

Devon and Cornwall

Refugee Support



ANNUAL REPORT

AND ACCOUNTS

2014

Devon & Cornwall Refugee Support

TRUSTEES REPORT BOARD OF TRUSTEES

Mrs. Hazel POAD	Chair
Mr. Arnold MELHUIISH	Vice-Chair
Ms. Elizabeth A. HARDINGE MBE	Volunteer Co-ordinator
Mrs. Isatta (Sarah) KALLON	Trustee (to February 2014)
Mr. Paul COOKSON	Treasurer
Mr. John SHINNER	Operations Director
Mrs. Christine REID	Food Programme Co-ordinator
Mr. John JEBB	Clothes Store Co-ordinator
Mr. Colin STARES	Fundraising Co-ordinator
Professor David HUNTLEY	Chair of HR Committee
Mr. Martin WYATT	Secretary
Mrs Lorna SEWELL	Trustee
Cllr Mary ASPINALL	Trustee (to April 2014)
Mrs Susan TURNER	English Teaching Co-ordinator
Mr Ian GASPER	Trustee (from September 2014)

STAFF MEMBERS

Mrs. Patricia JOYCE	Team Leader
Mrs. Irena ONIONS	Project Support Worker
Mr. Hugh MARWICK	Project Support Worker
Ms. Wiktoria NIEWIADOMSKA	Project Support Worker (to September 2014)
Ms. Kathy RAGO	Project Support Worker (from March 2014 to July 2014)
Mr. Paul PENROSE	Sports & Activities Co-ordinator (to February 2014)
Mr. Bryn McALISTAIR	Sports & Activities Co-ordinator (from February 2014 to July 2014)
Ms. Tanya VIANT	Training & Outreach Co-ordinator (to August 2014)
Mr. Rob NEWELL	Finance Officer

PRINCIPAL 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 2014

FOR THE YEAR ENDED 31 DECEMBER 2014

The Trustees present their annual report and the financial statements for the year ended 31 December 2014. 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.

PRINCIPAL 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.

The board of trustees are satisfied that the level of service provided to an under supported section of the population constitutes a public benefit.

REVIEW OF ACTIVITIES IN 2014

The casework support to asylum seekers has continued to be under pressure. The other facilities offered to the clients have necessarily reduced in the course of the year, as major funding has come to an end, but the food and clothing programmes have been able to continue and meet most of the presenting needs. Our developing co-operation with other advice and support agencies has enabled us and them to offer improved services.

There were 271 new service users, counted as adult main claimants, during the year, an increase of 55 over 2013. A total of 1261 individuals (old and new cases) were seen, with altogether 6306 casework sessions, again an increase on 2013. Use of the food programme and the clothing store also showed increases. Other services included sport and wellbeing, and English classes.

FINANCE REVIEW

2014 saw a number of significant financial challenges which have affected the operation of the DCRS, however strategic planning combined with fundraising has enabled DCRS to end the year with a surplus of £6,925.

The largest financial issue this year was the conclusion of the Big Lottery Fund's four and a half year grant. This required DCRS to prioritise funding to the core activity of service-users' casework and lower expenditure to sustainable levels. Focusing expenditure, in addition to intensified fundraising and generous donations have secured a sustainable platform from which we hope to be able to regrow and renew. We are particularly grateful to The Tudor Trust who have indicated that they will continue their major support to us for another three years

I list below our funders for 2014 to whom I offer our most grateful thanks. I would also wish to express my gratitude to our fundraising committee, the trustees, staff and volunteers for all their work on behalf of our service users.

CHARITABLE CONTRIBUTORS

A B Charitable Trust, The Big Lottery Fund, Devon Community Foundation – Comic Relief, The Allen Lane Foundation, Lloyds Bank Foundation, J Paul Getty Jnr Charitable Trust, ESG Robinson, The Halse Bequest, the Foxglove Trust and the Tudor Trust.

Devon & Cornwall Refugee Support

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2014

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.
- The charity aims to maintain reserves to cover a three month period of charitable activity.

In order to carry out these responsibilities, the trustees keep their policies, financial controls, and risk assessment under regular review, and take care to ensure that policies and controls are complied with.

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: 23/4/15

Signed: 

Mr. Arnold Melhuish
Vice-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 2014

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 2014, which are set out on pages 5 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 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.

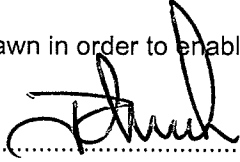
BASIS OF INDEPENDENT EXAMINER'S STATEMENT.

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: 25 February 2015 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 2014

INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2014

	<i>Notes</i>	<i>Unrestricted Fund 2014 £</i>	<i>Restricted funds 2014 £</i>	<i>Total funds 2014 £</i>	<i>Total funds 2013 £</i>
INCOMING RESOURCES					
Income received		69,540	86,040	155,580	161,535
Investment Income		224	15	239	230
TOTAL INCOMING RESOURCES	2	<u>69,764</u>	<u>86,055</u>	<u>155,819</u>	<u>161,765</u>
RESOURCES EXPENDED					
Direct Charitable expenditure		59,282	89,612	148,894	166,989
TOTAL RESOURCES EXPENDED	3	<u>59,282</u>	<u>89,612</u>	<u>148,894</u>	<u>166,989</u>
NET MOVEMENT IN FUNDS		10,482	(3,557)	6,925	(5,224)
BALANCES BROUGHT FORWARD AS AT 31 DECEMBER 2013		<u>26,776</u>	<u>15,287</u>	<u>42,063</u>	<u>47,287</u>
BALANCES CARRIED FORWARD AS AT 31 DECEMBER 2014		<u><u>37,258</u></u>	<u><u>11,730</u></u>	<u><u>48,988</u></u>	<u><u>42,063</u></u>

The notes on pages 7 and 8 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 2014

BALANCE SHEET AT 31 DECEMBER 2014

		2014	2013
		£	£
CURRENT ASSETS	<i>Notes</i>		
Investments		45,513	40,345
Cash at bank		29,070	34,419
Cash in hand		43	158
		<u>74,626</u>	<u>74,922</u>
LIABILITIES			
Amounts falling due within one year	4	25,638	32,859
NET CURRENT ASSETS		<u>48,988</u>	<u>42,063</u>
NET ASSETS		<u>48,988</u>	<u>42,063</u>
		<u><u>48,988</u></u>	<u><u>42,063</u></u>
FUNDS			
Surplus for the year		6,925	(5,224)
Funds brought forward		42,063	47,287
		<u>48,988</u>	<u>42,063</u>
		<u><u>48,988</u></u>	<u><u>42,063</u></u>

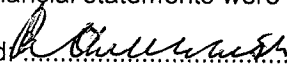
For the year ending 31.12.14 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The Members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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 23/2/15 and signed on its behalf by

Signed 

Mr. Arnold Melhuish
Vice-Chair of the Board of Trustees

Devon & Cornwall Refugee Support

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2014

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2014

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.

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.

2 INCOME

	B/fwd	Income	Expenditure	C/fwd
	£	£	£	£
MIF (START)	3,412	0	612	2,800
Big Lottery	5,392	63,565	67,786	1,171
PCC Sport Fund	312	0	312	0
Pennon Group	5	0	5	0
Anonymous - Sport	117	0	117	0
Anonymous - Destitution	916	0	916	0
Awards For All - Electricals	565	0	565	0
Halse Bequest	0	3,750	3,750	0
Mrs J E Kuri	4,043	0	983	3,060
Plymouth CAB – ASTF Funding	525	13,240	9,868	3,897
Devon Community Foundation – Comic Relief	0	4,500	4,500	0
Foxglove Trust	0	1,000	198	802
Total restricted funds	15,287	86,055	89,612	11,730
Total unrestricted	26,776	69,764	59,282	37,258
Total funds	42,063	155,819	148,894	48,988

Devon & Cornwall Refugee Support

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2014

3 DIRECT CHARITABLE EXPENDITURE

	2014	2013
	£	£
Staff costs	114,831	127,238
Staff expenses	115	854
Rent, rates	7,651	7,678
Allotments	0	5
Heat, light & water	2,505	2,951
Health & Safety	51	77
Equipment & stationery	791	974
Postage	709	536
Telephone, Fax & Broadband	4,950	4,558
Food Programme	4,570	7,358
Sundries/miscellaneous expenses	338	642
Volunteers expenses	798	909
Training	912	537
Computer Expenses	41	215
Insurance	1,034	958
Costs of funding	72	72
Relief	2,148	3,603
SU Sports & Activities	4,832	3,051
Repairs & renewals	717	3,380
RTP/Solicitor travel costs	481	117
Photocopier	765	575
Administration	35	70
Recruitment	50	60
Office expenses	498	571
	<u>148,894</u>	<u>166,989</u>

4 LIABILITIES: Amounts falling due within one year

	2014	2013
	£	£
Deferred Income	25,638	32,859
	<u>25,638</u>	<u>32,859</u>