

Devon and Cornwall Refugee Support



**ANNUAL REPORT
and ACCOUNTS
2020**

Devon and Cornwall Refugee Support

TRUSTEES' REPORT

BOARD OF TRUSTEES

Hazel **POAD**
Arnold **MELHUSH**
Elizabeth A. **HARDINGE MBE**
John **SHINNER**
Christine **REID**
John **JEBB**
David **HUNTLEY**
Diana **BALE**
Ian **GASPER**
Kevin **Orford**

Chair
Vice-Chair
Volunteer Co-ordinator
Trustee
Food Programme Co-ordinator
Clothes Store Co-ordinator
Chair of HR Committee
Secretary
Funding Co-ordinator
Treasurer (until October 2020)

STAFF MEMBERS

Patricia **JOYCE**
Pauline **BURROWS**
Kiven **EMMANUEL**
Alexandra **MIRANDA**
Rachida **AZAITRAOUI**
Tom **ROSE**
Jackie **OTUNNA**
Suvi **REHELL**
Gemma **DUNN**
Camilla **Bostock**

Team Leader
Finance and Admin Manager
Project Support Worker (until December 2020)
Project Support Worker
Project Support Worker
Project Support Worker
Project Support Worker
Activities Co-ordinator
Volunteer Co-ordinator
Support Officer (from August 2020)

PRINCIPAL ADDRESS

7 Whimble Street, Plymouth, Devon PL1 2DH

BANKERS

The Co-operative Bank plc.
Head Office, PO Box 101
1 Balloon Street, Manchester. M60 4EP

Independent Examiner

Mr John Gilding, 104 Lucas Lane, Plymouth PL7 4EY

REGISTERED CHARITY NUMBER: 1130360

COMPANY LIMITED BY GUARANTEE, NUMBER: 06271122

OISC EXEMPTION NUMBER: N200100427

Devon and Cornwall Refugee Support

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2020

FOR THE YEAR ENDED DECEMBER 2020

The Trustees present their annual report and the financial statements for the year ended 31 December 2020. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in 2019 in preparing the annual report and financial statements.

PRINCIPAL OBJECTS

Devon and Cornwall Refugee Support aims to ensure that asylum seekers and refugees (ASR) receive the full benefit of their entitlements under UK and international law. We aim to provide a culturally sensitive and practical response to the needs of the ASR community.

The board of Trustees are satisfied that the level of service provided to an under-supported section of the population constitutes a public benefit.

REVIEW OF CHARITABLE ACTIVITIES IN 2020

It is difficult to imagine anything that could disrupt the work of DCRS as COVID-19 has. From the moment it became clear that the virus was so potent, all work at the centre and beyond stopped.

It was vital that all our efforts went into our principle charitable task of supporting Service Users (SU) through their applications for refugee status. Face to face meetings with our advisory staff ceased. A freephone service was provided and SUs that didn't have them were given up to date mobile phones.

All advisory staff worked remotely and the hours they could be contacted by phone were extended from 9:30 am to 3 pm. Interpreting facilities were made available through Language Line to assist our staff.

The Mental Health Team at Mount Gould hospital provided a Covid secure room where new clients could be welcomed and helped.

All our usual activities at the centre and outside stopped. In many ways the loss of our offices and all that happened there, distressed our SUs greatly. Our Activity and Volunteer Co-ordinators have made strenuous efforts to create opportunities for small group activities. These included language classes, a pop-up clothes shop, women's group sessions and other social activities provided via the internet. All these activities lifted their participants' spirits significantly.

With restaurants closed we began distributing food vouchers to families and individuals who needed them.

Apart from 3 months of the year, our Finance and Admin Manager worked alone in our office to coordinate the day to day running of our charity.

All our staff members were under considerable pressure during all of 2020 and the Trustees wish to express their thanks for the dedication and professionalism that they have shown.

FINANCE REVIEW

DCRS moves into 2021 in a slightly stronger financial position. At the beginning of 2021 our funds stood at £126,504 which includes a sum of £34,000, related to COVID-19 support and is intended to cover the necessary expenses in making our premises Covid secure. As a result, on normal working, we made a small surplus of £1710. In such difficult times this was a good outcome. Finding new donors continues to be a hard task and we are most grateful to charities that commit their help over a period of years. In addition we wish to thank individuals and organisations within the Devon and Cornwall area and many Counties beyond for their continued assistance during 2020. Listed below are major organisations who have donated this year.

CHARITABLE CONTRIBUTORS

AB Charitable Trust, Aurum Trust, Awards For All, Beyond Borders Totnes, Cornwall Community Foundation, Devon Community Foundation, Groundwork Trust UK, Lloyds Bank Foundation, NACCOM, The Lottery Community Fund.

Devon and Cornwall Refugee Support

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2020

RISK MANAGEMENT AND INTERNAL CONTROL

The Trustees have overall responsibility for ensuring that the charity has an appropriate system of controls, financial and otherwise. 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 to provide reassurance that:

- Its assets are safeguarded against unauthorised use or disposition.
- Proper records are maintained and financial information used within the charity and for publication is reliable.
- The charity complies with relevant laws and regulations.
- There have been improvements in health and safety over the last year and we are continuing to develop our risk management policies.
- The charity aims to maintain reserves to cover a three month period of charitable activity.

In order to carry out these responsibilities, the Trustees keep their policies, financial controls, and risk assessment under regular review, and take care to ensure that policies and controls are complied with.

STATEMENT OF RESPONSIBILITIES OF THE TRUSTEES

Law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charity and of its incoming resources and application of resources during the year. In preparing those financial statements, the Trustees are required to:

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

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011 and the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in 2019. 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.

Trustees have confirmed that there are no related party transactions. Trustees have received no remuneration or expenses during 2020.

Dated: 19th March 21.

Signed: H. Poad

Mrs Hazel Poad

Chair of the Board of Trustees
Devon and Cornwall Refugee Support

On behalf of the Board of Trustees

Devon and Cornwall Refugee Support

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2020

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF THE DEVON and CORNWALL REFUGEE SUPPORT

I report on the accounts of the Charity for the year ended 31 December 2020, which are set out on pages 5 to 9.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year under Section 145(5)(b) Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145(5)(b) of the 2011 Act
- to follow the procedures laid down in the General Directions 2017 given by the Charity Commission under Section 145(5)(b)
- to state whether particular matters have come to my attention

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with Section 145(5)(b) of the 2011 Act; and
2. to which, in my opinion, attentions should be drawn in order to enable a proper understanding of the accounts to be reached

Dated: 17 Mar 2021

Signed: 

Independent Examiner

Mr John Gilding
104 Lucas Lane
Plympton
Plymouth
PL7 4EY

Devon and Cornwall Refugee Support

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2020

		<i>Unrestricted Fund 2020 £</i>	<i>Restricted Funds 2020 £</i>	<i>Total Funds 2020 £</i>	<i>Total Funds 2019 £</i>
	Notes				
INCOMING RESOURCES					
Income from donations and legacies	2	74,487	113,529	188,016	151,262
Charitable Activities Income	3	631		631	5,557
Investment Income	4	173	-	173	417
TOTAL INCOMING RESOURCES		75,293	113,529	188,822	157,238
RESOURCES EXPENDED					
Direct Charitable expenditure	5	68,312	118,615	186,927	176,029
Governance Costs		185	-	185	185
TOTAL RESOURCES EXPENDED		68,497	118,615	187,112	176,214
NET INCOME/EXPENDITURE BEFORE TRANSFERS		6,795	-5,085	1,710	-
TRANSFERS					
Gross transfers between funds - In		296	8,243	8,539	-
Gross transfers between funds - Out		-5,690	-2,849	-8,539	-
NET MOVEMENT IN FUNDS		1,402	308	1,710	-18,976
BALANCES BROUGHT FORWARD					
AS AT 1st JANUARY 2020		27,226	2,572	29,799	48,775
BALANCES CARRIED FORWARD AS AT 31st DECEMBER 2020		28,628	2,881	31,509	29,799

The notes on pages 7 and 8 form an integral part of these financial statements.

The charity is able to use its total funds for any purpose in connection with its charitable objectives

Devon and Cornwall Refugee Support

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2020

	2020	2019
	£	£
<i>Notes</i>		
CURRENT ASSETS		
Investments	66,346	66,172
Cash at bank	60,099	37,344
Cash in hand	59	129
	<u>126,504</u>	<u>103,645</u>
LIABILITIES		
Amounts falling due within one year	-94,995	-73,848
NET CURRENT ASSETS	31,509	29,797
NET ASSETS	<u>31,509</u>	<u>29,797</u>
FUNDS		
Surplus for the year	1,710	-18,978
Funds brought forward	29,799	48,775
	<u>31,509</u>	<u>29,797</u>

Devon and Cornwall Refugee Support

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2020

For the year ending 31st December 2020 the company was entitled to exemption from audit under Section 477 of The Companies Act 2006 relating to small companies.

The Members have not required the company to obtain an audit in accordance with Section 476 of The Companies Act 2006.

These financial statements are prepared in accordance with the Financial Reporting Standard for Smaller Entities.

The Directors acknowledge their responsibility for complying with the requirements of The Act with respect of accounting records and for the preparation of accounts (effective January 2007)

The financial statements were approved by the Trustees on 19th March 21 and signed on its behalf by

Signed: 

Mrs Hazel Poad

Chair of the Board of Trustees

Devon and Cornwall Refugee Support

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2020

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared in accordance with applicable accounting standards and under the historical cost accounting rules. Accruals accounting has been applied and the accounts have been prepared on a going concern basis. The accounts comply with The Charities Act 2011 and the Charity Commissions Statement of Recommended Practice (revised 2019), Accounting by Charities.

The charity has taken advantage of the exemption from preparing a cash flow statement conferred by Financial Reporting Standard No. 1 on the grounds that if it had been incorporated as a company under The Companies Act 2006 it would have qualified as a small company.

Incoming Resources

Grants are recognised in the period to which they relate.

Resources expended

Direct charitable expenditure represents expenditure incurred directly to support the particular charitable objectives of the charity. Costs of management and administration of the charity have been identified on the basis that they are not direct charitable expenditure.

Taxation

Devon and Cornwall Refugee Support

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2020

2. INCOME FROM DONATIONS & LEGACIES

	<i>Unrestricted</i>	<i>Restricted</i>	<i>Total</i>	<i>Total</i>
	<i>Total</i>	<i>Total</i>	<i>2020</i>	<i>2019</i>
	<i>2020</i>	<i>2020</i>		
	£	£	£	£
Donations	22,070	16,024	38,094	29,250
Grants	52,417	97,506	149,923	122,012
Total	74,487	113,529	188,016	151,262

3. CHARITABLE ACTIVITIES INCOME

	<i>Unrestricted</i>	<i>Restricted</i>	<i>Total</i>	<i>Total</i>
	<i>Total</i>	<i>Total</i>	<i>2020</i>	<i>2019</i>
	<i>2020</i>	<i>2020</i>		
	£	£	£	£
Red Cross Training	30		30	
Equipment Refund	90		90	
Communications Refund	39		39	
Travel Refunds	25		25	
Red Cross Funding	38		38	
START	248		248	
NLS Solicitors	83		83	
St Vincent de Paul Society	78		78	
St John's Training				60
BT Refund				37
Equipment Refund				10
Crowdfunder (PCC)				2,500
Crowdfunder				470
SPARC Cornwall				1,750
Agency Support				730
Total	631	0	631	5,557

4. INVESTMENT INCOME

All of the charity's investment income of £173 (2019: £417) arises from money held in interest bearing deposit accounts.

Devon and Cornwall Refugee Support

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2020

5. DIRECT CHARITABLE EXPENDITURE

	2020	2019
	£	£
Staff Costs	140,413	125,860
Employer NIC & Pension	4,168	5,821
Staff Expenses	289	23
Rent, Rates	7,316	9,166
Heat, Light & Water	3,237	2,903
Health & Safety	4,048	-
Equipment & Stationery	266	1,037
Postage	520	892
Telephone, Fax & Broadband	5,600	4,088
SU Food Programme	5,266	7,546
Volunteer Expenses	98	325
Training	150	411
Computer Expenses	4,174	3,320
Insurances	950	876
Relief	1,591	1,070
SU Sports & Activities	853	6,275
SU Computer Courses	3,276	3,510
Repairs & Renewals	313	188
RTP/Solicitors Travel Costs	509	901
Photocopier	268	482
Administration	658	113
Office Expenses	2,267	836
English Class Supplies	555	69
Newsletter and Website	132	131
Recruitment	-	175
Other	10	11
	<u>186,927</u>	<u>176,029</u>