

## **RETAS Leeds**

Charity number 1121330

A company limited by guarantee number 06365085

# **Annual Report and Financial Statements for the year ended 31 March 2022**



**Annual Report and Financial Statements**  
**for the year ended 31 March 2022**

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**Prepared by West Yorkshire Community Accountancy Service CIO**

# **RETAS Leeds**

## **Trustees' report for the year ended 31 March 2022**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Robert Gosling		
Matthew Thornfield		
Pippa Brook		
Elizabeth Campbell		
Michael Baynham		
Yasir Mohammed		resigned 8 October 2021
Mary Campbell		
Rawand Ahmed		appointed 8 October 2021
Katherine Wyatt		resigned 7 April 2022
Gillian Newman		appointed 8 October 2021

**Company secretary** Roger Nyantou

**Charity number** 1121330 Registered in England and Wales

**Company number** 06365085 Registered in England and Wales

<b>Registered and principal address</b>	<b>Bankers</b>	
233-237 Roundhay Road	HSBC	Epworth Investments
Leeds	PO Box 105	9 Bonhill Street
West Yorkshire	33 Park Row	London
LS8 4HS	Leeds. LS1 1LD	EC2A 4PE

### **Independent examiner**

Simon Bostrom FCIE

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### **Structure, governance and management**

The charity is a company limited by guarantee and was formed on 10 Sep 2007. It is governed by a memorandum and articles of association amended on 8 Oct 2007. The company registered as a charity 22 Oct 2007. The liability of the members in the event of the company being wound up is

### **Method of recruitment and appointment of trustees**

The trustees of the charity are also the directors for the purposes of company law and are appointed upon recommendation by another RETAS board of trustee member or staff member and are voted onto the board of trustees by other board members at board meetings.

# **RETAS Leeds**

## **Trustees' report (continued) for the year ended 31 March 2022**

### **Objectives and activities**

#### **The charity's objects**

The relief of refugees and asylum seekers in Yorkshire and Humberside who are in conditions of need, hardship or distress by the provision of education assisting in the relief of their unemployment and assisting their integration into society.

#### **The charity's main activities**

We believe that every refugee and asylum seeker can reach their potential here in the UK. We work closely with refugees and asylum seekers as well as the wider community in West Yorkshire to make this a reality.

We work to integrate refugees and asylum seekers by assisting with access to education, requalification, training and employment and strive to build confidence and hope in our clients.

#### **Public benefit statement**

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular how planned activities will contribute to the aims and objectives they have set.

#### **Financial review**

The net income for the year was £55,584, including net income of £52,329 on unrestricted funds and net income of £3,255 on restricted funds after transfers.

#### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £400,921.

The Board of Trustees have considered the appropriate reserves policy in the light of the organisations objectives and risks and have agreed that it is appropriate to maintain a level of reserves between 3 and 6 months of ongoing operational expenses. Based on budgeted expenditure of approximately £532,000, this would equate to a lower limit of £133,000 and an upper limit of £266,000.

The organisation currently carries a significant surplus above the reserves limit. This has been purposely built up over the last 2 to 3 years through careful management of the charity's expenditure. Approximately 85% of the charity's income is from two sources (AMIF and Leeds City Council) and there is a high likelihood each year that funding from one of those sources will not be renewed. When this happens, the surplus free reserves will allow the charity to continue to provide critical services to our service-users for a period of time, either to cover an interim period until replacement funding can be secured, or failing that to allow for a well-managed wind-down of the services, minimising the impact on our service users and staff. The trustees consider maintaining such a surplus, rather than undertaking an expanding of our current service levels, to be a prudent measure, providing some level of security for service users and staff, together with a buffer to ensure that rising costs, in the current economic climate, can be absorbed by the charity with minimal impact.

## RETAS Leeds

### Trustees' report (continued) for the year ended 31 March 2022

#### Purpose

The report sets out to do the following

Offer an overview of the RETAS service provision in last financial year but more importantly, the impact of our services on refugees & asylum seekers, the refugee sector, and the local community.

Captures RETAS service delivery performance and organisational resilience as it continues to navigate through the effects of the Covid 19 pandemic, austerity & cost of living crisis, difficult funding landscape for the refugee sector, the challenging migration policy context, and the negative narratives about refugees etc.

Demonstrate the impact of RETAS work in the reporting period

Outline some key challenges ahead regarding refugee and asylum support in Leeds and how RETAS is positioning its response

Recognises the resilience of RETAS underpinned by its dedicate and resourceful team, volunteers, trustees, partners, and funders. Therefore, RETAS remains committed to its mission of enabling refugees feel welcome and fully integrate in the UK.

#### RETAS Core Service Provision March 2021/22



## RETAS Leeds

### Trustees' report (continued) for the year ended 31 March 2022

#### Organisational Performance 2021/22 - Resilience & Adapt

RETAS has continued to demonstrate strong resilience throughout the pandemic period. The organisation has adapted and responded very well to the challenges ensuring flexibility and continuity of service provision through our blended approach of virtual and face-face provision. The ethos and quality of RETAS service provision has not been adversely impacted during this challenging period and we continue to deliver on our commitments to clients, funders and partners.

In the reporting period, RETAS secured additional funding to reduce homelessness and destitution due to the pandemic for newly granted refugees. We also set up a new community engagement project (SELIM Project) as part of our Covid-19 response to raise awareness and ensure access to mainstream covid-19 support provision for refugees. This funding and service development success demonstrate, in part, the organisation's strong performance during crisis. RETAS has been able to adapt and respond effectively to meet the growing multiple and complex needs of asylum seekers and refugees that access our service, demonstrating organisational resilience.

Overall, the team togetherness, resourcefulness, care, and passion for supporting clients were and continue to be our core assets as we deliver our operational and strategic goals.

The effects of the Covid pandemic, the cost-of-living crisis, the violent conflicts in Ukraine, Middle East and Africa vis-à-vis the government's new border and immigration act 2022 etc constitute key challenges that will affect refugees and RETAS service provision in 2022/23.

Building on our resilience in 2021 RETAS has maintained a positive environment and performance so far in 2022.

#### What we achieved

**3808**

Asylum seekers & refugees  
accessed RETAS Drop-in  
service

**147** refugees supported on  
resettlement program

**23** new arrivals in 2021

**272** refugees assisted

with higher education and  
employability support under our  
NEW ROOTS project

**10.800** advice &

support sessions delivered by  
RETAS team to asylum seekers &  
refugees in 2021/22

## RETAS Leeds

### Trustees' report (continued) for the year ended 31 March 2022

**306** refugees & asylum seekers accessed RETAS Adult Community Learning courses.

**236** completed giving an achievement rate of **77%**. Most learners started the courses with no or very little knowledge of English.

**370** newly granted refugees received support from RETAS 28 Day Transition Project- The project aims to prevent destitution when asylum support ends and provide support towards effective integration.

**140** refugees including families supported with hardship/crisis support in the form of food vouchers to help combat child poverty & destitution.

**33** Volunteers joined RETAS, **23** received employability support, **8** volunteers successfully secured university admissions, **6** volunteers became RETAS employees through RETAS Volunteer Academy pathway, **14** volunteers in total have gained employment supported by RETAS Volunteer Academy. Volunteer engagement in 2021 was **75%**

## RETAS Leeds

### Trustees' report (continued) for the year ended 31 March 2022

#### STRONG PARTNERSHIPS

"It has been great working with RETAS on Refugee Family reunion. RETAS & PAFRAS have developed a strong working relationship which is of great benefit to people looking to reunited with loved ones they were forced to leave behind."

CEO, PAFRAS

#### RETAS SERVICE PROVISION SNAPSHOT 2021/22

- **28 Days Transition Project:** In 2021, RETAS secured a new 2-year funding from the National Lottery Community fund which commenced in January 2022. It is a strong endorsement of our flagship program for refugee integration, and it is the organisation's ambition to sustain this provision beyond its current funding. RETAS continues to work collaborative with communities and local agencies to prevent destitution and ensure effective integration of refugees in West Yorkshire.
- **New Roots:** RETAS continues to expand offer long term integration support for refugees including Afghan refugees. In 2021, we enhanced advocacy provision to help refugees navigate systemic barriers and ensure equity access to mainstream provision and integration. This specialist support has led to more and better access to education, housing, employment, welfare, healthcare for refugees who otherwise would have been excluded.
- **UK Resettlement Scheme:** RETAS continues to be a delivery partner of the UK Resettlement Scheme formerly known as the Syrian Resettlement Project. Due to the pandemic and developments in Afghanistan and more recently, Ukraine, the UKRS program has seen new arrivals since July 2021. However, RETAS continues support those on the programme whilst also supporting refugees from Afghanistan and Ukraine.
- **Volunteering Service:** Between March 2021 and April 2022, we recruited 33 new volunteers. We have supported 23 volunteers with employability support, 8 volunteers with getting into university, 6 volunteers have been employed at RETAS, 14 volunteers have gained employment after receiving support through the Volunteer Academy. The disruptions to service delivery due to Covid-19 restrictions has been the most challenging because this had an impact on volunteer engagement. In 2022, we are striving to achieve the Volunteering Quality Mark and build external partnerships to continue enhancing the Volunteer Service and our Volunteer Academy. We have started to target recruitment to elevate the Volunteer Academy through building links with the Universities and businesses in Leeds. In addition, we are aiming to create more training and development opportunities.



## RETAS Leeds

### Trustees' report (continued) for the year ended 31 March 2022

- **Adult Community Learning**

RETAS continues to expand opportunities for refugees to access a variety of essential educational courses including but not limited to ESOL, IELTS, driving theory classes, employability courses, skills workshops etc. From the period of April 2021 to March 2022, ACL enrolled a total of **306** learners of whom **236** completed their courses and achieved. Resuming face-face delivery and maintaining high levels of learner engagement was a key achievement during this reporting period. We have also, with support from Leeds City Council, built upon our internal quality assurance processes and supported our tutors to deliver high quality education programmes with confidence. These include our 6 core ESOL courses and we have continued to deliver Developing You - an employability course - in partnership with Employment and Skills at Leeds City Council.

We were able to resolve the two key challenges: capacity and partnership with Leeds city council. Staff levels is now adequate and working relationship with the council has improved.

**Community Engagement (SELIM Project, Welcome to Leeds and Bright Dreams).**

RETAS has maintained strong community engagement with refugee and local communities through various projects. Together, the projects have enhanced awareness and access to covid-19 support, enabled refugees to feel welcome and integrated in Leeds and offered more opportunities for participation, connecting, changing narratives and perceptions, improving employment prospects and wellbeing.

## LOOKING AHEAD

- The post pandemic 'recovery' landscape remains challenging- The difficult economic climate, the new immigration bill, new & protracted conflicts, the effects of Covid-19 are adversely impacting asylum seekers, refugees, and refugee support services. We envisage more forced migration globally and RETAS continues to adapt and respond proactively to these changes adhering to its mission of welcoming refugees and enabling effective integration.
- The organisation will continue to prioritise the health, wellbeing and resilience of staff and volunteers.
- RETAS will maintain its positive engagement with its partners, funders, and supporters to ensure quality and sustainable service provision for refugees
- RETAS will continue to engage proactively with local communities and newly arrived asylum seekers through our Welcome to Leeds project and other collaborative initiatives. This will help us better understand needs/issues and co-produce positive interventions to ensure integration
- RETAS is working strenuously to ensure funding resilience to develop new services, consolidate and sustain existing services
- RETAS continues to have a strong reputation as the Go-To place for refugee support in the city and beyond. Increasingly, the need for a RETAS presence in other cities is compelling to fill the gap in service provision and reduce suffering amongst refugees where there is no such support. We have received a lot of feedback from clients and partners on this hence working to fill this gap in refugee support provision in other cities

## **RETAS Leeds**

### **Trustees' report (continued) for the year ended 31 March 2022**

#### **Statement of trustees' responsibilities**

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. 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.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Approved by the board of trustees on 17/11/2022

Robert Gosling (Trustee)

# **RETAS Leeds**

## **Independent examiner's report to the trustees of RETAS Leeds**

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2022, which are set out on pages 11 to 19.

### **Responsibilities and basis of report**

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### **Independent examiner's statement**

Since the charitable company's gross income exceeded £250,000 your examiner must be a fellow of a body listed in section 145 of the 2011 Act.

I confirm that I am qualified to undertake the examination because I am a fellow of ACIE which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Simon Bostrom FCIE

17/11/2022

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

# RETAS Leeds

## Statement of Financial Activities

(including summary income and expenditure account)

for the year ended 31 March 2022

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
<b>Income from:</b>					
Donations		4,273	-	4,273	8,154
Charitable activities	(2)	121,213	437,033	558,246	477,332
Bank interest		41	-	41	206
<b>Total income</b>		<u>125,527</u>	<u>437,033</u>	<u>562,560</u>	<u>485,692</u>
<b>Expenditure on:</b>					
Charitable activities	(3)	75,952	431,024	506,976	448,358
<b>Total expenditure</b>		<u>75,952</u>	<u>431,024</u>	<u>506,976</u>	<u>448,358</u>
<b>Net income / (expenditure)</b>		<u>49,575</u>	<u>6,009</u>	<u>55,584</u>	<u>37,334</u>
<b>Transfers between funds</b>		<u>2,754</u>	<u>(2,754)</u>	<u>-</u>	<u>-</u>
<b>Net movement in funds</b>		<u>52,329</u>	<u>3,255</u>	<u>55,584</u>	<u>37,334</u>
<b>Fund balances brought forward</b>		<u>357,907</u>	<u>57,906</u>	<u>415,813</u>	<u>378,479</u>
<b>Fund balances carried forward</b>	(4)	<u>410,236</u>	<u>61,161</u>	<u>471,397</u>	<u>415,813</u>

All incoming resources and resources expended derive from continuing activities.

# RETAS Leeds

## Balance sheet

as at 31 March 2022

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Fixed assets</b>				
Tangible assets	(5) 9,315	-	9,315	2,047
<b>Total fixed assets</b>	<u>9,315</u>	<u>-</u>	<u>9,315</u>	<u>2,047</u>
<b>Current assets</b>				
Debtors and prepayments	(6) 61,995	143,893	205,888	197,179
Cash at bank and in hand	(7) 340,858	(82,732)	258,126	217,884
<b>Total current assets</b>	<u>402,853</u>	<u>61,161</u>	<u>464,014</u>	<u>415,063</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Accruals	1,932	-	1,932	1,297
<b>Total current liabilities</b>	<u>1,932</u>	<u>-</u>	<u>1,932</u>	<u>1,297</u>
<b>Net current assets / (liabilities)</b>	<u>400,921</u>	<u>61,161</u>	<u>462,082</u>	<u>413,766</u>
<b>Net assets</b>	<u>410,236</u>	<u>61,161</u>	<u>471,397</u>	<u>415,813</u>
<b>Funds</b>				
Unrestricted funds	410,236	-	410,236	357,907
Restricted funds	-	61,161	61,161	57,906
<b>Total funds</b>	<u>410,236</u>	<u>61,161</u>	<u>471,397</u>	<u>415,813</u>

For the year ending 31 March 2022 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on 17/11/2022

Robert Gosling (Trustee)

## RETAS Leeds

### Statement of cash flows

for the year ended 31 March 2022

	2022 £	2021 £
<b>Cash flows from operating activities:</b>		
<b>Net cash provided by (used in) operating activities</b>	<u>50,803</u>	<u>123,698</u>
<b>Cash flows from investing activities:</b>		
Dividends and interest	41	206
Purchase of tangible fixed assets	(10,602)	(2,730)
<b>Net cash provided by (used in) investing activities</b>	<u>(10,561)</u>	<u>(2,524)</u>
Change in cash and cash equivalents in the reporting period	40,242	121,174
Cash and cash equivalents at the beginning of the reporting period	217,884	96,710
<b>Cash and cash equivalents at the end of the reporting period</b>	<u>258,126</u>	<u>217,884</u>

<b>Reconciliation of net movement in funds to net cash flow from operating activities</b>	2022	2021
	£	£
Net movement in funds for the reporting period (as per the statement of financial activities)	55,584	37,334
Adjustments for:		
Depreciation charges	3,335	963
Dividends and interest from investments	(41)	(206)
(Increase) / decrease in debtors	(8,709)	88,534
Increase / (decrease) in creditors	634	(2,927)
<b>Net cash provided by (used in) operating activities</b>	<u>50,803</u>	<u>123,698</u>

<b>Analysis of cash and cash equivalents</b>	2022	2021
	£	£
Cash in hand	312	37
Cash at bank	257,814	217,847
<b>Total cash and cash equivalents</b>	<u>258,126</u>	<u>217,884</u>

# **RETAS Leeds**

## **Notes to the accounts**

### **for the year ended 31 March 2022**

#### **1 Accounting policies**

##### **Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

##### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

##### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

##### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

##### **Tangible fixed assets**

Tangible fixed assets costing more than £500 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Computer equipment: over 4 years

##### **Pensions**

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

##### **Leases**

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

# RETAS Leeds

## Notes to the accounts continued for the year ended 31 March 2022

2 Charitable activities income	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Contracts and service level agreements	-	-	-	-
LCC Adult education	100,913	-	100,913	82,138
Wakefield Council	9,490	-	9,490	7,930
Other contracts and SLAs	9,710	-	9,710	-
Grants				
Leeds City Council (LCC)	-	139,210	139,210	77,643
Big Lottery Fund (BLF)	-	58,230	58,230	70,593
Refugee Council AMIF programme	-	231,500	231,500	121,343
Coronavirus Job Retention Scheme (CJRS)	-	7,993	7,993	73,584
Barrow Cadbury Trust	-	100	100	33,775
Refugee Action	-	-	-	10,000
Fundraising events	-	-	-	126
Fee income	1,100	-	1,100	200
	<u>121,213</u>	<u>437,033</u>	<u>558,246</u>	<u>477,332</u>

3 Charitable activities expenditure	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Salaries and NI (3a)	61,015	373,669	434,684	387,291
Freelance staff	2,632	2,529	5,161	7,701
Insurance	304	606	910	862
Printing, stationery, publications and telephone	2,431	6,185	8,616	4,590
Repairs and maintenance	267	2,817	3,084	729
Rent and rates	3,050	23,800	26,850	24,160
Catering	441	1,420	1,861	132
Travel expenses	245	1,643	1,888	725
Training costs	-	17,775	17,775	18,950
Subscriptions	553	-	553	122
Website development and IT support	-	-	-	35
Sundry expenses	-	580	580	980
Independent examination	1,500	-	1,500	1,000
Bank charges	179	-	179	118
Depreciation	3,335	-	3,335	963
	<u>75,952</u>	<u>431,024</u>	<u>506,976</u>	<u>448,358</u>



# RETAS Leeds

## Notes to the accounts continued for the year ended 31 March 2022

3a Staff costs and numbers	2022	2021
	£	£
Gross salaries	396,420	353,572
Social security costs	26,468	22,614
Pensions	8,612	8,139
Payroll administration costs	3,184	2,967
	<u>434,684</u>	<u>387,291</u>

The average number of employees during the year was 20.7, being an average of 9.9 full time equivalent (2021: 16.7, 13.4 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2022	2021
	£	£
Costs of the scheme to the charity for the year	8,612	8,139

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
LCC Syrian Refugee Programme	6,854	137,890	138,704	-	6,040
BLF 28 Day Transition Project	17,090	58,230	37,875	-	37,445
Welcome to Leeds	740	-	740	-	-
Refugee Council AMIF	-	231,500	220,906	-	10,594
Barrow Cadbury	18,222	100	15,209	(1,954)	1,159
Refugee Action Programme	10,000	-	6,705	-	3,295
Public Health	5,000	-	2,606	-	2,394
HMRC CJRS	-	7,993	7,993	-	-
LCC Bright Dreams	-	1,320	286	(800)	234
	<u>57,906</u>	<u>437,033</u>	<u>431,024</u>	<u>(2,754)</u>	<u>61,161</u>

Fund name	Purpose of restriction
LCC Syrian Refugee Programme	Full package of support for Syrian refugees arriving in the UK.
BLF 28 Day Transition Project	28 day transition project: 3 year project delivering a tailored programme of practical support to refugees with newly acquired status.
Welcome to Leeds	For the Befriendee activity project.
Refugee Council AMIF	Funding for the Asylum, Migration and Integration project.
Barrow Cadbury	To safely reopen its drop-in and ESOL services and increase service delivery via remote services adaptations. The transfer relates to the purchase of assets for the general use of the charity.
Refugee Action Programme	To increase the ability to respond and to adapt the services relating to crisis situations.
Public Health	To support the physical and mental wellbeing of asylum seekers whilst accommodated in Leeds hotels as part of the public health response to Covid-19.
HMRC CJRS	To fund salary costs of furloughed staff.
LCC Bright Dreams	To purchase sewing machines and provide sewing courses to clients. The transfer relates to the purchase of assets for the general use of the charity.

# RETAS Leeds

## Notes to the accounts continued for the year ended 31 March 2022

### 5 Tangible assets

	Computer equipment	Total
<b><u>Cost</u></b>	£	£
At 1 April 2021	3,853	3,853
Additions	10,602	10,602
At 31 March 2022	<u>14,455</u>	<u>14,455</u>
<b><u>Depreciation</u></b>		
At 1 April 2021	1,806	1,806
Charge for year	3,335	3,335
At 31 March 2022	<u>5,141</u>	<u>5,141</u>
<b><u>Net book value</u></b>		
At 31 March 2022	<u>9,315</u>	<u>9,315</u>
At 31 March 2021	<u>2,047</u>	<u>2,047</u>

### 6 Debtors and prepayments

	2022	2021
	£	£
Prepayments	690	680
Accrued income	205,198	196,499
	<u>205,888</u>	<u>197,179</u>

### 7 Cash at bank and in hand

	2022	2021
	£	£
Cash at bank	257,814	217,847
Cash in hand	312	37
	<u>258,126</u>	<u>217,884</u>

### 8 Related party transactions

#### Trustee expenses

No trustee received any expenses during this year or the previous year.

#### Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

#### Remuneration and benefits received by key management personnel

The total employee benefits received by key management personnel were £44,112 (previous year: £44,112)

### 9 Operating leases

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:	2022	2021
	£	£
Within one year	466	13,065
In the second to fifth years inclusive	466	913
Over five years from the balance sheet date	-	-
	<u>932</u>	<u>13,978</u>

## **RETAS Leeds**

### **Notes to the accounts continued for the year ended 31 March 2022**

<b>10 Transactions where the charity has acted as an agent</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Funds received through the Acts 435 scheme	24,009	26,019
Funds passed on to individual beneficiaries in accordance with the scheme	<u>23,254</u>	<u>24,844</u>
Net movement in the year	755	1,175
 Balance brought forward	 <u>1,545</u>	 <u>370</u>
Balance carried forward (excluded from charity balance sheet)	<u>2,300</u>	<u>1,545</u>

#### **Funds held as agent on behalf of others**

The charity is a participant in the Act 435 scheme whereby the charity acts as an advocate and posts requests for help on the Acts 435 website on behalf of its beneficiaries who are in need. Donors visiting the Acts 435 website can give through the website with the aim of the individual people receiving all of the money donated. The charity advocate then contacts the individual and passes the donation on to them.

In this way the charity is acting as agent. The actual donations are made to the registered charity Acts 435, who is eligible to claim gift aid on the donations. This is how that charity funds its operational costs. Consequently the advocate charity (RETAS Leeds) is not able to claim gift aid on the donations.

## RETAS Leeds

### Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2022

	2022 Unrestricted funds £	2021 Unrestricted funds £	2022 Restricted funds £	2021 Restricted funds £	2022 Total funds £	2021 Total funds £
<b>Income</b>						
Charitable activities	121,213	100,394	437,033	376,938	558,246	477,332
Donations	4,273	8,154	-	-	4,273	8,154
Bank interest	41	206	-	-	41	206
<b>Total income</b>	<b>125,527</b>	<b>108,754</b>	<b>437,033</b>	<b>376,938</b>	<b>562,560</b>	<b>485,692</b>
<b>Expenditure</b>						
Charitable activities	75,952	22,960	431,024	425,398	506,976	448,358
<b>Total expenditure</b>	<b>75,952</b>	<b>22,960</b>	<b>431,024</b>	<b>425,398</b>	<b>506,976</b>	<b>448,358</b>
<b>Net income / (expenditure)</b>	<b>49,575</b>	<b>85,794</b>	<b>6,009</b>	<b>(48,460)</b>	<b>55,584</b>	<b>37,334</b>
<b>Transfers between funds</b>	<b>2,754</b>	<b>(11,196)</b>	<b>(2,754)</b>	<b>11,196</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>52,329</b>	<b>74,598</b>	<b>3,255</b>	<b>(37,264)</b>	<b>55,584</b>	<b>37,334</b>
<b>Fund balances brought forward</b>	<b>357,907</b>	<b>283,309</b>	<b>57,906</b>	<b>95,170</b>	<b>415,813</b>	<b>378,479</b>
<b>Fund balances carried forward</b>	<b>410,236</b>	<b>357,907</b>	<b>61,161</b>	<b>57,906</b>	<b>471,397</b>	<b>415,813</b>