



Annual Report

2021

(April 2020 – March 2021)

'A world where refugees and asylum seekers
are included, accepted and supported by
society'

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Reference and administrative details

Charity name	Bedfordshire Refugee and Asylum Seeker Support (BRASS)
Registered Charity Number	1096874
OISC Number	N200100432
Office address	27b Tavistock Street Bedford, MK40 2RB

Staff

Brian Cunningham, Coordinator
Heather Jones, Integration Officer (retired January 2021)
Nadia Laribi, Syrian Resettlement Worker (left October 2020)
Wafia Ahmed, Syrian Resettlement Worker (started November 2020)
Jon Howton, Benefits Adviser (until October 2020) and Finance Officer
Lara McCormack, Benefits Adviser (started October 2020)
Rani Sheemar, Finance Manager
Pat Porter, Admin Assistant
Sharifullah Dorani, Immigration & Employment Adviser
Helena Maddock, Immigration & Employment Adviser

Current & Recent Volunteers

Abeer Ahmed	Irina Foster
Aisha Gooding	John Blakey
Andrea Jones	John Osman
Anita Hamrouni	Krystal Heath
Anita Hanwell	Michelle Thomas
Annie Doise	Mahmoud El Sayed
Ash Ali	Mona Sulieman
Babs Vine-Blakey	Nabil Chabaan
Baraah Atef Abdula	Nacera
Bekkie Hart	Nadia Gasmi
Benedict Heal	Nicola Harbour
Bob Edwards	Nicola Lindsay
Caroline Forni	Pam Hider
Catherine Veitch	Patricia Porter
Cathy Wood	Peter Jones
Chris Hilliard	Rachel Goodge
Claudia Zugno	Rainy Blair
David Porter	Sabina Billing
David Thomas	Sally Hilliard
David Whittome	Sally Monkman
Doha Alneser	Sharifullah Dorani
Doreen Richardson	Shubham Kalyan
Elena Gualco	Sidney Miller
Elizabeth Ridley	Silvia Borelli
Gary Sutcliffe	Sue Horn
Gordon James	Sumana Carlton-Smith
Helena Maddock	Sylvia MacDowell

Trustees

Morris Johns (Chair)

Victoria Hilliard (Vice Chair)

Cathy Moorhouse

John Lehal (Treasurer)

Sanja Radic (Secretary)

James Biggs

Structure, Governance and Management

Governing Document

BRASS is a registered charity governed by a constitution that was adopted on 1st October 1999 and then revised on 18th September 2002 and 5th March 2003. BRASS is a non-political, voluntary organisation, established for the benefit of refugees and asylum seekers in the County of Bedfordshire to assist in the relief of poverty, hardship or distress.

Organisational Structure

BRASS employs 2 full-time members of staff; a Project Co-ordinator overseeing day to day business and a Resettlement worker supporting Syrian Refugees who have been resettled in Bedford as part of the government's resettlement programme. We also employ a number of part time staff; an Integration Officer, a Benefits Adviser, 2 Immigration Advisers, 2 Employment Advisers, a Finance Manager and Officer and Administrative staff. Staff are supported by a team of dedicated volunteers, making our services excellent value for money. Services are delivered from a town centre, local government owned property leased by BRASS. A board of skilled and experienced trustees drawn from the local community oversee and govern services.

Recruitment and Appointment of Trustees

BRASS recognises that the recruitment and selection of new trustees can strongly influence our future effectiveness. The organisation aims to follow good practice in this field as well as the provisions of our constitution. All BRASS trustees are elected at the Annual General Meeting or are co-opted. When looking to recruit new trustees, the committee will attempt to fill any gaps in skills, knowledge and experience of our current trustees and reflect the diversity of the communities in which we operate. We will use the most appropriate ways of recruiting new trustees, including local networks and advertising. We will prepare role descriptions for trustees, ensure that all potential trustees meet all eligibility criteria and ask all potential trustees about any possible conflicts of interest.

All trustees will be invited to complete a nomination/co-option form so that their nomination can be presented at the Annual General Meeting or the next Executive Committee. They will then be invited to meet with the chairperson to discuss their nomination and this discussion will be recorded on their nomination paper and then, once accepted, their name and details will be given to the Charities Commission.

Relationships with other organisations

BRASS believes that by building capacity through partnership working we can facilitate sustainability of service provision. The work of BRASS complements other services through the co-ordinator's involvement with The Equalities and New Migration Partnership and the Bedfordshire Advice Forum – local multi-agency forums where issues are raised, information exchanged and partnership

solutions explored. BRASS is a key participant in the organisation of the annual Bedford Refugee Week which holds events to raise awareness of the issues facing refugees and asylum seekers.

BRASS has strong working relationships with local organisations so that individuals can get support from the organisation best placed to provide it. Luton Law Centre has qualified solicitors and case workers who take referrals from BRASS and provide telephone support to BRASS advisers. There is cross referral of clients between BRASS and the Citizen's Advice Bureau and the Polish British Integration Centre. BRASS makes referrals to the local MP Mohammad Yasin who helps with representations to the Home Office for specific cases. Referrals are received from the Social Care Team, which is responsible for unaccompanied under 18 asylum seekers, for both advice at the drop-in and English tuition. Community Voluntary Service (CVS) provides a regular supply of enthusiastic and committed volunteers and Bedford Borough Council supports BRASS and contributes to Refugee Week. Bedfordshire Rural Communities Charity supports our tutoring project by carrying out the relevant DBS checks.

BRASS works in partnership with both local and national charities. Advice and support are provided by the Refugee Council, which is the largest refugee agency in the UK. BRASS has an arrangement with the Red Cross whereby they provide BRASS with vouchers which can be given to needy clients to spend on clothes at Red Cross shops and help with travel expenses to the nearest immigration solicitors in Luton.

Supporting the local voluntary sector and working towards some financial self-sustainability has become an important part of the organisational ethic.

Risk management

The main risk this year has been Covid. We therefore switched to phone advice with face to face meetings only when absolutely necessary and with Covid measures in place including plastic screens, face masks, sanitisers, social distancing and good ventilation. We have had to much reduce our social activities but have sought to replace them with virtual activities wherever possible.

We ensure that our health and safety policy, fire risk assessment and fire safety management plan are regularly reviewed and updated. The building and our services are appropriately insured to safeguard the organisation and volunteers with the tutoring project are subject to DBS checks in order to protect our clients. Our drop-in advice service is regulated by the Office of the Immigration Services Commission (OISC) and we are regularly audited.

As with other small charities, BRASS is affected by external factors, particularly in terms of the economy and legal changes affecting asylum seekers and refugees. The economic situation nationally continues to affect fundraising and BRASS is coming to the end of an extended 5 year grant from the National Lottery Community Fund which has provided a significant level of security to the charity and we are now beginning the process in applying for another grant. BRASS continues to seek and secure other grants which allow us to maintain and

expand our services. BRASS has had 2 members of staff successfully qualify for OISC level 1. They are supervised by a member of staff qualified to level 2. In addition, it is important for BRASS that we are able to provide volunteers with training and progression in return for their commitment. BRASS is also affected by media coverage of refugees and asylum seekers. This can result in increased interest in helping our clients, but it can also have a negative impact when prejudice against refugees and asylum seekers increases.

Internally, BRASS has a group of committed trustees with skills and experience that can help with the development of the organisation. We have now recruited a treasurer which was a gap in the committee. The National Lottery Community Fund grant provides longer term stability for our staff and the ability to expand the number of staff we employ and therefore the capacity to expand our services. Our success in fundraising also presents some challenges as many trusts will only fund an organisation for a limited time, which means we have to be increasingly proactive in seeking funders. We are fortunate to have a good number of committed volunteers, enabling us to provide reliable and high-quality services beyond our drop-in advice service.

The organisation has a policy to hold financial reserves of six months, a level which we have now achieved and exceeded.

Chair's Report



The year has proved to be very strange and abnormal. The Covid-19 crisis meant that, in line with other charities, most of the activities of BRASS were affected. We tried to compensate by using alternative strategies wherever possible, and ensuring that our clients were aware of the available help.

Our staff have been wonderful and buckled down to cope with the new realities. Sadly, all the fun events like trips to sea in Hunstanton, and the Christmas party, had to be cancelled. Of course we are hoping that Covid related problems will be contained if not completely overcome, and that life will be back to normal soon.

Nevertheless, BRASS has met most of its objectives through alternative routes. We are determined, more than ever, to make Bedford a place where people from all over the world can live together in harmony.

We appreciate all our funders and people who have supported us, our dedicated volunteers, trustees and most of all our staff.

We are particularly proud of working in co-operation with other organizations in Bedford, like Bedford Borough Council, to make the lives of our clients more comfortable and secure.

I would also like to acknowledge the part played by my illustrious predecessor Veta Hudson-Rae who touched the hearts of so many people and continued to advance the interests of many vulnerable and marginalised communities. She was a star, arriving in Bedford in a different era in 1950s, making Bedford her home, and devoting her life to improving the lives of all Bedfordians. She will be sorely missed by BRASS as well as many other organisations in the town.

Co-ordinator's Report

It has been a very different year for BRASS this year with Covid nationally and with the surge in numbers in Bedford and then the new variant. So thinking of our staff and clients, we have played it carefully and kept our offices mostly closed and giving advice by phone, with different days for different types of help, answered by different appropriate staff, with clients being seen in person where it was felt necessary.



Our offices having been equipped to reduce the Covid risk. But mostly our staff have been working from home where possible and gradually, as Covid has gone on, we have equipped our staff with laptop computers and work phones to allow them to help our clients with minimum risk to both staff and clients.

There have been some staff changes. Heather our Integration officer has retired, as has our Syrian Support worker Nadia. Jon has gone down to one day a week. We have been joined by Wafia as our Refugee Family Support Officer and Lara as our Benefits Adviser. We have also joined a new East of England project, enabling us to give Helena and Sharif extra days as Employment Advisers.

Our social activities were mostly put on hold this year, so sadly no usual and very popular coach trips to Hunstanton or cultural coach trips of the previous year. And sadly, no Christmas party which had also proved increasingly popular in previous years. There was no Women's Knit and Natter group this year. But we did take care to stay in touch with our clients and offer online befriending.

We provided some online activities for Refugee Week including a virtual refugee-related quiz. We put out a series of seven recipes for home breadmaking, which was proving popular at the time, with recipes from seven countries from where many of our clients originally came. We also put out refugee relevant booklists for both adults and children.

Our one to one tutoring and small classes also came to a halt initially but we have been gradually building up tutoring virtually and assisting our tutors and clients to do this.

Our Syrian refugee project had new families mostly put on hold due to travelling restrictions, with fewer arriving this year. But we are now up to 21 families. We hear this national project may be expanded to refugees from other countries in the future.

Our Refugee Family Reunion Project continued in partnership with the Legal Department of the University of Bedford with clients coming in under Covid rules and but also virtually which was sometimes better for clients who, in the past, have had to travel long distances to come and see us. This is a positive development we may continue with in the future.

Service Updates

Drop-in Report

We have had a marked decrease in drop-in figures as throughout this year as our drop-in has been closed. At the beginning of lockdown we switched to telephone advice. There was then a significant drop in numbers of enquires.

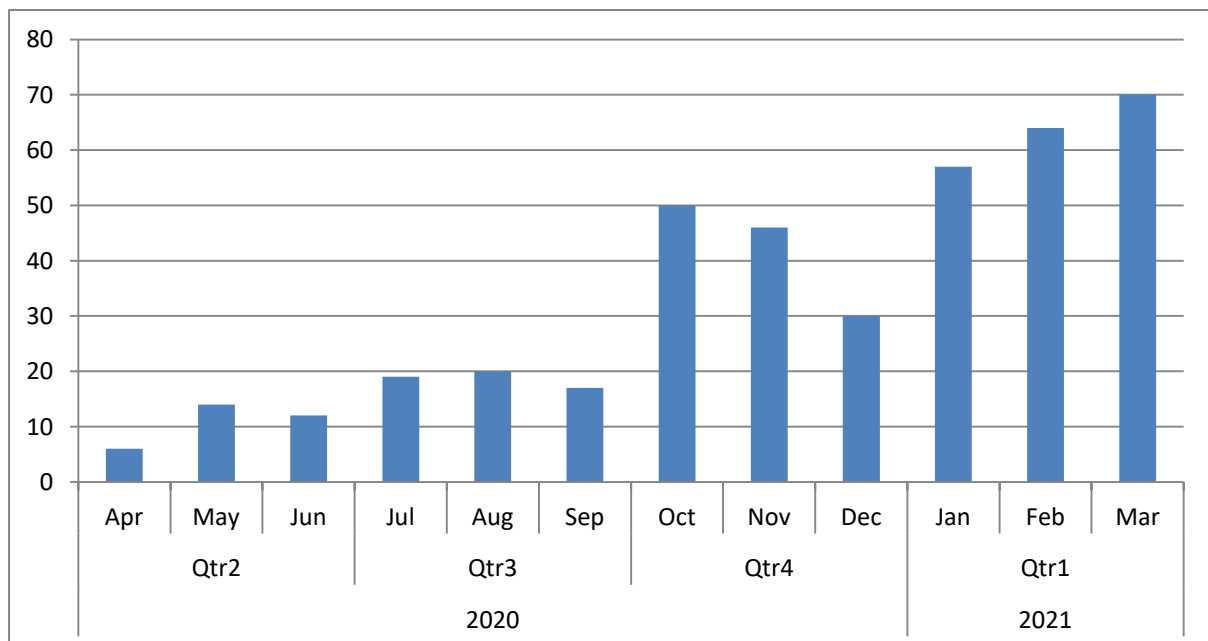
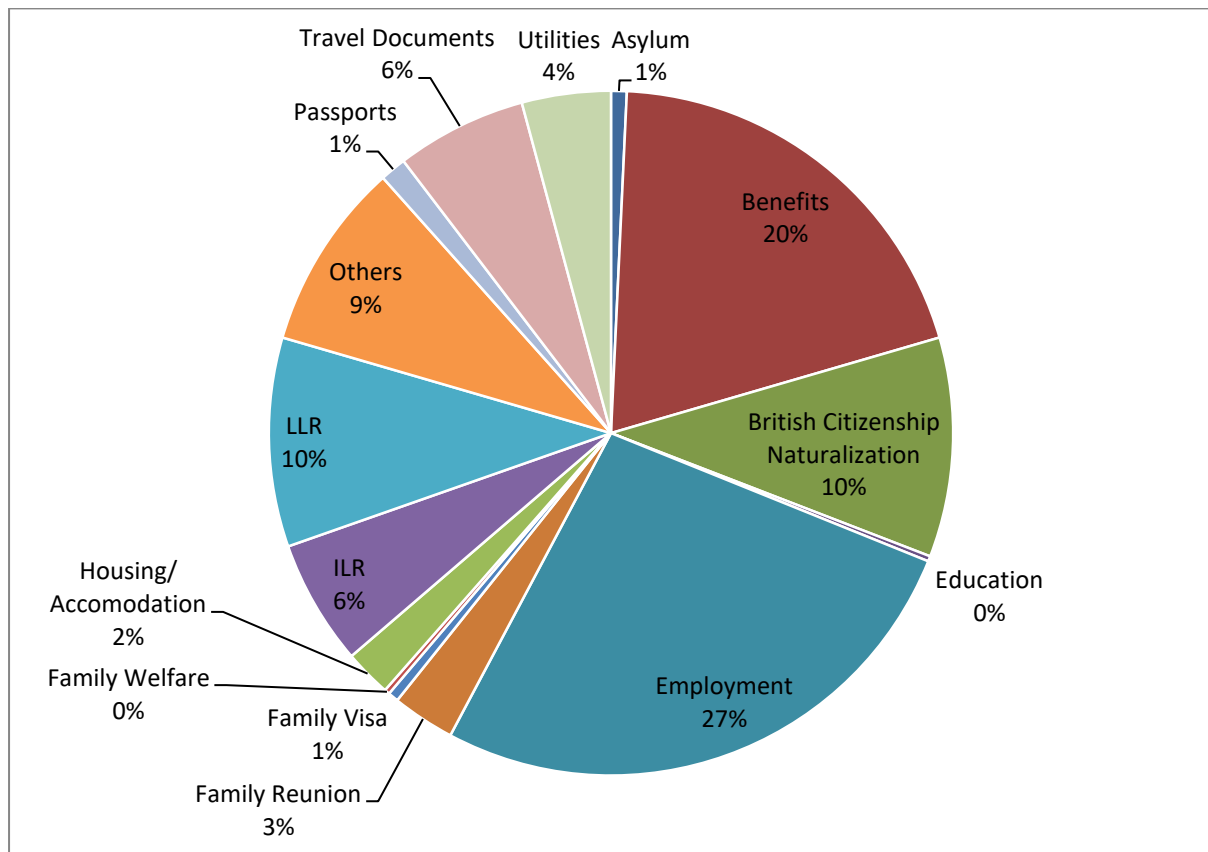
Whereas during drop-in, clients would come to the office with more than one enquiry, at the early stages of lock down they tended to ask only about one urgent problem rather than talk through their problems generally. At first we did not have access to the office and the database, we gradually managed to supply our staff with home laptops that meant that they could later on access our database though, across the year, the figures were reduced as mentioned above.

The Home Office put a hold on all immigration matters they were dealing with which also greatly reduced our immigration enquires for a considerable part of the year.

We started to see clients in the office towards the end of the year, but with the growing numbers of cases in Bedford and the rapid spread of the new variant we limited this to clients who definitely needed face to face meetings in order to protect our clients and staff.

As we became better at recording cases through use of laptops and received more questions on immigration matters as the Home Office started proceedings again with us seeing some clients face to face, the numbers did increase towards the end of the year and we think will continue to do!

Drop-in enquiries 2020-2021



Case Studies - Immigration

'We have been supporting a client since 2014. In early 2020 she came for help with applying for naturalisation. She said she had passed the necessary tests but could not afford to pay for the biometric appointment as well as the visa. She agreed to contact us when she had saved up enough money. It then became apparent that she had not actually passed the English test requirement so I provided advice on how to do that. She called in the summer of 2020 but we were not seeing any clients in person at that point and she was happy to wait to apply until we were able to do so. In January 2021 it was agreed that we could process these applications over the phone so I called her and started the process. She was able to submit her application at the end of the month and was extremely grateful for our help.'

'The Home Office refused Mr O's application for naturalisation. We helped him re-apply to the Home Office, and after about three months, he received a letter from the Home Office notifying him that his application was successful. He was very thankful to BRASS, saying that the hard work we put into preparing his application paid off, or he might have been again refused.'

Case Studies - Employment

'I have received thank you messages from dozens of our clients, especially from our Afghan Community, for BRASS's English and other online courses that we provide as part of our Employment Scheme. Those courses have enabled clients to stay safe (from Covid-19) in the comfort of their home and join the online courses. They were also able to study vocational/practical courses, such as Childcare, Driving Theory, Computing, etc.

For one student who had limited English, one-on-one classes were given. Mr H was pleased, and his teacher confirmed that she would kindly restart the classes with Mr H.'

VPRS (Vulnerable Persons Resettlement Scheme)

'When I started this job as a volunteer I really enjoyed helping refugees as I am one of them and I know how it feels when someone moves from a country where they were born and raised to a country where everything is different especially with a complete different language. I was passionate about doing this as a full time job so I can help and support as many families who need help as I can.

In this year I helped so many people including children and adults with schools, College, work, GP's and helped them to settle more in the country.

One of the cases that I worked on which was difficult was a family who was getting threats from neighbours. The community safety team and the police got involved as this was a single mum with two kids and the mum was getting worried if anyone will hurt her kids on the way to and from school. I liaised with the police to keep her safe and found few temporarily solutions like putting CCTV on the corner of the street, put her phone number marked on the police help line in case if she called and she couldn't talk they will send help straight away, but the biggest help that we all worked and liaised on is to move the family to Peterborough near a family member who lives there so they would feel safer around more relatives. I helped with the arrangements of the removals and the preparations of the house in Peterborough. Also liaised with schools there and made sure that place offered for the 2 children and followed up with schools to make sure the children are settled in schools and everything is fine. I have arranged for support workers to help the family there too and to register with a GP's etc there.

Another case that I worked on that was a bit difficult, one of the children wasn't offered a place in a preferable school and the family weren't happy about it. I had to contact the admissions but again they said there is no places in that preferred school to be offered so the family refused the admissions decision and was complaining about it. I decided to challenge this decision so I took this case to court and I did win the hearing, the kid at the end was offered a place in the school that she wanted to join.

Also another case where a family were living in an upper flat and there is a nightclub under this flat with a main door for the flat near the main door of the nightclub so people who will be going to the nightclub would ring the bell or knock on the families door thinking it's the clubs door. Living there was so inconvenient and not acceptable for kids under 10 years to be around drunk people who is shouting and saying bad words all the time. Also not safe to walk through the main door to go to the flat so I contacted the council and reported this after an incident happened with the family when police broke into the property thinking it's the clubs door when they were looking for drug dealers. After long discussions with the rehousing team with the Bedford Borough council

we managed to find the family a real nice house and now the family are much happier and safer than before.'

Volunteer Tutoring & Befriending

'When the pandemic started, our group moved from face-to-face meetings onto Zoom and Whatsapp. I started meeting for an hour nearly every week with M, a young man from Chad. He speaks Arabic, but has never been to school, so cannot write it. He is a remarkable character, who has managed to remain extremely positive despite continuing unsympathetic treatment by the Home Office. He has endured being made to share a squalid hotel room on the outbreak of the pandemic with another man with whom he had no common language. He was then shipped down to Wales to a hotel, before being brought back to Bedfordshire where he has been in a hotel room for many months.

During all this time he has remained in good spirits, and has worked extremely hard at his English. Every week he submits written work which we then discuss over Whatsapp. He spends hours every day on his English, and has now reached a level where he can socialise freely. His handwriting is clear, and he is beginning to cope surprisingly well with the vagaries of English spelling. He is also now beginning to read Arabic as a prelude to learning to write it.

He is very friendly by nature, and in Bedfordshire made local friends which resulted in him being recruited by two different football teams. He is athletic and extremely fast - so much that last year one of his teams scored 14 goals in the season, of which he scored 13! Earlier this year he decided to abandon football for athletics and joined a local running club. He entered his first half-marathon race, and came third. The next half-marathon he won! His ambition is to run internationally for the UK.

M's first request for UK residency was turned down, as was an appeal. He has been awaiting a further appeal for more than a year.'

'The 3 young people I and two other volunteers were working with we continued working with ever since lockdown. We did this on WhatsApp and Zoom, whatever worked for them. I have worked weekly ever since with 'G', although illness and other activities have sometimes altered this pattern. I worked with 'G' either on line or when things were easier, on a park bench sometimes under umbrellas sipping hot chocolate from a flask! She has worked hard and her spoken English has improved greatly. Also the friendship between us has been valuable. I set up a WhatsApp group with these three and I also keep in touch with some of our other students at the festivals in both our cultures and we exchange greetings and news.'

'Y came to English classes at BRASS for several months. He also started at Bedford College at Entry Level 1 English. When lockdown came and classes stopped, he continued to have 1:1 English sessions using WhatsApp. During this time he obtained his Leave to Remain. This meant he could apply for work. He has started work at nights in a warehouse and also in Bedford market on Saturdays. Now that courses are starting again, he has been offered a further course at Bedford College.'

Allotment



When the Covid lockdown commenced, restrictions were put in place at the BRASS allotment site which limited the number of people on the plot at any one time. However we worked the plot with the help of 2 volunteers and vegetables were grown and later distributed to some of our clients.

The pandemic has seen an increasing interest in allotmenting, it being a safe, outdoors activity and we decided to relinquish our second plot to others on the rapidly growing waiting list!



A kind donation enabled the purchase of manure, seed potatoes and seeds and we acquired a lawn mower for maintaining the grass paths. At the start of the growing season, vegetable seedlings, raised offsite by a volunteer were brought to the plot and planted in the various beds.

We grew potatoes, tomatoes, strawberries, courgettes, raspberries, rhubarb, kale, chard, sprouting broccoli, and flowering plants and shrubs: Marigolds, Osteospermum, Rudbeckia, Lupins, Echinacea, Calendula, Rose Campion, Sunflowers, Buddleia. The herb patch gave us Sage, Mint, Rosemary and Thyme. There are also Apple and Pear trees on the plot.

Our potato harvest was particularly successful and bags of potatoes were taken to clients by a BRASS staff member.

The BRASS allotment is a wonderful, safe environment for our asylum seeker and refugee clients to get involved with growing food and flowers, many of whom have worked the land in their home countries and so there is huge opportunity for all involved to learn about our different cultures and the different produce to grow.



One of our refugee clients has expressed an interest in having an allotment and we hope that he and others will be much more involved with the running of the venture next season.



Objectives and Activities

Vision

A world where refugees and asylum seekers are included, accepted and supported by society.

Mission Statement

BRASS is an established charity working to empower, inform and support refugees and asylum seekers and to protect rights with an aim to develop independence and involvement in UK society.

Strategic Objectives 2019-2022

The trustees have reviewed BRASS' strategic objectives and made some changes. These objectives will form the basis of planning our activities over the next three years. We plan to use these to inform annual targets to ensure we remain focussed on our strategic objectives.

- 1) Sustainable development of BRASS as an organisation to serve the interests and needs of refugees and asylum seekers and their families.
- 2) To enhance the ability of refugees and asylum seekers to understand and navigate UK procedures, processes and systems and promoting change to create a fairer system.
- 3) Provide opportunities for refugees and asylum seekers to increase independence, integration and confidence through learning and social activities.
- 4) Encourage participation of refugees and asylum seekers in the development and management of BRASS.
- 5) To build partnerships with other agencies, to cross refer clients, share information and campaign for the welfare of refugees and asylum seekers locally and nationally.
- 6) To inform and educate the community of Bedford and foster relationships between refugees and asylum seekers and the wider community.

Services

BRASS normally offers two drop-in advice sessions staffed by volunteers and BRASS staff - on Tuesdays 10am-2pm and Wednesdays 10am-2pm, although, this year, most sessions were conducted via telephone. These are accredited by the Office of the Immigration Services Commissioner (OISC) to give immigration advice. Through funding by the National Lottery Community Fund, BRASS employs a specialist benefits adviser, 2 employment advisers and 2 immigration advisers. We also support the Refugee Legal Assistance project run by the University of Bedford on its Luton Campus on Tuesday evenings during term time, which specialises in refugee family reunions. The project has, over recent years, supported 50 families.

Our tutoring programme matches volunteer tutors with refugees and asylum seekers who want to learn or improve their English language skills. This service is offered in the community, at the BRASS offices and online. Our education services had previously expanded and, whilst we provide small group tuition in

numeracy and preparing for the Life in the UK test, these sessions had to put on pause until such time as Covid permits.

The BRASS women's group would normally meet fortnightly, providing activities and peer support to refugee women but, due to Covid, activities have been severely curtailed. Our allotment has been kept 'ticking over' this year by volunteers. Our popular summer outings had continued to grow; our summer trips to the seaside were all usually oversubscribed though this year, sadly, the outings were not possible. Whilst BRASS plays a leading role in Refugee Week each year, organising a variety of events to promote refugee issues, this year's events were virtual.

Public Benefit

BRASS provides a range of services to support refugees and asylum seekers in the Bedford community and further afield. Free immigration advice is in short supply in this area and without the service provided by BRASS through phone and appointment advice sessions, many refugees and asylum seekers would be left to tackle the often complex immigration system alone. Advice is also provided on a range of resettlement issues including employment, housing, education and benefits. This advice enables our clients to better integrate into society and to learn to manage their own affairs independently. BRASS also provides a dedicated resettlement worker to support Syrian refugees who are resettled in Bedford, supporting them to settle and integrate into our community. Our Women's Group is another initiative to support integration and also to improve the self-confidence and language skills of the women who attend. For those who want to improve their English, BRASS' tutoring project matches volunteer tutors with clients. This relationship can often provide improved self-confidence and support with other aspects of integration. We now also run classes for those wishing to improve their numeracy and those preparing for the Life in the UK test. The BRASS allotment is now quite well established, providing a sense of community to clients, as well as providing asylum seekers (who are not allowed to work) activities to fill their time as well as fresh produce to take home.

BRASS is working to inform and educate the public on issues around immigration and asylum. Asylum seekers are a stigmatised group and through our work with Refugee Week and our coordinator giving talks to groups in the Bedford area, we are encouraging the public to look differently at refugees and asylum seekers and to see the positive contribution they make to our society.

Achievements and Performance

Progress towards Strategic Objectives 2018-2021

We have measured our progress on our previous strategic objectives as the review took place at the end of the reporting year.

Sustainable development of BRASS as an organisation to serve the interests and needs of refugees and asylum seekers.

BRASS' advice sessions, our core service, was provided mainly by telephone this year but there were face to face meetings with clients (with Covid measures in place) when it was deemed essential. We also continue to provide specialist benefits advice. Through our Syrian resettlement worker, we support families, in conjunction with Bedford Borough Council, who are resettled in Bedford from refugee camps in the Middle East. Our English Language project has been curtailed by Covid though we were able to offer online tuition with the help of our volunteer tutors. The Women's Group was not able to meet on a fortnightly basis as previously but we did keep in touch and offered virtual befriending.

The BRASS allotment is being developed by a small group of staff volunteers. They grow a great variety of vegetables which are given to our clients.

To enhance the ability of refugees and asylum seekers to understand UK procedures, processes and systems.

The UK immigration system can be confusing even for those of us who deal with it on a regular basis, so navigating it can be near impossible for those who are new to the country and may have limited English. Through our OISC registered drop-in immigration advice sessions, BRASS helps refugees and asylum seekers to deal with these complex systems. Advice is also provided around other non-immigration issues such as housing, employment and finance to aid integration. We are able to provide specialist advice through our immigration advisers, employment advisers and benefits adviser. Our popular English Language Tuition also gives refugees and asylum seekers the skills to better navigate British systems and our new classes in numeracy and preparing for the Life in the UK test also aid integration though these were dramatically reduced this year.

Increasing independence and confidence through learning and social activities.

The BRASS women's group has been put on hold during the last year as have other BRASS activities. We hope these activities will be reinstated in the New Year, Covid permitting. Our English language tuition project provides one-to-one tuition (online this year) to those who wish to improve their English and would normally also provide classes in numeracy and preparing for the Life in the UK test. It is hoped that this will enable them to become more independent and better able to integrate into society. Our allotment provides a place for our clients to relax, meet new people and grow their own food.

To raise awareness in wider society of issues faced by refugees and asylum seekers.

BRASS is always heavily involved with activities in Bedford celebrating Refugee Week and it was disappointing that this year, the event was limited to an online quiz. In normal times, myth-busting leaflets are given out to members of the public and events are held at various venues around the town including a very popular football tournament and fun day in one of Bedford's public parks. BRASS' coordinator gives talks to local groups and the feedback forms completed at the end of these talks indicate that perceptions of refugees and asylum seekers have been changed by what they have heard. We regularly publish positive stories about our clients and information about refugees and the asylum system on our website and Facebook page.

Encourage participation of refugees and asylum seekers in the development and management of BRASS.

BRASS continually encourages clients and former clients to become involved in BRASS, whether through attending groups and activities, becoming a volunteer or joining the committee. A former client is now on our committee and some of our volunteers have previously used our services. We have also provided social work placements to a number of students, some of whom are from a refugee background.

To build partnerships with other agencies, to cross refer clients, share information and campaign on behalf of the wellbeing of refugees and asylum seekers locally and nationally.

BRASS works with other agencies in a variety of ways. BRASS works with many local charities and networks. Our coordinator is involved with The New Migration Partnership, Bedford Borough Diversity Network and the Bedford Advice forum – local multi-agency forums where issues are raised, information exchanged and partnership solutions explored. BRASS is a key participant in the organisation of the annual Bedford Refugee Week which holds events to raise awareness of the issues facing refugees and asylum seekers.

Referrals are received from Children's Services which is responsible for unaccompanied Asylum seekers under the age of 18. The Community Voluntary Service (CVS) provides a regular supply of enthusiastic and committed volunteers and the Charity continues to receive invaluable support from the Bedford Borough Council and Bedfordshire Rural Communities Charity who support our tutoring project by carrying out the relevant DBS checks.

BRASS has been very involved with Refugee Week in Bedford for many years though this year the event was much smaller and hosted virtually. The aim of Refugee Week is to raise awareness of the issues faced by refugees and asylum seekers and the positive contributions they make to British society. Covid has had a serious effect upon the level of engagement with the local community in terms of giving talks to various groups in the Bedford area to change perceptions of these issues and gathering feedback from those who attend to assess changing attitudes.

Fundraising activities

We would like to thank the following organisations from whom we have received grants over the past year:

The National Lottery Community Fund	Harpur Trust
Bedford Borough Council	The 29th of May Charitable Trust
The Beds and Luton Community Foundation	Wixamtree Trust
Allen Lane Foundation	Steel Charitable Trust
Beatrice Laing Trust	Gale family Trust

We would also like to thank all of the individual donors who support BRASS through one off and regular donations.

BRASS would like to thank our fundraiser Karen Mayoh for her continued hard work and support.

Future Plans and the challenges ahead

Our services have been greatly curtailed this year but we look forward to reviving them when we come out of Covid into the 'new normal'.

We are now coming towards the end of our extended 5 year grant from the National Lottery Community Fund. Whilst this means an end to the regular income we have been receiving, it also provides an opportunity for us to apply for a new National Lottery Community Fund grant to support BRASS to develop our services. Therefore, a significant priority for the staff and trustees over the coming year will be to produce the end of grant evaluation to evidence the great work BRASS has done with this funding, along with planning for what we hope will come next.

BRASS will continue to prioritise the needs of our clients by providing good quality, reliable services. In order to safeguard BRASS and ensure that our vital services continue to be available, we will work to ensure good governance to maintain stability. BRASS is fortunate to be in a secure financial position, with more than 6 months of reserves. There are bound to be other challenges ahead, but we are confident that BRASS is well placed to face them.

Getting involved with BRASS

Volunteers are often needed for our drop-in, women's group, English tutoring and the allotment.

Friends of BRASS provide support to the organisation through fundraising and donations. BRASS is always in need of more people to help in this way.

If you are interested in using the drop-in space or are interested in becoming involved with BRASS as a volunteer or a friend, please contact Co-ordinator Brian Cunningham on 01234 211381 or brian@brass27b.org. For further information on any of our work, please check our website www.brassbedford.org.uk and Facebook pages www.facebook.com/brassbedford and www.facebook.com/brassallotment.

Charity Registration Number: 1096874

BEDFORDSHIRE REFUGEE AND ASYLUM SEEKER SUPPORT GROUP (BRASS)

TRUSTEES REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

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LEGAL AND ADMINISTRATIVE INFORMATION

CHARITY NAME: Bedfordshire Refugee and Asylum Seeker Support Group

OTHER NAME CHARITY IS KNOWN BY: BRASS

REGISTERED CHARITY NUMBER: 1096874

CHARITY'S PRINCIPAL ADDRESS:

27B Tavistock Street
Bedford
MK40 2RB

NAMES OF THE CHARITY TRUSTEES WHO MANAGE THE CHARITY

Victoria Hilliard
Cathy Moorhouse
Morris Johns - Chair from 3rd July 2020
Sanja Radic
James Biggs
John Lehal

PROJECT CO-ORDINATOR

Brian Cunningham

BANKER

RBS

Bedford Branch
15-19 Mill Street
Bedford
MK40 3EU

REPORT OF THE TRUSTEES

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

The Trustees of the charity present their report together with the financial statements for the year ended 31 March 2021, prepared in accordance with the Charities Act 2011 and the Accounting and Reporting by Charities Statement of Recommended Practice (SORP 2005).

From April 2020 to March 2021 Finance meetings and Trustee meetings were held quarterly, attended by the Chair, Committee members and staff.

BRASS employs a Project co-ordinator to oversee day to day business and to provide specialist advice, and full-time Syrian Family Support Officer and part-time Benefits Adviser, Integration Officer, Employment Advisers, Immigration Advisers, Finance Manager and Finance Officer. Much of the charity's work is undertaken by a team of dedicated volunteers.

OBJECTIVES AND REVIEW OF ACTIVITIES

The charity is an established non-political, voluntary organisation working to empower, inform and support refugees and asylum seekers and their families, protect their rights and enable them to develop their independence and involvement in UK society. Specifically the charity was established for the benefit of refugees and asylum seekers in the County of Bedfordshire to assist in the relief of poverty, hardship or distress. Services are delivered from a local government owned property in Bedford town centre which is leased by BRASS. Much work this year is done by phone and virtually from our offices and by staff from home due to Covid.

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During the last financial year BRASS has supported over 400 clients. We seek to support our client group's changing needs; the changes to the Benefits system and ever increasing complexity of immigration applications has increased the number of clients seeking support. BRASS now receives funding from the Big Lottery and will provide specialist advice through a Complex Caseworker for immigration matters and a Benefits Advisor. We will be able to provide additional social activities through our Integration Officer who will also be part funded by the Big Lottery.

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FINANCIAL REVIEW

As in previous years, BRASS is very fortunate to have received funding from various different sources this year.

The BIG Lottery continues to fund our Co-ordinator, along with other posts and other running costs for five years.

The Harpur Trust continues its support by helping to fund our Finance Manager and Finance Officer salary costs and volunteer costs. Bedford Borough Council provided continued funding support towards staff costs, and BRASS has been able to utilise funding from the Government Transition Fund to support the introduction of the Universal Credit Scheme. Money has been used to fund a part-time Benefits Adviser.

We thank Wixamtree Trust for their continued ongoing support for funding. Also we would like to thank The Steel Trust, Gale Trust, 29th May 1961 charitable Trust and Margaret Brereton for providing unrestricted funding.

Total Incoming Resources during the financial year were £161,072, a small drop on the previous year. This has been used to provide funding to cover all our existing posts which are all filled and other direct costs and overheads.

Costs increased this year by approximately 6% to £158,758 mainly due to an increase in weekly hours for some staff.

FINANCIAL REVIEW RESERVES POLICY.

BRASS held cash at bank of £160,429 at 31 March 2021. Of these funds £89,111 is for restricted purposes, the remaining £71,318 is for unrestricted purposes. The Trustee Board have established a policy whereby it aims to maintain sufficient unrestricted funds not invested in tangible fixed assets and not required to meet future budgeted expenditure, being the "free reserves", to be sufficient to support the future growth of the charity and provide sufficient reserves for dealing with possible contingencies such as short-term cessation of project activity or redundancy.

Approved by the Trustees and signed on their behalf by:



Morris Johns

Chair

Date: 26th September 2021

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BEDFORDSHIRE REFUGEE AND ASYLUM SEEKER SUPPORT GROUP

I report on the financial statements of the charity for the year ended 31 March 2021 as set out on pages 7 to 13.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011 ('the 2011 Act'). My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of financial statements. The charity's trustees consider that an audit is not required for this year under Section 144(2) of the 2011 Act and that an independent examination is needed.

It is my responsibility to:

- * examine the financial statements under section 145 of the 2011 Act;
- * to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements 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 financial statements 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 130 of the 2011 Act; and
- * to prepare financial statements which accord with the accounting records and comply with the accounting requirements of the 2011 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 financial statements to be reached.

John Esam
Mayfield Lodge
1 Main Road,
Biddenham
MK40 4BB



Dated: 26th September 2021

Statement of Financial Activities as at 31st March 2021

Incoming Resources	Note	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Grants receivable	3	0	70,561	70,561	97,582
Donations and other fund raising activities		35,717	54,557	90,274	62,915
Rental income		0	0	0	12
Investment income		78	0	78	57
Other income		159	0	159	1,820
Total Incoming Resources		35,954	125,118	161,072	162,386
Resources Expended					
Costs of generating Funds					
Costs of generating funds		5,122	3,728	8,850	7,656
Charitable activities	4	9,299	138,554	147,853	141,159
Governance costs		538	1,517	2,055	1,279
Total Resources Expended		14,959	143,799	158,758	150,094
Net Incoming/ (Outgoing) Resources		20,995	(18,681)	2,314	12,292
Funds brought forward		50,764	113,094	163,858	151,566
Transfers between funds					
Funds carried forward		71,759	94,413	166,172	163,858

All of the charity's activities derive from continuing operations during the above two periods.

Balance Sheet at 31 March 2021

	Note	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Fixed assets					
Tangible assets	5	443	2,415	2,858	1,847
Current Assets					
Debtors and Prepayments	6	0	28,743	28,743	65,907
Cash and Bank in hand		71,318	89,111	160,429	137,460
Total Current Assets		71,318	117,854	189,172	203,367
Creditors Amounts falling due within one year	7	0	25,858	25,858	41,355
Net Current Assets		71,318	91,996	163,314	162,012
Net Assets		71,761	94,411	166,172	163,858
Funds of the Charity					
Unrestricted funds	10	54,915	0	54,915	19,361
Restricted funds	10	15,000	91,996	106,996	141,247
Restricted capital reserve	11	443	2,415	2,858	1847
Designated Funds		1,403	0	1,403	1,403
Total Funds		71,761	94,411	166,172	163,858

Trustees' responsibilities

The trustees acknowledge their responsibility for complying with the requirements of the Charities Commission and confirm that the accounts have been prepared in Accordance with Accounting and Reporting by Charities (SORP 2005) and Charities Act 2011.

Approved by the trustees and signed on their behalf by:



Name: Morris Johns

Dated: 26th September 2021

Notes to the Financial Statements for the Year Ended 31 March 2021

1. Accounting Policies

Statement of compliance

The financial statements have been prepared on the basis of historic cost and in accordance with the applicable United Kingdom Reporting Standards, the Charities Act 2011 and the Accounting and Reporting by Charities Statement of Recommended Practice (SORP 2005).

Basis of Preparation

As permitted by SORP 2005 the trustees have adapted the heading used to describe Incoming Resources and Resources Expended within the Statement of Financial Activities when presenting the results for the year.

Incoming Resources

Incoming resources are recognised when received or receivable by the charity. Income is derived from fund raising activities, donations and the sub-letting of rented property. Grants are recognised on receipt or award unless, in the judgement of the trustees, conditions attached to the grant make it improbable that they will be received.

Restricted Funds

Restricted funds are to be used for a specific purpose as laid down by the donor. Expenditure which meets these criteria is identified against the fund.

Unrestricted Funds

Unrestricted funds are incoming resources received or receivable generated for charitable purposes and available for use at the discretion of the trustees in furtherance of the general objectives of the charity and have not been designated for other purposes.

Paid Employees

The charity employs a Project Co-ordinator, part-time Facilities (Support) Officer and part-time Benefits Advisor and a Syrian Family Support Worker. These four posts are funded through restricted grants.

Trustee Expenses

There were no payments or reimbursements made to any trustees during the financial year.

Fixed Assets

Assets with a useful life of more than two years are capitalised at cost and depreciated over their useful life.

Depreciation on computer equipment is charged at 33% on a straight line basis.

Depreciation on furniture and other equipment is charged at 25% on a straight line basis.

Fixed Assets funded by capital grants are capitalised and a restricted capital reserve created. The reserve is reduced by the depreciation charge.

Notes to the Financial Statements for the Year Ended 31 March 2021

2. Operating Leases

Rentals payable under operating leases are charged on a straight line basis over the term of the lease.

Rent under operating leases amounted to £6,875 (2019-20: £7,917).

The annual commitment under operating leases for land and buildings amounts to £6,875 where the term remaining is between one and five years. There are no further lease commitments.

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
	£	£	£	£
3. Income from Grants, donations and legacies:				
	0	70,561	70,561	97,582
Donations from other charities, companies	35,717	54,557	90,274	62,915
Donations from trusts, individuals and similar	35,717	125,118	160,835	160,497
Total grants received				

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020	
	£	£	£	£	
4. Charitable Activities: Resources expended under charitable activities were:	(155)	121,591	121,436	106,543	*Nest refund
Staff payroll costs	0	0	0	666	
Volunteer expenses & training	0	1,254	1,254	1,411	
Staff travel & training	1,140	0	1,140	840	
Social worker	966	8,429	9,395	10,270	
Rent ,Rates & Insurance (Note)	0	3,846	3,846	4,237	
IT, Telephone & Internet	6,795	1,997	8,792	3,948	
Utilities, cleaning & maintenance.	0	1,105	1,105	2,185	
Stationery, printing & postage	0	73	73	367	
Publications & subscriptions	462	0	462	368	
Web & promotional costs	90	0	90	4,544	
Client outings & welfare costs	107	794	901	335	
Depreciation	5,554	4,710	10,264	14,380	
Other expenses	14,959	143,799	158,758	150,094	
Total					

Notes to the Financial Statements for the Year Ended 31 March 2021

5. Fixed Assets	Furniture & Equipment	Total Fixed Assets
Cost	£	£
At 1 April 2020	12,241	12,241
Additions	1,912	1,912
At 31 March 2021	14,153	14,153
Depreciation		
At 1 April 2020	10,394	10,394
Charge for year	901	901
At 31 March 2021	11,295	11,295
Net Book Value		
At 31 March 2020	1,847	1,847
At 31 March 2021	2,858	2,858

6. Debtors and prepayments due within one year	2021	2020
	£	£
Debtors	0	0
Prepayments and accrued income	28,743	65,907
Total Debtors	28,743	65,907

7. Creditors and accruals due within one year	2021	2020
	£	£
Creditors	30	30
Deferred income	15,000	32,233
Accruals	10,828	9,092
Total creditors	25,858	41,355

8. Staff Costs	2021	2020
	£	£
Gross wages	114,680	100,027
Employers National Insurance costs	6,562	6,082
Employers National Insurance rebate	(4,000)	(3,000)
Pension costs	4,194	3,434
	121,436	106,543

During the year BRASS employed an average of 7 employees, one full and six part-time. No employee earned more than £60,000.

Notes to the Financial Statements for the Year Ended 31 March 2021

9. Restricted Income Funds as at March 31 2021

Fund Name	Purpose and restriction
Bedford Borough Council - Syrian Refugees	Caseworker, management, IT equipment, telephone, travel and overhead costs.
Big Lottery (i)	Project co-ordinator salary, part-time benefits adviser, complex worker & integration worker salaries, with oncosts, general running costs and some overhead costs.
Harpur Trust (ii)	Part-time finance manager & finance assistant, on costs and general running costs
Harpur Trust (iii)	Administrator costs
Small Restricted Grants (iv)	Restricted Reserves

10. Movement of Major Funds

Fund Names	Balance at 1st April 2020 £	Incoming resources £	Outgoing Resources £	Transfers £	Balance at 31st March 2021 £
Other	50,764	35,954	(14,959)		71,759
Unrestricted Funds	50,764	35,954	(14,959)	0	71,759
Employment Support	0	17,564	(10,005)	0	7,559
Bedford Borough Council Syrian Refugee	14,462	35,170	(34,543)	0	15,089
BLCF2	5,000	0	0	0	5,000
Cambridgeshire Community Fund	0	0	0	0	0
Training	682	0	0	(682)	0
Big Lottery (i)	61,973	42,561	(67,329)	0	37,205
Allen Lane	5,262	0	(262)	0	5,000
Harpur Trust (ii)	7,073	28,000	(18,434)	0	16,639
Harpur Trust (iii)	15,590	0	(12,432)	0	3,158
Small restricted grants (iv)	1,204	460	0	682	2,346
	111,246	123,755	(143,005)	0	91,995
Restricted capital reserve (Note 11)	1,848	1,363	(794)	0	2,417
Restricted Funds	113,094	125,118	(143,799)	0	94,413
Total Funds	163,858	161,072	(158,758)	0	166,172

- i) The final year of the five year funding from Big Lottery Grant of £300,000 has been received. An overlap of £33,500 has been paid to bridge the gap until the next grant is awarded. Funding has been allocated towards the salaries and on-costs of the Project Co-ordinator, Benefits Adviser, Complex Caseworker and Integration Worker with on costs, general running costs and overhead costs. A further £8,929 was granted to fund additional Benefit Adviser hours.
- ii) A two year grant was awarded by Harpur Trust to support part-time Finance Manager and part-time Finance Assistant posts.
- iii) A further grant has been awarded by Harpur Trust to fund the Administrator post.
- iv) Employment support worker hours have been funded this year for 30 months from August 2020.

Notes to the Financial Statements for the Year Ended 31 March 2021

11. Movement of restricted capital reserves

Reserve Names	Reserves 1st April 2020 £	Additional Reserves £	Outgoing resources £	Transfers £	Reserves 31st March 2021 £
Restricted capital reserve	1,848	1,911	(901)	0	2,858

Charity Registration Number: 1096874

BEDFORDSHIRE REFUGEE AND ASYLUM SEEKER SUPPORT GROUP (BRASS)

TRUSTEES REPORT AND ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

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FOR THE YEAR ENDED 31 MARCH 2021**

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Approved by the Trustees and signed on their behalf by:



Morris Johns

Chair

Date: 26th September 2021

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BEDFORDSHIRE REFUGEE AND ASYLUM SEEKER SUPPORT GROUP

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Total Resources Expended		14,959	143,799	158,758	150,094
Net Incoming/ (Outgoing) Resources		20,995	(18,681)	2,314	12,292
Funds brought forward		50,764	113,094	163,858	151,566
Transfers between funds					
Funds carried forward		71,759	94,413	166,172	163,858

All of the charity's activities derive from continuing operations during the above two periods.

Balance Sheet at 31 March 2021

	Note	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
Fixed assets					
Tangible assets	5	443	2,415	2,858	1,847
Current Assets					
Debtors and Prepayments	6	0	28,743	28,743	65,907
Cash and Bank in hand		71,318	89,111	160,429	137,460
Total Current Assets		71,318	117,854	189,172	203,367
Creditors Amounts falling due within one year	7	0	25,858	25,858	41,355
Net Current Assets		71,318	91,996	163,314	162,012
Net Assets		71,761	94,411	166,172	163,858
Funds of the Charity					
Unrestricted funds	10	54,915	0	54,915	19,361
Restricted funds	10	15,000	91,996	106,996	141,247
Restricted capital reserve	11	443	2,415	2,858	1847
Designated Funds		1,403	0	1,403	1,403
Total Funds		71,761	94,411	166,172	163,858

Trustees' responsibilities

The trustees acknowledge their responsibility for complying with the requirements of the Charities Commission and confirm that the accounts have been prepared in Accordance with Accounting and Reporting by Charities (SORP 2005) and Charities Act 2011.

Approved by the trustees and signed on their behalf by:



Name: Morris Johns

Dated: 26th September 2021

Notes to the Financial Statements for the Year Ended 31 March 2021

1. Accounting Policies

Statement of compliance

The financial statements have been prepared on the basis of historic cost and in accordance with the applicable United Kingdom Reporting Standards, the Charities Act 2011 and the Accounting and Reporting by Charities Statement of Recommended Practice (SORP 2005).

Basis of Preparation

As permitted by SORP 2005 the trustees have adapted the heading used to describe Incoming Resources and Resources Expended within the Statement of Financial Activities when presenting the results for the year.

Incoming Resources

Incoming resources are recognised when received or receivable by the charity. Income is derived from fund raising activities, donations and the sub-letting of rented property. Grants are recognised on receipt or award unless, in the judgement of the trustees, conditions attached to the grant make it improbable that they will be received.

Restricted Funds

Restricted funds are to be used for a specific purpose as laid down by the donor. Expenditure which meets these criteria is identified against the fund.

Unrestricted Funds

Unrestricted funds are incoming resources received or receivable generated for charitable purposes and available for use at the discretion of the trustees in furtherance of the general objectives of the charity and have not been designated for other purposes.

Paid Employees

The charity employs a Project Co-ordinator, part-time Facilities (Support) Officer and part-time Benefits Advisor and a Syrian Family Support Worker. These four posts are funded through restricted grants.

Trustee Expenses

There were no payments or reimbursements made to any trustees during the financial year.

Fixed Assets

Assets with a useful life of more than two years are capitalised at cost and depreciated over their useful life.

Depreciation on computer equipment is charged at 33% on a straight line basis.

Depreciation on furniture and other equipment is charged at 25% on a straight line basis.

Fixed Assets funded by capital grants are capitalised and a restricted capital reserve created. The reserve is reduced by the depreciation charge.

Notes to the Financial Statements for the Year Ended 31 March 2021

2. Operating Leases

Rentals payable under operating leases are charged on a straight line basis over the term of the lease.

Rent under operating leases amounted to £6,875 (2019-20: £7,917).

The annual commitment under operating leases for land and buildings amounts to £6,875 where the term remaining is between one and five years. There are no further lease commitments.

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
	£	£	£	£
3. Income from Grants, donations and legacies:				
	0	70,561	70,561	97,582
Donations from other charities, companies	35,717	54,557	90,274	62,915
Donations from trusts, individuals and similar	35,717	125,118	160,835	160,497
Total grants received				

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020	
	£	£	£	£	
4. Charitable Activities: Resources expended under charitable activities were:	(155)	121,591	121,436	106,543	*Nest refund
Staff payroll costs	0	0	0	666	
Volunteer expenses & training	0	1,254	1,254	1,411	
Staff travel & training	1,140	0	1,140	840	
Social worker	966	8,429	9,395	10,270	
Rent ,Rates & Insurance (Note)	0	3,846	3,846	4,237	
IT, Telephone & Internet	6,795	1,997	8,792	3,948	
Utilities, cleaning & maintenance.	0	1,105	1,105	2,185	
Stationery, printing & postage	0	73	73	367	
Publications & subscriptions	462	0	462	368	
Web & promotional costs	90	0	90	4,544	
Client outings & welfare costs	107	794	901	335	
Depreciation	5,554	4,710	10,264	14,380	
Other expenses	14,959	143,799	158,758	150,094	
Total					

Notes to the Financial Statements for the Year Ended 31 March 2021

5. Fixed Assets	Furniture & Equipment	Total Fixed Assets
Cost	£	£
At 1 April 2020	12,241	12,241
Additions	1,912	1,912
At 31 March 2021	<u>14,153</u>	<u>14,153</u>
Depreciation		
At 1 April 2020	10,394	10,394
Charge for year	901	901
At 31 March 2021	<u>11,295</u>	<u>11,295</u>
Net Book Value		
At 31 March 2020	1,847	1,847
At 31 March 2021	<u>2,858</u>	<u>2,858</u>

6. Debtors and prepayments due within one year	2021	2020
	£	£
Debtors	0	0
Prepayments and accrued income	28,743	65,907
Total Debtors	<u>28,743</u>	<u>65,907</u>

7. Creditors and accruals due within one year	2021	2020
	£	£
Creditors	30	30
Deferred income	15,000	32,233
Accruals	10,828	9,092
Total creditors	<u>25,858</u>	<u>41,355</u>

8. Staff Costs	2021	2020
	£	£
Gross wages	114,680	100,027
Employers National Insurance costs	6,562	6,082
Employers National Insurance rebate	(4,000)	(3,000)
Pension costs	4,194	3,434
	<u>121,436</u>	<u>106,543</u>

During the year BRASS employed an average of 7 employees, one full and six part-time. No employee earned more than £60,000.

Notes to the Financial Statements for the Year Ended 31 March 2021

9. Restricted Income Funds as at March 31 2021

Fund Name	Purpose and restriction
Bedford Borough Council - Syrian Refugees	Caseworker, management, IT equipment, telephone, travel and overhead costs.
Big Lottery (i)	Project co-ordinator salary, part-time benefits adviser, complex worker & integration worker salaries, with oncosts, general running costs and some overhead costs.
Harpur Trust (ii)	Part-time finance manager & finance assistant, on costs and general running costs
Harpur Trust (iii)	Administrator costs
Small Restricted Grants (iv)	Restricted Reserves

10. Movement of Major Funds

Fund Names	Balance at 1st April 2020 £	Incoming resources £	Outgoing Resources £	Transfers £	Balance at 31st March 2021 £
Other	50,764	35,954	(14,959)		71,759
Unrestricted Funds	50,764	35,954	(14,959)	0	71,759
Employment Support	0	17,564	(10,005)	0	7,559
Bedford Borough Council Syrian Refugee	14,462	35,170	(34,543)	0	15,089
BLCF2	5,000	0	0	0	5,000
Cambridgeshire Community Fund	0	0	0	0	0
Training	682	0	0	(682)	0
Big Lottery (i)	61,973	42,561	(67,329)	0	37,205
Allen Lane	5,262	0	(262)	0	5,000
Harpur Trust (ii)	7,073	28,000	(18,434)	0	16,639
Harpur Trust (iii)	15,590	0	(12,432)	0	3,158
Small restricted grants (iv)	1,204	460	0	682	2,346
	111,246	123,755	(143,005)	0	91,995
Restricted capital reserve (Note 11)	1,848	1,363	(794)	0	2,417
Restricted Funds	113,094	125,118	(143,799)	0	94,413
Total Funds	163,858	161,072	(158,758)	0	166,172

- i) The final year of the five year funding from Big Lottery Grant of £300,000 has been received. An overlap of £33,500 has been paid to bridge the gap until the next grant is awarded. Funding has been allocated towards the salaries and on-costs of the Project Co-ordinator, Benefits Adviser, Complex Caseworker and Integration Worker with on costs, general running costs and overhead costs. A further £8,929 was granted to fund additional Benefit Adviser hours.
- ii) A two year grant was awarded by Harpur Trust to support part-time Finance Manager and part-time Finance Assistant posts.
- iii) A further grant has been awarded by Harpur Trust to fund the Administrator post.
- iv) Employment support worker hours have been funded this year for 30 months from August 2020.

Notes to the Financial Statements for the Year Ended 31 March 2021

11. Movement of restricted capital reserves

Reserve Names	Reserves 1st April 2020 £	Additional Reserves £	Outgoing resources £	Transfers £	Reserves 31st March 2021 £
Restricted capital reserve	1,848	1,911	(901)	0	2,858