year end carried forward of unrestricted funds balance of £16,946 (2018: £15,433)

Reserves Policy

The trustees have allocated an unrestricted reserve amount to cover six months running costs of expenditure, on current expenditure this would be £18,500. Designated funds from the Legacy gifted in a supporters will be used in the next financial year for the Co-ordinators salary and office rent.

Public benefit statement

The main activities undertaken for the public benefit during the year were supporting asylum seekers to apply for asylum and human rights protection.

Objectives and activities

The Charity's objects are:

1. to promote human rights (as set out in the Universal Declaration of Human Rights and subsequent United Nations conventions and declarations) throughout the world by all or any of the following means:

- relieving need among the victims of human rights abuses;
- educating the public about human rights abuse;
- eliminating infringements of human rights.

2. The relief of financial hardship amongst asylum seekers, refugees and their dependants in the South Yorkshire area by the provision of free legal advice and assistance.

3 The advancement of education of the public about asylum law and practice.

South Yorkshire Refugee Law & Justice

Trustee report continued

Achievements and performance

SYRLJ's main activities are carrying out country of origin research and giving advice and help to enable refused asylum seekers to make fresh claims and other applications with a view to obtaining international protection in the UK. SYRLJ has exemption from the Office of the Immigration Services Commissioner.

At the end of the year, 520 clients were registered, and there were around 15 active volunteers.

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

Further details are given in the Annual Report, which describes the activities undertaken in the current year to show the public benefit and the achievement of SYRLJ's aims and objectives.

Trustees responsibilities for the financial statements

Charity law requires the trustees to prepare financial statements for each financial period which show the state of affairs of the charity and of net income or expenditure of the charity for that period. In preparing those financial statements, the Trustees are required to:

- ☐ select suitable accounting policies and apply them consistently;
- ☐ 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 charity will continue in operation.
- ☐ state whether applicable accounting standards of recommended practice have been followed subject to any departures disclosed and explained in the financial statements.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustees to prepare financial statements. The Trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

This report was approved by the Trustees on _____ and is signed on their behalf by:

Trustee

South Yorkshire Refugee Law & Justice

Independent examiner's report to the trustees of South Yorkshire Refugee Law & Justice

I report on the accounts for the period ended 31 March 2019, which are set out on pages 6 to 8.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- ☐ examine the accounts under section 145 of the 2011 Act;
- ☐ to follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- ☐ to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- ☐ to keep accounting records in accordance with section 130 of the 2011 Act; and
- ☐ to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: _____

Craig Williamson
White Rose Accounting for Charities
The Ghyll
Threapland
Aspatria
Cumbria
CA7 2EL

Date: _____

South Yorkshire Refugee Law & Justice

Receipts and payments account for the period ended 31 March 2019

	Notes	Unrestricted fund	Designated funds	Restricted fund	Total 2019 £	Total 2018 £
Receipts						
Grants	2	-	-	43,000	43,000	18,180
Fundraising		-	-	-	-	4,098
Legacy		-	21,834	-	21,834	-
Donations		10,828	-	-	10,828	4,105
Total receipts		<u>10,828</u>	<u>21,834</u>	<u>43,000</u>	<u>75,662</u>	<u>26,383</u>
Payments						
Staff salaries		-	-	25,091	25,091	9,805
Training		100	-	-	100	-
Client expenses		384	-	-	384	320
Equipment		1,518	-	1,162	2,680	138
Insurance		1,370	-	-	1,370	398
Subscriptions		828	-	-	828	1,064
Accountancy and payroll expenses		361	-	-	361	284
Office costs		786	-	-	786	639
Rent & room hire		1,500	-	1,500	3,000	1,667
Travel and volunteer expenses		1,270	-	-	1,270	1,497
Interpretation		740	-	-	740	216
IT work		313	-	-	313	500
Other expenses		145	-	-	145	-
Total payments		<u>9,315</u>	<u>0</u>	<u>27,753</u>	<u>37,068</u>	<u>16,507</u>
Net receipts/(payments)		<u>1,513</u>	<u>21,834</u>	<u>15,247</u>	<u>38,594</u>	<u>9,876</u>
Total funds brought forward		<u>15,433</u>	<u>-</u>	<u>-</u>	<u>15,433</u>	<u>5,557</u>
Total funds carried forward		<u>16,946</u>	<u>21,834</u>	<u>15,247</u>	<u>54,027</u>	<u>15,433</u>

South Yorkshire Refugee Law & Justice

Statement of assets and liabilities as at 31 March 2019

	2019	2018
	£	£
Assets		
Current account	54,027	15,433
	<u>54,027</u>	<u>15,433</u>

Liabilities	2019	2018
	£	£
HMRC	1,649	-
Accountancy	200	180
	<u>1,849</u>	<u>180</u>

This report was approved by the Trustees on _____ and is signed or their behalf by:

Trustee

South Yorkshire Refugee Law & Justice

Notes to the accounts

for the period ended 31 March 2019

1 Receipts and payments accounts

Because the level of income and expenditure is below £250,000, the group has opted for accounts prepared on a receipts and payments rather than an accruals basis. This is in line with Charity Commissioners guidelines for small charities and is seen as more appropriate for this project.

2 Grants

	Total
	£
Red Cross	22,500
ASSIST	10,500
Seedbed	10,000
	<u>43,000</u>

3 Movements in funds

	Income	Expenditure	Carried forward
Red Cross	22,500	(19,086)	3,414
ASSIST	10,500	(7,000)	3,500
Seedbed	10,000	(1,667)	8,333
	<u>43,000</u>	<u>(27,753)</u>	<u>15,247</u>

South Yorkshire Refugee Law & Justice

(Registered Charity number 1146748)

Financial statements

for the period ended 31 March 2019

Contents	Page
Trustee report	2-4
Examiner's report	5
Receipts and payments account	6
Statement of assets and liabilities	7
Notes to the accounts	8

South Yorkshire Refugee Law & Justice

Trustee Report

Trustees	Gary Bell	
	Gina Clayton	Chair
	John Donkersley	
	Carita Thomas	
	Jan Thompson	
	Julie Elshaw	
	Mustafa Wake	
	Phil Moore	
Principal Address	The Sanctuary 37 to 39 Chapel Walk Sheffield S1 2PD	
Independent Examiner	Craig Williamson White Rose Accounting for Charities The Ghyll Threapland Aspatria Cumbria CA7 2EL	
Bank	Co-operative Bank PO Box 250 Skelmersdale WN8 6WT	

South Yorkshire Refugee Law & Justice

Trustee report continued

The Trustees present their report and financial statements for the period ended 31 March 2019. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005 in preparing the annual report and financial statements of the charity.

Structure, governance and management

The charity was established by a Constitution adopted on 15 February 2011 and amended on 19 March 2012 and was entered on the Register of Charities effective from 2 April 2012.

Staff employed are one part time co-ordinator, two part time legal advisors, one part time administrator.

The trustees who served during the year are listed on page 2 on the report.

New trustees are recruited at the General Meeting.

Financial review

Income for the year is shown at £75,662 (2018: £26,383)

Expenditure is shown at £37,068 (2018: £16,507) with a year end carried forward of unrestricted funds balance of £16,946 (2018: £15,433)

Reserves Policy

The trustees have allocated an unrestricted reserve amount to cover six months running costs of expenditure, on current expenditure this would be £18,500. Designated funds from the Legacy gifted in a supporters will be used in the next financial year for the Co-ordinators salary and office rent.

Public benefit statement

The main activities undertaken for the public benefit during the year were supporting asylum seekers to apply for asylum and human rights protection.

Objectives and activities

The Charity's objects are:

1. to promote human rights (as set out in the Universal Declaration of Human Rights and subsequent United Nations conventions and declarations) throughout the world by all or any of the following means:

- relieving need among the victims of human rights abuses;
- educating the public about human rights abuse;
- eliminating infringements of human rights.

2. The relief of financial hardship amongst asylum seekers, refugees and their dependants in the South Yorkshire area by the provision of free legal advice and assistance.

3 The advancement of education of the public about asylum law and practice.

South Yorkshire Refugee Law & Justice

Trustee report continued

Achievements and performance

SYRLJ's main activities are carrying out country of origin research and giving advice and help to enable refused asylum seekers to make fresh claims and other applications with a view to obtaining international protection in the UK. SYRLJ has exemption from the Office of the Immigration Services Commissioner.

At the end of the year, 520 clients were registered, and there were around 15 active volunteers.

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

Further details are given in the Annual Report, which describes the activities undertaken in the current year to show the public benefit and the achievement of SYRLJ's aims and objectives.

Trustees responsibilities for the financial statements

Charity law requires the trustees to prepare financial statements for each financial period which show the state of affairs of the charity and of net income or expenditure of the charity for that period. In preparing those financial statements, the Trustees are required to:

- ☐ select suitable accounting policies and apply them consistently;
- ☐ 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 charity will continue in operation.
- ☐ state whether applicable accounting standards of recommended practice have been followed subject to any departures disclosed and explained in the financial statements.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustees to prepare financial statements. The Trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention of fraud and other irregularities.

This report was approved by the Trustees on _____ and is signed on their behalf by:

Trustee

South Yorkshire Refugee Law & Justice

Independent examiner's report to the trustees of South Yorkshire Refugee Law & Justice

I report on the accounts for the period ended 31 March 2019, which are set out on pages 6 to 8.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- ☐ examine the accounts under section 145 of the 2011 Act;
- ☐ to follow the procedures laid down in the general Directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- ☐ to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- ☐ to keep accounting records in accordance with section 130 of the 2011 Act; and
- ☐ to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: _____

Craig Williamson
White Rose Accounting for Charities
The Ghyll
Threapland
Aspatria
Cumbria
CA7 2EL

Date: _____

South Yorkshire Refugee Law & Justice

Receipts and payments account for the period ended 31 March 2019

	Notes	Unrestricted fund	Designated funds	Restricted fund	Total 2019 £	Total 2018 £
Receipts						
Grants	2	-	-	43,000	43,000	18,180
Fundraising		-	-	-	-	4,098
Legacy		-	21,834	-	21,834	-
Donations		10,828	-	-	10,828	4,105
Total receipts		<u>10,828</u>	<u>21,834</u>	<u>43,000</u>	<u>75,662</u>	<u>26,383</u>
Payments						
Staff salaries		-	-	25,091	25,091	9,805
Training		100	-	-	100	-
Client expenses		384	-	-	384	320
Equipment		1,518	-	1,162	2,680	138
Insurance		1,370	-	-	1,370	398
Subscriptions		828	-	-	828	1,064
Accountancy and payroll expenses		361	-	-	361	284
Office costs		786	-	-	786	639
Rent & room hire		1,500	-	1,500	3,000	1,667
Travel and volunteer expenses		1,270	-	-	1,270	1,497
Interpretation		740	-	-	740	216
IT work		313	-	-	313	500
Other expenses		145	-	-	145	-
Total payments		<u>9,315</u>	<u>0</u>	<u>27,753</u>	<u>37,068</u>	<u>16,507</u>
Net receipts/(payments)		<u>1,513</u>	<u>21,834</u>	<u>15,247</u>	<u>38,594</u>	<u>9,876</u>
Total funds brought forward		<u>15,433</u>	<u>-</u>	<u>-</u>	<u>15,433</u>	<u>5,557</u>
Total funds carried forward		<u>16,946</u>	<u>21,834</u>	<u>15,247</u>	<u>54,027</u>	<u>15,433</u>

South Yorkshire Refugee Law & Justice

Statement of assets and liabilities as at 31 March 2019

	2019	2018
	£	£
Assets		
Current account	54,027	15,433
	<u>54,027</u>	<u>15,433</u>

Liabilities	2019	2018
	£	£
HMRC	1,649	-
Accountancy	200	180
	<u>1,849</u>	<u>180</u>

This report was approved by the Trustees on _____ and is signed or their behalf by:

Trustee

South Yorkshire Refugee Law & Justice

Notes to the accounts

for the period ended 31 March 2019

1 Receipts and payments accounts

Because the level of income and expenditure is below £250,000, the group has opted for accounts prepared on a receipts and payments rather than an accruals basis. This is in line with Charity Commissioners guidelines for small charities and is seen as more appropriate for this project.

2 Grants

	Total
	£
Red Cross	22,500
ASSIST	10,500
Seedbed	10,000
	43,000

3 Movements in funds

	Income	Expenditure	Carried forward
Red Cross	22,500	(19,086)	3,414
ASSIST	10,500	(7,000)	3,500
Seedbed	10,000	(1,667)	8,333
	43,000	(27,753)	15,247