

# **Leeds Refugee Forum**

Charity number 1160845

A company limited by guarantee number 06231434

## **Annual Report and Financial Statements for the year ended 31 March 2023**



**WYCAS**

COMMUNITY ACCOUNTING  
WEST YORKSHIRE

# **Leeds Refugee Forum**

## **Annual Report and Financial Statements for the year ended 31 March 2023**

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

# **Leeds Refugee Forum**

## **Trustees' report for the year ended 31 March 2023**

### **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:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Katayoun Saemlan	Chair	
Godefroid Rubomboza	Treasurer	
Taurai Cheteni		
Andrew Rathbone		
Maxmed Hussein		
Pria Bhabra		
Louise Walte	Secretary	
Haleh Jahanshahlou		
Naima Mohamed		
Fatemeh Khansalar		
Morteza Keshtkar-Bagheri		Appointed February 2023
<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**

Simon Bostrom FCIE

### **West Yorkshire Community Accountancy Service CIO**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

# **Leeds Refugee Forum**

## **Trustees' report (continued) for the year ended 31 March 2023**

### **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.

### **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:

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

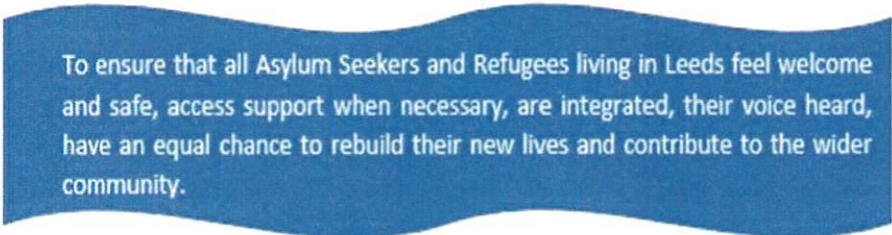
The advancement of education and training and the relief of unemployment,

The preservation and protection of health,

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,

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.

# **Leeds Refugee Forum**

## **Trustees' report (continued) for the year ended 31 March 2023**

### **Public benefit statement**

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission's general guidance on public benefit.

### **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.

- **Communicating refugee needs:** to ensure that organisations and agencies respond to these
- **Raising awareness of refugees:** to improve understanding, empathy and integration
- **Providing a link to community leaders:** a quick and reliable way to find spokespeople, gather views and disseminate information to and from communities.
- **Providing Information about refugees:** including about refugee communities in Leeds, refugee organisations and refugee cultures
- **To provide a resource for refugees and refugee communities**
- **Helping refugees access services:** LRF is a conduit to services provided in Leeds
- **Ensuring refugee communities have the facilities and skills:** to be able to support their communities

### **Achievements and performance**

Leeds Refugee Forum plays a vital role in supporting refugees and asylum seekers in Leeds. This report illustrates the diversity of provisions provided by LRF.

#### **Integration:**

**LRF provides ESOL and development opportunities for children and adults to enable them to achieve their full potential.**

#### **Advocacy Support**

##### **The Service Scope, what we offer**

This service offers support to vulnerable, newly arrived refugees and asylum seekers as well as residents with barriers to accessing support and information. This includes supporting those who need digital assistance and those who need support with navigating systems in the UK, both in English and with interpreters for those with English and their second language. This service is available to all, including the public and our clients who come from the African continents, Eritrea, Sudan, Somalia, Kurdish, Iran, Iraq, Ukraine, South America, Brazil, Venezuela, India, Maldives and South East Asia (China, Thailand, Malaysia, Vietnam and Singapore with the age range of 24 to 80 years old.

We can assist with the following:

- \* Filling out and understanding forms and bills
- \* Contacting organisations on their behalf
- \* IT support
- \* Classes and other projects in the centre
- \* Signposting to other services
- \* Supporting filling forms digitally through the government platform and project 'We Are Digital'



# Leeds Refugee Forum

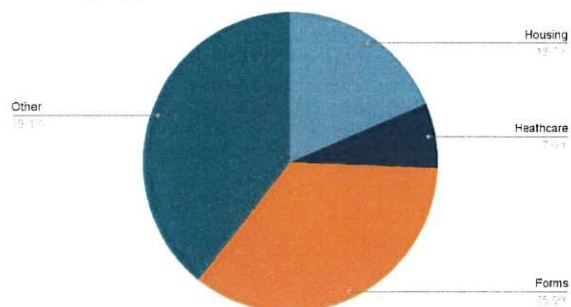
## Trustees' report (continued) for the year ended 31 March 2023

Since April 2022, we have increased our availability for face-to-face advocacy from one day a week to

Advocacy Support offer appointments Mon - Fri: 10 – 2; however, we have continued to offer bilingual support services and the opportunity to use text messages to contact clients. We have continued to recruit volunteer interpreters to extend and fill gaps in our service.

Between 1st July 2022 and 1st July 2023, there have been over 300 advocacy cases.

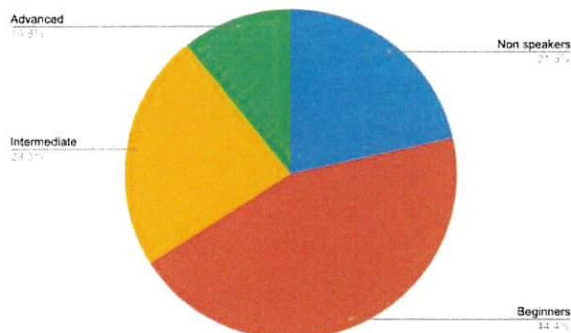
Advocacy Support



**English for Speaking for Other Languages (ESOL) and Homework Club:** Educational activities are a core provision of services at LRF. We provide activities for all age groups: Homework Club for primary school children, Zoom Youth Group for secondary school students and ESOL classes for adults. Each activity is designed to assist the refugee and migrant community in overcoming any barriers to inclusion with the ongoing goal of improved independence, well-being and integration.

### ESOL

From April 2022, we had 279 registered students divided by ability into five classes. In April 2023, we implemented a new level titled 'Non-speakers' for students with little to no pre-existing English language abilities. We also had two beginner classes, an Intermediate class and an Advanced class. Students self-categorised upon registration, based on ability and availability as classes fall on different days. Teachers had the opportunity to suggest moving students if necessary.



We capped class numbers according to each teacher's preference, ranging from 15 people per class to 25 students per class. In April 2023, we implemented a new system whereby if students were absent for two weeks in a row, we called them to ask if they would still attend. After three absences, we removed them from the register and added new people to the waiting list. Attendance was very irregular, which is expected given the nature of the community. After a month of trialing the new system, we raised the cap of students registered as it was very rare for more than half of the class to show up.

We had five volunteer teachers and six volunteer assistants. The teachers were very reliable, as were the majority of the assistants. Some assistants were service users themselves and attended other classes. Others came from university courses. We found that placement students and those studying ESOL or Education were the most reliable volunteers.

### Homework Club

The Homework Club is a weekly drop-in session supporting children from Year 1 to Year 7 with English and Maths. The club offers a safe and supportive environment for children to have fun, develop their skills, and make friends. Social activities like active games and quizzes are co-run by our team of dedicated volunteers.

Homework Club runs in term time, every Tuesday and Thursday, from 4:30 – 6:30 pm. In February, the decision was made to reduce the length of the activity, as the children were struggling to focus. It was adjusted to run until 6 pm. The Thursday session was also paused for a period of 6 months due to a lack of volunteer engagement. This began again in March 2023, to split the students as the Tuesday activity was very busy.

# Leeds Refugee Forum

## Trustees' report (continued) for the year ended 31 March 2023

### TECH LENDING COMMUNITY

**Brief about the project 'the scope and objective, what need we meet and problem tackling.':** LRF was one of 4 charities in the UK granted this pilot project (1 year), including 200 tablets to run the Tech Lending Community project. This pilot project aims to tackle digital isolation through a tablet lending scheme. The objective is to support people in temporary accommodation, covering digital needs and tackling exclusion by providing each one of the beneficiaries with a device, O2 SIM cards (unlimited texts and calls, 15GB monthly data) and support through digital skills sessions. All tablets were lent out by December 2022 to 13 different organisations, including one hotel on the outskirts of Leeds, which houses asylum seekers.

**Time duration:** This is a pilot project with a duration of 1 year.

**Input and Output - (Resource and Achievements):** So far, the project has lent all of the 200 tablets out but also delivered 10 digital skills group sessions and more than 30 one-to-one sessions for individuals. These have occurred in the participants' homes, in the hotel with asylum seekers and/or in our centre. The number of participants exceeds 200 as tablets have been returned from loan and sent out again every time a resident moves out of the temporary accommodation and another person moves in.

#### Statistics

- A (How many sessions were held and duration):** Each of the 10 group sessions lasted, on average, 2 hours each, whilst the individual sessions varied between 1h and 2h each.
- B (How many Volunteers + Placement students are involved):** For group sessions, there were 5 interpretation volunteers involved. We have one asylum seeker who volunteers weekly for the project, assisting with delivering digital skills sessions and tech-related issues.
- C (How many service users joined the sessions):** For the groups, usually 10-15 persons (total 20x15 = 300) attended the events. Individually 30 persons benefited from digital skills sessions.

#### Output - Monitoring Improvements and change

In order to monitor the improvements and change, we have always asked for feedback and case studies from support workers working directly with the participants.

### COMMUNITY CALLING PROJECT (PHONE LINE)

**Brief about the project 'the scope and objective, what need we meet and problem tackling.':** Started in partnership with LASSN, but since December 2022, LRF has been taking the project independently and applying for further funds. This project involves giving out O2 SIM cards (unlimited calls/SMS and 15GB monthly data) and smartphones to needy persons. So far, the project has benefited 310 individuals by giving out SIM cards and 60 smartphones. The project involves service users visiting the centre at the allocated time for SIM card services (Tuesdays and Thursdays). Moreover, LRF has visited more than 4 hotels on the outskirts of Leeds, several times, to provide SIM cards and smartphones to asylum seekers who could not attend our services in our centre.

**Input and Output - (Resource and Achievements):** So far, the project has benefited 310 individuals by giving out SIM cards and 60 smartphones in one-to-one sessions. These have occurred in the project participants' hotels (asylum seekers) and/or in our centre. Due to the data vouchers expiration after 6 months, we have also been able to renew the vouchers for another 6 months every time needed.

#### Statistics

- A 310 one-to-one sessions** (lasting 10-15 mins each), as well as 10 long sessions and journeys to the hotels (lasting 2-3 hours each).
- B (How many Volunteers + Placement students are involved):** One asylum seeker volunteer weekly for the project, assisting with delivering digital skills sessions and tech-related issues.
- C (How many service users joined the sessions):** 310 persons total.

# Leeds Refugee Forum

## Trustees' report (continued) for the year ended 31 March 2023

### Output - Monitoring improvements and change

In order to monitor the improvements and change, we have always asked for feedback and case studies from support workers working directly with the participants. See below:

Arvin is an Iranian asylum seeker living in a hotel and, until recently, has been very isolated. Thanks to the Community Calling Project, we have sourced a donated phone for Arvin, and he can now keep in touch with his friends and family.

### Well-being Activities

The well-being started on 15th September 2022. We started as a women's group that is on Thursdays and Fridays. This term aimed to be focusing on developing women's well-being by building their confidence, getting everyone together and preparing them to run their businesses if they need to. After all the success, we're now starting the men's well-being a weekly two-hour session.

**Activity and visits:** Halloween party, Beauty sessions, The Royal Horticultural Society (three sessions), cooking sessions, Newroz Party, Christmas Party, International Women's Day, MESMAC Leeds visit, Oprah North sessions, Picnic day, Trip to Thackrey Medical Museum, Interring Quilt festival, Dance session with a university student, Women's whispers visit, Eid celebration with different people from community, Cultural day and business support, Visit from Uni Student, A session with Mafwa Theatre and Starbucks visit.

**Challenge or Development:** Language: We placed volunteers that can help with translating the languages from inside the group and to help everyone and make that all understand everything. Health Issues: We manage and try to be very accessible for everyone, so we have a one-to-one to make sure that we're listening and helping those who need help and making them feel they're part of us. Sharing privacy and confidential details from the group: We did have many issues as people shared everything that was happening inside the group, so our action was to make everyone happy and to protect privacy and confidentiality. We did ask everyone to sign a privacy and confidential paper. Aggressive behaviour: As we all together as family friends, we will not be accepting any aggressive behaviour; for those who did have it, we did have a one to one with them, then we did give warnings until and as it continued, we did have to ask them to leave and not to join the

**OVERVIEW:** In general, we did start with a high attendance that was only thinking that we would be sewing. Once the term started and the activities were explained and introduced, people who felt this was not what they wanted started dropping. We're in a good attendance number for the women's wellbeing group now compared with last term. The group became more like a family, and they started to be friends and support each other's in and outside the organisation, and this was our main aim. Through the activities we provide and the support we give, we managed to build this small community that helps and shares with each other. The group does have their problems, but they know how to solve them with each other's and how to welcome new people and share their skills, experiences, and stories.

The group have become stronger and happier than how we started. We managed to build confidence in them by asking a couple of them to lead some sessions and by giving a chance to the ones who felt they could support to take part and be our volunteers.

This group is much different than how it started in the beginning, and it did develop very well in many ways, and they point now to be opening their own business and are ready to be professionals by listing their work on social media, putting their prices and many more. The group is also ready to take part in outside events and to interdicting their selves to the communities.

Volunteering side, we do have people in and out, but the strategy of placing volunteers from inside the groups did work well and managed to bring the trust in the group and provide more help in a very understanding way.

Information and communication activities: Social media plays a crucial role in today's interconnected world, and for a charity, it offers a powerful platform to amplify our mission and make an impact. Social media provides an avenue for Leeds Refugee Forum to raise awareness about the plight of refugees, share their success stories, and highlight the ongoing challenges they face. By leveraging the vast reach and engagement potential of social media platforms, we can effectively communicate with a diverse audience, including potential donors, volunteers, and supporters worldwide. These platforms enable the charity to showcase the positive impact they are making, mobilise resources, and rally public support.



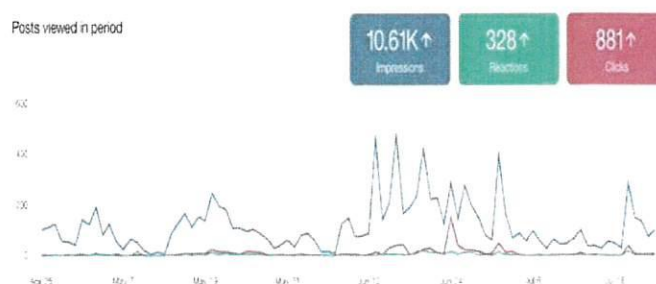
# Leeds Refugee Forum

## Trustees' report (continued) for the year ended 31 March 2023

Importantly, social media allows us to connect directly with refugees and asylum seekers who can benefit from our services.

### What we post

We post any information that is important for our community to know, as well as photos and videos from our events and classes. This includes callouts for donations of specific items, which have an almost 100% response rate. Through doing this, we've connected refugees and asylum seekers with essential items such as clothes, shoes, kitchen items and baby items like prams and bottles.



We advertise our classes and groups through social media to ensure that as many people as possible are aware of them, and that we maximise attendance. We also frequently share events and schemes our community may be interested in, such as Mafwa theatre events, computer classes and food banks.

By posting pictures and videos of our events, people curious about coming along can see what to expect, which helps dispel any anxieties they may have. It also showcases the hard work in action of our staff and volunteers.

### Statistics

We use Instagram, Facebook and Twitter to post content. Our current follower stats are: Twitter: 2,091, Facebook: 766 and Instagram: 738

Over the past 3 months, our following on each platform has increased steadily. We saw the most engagement with posts in June, during Refugee Week, when many other organisations and we were putting on events.

Currently, most of our followers are female. This could explain why the Men's Wellbeing Group has lower attendance than our groups for women. We are currently strategising ways to engage more men - this is especially important as men's emotional and mental well-being is often overlooked by society.



LRF has been spending between 2 - 8 hours a week on social media, which includes creating content, scheduling posts and replying to messages.

# Leeds Refugee Forum

## Trustees' report (continued) for the year ended 31 March 2023

### Branding

Since taking over social media, we have implemented a brand strategy to ensure our posts look uniform and are of high quality. This includes using the same fonts, colours and a similar illustration style. Having a solid branding strategy is of paramount importance for a charity as it serves as the foundation for building trust, recognition, and a compelling narrative around the LRF's mission. A well-defined and cohesive brand identity enables the charity to convey its values, goals, and impact in a consistent and emotionally resonant manner. A strong brand presence helps create a distinct and memorable image in the minds of potential donors, volunteers, and beneficiaries, ultimately driving increased engagement and support.

### **Hardship Fund:**

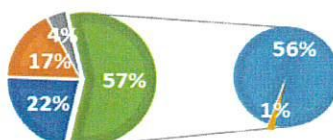
There's been a rapid increase in the number of destitute Asylum seekers in the Leeds and Yorkshire area. Indeed, it is impossible to quantify the actual number of destitute asylum seekers in Leeds because of lack of data, fear of being caught and deported, the mobility and change of support and the main factor, lack of trust within the hostile environment. Many destitute asylum seekers are left to seek out accommodation through support networks or charities. Most of them are supported by co-nationals who are refugees, and some of them are asylum seekers. Refugee Communities (RCOs) are the main supporter by offering shelter, short and long stays, sharing food and very limited financial support. This leaves them with poor access to food support and healthcare.

Each winter, a group of voluntary organisations in Leeds operates a Hardship Fund to provide limited financial support to those in greatest need. The fund provides small subsistence donations to destitute asylum seekers who have no income at all (for a single person, £25 per week, £40 for a couple and usually for four weeks maximum). The Fund is managed and run by Leeds Hardship Fund Steering Group, which comprises representatives of referral organisations (PAFRAS, British Red Cross, Meeting Point, Solace, LASSN and RETAS) and Leeds Refugee Forum (LRF) who manages the Fund but does not make referrals.

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 7th December 2022 and continued until the end of April 2023. This was a total of 21 weeks.

### HARDSHIP FUND 22-2023

■ Total people supported ■ Male ■ Female ■ Families ■ Payments made



# **Leeds Refugee Forum**

## **Trustees' report (continued) for the year ended 31 March 2023**

### **Financial review**

The net income for the year was £32,166, including net income of £3,387 on unrestricted funds and net income of £28,779 on restricted funds after transfers.

### **Reserves policy**

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.

The charity's free reserves, excluding fixed assets, at the year end were £47,036.

## **Leeds Refugee Forum**

### **Trustees' report (continued) for the year ended 31 March 2023**

#### **Statement of trustees' responsibilities**

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

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

- select suitable accounting policies and apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent;

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

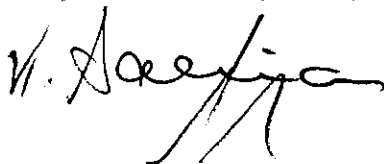
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

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

Approved by the board of trustees on 13/09/2023

Katayoun Saemian (Trustee)



## **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 2023, which are set out on pages 13 to 21.

#### **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: Simon Bostrom FCIE

14/09/2023

#### **West Yorkshire Community Accountancy Service CIO**

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 2023**

	Notes	2023 Unrestricted funds £	2023 Restricted funds £	2023 Total funds £	2022 Total funds £
<b>Income from:</b>					
Grants and donations	(2)	5,118	136,401	141,519	75,482
Donated services	(3)	1,163	-	1,163	5,206
Fees and charges		642	-	642	5,466
Other Income		520	-	520	-
<b>Total income</b>		<b>7,443</b>	<b>136,401</b>	<b>143,844</b>	<b>86,154</b>
<b>Expenditure on:</b>					
Salaries, NIC and pensions	(4)	825	74,521	75,346	57,433
Payroll fees		963	-	963	740
Donated services		1,163	-	1,163	5,206
Donations to others		-	9,210	9,210	5,550
Volunteer expenses		10	3,140	3,150	1,358
Utilities		90	4,028	4,118	2,234
Printing, postage and stationery		-	1,915	1,915	1,196
Telephone and Internet		125	804	929	1,525
Insurance		-	210	210	211
Independent examination		390	600	990	600
Equipment		-	798	798	156
Food and refreshments		-	2,287	2,287	379
Other premises costs		-	332	332	966
Travel and transport		-	374	374	1,120
Training and support		-	195	195	85
Website		500	1,073	1,573	-
Membership fees		-	45	45	71
Other office costs		20	114	134	120
Bank Charges		191	26	217	47
Depreciation		703	-	703	703
IT and software		499	415	914	917
Activities		93	6,019	6,112	529
<b>Total expenditure</b>		<b>5,572</b>	<b>106,106</b>	<b>111,678</b>	<b>81,146</b>
<b>Net income / (expenditure)</b>		<b>1,871</b>	<b>30,295</b>	<b>32,166</b>	<b>5,008</b>
<b>Transfers between funds</b>	(5)	<b>1,516</b>	<b>(1,516)</b>	<b>-</b>	<b>-</b>
<b>Net movement In funds</b>		<b>3,387</b>	<b>28,779</b>	<b>32,166</b>	<b>5,008</b>
<b>Fund balances brought forward</b>		<b>44,373</b>	<b>69,547</b>	<b>113,920</b>	<b>108,912</b>
<b>Fund balances carried forward</b>	(5)	<b>47,760</b>	<b>98,326</b>	<b>146,086</b>	<b>113,920</b>

All incoming resources and resources expended derive from continuing activities.



**Leeds Refugee Forum**  
**Balance sheet**  
**as at 31 March 2023**

	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Fixed assets</b>				
Tangible assets	(6) 724	-	724	1,427
<b>Total fixed assets</b>	<u>724</u>	<u>-</u>	<u>724</u>	<u>1,427</u>
<b>Current assets</b>				
Debtors and prepayments	(7) 35	-	35	35
Cash at bank and in hand	(8) 47,991	98,326	146,317	113,058
<b>Total current assets</b>	<u>48,026</u>	<u>98,326</u>	<u>146,352</u>	<u>113,093</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals	(9) 990	-	990	600
<b>Total current liabilities</b>	<u>990</u>	<u>-</u>	<u>990</u>	<u>600</u>
<b>Net current assets / (liabilities)</b>	<u>47,036</u>	<u>98,326</u>	<u>145,362</u>	<u>112,493</u>
<b>Net assets</b>	<u>47,760</u>	<u>98,326</u>	<u>146,086</u>	<u>113,920</u>
<b>Funds</b>				
Unrestricted funds	47,760	-	47,760	44,373
Restricted funds	-	98,326	98,326	69,547
<b>Total funds</b>	<u>47,760</u>	<u>98,326</u>	<u>146,086</u>	<u>113,920</u>

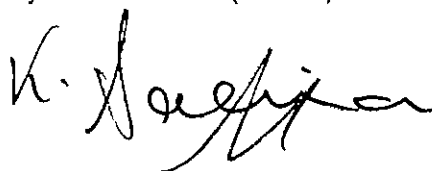
For the year ending 31 March 2023 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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

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

The financial statements were approved by the board of trustees on 13/09/2023

Katayoun Saemian (Trustee)



# **Leeds Refugee Forum**

## **Notes to the accounts**

### **for the year ended 31 March 2023**

#### **1 Accounting policies**

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

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Going concern**

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

##### **Incoming resources**

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

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

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

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

Donated goods for resale are valued at the amount actually realised upon their sale.

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.

##### **Tangible fixed assets**

Tangible fixed assets costing more than £1,000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Computer Equipment: Over 3 Years

##### **Pensions**

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

**Leeds Refugee Forum**  
**Notes to the accounts**  
**for the year ended 31 March 2023**

**1 Accounting policies continued**

**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.

**Leases**

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

**Leeds Refugee Forum**  
**Notes to the accounts continued**  
**for the year ended 31 March 2023**

<b>2 Grants and donations</b>	2023	2023	2023	2022
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Hubbub Foundation	-	39,900	39,900	-
Leeds Asylum Seekers Support Network	-	750	750	14,920
Leeds Christian Community Trust (LCCT)	-	10,500	10,500	8,000
Leeds City Council (LCC)	-	26,320	26,320	6,238
Manuel Bravo Project	-	7,678	7,678	-
Tudor Trust	-	42,000	42,000	35,000
Volition Leeds	-	6,293	6,293	2,000
PAFRAS	-	-	-	1,000
The Brelms Trust	-	-	-	5,000
Voluntary Action Leeds	-	-	-	1,190
Donations	5,118	2,960	8,078	2,134
	<u>5,118</u>	<u>136,401</u>	<u>141,519</u>	<u>75,482</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 £1,163 (2022: £5,206).

**4 Staff costs and numbers**

	2023	2022
	£	£
Gross salaries	72,877	55,628
Social security costs	4,108	3,326
Employment allowance	(4,108)	(3,326)
Pensions	2,469	1,805
	<u>75,346</u>	<u>57,433</u>

The average number of employees during the year was 6.4, being an average of 3 full time equivalent (2022: 4.6, 2.4 FTE). There were no employees with emoluments above £60,000.

**Defined contribution pension scheme**

	2023	2022
	£	£
Costs of the scheme to the charity for the year	2,469	1,805
Amount of any contributions outstanding at the year end	-	-
Amount of any contributions prepaid at the year end	-	-

**Leeds Refugee Forum**  
**Notes to the accounts continued**  
**for the year ended 31 March 2023**

<b>5 Restricted funds</b>	<b>Balance b/f</b>	<b>Incoming</b>	<b>Outgoing</b>	<b>Transfers</b>	<b>Balance c/f</b>
	£	£	£	£	£
Manuel Bravo Project	-	3,839	3,651	-	188
NLCF	940	-	940	-	-
Community Cohesion	6,631	-	-	-	6,631
Community First	417	-	417	-	-
Community Resilience Project	2,059	-	2,059	-	-
Hardship Fund	15,890	2,860	4,710	(1,516)	12,524
Women's group	100	6,293	1,324	-	5,069
Homework Club	4,992	-	4,595	-	397
LCCT Household Support Fund	-	10,500	4,610	-	5,890
Digital fund LASSN	1,951	750	2,701	-	-
LCC Wellbeing Equipment	-	2,500	-	-	2,500
Lowell Giving Community	56	-	56	-	-
Manuel Bravo Project	11,920	3,839	11,442	-	4,317
Redundancy Reserve	1,553	-	-	-	1,553
Refugee Week	2,936	850	995	-	2,791
Hubbub Foundation	-	39,900	19,908	-	19,992
The Brelms Trust	4,331	-	4,331	-	-
Tudor Trust	15,771	42,000	35,411	-	22,360
LCC Ukraine Project	-	13,070	2,768	-	10,302
LCC Wellbeing Grant	-	10,000	6,188	-	3,812
	<u>69,547</u>	<u>136,401</u>	<u>106,106</u>	<u>(1,516)</u>	<u>98,326</u>

<b>Fund name</b>	<b>Purpose of restriction</b>
Manuel Bravo Project	Advocacy support for the refugee community.
NLCF	For LRF Online project.
Community Cohesion	For community activities (additional Tudor Trust funding).
Community First	Supporting ESOL classes and other community activities.
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. The transfer relates to equipment purchases to be depreciated from the general fund.
Hardship Fund	Funding from PAFRAS, LASSN and Leeds Christian Community Trust to support destitute asylum seekers in Leeds. The transfer relates to a management charge.
Women's group	Individual donation towards the women's group activities.
Homework Club	For pupils from refugee background and new arrivals to support them in English, Maths and Science.
LCCT Household Support Fund	Towards household support costs.
Digital fund LASSN	Towards the cost of tablets bought for loan to RCOs.
LCC Wellbeing Equipment	Towards equipment purchases.
Lowell Giving Community	To support migrants, refugees and asylum seekers, as groups likely to experience financial exclusion.
Manuel Bravo Project	Towards strategic digital engagement.
Redundancy Reserve	Redundancy reserve for staff transferred at the incorporation date.
Refugee Week	Towards the costs of the annual Refugee Week events.

**Leeds Refugee Forum**  
**Notes to the accounts continued**  
**for the year ended 31 March 2023**

**5 Restricted funds continued**

<b>Fund name</b>	<b>Purpose of restriction</b>
Hubbub Foundation	Tech Lending Project – Tablets for Temporary Accommodations
The Breims Trust	Towards running costs.
Tudor Trust	Towards core costs including the salaries of the Director and an office administrator.
LCC Ukraine Project	Ukrainian Refugee Community Support Project
LCC Wellbeing Grant	Five Way for Well-being - Migrant Health Grant, Health Board

**6 Tangible assets**

	Computer equipment	Total
<b>Cost</b>	£	£
At 1 April 2022	3,855	3,855
Additions	-	-
At 31 March 2023	3,855	3,855
<b>Depreciation</b>		
At 1 April 2022	2,428	2,428
Charge for year	703	703
At 31 March 2023	3,131	3,131
<b>Net book value</b>		
At 31 March 2023	724	724
At 31 March 2022	1,427	1,427

**7 Debtors and prepayments**

	2023	2022
	£	£
Prepayments	-	35
	-	35
	35	

**8 Cash at bank and in hand**

	2023	2022
	£	£
Cash at bank	142,671	112,351
Cash in hand	3,646	707
	146,317	113,058

**9 Creditors and accruals**

	2023	2022
	£	£
Accruals	990	600
	990	600



**Leeds Refugee Forum**  
**Notes to the accounts continued**  
**for the year ended 31 March 2023**

**10 Related party transactions**

**Trustee expenses**

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

**Trustee remuneration and benefits**

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

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

The total employee benefits received by key management personnel were £38,630 (previous year: £33,978).

<b>11 Funds held as agent</b>	Balance b/f	Incoming	Outgoing	Balance c/f
	£	£	£	£
Refugee Community Organisations	2,030	1,150	3,180	-
	<u>2,030</u>	<u>1,150</u>	<u>3,180</u>	<u>-</u>

**Fund name**

Refugee Community Orgs

**Additional Information**

Funds held on behalf of Individual refugee community organisations.

# Leeds Refugee Forum

## Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2023

	2023 Unrestricted funds £	2022 Unrestricted funds £	2023 Restricted funds £	2022 Restricted funds £	2023 Total funds £	2022 Total funds £
<b>Income</b>						
Grants and donations	5,118	1,558	136,401	73,924	141,519	75,482
Donated services	1,163	5,206	-	-	1,163	5,206
Fees and charges	642	5,466	-	-	642	5,466
Other income	520	-	-	-	520	-
<b>Total income</b>	<b>7,443</b>	<b>12,230</b>	<b>136,401</b>	<b>73,924</b>	<b>143,844</b>	<b>86,154</b>
<b>Expenditure</b>						
Salaries, NIC and pensions	825	-	74,521	57,433	75,346	57,433
Payroll fees	963	-	-	740	963	740
Donated services	1,163	5,206	-	-	1,163	5,206
Donations to others	-	-	9,210	5,550	9,210	5,550
Volunteer expenses	10	-	3,140	1,358	3,150	1,358
Utilities	90	-	4,028	2,234	4,118	2,234
Printing, postage and stationery	-	-	1,915	1,196	1,915	1,196
Telephone and Internet	125	-	804	1,525	929	1,525
Insurance	-	35	210	176	210	211
Independent examination	390	-	600	600	990	600
Equipment	-	-	798	156	798	156
Food and refreshments	-	-	2,287	379	2,287	379
Other premises costs	-	-	332	966	332	966
Travel and transport	-	60	374	1,060	374	1,120
Training and support	-	85	195	-	195	85
Website	500	-	1,073	-	1,573	-
Membership fees	-	-	45	71	45	71
Other office costs	20	-	114	120	134	120
Bank Charges	191	-	26	47	217	47
Depreciation	703	703	-	-	703	703
IT and software	499	-	415	917	914	917
Activities	93	-	6,019	529	6,112	529
<b>Total expenditure</b>	<b>5,572</b>	<b>6,089</b>	<b>106,106</b>	<b>75,057</b>	<b>111,678</b>	<b>81,146</b>
<b>Net income / (expenditure)</b>	<b>1,871</b>	<b>6,141</b>	<b>30,295</b>	<b>(1,133)</b>	<b>32,166</b>	<b>5,008</b>
<b>Transfers between funds</b>	<b>1,516</b>	<b>1,420</b>	<b>(1,516)</b>	<b>(1,420)</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>3,387</b>	<b>7,561</b>	<b>28,779</b>	<b>(2,553)</b>	<b>32,166</b>	<b>5,008</b>
<b>Fund balances brought forward</b>	<b>44,373</b>	<b>36,812</b>	<b>69,547</b>	<b>72,100</b>	<b>113,920</b>	<b>108,912</b>
<b>Fund balances carried forward</b>	<b>47,760</b>	<b>44,373</b>	<b>98,326</b>	<b>69,547</b>	<b>146,086</b>	<b>113,920</b>