

Devon and Cornwall Refugee Support



ANNUAL REPORT & ACCOUNTS 2021

Devon and Cornwall Refugee Support

TRUSTEES' REPORT

BOARD OF TRUSTEES

Hazel POAD
Ian GASPER
Elizabeth A HARDINGE MBE
John JEBB
Christine REID

Marie HULL
Emma STEVENSON
Bridget BIMHA
Diana BALE
David HUNTLEY
Arnold MELHUIISH
John SHINNER
Sarah GREEN
Kirsten WHITING

Chair
Vice Chair
Volunteer Co-ordinator
GDPR Treasurer
Food Programme Co-ordinator (June to August 2021)
HR Committee (from September 2021)
HR Committee (from August 2021)
Treasurer (from August 2021)
Trustee for Safeguarding (from August 2021)
Secretary
Retired (26th May 2021)
Retired (30th June 2021)
Retired (30th June 2021)
Resigned (from August 2021 to October 2021)
Resigned (from August 2021 to November 2021)

STAFF MEMBERS

Alex VESSIS

Pauline BURROWS
Alexandra MIRANDA
Tom ROSE
Jackie OTUNNA
Camilla BOSTOCK
Georgia EDWARDS
Gemma DUNN
Suvi REHELL
Patricia JOYCE
Rachida AZAITRAOUI

Service Manager (from December 2021)
Project Support Worker (from August – November 2021)
Finance and Admin Manager
Project Support Worker
Project Support Worker
Project Support Worker
Project Support Worker
Project Support Worker
Project Support Worker
Volunteer Co-ordinator
Activities Co-ordinator
Team Leader (Until December 2021)
Project Support Worker (Until May 2021)

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 2021

FOR THE YEAR ENDED DECEMBER 2021

The Trustees present their annual report and the financial statements for the year ended 31 December 2021. 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

After the very difficult year of 2020, we started planning for a return to providing a normal service for our Service Users. The £34,000 mentioned in last year's Finance Review, together with further grants, was used to completely refurbish our offices and drop-in centre. The landlord provided ventilation extractor equipment for both floors which provides all our working and service areas with good ventilation.

Our staff continued to work from home, and with the continued assistance from The Plymouth Mental Health Team, we were able to provide the best service we could. English classes continued in Abbey Hall in the Minster Church of St Andrews and some social activities continued via Zoom.

During the summer months our Activities and Volunteer Co-ordinator was able to organise some outdoor activities, visits to places of interest, local walks and outdoor art classes. We held a couple of popup clothing events and worked with local food banks to provide food.

Our Finance and Admin Manager carried on working in the office and to oversee the refurbishment. In August we decided to bring our staff back into the centre and start to interview our Service Users by appointment only, which has worked very well. We hope to start our drop in centre mornings as soon as conditions allow.

All of our staff worked under considerable pressure for the last two years, and the Trustees admire the dedication, and professionalism that they have shown.

FINANCE REVIEW

2021 saw a mixed year for DCRS financially. Thanks to carry forward funds from 2020 we ended with a surplus, but running costs were reduced due to Covid. Moving into 2022 we have cash of £119k, a similar position to last year.

During the year we received £234k in donations and grants, as well as £96k income received in 2020 which was deferred into 2021. £22k of income has been deferred into 2022 due to restricted use.

Expenditure in the main part reduced from previous years, as the centre was still running restricted activities due to the impact of Covid. We saved money on staff costs with two members of staff on maternity who were not immediately replaced. We also saw reduced costs on utilities and activities as well as other general running costs.

We did spend a significant amount on refurbishing the premises, which was funded through £34k of grant funding received in 2020, an additional £10k received from the National Lottery in addition to our regular funding, and £6k taken from general DCRS reserves. The total spend on this project totalled £50k. Positive feedback has been received from staff and volunteers on the improvements – which as well as being essential for the general condition included additional safety measures for Covid.

Devon and Cornwall Refugee Support

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2021

The reported surplus for the year is £67k, but the financial picture for future years will be more challenging. Whilst financial grants that we are grateful to receive do not increase in amount, our running costs are seeing the same impact of high inflation along with the rest of the country – including the cost of utilities and increased staff costs. We also expect to see a drop in the amount of small donations received from the general public as people's disposable income drops. We also expect to see more Service Users requiring our assistance as the fixed amount they receive will buy them much less.

We are incredibly grateful to all individuals and organisations who have donated to the charity in 2021. We will be looking in 2022 to work with existing donors as well as building relationships with new donors, which will enable us to continue the vital work of the charity and hopefully improve the range of activities that we offer our Service Users.

Below is a list of major organisations who have donated during 2021.

CHARITABLE CONTRIBUTORS

Lottery Community Fund, Aurum Trust, Plymouth University, Lloyds Bank Foundation, Souter Trust, Livewell Foundation, AB Charitable Trust, Comic Relief, Blue Thread, The Bike Project.

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.

Devon and Cornwall Refugee Support

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2021

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 2021.

Dated: 24-02-22

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 2021

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 2021, 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: 24/02/2022

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 2021

		<i>Unrestricted Funds 2021 £</i>	<i>Restricted Funds 2021 £</i>	<i>Total Funds 2021 £</i>	<i>Total Funds 2020 £</i>
	Notes				
INCOMING RESOURCES					
Income from donations and legacies	2	194,781	111,588	306,369	188,017
Charitable Activities Income	3	703		703	632
Investment Income	4	8		8	173
TOTAL INCOMING RESOURCES		<u>195,492</u>	<u>111,588</u>	<u>307,080</u>	<u>188,822</u>
RESOURCES EXPENDED					
Direct Charitable expenditure	5	114,094	118,907	239,962	1,710
Governance Costs					
TOTAL RESOURCES EXPENDED		<u>114,094</u>	<u>118,907</u>	<u>239,962</u>	<u>1,710</u>
NET MOVEMENT IN FUNDS		69,999	-2,881	67,117	1,710
BALANCES BROUGHT FORWARD AS AT 1st JANUARY 2021		<u>28,628</u>	<u>2,881</u>	<u>31,510</u>	<u>29,799</u>
BALANCES CARRIED FORWARD AS AT 31 DECEMBER 2021		<u>98,627</u>	<u>0</u>	<u>98,627</u>	<u>31,509</u>

The notes on pages 8 and 9 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 2021

	2021	2020
	£	£
<i>Notes</i>		
CURRENT ASSETS		
Investments	66,354	60,099
Cash at bank	51,329	66,346
Cash in hand	25	59
	<u>117,708</u>	<u>126,504</u>
LIABILITIES		
Amounts falling due within one year	-19,081	-94,995
NET CURRENT ASSETS		
NET ASSETS	<u>98,627</u>	<u>31,509</u>
FUNDS		
Surplus for the year	67,117	1,710
Funds brought forward	31,509	29,799
	<u>98,627</u>	<u>31,509</u>

Devon and Cornwall Refugee Support

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2021

For the year ending 31st December 2021 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 24.02.2022 and signed on its behalf by

Signed: H. Poad

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

The Charity is a registered charity and is exempt from Corporation Tax under the provisions of Section 1184(1) of the Income and Corporation Taxes Act 2010.

Devon and Cornwall Refugee Support

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2021

2. INCOME FROM DONATIONS & LEGACIES

	<i>Unrestricted</i>	<i>Restricted</i>	<i>Total</i>	<i>Total</i>
	<i>Total</i>	<i>Total</i>	<i>2021</i>	<i>2020</i>
	<i>2021</i>	<i>2021</i>		
	£	£	£	£
Donations	33,536	1,400	34,936	38,094
Grants	161,956	110,188	110,188	149,923
Total	195,492	111,588	307,080	188,017

3. CHARITABLE ACTIVITIES INCOME

	<i>Unrestricted</i>	<i>Restricted</i>	<i>Total</i>	<i>Total</i>
	<i>Total</i>	<i>Total</i>	<i>2021</i>	<i>2020</i>
	<i>2021</i>	<i>2021</i>		
	£	£		£
J2 Fax Refund	90		90	
Improving Lives Plymouth	500		500	
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	590	0	590	5,557

4. INVESTMENT INCOME

All the charity's investment income of £8 (2020: £173) arises from money held in interest bearing deposit accounts.

Devon and Cornwall Refugee Support

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2021

5. DIRECT CHARITABLE EXPENDITURE

	2021	2020
<i>Notes</i>	£	£
English Class Supplies	1,706	555
Relief	918	1,591
Staff Costs	128,946	140,413
Staff Expenses	8	289
Employer NIC & Pension	2,883	4,168
Volunteer Expenses	113	98
Rent, Rates	9,428	7,316
Heat, Light & Water	1,979	3,237
Health & Safety	5,897	4,048
Equipment & Stationery	642	266
Postage	478	520
Training	2,680	150
Insurances	2,123	1,250
Telephone, Fax & Broadband	5,061	5,600
Computer Expenses	3,550	4,174
Photocopier	288	268
Office Expenses	3,550	2,267
Administration	441	1,191
Newsletter and Website	29	132
Repairs & Renewals	55,949	313
RTP/Solicitors Travel Costs	113	509
SU Food Programme	-	5,266
SU Sports & Activities	9,850	853
SU Computer Courses	3,330	3,276
Other		10
	<u>239,962</u>	<u>187,760</u>