

# **Devon & Cornwall Refugee Support**

A private Company Limited by Guarantee

Company Registration number 06271122

## **Report and Accounts**

**31 December 2010**

# Devon & Cornwall Refugee Support

## TRUSTEES REPORT

### BOARD OF TRUSTEES

Mrs. Lorna M. SEWELL  
Mr. Arnold MELHUISH  
Ms. Elizabeth A HARDINGE MBE  
Mrs. Isatta (Sarah) KALLON  
Dr. Penelope KEY, OBE, MSc, MBBS  
Ms. Svetlana STOUPNIKOV  
Mr John SHINNER  
Mr. Geoffrey N. READ, MCIM

Mrs. Christine REID  
Mr. John JEBB  
Mr. Colin STARES

Chair  
Vice-Chair & Secretary  
Personnel Co-ordinator (Staff & Volunteers)  
Trustee  
Fund Raising Co-ordinator  
Treasurer  
Assistant Treasurer & Project Director  
Newsletter Editor & Communications  
Coordinator  
Food Programme Co-ordinator  
Triage & Clothes Store Co-ordinator  
Auxiliary Project Support Worker &  
Fundraiser

### CO-OPTED MEMBERS TO THE BOARD

Ms Lucy BECKWITH

### STAFF MEMBERS

Mrs. Patricia BAXTER  
Mrs. Patricia A.M. JOYCE  
Miss. Helen LAOLU-BALOGUN  
Mrs Irena ONIONS  
Mr Ellis RANSOM  
Ms Joanne K. HIGSON

Miss. Sophie JOYCE  
Mr. Rob NEWELL

Lead Project Support Worker  
Project Support Worker  
Project Support Worker (Aug 10)  
Project Support Worker (Aug 10)  
Sports & Activities Co-ordinator (Nov 10)  
Training & Outreach Co-ordinator (Dec 10)

Assistant Administrator (until Mar 10)  
Administrator & Finance Officer (July 10)

### VOLUNTEERS RESPONSIBLE FOR DESIGNATED SERVICES

Mr. William (Bill) BUDGE  
Aferdita ALIMADHI

Mr. David FEINDOUNO  
Mr. Martyn TYRELL

Activities Group Coordinator  
Assistant Food Programme  
Coordinator  
Auxiliary Project Support Worker  
Computer Consultant

### PRINCIPLE ADDRESS

7 Whimble Street, Plymouth, Devon PL1 2DH

### BANKERS

The Co-operative Bank p.l.c,  
Head Office, P.O. Box 101,  
1 Balloon Street, Manchester, M60 4EP

### INDEPENDENT EXAMINER

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

REGISTERED CHARITY NUMBER: 1092992

OISC EXEMPTION NUMBER: N200100427

# Devon & Cornwall Refugee Support

## TRUSTEES REPORT

### FOR THE YEAR ENDED 31 DECEMBER 2010

The Trustees present their annual report and the financial statements for the year ended 31 December 2010. 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 & 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 2010

#### Chair's review

2010 will be remembered for our successful bid to the Big Lottery under the Reaching Communities Project for the next 4 years. This has enabled us to increase our staffing level by 4, 2 extra Project Support Workers and 2 Coordinators: one as Sport and Fitness Coordinator and the second as Training and Outreach Coordinator. Obtaining this funding, not only enables us to increase our support to our Service Users (ASR's) and to do new work, but with this public funding we have commitments of targets to meet and regular reports to be sent to the Funder. We have not only dedicated staff but dedicated Trustees and Volunteers who are prepared to give a great deal of their time to this worthwhile work. Included in DCRS' targets is to open for 5 days a week for "Drop-in" sessions instead of the 2 we have been for a number of years. This has meant considerable re-organisation with extra volunteers needed and staff time re-allocated. We had hoped that this might have reduced the stress level with smaller numbers of Service Users attending each day, but so far this hasn't happened. The number of asylum seekers still needing support and advice continues to grow.

During 2010, both the national charity, Refugee Action's Plymouth Office and Devon Law Centre closed, due to lack of funding. Both these closures have had serious repercussions on DCRS. RA dealt with cases that our staff were not familiar with, so with some training from RA before they left Plymouth, many more Service Users now rely on DCRS. With now no immigration advice available locally, this has added problems as our staff are not able to give immigration advice unless they hold a further level of OISC registration. Whether we can rectify this, is something we shall be pursuing in 2011.

One of our priorities in 2010 and will continue into 2011, is that our extra funding for the "Reaching Communities Project" does not cover our original support work and the cost of our premises etc, and therefore we have and will continue to seek further funding. In this current economic climate this will, unfortunately become more difficult with all charities chasing the decreased funds available. We have been most grateful for the Funders and personal donors who have supported us in 2010, and funding will continue to be one of the Trustees' priorities for 2011.

I would like to thank, on behalf of DCRS' Board of Trustees, not only our dedicated staff but also our Volunteers who have been involved in our Food Programme, the Clothing Store, the Internet Suite and Reception duties. Here are some statistics for the year that speak for themselves:

Visits by ASR's	9000
Interviews	5000+
Food Parcels	1600
Internet use	1700
Clothing parcels	800

# Devon & Cornwall Refugee Support

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## TRUSTEES REPORT

### **FINANCE REVIEW by the Treasurer Svetlana Stoupnikov**

Having completed my third full year in the role of the Treasurer, it gives me great pleasure to present the financial statements and the summary of financial activity for 2010.

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 2010 was £130,938 and expenditure in the same period was £103,258.

#### **Income**

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

Individual and corporate donations amounted to £10,331 and formed 7.8% of DCRS's gross income. The surplus of income over expenditure for the year was £27,680 and this was largely thanks to the Big Lottery funding we have received. This enabled us to employ four new members of staff.

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' represents the free funds of DCRS which are not designated for particular purposes. Total DCRS Unrestricted Funds in 2010 were £41,747.
- '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 £89,191.

On behalf of the DCRS board of Trustees, I would like to express our gratitude to our funders: Lankelly Chase Foundation, Plymouth City Council, Hilden Trust, Lloyds TSB Foundation for England & Wales, Big Lottery Fund, Frank Pleske Fund, the Jill Franklin Trust and the Roman Catholic Diocese of Plymouth 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 £103,258 as a consequence of employing four new members of staff. Payroll cost amounted to £58,048 (2009 financial year £41,706) or 56% of total expenditure, up from 50% 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, the staff and many volunteers.

#### **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

# Devon & Cornwall Refugee Support

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## TRUSTEES REPORT

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 it is intended that a formal risk management process will be introduced in the coming year.

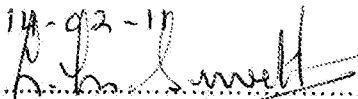
### STATEMENT OF RESPONSIBILITIES OF THE TRUSTEES

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: 14-02-11

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 2010

### 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 2010, 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 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 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: 14 February 2011

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 2010

### INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2010

	<i>Notes</i>	<i>Unrestricted funds 2010 £</i>	<i>Restricted funds 2010 £</i>	<i>Total funds 2010 £</i>	<i>Total funds 2009 £</i>
<b>INCOMING RESOURCES</b>					
Voluntary Income		17,159	1,951	19,110	32,351
Investment Income		167		167	479
Incoming Resources from Charitable Activities		24,421	87,240	111,661	38,608
<b>TOTAL INCOMING RESOURCES</b>	<b>2</b>	<u>41,747</u>	<u>89,191</u>	<u>130,938</u>	<u>71,438</u>
<b>RESOURCES EXPENDED</b>					
Direct charitable expenditure		58,838	44,420	103,258	82,907
<b>TOTAL RESOURCES EXPENDED</b>	<b>3</b>	<u>58,838</u>	<u>44,420</u>	<u>103,258</u>	<u>82,907</u>
<b>NET MOVEMENT IN FUNDS</b>		(17,091)	44,771	27,680	(11,469)
<b>BALANCES BROUGHT FORWARD AS AT 31 DECEMBER 2009</b>		32,824	2,207	35,031	46,500
<b>BALANCES CARRIED FORWARD AS AT 31 DECEMBER 2010</b>		<u>15,733</u>	<u>46,978</u>	<u>62,711</u>	<u>35,031</u>

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 2010

### BALANCE SHEET AT 31 DECEMBER 2010

		2010	2009
		£	£
<b>CURRENT ASSETS</b>	<i>Notes</i>		
Debtors	5	0	3,594
Investments		15,319	27,195
Cash at bank		63,280	4,171
Cash in hand		152	71
		<u>78,751</u>	<u>35,031</u>
<b>LIABILITIES</b>			
Amounts falling due within one year	6	16,040	0
<b>NET CURRENT ASSETS</b>		<u>62,711</u>	<u>35,031</u>
<b>NET ASSETS</b>		<u>62,711</u>	<u>35,031</u>
 <b>FUNDS</b>			
Surplus/(Deficit) for the year		27,680	(11,469)
Funds brought forward		35,031	46,500
		<u>62,711</u>	<u>35,031</u>

The Trustees consider that the charity is exempt from an audit and a report under Section 43 of the Charities Act 1993.

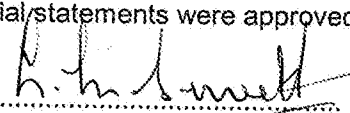
Members have not required the charity to obtain an audit by a registered auditor.

The trustees acknowledge their responsibility for;

- 1) ensuring the company keeps accounting records; and
- 2) preparing accounts which give a true and fair view of the state of affairs of the charity as at the end of the financial period, and of its profit or loss for the period and which otherwise comply with the requirements of the charities act relating to 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 14-02-11 and signed on its behalf by

Signed: 

**Mrs. Lorna M. Sewell**  
Chair of the Board of Trustees



# Devon & Cornwall Refugee Support

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2010

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2010

#### 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 £	Income £	Expenditure £	C/fwd £
Donations restricted	1,652	1,951	806	2,797
Sam Kallon Fund	81	0	69	12
Lankelly Trust	0	10,000	9,948	52
Lloyds TSB Foundation for England & Wales	474	8,000	8,474	0
Hilden Charity Trust	0	4,500	4,500	0
MIF – Destitution support (START)	0	6,000	594	5,406
Big Lottery	0	56,320	18,888	37,432
Frank Pleske Fund	0	1,920	640	1,280
J Franklin Fund	0	500	500	0
<b>Total restricted funds</b>	<b>2,207</b>	<b>89,191</b>	<b>44,419</b>	<b>46,979</b>
General donations (unrestricted)	12,631	10,401	21,318	1,714
Plymouth City Council (Consortium)	3,594	10,921	14,441	74
Plymouth Diocese	39	1,500	1,539	0
Other unrestricted funding	8,107	10,000	10,850	7,257
Reimbursements & other misc funding	6,518	8,758	8,744	6,532
Investment Income	1,935	167	1,947	155
<b>Total unrestricted</b>	<b>32,824</b>	<b>41,747</b>	<b>58,839</b>	<b>15,732</b>
<b>Total funds</b>	<b>35,031</b>	<b>130,938</b>	<b>103,258</b>	<b>62,711</b>

# Devon & Cornwall Refugee Support

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2010

### 3 DIRECT CHARITABLE EXPENDITURE

	2010 £	2009 £
Staff costs		
Staff expenses	58,048	41,706
Rent, rates	1,184	177
Allotments	8,139	7,798
Heat, light & water	112	52
Health & Safety	4,110	3,292
Equipment & stationery	1,018	28
Postage	2,318	770
Telephone & fax	725	314
Foods Programme	2,571	2,742
Sundries/miscellaneous expenses	6,744	7,128
Volunteers expenses	1,503	839
Training	1,354	2,699
Computer expenses	642	1,579
Insurance	63	118
AGM/Anniversary	1,009	947
Relief	22	629
Football club	2,961	1,316
Repairs & renewals	29	89
RTP/Solicitor travel costs	1,036	873
Police Alcohol Related Project	6,465	6,901
Photocopier	0	1,140
Recruitment	1,330	1,770
Office expenses	1,435	0
	440	0
	<u>103,258</u>	<u>82,907</u>

### 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

	2010 £	2009 £
Plymouth City Council	0	3,594
	<u>0</u>	<u>3,594</u>

### 6 LIABILITIES: Amounts falling due within one year

	2010 £	2009 £
Deferred Income	16,040	0
	<u>16,040</u>	<u>0</u>