

Asylum Aid

Accounts for the year ended 31 March 2009

Company number: 2513874

Charity number 328729

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Legal and Administrative Information

The charity is a company limited by guarantee, incorporated in England and Wales (no 2513874) and is a registered charity (no 328729). As a limited company, the charity is governed by the Memorandum and Articles of Association.

Members of the Board during the year and to the date of these statements were as follows:

A McDowall (Chair)
T Silcott (Treasurer)
R Bedi (Resigned April 2008)
C Briddick
G Denholm
M Dixon
A El-Hassan (Resigned January 2009)
T Finch (Appointed May 2009)
S Kyambi
A Mann (Resigned January 2009)
B Marsh (Appointed February 2009)
N Ehigie-Obano (Appointed September 2008)
M Salinsky (Resigned January 2009)
T Samuel
E Solomon

Director

Maurice Wren

Registered office and operation address

Club Union House
253-254 Upper St.,
London N1 1RY

Auditors

Gotham Erskine LLP
Chartered Accountants and Registered Auditors
Friendly House, 52-58 Tabernacle Street
London EC2A 4NJ

Bankers

The Co-operative Bank
80 Cornhill
London EC3V 3NJ

National Westminster Bank
PO Box 3AW, 104 Tottenham Court Road
London W1A 3AW

Report of the Board to the Members

For the year ended 31 March 2009

The members of the Board of Trustees who act as directors for Companies Act purposes, and are trustees under the Charities Act submit its report together with the audited accounts for the year ended 31 March 2009. The Board confirms that the annual report and financial statements of the Charity comply with current statutory requirements, and the requirements of the Charity's governing document and the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities (revised 2005)'.

Charitable Purpose

The principal activities of the company are set out in its Memorandum and Articles of Association. The Charity is established for the following purposes for the benefit of those seeking asylum in the UK or those already granted refugee status by UK immigration authorities, and the dependants of such asylum seekers and refugees:

- (A) to relieve their conditions of need, hardship or distress (including by providing them with legal advice and representation)
- (B) to preserve and protect their physical and mental health
- (C) to advance their education and training so as to advance them in life and assist in their rehabilitation within a new community
- (D) to advance public education about the position of asylum seekers and refugees and the situations which give rise to refugee movements.

Appointment of Board

The Board comprises 9 elected and 5 co-opted members. Elected members serve terms of three years, at the end of which they can offer themselves for re-election at the AGM. Board members elected at the AGM to replace members who retired during the course of the year serve the remainder of the three year term of those they are replacing, thereby ensuring that one third of the nine elected places falls vacant at every AGM. Candidates who are not already elected Board members can either be nominated for election in advance of the AGM by Members of Asylum Aid, or can be recommended for election by the Board of the Asylum Aid. At Board meetings between AGMs, Board members may co-opt up to five people for terms that expire at the next AGM.

Organisational structure and decision-making

Asylum Aid's Board of Trustees is responsible for the governance of the charity. The Board meets six times per year, delegating day-to-day, operational management and control of the organisation to the Director. The Board has four sub-committees: the RWRP Advisory Committee, the Finance Committee, the Staffing and Human Resources Committee and the Fundraising and Communications Committee.

Relationships with other parties

Asylum Aid works collaboratively with a wide range of organisations in furtherance of its charitable objects. It is a member of the Asylum Rights Campaign, the Immigration Law Practitioners Association, the 'Still Human, Still Here' campaign, Women for Refugee Women, the Women's National Commission and the Anti Trafficking Legal Project. In addition, during 2008/09, it worked in partnership with Positively Women on the HIV & Immigration Project (HIP), as a member of the European Council for Refugees and Exiles on the development of European asylum policy, as a UKBA and LSC stakeholder and with the UNHCR and the new UKBA Chief Inspectorate.

Report of the Board to the Members (continued)

Volunteers

In 2008/09, Asylum Aid used 5 volunteers in support of our research, information and campaigning work. Their involvement amounted to the equivalent of ten days per week over the year and the Board is greatly indebted to them for the time they commit and the support they provide.

Grant-making policy

Asylum Aid does not make grants to individuals or organisations, other than when grants obtained from charitable trusts on behalf of clients are sent to Asylum Aid for disbursement.

Investment policy

The charity aims to maximise the investment return on its cash holdings through its banking arrangements. This ensures that its funds are readily accessible at all times.

Results

Income for the year of £708,308 (2008: £668,342) was raised and £735,542 (2008: £663,952) expended. The resulting deficit of £27,234 comprises a surplus of £22,225 on unrestricted funds and a deficit of £49,459 on restricted funds.

The Board wishes to record its appreciation of the generosity of all who have supported the charity's activities.

Major funders were:

London Councils	The Legal Services Commission
City Parochial Foundation	Lankelly Chase Foundation
The Barrow Cadbury Trust	Comic Relief
The Sigrid Rausing Trust	Joseph Rowntree Charitable Trust
BBC Children-in-Need	Unbound Philanthropy

Review of activities

Asylum Aid is a leading advocate for the fair treatment of people seeking refugee protection in the UK. It provides free, high quality, legal representation to individuals, and it campaigns for a protection system consonant with our international refugee and human rights convention obligations. It works constructively with Government, as an active stakeholder, and collaboratively with its peer asylum and refugee NGOs.

Asylum Aid is the leading voice on the experience of women who seek protection in the UK, and on the development of legal solutions to the problems faced by refused asylum seekers who are destitute and/or stateless. It is at the forefront of efforts to improve the quality of decision making on protection claims, at all stages of the asylum process, and to broaden access to competent legal representation for all asylum seekers. The charity is highly regarded for the rigour and effectiveness of its legal services, as well as for the authority and credibility of its campaigning and legal policy work.

This report describes the strategic aims of Asylum Aid and the extent to which these were achieved during the year.

Report of the Board to the Members (continued)

The strategic aims of Asylum Aid are fourfold:

- To provide free, accessible, high quality legal services to asylum seekers – responsive to their needs and sensitive to their experience – with a particular focus on the most vulnerable and excluded
- To lobby and campaign for an asylum system based on inviolable human rights principles, ensuring that what we say is firmly rooted in the work we do
- To work with refugee-led and other voluntary sector organisations in the asylum and refugee sector, enhancing their legal services and learning from their experiences
- To develop a stable, well-resourced and purposeful organisation for the benefit of Asylum Aid's stakeholders

Legal Services: The Asylum Aid Casework Team sustained a high success rate throughout the year, achieving a positive outcome in over 55% of the cases on which a conclusion was reached, despite its focus on vulnerable clients and more complex cases. This success rate was linked to the emphasis placed on good client care and to Asylum Aid's commitment to working empathetically with its often traumatised clients. The capacity and scope of the Casework Team was extended during the year with the recruitment of a dedicated Children's Caseworker and of a Solicitor. The reach of the Team was also enhanced with the provision of weekly outreach legal surgeries for destitute asylum seekers, at the Jesuit Refugee Service and the Notre Dame Refugee Centre, and the establishment with strong referral links with the Red Cross Refugee Unit.

The further extension of the scope of legal services was planned during the year, particularly in respect of strategic litigation, for which funding was sought from a number of sources. Asylum Aid also stepped up its work on technical legal policy matters, both in the UK, through its work on proposed changes and revisions to asylum policy and guidance and the asylum appeal tribunal system, and in Europe, through its work as a convenor of the European Legal Network on Asylum (ELENA).

Policy and Campaigning: The year brought some notable advances and achievements on the policy and campaign front, in respect of Asylum Aid's policy priorities. The 'Charter of Rights of Women Seeking Asylum' was launched in October 2008 and soon attracted over 140 endorsements from organisations within and without the asylum field. It provided a means of strengthening the links between NGOs working on behalf of women asylum seekers, and a basis on which a new level of strategic and operational engagement was achieved with the Home Office and the UK Border Agency. Asylum Aid's active involvement in the evaluation of the 'Solihull Pilot', the UKBA initiative designed to test the impact of providing early access to legal representation, bore fruit with the confirmation, in March 2009, that Ministerial approval had been given to a roll out of the Solihull Pilot principles across the Midlands region of the UKBA from 2010 onwards. Our technical engagement and joint working with UKBA on the asylum decision making process, as part of the 'Still Human, Still Here' campaign, led to agreement on range of significant improvements that the UKBA committed to implement and that, in time, should lead to better initial decision making on asylum claims and fewer people being rendered destitute. Similarly, we worked closely with the UNHCR on developing proposals to extend legal protection in the UK to people who are effectively stateless.

Report of the Board to the Members (continued)

These positive steps were a reflection of the extent of Asylum Aid's success during the year in strengthening the links between its legal services and its policy and campaign work, which remains firmly rooted in the evidence, and the understanding, of how the asylum system works that is generated, daily, by our caseworkers. They also reflect the extent to which our commitment to working constructively with Government reinforces our credibility in the eyes of the UKBA officials and leads to positive and mutually beneficial advances.

On the research front, Asylum Aid published new reports on the discriminatory application of internal relocation arguments in women's asylum cases and, jointly with The Poppy Project, on the treatment of trafficking survivors who make asylum claims. In both cases, the reports provided the basis for lobbying of and engagement with UKBA officials. Lobbying of the Judicial Studies Board was also undertaken with the aim of ensuring the inclusion of gender guidance for Immigration Judges in the revision of the Equal Treatment Bench Book.

Working with Peers: Asylum Aid continued to invest in co-operative and collaborative work with peers across the asylum and refugee sector, through the development of the Asylum Rights Campaign; the 'Charter of Rights of Women Seeking Asylum' campaign; the 'Still Human, Still Here' campaign; through the HIV and Immigration Project partnership and the development of the BMER Advice Network; and through the training provided to and referral protocols established with a broad range of agencies and organisations working with asylum seekers. This commitment to effective joint working is rooted in Asylum Aid's understanding that, as a relatively small organisation of 17 staff, it is vital to combine with peers and partners to add value to and maximise the impacts of its work.

Organisational Health: The underlying organisational strength of Asylum Aid was reflected in the substantial growth, at the year end, of our unrestricted, or free, reserves, even though the charity had increased its salary costs by 10% in the year by implementing the recommendations of a remuneration review. This positive financial performance was achieved by the maintenance of effective cost controls across the organisation, as well as the generation of substantial unrestricted funds, particularly from individual supporters who contributed 13% of total income, despite it being a period of severe economic recession and retrenchment.

This fundraising success was consolidated during the year with the decision to invest in the business management of the charity. The post of Operations Manager was upgraded to management team level and given responsibility for overseeing our financial management and control functions, in order to release more senior level resources for strategic planning and major trust fundraising. Funding was also secured for a dedicated communications and public affairs post, in order to enable the charity to raise its profile, particularly outside the asylum movement, thus increasing its fundraising potential.

The new Operations Manager post was also given the responsibility for co-ordinating our human resources policies and procedures, with the aim of ensuring that the charity achieves best practice in its employment terms and conditions, and for providing the charity with more proactive facilities and premises management.

Report of the Board to the Members (continued)

The governance infrastructure of the charity was strengthened with the co-option of more, high calibre, Trustees onto the Board during the year. This then enriched the strategic planning undertaken by the Board and senior management during the year which set a clear and distinct path for the development of the charity over the next three years.

Future Plans

Responding to changes in Asylum Aid's operating environment, particularly in respect of the continuing diminution in the overall supply of higher quality, specialist, legal representation for asylum seekers and refugees, the charity is committed, over the next three years, to increasing its litigation capacity and raising its profile, both as a means of strengthening its advocacy on behalf of individual beneficiaries, and in order to challenge and test the application and impact of new asylum policy and legislation. By achieving the greater integration of its legal and its campaigning activities, Asylum Aid's intention and goal over the next three years is to maximise the influence and the impact of its advocacy, without necessarily expanding the size and the cost base of the charity.

Public Benefit

The Trustees confirm that they have referred to the Charity Commission's general guidance on Public Benefit when reviewing and shaping the charity's aims and objectives for the year and planning its future activities. The charity works to ensure that its advocacy work is inclusive, accessible and responsive to the needs of its beneficiaries and is confident that this commitment is not only reflected in its aims and objectives, but is also expressed in both its service provision and its campaigning and lobbying activities.

Risk review

Trustees were active in appraising the risks that a small charity, working on an unpopular cause is always likely to face, and in ensuring that the organisation has in place the strategies and plans for mitigating these risks. The Board focused, in particular, on the financial management and control systems of the organisation, which led to a review of these systems by the accountants JS2 and to the approval of the proposal to upgrade the role and financial responsibilities of the Operations Manager, with the aim of enhancing the 'checks and balances' that feature in the system.

Asylum Aid's approach to risk appraisal was approved by Trustees as part of its annual review of the Business Plan of the charity. The main sources of risk were confirmed as: finance; reputation; human resources; governance; infrastructure and external environment and Trustees approved the risk management plan that specifies the steps that Asylum Aid takes to manage the risks it faces and where responsibility lies for overseeing those risks.

Reserves policy

Asylum Aid's long term aim is to generate operating surpluses that, over time, will enable the charity to achieve a level of unrestricted or 'free' reserves equivalent to three months running costs. Trustees approved a target date of 2012 for the achievement of this level, though they recognised that the present operating environment for small charities, particularly those advocating on behalf of unpopular causes, is febrile and unpredictable.

Asylum Aid's reserves policy requires the maintenance of a level of 'free' or unrestricted reserves, sufficient to enable the charity to meet all its legal and contractual commitments, in the event of a threat arising to the future viability of the charity, and to cope with unforeseen and unavoidable demands on its resources, for which there is no specific budgetary provision.

Report of the Board to the Members (continued)

The target level for unrestricted reserves therefore aims to make adequate provision for:

- Any falls in income resulting from the loss of key grants and the failure to achieve fundraising targets;
- The cost of terminating staff contracts in the event of the charity ceasing to trade;
- The general day-to-day running expenses of the charity for three months;
- The costs of terminating contractual commitments where the liability extends beyond three months;
- The need to make long term, strategic, investments in the charity to ensure its future viability;
- The potential need to meet unforeseen and unbudgeted demands, which, if not funded, would jeopardise the viability of the Charity, or the ability of the Charity to operate in accordance with its legal obligations.

In determining the specific reserves target, Trustees reaffirmed their view that excessive sums held in reserve are neither in the interests of the charity, nor those of the clients and service users reliant on the work of Asylum Aid.

In confirming the reserves policy, Trustees committed to keep the 2012 target under review, taking account of Asylum Aid's funding and fundraising performance during the year and of funding trends in the voluntary sector. The charity held free reserves of £154, 117 at 31 March 2009, which represents 18% of projected income for 2009/10.

Trustees' responsibilities

Company law requires the directors to prepare accounts for each financial year which give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing those accounts, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and Statements of Recommended Practice have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees have overall responsibility for ensuring that the Charity has an appropriate system of controls, financial and otherwise. The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 1985. 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.

The accounts comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice – Accounting and reporting by Charities.

The Directors have confirmed that, so far as they are aware, there is no relevant audit information of which the Company's auditors are unaware, and that they have taken all the steps that they ought to have taken as directors in

Report of the Board to the Members (continued)

order to make themselves aware of any relevant audit information and to establish that the Company's auditors are aware of that information.

Small company special provisions

The report of the Directors has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Auditors

The auditors, Gotham Erskine LLP have indicated their willingness to continue in office and offer themselves for reappointment under Section 385 (2) of the Companies Act 1985.

By Order of the Board

A handwritten signature in black ink, appearing to read 'Annie McDowall', with a stylized flourish at the end.

ANNIE McDOWALL

Chair

Date: 7th October 2009

Independent Auditors' report to the members of Asylum Aid (registered company no. 2513874)

We have audited the financial statements of Asylum Aid for the year ended 31st March 2009 which comprise Statement of Financial Activities, the Balance Sheet and the related notes. These financial statements have been prepared under the accounting policies set out therein and the requirements of the Financial Reporting Standard for Smaller Entities (effective January 2007).

This report is made solely to the charity's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the charity's Board 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 charity and its Board of Trustees, as a body, for our audit work, for this report, or for the opinion we have formed.

Respective responsibilities of Trustees and auditors

As described in the Statement of the Trustees' Responsibilities, the Trustees who are also the directors of Asylum Aid for the purposes of company law, are responsible for the preparation of the Board's Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We report to you whether, in our opinion, the information given in the Board's Annual Report is consistent with the financial statements. We also report to you if, in our opinion, the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding Board Members' remuneration and transactions are not disclosed.

We read the Board's Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the Board in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurances that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Independent Auditors' report to the members of Asylum Aid (continued)

Opinion

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities of the state of the charity's affairs as at 31st March 2009 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Board's Annual Report is consistent with the financial statements.



GOTHAM ERSKINE LLP
Chartered Accountants and Registered Auditors
Friendly House, 52-58 Tabernacle Street
London EC2A 4NJ
Date: 30 October 2009

Statement of financial activities
Incorporating the income and expenditure account
For the year ended 31 March 2009

	Notes	Unrestricted Funds £	2009 Restricted Funds £	Total Funds £	2008 Total Funds £
Incoming resources					
Voluntary income					
Donations and grants	2	77,974	409,091	487,065	460,768
Membership and supporters		55,939	-	55,939	52,478
Activities for generating funds					
Rental income		12,600	-	12,600	9,450
Interest receivable		2,300	-	2,300	7,919
Incoming resources from charitable activities:					
Grants and contracts	3	87,710	59,818	147,528	134,250
Other income		2,876	-	2,876	3,477
Total incoming resources		239,399	468,909	708,308	668,342
Resources expended					
Costs of generating funds					
Cost of generating voluntary income		69,689	-	69,689	67,036
Charitable expenditure					
Advice, information and casework		79,394	508,368	587,762	503,922
Policy & campaigns		52,224	10,000	62,224	78,326
Governance		15,867	-	15,867	14,668
Total resources expended	4	217,174	518,368	735,542	663,952
Net incoming / (outgoing) resources	7	22,225	(49,459)	(27,234)	4,390
Total funds at 1 April		143,161	162,823	305,984	301,594
Total funds at 31 March		165,386	113,364	278,750	305,984

All amounts relate to continuing activities.

There were no recognised gains or losses for 2009 and 2008 other than those included in the Statement of Financial Activities.

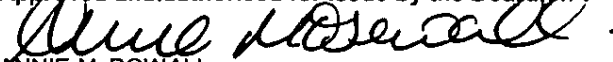
The accompanying notes form an integral part of these financial statements.

Balance Sheet
As at 31 March 2009

	Notes	2009 £	2008 £
Fixed assets			
Tangible assets	8	11,269	4,139
Current assets			
Grants receivable		79,242	50,660
Income tax recoverable		6,387	4,536
Other taxes recoverable		2,942	-
Other Debtors		20,730	65,501
Prepayments		30,869	3,026
Cash at bank and in hand		226,261	239,104
		<u>366,431</u>	<u>362,827</u>
Creditors: amounts falling due within one year			
Trade creditors		20,067	5,598
Other creditors		46,878	42,786
Accruals		12,540	12,598
Deferred income		19,465	-
		<u>98,950</u>	<u>60,982</u>
Net current assets		<u>267,481</u>	<u>301,845</u>
Net assets		<u>278,750</u>	<u>305,984</u>
Represented by			
Unrestricted funds			
General fund	9	154,117	139,022
Designated fund	9	11,269	4,139
		<u>165,386</u>	<u>143,161</u>
Restricted funds	9	<u>113,364</u>	<u>162,823</u>
		<u>278,750</u>	<u>305,984</u>

The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007).

Approved and authorised for issue by the Board on 7th October 2009


ANNIE McDOWALL
Chair

The accompanying notes form an integral part of these financial statements.

Notes to the accounts For the Year Ended 31 March 2009

1 Accounting policies

a) Basis of accounting

The accounts have been prepared in accordance with the historical cost convention of accounting and are in accordance with applicable accounting standards and comply with the Statement of Recommended Practice, 'Accounting and Reporting by Charities,' (SORP 2005).

b) Cashflow statements

The company has taken advantage of the exemptions in Financial Reporting Standard 1 from the requirement to produce a cashflow statement on the grounds that it is a small company

c) Capitalisation and depreciation of tangible fixed assets

All assets costing more than £300 are capitalised.

Depreciation is provided on all fixed assets, at rates calculated to write off the cost of each asset over its estimated useful life at the following rates:

Fixtures and fittings	- 25% of cost per annum
Office equipment	- 33% of cost per annum

d) Taxation

The company as a registered charity has no liability to taxation on any surplus of income over expenditure.

e) Incoming resources

Voluntary income and donations are accounted for on a receivable basis by the charity. Grant income is accounted for on an accruals basis whenever practical. Legacies are accounted for on a receivable basis where there is certainty of receipt.

Funding received with conditions as to the delivery of outputs is included in Incoming Resources from Charitable Activities, and grants and donations from charitable funders is treated as Voluntary Income.

f) Resources expended

Resources expended are recognised in the period in which they are incurred. They include attributable VAT which cannot be recovered.

Grants payable to partner organisations are included in the SOFA when payment has been agreed.

Resources expended are allocated to the particular activity where the cost related directly to that activity. Support costs comprising salary and overhead costs of the central function are apportioned to each activity on the basis of staff time.

Governance costs represent costs attributable to the management of the charity's assets, organisational administration and compliance with constitutional and statutory requirements.

Notes to the accounts (continued)

g) Funds

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available to general funds.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.

h) Pension

The Charity operates a CIS stakeholder pension plan scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year.

i) Work in progress

Work in progress is valued as the expected recoverable value of unbilled Legal Services Commission work at the year-end. It is included within grants receivable on the balance sheet.

Notes to the accounts (continued)

2 Donations and grants

	Unrestricted £	2009 Restricted £	Total £	2008 Total £
Bromley Trust	-	-	-	10,000
Goldsmiths	-	-	-	5,000
Community Fund – Positively Women	-	11,761	11,761	12,500
Sigrid Rausing Trust	-	140,000	140,000	192,900
Joseph Rowntree Charitable Trust	-	37,995	37,995	37,642
Unbound Philanthropy	-	28,291	28,291	20,000
Barrow Cadbury Trust	-	10,000	10,000	26,455
Comic Relief	-	50,000	50,000	50,000
City Parochial Foundation	-	30,000	30,000	30,000
Leigh Trust	-	5,000	5,000	7,000
Lloyds TSB Foundation	-	17,845	17,845	-
Hilden Trust	6,000	-	6,000	6,000
Evan Cornish	5,000	5,000	10,000	-
Lankelly Chase	-	24,000	24,000	-
BBC Children in Need	-	31,699	31,699	-
Jesuit RS	-	10,000	10,000	-
Other grants and donations	66,974	7,500	74,474	63,271
	<u>77,974</u>	<u>409,091</u>	<u>487,065</u>	<u>460,768</u>

Notes to the accounts (continued)

3 Grants and contracts

	Unrestricted £	2009 Restricted £	Total £	2008 Total £
Legal Services Commission	87,710	-	87,710	74,250
London Councils	-	59,818	59,818	60,000
	<u>87,710</u>	<u>59,818</u>	<u>147,528</u>	<u>134,250</u>

The revenue grants from the London Councils were awarded for salary and running costs and were used for the purpose given.

Notes to the accounts (continued)

4 Analysis of total resources expended

	Cost of generating funds £	Advice & Information £	Policy & Campaigns £	Governance £	Total 2009 £	Total 2008 £
Staff costs and consultancy	51,093	368,271	27,732	7,021	454,117	408,895
Staff training	-	6,610	-	-	6,610	4,810
Interpreters & translators	-	22,446	-	-	22,446	13,099
Expert reports	-	12,187	-	-	12,187	12,010
Travel	-	4,751	14	-	4,765	6,792
Library materials	-	1,439	-	-	1,439	2,910
Printing reports	-	2,470	11,776	-	14,246	13,369
Membership expenses	95	-	2,551	-	2,646	234
Audit	-	-	-	6,000	6,000	4,800
Other	-	1,658	228	-	1,886	4,078
Support costs (see below)	18,501	167,930	19,923	2,846	209,200	192,955
	<u>69,689</u>	<u>587,762</u>	<u>62,224</u>	<u>15,867</u>	<u>735,542</u>	<u>663,952</u>
Support costs have been apportioned to activities on the basis of staff time	9%	80%	10%	1%	100%	

5 Support costs

	Cost of Generating Funds	Advice & Information	Policy & Campaigns	Governance	Total 2009 £	Total 2008 £
Staff costs and consultancy					42,177	41,596
Rent and other premises costs					70,864	70,925
Other office costs					27,052	31,949
Accountancy					15,377	13,835
Printing & materials					4,574	1,690
Legal & professional					-	30
Insurance					2,170	2,538
IT costs					9,077	6,568
Other charges					7,096	3,176
Irrecoverable VAT					23,334	16,320
Depreciation					7,479	4,328
					<u>209,200</u>	<u>192,955</u>

Notes to the accounts (continued)

6 Staff Costs

	2009 £	2008 £
Staff costs are as follows:		
Wages and salaries	427,134	386,954
Social security costs	44,557	39,764
Pension contributions	13,269	11,315
Temporary staff and consultancy	8,067	8,195
Recruitment	1,926	573
Travel	5,998	6,892
Training	7,664	4,809
Other	1,341	917
	<u>509,956</u>	<u>459,419</u>

No employees earn in excess of £60,000.

The Charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £13,269 (2008 – £11,315). Contributions totalling £1,052 (2008 – £1,200) were payable to the fund at the balance sheet date and are included in creditors.

The average number of persons employed by the charity during the year was as follows:

	No	No
Director	1	1
Service Managers	3	3
Caseworkers	5	4
Policy Officer	1	1
Fundraising Officer	1	1
Research & Information	2	2
Resources Management	1	1
Administration	1.5	1.5
	<u>15.5</u>	<u>14.5</u>

The members of the Board received no fees or emoluments for their services (2008 – nil). No member of the Board received reimbursement of expenses (2008 – nil).

Notes to the accounts (continued)

7 Net incoming/outgoing resources for the year

This is stated after charging:

	2009 £	2008 £
Depreciation	7,479	4,328
Auditors' remuneration		
- audit services	6,000	4,800
- payroll services	1,420	1,280
- VAT advice	300	-
	<u> </u>	<u> </u>

8 Fixed assets

All fixed assets are held for the use of the charity for direct charitable purposes.

	Fixtures and fittings £	Office Equipment £	Total £
Cost			
Brought forward at 1 April 2008	3,972	30,560	34,532
Additions	512	14,097	14,609
Disposals	-	(10,043)	(10,043)
Carried forward at 31 March 2009	<u>4,484</u>	<u>34,614</u>	<u>39,098</u>
Depreciation			
Brought forward at 1 April 2008	1,743	28,650	30,393
Charge for the year	871	6,608	7,479
Disposals	-	(10,043)	(10,043)
Carried forward at 31 March 2009	<u>2,614</u>	<u>25,215</u>	<u>27,829</u>
Net book value			
Carried forward at 31 March 2009	<u>1,870</u>	<u>9,399</u>	<u>11,269</u>
Brought forward at 1 April 2008	<u>2,229</u>	<u>1,910</u>	<u>4,139</u>

Notes to the accounts (continued)

9 Movement in Funds

	Funds Brought Forward 1 April 2008 £	Income £	Expenditure £	Transfers £	Funds Carried Forward 31 March 2009 £
Restricted					
Refugee Women's Resource Project	40,833	229,941	(229,941)	-	40,833
Policy & Communications	-	10,000	(10,000)	-	-
Casework and appeals	103,324	187,490	(236,949)	-	53,865
Finance and administration	18,666	41,478	(41,478)	-	18,666
Total restricted funds	162,823	468,909	(518,368)	-	113,364
Unrestricted					
Designated fixed asset fund	4,139	-	-	7,130	11,269
Total designated funds	4,139	-	-	7,130	11,269
General	139,022	239,399	(217,174)	(7,130)	154,117
Total unrestricted funds	143,161	239,399	(217,174)	-	165,386
Total funds	305,984	708,308	(735,542)	-	278,750

Restricted Funds

Refugee Women's Resource Project

Positively Women Funding the delivery of an outreach advice, representation and training service as part of the Housing and Immigration Project (HIP)

Joseph Rowntree Charitable Trust Funding the salary of the post of the RWRP Research & Policy Officer.

Sigrid Rausing Trust Funding salaries and running costs of a RWRP Caseworker, in part, and the RWRP Country Information Officer

Notes to the accounts (continued)

London Councils	Funding in part the salary of a RWRP Caseworker
Comic Relief	Funding the salary and on-costs of a RWRP Caseworker and, in part, of the RWRP Co-ordinator
Unbound Philanthropy	Funding, in part, the salary and on-costs of the RWRP Co-ordinator
<i>Policy & Communications</i>	
Barrow Cadbury Trust	Funding the salary and on-costs of a Policy & Communications Officer
<i>Casework</i>	
London Councils	Funding the salary and on-costs of a generalist Caseworker
Sigrid Rausing Trust	Funding the salary and on-costs of an Appeals Caseworker
City Parochial Trust	Funding, in part, the salary of the Casework Manager
<i>Finance and Administration</i>	
Sigrid Rausing Trust	Funding organisational overheads, including finance and management costs
<i>Designated funds</i>	
Fixed asset fund	Represents the unrestricted element of the net book value of fixed assets and is not freely available for the use of the charity.

Notes to the accounts (continued)

10 Analysis of Net Assets Between Funds

	Unrestricted £	Restricted £	Total £
Fixed Assets	11,269	-	11,269
Current Assets	233,602	132,829	366,431
	<u>244,871</u>	<u>132,829</u>	<u>377,700</u>
Less: Current Liabilities	(79,485)	(19,465)	(98,950)
	<u>165,386</u>	<u>113,364</u>	<u>278,750</u>

11 Status

The company is limited by guarantee and is a registered charity, number 328729. In accordance with the Memorandum and Articles of Association every member of the company undertakes to contribute an amount not exceeding £5 in the event that the company is wound up while he or she is a member or within one year after ceasing to be a member.

12 Financial commitments

The Charity had the following annual commitments expiring:

	Property £	2009 Other £	Property £	2008 Other £
Within one year	67,000	-	-	-
Between one and two years	-	-	67,000	-
Between two and five years	-	2,450	-	1,682
	<u>67,000</u>	<u>2,450</u>	<u>67,000</u>	<u>1,682</u>