

Devon & Cornwall Refugee Support

TRUSTEES REPORT

BOARD OF TRUSTEES

Mrs. Lorna M. SEWELL	Chair
Mr. Arnold MELHUIHSH	Vice-Chair & Secretary
Ms. Elizabeth A. HARDINGE MBE	Personnel Co-ordinator (Staff & Volunteers)
Mrs. Isatta (Sarah) KALLON	Trustee
Dr. Penelope KEY OBE, MSc, MBBS	Trustee & HR Committee
Ms. Svetlana STUPNIKOV	Treasurer
Mr. John SHINNER	Operations Director
Mr. Geoffrey N. READ MCIM	Newsletter Editor and Communications
Mrs. Christine REID	Food Programme Co-ordinator
Mr. John JEBB	Clothes Store Co-ordinator
Mr. Colin STARES	Fundraising Co-ordinator
Professor David HUNTLEY	Trustee
Mr. Martin WYATT	Trustee
Ms. Lucy BECKWITH	Trustee

STAFF MEMBERS

Mrs. Patricia BAXTER	Lead Project Support Worker
Mrs. Patricia JOYCE	Project Support Worker
Miss. Helen LAOLU-BALOGUN	Project Support Worker
Mrs. Irena ONIONS	Project Support Worker
Mr. Ellis RANSOM	Sports & Activities Co-ordinator
Ms. Joanne HIGSON	Training & Outreach Co-ordinator
Mr. Rob NEWELL	Administration and Finance Officer

PRINCIPLE ADDRESS

7 Whimble Street, Plymouth, Devon PL1 2DH

BANKERS

The Co-operative Bank plc.
Head Office, PO Box 101
1 Balloon Street, Manchester. M60 4EP

INDEPENDENT EXAMINER

Mr. John **WARN**
26 Hopton Close
Crownhill
Plymouth PL 6 5JJ

REGISTERED CHARITY NUMBER: 1130360

OISC EXEMPTION NUMBER: N200100427

Devon & Cornwall Refugee Support

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2011

FOR THE YEAR ENDED 31 DECEMBER 2011

The Trustees present their annual report and the financial statements for the year ended 31 December 2011. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in 2005 in preparing the annual report and financial statements.

PRINCIPLE OBJECTS

Devon and Cornwall Refugee Support aims to ensure that asylum seekers and refugees (ASR) receive the full benefit of their entitlements under UK and international law. We aim to provide a culturally sensitive and practical response to the needs of the ASR community.

REVIEW OF ACTIVITIES IN 2011

Chair's review

In my Review for 2010, I said that Funding would be one of our priorities for 2011.

You will see elsewhere that this has certainly been the case. Our Funding Group consisting of 3 Trustees, headed by Colin Stares, have been working hard to obtain the funds we need to continue the work we do, in a most difficult economic climate, with many charities chasing the reducing amount of funds that are available. We are most grateful to our Funders for supporting us and enabling us to continue to support the asylum seekers and refugees in Plymouth.

You will have seen that we have changed our name, very slightly, to Devon & Cornwall Refugee Support (DCRS) to enable us to become a Company Limited by Guarantee as are most charities. Over the next few months therefore, we expect to expand our Board of Trustees with some new faces and expertise.

Our extra staff which we were able to employ with the Big Lottery funding, have meant that we have been able to expand our support to our Service Users (SUs), including increasing our Drop-in days to 5.

As anticipated in my last report, this has been a very big commitment both for the staff and our volunteers and would be hard to achieve if it wasn't for their dedication.

We have had visits this year including the Lord Mayor & Lady Mayoress of Plymouth, Alison Seabeck MP, Oliver Colvile M.P. Gary Streeter M.P. the Rector & his team from the Minster Church of Plymouth, & others, all who have shown great interest and astonishment that it is not unusual for between 50 & 60 SUs to visit the Centre for advice & support any morning. During 2011, one of our Trustees and Newsletter Editor, Geoff Read, was a winner of the local newspaper Gold Star Awards as one of the "unsung heroes" for dedicated work done in the community. He received this award at a dinner given by the Lord Mayor. He was just one of the many who give their time to DCRS.

2012 continues to be a demanding time with changes to personnel, but the Board will continue to make sure that our Mission Statement continues to be followed.

Devon & Cornwall Refugee Support

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2011

FINANCE REVIEW

DCRS has enjoyed another successful year from the financial point of view. I can report that the finances of the DCRS are sound, and we have again been grateful to receive donations, and grants from those individual and corporate donors who support our work. Total income in 2011 was £182,212 and expenditure in the same period was £178,342.

Income

This year's fund raising was regarded as very successful.

Individual and local organisation donations amounted to £8,825 and formed 4.8% of DCRS's gross income. We ended the year with an excess of income over expenditure for the year of £3,870. This was a much better outcome than we had originally forecast due to the additional grants and donations we received. This has helped the company maintain a reasonably strong financial position. We are not forecasting a deficit for the coming year, and the trustees are taking action to find additional sources of funds to enable the DCRS to maintain its current high level of service to the community of asylum seekers.

During the year we received income from grants, contracts and projects, all being used to support the costs of our charitable activities.

The receipts from funding are divided into two broad headings:

- 'Unrestricted' which represent the free funds of DCRS. Which are not designated for particular purposes. Total DCRS Unrestricted Funds in 2011 were £52,311.
- 'Restricted' is where the funder specifies how the grant should be spent. The statement of financial activities shows the Restricted Funds income in the year totalling £129,901.

On behalf of the DCRS board of Trustees, I would like to express our gratitude to our funders for their support without which we would be unable to provide the services we do for our clients.

Most significant items of expenditure

The DCRS continued to fulfil its main objective of helping those people from the most vulnerable group of society. Operating expenses increased to £178,342 as a consequence of the employment of four new members of staff. Payroll cost amounted to £114,190 (2010 financial year £58,048) or 63 % of total expenditure, up from 56% in the previous year.

Expenditure in other areas was in line with activity.

The overall situation continues to be satisfactory. Although the reserves may appear relatively large, we need to redouble our efforts in securing funding for the next 12 months.

In conclusion I would like to thank everyone who supported and assisted me in my duties as Treasurer. I would like to express my appreciation to the fundraising team, our Chair, Lorna Sewell, and also the staff and volunteers.

Svetlana Stoupnikov
Treasurer

Devon & Cornwall Refugee Support

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2011

RISK MANAGEMENT AND INTERNAL CONTROL

The trustees have overall responsibility for ensuring that the charity has an appropriate system of controls, financial and otherwise. 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 to provide reassurance that:

Its assets are safeguarded against unauthorised use or disposition.

Proper records are maintained and financial information used within the charity and for publication is reliable.

The charity complies with relevant laws and regulations.

There have been improvements in health and safety over the last year and we are continuing to develop our risk management policies.

STATEMENT OF RESPONSIBILITIES OF THE TRUSTEES

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources during the year. 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;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity and the group 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 charity and which enable them to ensure that the financial statements comply with the Charities Act 1993 and the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in 2005. 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.

Dated:

Signed:

Mrs. Lorna M. Sewell
Chair of the Board of Trustees
Devon & Cornwall Refugee Support

On behalf of the Board of Trustees

Devon & Cornwall Refugee Support

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2011

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE DEVON & CORNWALL REFUGEE SUPPORT

I report on the accounts of the Charity for the year ended 31 December 2011, which are set out on pages 6 to 9.

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 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 43 of the 1993 Act;
- To follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- To state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S STATEMENT.

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 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 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.

Dated:

Signed:

Mr. John WARN, 26 Hopton Close, Crownhill, PLYMOUTH. PL6 5JJ

Devon & Cornwall Refugee Support

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2011

INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2011

	<i>Notes</i>	<i>Unrestricted Fund 2011</i>	<i>Restricted funds 2011</i>	<i>Total funds 2011</i>	<i>Total funds 2010 Restated</i>
		£	£	£	£
INCOMING RESOURCES					
Income received		52,276	129,792	182,068	97,111
Investment Income		35	109	144	167
TOTAL INCOMING RESOURCES	2	<u>52,311</u>	<u>129,901</u>	<u>182,212</u>	<u>97,278</u>
RESOURCES EXPENDED					
Direct Charitable expenditure		46,592	131,750	178,342	103,258
TOTAL RESOURCES EXPENDED	3	<u>46,592</u>	<u>131,750</u>	<u>178,342</u>	<u>103,258</u>
NET MOVEMENT IN FUNDS	5,980)	5,719	(1,849)	3,870	(
BALANCES BROUGHT FORWARD AS AT 31 DECEMBER 2010		<u>15,732</u>	<u>13,319</u>	<u>29,051</u>	<u>35,031</u>
BALANCES CARRIED FORWARD AS AT 31 DECEMBER 2011		<u><u>21,451</u></u>	<u><u>11,470</u></u>	<u><u>32,921</u></u>	<u><u>29,051</u></u>

Note: Income restated for 2010 by a reduction of £33,660 in respect of The Big Lottery reclaiming that amount for the period May 2010 until November 2010. This figure will be added to our funds in May 2014.

The notes on pages 8 and 9 form an integral part of these financial statements.

The charity is able to use its total funds for any purpose in connection with its charitable objectives.

Devon & Cornwall Refugee Support

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2011

BALANCE SHEET AT 31 DECEMBER 2011

		2011	2010
		£	<i>Restated</i> £
<i>Notes</i>			
CURRENT ASSETS			
Debtors	5	9,375	0
Investments		15,428	15,319
Cash at bank		48,706	63,280
Cash in hand		158	152
		<u>73,667</u>	<u>78,751</u>
LIABILITIES			
Amounts falling due within one year	6	40,746	49,700
		<u>32,921</u>	<u>29,051</u>
NET CURRENT ASSETS			
		<u>32,921</u>	<u>29,051</u>
NET ASSETS			
		<u>32,921</u>	<u>29,051</u>
FUNDS			
Surplus/ (deficit) for the year		3,870	(5,980)
Funds brought forward		29,051	35,031
		<u>32,921</u>	<u>29,051</u>
		<u><u>32,921</u></u>	<u><u>29,051</u></u>

Note: Income restated for 2010 by a reduction of £33,660 in respect of The Big Lottery reclaiming that amount for the period May 2010 until November 2010. This figure will be added to our funds in May 2014.

For the year ending 31.12.11 the 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 company to obtain an audit in accordance with section 476 of the Companies Act 2006.

Devon & Cornwall Refugee Support

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2011

The directors acknowledge their responsibility for complying with the requirements of the Act with respect of accounting records and for the preparation of accounts.

These financial statements are prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007).

The financial statements were approved by the Trustees on and signed on its behalf by

Signed:

Mrs. Lorna M. Sewell

Chair of the Board of Trustees

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2011

1 ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared in accordance with applicable accounting standards and under the historical cost accounting rules. Accruals accounting has been applied. The accounts comply with the Charities Act 1993 and the Charity Commissions Statement of Recommended Practice (revised 2005), Accounting by Charities.

The charity has taken advantage of the exemption from preparing a cash flow statement conferred by Financial Reporting Standard No. 1 on the grounds that if it had been incorporated as a company under the Companies Act 1985 it would have qualified as a small company.

Incoming resources

Grants are recognised in the period to which they relate.

Resources expended

Direct charitable expenditure represents expenditure incurred directly to support the particular charitable objectives of the charity. Costs of management and administration of the charity have been identified on the basis that they are not direct charitable expenditure.

2 INCOME

	B/fwd <i>Restated</i> £	Income £	Expenditure £	C/fwd £
Donations restricted	2,797	680	2705	772
Sam Kallon Fund	12	0	12	0
Lankelly Chase Foundation	52	10,000	10,050	2
Lloyds TSB Foundation for England & Wales	0	9,000	9,000	0
Hilden Charity Trust	0	4,500	2,535	1,965
MIF – Destitution support (START)	5,406	0	681	4,725
Big Lottery	3,772	87,895	91,340	327
Frank Pleske Fund	1,280	0	1,280	0
J Franklin Fund	0	1,000	993	7
Award 4 All	0	9,931	9,931	0
PCC Sport Fund	0	2,895	1,473	1,422
Allen Lane Foundation	0	3,000	1,750	1,250
The Co-Op Grant	0	1,000	0	1,000
Total restricted funds	13,319	129,901	131,750	11,470

Devon & Cornwall Refugee Support

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2011

General donations (unrestricted)	1,714	8,145	6,365	3,494
Plymouth City Council (Consortium)	74	16,980	7,443	9,611
Plymouth Diocese	0	1,000	742	258
Other unrestricted funding	7,257	0	7,134	123
Reimbursements & other misc. funding	6,532	6,012	7,747	4,797
Investment Income	155	174	250	79
Souter Charitable Trust	0	5,000	3,179	1,821
John Paul Getty	0	15,000	13,732	1,268
Total unrestricted	15,732	52,311	46,592	21,451
Total funds	29,051	182,212	178,342	32,921

3 DIRECT CHARITABLE EXPENDITURE

	2011 £	2010 £
Staff costs	114,190	58,048
Staff expenses	218	1,184
Rent, rates	8,475	8,139
Allotments	61	112
Heat, light & water	3,245	4,110
Health & Safety	29	1,018
Equipment & stationery	12,557	2,318
Postage	386	725
Telephone & fax	6,916	2,571
Food Programme	7,683	6,744
Sundries/miscellaneous expenses	620	1,503
Volunteers expenses	1,435	1,354
Training	2,252	642
Software	1,660	63
Insurance	1,164	1,009
AGM/Anniversary	0	22
Relief	3,569	2,961
Sports programme	4,559	0
Football club	0	29
Repairs & renewals	763	1,036
RTP/Solicitor travel costs	4,920	6,465
Furniture	1,440	0
		0
Photocopier	1,671	1,330
Recruitment	149	1,435
Office expenses	380	440
		178,342
	103,258	

4 TAXATION

The Charity is a registered charity and is exempt from Corporation Tax under the provisions of Section 505 of the Income and Corporation Taxes Act 1988.

5 DEBTORS

2011 £	2010 £
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Devon & Cornwall Refugee Support

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2011

Plymouth City Council	9,375	0
	<u>9,375</u>	<u>0</u>
6 LIABILITIES: Amounts falling due within one year		
	<i>2011</i>	<i>2010</i>
	£	<i>Restated</i> £
Deferred Income	40,746	49,700
	<u>40,746</u>	<u>49,700</u>