

Charity Registration No. 1121560

Company Registration No. 05352679 (England and Wales)

**NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM**  
**CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

# NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM

## LEGAL AND ADMINISTRATIVE INFORMATION

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### Trustees

Amdani Juma  
Roger Tanner  
Jennifer Fleming (Chair)  
David Hewitt  
Stella Nickolay (Vice Chair)  
David Sadler (Treasurer)  
Allan Njanji  
Helen O'nions  
Elizabeth Pritchett  
Peter Strauss  
Edith Iheama  
Ankunda Matsiko  
Darren York  
Caroline Mombeyarara

Resigned 25/11/2021

Resigned 25/11/2021

Resigned 06/07/2022

### Management team

Matt Atkins, Director from 4th February 2019 to 10<sup>th</sup> June 2022  
Sonia Bilkhu, Advice Service Manager from 8th July 2019  
John Gordon, Finance Manager from 4th March 2019  
Siobhan Gosrani, Resettlement Manager from 1st November 2020 to 31<sup>st</sup> May 2022  
Debbie Royle, Deputy Director from 14th September 2020  
(Acting Director 11<sup>th</sup> June 2022 to 4<sup>th</sup> September 2022)  
Barbara Spreiz Dhliwayo, Volunteering & Engagement from 1st May 2019  
Frank Foreman, Director from 5<sup>th</sup> September 2022  
Richard Martin, Resettlement Manager from 1<sup>st</sup> August 2022

### Charity number

1121560

### Company number

05352679

### Principal address

The Sycamore Centre  
33A Hungerhill Road  
Nottingham  
NG3 4NB

### Auditor

Rogers Spencer  
Newstead House  
Pelham Road  
Nottingham  
NG5 1AP

# ' NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM

## LEGAL AND ADMINISTRATIVE INFORMATION

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### **Bankers**

CAF Bank  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

Unity Trust Bank  
PO Box 7193  
Planetary Road  
Willenhall  
WV1 9DG

Lloyds TSB Bank plc  
Birmingham OSC  
Ariel House  
2138 Coventry Road  
Sheldon  
B26 3JW

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***FOR THE YEAR ENDED 31 MARCH 2022***

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# **NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**

### **FOR THE YEAR ENDED 31 MARCH 2022**

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The trustees present their report and financial statements for the year ended 31 March 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as issued in October 2019).

#### **Objectives and activities**

##### Objects and aims:

The aims of the Nottingham and Nottinghamshire Refugee Forum (NNRF) are expressed in the Objects of the Memorandum of Association, stated as 'the promotion and provision of any charitable purpose directed to meet the needs of refugees and asylum seekers living in the City of Nottingham and Nottinghamshire.' The activities of the charity include the free provision of:

Advice, information and support for refugees and asylum seekers; specific services are incorporated into the following projects - General Advice (gateway advice), Into the Mainstream (Health), One Stop Shop (Housing), Welfare Benefits (advocacy), Young People and Destitution (working with refused asylum seekers). All specialised projects contribute to the aims of the organisation.

##### Vision:

A society where Asylum Seekers and Refugees are welcomed, receive just and compassionate treatment and support in rebuilding their lives.

##### Mission:

To support asylum seekers and refugees in Nottingham and Nottinghamshire in gaining just outcomes, rebuilding their lives and integrating into society. We do this by:

1. Providing a safe and welcoming space where everyone is treated with respect, compassion and dignity;
2. Offering free and impartial advice;
3. Positively embracing and celebrating differences;
4. Offering practical support to those who have no means to support themselves;
5. Building effective partnerships with community groups and relevant organisations.
6. Empowering service users to rebuild their own lives.

NNRF runs the following services:

General advice service drop-in, specialist advice in housing, welfare benefits, health provision, ESOL classes, social activities, an anti-destitution service including food bank, interpreting, help finding employment, services for young people, a children's project and a community café.

It does this through a combination of drop-in services, one-to-one appointments and home visits, clinics and social events.

#### **Public benefit**

The Trustees confirm that they have complied with the duty in section 4 of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit', in particular the charity seeks to benefit the public through:

The relief of poverty, suffering and distress among individuals seeking asylum and support in the United Kingdom and in particular but not limited to the provision of specialist services and practical help.

# **NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

### **FOR THE YEAR ENDED 31 MARCH 2022**

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#### **Grant making policies**

NNRF's Communities of Identity (COI) project gives grants to other community organisations working with refugees and asylum seekers. The COI is run by a steering group, who jointly decide who should receive funds on the basis of an application process held every three months. Applicants for funds fill in a form which is then vetted by the steering group against the criteria approved by the Council for such purposes.

#### **Use of volunteers**

NNRF continues to receive support from many individuals and organisations, including those who give money and those who volunteer with us. Volunteers continue to be indispensable with over 222 volunteers including 50 (22.5%) with lived experience, working across the Forum and this year taking on a wider range of roles.

Volunteering at NNRF is a challenging and exciting opportunity. We are only able to deliver such a wide range and scope of services because of the invaluable contribution of our volunteers. Up to a third of our volunteers come from a refugee or asylum seeking background themselves. Volunteering at NNRF enables them to maintain their existing skills and develop new ones. It increases their confidence, improves their communication skills and motivates them to keep active and engaged. Our volunteers embody diversity, enthusiasm, resourcefulness, professionalism and compassion.

The Refugee Forum is currently in the process of re-accreditation with Investing in Volunteers after achieving the national standard of good practice in managing volunteers in April 2019.

#### **Achievements and performance**

During the twelve months covered by this report (April 2021 to March 2022), Covid has continued to affect all our lives and how we operate at NNRF. We have focused on how we continue to deliver support and services in a safe and appropriate way, adapt to the changing Covid situation and embed the practice developed and the positive things we have learned from operating remotely.

The NNRF staff team expanded once again during the year under review. We have achieved long term funding aims for additional services, for example the Fresh Claims project, in partnership with Nottingham Arimathea Trust, and a Client Participation Worker post, which will provide a voice for asylum seekers and refugees and support client involvement in the way the Forum's services are run. The new projects would not have been possible without the phenomenal achievements of the Grants sub-committee volunteers in attracting funding to NNRF. We are indebted to their expertise and commitment.

In August we were approached by Nottingham City Council to take on the Afghan Relocations and Assistance Policy (ARAP) Scheme. This scheme is designed to support Afghan people who supported the British Armed Forces in Afghanistan. There was significant media attention around the scheme and this resulted in an increase in supporters and donations for the Forum. As a result of these new posts, the staff team has grown from around 30 to almost 40 people.

The numbers of new clients both in person and via the phone put significant strain on frontline services. To help resolve this, new service delivery models for General Advice, Anti-Destitution and the Specialist Advice Team were drawn up with relevant staff and implemented.

There have been increased numbers of clients needing our services and the Covid pandemic has led to more complex situations; it has compounded the isolation and loneliness that so many asylum seekers and refugees experience; it also created longer waits with many external agencies. This has put our valued staff team under increased pressure. There has been a real risk of exhaustion and burnout for staff due to the significant pressure around the impact of managing client needs and waiting lists with limited resources alongside the daily pressure of navigating Covid. Despite all this, the major achievement of the year has been the maintenance of the high quality and wide range of support we have continued to provide for our clients.

# **NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

### ***FOR THE YEAR ENDED 31 MARCH 2022***

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NNRF will continue to do all that we can to support those seeking asylum in Nottingham and Nottinghamshire. The hostile environment has a devastating impact on the lives and the mental and emotional wellbeing of all those we work with. Our asylum system is harsh and brutal to those coming to the UK having been forced to leave everyone and everything they have ever known. Yet our government is seeking not only to maintain the harshness of the system, but it is seeking to go even further; instead of making the refugee protection system more efficient, effective and fair, government reforms will punish and expel those in desperate need of safety.

As always, what we have achieved in 2021/22 was reliant on the willingness of our exceptionally committed staff, our many loyal volunteers and our dedicated Trustees, to give their time and expertise, and on the continuing generosity and commitment of our many donors, supporters and funders. Their abiding confidence in our ability to have a positive impact on the lives of asylum seekers' and refugees' lives encourages and inspires us every day. Together we will continue to make an even greater impact.

#### **Reserves policy**

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

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

Our funders support us to enable us to carry out our work and monies held in reserve unnecessarily obviously precludes this. Following the review of the year end accounts, the finance committee will outline the reserves left at the end of the year and give an update on the build of reserves in the current and/or following financial year - if any. The finance committee and funding group will work together to identify the funding and reserves gaps and implement a strategy to build this. This is presented to the board of trustees to consider and authorise necessary actions to achieve the recommended level of reserves.

#### **Pay policy for senior staff**

The Trustees, and the senior management team comprise the key management personnel of the charity in charge of directing, controlling running and operating the Charity. Trustees give of their time freely and don't claim any remuneration for their services. Although entitled to claim expenses none were claimed in the year to 31 March 2022 see Note 10.

Salaries of all staff including senior staff are reviewed annually. Changes to staff terms and conditions including pay rates are first discussed at HR committee and the budget impact assessed by the Finance Committee. Any proposal is agreed with the Trade Union before being formally recommended by the trustees on the Finance Committee for approval by the Board. The main factors taken into consideration before recommending a pay increase are increases in cost of living, equivalent rates of pay in similar local charities and budget affordability.

# NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

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Despite the immense challenges of the past year, there are some highlights and these include:

#### Number of clients by project

Project	No of clients	
Anti-Destitution	106	
Children and Families	57	See 1
General Advice	1554	
Into the Mainstream	226	
Money Sorted	26	
Opportunity and Change	21	
Specialist Advice Team	518	
Early Action/ Explore Adapt Renew	63	
UKRS & Employability	315	
Afghan Resettlement	62	
Women's Group (Pamoja)	78	
Youth Project	82	
Initial Accommodation Project	43	See 2

1. CAF – 57 adult clients and 106 dependent children.
2. IAP – Project finished in September 2021

#### Other key stats:

##### Volunteering:

- 222 volunteers, speaking 41 languages
- 50 volunteers with lived experience of asylum (23%)

##### Anti-Destitution Project

- 954 food parcels distributed to Anti-Destitution clients

##### Language Justice

- 40 volunteer interpreters
- 90% of clients used our interpreting service
- 134 clients referred to ESOL classes

##### Communities of Identity

- 6 community groups supported by the Communities of Identity Small Grants Scheme to help them adapt to working during the pandemic

##### General Advice

- 41 General Advice volunteers
- 5029 referrals to General Advice

##### Children and Families

- 55 lead clients for casework
- 240 dependants for casework

##### Red Rose Hardship Fund

- 55 destitute clients supported

# **NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

### **FOR THE YEAR ENDED 31 MARCH 2022**

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#### **Specific projects:**

##### **Anti-Destitution**

The Anti-destitution project helps refused asylum seekers with their immediate needs such as food and disposable cash, but also provides help and support around their immigration cases via referrals. The project takes a holistic approach as there is very rarely only one area of concern when dealing with this vulnerable group.

##### **Children & Families**

The Children and Families Project seeks to support holistically the most vulnerable families across the city and county. We do this by combining casework, outreach projects and events to best support clients, helping them to connect with others and to live with dignity and respect. We also provide children and whole-family activities for children to explore and play with peers and for parents to connect with their children and other parents. Alongside these social events, we provide one-to-one and whole-family supportive casework support to look at and help address the needs of all family members, no matter how long they've been living in Nottinghamshire.

##### **Pamoja Women's Group**

We run a weekly women's group (Pamoja – which means “together” in Swahili), creating a safe space for clients to be part of a community and combat isolation, whilst helping them to gain new skills, have fun and relax. We also provide children and whole-family activities for children to explore and play with peers and for parents to connect with their children and other parents.

##### **Community Engagement**

Before the global pandemic the NNRF Community Café was a welcoming space for our clients whilst waiting for their appointments or classes. Unfortunately, due to COVID, the Café had to close its doors at the end of March 2020, and has not re-opened for hot meals since although the café was available as a safe space meeting area with drinks and snacks available. The aim is to recreate this Community hub now the Café has been refurbished with hot meals being served again and with our Grassroots Garden now available for use. We also aim in partnership with our refugee communities develop a series of activities and events that encourage client participation and reduce social isolation.

##### **Communities of Identity (COI)**

The Communities of Identity Project (COI) is a consortium of 14 organisations delivering a range of activities and services that help asylum seekers and refugees access information, advice and guidance, and providing a range of skills and confidence building activities including intergenerational work and youth activities, to enable them to become active citizens. Managed by a Partnership Coordinator, it also provides support to smaller groups and organisations through bespoke training/advice and a small grassroots grant scheme. This project is funded by Nottingham City Council.

##### **Early Action/Explore Adapt renew**

The Early Action Project empowers newly dispersed asylum seekers and newly recognised refugees by providing information and advice. It provides them with the skills, confidence and resilience to navigate the system, with the aim of preventing and de-escalating the crises people face as early as possible in their asylum journey. At NNRF we do this through the New Arrivals Clinic where the newly dispersed asylum seekers are registered for English classes. Here, they are able to access health care services, obtain legal advice and by assistance with other immediate needs. Via Refugee Action's Asylum Guides, we provide information, through interpreters, on the asylum system to help them understand the process. Initial funding for this project finished in September 2021 however we were able to utilise existing staff to continue the project until we received new project funding from Refugee Action in January 2022.

# **NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

### **FOR THE YEAR ENDED 31 MARCH 2022**

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At NNRF we implement the principles of Early Action in a number of ways across projects, mainly through the New Arrivals Clinic, New Refugee Clinic and the New Refugee Resettlement Support Service. The service is delivered by General Advice and the Specialist Advice Team.

The New Arrivals Clinic registers newly dispersed asylum seekers and ensures that they are able to access healthcare services, legal advice and other important immediate needs.

The New Refugee Clinic deals with newly recognised refugees and eases the transition from asylum support to mainstream benefits with the aim of preventing destitution in this client group.

The New Refugee Resettlement Service is a one-stop-shop for all newly recognised refugees. Clients receive tailored, one-to-one support from their assigned caseworker from the point when they receive their leave to remain, until they are accommodated in suitable housing and they receive a stable income. The purpose of the programme is to empower clients to make informed choices and prevent homelessness and destitution in the refugee community.

Initial funding for this project finished in September 2021 however we were able to utilise existing staff to continue the project until we received new project funding from Refugee Action in January 2022.

#### **Initial Accommodation Project**

The purpose of the Initial Accommodation Project is to support, advise and advocate on behalf of asylum seekers currently housed in initial accommodation sites in the City. We facilitate access to services, support and community networks for our clients as well as ensuring that their basic needs are met. Funding for this " Covid " project ended in September 2021 but after new funding was received from Refugee Action in January we were able to hire a new project lead and restart the programme in April 2022.

#### **Into The Mainstream**

ITM aims to provide the necessary support and advocacy to ensure access to health services for all of NNRF's clients. The project's main activity is to ensure GP registration of new arrivals and we also ensure clients are linked to dentists, opticians, mental health services, maternity care and any other health services needed. In addition to ensuring that clients are able to exercise their rights to NHS services, we document the health needs of asylum seekers and other vulnerable migrants, identify and address barriers to health services and use data collected to improve the health of the community.

#### **Language Justice**

The Language Justice programme comes from the idea that the use of trained, professional and salaried interpreters and learning English serve the same purpose - giving service users the means to make decisions for themselves rather than having them made for them. We also strive to help Refugees and vulnerable migrants into work they may struggle to obtain due to an unfamiliarity with UK employment practices. We aim to train, recruit and employ members of the communities of NNRF clients as interpreters rather than using expensive and less effective telephone interpreting lines. We encourage other organisations to value and support interpreters as fully fledged staff members and recognise the importance of employing members of the communities we work with in other roles.

#### **General Advice**

The General Advice service provides advice, information and assistance on a wide range of issues including destitution, housing, debt, welfare benefits, health, legal and asylum support. It is a volunteer-led service offered four times a week. The objective is to provide basic support and assistance to service users, resolve queries, signpost to external services, and refer to specialist in-house projects and partner agencies where appropriate. It is the main point of contact for new and existing service users and is currently operating as a combination of face to face meetings and a remote phone-based service.

#### **Grassroots Community Garden**

The closure of our community café due to COVID restrictions denied our clients the opportunity to meet safely. NNRF leases a large allotment garden adjoining our building and the 'Grassroots' project is about turning the overgrown plot into a community green space . The garden is being developed by a very committed and dedicated team of volunteers for clients to use in whatever way they want – to meet, socialise, develop new skills and volunteer their gardening skills to grow flowers, fruit and vegetables.

# **NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

### **FOR THE YEAR ENDED 31 MARCH 2022**

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We have raised over £10k of funding to develop and support this project, using recycled & re-used environmentally friendly materials where possible. We are looking for a similar amount of funding in the next 12 months to continue to develop & maintain the site.

#### **Money Sorted**

To help unemployed or economically inactive people experiencing financial difficulties and worries living in D2N2. Money Sorted aims to help refugees take control of their money, build confidence and the skills needed to tackle barriers and improve their financial wellbeing. It is part of the Building Better Opportunities programme, and is funded by the European Social Fund and The National Lottery Community Fund.

#### **Opportunity & Change**

Opportunity and Change is a support programme for people with multiple and complex needs. Participants on this programme engage with an individually tailored and holistic package of support, training and therapeutic interventions. By increasing their self-confidence and teaching them new skills, the ultimate aim is to help these clients become socially and economically included, through access to education, training and employment. It is part of the Building Better Opportunities programme and is funded by the European Social Fund and The National Lottery Community Fund.

#### **Specialist Advice Team**

The Specialist Advice Team provides advice and assistance in accessing mainstream services. These include housing & accommodation; social care support; racial harassment support; domestic violence support; asylum accommodation; new refugee resettlement; support for families with no recourse to public funds, welfare benefits & LGBTQ rights amongst others.

#### **Youth**

The Youth Project supports young asylum seekers aged 13-21. Since January we have employed a part-time caseworker to assist with any asylum, wellbeing or welfare related matters. We also employ a part time activities worker to run a weekly youth club and other activities like trips to the cinema or bowling alley. This enables our youth clients to build friendships and grow support networks and gain confidence in using English thus hopefully reducing social isolation.

#### **Volunteering**

Volunteering at Nottingham and Nottinghamshire Refugee Forum (NNRF) is an opportunity to make a positive impact on the lives of asylum seekers and refugees in Nottingham. Our team of volunteers offer a warm welcome and support to those seeking safety in our city. We particularly encourage our clients to volunteer in order to gain experience, increase their social networks, improve their communication skills, and increase their confidence. Volunteers provide invaluable support to all our other projects and most could not be run without our Volunteers. We are accredited with meeting Investing in Volunteers standards and are in the process of re-applying to renew our accreditation in late 2022.

# **NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

### ***FOR THE YEAR ENDED 31 MARCH 2022***

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#### **United Kingdom Resettlement Scheme**

The UK government launched the UK Resettlement Scheme (UKRS) in 2021 as a continuation of the Vulnerable Persons Resettlement Scheme (VPRS), but the criteria were expanded to accept vulnerable refugees globally, not limited to those affected by the Syrian conflict. Resettled individuals and families have been identified by the United Nations High Commissioner for Refugees (UNHCR), based on criteria including serious medical conditions, survivors of torture and violence, and women and children at risk. Those arriving on this scheme receive the same long-term support from the Nottingham and Nottinghamshire Refugee Forum (NNRF) as those who previously arrived on the VPRS between 2015 – 2021.

NNRF has worked in partnership with Nottingham City and Nottinghamshire County Councils since the expansion of the VPRS in 2015, to provide specialist support to newly arrived refugee families. The team at NNRF work with families from their arrival in the UK for a period of five years. When they first arrive, families receive intensive support from caseworkers, ensuring that they have access to benefits, healthcare, housing and education. As they continue to settle into the community, we support their integration through learning English, developing their skills to support employability and nurturing their individual goals and passions. The overall aim is to empower families to become independent and to integrate into the UK.

The clients we support are predominantly Syrian, but we also support clients from Iraq, Kurdistan, Somalia and Sudan. We envisage that we will support other nationalities as the UKRS progresses.

#### **Afghan Resettlement Schemes**

The Afghan Relocations and Assistance Policy (ARAP) scheme was launched by the UK government in April 2021 to relocate and resettle current and former Locally Employed Staff (LES) that worked directly with the British Armed Forces, the British Embassy and aided British operations in Afghanistan. The scheme was developed to resettle individuals who were considered most at risk from threat to life when NATO troops withdrew from the country in August 2021.

NNRF has worked in partnership with Nottingham City Council and Nottinghamshire County Council to provide specialist support to newly-arrived refugee families on the ARAP scheme since August 2021. We also welcomed in March 2022 our first family under the Afghan Citizens Resettlement Scheme.

The Afghan resettlement team at NNRF work with families from their arrival in Nottingham for a period of three years. When they first arrive, families receive intensive support from caseworkers, ensuring that they have access to benefits, healthcare, housing and education. As they continue to settle into the community, we support their integration through learning English, developing their skills to support employability and nurturing their individual goals and passions. The overall aim is to empower families to become independent and integrate into the UK.

# **NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

### **FOR THE YEAR ENDED 31 MARCH 2022**

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#### **Acting Directors Report 2021-22**

This year has been a year of change and adaptation for everyone, and NNRF is no exception. NNRF has moved from working completely remotely during the lockdown to gradually opening up to seeing clients face-to-face. By March 2022, we are all back in the building (at least some of the time) but still also offering remote appointments, because clients prefer different ways of making contact. We have adapted all our services successfully and responded to the changing Covid restrictions and the importance that staff felt safe.

Throughout the year, NNRF staff, volunteers and trustees continued to work together to support our clients, reviewing the effectiveness of our services in meeting clients' needs and making changes to improve those services. The on-going restrictions and the difficulties they presented, especially in terms of communication, created real challenges to everyone at NNRF, but despite working in often stressful situations, everyone "pulled together" and should be very proud that NNRF continued to provide vital services which were centred on our clients.

During lockdown we received funding to employ staff to support people in Initial Accommodation hotels. This funding has ended, but we have since secured new funding to enable us to employ one part-time member of staff to support people who continue to be housed in unsuitable accommodation; this has caused a different set of challenges, in particular around mental health - partly due to isolation and to families being confined to living in one small room.

In August 2021, we received funding to support the Afghan Relocation and Assistance Policy (ARAP) project, and we employed 3 new staff members, assisted by the current UK Resettlement Scheme (UKRS) team, to support families arriving in Nottingham and Nottinghamshire. The ARAP and UKRS funding was put out to tender in March, and we hope we are successful in being able to continue to work on these resettlement schemes.

There has been a considerable increase in the number of asylum seekers and refugees in Nottingham. Many are housed in local hotels or in a block of flats provided by the Home Office. There are around 1000 extra people in addition to our normal client numbers. Providing support to these people has impacted upon all services provided by NNRF and, unfortunately, has meant we have had to create waiting lists for some services.

Despite this, we have had many notable achievements in 2021-22. To be able to respond to the needs of clients we have sought to increase our partnership work. One example of this is the development of a partnership with Nottingham Arimathea Trust to start a Fresh Claims project. This project will work with refused asylum seekers to gather the information together for them to make a fresh claim.

We have also received funding to employ a Youth Caseworker for a year, and a Youth Worker. They work closely together running a youth group and focusing on casework relating to young people, often Unaccompanied Asylum-Seeking Children (UASC).

In addition to receiving a grant of £24,000 from Garfield Weston, NNRF was the successful winner of the Weston Charity Award and so received a year's support and mentoring under their Pilotlight programme. This has enabled us to explore the management and governance of NNRF. We have had the support of four "Pilotlighters" – individuals with successful backgrounds in business and finance, who use their expertise to evaluate, support and guide us. The "Pilotlighters" have been impressed with the breadth of our work as well as NNRF's ability to adapt quickly to changing needs. We have found their probing questions and we have found their probing questions and suggestions very powerful in helping us consider aspects such as efficiency, building on our strengths and developing a strategic plan.

A long standing ambition has been to be able to use the garden at the back of NNRF. The "Grassroots Community Garden" project literally blossomed during the year with several volunteers clearing, tidying up and planting. A new gate and a fence were installed, paths and steps built and a designated seating area paved in preparation for the creation of an outdoor space for clients to develop and use.

We have started an Equality, Diversity and Inclusion (EDI) group (led by a trustee) with staff and trustees, looking at how to make improvements to NNRF in terms of EDI. There have already been training sessions with staff and trustees.

# **NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

### ***FOR THE YEAR ENDED 31 MARCH 2022***

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Hallam have kindly been working voluntarily on our website and branding, and we plan to launch this in the summer of 2022.

At the end of this year, we have been finalising the payscale review which will be implemented in May 2022. Payscales will be reviewed annually.

#### **Next year**

Covid has taught us that it is often difficult to make plans, but it has also shown us that we need a clear, adaptable long-term strategy. As such, we hope to develop the organisation, building on our one-year strategy and welcoming people back into the building with new staff specifically working towards making the café space more welcoming, making meals again, and getting clients more involved in every aspect of NNRF.

We hope to be successful in the bid for the Resettlement Schemes and to be able to plan to develop them and the Fresh Claims Project, as well as to gain funding to secure all our services.

Staff well-being continues to be important to us, and we continue to encourage staff to work at home and in the office in a way that is best for them, and enables them to undertake their work effectively. We also plan to have training and support sessions for all staff on Vicarious Trauma, which involves looking at how working with traumatised clients affects staff and how to deal with this.

We plan to develop an appraisal system for staff and improve on our monitoring and evaluation processes.

We will continue to work with other organisations and partnerships with joint projects and funding bids.

Other plans include:

- Reopening the café and run events in the café and garden
- Employing a fundraiser
- Implementing the new Resettlement Scheme contract
- Securing funding for our General and Specialist Advice Teams
- Developing the work supporting staff around Vicarious Trauma
- Adapting our services to incorporate trauma informed principles
- Trustees to become more visible and known to staff through attending staff meetings.

Finally, thank you to all the staff, volunteers and trustees for their continued dedication and commitment to our work in ever changing circumstances. They all were, and continue to be, committed to the organisation and the work we do, and I am so often impressed and amazed by people's support and dedication to NNRF and our work.

# **NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

### **FOR THE YEAR ENDED 31 MARCH 2022**

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#### **Financial Review 2021-22**

The year to 31 March 2022 represented a major challenge as we started the recovery from Covid. Our services were a hybrid of remote services and the reintroduction of face to face support. We received an additional £60k of grants to help with Covid related issues.

In the year to 31 March 2022 we made a surplus of £11.5k. Our unrestricted reserves fell by £7k to £216k but still sufficient to meet NNRF's reserve policy. The main reason for the drop in unrestricted reserves was that the income we earned on the United Kingdom Resettlement ( UKRS ) project declined as less refugees came through the scheme because of Covid.

Turnover from Charitable Activities dropped by £40k in 2021/22 to £896k. Covid support grants accounted for around £200k of turnover in 2020/21 & this fell to £60k in 2021/22. This loss in income was partly compensated by us implementing & managing the new resettlement contract for Afghan refugees. This contract generated £60k of revenue in 2021/22. Other new grant funders included £24k from Garfield Weston & £50k over 2 years from Lloyds Bank Charitable trust to support our core costs, £80k over 2 years & £30k over 3 years from Children In Need to support our children & family & youth projects respectively & £135k over 3 years from Refugee Action for a new project called Explore, Adapt & Renew.

Income from donations & legacies grew by £28k last year. £10k of the increase was a one-off legacy donation with the rest arising from a successful campaign to encourage more supporters to donate to us through a monthly direct debit. We also noticed a significant increase in one-off donations around the time of Operation Pitting in Afghanistan. This increase though was partly offset by a £14k drop off in fundraising income. It was still difficult to organise fund raising events in 2021/22 because of the uncertainties around Covid whereas in 2020/21 we benefitted significantly from a one-off fund raising campaign specifically to help refugees through the Covid period. Our Xmas fund raising campaign this year was based around supporting our destitution clients. This campaign raised nearly £10k which was an excellent response but we didn't get as many large one-off donations as we'd received in 2020/21.

The Forum's CIC Voices in Refuge primary task is to supply interpreters to the Forum but also generates additional revenue by supplying interpreters to Nottingham City Council and other 3rd party entities. This revenue grew by £3k to £17.6k in 2021/22 and the surplus for the year was £7k.

Staff costs increased by £73k (10%) in 2021/22. £33k of the increase was a one-off honorarium paid to all staff at Xmas to recognise the work done over Covid and in lieu of a pay scale review that was not able to be completed because of a number of factors. £40k of the increase is staffing required to run the Afghan Resettlement contracts with the rest coming from staff recruited in 2020/21 working a full year in 2021/22. Other costs fell by £59k because of one-off Covid financed expenditure in 2020/21 & a Covid driven onerous contract provision no longer required.

Turning to the consolidated balance sheet on page 19. Debtors have increased by £65k primarily because of accrued income as a result of timing difference on the UKRS contract. Our bank balances remain healthy at £642k, of which £374k relates to deferred revenue. £153k relates to timing difference on the UKRS contract. The bulk of the total deferred income is expected to be utilised in 2023/23.

For the year to 2022/23 we are forecasting a balanced budget with most of our projects fully funded for the next 12 months. Looking further forward we are hoping to finalise a new contract with Nottingham City Council to continue to run UKRS for a further 3 – 5 years and we await further decision on other Council contracts where funding has been cut by 24% in 2022/23. There is a risk these funds will be cut further in future years severely impacting in particular our core cost funding. Our Grants Committee are actively pursuing other funders and have recently issued a bid to the National Lottery for £0.5m over a 3 year period. The Grants Committee have also recently secured a bid for 3 years funding for our anti destitution project.

We had originally planned to merge Voices In Refuge back into the Forum at 31 March 2022. This has been delayed a year because of a contractual issue with two of our funders.

The trustees approved in May 2022 to release up to £20k from unrestricted reserves to fund a new Fundraising Manager initially for a year. It is hoped that this decision and the re-opening of our Café & Garden will provide a boost to our income from donations & fundraising in the next 2 years.

# **NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

### **FOR THE YEAR ENDED 31 MARCH 2022**

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

The charity is a company limited by guarantee and is a registered charity (number 1121560). It is operated under the rules of its memorandum and articles of association dated 13 January 2005. It has no share capital and the liability of each member in the event of winding-up is limited to £1.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Amdani Juma	
Roger Tanner	
Jennifer Fleming (Chair)	
David Hewitt	Resigned 25/11/2021
Stella Nickolay	
David Sadler (Treasurer)	
Allan Njanji	
Helen O'Nions	
Elizabeth Pritchett	Resigned 25/11/2021
Peter Strauss	
Darren York	
Edith Iheama	Resigned 06/07/2022
Ankunda Matsiko	
Caroline Mombeyarara	

#### **Recruitment and appointment of trustees**

Trustees are appointed at the AGM through vote by the membership, unless there are fewer applicants than spaces, in which case they are automatically appointed.

In addition the Board may co-opt up to four members.

#### **Organisational structure**

The Governance on the charity is performed by the Board of Trustees who delegate some authority to sub-committees: Finance, Funding, Fundraising, HR and Health & Safety. The day-to-day running of the organisation is delegated to the management team.

#### **NNRF Board Risk statement**

The Board recognises its responsibility to identify, assess and manage any risks is linked to the achievement of NNRF's objectives. The Board and its sub-committees have developed a register of the risks that could face the work and safe operation of NNRF. This register:

- Identifies risks
- Assesses risks in terms of their likelihood and impact
- Sets out actions to be taken to reduce the risk where possible

The Risk Register covers the range of risks that the organisation might face including financial, governance, operational, external, regulation and reputational risks.

Sub-committees are responsible for some sections of the risk register and consider risk at each sub-group meeting. The risk register is formally reviewed at the full Board meeting twice a year in June and December. It is updated as necessary with regard to the likelihood of the risk, its possible impact and mitigating actions. However, risk management is on-going and sub-committees can also bring changes to the risk register to any Board meeting if necessary.

The main risks faced by the organisation at present are considered to be staff wellbeing and financial security.

# NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2022**

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### Statement of trustees' responsibilities

The trustees, who are also the directors of Nottingham and Nottinghamshire Refugee Forum for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements 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.

### Disclosure of information to auditor


Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

The trustees' report was approved by the Board of Trustees.

  
Jennifer Fleming (Chair)  
Trustee

Dated: ~~14~~ 14/11/22

  
David Sadler (Treasurer)  
Trustee  
Dated: 14/11/22

# **NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM**

## **INDEPENDENT AUDITOR'S REPORT**

### **TO THE MEMBERS OF NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM**

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#### **Opinion**

We have audited the financial statements of Nottingham and Nottinghamshire Refugee Forum (the 'parent charitable company') and its subsidiary (the 'group') for the year ended 31 March 2022 which comprise the consolidated statement of financial activities, the consolidated and charity balance sheet, the consolidated statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the group's and parent charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group and parent charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the group's or parent charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

#### **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

# **NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM**

## **INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

### **TO THE MEMBERS OF NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM**

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#### **Extent to which the audit was considered capable of detecting irregularities, including fraud**

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below.

#### **Identifying and assessing potential risks related to irregularities**

Our approach to identifying and assessing the risk of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- The engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities and skills to identify or recognise non-compliance with applicable laws and regulations;
- We identified the laws and regulations applicable to the charity through discussions with trustees and other management, and from our commercial knowledge and experience of the sector.
- We focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the charity, including the charities act, taxation legislation and data protection, anti-bribery, employment, environmental and health and safety legislation;
- We assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting monthly board minutes.
- Identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance throughout the audit.

We assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by

- Making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud;
- Considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations; and
- Understanding the design of the charity's remuneration policies

To address the risk of fraud through management bias and override of controls, we:

- Performed analytical procedures to identify any unusual or unexpected relationships;
- Tested journal entries to identify unusual transactions;
- Investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- Agreeing financial statement disclosures to underlying supporting documentation;
- Reading the minutes of meetings of those charged with governance;
- Enquiring of management as to actual and potential litigation and claims.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any. Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

# **NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM**

## **INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

### **TO THE MEMBERS OF NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM**

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#### **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the trustees' Report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

#### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the group and parent charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included

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

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

#### **Responsibilities of trustees**

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the group's and parent charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the group or the parent charitable company or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

We have been appointed auditor under the Companies Act 2006 and report in accordance with this Act.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

# NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE MEMBERS OF NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM

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#### Use of our report

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

  
Melvin Bailey FCCA DChA (Senior Statutory Auditor)  
for and on behalf of Rogers Spencer

Chartered Accountants  
Statutory Auditor

21/11/22  
Newstead House  
Pelham Road  
Nottingham  
NG5 1AP

Rogers Spencer is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

# NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM

## CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 MARCH 2022**

### Current financial year

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Total 2021 £
<b>Income from:</b>					
Income from donations and legacies	3	82,491	15,182	97,673	69,759
Income from charitable activities	4	150,804	745,291	896,095	935,530
Income from other trading activities	5	32,204	-	32,204	43,521
Income from investments	6	77	-	77	166
<b>Total income</b>		<b>265,576</b>	<b>760,473</b>	<b>1,026,049</b>	<b>1,048,976</b>
<b>Expenditure on:</b>					
Charitable activities	8	260,685	747,891	1,008,576	994,454
Other trading activities	7	5,935	-	5,935	4,088
<b>Total expenditure</b>		<b>266,620</b>	<b>747,891</b>	<b>1,014,511</b>	<b>998,542</b>
<b>Net income/(expenditure)</b>		<b>(1,044)</b>	<b>12,582</b>	<b>11,538</b>	<b>50,434</b>
Transfers between funds	17	(5,965)	5,965	-	-
Tax on activities	12	(285)	-	(285)	(1,065)
<b>Net movement in funds</b>		<b>(7,294)</b>	<b>18,547</b>	<b>11,253</b>	<b>49,369</b>
Fund balances at 1 April 2021		223,095	117,505	340,600	291,231
<b>Fund balances at 31 March 2022</b>		<b>215,801</b>	<b>136,052</b>	<b>351,853</b>	<b>340,600</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM

## CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

### Prior financial year

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
<b>Income from:</b>					
Income from donations and legacies	3	64,243	5,516	69,759	72,035
Income from charitable activities	4	187,152	748,378	935,530	837,649
Income from other trading activities	5	43,521	-	43,521	51,997
Income from investments	6	166	-	166	166
<b>Total income</b>		<b>295,082</b>	<b>753,894</b>	<b>1,048,976</b>	<b>962,167</b>
<b>Expenditure on:</b>					
Charitable activities	8	276,360	718,094	994,454	863,022
Other trading activities	7	4,088	-	4,088	9,380
<b>Total expenditure</b>		<b>280,448</b>	<b>718,094</b>	<b>998,542</b>	<b>872,402</b>
<b>Net income/(expenditure)</b>		<b>14,634</b>	<b>35,800</b>	<b>50,434</b>	<b>89,765</b>
Transfers between funds	17	(130)	130	-	-
Tax on activities	12	(1,065)	-	(1,065)	(1,457)
<b>Net movement in funds</b>		<b>13,439</b>	<b>35,930</b>	<b>49,369</b>	<b>88,308</b>
Fund balances at 1 April 2020		209,656	81,575	291,231	202,923
<b>Fund balances at 31 March 2021</b>		<b>223,095</b>	<b>117,505</b>	<b>340,600</b>	<b>291,231</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM

## CONSOLIDATED BALANCE SHEET

AS AT 31 MARCH 2022


	Notes	£	2022 £	£	2021 £
<b>Fixed assets</b>					
Tangible assets	13		2,316		1,483
<b>Current assets</b>					
Debtors	14	104,600		38,911	
Cash at bank and in hand		642,104		689,351	
		746,704		728,262	
<b>Creditors: amounts falling due within one year</b>	15	(397,167)		(389,145)	
Net current assets			349,537		339,117
<b>Total assets less current liabilities</b>			351,853		340,600
<b>Income funds</b>					
Restricted funds	17		136,052		117,505
Unrestricted funds			215,801		223,095
<b>Total consolidated funds</b>			351,853		340,600

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees on

14/11/22

  
Jennifer Fleming (Chair)  
Trustee

  
David Sadler (Treasurer)  
Trustee

Company Registration No. 05352679

# NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM

## CHARITY BALANCE SHEET


FOR THE YEAR ENDED 31 MARCH 2022

	Notes	£	2022 £	£	2021 £
<b>Fixed assets</b>					
Tangible assets	13		2,316		1,483
<b>Current assets</b>					
Debtors	14	111,254		46,798	
Cash at bank and in hand		599,213		652,176	
		<u>710,467</u>		<u>693,974</u>	
<b>Creditors: amounts falling due within one year</b>	15	<u>(385,982)</u>		<u>(383,748)</u>	
Net current assets			324,485		315,226
<b>Total assets less current liabilities/Net assets</b>			<u>326,801</u>		<u>316,709</u>
<b>Income funds</b>					
Restricted funds	17		132,910		117,505
Unrestricted funds			193,891		199,204
<b>Total charity funds</b>			<u>326,801</u>		<u>316,709</u>

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees on 14/11/22.

  
Jennifer Fleming (Chair)  
Trustee

  
David Sadler (Treasurer)  
Trustee

Company Registration No. 05352679

# NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM

## CONSOLIDATED STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	£	2022 £	£	2021 £
<b>Cash flows from operating activities</b>					
Cash generated from/(absorbed by) operations	24		(44,693)		184,144
Corporation tax			(285)		(1,065)
Net cash inflow/(outflow) from operating activities			(44,978)		183,079
<b>Investing activities</b>					
Purchase of tangible fixed assets		(2,346)		-	
Interest received		77		166	
Net cash generated from/(used in) investing activities			(2,269)		166
Net increase/(decrease) in cash and cash equivalents			(47,247)		183,245
Cash and cash equivalents at beginning of year			689,351		506,106
Cash and cash equivalents at end of year			642,104		689,351

# NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

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### 1 Accounting policies

#### Charity information

Nottingham and Nottinghamshire Refugee Forum is a private company limited by guarantee incorporated in England and Wales. The registered office is 33a Hungerhill Road, Nottingham, NG3 4NB.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as issued in October 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### 1.2 Basis of consolidation

The consolidated financial statements include the financial statements of the parent charitable company and its subsidiary undertaking, Voices in Refuge CIC (company number 10517672).

#### 1.3 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.4 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### 1.5 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

# NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

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#### 1 Accounting policies (continued)

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which it has been received. Such income is only deferred when:

- the donor specifies that the grant or donation must only be used in future accounting periods; or
- the donor has imposed conditions which must be met before the Charity has unconditional entitlement.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

#### 1.6 Resources expended

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable expenditure comprises those costs incurred by the Charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### 1.7 Tangible fixed assets

Tangible fixed assets costing more than £500 are initially measured at cost and subsequently measured at cost, net of depreciation.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

General equipment	20% straight line
IT equipment	20% straight line
Café equipment	10% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

Intangible assets with indefinite useful lives and intangible assets not yet available for use are tested for impairment annually, and whenever there is an indication that the asset may be impaired.

#### 1.8 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.9 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

#### 1.10 Taxation

The tax currently payable is based on the subsidiary's taxable surplus for the year. Taxable surplus differs from net surplus as reported in the income and expenditure account because it excludes items of income or expense that are taxable or deductible in other years and it further excludes items that are never taxable or deductible. The company's liability for current tax is calculated using tax rates that have been enacted or substantively enacted by the reporting end date.

# NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Income from donations and legacies

	2022	2021
	£	£
Other donations	87,673	69,759
Anonymous Legacy Donation	10,000	-
	<u>97,673</u>	<u>69,759</u>
Analysis by fund		
Unrestricted funds	82,491	64,243
Restricted funds	15,182	5,516
	<u>97,673</u>	<u>69,759</u>

NNRF raised £87,673 in donations (2021: £69,759). NNRF had 142 regular monthly donors who contributed £30k of donations.. The rest of the donations represented one off donations ranging from £5 to £4,000.

# NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

#### 4 Income from charitable activities

	2022	2021
	£	£
The Lady Hind Trust	5,000	5,000
Nottingham City Council	619,611	560,021
The Henry Smith Charity	-	7,000
Lloyds Bank Foundation	26,000	16,655
St Ann's Advice Group	32,691	31,788
BBC Children in Need	25,931	30,769
Framework	33,073	31,374
The AB Charitable Trust	18,000	8,000
Refugee Action	37,720	48,089
JN Derbyshire Trust	2,000	5,333
Martin Lewis Corona Fund	7,740	10,324
Evan Cornish Foundation	-	5,000
Barrow Cadbury Trust	16,632	28,368
The National Lottery Community COVID Support Fund	19,911	96,422
Tampon Tax Fund	2,200	5,833
Anonymous Donation	-	25,887
Garfield Weston Foundation	24,000	-
The Schroder Trust	5,000	-
SJICD Grant	5,000	-
Other income	15,586	19,667
	<u>896,095</u>	<u>935,530</u>
Analysis by fund		
Unrestricted funds	150,804	187,152
Restricted funds	745,291	748,378
	<u>896,095</u>	<u>935,530</u>

# NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 5 Income from other trading activities

	2022	2021
	£	£
Fundraising income	14,624	28,826
Interpreting fees	17,580	14,695
	<u>32,204</u>	<u>43,521</u>

### 6 Income from investments

	2022	2021
	£	£
Interest receivable	<u>77</u>	<u>166</u>

### 7 Other trading activities - expenditure

	2022	2021
	£	£
Interpreter costs	868	97
IT Costs	1,945	1,017
Travelling	293	-
Volunteer expenses	200	-
Subscriptions	96	4
Legal and professional fees	13	13
Accountancy	1,578	1,980
Stationery	14	20
Telephone	110	186
Bank charges	30	-
Insurance	734	771
Entertaining	54	-
	<u>5,935</u>	<u>4,088</u>

# NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 8 Charitable activities - expenditure

	2022 £	2021 £
Staff costs	799,760	722,917
Other staff costs	18,776	3,393
Depreciation	1,513	2,134
Activities	7,150	6,018
Advertising	-	18
Bank charges	846	1,248
Cleaning	439	61
Donations & grants awarded	35,699	31,600
Food & refreshments	5,874	4,684
Insurance	5,611	5,006
IT software & maintenance	13,424	16,842
Legal & professional fees	17,243	22,919
Other expenses	1,487	2,915
Onerous contract costs	(14,300)	14,300
Photocopying & printing	6,502	6,992
Premises, repairs & maintenance	13,555	53,578
Publications & subscriptions	9,194	8,525
Rent & services	32,760	38,398
Stationery & office supplies	814	920
Telephone, post & internet	20,966	19,042
Training	2,653	4,374
Travel	6,454	2,806
Volunteer expenses	197	16
	<u>986,617</u>	<u>968,706</u>
Share of governance costs (see note 9)	21,959	25,748
	<u>1,008,576</u>	<u>994,454</u>
<b>Analysis by fund</b>		
Unrestricted funds	260,685	276,360
Restricted funds	747,891	718,094
	<u>1,008,576</u>	<u>994,454</u>

### 9 Governance costs

	2022 £	2021 £
Staff costs	9,679	12,906
Audit & accountancy fees	12,280	12,842
	<u>21,959</u>	<u>25,748</u>

Included within Audit & accountancy fees above is £5,000 (2021 - £4,350) in relation to audit fees.

# NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 10 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

No expenses were incurred by the trustees on behalf of the charity during the year.

### 11 Employees

#### Number of employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
	41	40

#### Employment costs

	2022 £	2021 £
Wages and salaries	742,635	678,033
Social security costs	50,200	43,222
Other pension costs	16,604	14,567
	809,439	735,822

There were no employees whose annual remuneration was £60,000 or more.

#### Remuneration of key management personnel

	2022 £	2021 £
Aggregate compensation	79,086	57,978

A deputy director was appointed to the management team September 2020. Remuneration of the Director & Deputy Director is included within key management personnel.

Increases to salary are initially considered by the trustees on the Finance Committee and then sent to the Board of Trustees for approval. A full review of all pay scales was started in 2021 & concluded in April 2022 with salaries adjusted in line with this review from 1 April 2022.

### 12 Taxation

	2022 £	2021 £
Corporation tax payable	285	1,065
	285	1,065

# NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 13 Tangible fixed assets – Group & Charity

	Café equipment £	General equipment £	IT equipment £	Total £
<b>Cost</b>				
At 1 April 2021	-	44,465	45,524	89,989
Additions	2,346	-	-	2,346
	<u>2,346</u>	<u>-</u>	<u>-</u>	<u>2,346</u>
At 31 March 2022	2,346	44,465	45,524	92,335
	<u>2,346</u>	<u>44,465</u>	<u>45,524</u>	<u>92,335</u>
<b>Depreciation and impairment</b>				
At 1 April 2021	-	44,157	44,349	88,506
Depreciation charged in the year	235	103	1,175	1,513
	<u>235</u>	<u>103</u>	<u>1,175</u>	<u>1,513</u>
At 31 March 2022	235	44,260	45,524	90,019
	<u>235</u>	<u>44,260</u>	<u>45,524</u>	<u>90,019</u>
<b>Carrying amount</b>				
At 31 March 2022	2,111	205	-	2,316
	<u>2,111</u>	<u>205</u>	<u>-</u>	<u>2,316</u>
At 31 March 2021	-	308	1,175	1,483
	<u>-</u>	<u>308</u>	<u>1,175</u>	<u>1,483</u>

# NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

14 Debtors	Group 2022 £	Group 2021 £	Charity 2022 £	Charity 2021 £
Trade debtors	27,605	12,759	21,561	9,497
Other debtors	2,025	1,141	15,085	7,290
Prepayments and accrued income	<u>74,970</u>	<u>25,011</u>	<u>74,608</u>	<u>30,011</u>
	<u>104,600</u>	<u>38,911</u>	<u>111,254</u>	<u>46,798</u>
15 Creditors: amounts falling due within one year	Group 2022 £	Group 2021 £	Charity 2022 £	Charity 2021 £
Trade creditors	4,922	1,246	4,922	1,246
Other creditors	285	1,065	-	-
Accruals and deferred income	<u>391,960</u>	<u>386,834</u>	<u>381,060</u>	<u>382,502</u>
	<u>397,167</u>	<u>389,145</u>	<u>385,982</u>	<u>383,748</u>

Accruals and deferred income includes £374,368 (2021 - £352,806) in relation to deferred income. This relates to grants received that span the year end.

### 16 Retirement benefit schemes

#### Defined contribution schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to profit or loss in respect of defined contribution schemes was £16,605 (2021 - £14,567).

# NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

#### 17 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			
	Balance at 1 April 2021	Incoming resources	Resources expended	Transfers Balance at 31 March 2022
	£	£	£	£
Communities of Identity Fund	14,013	20,375	(14,258)	-
United Kingdom Resettlement Scheme	93,335	201,668	(201,425)	(130)
Volunteer Coordinator Fund	752	29,000	(29,442)	-
Grassroots Project	1,000	10,482	(11,540)	58
Youth Project	709	13,160	(11,481)	-
National Lottery Covid Project	674	-	-	(674)
ESOL	1,663	15,224	(15,591)	-
Initial Accommodation Project	604	22,196	(22,812)	12
Specialist Advice Team	4,385	80,500	(80,514)	5,702
Pamoja Women Project	370	2,282	(2,234)	-
Afghan Resettlement Services	-	53,671	(52,620)	-
Community Engagement	-	3,500	(3,203)	-
Children and families	-	19,431	(15,496)	-
Anti-destitution support	-	64,301	(62,600)	62
General Advice Services	-	29,868	(29,933)	65
Explore, Adapt, Renew/Early Action	-	17,024	(16,088)	(12)
Employability Project	-	42,274	(42,402)	128
G Advice Worker Fund	-	10,361	(10,361)	-
Into the Mainstream	-	51,939	(46,173)	(5,766)
Money Sorted Fund	-	29,191	(29,172)	-
Opportunity & Change	-	29,073	(35,305)	6,232
Food Bank Worker	-	6,353	(6,291)	(62)
Security Officer	-	8,600	(8,950)	350
	<u>117,505</u>	<u>760,473</u>	<u>(747,891)</u>	<u>5,965</u>
				<u>136,052</u>

# NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### Prior year:

	Movement in funds				Balance at 31 March 2021
	Balance at 1 April 2020	Incoming resources	Resources expended	Transfers	
	£	£	£	£	£
Communities of Identity Fund	5,544	21,919	(7,450)	(6,000)	14,013
United Kingdom Resettlement Scheme	62,829	255,162	(219,656)	(5,000)	93,335
Volunteer Coordinator Fund	799	22,300	(28,347)	6,000	752
Opportunities & Change Fund	4,279	31,374	(32,022)	(3,631)	-
Money Sorted Fund	6,506	31,788	(28,899)	(9,395)	-
Grassroots Project	1,000	-	-	-	1,000
Youth Project	618	9,254	(9,163)	-	709
National Lottery Covid Project	-	78,422	(77,748)	-	674
Fundraising Manager	-	28,765	(29,022)	258	-
Children and Families	-	23,643	(25,641)	1,998	-
General Advice Services	-	20,000	(25,094)	5,094	-
Early Action	-	25,089	(25,101)	12	-
ESOL	-	15,224	(13,561)	-	1,663
Into the Mainstream	-	44,149	(44,580)	431	-
Food Bank Worker Fund	-	9,797	(13,730)	3,933	-
Anti-destitution support	-	28,205	(28,205)	-	-
Initial Accommodation Project	-	23,000	(22,384)	(12)	604
Specialist Advice Team	-	68,800	(62,334)	(2,081)	4,385
Safety Officer Fund	-	3,900	(10,867)	6,967	-
Pamoja Women Project	-	5,833	(5,463)	-	370
Part time General Advice Support	-	7,271	(8,827)	1,556	-
	<u>81,575</u>	<u>753,895</u>	<u>(718,093)</u>	<u>130</u>	<u>117,505</u>

# NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

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#### 17 Restricted funds (continued)

##### **Anti Destitution Support**

The Anti Destitution Support Project helps failed asylum seekers with their immediate needs. Lloyds Bank have supported the funding of a anti destitution Co-ordinator for 6 years but their rules meant no further support could be given beyond the 6 year anniversary in June. Additional Covid support primarily from the National Lottery Covid Response Fund supported the post until June 2022. Future funding for this post and a part time Caseworker has been agreed with The Henry Smith Charity for 3 years from autumn 2022. Cash and food support is provided with help through donations and a myriad of small grant providers including JN Derbyshire Trust, Jessie Spencer Trust, The Jones 1986 Charitable Trust and Loughborough Town of Sanctuary.

##### **Into The Mainstream**

This fund is provided by Nottingham City Council to cover the cost of the Project Coordinator, any additional staffing as well as the core costs associated with the delivery of the project. The project focuses on providing information, advice and practical assistance to help our clients access mainstream health services.

##### **General Advice Services**

Funding for the General Advice Co-ordinator & interpreters is provided by Nottingham City Council through the Resettlement Scheme and Community of Identities budgets. National Lottery funding plus funding from Barrow Cadbury has enabled us to bring in some part time support for the Co-ordinator. General advice remains though primarily a volunteer led service offering widespread advice to all our refugees.

##### **Communities of Identity Fund**

This fund is provided by Nottingham City Council and is administered and allocated to other voluntary and charitable organisations to deliver activities and services that will help people from refugee and asylum seeker communities to get the right support and advice, provide appropriate skills and confidence-building activities, and enable them to become active citizens.

##### **Specialist Advice Team**

Independent Living Support Service funding is provided by Nottingham City Council and supports the running of our Specialist Advice Team (SAT). SAT provides complex casework support for clients.

##### **United Kingdom Resettlement Scheme**

This fund replaced the Vulnerable Persons replacement Scheme. This fund is administered by Nottingham City Council on behalf of the Home Office. The scheme still offers 5 year support to qualifying refugees but unlike VPRS is no longer restricted to Syrian refugees.

##### **Afghan Resettlement Scheme**

Similar to UKRS this project is administered by Nottingham City Council on behalf of the Home Office. The Scheme initially offered 1 year support to refugees qualifying for support under the Afghan Relocation & Assistance Programme but this has now been widened to 3 year support and covers any Afghan refugee qualifying for resettlement in the UK.

##### **Employability Team**

Within the UKRS budget is funding for a 2 person team that supports Afghan & UK resettlement refugees with employability training & support. The resettlement contracts were put out to tender in March 2022 & having submitted a compliant bid we are in final negotiations with the Council about continuing to run the contracts for up to 5 more years.

##### **Volunteer Coordinator Fund**

This fund, funded by a number of funders, covers the cost of the Volunteer Co-ordinator who oversees the recruitment and supervision of our volunteers. We have over 222 volunteers that support most of our projects through their invaluable contribution.

# NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

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### 17 Restricted funds (continued)

#### **Pamoja Women's Group**

This group for refugee women was initially funded by a grant from the Tampon Tax Fund. The aim of the group is to encourage creativity, self confidence & friendship by running a weekly skills based session. The group could not run during Covid but re started in January 2022. We have recently secured an Awards For All grant to ensure the Group can continue into 2023.

#### **Food Bank Worker Fund**

This Covid related funding was provided by the Barrow Cadbury Trust and Lloyds Bank to fund a part time worker to manage & distribute food & provisions to our destitute clients. Funding for the Food Bank Worker finished in December 2021 & the project ceased however we are now looking at securing new funding to support refugees through the Cost Of Living crisis.

#### **Community Engagement**

Funding for a Community Participation Worker originally came from a Postcode Lottery Grant received at the start of Covid to develop our Community Café. We have widened the scope of the role to develop a Community hub at NNRF with the aim of reducing feelings of isolation. The aim is to take advantage of both our Community Café & recently opened Community Garden.

#### **Money Sorted Fund**

This fund is provided by the National Lottery Fund and the European Social Fund and overseen by the St Ann's Advice Group. The project helps people throughout Derbyshire and Nottinghamshire with money management and supports them to improve their financial well-being. The funding for this programme finishes at 31 March 2023 & the projects will finish by that date.

#### **Opportunities and Change Fund**

This fund is received through Framework to deliver a support programme for people with multiple and complex needs throughout Derby, Derbyshire, Nottingham and Nottinghamshire. The aim is to create a tailored package of support that will assist with a range of needs including accommodation, mental healthcare and education. The funding for this programme finishes at 31 March 2023 & the projects will finish by that date.

#### **Children & Families**

This fund is provided by BBC Children in Need and is used to provide holistic support to asylum seekers and refugee families with younger children. BBC Children In Need agreed a further 2 year funding for this project in September 2021.

#### **Youth Project**

This project aims to reduce social isolation by running weekly group sessions and regular trips and activities. Children in Need have funded the cost of a part time youth coordinator plus interpreter fees and some of the activity cost. Money saved on not running activities during Covid enabled us to recruit a 3 day a week youth caseworker initially on a 12 month contract.

#### **Grassroots Project**

A combination of grant funding and donations enabled us to spend circa £10k on converting an area of rough ground at the back of our offices into a Community Garden.

#### **Explore, Adapt & Renew/Early Action**

This funding is provided by Refugee Action. This is designed to explore different ways of providing early intervention and advice to avoid clients falling into difficulty in future. Early action activities are designed to take some pressure off our very busy general advice clinic. Funding for this project ended in September 2021 but in January 2022 we received new 3 year funding from Refugee Action for a project called Explore, Adapt & Renew. Refugee Action work with a number of charities to ensure that help for refugees is co-ordinated to ensure a joined up sustainable ecosystem of support is available to all refugees & asylum seekers.

# **NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2022**

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### **17 Restricted funds (continued)**

#### **ESOL**

This fund is provided by Nottingham City Council to provide English language training to our clients. ESOL training is provided by our Language Justice team who also provide training to our interpreters & volunteers.

#### **Safety Officer Fund**

This one-off Covid funding from Barrow Cadbury Trust supports a security presence at the Forum whilst we were unable to provide full face to face services to our clients. When the funding finished in November 2021 NNRF decided we still needed a security presence so funding now comes from unrestricted funds. We are looking to replace the security guard with a permanent role that would encompass both a meet & greet plus a security overview. We are in the process of applying for funds for this role.

#### **The National Lottery Covid Response Fund**

This one-off fund is provided by the National Lottery to make improvements to our offices to enable our building to be Covid compliant and to ensure all staff had laptops so they could work from home. There was no expenditure against this fund in 2021/22. A small residual reserve has been transferred to Unrestricted reserves.

#### **Initial Accommodation Project**

This one-off Covid funding from Refugee Action helped us to provide 2 dedicated caseworkers to advise & support asylum seekers housed in initial accommodation sites in Nottinghamshire. Funding for this project ended in September 2021. Support for refugees in hotels has continued to be provided under Explore Adapt, Renew.

# NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

#### 18 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds			Movement in funds			Balance at 31 March 2021	Movement in funds			Balance at 31 March 2022
	Incoming resources	Resources expended	Transfers	Absorbed by general fund	£	Incoming resources		Resources expended	Transfers	Absorbed by general fund	
	£	£	£	£	£		£	£	£	£	
Anti-destitution support	13,912	(27,457)	14,715	(1,170)	-		-	-	-	-	
Children & Families	-	-	(1,998)	1,998	-		-	-	-	-	
Covid Appeal	17,715	(3,000)	(14,715)	-	-		-	-	-	-	
Fundraising Manager	-	-	(258)	258	-		-	-	-	-	
Food Bank Worker Fund	-	-	(3,933)	3,933	-		-	-	-	-	
Safety Officer Fund	-	-	(6,967)	6,967	-		-	-	(350)	350	
Opportunities & Change Fund	-	-	3,631	(3,631)	-		-	-	(6,232)	6,232	
Money Sorted Fund	-	-	9,395	(9,395)	-		-	-	-	-	
Grassroots	-	-	-	-	-		-	-	(58)	58	
National Lottery Covid Project	-	-	-	-	-		-	-	675	(675)	

# **NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

### **FOR THE YEAR ENDED 31 MARCH 2022**

#### **19 Analysis of net assets between funds**

Fund balances at 31 March 2022 are represented by:

Group:	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Tangible assets	2,316	-	2,316	1,483	-	1,483
Current assets/(liabilities)	213,485	136,052	349,537	221,612	117,505	339,117
	<u>215,801</u>	<u>136,052</u>	<u>351,853</u>	<u>223,095</u>	<u>117,505</u>	<u>340,600</u>

#### **Charity:**

Tangible assets	2,316	-	2,316	1,483	-	1,483
Current assets/(liabilities)	188,433	136,052	324,485	197,721	117,505	315,226
	<u>190,749</u>	<u>136,052</u>	<u>326,801</u>	<u>199,204</u>	<u>117,505</u>	<u>316,709</u>

#### **20 3rd party funds**

During the year, the charity handled 3rd party funds from the Nottingham City Council's Communities of Identity grant. £92,994 (2021 - £92,052) was received as the lead organisation and passed on to other voluntary organisations under the programme.

#### **21 Operating lease commitments**

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2022 £	2021 £
Within one year	4,602	5,474
Between two and five years	884	40,960
In over five years	-	-
	<u>5,486</u>	<u>46,434</u>

Lease payments recognised as an expense totalled £34,516 (2021 - £34,516) during the year.

#### **22 Related party transactions**

During the year £41,907 (2021: £41,907) was paid out in grants to Belong Nottingham. The trustee Amdani Juma is an employee of Belong Nottingham. The trustee Peter Strauss currently hosts refugees who are users of NNRF's services. During the year £2,000 (2021: £1,750) was paid out in grants to Vanclaron Community Interest company. The trustees Helen O'nions and Edith Iheama are directors of Vanclaron Community Interest company.

**\* NOTTINGHAM AND NOTTINGHAMSHIRE REFUGEE FORUM**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**23 Subsidiaries**

Details of the charity's subsidiaries at 31 March 2022 are as follows:

<b>Name of undertaking</b>	<b>Registered office</b>	<b>Nature of business</b>	<b>Class of shares held</b>	<b>% Held Direct</b>
Voices in Refuge CIC (Company number 10517672)	England & Wales	The provision of interpreting services	Subscriber	100.00

The aggregate capital and reserves and the result for the year of subsidiaries was as follows:

<b>Name of undertaking</b>	<b>Profit/(Loss)</b>	<b>Capital and Reserves</b>
	<b>£</b>	<b>£</b>
Voices in Refuge CIC	6,446	25,052

<b>24 Cash generated from operations</b>	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Surplus for the year	11,538	50,434
Adjustments for:		
Investment income recognised in statement of financial activities	(77)	(166)
Depreciation and impairment of tangible fixed assets	1,513	2,134
Movements in working capital:		
Decrease/(increase) in debtors	(65,689)	28,157
Increase in creditors	8,022	103,585
<b>Cash generated from/(absorbed by) operations</b>	<b>(44,693)</b>	<b>184,144</b>