

Nottingham & Nottinghamshire Refugee Forum
(Company number 05352679, charity number 1121560)
Financial statements
for the year ended 31 March 2014

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Nottingham & Nottinghamshire Refugee Forum Directors' report (incorporating the Trustees' annual report) for the year ended 31 March 2014

The trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the financial statements for the year ended 31 March 2014.

Full name Nottingham & Nottinghamshire Refugee Forum

Registered charity number 1121560

Registered company number 05352679

Principal address

The Sycamore Centre, 31 Hungerhill Road, Nottingham, NG3 4BN

Directors (Trustees)

Patsy Brand, Chair

Barry Clarke, from 5/12/13, Treasurer

Leo Keely

Allan Njanji

Maggie Jones, Secretary

Amdani Juma

Jan Calloway, from 5/12/13

Ali Ahmed, from 5/12/13

Lynda Wilson, from 5/12/13

Laurent Tchouleng, until 5/12/13

Amin Hamami, until 31/7/13

Dave Hewitt

Clara Ndlovu

Pete Loewenstein

Michael Scott

Jake Jackson, from 5/12/13

Richard Chamberlain

Maxine Cockett

Bill Walton, from 5/12/13

Nancy Bonongwe, until 31/7/13

John Henson, until 5/12/13

Chief Executive

Fiona Cameron

Governance and management

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association dated 13 January 2005. It has no share capital and the liability of each member in the event of winding-up is limited to £1.

The charity is governed by its memorandum and articles of association. NNRF trustees meet monthly and are responsible for the overall management of the charity. If necessary, Officers will meet more frequently. Trustees are elected at the Annual General Meeting or, where vacancies arise, appointed by the Board of Trustees. Trustees are chosen for their commitment to refugees and asylum seekers for expertise (including life experience as refugees and asylum seekers) that may be useful in governing the charity. The trustees who served during the year are shown on page 2. The trustees set and oversee Refugee Action's policies and plans, oversee its financial affairs, and supervise the work of the salaried Centre Manager in carrying out these policies and plans. All trustees are unpaid.

Aims and objectives

The objects of the company are the promotion and provision of any charitable purpose directed to meet the needs of refugees and asylum seekers living in the City of Nottingham and Nottinghamshire.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our

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future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

Summary of the main activities undertaken for the public benefit

The activities of the charity include the free provision of:

- Advice, information and support for refugees and asylum seekers;
- Premises where they can meet and enjoy social contact and recreation opportunities to extend their education;
- Small grants of cash and food to people in poverty;
- Campaigning about issues relating to refugees and asylum seekers;
- Opportunities to interact with members of the host community.

Summary of the main achievements during the period

The period covered in this Report has been as busy and eventful as usual at Refugee Forum, with little down-time, as staff and volunteers have worked at full stretch to support asylum seekers and refugees with the wide range of issues that be-devil their lives.

Extra challenges faced this year have included substandard accommodation for asylum seekers, inordinate delays and processing errors by the UK Border Agency in processing all types of applications, cuts to Legal Aid, so-called 'Benefit Reforms' and Job Centre sanctions, reduced eligibility for social housing, increased utility bills and other charges pushing people into debt.

During the year our Funding Committee was successful in obtaining grants from several charitable trusts including The Henry Smith Charity and the John Paul Getty Junior Foundation, enabling us to maintain the breadth of our Advice Services. However maintaining funding for services and activities requires continuous effort.

In the autumn, the trustees embarked on developing a 3-year Business Plan with the assistance of a consultant, Adrian Masters. In the spring, with our new manager, Fiona Cameron, we started the process of developing a strategic action plan.

Our thanks go to our wonderful teams of staff, volunteers and trustees who, as ever, have worked with selfless dedication throughout the year and especially to those who have uncomplainingly taken on extra responsibilities to cover duties of absent or departed colleagues.

During the year there were several disruptions to staffing, with two people taking maternity leave, two part-timers regrettably being made redundant and two others moving on to new jobs. One of these, at the end of the summer, was our Manager, Bea Tobolewska who had served the Forum with great dedication since 2009. She was greatly missed but we were delighted to appoint the very experienced Fiona Cameron as our new Manager in the autumn.

The Forum is a very stressful place to work; every day brings us face to face with people experiencing high levels of frustration, stress and often despair as asylum applications are refused. News of detentions and deportations of people we have come to know and respect is especially difficult, but we also share in the joy of those who receive positive decisions, sometimes after a long struggle against the system.

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During the year we strengthened partnerships with several organisations including the Red Cross, Women's Cultural Exchange and HOST Nottingham. Our appreciation goes to all the partner organisations that work alongside the Forum, enabling us to provide a fuller measure of support to asylum seekers and refugees and to the wide spectrum of funders and personal donors who make our work possible.

Grants and donations awarded

The charity operates a Destitution Fund where small cash payments, most often in the region of £10, are given to those in desperate need of funds to meet their basic needs. We also provide weekly food parcels to those who are destitute.

Risk Review

The trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and are satisfied that systems are in place to mitigate exposure to the major risks and in particular the future of various funding streams. Risks are identified under the four headings suggested by the Charity Commission: Governance and Management; Operational; Financial; and Operational/External Environment. There is greater clarity around the level of risk, in terms of likelihood and impact, together with measures that have been taken to mitigate risk, further action required, and the monitoring process.

Principal Funding Sources

These, and amounts are detailed on page 11 and details of the activities supported by funding streams are contained in our Annual Reports. We recognise that the period covered our published Annual Report differs to our Accounting Period and are considering whether changes are necessary.

Plans for future periods

We have commissioned a 3 year Business Plan and the Board to be elected at our Annual General Meeting will be considering this in detail in early 2014.

Reserves

The Forum needs to seek to ensure sufficient reserves are maintained to cover the winding up costs should it be desirable or necessary to cease activity. These will be:

- Sufficient to cover staff redundancies;
- Sufficient to cover rent and utility costs for a three month winding down period;
- Sufficient for professional fees likely to be incurred.

Our donors support us to enable us to carry out our work and money held in reserve unnecessarily obviously precludes this. Therefore the Treasurer will, as soon as possible after the financial accounts are prepared submit a proposal to the Management Committee outlining the reserves necessary for the forthcoming 12 months and the Committee shall consider what actions are necessary to achieve/maintain that level of reserves.

The post of treasurer

After serving nobly in this role for 12 years, Leo Keely was finally able to retire at the AGM in December 2013 to be replaced by the highly qualified and experienced Barry Clarke.

Nottingham & Nottinghamshire Refugee Forum

The trustees would like to express their deep gratitude to Leo for guiding the finances of the Forum during more than a decade which saw it grow into a thriving multi-faceted organisation.

Statement of responsibilities

Trustees responsibilities

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the company and of the profit or loss of the company for that year. In preparing these 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 company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Auditors

Rogers Spencer are deemed to be appointed with an elective resolution made under 386 of the Companies Act 1985 which continues in force under the Companies Act 2006.

Statement of disclosure of information to auditors

We, the trustees who held office at the date of approval of these Financial Statements, as set out above, each confirm so far as we are aware, that:

- there is no relevant audit information of which the charity's auditors are unaware; and
- we have taken all the steps that we ought to have taken as trustees in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

This report is prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The report was approved by the trustees on _____ and signed on their behalf by

Signed _____ Date _____
Patsy Brand, Director

Independent Auditor's Report to the trustees of Nottingham & Nottinghamshire Refugee Forum

We have audited the financial statements of Nottingham & Nottinghamshire Refugee Forum for the year ended 31 March 2014 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared under the historical cost convention and the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective April 2008).

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement (set out on page 4), the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Other Matters

The prior period financial statements of Nottingham & Nottinghamshire Refugee Forum were not subject to an audit. Comparative figures disclosed in the current year accounts are therefore unaudited.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31st March 2014, and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice (applicable to smaller entities); and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Trustees' Annual Report.

Melvin Bailey FCCA DChA (Senior Statutory Auditor)
For and on behalf of Rogers Spencer
Chartered Certified Accountants

Newstead House
Pelham Road
Nottingham
NG5 1AP

Nottingham & Nottinghamshire Refugee Forum
Statement of financial activities
(incorporating the income and expenditure account)
for the year ended 31 March 2014

2013			Unrestricted General Fund	Restricted Funds	2014 Total Funds
£		Note	£	£	£
	Incoming resources				
	Incoming resources from generated funds				
	Voluntary income				
58770	Donations		-	53263	53263
	Investment income				
323	Bank interest		126	34	160
	Incoming resources from charitable activities				
500220	Grants & donations	2	92203	402074	494277
	Other incoming resources				
2052	Sundry income		2866	1773	4639
<u>561365</u>	Total incoming resources		<u>95195</u>	<u>457144</u>	<u>552339</u>
	Resources expended				
514891	Costs of charitable activities	3	252079	278492	530571
4042	Governance costs	4	4800	-	4800
-	Allocation of overheads		(200956)	200956	-
<u>518933</u>	Total resources expended		<u>55923</u>	<u>479448</u>	<u>535371</u>
42432	Net incoming/(outgoing) resources		39272	(22304)	16968
97733	Total funds brought forward		65184	74981	140165
-	Transfer	8	(16496)	16496	-
<u>140165</u>	Total funds carried forward		<u>87960</u>	<u>69173</u>	<u>157133</u>

All the activities of the charitable company are classed as continuing.

Nottingham & Nottinghamshire Refugee Forum
Balance sheet
at 31 March 2014
Company number 05352679

2013 £	Note	£	2014 £
	Fixed assets		
20874	Tangible assets	11262	
20874	Total fixed assets		11262
	Current assets		
74749	Debtors	3142	
77254	Cash at bank and in hand	168135	
152003	Total current assets	171277	
	Liabilities		
	Creditors:		
		7	
(32712)	amounts falling due within one year	(25406)	
119291	Net current assets		145871
140165	Net assets		157133
	The funds of the charity		
		8	
65184	Unrestricted income funds		87960
74981	Restricted income funds		69173
140165	Total funds		157133

These accounts have been prepared in accordance with the special provisions of Section 15 of the Companies Act 2006 relating to small companies and the Financial Reporting Standard for Smaller Entities (effective April 2008).

The trustees declare that they have approved the accounts above.
Signed on behalf of the charity's trustees:

Signed _____ Dated _____
Barry Clarke, Director

The notes on pages 10 – 15 form part of these accounts

Nottingham & Nottinghamshire Refugee Forum

Notes to the accounts

for the year ended 31 March 2014

1. Accounting policies

Basis of the preparation of the accounts

These financial statements have been prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities - Statement of Recommended Practice (SORP revised 2005) and applicable accounting standards.

Incoming resources

All material incoming resources have been included on a receivable basis – i.e. they are included if the date receivable falls within the period covered by these accounts. Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reposted as part of the expenditure to which it relates:

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

Depreciation

Depreciation is calculated to write down the cost or valuation, less estimated residual value, of all tangible fixed assets with a cost exceeding £500 over their expected useful lives on a straight line basis.

The rates applicable are: Building works 10% General & IT Equipment 20%

Company Status

The charity is a company limited by guarantee. The members are the trustees named on page 1. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

Ultimate control of the charity lies with the trustees, who are responsible for the charity's affairs.

Funding accounting

The charity maintains various types of funds as follows:

- Restricted funds: Restricted funds represents grants, donations and legacies received which are allocated by the donor for specific purposes.
- Unrestricted funds: General unrestricted funds represent unrestricted income which is expendable at the discretion of the Management Committee in the furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment.
- Designated funds: These are funds set aside by the Management Committee out of unrestricted general funds for specific future purposes or projects.

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2. Grants & donations

	Unrestricted funds £	Restricted funds £	Total funds £	2013 £
Nottingham City Council	600	187276	187876	121764
Big Lottery Fund	-	146816	146816	148006
John Paul Getty Foundation	70000	-	70000	-
BBC Children In Need	-	28670	28670	29389
TunTum Housing Association	-	26812	26812	30561
Lloyds TSB Foundation	-	10000	10000	5833
AB Charitable Trust	10000	-	10000	-
29th May 1961 Charitable Trust	5000	-	5000	-
JN Derbyshire Trust	2500	-	2500	-
Charles Littlewood Hill Trust	2000	-	2000	-
GBS	2000	-	2000	-
The Leigh Trust	-	1500	1500	-
Southwell Cathedral Chapter	-	1000	1000	-
Nottingham City PCT	-	-	-	62000
Tudor Trust	-	-	-	21750
Cabinet Office (Big Lottery)	-	-	-	69550
Sundry grants	103	-	103	3202
Nottingham City Care	-	-	-	2865
Universtity of Nottingham	-	-	-	2800
HLG BMER Building Capacity	-	-	-	2500
	92203	402074	494277	500220

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3. Cost of charitable activities

	Unrestricted funds	Restricted fund	Total funds	2013
Note	£	£	£	£
Activities	4117	10025	14142	9091
Consultancy	10875	470	11345	13236
Creche	-	3004	3004	6115
Depreciation	5 10161	-	10161	10051
Donations & grants awarded	-	15670	15670	17488
Food & refreshments	2410	11621	14031	21202
Insurances	1367	2114	3481	2975
IT software & maintenance	16285	-	16285	5358
Legal & professional fees	10157	3754	13911	8083
Materials & equipment	3670	444	4114	3684
Membership	-	-	-	175
Other expenses	6089	422	6511	5826
Photocopying & printing	6833	52	6885	11516
Premises repairs & maintenance	5763	5	5768	6370
Publications & subscriptions	2551	312	2863	1663
Rent & services	36457	456	36913	23880
Staff expenses	156	64	220	257
Stationery & office supplies	3949	188	4137	4284
Telephone, post & internet	18175	81	18256	17652
Training	5848	4377	10225	6472
Travel	-	-	-	6601
Utilities	11426	-	11426	11398
Volunteer expenses	7150	5591	12741	11239
Wages & NIC	88640	219842	308482	310275
	252079	278492	530571	514891

4. Governance costs

	Unrestricted funds	Total funds	2013
	£	£	£
Professional fees	4800	4800	4042
	4800	4800	4042

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5. Fixed assets

	Leasehold building works	General equipment	IT equipment	Total
Cost	£	£	£	£
Balance brought forward	83149	33746	37013	153908
Additions	-	549	-	549
Disposals	-	-	-	-
Balance carried forward	<u>83149</u>	<u>34295</u>	<u>37013</u>	<u>154457</u>
Depreciation				
Balance brought forward	65615	33514	33905	133034
Disposals	-	-	-	-
Charge for year	8315	226	1620	10161
Balance carried forward	<u>73930</u>	<u>33740</u>	<u>35525</u>	<u>143195</u>
Net book value				
Brought forward	<u>17534</u>	<u>232</u>	<u>3108</u>	<u>20874</u>
Carried forward	<u>9219</u>	<u>555</u>	<u>1488</u>	<u>11262</u>

6. Debtors

	<i>2014</i>	<i>2013</i>
	£	£
Trade debtors	420	67635
Other debtors	-	5000
Prepayments & accrued income	2722	2114
	<u>3142</u>	<u>74749</u>

7. Creditors

	<i>2014</i>	<i>2013</i>
	£	£
Trade creditors	5564	5065
Other creditors	-	15167
Taxation & social security	4571	8438
Accruals & deferred income	15271	4042
	<u>25406</u>	<u>32712</u>

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8. Movements in funds

	Opening balance £	Incoming resources £	(Resources expended) £	Transfers £	Closing balance £
Unrestricted funds					
General Fund	65184	95195	(55923)	(16496)	87960
	65184	95195	(55923)	(16496)	87960
Restricted funds					
Administration (Big Lottery)	34709	150758	(154213)	-	31254
Advice Worker Fund	-	50584	(66934)	16350	-
Community Centre	5743	48682	(44468)	-	9957
ESOL	464	-	-	-	464
ITM	-	57742	(57742)	-	-
Volunteer Co-ordinator	6007	11000	(10984)	-	6023
Families & Young People (CIN)	12021	28804	(38945)	-	1880
Women's Group	-	2972	(2882)	-	90
Anti Destitution Worker fund	-	10000	(8564)	-	1436
Destitution Fund	5542	43432	(31710)	-	17264
One Stop Shop	2800	30300	(33246)	146	-
Supporting Change (Big Lottery)	3942	(3942)	-	-	-
Refugee Futures	3753	26812	(29760)	-	805
	74981	457144	(479448)	16496	69173

Fund descriptions:

Administration (Big Lottery) - meets the cost of salaries of 3 management/admin workers and core costs;

Advice Worker Fund - meets the cost of Advice worker and some core costs;

Community Centre - meets cost of an admin worker and some core costs;

ESOL - Part of costs of ESOL provision;

ITM - costs of two workers, delivery of project and some core costs;

Volunteer Co-ordinator - cost of one worker and some core costs;

Families & Young People (CIN) - cost of one worker and some core costs;

Destitution Fund - consists of donations from supporters and used to alleviate hardship of destitute asylum seekers;

One Stop Shop - cost of one worker and some core costs;

Supporting Change (Big Lottery) - A "one off" grant, Supporting Change and Impact was an initiative helping existing BIG grant holders, helping them to plan future service delivery in a challenging funding environment);

Refugee Futures - cost of one worker and some core costs.

The two transfers from the General fund are to cover deficits on 2 of the restricted funds.

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9. Staff costs and numbers

	2014	2013
	£	£
Wages	276681	286956
Social security costs	21330	23319
Pension	-	-
	298011	310275

No employee received emoluments of more than £60,000.

The average weekly number of employees during the year was 16 (2013: 15).

The charity contributes to a defined contribution pension scheme for nil employees (2013: nil)

10. Analysis of net assets by fund

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Fixed assets	11262	-	11262
Net current assets	76698	69173	145871
	87960	69173	157133

11. Trustees' remuneration, benefits and expenses

Trustees received no expenses, remuneration or benefits in this period.

12. Accountancy services

During the period, the cost of the audit and accountancy services was £4,800 including VAT.

13. Annual commitments under operating leases

The company relocated to new premises in October 2014. Negotiations on the lease continue. There is also one lease for photocopier equipment for £3,148 p.a.

	2014	2013
	Land & buildings	Land & buildings
	£	£
Operating leases which expire:		
Within 1 year	-	-
Within 2 - 5 years	3148	3148
Over 5 years	-	-
	3148	3148