

## **RETAS Leeds**

Charity number 1121330

A company limited by guarantee number 06365085

### **Annual Report and Financial Statements for the year ended 31 March 2024**



**Annual Report and Financial Statements**  
**for the year ended 31 March 2024**

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

# RETAS Leeds

## Trustees' report for the year ended 31 March 2024

### 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:

Name	Position	Dates
Robert Gosling		
Matthew Thornfield		
Elizabeth Campbell		
Michael Baynham		
Mary Campbell		
Susan Waterson		
Richard Taiwo		appointed 13 July 2023
Mohammed Aslam		appointed 13 July 2023
<b>Charity number</b>	1121330	Registered in England and Wales
<b>Company number</b>	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 limited to a sum not exceeding £10.

### 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 2024**

### **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.

#### **Achievements and performance**

RETAS remains a well-respected charity that supports the social, cultural and economic integration of refugees and asylum seekers in West Yorkshire. RETAS supported over 4005 new and existing asylum seekers, refugees and other vulnerable clients and over 10,800 related cases during 2022/23. We have remained responsive to client needs and aspirations of asylum seekers by evolving our service delivery and developing new pathways and partnerships. The support RETAS delivers is based on expertise, compassion and hope, ensuring that our clients feel welcomed and become fully integrated. This spirit reflects the RETAS Mission, revised this year, to strengthen our focus and consolidate our work. In offering an overview of RETAS work and key achievements in 2023/24, it captures our key challenges, opportunities, and aspirations. RETAS has a team of 26 staff. We are proud that 73% have lived experience, demonstrating our continued commitment to positive and inclusive recruitment practice. There have been new appointments during this period which reflect both RETAS ambition and its determination to address some of its challenges. These include a new Fundraising and Communications Manager, a Digital Skills Trainer and ICT Officers. We have also expanded the team of ESOL teaching staff to support delivery of a broader curriculum.

A major achievement was the matrix standard for Information, Advice and Guidance. We successfully maintained the standard which can be retained for 3 years, subject to annual continuous improvement checks. This was a comprehensive assessment across all areas of RETAS and lasted 4 days. The report stated, "the organisation is well respected across the city and has shown great agility and resilience.....".

Areas that were reported to be working well included:

- an embedded 'lived experience' model with advisors who are passionate about their role
- bespoke IAG delivery for the individuals
- the volunteer service bringing an upbeat injection of hope...
- the teachers are highly motivated and skilled and apply a wrap around quality assurance framework

We are immensely proud of the outcome and particularly the narrative of the assessor.

# RETAS Leeds

## Trustees' report (continued) for the year ended 31 March 2024

### Advice And Advocacy Support

RETAS' specialist service provision to support the city's new asylum seekers and refugees, Welcome to Leeds, exceeded its target of 250 and supported 460 clients. The focus on orientation, wellbeing, confidence and creativity, volunteering, through environmental conservation and community engagement is continuing to engage and inspire this group of clients and provide a valuable resource for the city.

RETAS registered with the Office of the Immigration Services Commissioner (OISC) in March 2024 to provide specialist advice. OISC regulates immigration advisers ensuring that they are fit, competent and act in their clients' best of interest. RETAS has been awarded OISC level 2 registration. A solicitor from Hallam University offered professional support. This has been a significant achievement in being able to offer this service to our clients.

RETAS continues to explore ways of supporting clients. The distribution of SIM cards has been successful and well received. A total of 93 SIM cards distributed during the latter part of this period has helped to ensure connectivity for individuals and families. Moving forward, we plan to continue our partnership with the National Databank and potentially expand our distribution efforts to include more providers and a larger number of SIM cards.

### Volunteer Development

RETAS Volunteer Development remains an integral part of RETAS as they continue to support, complement, and enhance service provision. RETAS benefits from high calibre volunteers from different backgrounds. Their knowledge and experience provide support to different aspects of RETAS work including the Teaching and Learning Team, Advice and Advocacy, Fund raising, Finance, Digital and IT delivery and Reception services. They are also involved in targeted pieces of work to meet specific client need. An example of this is the Higher Education (HE) workshops where volunteers, building on their own experience are equipped with the skills to help deliver awareness sessions and application support to those considering HE.

RETAS provides placement opportunities for students from a refugee background, many of whom face additional barriers to securing work experience in this and other sectors. Another crucial aspect is that it encourages and supports them to build a professional network given connections with people in the industry can be helpful in exploring or finding future employment opportunities.

Additional opportunities to develop networks and confidence are provided by a range of social activities. RETAS continues to support Leeds Refugee Forum in hosting and taking part in the annual Leeds Refugee World Cup. RETAS also hosts regular celebration events to reward and recognise volunteer achievements.

During this period, RETAS supported 45 volunteers (85% with lived experience). They provided 18 languages and were from 22 countries. One of the challenges is volunteer retention. The cost-of-living impact is still real and continues for many, presenting additional financial barriers to sustaining volunteering. Although RETAS reimburses travel expenses and provides refreshments there are still pressures on those who offer us and our clients their services. Despite these challenges, RETAS volunteers supported 183 clients with an array of issues and thus continue to be a valuable asset to the organisation.

### Teaching and Learning Team

RETAS continues to offer a successful ESOL programme, funded by Leeds City Council.

There have been a number of staffing changes during this year but despite this, the teaching team has over delivered on their Adult and Community Learning (ACL) commitments in term 3 and has been successful in securing additional ACL funding for the forthcoming academic year 2024-2025. However, the most important achievement was the outcome of the OFSTED inspection. A team of Inspectors came to Leeds to inspect its provision but within that, conducted a "deep dive" into ESOL provision. RETAS was one of only four providers included in the sample. They spent two days observing delivery, interviewing clients and staff and scrutinising processes and procedures. Being a significant part of an Outstanding outcome was a huge achievement for us and the city.

The table below includes data from the academic years which straddle the period of this report:

## RETAS Leeds

### Trustees' report (continued) for the year ended 31 March 2024

	Total							
Ac Year	Learner numbers	Enrolments	Retained	Achieved	Retention%	Pass %	Achievement %	Attendance%
22/23	285	433	335	330	77.4%	98.5%	76.2%	90.8%
23/24	169	326	284	284	87.1%	100.0%	87.1%	87.6%

A challenge for RETAS is retaining learners (demonstrated by the column titled retention). The nature of our learners and their changing circumstances such as transition from asylum to refugee status and/or inadequate housing can mean that learners do struggle to attend. However, the above table highlights significant improvement this year comparing to the previous years.

#### Partnership Working

RETAS has forged successful partnerships for a number of years. It continues to develop and expand its network in response to client need and our ambitions for the organisation. Arrangements with some partners include delivery on site, DWP for example and with other we have established specific referral protocols to provide the most appropriate, efficient and effective support for clients.

699 client referrals were made to our partner organisations during this period. Partners include Leeds City Council services, particularly the Housing Options service, DWP, the Red Cross, BEAM, PAFRAS, LASSN, Migrant Action, Leeds Refugee Forum, Sheffield Hallam University.

#### Plans for future periods

##### Key challenges for the future

##### 1. Sustainability

Competing in a highly competitive and diminishing funding environment is challenging. It is a challenge faced by many charities but there are perhaps some specific pressures attached to the work with this particular client group, that can compound the situation. The move away, in recent years, from localised funding to more regional/national arrangements can be prohibitive for organisations such as RETAS.

#### Management Information

It is recognised that the existing MIS arrangements are no longer fit for purpose. There are multiple systems in place, they are fragmented and incomplete. The systems do not all have the capacity or agility to meet the evolving demands of RETAS. They are constraining us in improving the information we capture to profile our clients, the data we need to report and analyse our performance and most importantly, providing a coherent picture across all aspects of our work. Improvements are needed so we can better measure impact, quality assure, plan and compete for funds.

##### Multiple and Complex client need

Recent legislative change and social pressures have left a legacy that can negatively impact the health and wellbeing of our client group. This manifests itself in many ways.

##### Next Steps

RETAS will focus on a number of key areas to take the service forward in 2024/25. Although all separate workstream, they combine to form a coherent steer for business improvement, client satisfaction and sustainability.

##### 2. Diversifying funding sources

The appointment of a new Funding and Communications Manager will target a specific resource to sourcing and securing future funding.

This development will help RETAS to respond, consolidate its funding base and be more agile in a dynamic marketplace. There are also plans to develop the range of fundraising activities to bolster applications to external sources.

## **RETAS Leeds**

### **Trustees' report (continued) for the year ended 31 March 2024**

#### **Improving RETAS profile**

The dual role of the above post will also assist RETAS to raise and expand the reach of its profile across a range of stakeholders. During next year there will be a more coordinated approach to marketing and awareness raising and a new approach to establishing a range of relationships with key stakeholder groups (including businesses) which has, to date been under developed. This will expand the range of partnerships and strengthen our relationships with them.

#### **Management Information System (MIS)**

In the latter stages of this period, plans have been drawn up for a new system. This will be a key focus for next year. The aim is to improve the quality and integrity of the data we collect and improve our capacity to analyse and use the data to better manage and report our performance. A new performance management framework will accompany this which will streamline what and how we capture data and use it to measure and improve our performance.

#### **Human Resources and growing the offer**

We continue to develop our team to ensure that we can keep improving on the quality of service we provide.

- Increasing the capacity of OISC support
- expanding the ESOL curriculum to better meet client need, grow aspiration and improve the breadth of learning opportunities
- better customise staff training to ensure they are confident and equipped to meet current and future challenges

All the above will contribute to maintaining our positive staff recruitment and retention and most of all a passionate and dedicated team.

#### **Quality Improvement**

The dual external inspections of this period have been invaluable in providing an objective, expert insight into our work. Despite the successful outcomes in both, there are obviously still areas in which we can improve. Comprehensive action plans will be compiled to respond to the findings and ensure we continue to develop and improve.

#### **Financial review**

The net income for the year was £122,622, including net income of £38,832 on unrestricted funds and net income of £83,790 on restricted funds after transfers.

#### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £444,671.

Our reserves policy aimed at maintaining a reserve level between 3 to 6 months of total expenses, which equates to a range of £170K to £340K based on budgeted annual expenditure of £679K.

The trustees recognise that current reserves are in excess of the policy target, however, two of our major funding sources, accounting for over 80% of our income, "NR" already ended Dec-23 and "BLF" will be coming to an end on in the next year Jun-25

The trustees have prudently increased reserves to cover potential funding gaps. This strategy ensures the charity's operations can continue at their current level during this funding gap period, providing time to secure new funding. It is expected that the reserve level will fall back to within the expected range over the next year.

This careful financial planning supports the charity's ongoing service delivery and financial stability.

## **RETAS Leeds**

### **Trustees' report (continued) for the year ended 31 March 2024**

#### **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 14 November 2024

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 2024, which are set out on pages 9 to 18.

### **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

15 November 2024

### **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 2024

	Notes	2024 Unrestricted funds £	2024 Restricted funds £	2024 Total funds £	2023 Total funds £
<b>Income from:</b>					
Donations and legacies	(2)	92,430	495,318	587,748	446,706
Charitable activities	(3)	160,133	-	160,133	139,032
Bank interest		4,674	-	4,674	1,822
<b>Total income</b>		<u>257,237</u>	<u>495,318</u>	<u>752,555</u>	<u>587,560</u>
<b>Expenditure on:</b>					
Charitable activities	(4)	<u>221,139</u>	<u>408,794</u>	<u>629,933</u>	<u>558,499</u>
<b>Total expenditure</b>		<u>221,139</u>	<u>408,794</u>	<u>629,933</u>	<u>558,499</u>
<b>Net income / (expenditure)</b>		36,098	86,524	122,622	29,061
<b>Transfers between funds</b>		<u>2,734</u>	<u>(2,734)</u>	-	-
<b>Net movement in funds</b>		38,832	83,790	122,622	29,061
<b>Fund balances brought forward</b>		<u>412,260</u>	<u>88,198</u>	<u>500,458</u>	<u>471,397</u>
<b>Fund balances carried forward</b>	(5)	<u>451,092</u>	<u>171,988</u>	<u>623,080</u>	<u>500,458</u>

All incoming resources and resources expended derive from continuing activities.

## RETAS Leeds

### Balance sheet

as at 31 March 2024

	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Fixed assets</b>				
Tangible assets	(6) 6,421	-	6,421	8,467
<b>Total fixed assets</b>	<u>6,421</u>	<u>-</u>	<u>6,421</u>	<u>8,467</u>
<b>Current assets</b>				
Debtors and prepayments	(7) 46,578	142,207	188,785	227,041
Cash at bank and in hand	(8) 399,983	29,781	429,764	266,840
<b>Total current assets</b>	<u>446,561</u>	<u>171,988</u>	<u>618,549</u>	<u>493,881</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Accruals	1,890	-	1,890	1,890
<b>Total current liabilities</b>	<u>1,890</u>	<u>-</u>	<u>1,890</u>	<u>1,890</u>
<b>Net current assets / (liabilities)</b>	<u>444,671</u>	<u>171,988</u>	<u>616,659</u>	<u>491,991</u>
<b>Net assets</b>	<u>451,092</u>	<u>171,988</u>	<u>623,080</u>	<u>500,458</u>
<b>Funds</b>				
Unrestricted funds	451,092	-	451,092	412,260
Restricted funds	-	171,988	171,988	88,198
<b>Total funds</b>	<u>451,092</u>	<u>171,988</u>	<u>623,080</u>	<u>500,458</u>

For the year ending 31 March 2024 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 are 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 14 November 2024

Robert Gosling (Trustee)

## RETAS Leeds

### Statement of cash flows

for the year ended 31 March 2024

	2024 £	2023 £
<b>Cash flows from operating activities:</b>		
<b>Net cash provided by (used in) operating activities</b>	<u>160,984</u>	<u>10,742</u>
<b>Cash flows from investing activities:</b>		
Bank interest	4,674	1,822
Purchase of tangible fixed assets (excluding donated assets)	<u>(2,734)</u>	<u>(3,850)</u>
<b>Net cash provided by (used in) investing activities</b>	<u>1,940</u>	<u>(2,028)</u>
Change in cash and cash equivalents in the reporting period	162,924	8,714
Cash and cash equivalents at the beginning of the reporting period	<u>266,840</u>	<u>258,126</u>
<b>Cash and cash equivalents at the end of the reporting period</b>	<u>429,764</u>	<u>266,840</u>

<b>Reconciliation of net movement in funds to net cash flow from operating activities</b>	2024	2023
	£	£
Net movement in funds for the reporting period (as per the statement of financial activities)	122,622	29,061
Adjustments for:		
Depreciation charges	4,780	4,698
Bank interest	(4,674)	(1,822)
(Increase) / decrease in debtors	38,256	(21,153)
Increase / (decrease) in creditors	-	(42)
<b>Net cash provided by (used in) operating activities</b>	<u>160,984</u>	<u>10,742</u>

<b>Analysis of cash and cash equivalents</b>	2024	2023
	£	£
Cash in hand	4,729	62
Notice deposits (less than 30 days)	<u>425,035</u>	<u>266,778</u>
<b>Total cash and cash equivalents</b>	<u>429,764</u>	<u>266,840</u>

# **RETAS Leeds**

## **Notes to the accounts**

### **for the year ended 31 March 2024**

#### **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, if 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.

# RETAS Leeds

## Notes to the accounts continued for the year ended 31 March 2024

### 2 Donations and legacies

	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Donations and legacies	92,430	-	92,430	4,102
Grants				
Leeds Christian Community Trust (LCCT)	-	36,117	36,117	-
Leeds City Council (LCC)	-	33,363	33,363	88,240
Leeds Community Foundation (LCF)	-	15,000	15,000	10,000
National Lottery Community Fund (NCLF)	-	58,230	58,230	-
Refugee Council AMIF programme	-	294,730	294,730	280,127
Santander UK Foundation Ltd	-	57,878	57,878	59,036
Volition - Leeds	-	-	-	5,201
	<u>92,430</u>	<u>495,318</u>	<u>587,748</u>	<u>446,706</u>

### 3 Charitable activities income

	2024	2024	2024	2023
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Contracts and service level agreements				
Leeds City Council (LCC) Adult Education	114,922	-	114,922	117,037
Wakefield Council	12,545	-	12,545	7,004
Welcome to Leeds/Action Asylum	30,745	-	30,745	13,822
Fee income	<u>1,923</u>	<u>-</u>	<u>1,923</u>	<u>1,169</u>
	<u>160,135</u>	<u>-</u>	<u>160,135</u>	<u>139,032</u>

### 4a Support costs

	2024	2023
	Total	Total
	cost	cost
	£	£
Support cost type		
Management and admin salaries	246,205	119,690
Independent examination	1,890	2,190
Bank charges	191	197
Payroll fees	4,638	3,153
Memberships and subscriptions	<u>2,957</u>	<u>595</u>
	<u>255,881</u>	<u>125,825</u>

# RETAS Leeds

## Notes to the accounts continued for the year ended 31 March 2024

4b Charitable activities expenditure detail	2024 Unrestricted funds £	2024 Restricted funds £	2024 Total cost £	2023 Total cost £
Salaries and NI (8c)	177,185	340,747	517,932	449,547
Freelance staff	4,620	-	4,620	15,760
Insurance	476	572	1,048	955
Printing, stationery, publications and telephone	11,646	1,722	13,368	13,484
Repairs and maintenance	690	90	780	203
Rent and rates	1,442	43,853	45,295	39,442
Catering	2,864	1,399	4,263	1,742
Travel expenses	10,207	3,225	13,432	8,404
Training costs	78	15,049	15,127	20,995
Subscriptions	1,634	1,323	2,957	595
Professional fees and consultancy	2,640	-	2,640	-
Sundry expenses	68	-	68	287
Independent examination	1,890	-	1,890	2,190
Bank charges	191	-	191	197
Depreciation	4,780	-	4,780	4,698
Equipment and office supplies	728	814	1,542	-
	<u>221,139</u>	<u>408,794</u>	<u>629,933</u>	<u>558,499</u>

4c Staff costs and numbers	2024 £	2023 £
Gross salaries	473,028	409,050
Social security costs	34,314	32,839
Employment allowance	(5,000)	(5,000)
Pensions	10,952	9,505
Payroll administration costs	4,638	3,153
	<u>517,932</u>	<u>449,547</u>

The average number of employees during the year was 22.8, being an average of 15.5 full time equivalent (2023: 22.1, 14.9 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme	2024 £	2023 £
Costs of the scheme to the charity for the year	10,952	9,505

# RETAS Leeds

## Notes to the accounts continued for the year ended 31 March 2024

5 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
NLCF Big Lottery Fund	17,032	58,230	32,687	-	42,575
LCC Bright Dreams	234	-	234	-	-
LCF Civic Trust Comm'ty Heritage	-	15,000	4,001	-	10,999
LCF Together for Ukraine	6,729	-	3,729	-	3,000
LCCT 1	-	25,000	6,262	-	18,738
LCCT 2	-	11,117	1,996	-	9,121
LCC LCCAS	-	19,013	8,329	-	10,684
LCC LASSN	-	7,500	1,791	-	5,709
LCC Multiply Project	-	6,000	-	-	6,000
Refugee Council - New Roots	474	294,730	294,116	-	1,088
Santander UK Foundation Ltd	55,186	57,878	48,162	(2,734)	62,168
LCC Syrian Refugee Programme	3,342	850	4,192	-	-
Volition - Leeds	5,201	-	3,295	-	1,906
	<u>88,198</u>	<u>495,318</u>	<u>408,794</u>	<u>(2,734)</u>	<u>171,988</u>

Fund name	Purpose of restriction
NLCF Big Lottery Fund	A project that provides tailored support to refugees who have just acquired their status. It focuses on the critical 28-day period, offering a holistic program that includes help with searching for housing, employment, education, and access to essential services to help them transition into society.
LCC Bright Dreams	To purchase sewing machines and provide sewing courses to clients.
LCF Civic Trust Comm'ty Heritage	To support a project which aims to mitigate negative perceptions, support local businesses, and foster integration among refugees & asylum seekers.
LCF Together for Ukraine	Providing a welcoming service to newly arrived Ukrainian asylum seekers and refugees in Leeds.
LCCT 1	To provide support to households, particularly those including children and pensioners, who would otherwise struggle to buy food or pay essential utility bills or meet other essential living costs, to help them with significantly rising living costs.
LCCT 2	
LCC LCCAS	To expand key services for asylum seekers in Leeds, including support on easing transitions, securing housing, and enhancing well-being through social activities and partnerships, addressing rising asylum rates and the increasing need for support.
LCC LASSN	To support asylum seeker for day travel passes, facilitating city navigation and improving access to essential services, thus enhancing their wellbeing.
LCC Multiply Project	To support training sessions and equipment for digital learning.
Refugee Council - New Roots	Funding for the Asylum, Migration and Integration project.
Santander UK Foundation Ltd	Project aiming to reduce the digital gap for clients through increasing depth and range of courses, workshops, and interventions available to help individuals to develop their ICT proficiency. The transfer relates to the purchase of fixed assets - laptops for use by clients.
LCC Syrian Refugee Programme	Full package of support for Syrian refugees arriving in the UK.
Volition - Leeds	To support asylum seekers with a particular focus on promoting community well-being through meaningful conversations, activities and workshops.



# RETAS Leeds

## Notes to the accounts continued for the year ended 31 March 2024

### 6 Tangible assets

	Computer equipment	Total
<b><u>Cost</u></b>	£	£
At 1 April 2023	17,506	17,506
Additions	2,734	2,734
At 31 March 2024	<u>20,240</u>	<u>20,240</u>
<b><u>Depreciation</u></b>		
At 1 April 2023	9,039	9,039
Charge for year	4,780	4,780
At 31 March 2024	<u>13,819</u>	<u>13,819</u>
<b><u>Net book value</u></b>		
At 31 March 2024	<u>6,421</u>	<u>6,421</u>
At 31 March 2023	<u>8,467</u>	<u>8,467</u>

### 7 Debtors and prepayments

	2024	2023
	£	£
Prepayments	761	794
Accrued income	188,024	226,247
	<u>188,785</u>	<u>227,041</u>

### 8 Cash at bank and in hand

	2024	2023
	£	£
Cash at bank	425,035	266,778
Cash in hand	4,729	62
	<u>429,764</u>	<u>266,840</u>

### 9 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 £47,306 (previous year: £49,555).

## RETAS Leeds

### Notes to the accounts continued for the year ended 31 March 2024

	2024	2023
<b>10 Transactions where the charity has acted as an agent</b>		
	£	£
Funds received through the Acts 435 scheme	25,680	35,716
Funds passed on to individual beneficiaries in accordance with the scheme	25,005	37,011
Net movement in the year	675	(1,295)
Balance brought forward	1,005	2,300
Balance carried forward (excluded from charity balance sheet)	1,680	1,005
	£	£
Donations received on behalf of other organisations	40,101	-
Funds passed on to other organisations	40,101	-
Net movement in the year	-	-
Balance brought forward	-	-
Balance carried forward (excluded from charity balance sheet)	-	-

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.

The charity also received donations where the donors' intention was for RETAS Leeds to pass those funds on to other organisations. No balances were left in relation to those transactions.

## RETAS Leeds

### Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2024

	2024 Unrestricted funds £	2023 Unrestricted funds £	2024 Restricted funds £	2023 Restricted funds £	2024 Total funds £	2023 Total funds £
<b>Income</b>						
Donations and legacies	92,430	4,102	495,318	442,604	587,748	446,706
Charitable activities	160,133	139,032	-	-	160,133	139,032
Bank interest	4,674	1,822	-	-	4,674	1,822
<b>Total income</b>	<b>257,237</b>	<b>144,956</b>	<b>495,318</b>	<b>442,604</b>	<b>752,555</b>	<b>587,560</b>
<b>Expenditure</b>						
Charitable activities	221,139	146,782	408,794	411,717	629,933	558,499
<b>Total expenditure</b>	<b>221,139</b>	<b>146,782</b>	<b>408,794</b>	<b>411,717</b>	<b>629,933</b>	<b>558,499</b>
<b>Net income / (expenditure)</b>	<b>36,098</b>	<b>(1,826)</b>	<b>86,524</b>	<b>30,887</b>	<b>122,622</b>	<b>29,061</b>
<b>Transfers between funds</b>	<b>2,734</b>	<b>3,850</b>	<b>(2,734)</b>	<b>(3,850)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>38,832</b>	<b>2,024</b>	<b>83,790</b>	<b>27,037</b>	<b>122,622</b>	<b>29,061</b>
<b>Fund balances brought forward</b>	<b>412,260</b>	<b>410,236</b>	<b>88,198</b>	<b>61,161</b>	<b>500,458</b>	<b>471,397</b>
<b>Fund balances carried forward</b>	<b>451,092</b>	<b>412,260</b>	<b>171,988</b>	<b>88,198</b>	<b>623,080</b>	<b>500,458</b>