

# **Leeds Refugee Forum**

Charity number 1160845

A company limited by guarantee number 06231434

## **Annual Report and Financial Statements for the year ended 31 March 2021**



West Yorkshire Community Accounting Service

# **Leeds Refugee Forum**

## **Annual Report and Financial Statements for the year ended 31 March 2021**

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**Prepared by West Yorkshire Community Accounting Service**

# Leeds Refugee Forum

## Trustees' report for the year ended 31 March 2021

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

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

Name	Position	Dates
Katayoun Saemian	Chair	
Clare Jackson	Secretary	Resigned 18 January 2021
Godefroid Rubomboza	Treasurer	
Taurai Cheteni		
Jean-Marie Ninziza		Resigned 18 January 2021
Andrew Rathbone		
Maxmed Hussein		
Pria Bhabra		
Louise Waite	Secretary	
Fahimeh Forouzandeh		Appointed 18 January 2021
Haleh Jahanshahlou		Appointed 18 January 2021
Naima Mohamed		Appointed 18 January 2021
Mamdou Diop		Appointed 18 January 2021
<b>Charity number</b>	1160845	Registered in England and Wales
<b>Company number</b>	06231434	Registered in England and Wales
<b>Registered and principal address</b>	<b>Bankers</b>	
One Community Centre	HSBC Bank plc	
Cromwell Street	PO Box 105	
Lincoln Green	33 Park Row	
Leeds	Leeds	
LS9 7SG	LS1 1LD	

### Independent examiner

Claire Welling

### West Yorkshire Community Accounting Service

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### Structure, governance and management

The charity is a company limited by guarantee and was formed on 30 Apr 2007. It is governed by a memorandum and articles of association which were amended by special resolution on 19 Aug 2014. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £10.

### Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

# Leeds Refugee Forum

## Trustees' report (continued) for the year ended 31 March 2021

### Objectives and activities

#### The charity's objects

The Objects of the Charity, being for the benefit of the inhabitants of the Yorkshire and the Humber region, in particular Leeds, and in particular for the benefit of people who are refugees or asylum seekers, are:

- (1) The relief of need for refugees and asylum seekers and to advance them in life with a view to helping them develop their capacities and skills so that they may better participate in their community, in particular by providing advice, training, practical assistance and liaising with other organisations that can help achieve these aims
- (2) The advancement of education and training and the relief of unemployment,
- (3) The preservation and protection of health,
- (4) To provide or assist in the provision of facilities in the interests of social welfare for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age infirmity of disability, financial hardship or social circumstances, in particular refugees, with the object of improving their condition of life,
- (5) The promotion of the voluntary sector for the public benefit by providing advice, information and services to refugee community organisations in Leeds.

#### ***Vision***

To ensure that all Asylum Seekers and Refugees living in Leeds feel welcome and safe, access support when necessary, are integrated, their voice heard, have an equal chance to rebuild their new lives and contribute to the wider community.

#### **Mission – In order to achieve its vision, LRF has as its mission:**

1. To be the voice for refugees and refugee communities
2. To provide a resource for refugees and refugee communities

Leeds Refugee Forum works closely with the Leeds Migration Partnership to link our concerns and proposed activities to meetings in Leeds where topics are discussed and decisions are made. For example, housing, health and safety, employment and education. Our work helps the city to meet its vision of being a welcome and compassionate city.

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

Leeds Refugee Forum (LRF) is a refugee led organisation directly supporting refugees and asylum seekers as they begin their new lives in the city. Refugees are socially and economically disadvantaged in many ways, but refugees also bring with them a huge wealth of experience, knowledge, expertise and resourcefulness. LRF aims to help refugees harness these skills to benefit other refugees, asylum seekers, refugee communities and the wider community. LRF identifies, inspires, develops, encourages and supports members of the refugee community.

##### How we work

1. Leeds Refugee Forum (LRF) supports Refugee Community Organizations ("RCOs"). LRF acts as an umbrella organization for RCOs - to increase their capacity and effectiveness by acting together rather than in isolation. Over 50 RCOs are members of LRF.
2. LRF manages "One Community Centre" in Lincoln Green, which is one of the more deprived areas of Leeds, and also an area where many refugees live. The centre is used for services and activities provided by LRF and other organizations for the benefit of refugees and asylum seekers. It is used by RCOs for their own meetings and activities. The centre is also available for use by the wider community.

# Leeds Refugee Forum

## Trustees' report (continued) for the year ended 31 March 2021

### The charity's main activities (continued)

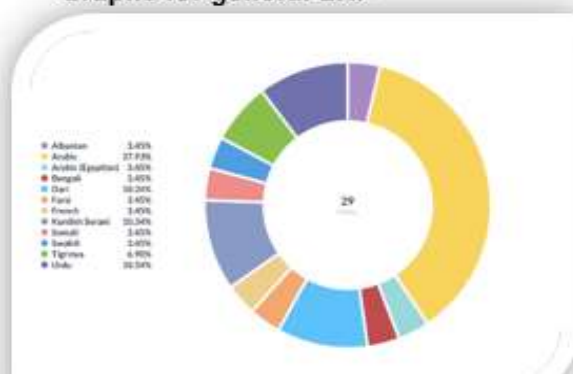
3. LRF provides or facilitates the provision of information, signposting, advice and advocacy helping asylum seekers and refugees to access benefits and services to which they are entitled, resolve problems and issues relating to housing, welfare benefits, debt etc, and to improve their employment prospects; and promotes the integration of refugees in the local community.
4. LRF organizes or supports other activities not based at the centre, for example sporting activities, Refugee Week events, the Burmantofts Gala and the Leeds Hardship Fund for destitute asylum seekers.
5. LRF helps to communicate the needs of refugee communities to the local authority, the health service and other statutory bodies, and other voluntary organizations, and helps such agencies and organizations to reach "hard to reach" communities. LRF has continued to host and help to organize the Multi-Agency Meeting of organizations supporting refugees in Leeds.

### Public benefit statement

In setting the organization's objectives and planning its activities the Trustees take account of the Charity Commission's guidance on public benefit.

### Achievements and performance

Graphs for general LRF



The languages spoken overall at LRF (volunteers and service users)

Due to the unusual circumstances related to the pandemic, LRF responded by adapting staffs' skills and roles to change the way we work in order to meet the needs of people. use Zoom application to be connected and communicated with us and other service providers. This year, LRF runs three adult English lessons. These are separate from English classes that are run by other organisations, but are based at One Community Centre. All of LRF's classes are taught by volunteers, and facilitated by a LRF staff member who provides technical and material support.

This class is LRF only ESOL female class. The session was successfully adapted to Zoom during the lockdown. As this is a continuing class, the Zoom delivery format was centred around the same approach as the physical class. This is a key activity ensuring social inclusion and engagement, an opportunity where we can raise awareness and link to support. The demand for physical class is high because some of the women belong to the vulnerable group of our communities. Currently the class offers blended learning with the option to join the class in the centre (through booking) or a Zoom telecast. The class restarted in November 2020 with 1 tutor and 1 staff; Total number of students = 19 members, 8 Eritrean, 7 Kurdish, 2 Somali and 1 Vietnamese. Attendance rate = 70% (due to members internet access to Zoom). Women Arise group: Most of the group are Afghan and Kurdish women. 12 sessions organised and 12 students joined. The sessions were combined in present and on Zoom. Student Action for Refugee (STAR) run two session a week online through Zoom.

*S.M from the Kurdish community "During the lockdown, I was completely isolated and had a phobia of illness and hygiene. My contact via Zoom and the beginning of the study was for me like a lifeline, and my psychological balance was restored, and I gradually returned to normal life. Thank you to Refugee Forum's staff."*

# Leeds Refugee Forum

## Trustees' report (continued) for the year ended 31 March 2021

### Achievements and performance (continued)

#### Covid-19 Community Project

During the COVID 19 pandemic we work closely with different projects run by Leeds City Council public health, NHS and VA-L in supporting, Forum Central and Allyship programme from the city's Health and Wellbeing board organising focus groups and sending key messages to the refugee communities and migrants' groups. This project involves the dissemination of COVID-19 information and addressing misinformation with regards to the lockdown rules and regulations and revised tier system. We provided provisions (access to internet and laptops) to the vulnerable group and those who are in need. LRF has been part of this process through our own set goals and working closely with our members and commu

This project has now successfully run for a year. Throughout these times we have supported, educated, and informed the LRF members with information and the misinformation surrounding Covid-19 through emails, social media, and phone messages. The Government, NHS and many other organisations including ourselves have started to be inclusive by creating translated visual and audio materials for our non-English speaking service users. With the extended lockdown rules and the new Covid-19 variant, we aim to continue this valuable service alongside government timeframe. The statistic are as follows: Members contacted: 72 LRF service users, 25 volunteers, 7 project tutors/coordinators, 8



staff/trustees. Number of times contacted, and materials sent to these members are 357. Materials sent is in 10 languages English, Arabic, Amharic, Farsi, Tigrinya, Fresh, German, Urdu, Vietnamese, and Somalian.

#### Phoneline project

Due to the effect of COVID 19 lockdown experience refugee and asylum seekers, refugee communities faced great challenges, language is a major barrier, expressing their problems online or over the phone and how to access services and assistance available in the city. LRF set up a citywide phone line for service users with the aim to support service users from all age, nationalities and backgrounds through the Pandemic. The service includes the option to speak to an interpreter or leave a message with the option to get a call back. It is also possible to send text messages to the phone. We were keen to ensure that people had a way to communicate.

Since the start of this project, LRF was able to support people with: the search for a solicitor, joining English classes and youth group courses at LRF, translation advice and helped understanding forms such as Child Benefit Claim as well as contacting Housing options. With the help of interpreters, we were able to support service users in English, Tigrinya, Arabic, Kurdish Sorani, Swahili and Portuguese.

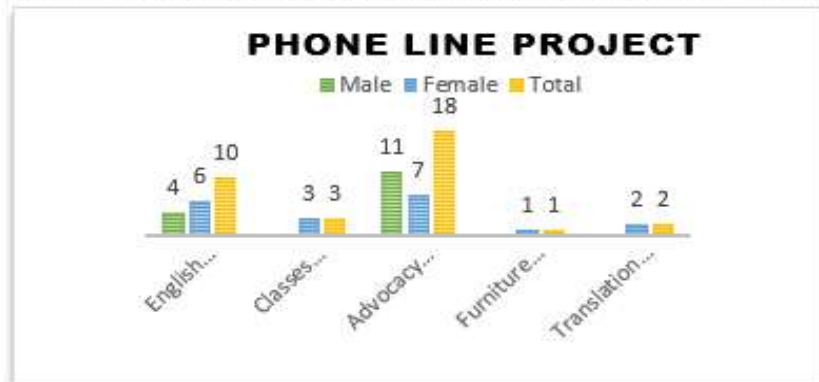


## Leeds Refugee Forum

### Trustees' report (continued) for the year ended 31 March 2021

#### Achievements and performance (continued)

As seen in the graph, the majority of requests was for Advocacy support with a total of 18 calls split between Male and Female service users, social workers and other organizations. Requests for Classes have been the second highest calls with a total of 13 calls for both Adult English Classes and Children's Classes. The least requests were made for just Translation services and a request for Furniture in new Housing with a total of three calls. In total, 34 people have been contacted. English Classes Adults (TU Women Only, Monday and Friday Classes) 10 people (4 male, 6 female), Classes Children (Homework Club, Youth Group) 6 people served (3 male, 3 females), Advocacy Support (Solicitor Advice, Housing, filling out Forms, Migrant Help) with interpreters, 18 people served (11 male, 7 female), Furniture Housing Support, 1 female, and 2 females helped with reading letters and translation. Total people benefit so far 34. M.S " The Forum was for me like heaven, I was stuck and all services were closed during the lockdown and it was difficult for me to understand talking over the phone. The services that were provided to me solved all my problems and I am very grateful to them."



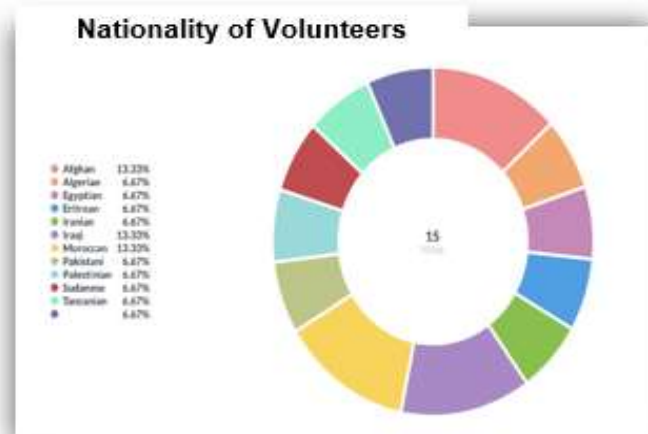
#### IT Support Project

The COVID-19 pandemic increased isolation for many people all over the world. The project being developed in partnership with Leeds Asylum Seekers Support Network (LASSN) to provide a "call back" service for people seeking help or advice. Although LASSN and Leeds Refugee Forum work city wide they have more volunteers and service users from Lincoln Green and Burmantofts than any other part of the city. We recognise that many individuals are digitally excluded and have created a project to support and provide computer education for refugees in Leeds. Our IT Support Project provides support and training on how to use online applications such as video call, email, internet searches and general use of technology. We understand the importance of staying connected with family members and having access to information about local communities and ways to stay healthy and safe. We currently provide lessons in Arabic, Kurdish Sorani, Farsi, Dari, Pashto, French, Urdu and Tigrinya.

#### Volunteers

We currently have 13 bilingual volunteers that run the IT classes. Our team is very diverse with volunteers from all over the world at different stages of their life. Some of our volunteers are asylum seekers, dedicated to helping other asylum seekers become connected. Some now have refugee status and are looking to gain new experiences and skills. All of our volunteers are bilingual, with English being their second or third language.

Our volunteers come from Afghanistan, Sudan, Eritrea, Morocco, Palestine, Pakistan, Iran and Kurdistan Iraq. We recruited volunteers from our Refugee Community Organisation's and through social media advertisements.



# Leeds Refugee Forum

## Trustees' report (continued) for the year ended 31 March 2021

### Achievements and performance (continued)

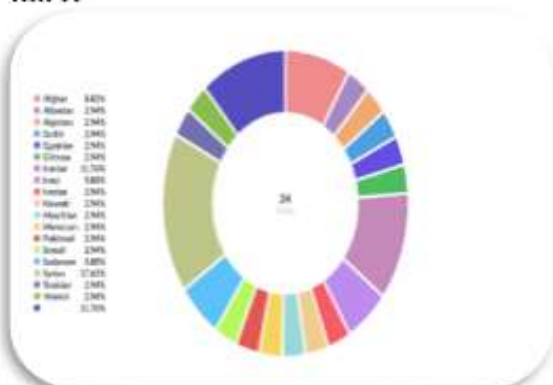
All volunteers completed an application form, an informal interview and training to support their skills. This included Safeguarding training run by Voluntary Action Leeds, "Digital Champion" training by 100% Digital Leeds. I also conducted induction training for all volunteers.

Our volunteers are enthusiastic to support others and use their wide range of skills and languages to do so. We are committed to ensuring they have opportunities, and support them to develop and/or use their skills and knowledge.

### Service users

We have 49 service users that are interested in the IT Support Project. 29 are referrals from LASSN and 20 from our Refugee Community Organisation's and through word of mouth within the community. 17 devices have been provided to LASSN service users, with 13 remaining to offer to new referrals. We have been able to collect donations and distribute 7 devices to our LRF service users. All devices are for the individual to keep.

**Nationality of service users accessing the IT**



Our service users are diverse in their backgrounds, skills, languages and ages. Some have never used a laptop or tablet, have never used email or a search engine.

Through conversation and face-to-face meetings, our volunteers are able to see the skill level and adapt lessons accordingly. The first lesson is always to set

up the device, create an email account and Zoom. This can take a few hours depending on the individual. It is a slow process, but our volunteers are patient and understand the importance of the work that they are doing.

### Lessons

Lessons are adapted to suit the service user and volunteer. The initial meeting is face-to-face. After that, it is decided whether the class can be moved online or continue in person. Some individuals prefer remote learning due to other commitments; whereas others prefer the lessons in person. For each individual, lessons run for 1-2 hours per week.

Lessons range from showing how to use and send emails, using Zoom, basic functions such as closing a program, copy and paste, typing on a keyboard, connecting to the internet. Some volunteers also teach how to use Microsoft applications such as Word. There is always a general topic for the lesson, but it is also important that we adapt to the needs of the service user. Some lessons are one-to-one, such as in Tigrinya, Urdu, Dari and Pashto. Some lessons are taught in groups of 2-3 based on language and capability.

**Number of computer lessons**





## Leeds Refugee Forum

### Trustees' report (continued) for the year ended 31 March 2021

#### Achievements and performance (continued)

##### Hardship Fund:

This year, we were able to conduct the activities of the Hardship Fund despite the precautions required to preserve, as much as possible, the safety of everyone. The Fund started operating in the week beginning 30th November 2020 and continued until the end of March 2021. This was a total of **18** weeks. The fund's steering group decided to make some adjustments in the way payments were provided in accordance with COVID arrangements: LRF ensured One Community Centre was COVID secure, and that masks and hand sanitiser were available for people collecting payments. Payments were made in the usual way, along with the PPE (face masks, hand gel) provided by LRF. It was possible for payments to have been made to 3rd parties (friends, relatives), or for several weeks at a time in a single payment – but only when requested by the referrer and arranged in advance with LRF.



The individuals and families supported this winter came from **25** countries (Iraq, Pakistan, Afghanistan, Zimbabwe, Nigeria, Somalia, Iran, Gambia, Guinea, Ivory Coast, Eritrea, Kuwait, Syria, Democratic Republic of Congo, Uganda, El Salvador, South Africa, Lebanon, Cameroon, India, Palestine, Bangladesh, Malawi, Vietnam and Dominica).

The Hardship Fund ran for **18** weeks and made **227** payments. This comprised of **57** males and **36** females, with some receiving payments more than once. A total of **£5,950.00** was distributed. Beneficiaries of the fund were from an age range starting at twenty-one years old up to seventy-three years old. The majority were between thirty and fifty years old.

Additionally, we distributed **127** food parcels donated by Wharfedale Refugee Response, Methodist Church in Burley.



**F.M from Zimbabwe said 'I have eaten a proper food of my choice when I received payments of hardship fund and remind me always I have to think there will be decent and generous people willing to support.'**

# **Leeds Refugee Forum**

## **Trustees' report (continued) for the year ended 31 March 2021**

### **Achievements and performance (continued)**

#### **Refugee Week**

Thousands of people across the country took part in Refugee Week 2021 in an inspiring demonstration of the theme 'We Cannot Walk Alone'.

Leeds Refugee Forum is the lead of Refugee Week in Leeds and has been for more than 14 years. LRF takes on the role of co-ordinating city-wide events and encouraging all communities to participate. This year the programme of events were largely be undertaken virtually to ensure that COVID restrictions and guidance is followed. 12 events were arranged and held. Events include interactive art installation where women from different migration backgrounds invited (virtual exhibition), run by Mafwa Theatre. Wellbeing and adapting to changes session Persian Women Group, run by Persian Association in Leeds. Conversation Café organised and run by Refugee Council - New Roots project and Leeds Playhouse. The Leeds Refugee Forum Women Only English class celebrated Refugee Week, run by Leeds Refugee Forum. Community Sponsorship, Event for Refugee Community Organisations organised by the Refugee Council. Women Arise Achievements and contributions celebrated Refugee Week, wellbeing and socialising event. Fairy Poppins and the Naughty Winter Ghost, organized by Open Source Arts and hosted a special performance of the fantastic piece of family theatre from Leeds Playhouse. "Together With Refugees" an event run by Refugee Council and City of Sanctuary - in celebrating Refugees in Yorkshire to hear from speakers with a migration background about their lives, journeys and achievements. Family party organised by the Leeds Refugee Forum, family gathering, diverse traditional music and a gift packs for children. Leeds Lord Mayor was there celebrating with families and children. Special performance of Whistlestop The Magic Flute Opera North. Opera North started touring a small, shortened version of Mozart's. The Magic Flute and was an offer a special performance to the refugee and asylum-seeking community during Refugee Week. It was a great start to the morning, and to the week. Hala demonstrated how to prepare a traditional Palestinian Breakfast. A huge thank you to all our partners, who make Refugee Week in Leeds possible, and to the organisations, groups and individuals whose passion and hard work have created this incredible movement. Leeds City Council supports refugee week with promotion of activities and a small pot of funding to support engagement.

### **EU Settled Status scheme support and Windrush Compensation Project**

#### **Leeds Refugee Forum in partnership with We are Digital:**

The government has set up about 150 centres across the UK to offer an assisted digital service for EU citizens wishing to apply for settled status, but lacking the skills or access technology needed to do so. The Windrush project is aimed at supporting individuals with submitting compensation applications for various hardships they endured due to difficulties proving lawful status to reside in the UK. LRF is a member of We Are Digital centres since 2009. We have supported people needing assistance learning and educate how to use computers and being connected and with applying to this scheme. This service is only through referral from the Home Office. We cannot provide any immigration advice.

#### **EU Settlement Scheme Digital Support:**

LRF, in partnership with We Are Digital that provides digital support for anyone needing assistance with the online application for Settlement in the UK since the start of the scheme. Three staff members trained to provide these services on behalf of the Home Office. This period from 21 April 2021, we have supported 25 people with their applications.

#### **The Windrush Compensation Scheme:**

This scheme aims to compensate members of the Windrush generation and their families for the impacts of not being able to demonstrate their lawful immigration status. The scheme will run until 2 April 2023. We are now supporting and processing 3 applications.

# Leeds Refugee Forum

## Trustees' report (continued) for the year ended 31 March 2021

### Achievements and performance (continued)

#### Volunteering project:

Leeds Refugee Volunteer is a project and a service on its own. Our volunteers are recruited from the local universities, colleges and the public via social media advertising. They come from various specialist academic background, industries and settlement status, matching the requirements of our service users. Their positive contributions online during the pandemic, have been pivotal and beneficial for the Homework Club and Youth Group. The reciprocal connections are beneficial to both volunteers and service users in culture knowledge, awareness and the community challenges. We provide references for their contributions to the centre and our projects. In total we have 26 volunteers, 7 males and 19 females. 6 professional and 19 students/placements. Average hours per week = 31.15hrs.

#### Partnership work across Leeds:

**Leeds Migration Partnership (LMP):** LRF support LMP by actively participating in the planning group and chairing the LMP operation group – LMP Strategic Group, we are leading on Safety and Inclusion Priority. LRF involves in planning meeting and give feedback in progressing on safety and inclusion.

**The Domestic Abuse Voice and Accountability (DAVA) Forum:** The overall aim of this group is to improve the support available to survivors and their families in Leeds and to improve the risk management of those causing harm by offering a voice to survivors and the sector and holding decision makers to account. LRF trained 12 leaders of refugee community on Safeguarding and Domestic Violence Quality Marks training. LRF attending quarterly meeting to give feedback to LMP meetings. 3 people has been signposted during this lockdown.

#### Leeds City Council:

- \* Burmantofts Health Centre Development: LRF is one of the key partners LCC in developing Burmantofts and Lincoln Green Health centre. We organise and encouraging people from the refugee background living in the ward to take part in the consultation process and LRF shows interest in having access to Burmantofts Wellbeing Centre in the future.
- \* Lincoln Green (LG) Priority Neighbourhood: LRF is a key partner of the council, support the projects and participating LG Core Team meeting, LCC Communities Team.
- \* LCC Employment & Skills update LG Action Plan: Money (Finance) Leeds Employment Hub – working together and provide tailored and comprehensive support into employment, education and training to all unemployed Leeds residents. LRF delivers programme by providing one to one information, advice and guidance support for people from refugee and migrant background.
- \* Burmantofts and Richmond Hill Digital Inclusion group. Supporting Leeds Mencap, with BRH Community Care Hub communicate with Migrants and Refugee communities.

**Touchstone:** Supporting women groups and providing internet data. Running wellbeing project for mix group – Curry club from One Community Centre.

**Leeds Voice -VA-L focus groups:** We work closely organising and supporting groups, 2 focus groups around Stroke Rehab and Maternity and Neonatal services.

**Mafwa theatre:** Mafwa's organisers and volunteers brings refugees, asylum seekers and settled communities together to celebrate our diversity and campaign for a more welcoming Leeds. During this lockdown, they run workshops online or in person, and support group by disseminating COVID information and practical support.

**East Street Arts (ESA):** We work together in different project in Lincoln Green area. We support the Neighbourhood Plan. LRF facilitate translation for Zine publication and other projects into Kurdish Sorani, Tigrigna and Arabic.

# **Leeds Refugee Forum**

## **Trustees' report (continued) for the year ended 31 March 2021**

### **Financial review**

The net income for the year was £40,267, including net income of £12,719 on unrestricted funds and net income of £27,548 on restricted funds, after transfers.

At the time of signing these accounts the charity has been impacted by the global Covid-19 virus. The trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to continue as a going concern.

The impact of COVID 19 and the lockdown have stopped us running some of the activities face to face. We started doing different activities through the Zoom application. We applied to The Big Lottery to support us to work more remotely and we were awarded a grant to redesign our website and get someone as an employee to support and educate our volunteers' and service users being connected and using the internet to continue their learning activities and organising of events.

### **Reserves policy**

The charity's free reserves, excluding fixed assets, at the year end were £35,912.

The reserves policy is:

- i) to maintain minimum reserves sufficient to cover 3 months operating expenditure.
- ii) if possible to allocate income from One Community Centre to reserves (i.e.. To aim to cover operating expenditure from other sources);
- iii) to adopt a target for the time being of accumulating sufficient reserves to cover at least 6, and up to 12, months operating expenditure.

### **Funds held as agent on behalf of other organisations**

£1,827 of LCC Language hub funding was held on behalf of MAFWA Theatre CIC and £2,870 for Refugees Community Organisations at the year end date. See Note 10 for further details.



# Leeds Refugee Forum

## Trustees' report (continued) for the year ended 31 March 2021

### Statement of trustees' responsibilities

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

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

- select suitable accounting policies and apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent;

- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;

- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

Signed on behalf of the board of trustees on .....

Signed: ..... (Trustee)

Name: .....

# **Leeds Refugee Forum**

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

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2021, which are set out on pages 14 to 20.

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

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

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

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

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

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

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

Signed: ..... Name: Claire Welling

Date: .....

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

# Leeds Refugee Forum

## Statement of Financial Activities

(including summary income and expenditure account)

for the year ended 31 March 2021

	Notes	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
<b>Income and endowments from:</b>					
Grants and donations	(2)	17,732	77,614	95,346	53,620
Donated services	(3)	5,206	-	5,206	5,206
Charges for use of community centre		2,220	-	2,220	6,884
Other income		148	-	148	-
<b>Total income</b>		<b>25,306</b>	<b>77,614</b>	<b>102,920</b>	<b>65,710</b>
<b>Expenditure on:</b>					
Salaries and pension	(4)	2,948	40,583	43,531	48,245
Payroll fees		578	-	578	795
Donated services		5,206	-	5,206	5,206
Donations to others		-	6,025	6,025	4,680
Volunteer expenses		237	26	263	939
Water		107	-	107	190
Electricity and gas		1,050	123	1,173	2,124
Printing, postage and stationery		642	226	868	1,177
Telephone and Internet		633	461	1,094	1,408
Professional fees		-	-	-	25
Insurance		212	-	212	263
Independent examination		150	450	600	448
Equipment		57	50	107	726
Food and refreshments		33	14	47	689
Other premises costs		1,052	126	1,178	787
Travel and transport		90	5	95	298
Training and support		165	181	346	3
Website		-	770	770	-
Meeting costs		-	-	-	48
Activities		-	-	-	230
Building Resilience payments		-	-	-	4,235
Membership fees		45	-	45	45
Depreciation		-	-	-	575
Other office costs		282	126	408	623
<b>Total expenditure</b>		<b>13,487</b>	<b>49,166</b>	<b>62,653</b>	<b>73,759</b>
<b>Net income / (expenditure)</b>		<b>11,819</b>	<b>28,448</b>	<b>40,267</b>	<b>(8,049)</b>
<b>Transfers between funds</b>		<b>900</b>	<b>(900)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>12,719</b>	<b>27,548</b>	<b>40,267</b>	<b>(8,049)</b>
<b>Fund balances brought forward</b>		<b>24,093</b>	<b>44,552</b>	<b>68,645</b>	<b>76,694</b>
<b>Fund balances carried forward</b>	(5)	<b>36,812</b>	<b>72,100</b>	<b>108,912</b>	<b>68,645</b>

All incoming resources and resources expended derive from continuing activities.

**Leeds Refugee Forum**  
**Balance sheet**  
**as at 31 March 2021**

	2021 Unrestricted £	2021 Restricted £	2021 Total £	2020 Total £
<b>Fixed assets</b>				
Tangible assets	(6) 900	-	900	-
<b>Total fixed assets</b>	<u>900</u>	<u>-</u>	<u>900</u>	<u>-</u>
<b>Current assets</b>				
Prepayments	35	-	35	37
Cash at bank and in hand	<u>37,500</u>	<u>72,100</u>	<u>109,600</u>	<u>69,718</u>
<b>Total current assets</b>	<u>37,535</u>	<u>72,100</u>	<u>109,635</u>	<u>69,755</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(7) 1,623	-	1,623	1,110
<b>Total current liabilities</b>	<u>1,623</u>	<u>-</u>	<u>1,623</u>	<u>1,110</u>
<b>Net current assets / (liabilities)</b>	<u>35,912</u>	<u>72,100</u>	<u>108,012</u>	<u>68,645</u>
<b>Total assets less current liabilities</b>	<u>36,812</u>	<u>72,100</u>	<u>108,912</u>	<u>68,645</u>
<b>Net assets</b>	<u>36,812</u>	<u>72,100</u>	<u>108,912</u>	<u>68,645</u>
<b>Funds</b>				
Unrestricted funds	36,812	-	36,812	24,093
Restricted funds	<u>-</u>	<u>72,100</u>	<u>72,100</u>	<u>44,552</u>
<b>Total funds</b>	<u>36,812</u>	<u>72,100</u>	<u>108,912</u>	<u>68,645</u>

For the year ending 31 March 2021 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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

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

The financial statements were approved by the board of trustees on .....

Signed: ..... (Trustee)

Name: .....



# **Leeds Refugee Forum**

## **Notes to the accounts**

### **for the year ended 31 March 2021**

#### **1 Accounting policies**

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

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities The charity constitutes a public benefit entity as defined by FRS 102. There has been no change to the accounting policies since last year. No changes have been made to the accounts for previous years.

##### **Going concern**

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

##### **Incoming resources**

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

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

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

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

Donated assets, facilities or services are valued at their estimated value to the charity. This is the price that the charity estimates it would pay in the open market for equivalent items; or services and facilities of equivalent utility to the charity.

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

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

##### **Taxation**

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

##### **Pensions**

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

##### **Fund accounting**

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

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

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

# Leeds Refugee Forum

## Notes to the accounts continued

### for the year ended 31 March 2021

2 Grants and donations	2021 Unrestricted funds £	2021 Restricted funds £	2021 Total funds £	2020 Total funds £
Leeds City Council (LCC)	-	912	912	6,483
Tudor Trust	2,000	42,500	44,500	35,000
Leeds Asylum Seekers Support Network (LASSN)	-	15,342	15,342	-
Leeds Community Foundation (LCF)	10,000	-	10,000	-
Forum Central	1,500	-	1,500	-
The Brelms Trust	-	5,000	5,000	5,000
Yorkshire Sport Foundation	-	-	-	680
Refugee Week	-	-	-	850
The National Lottery Community Fund (NLCF)	-	10,000	10,000	-
Leeds Christian Community Trust	1,500	-	1,500	-
British Red Cross	-	500	500	-
PAFRAS	-	3,000	3,000	-
Donations	2,732	360	3,092	5,607
	<u>17,732</u>	<u>77,614</u>	<u>95,346</u>	<u>53,620</u>

### 3 Donated services

The Forum was not charged rent of the One Community Centre during the year. The value of these donated services has been estimated as £5,206.

4 Staff costs and numbers	2021 £	2020 £
Gross salaries	43,998	47,629
Social security costs	616	1,820
Employment allowance	(2,929)	(2,996)
Pensions	1,846	1,792
	<u>43,531</u>	<u>48,245</u>

The average number employees during the year was 3.3, being an average of 1.7 full time equivalent (2012: 5.8, 2.0 FTE).

Defined contribution pension scheme	2021 £	2020 £
Costs of the scheme to the charity for the year	1,846	1,792

**Leeds Refugee Forum**  
**Notes to the accounts continued**  
**for the year ended 31 March 2021**

<b>5 Restricted funds</b>	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Redundancy Reserve	1,553	-	-	-	1,553
Hardship Fund	2,895	12,110	6,025	-	8,980
Community First	734	-	-	-	734
Homework Club	1,522	-	26	-	1,496
Refugee Week	2,670	-	-	-	2,670
Tudor Trust	3,789	42,500	32,420	-	13,869
Community Cohesion	6,631	-	-	-	6,631
Housing & Area Committee	110	-	-	-	110
Church Urban Fund	1,336	-	-	-	1,336
Sportivate	80	-	-	-	80
Community Resilience Project	6,818	-	104	-	6,714
Lowell Giving Community	13,978	-	5,181	-	8,797
The Brelms Trust	2,436	5,000	2,570	-	4,866
NLCF	-	10,000	2,211	-	7,789
Digital fund LCC	-	912	-	(900)	12
Digital fund LASSN	-	7,092	629	-	6,463
	<u>44,552</u>	<u>77,614</u>	<u>49,166</u>	<u>(900)</u>	<u>72,100</u>

<b>Fund name</b>	<b>Purpose of restriction</b>
Redundancy Reserve	Redundancy reserve for staff transferred at start date
Hardship Fund	To support destitute asylum seekers in Leeds
Community First	Supporting ESOL classes and other community activities
Homework Club	For pupils from refugee background and new arrivals to support them in English, Maths and Science
Refugee Week	Towards the costs of the annual Refugee Week events
Tudor Trust	Towards core costs including the salaries of the Director and an office administrator
Community Cohesion	For community activities (additional Tudor Trust funding)
Housing & Area Committee	For refurbishing and flooring One Community Centre
Church Urban Fund	For organising different events for Refugee Community Organisations (RCOs)
Sportivate	To deliver a project for Sportivate as part of the LCC project
Community Resilience Project	To work with newly arrived and settled migrant communities in Leeds to increase their knowledge and awareness of the causes and signs of radicalisation and the appropriate support and actions available to them
Lowell Giving Community	To support migrants, refugees and asylum seekers, as groups likely to experience financial exclusion
The Brelms Trust	Towards running costs
NLCF	For LRF Online project
Digital fund LCC	For digital equipment for RCO groups
	£900 was transferred in respect of tablets bought for loan to RCOs
Digital fund LASSN	For digital training and support

# Leeds Refugee Forum

## Notes to the accounts continued

### for the year ended 31 March 2021

#### 6 Tangible assets

	Computer equipment	Total
<u>Cost</u>	£	£
At 1 April 2020	1,725	1,725
Additions	900	900
At 31 March 2021	<u>2,625</u>	<u>2,625</u>
<u>Depreciation</u>		
At 1 April 2020	1,725	1,725
Charge for year	-	-
At 31 March 2021	<u>1,725</u>	<u>1,725</u>
<u>Net book value</u>		
At 31 March 2021	<u>900</u>	<u>900</u>
At 31 March 2020	<u>-</u>	<u>-</u>

#### 7 Creditors and accruals

	2021	2020
	£	£
Petty cash spend to reimburse	841	662
Accruals	600	448
Deferred income	182	-
	<u>1,623</u>	<u>1,110</u>

#### 8 Related party transactions

##### Trustee expenses

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

##### Trustee remuneration and benefits

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

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

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

#### 9 Funds held as an agent

	Balance b/f	Incoming	Outgoing	Balance c/f
	£	£	£	£
MAFWA Theatre CIC	1,314	3,661	3,148	1,827
Refugee Community Organisations	<u>1,150</u>	<u>2,308</u>	<u>1,588</u>	<u>1,870</u>
	<u>2,464</u>	<u>5,969</u>	<u>4,736</u>	<u>3,697</u>



# Leeds Refugee Forum

## Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2021

	2021 Unrestricted funds £	2020 Unrestricted funds £	2021 Restricted funds £	2020 Restricted funds £	2021 Total funds £	2020 Total funds £
<b>Income</b>						
Grants and donations	17,732	540	77,614	53,080	95,346	53,620
Donated services	5,206	5,206	-	-	5,206	5,206
Charges for use of OCC	2,220	6,884	-	-	2,220	6,884
Other income	148	-	-	-	148	-
<b>Total income</b>	<b>25,306</b>	<b>12,630</b>	<b>77,614</b>	<b>53,080</b>	<b>102,920</b>	<b>65,710</b>
<b>Expenditure</b>						
Salaries and pension	2,948	2,024	40,583	46,221	43,531	48,245
Payroll fees	578	795	-	-	578	795
Donated services	5,206	5,206	-	-	5,206	5,206
Donations to others	-	-	6,025	4,680	6,025	4,680
Volunteer expenses	237	-	26	939	263	939
Business rates and rent	-	-	-	-	-	-
Water	107	90	-	100	107	190
Electricity and gas	1,050	1,601	123	523	1,173	2,124
Printing, postage and stationery	642	652	226	525	868	1,177
Telephone and Internet	633	990	461	418	1,094	1,408
Professional fees	-	-	-	25	-	25
Insurance	212	263	-	-	212	263
Independent examination	150	448	450	-	600	448
Equipment	57	201	50	525	107	726
Refugee Week expenses	-	-	-	-	-	-
Food and refreshments	33	137	14	552	47	689
Other premises costs	1,052	585	126	202	1,178	787
Travel and transport	90	253	5	45	95	298
Training and support	165	-	181	3	346	3
Website	-	-	770	-	770	-
Meeting costs	-	48	-	-	-	48
Activities	-	84	-	146	-	230
Building Resilience payments	-	70	-	4,165	-	4,235
Membership fees	45	45	-	-	45	45
Depreciation	-	575	-	-	-	575
Other office costs	282	334	126	289	408	623
<b>Total expenditure</b>	<b>13,487</b>	<b>14,401</b>	<b>49,166</b>	<b>59,358</b>	<b>62,653</b>	<b>73,759</b>
<b>Net income / (expenditure)</b>	<b>11,819</b>	<b>(1,771)</b>	<b>28,448</b>	<b>(6,278)</b>	<b>40,267</b>	<b>(8,049)</b>
<b>Transfers between funds</b>	<b>900</b>	<b>-</b>	<b>(900)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>12,719</b>	<b>(1,771)</b>	<b>27,548</b>	<b>(6,278)</b>	<b>40,267</b>	<b>(8,049)</b>
<b>Fund balances brought forward</b>	<b>24,093</b>	<b>25,864</b>	<b>44,552</b>	<b>50,830</b>	<b>68,645</b>	<b>76,694</b>
<b>Fund balances carried forward</b>	<b>36,812</b>	<b>24,093</b>	<b>72,100</b>	<b>44,552</b>	<b>108,912</b>	<b>68,645</b>